

ELECTIONS & VOTING
of
MANLY WARRINGAH ATHLETICS CENTRE INC.

REGULATION 1 – ELECTIONS & VOTING

In this Regulation “LANSW” means the Little Athletics Association of NSW Inc.

1.1 PURPOSE

This Regulation sets down the procedural requirements of the Centre for all ballots and elections. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

1.2 ELECTION OF THE COMMITTEE

- a) Elections for Committee Members shall be conducted at the Annual General Meeting of the Centre.
- b) Nominations to the Committee shall be open to any adult person, provided they:
 - i) are not an undischarged bankrupt,
 - ii) do not have a recorded conviction which in the opinion of the Committee renders them unsuitable to serve in the role for which they have been nominated,
 - iii) are not ruled as unsuitable by the Committee to serve on the Committee, and
 - iv) agree to undertake a Working with Children Check.
- c) Where voting papers are to be used:
 - i) the Committee may prepare a list of the name/s of nominees in alphabetical order, or may simply provide blank papers on which members eligible to vote may write or indicate their vote in a manner indicated by the Committee,
 - ii) Voting papers are to be lodged at the ballot boxes provided for that purpose, or if so determined, with the scrutineers.
 - iii) At least two scrutineers shall be appointed by the chairperson of the meeting, prior to the election, who shall examine each vote, ensure its validity and record one vote for each nomination which has been indicated with a tick, cross, signifying mark, or name or other similar indication and at the completion of such count, advise the chairperson of the votes recorded for each nomination, and
 - iv) the person determined to have the greatest number of votes shall be deemed to be the elected member of the Committee.

1.3 PROXY VOTING

- a) Each Member shall be entitled to appoint a proxy by notice given to the Secretary no later than twenty four (24) hours before the time of the meeting in respect of which the proxy is appointed.
- b) The notice appointing the proxy is to be in or to the effect of the form set out in Appendix 1 to this regulation.
- c) Unless otherwise instructed the proxy may exercise the proxy vote as he thinks fit.
- d) Failure to comply with the requirements of either of both of regulation 1.3a) or 1.3b) shall render the proxy invalid.

Appendix A

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
(address)

being a member of
(Little Athletics Centre)

hereby appoint
(full name of proxy)

of
(address of proxy)

being a member of that Centre, as my proxy, to vote for me on my behalf at the General Meeting of the Centre (Annual general Meeting or Special General Meeting, as the case may be) to be held on the day of 2..... and at any adjournment of that meeting.

I instruct my proxy to vote in accordance with my attached instructions.

I authorise my proxy to vote in a manner they think fit.

.....
Signature of member appointing proxy

Date

NOTE: A proxy vote may only be given to a person who is a member of the Centre.

To be returned to:
The Secretary
Manly Warringah Athletics Centre Inc.
[Address]

by *[time & date]*

**EXECUTIVE & GENERAL COMMITTEE PORTFOLIO
ROLES & RESPONSIBILITIES
of
MANLY WARRINGAH ATHLETICS CENTRE INC.**

**REGULATION 2 – EXECUTIVE & GENERAL COMMITTEE
PORTFOLIO ROLES & RESPONSIBILITIES**

In this Regulation “LANSW” means the Little Athletics Association of NSW Inc.

2.1 PURPOSE

This Regulation sets out guidance for the Centre for the roles and responsibilities of Executive Committee Members additional to those set out in Rule 16 of the Constitution.

This Regulation also sets out guidance for the Centre for the roles and responsibilities, of General Committee Members as set out in Rules 14.1 and 14.3 of the Constitution. It includes a series of portfolios which the Committee may choose to allocate to various General Committee Members or to Executive Committee Members. Nothing in this regulation requires all or any of these General Committee Portfolios to be so allocated, nor does it exclude any other roles from being created. Positions, other than the Executive positions, may be created, abolished or amended from time to time by the Committee and the functions and responsibilities for any such position, other than Executive positions, may be redefined, deleted or amended from time to time by the Committee.

This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

2.2 LEGAL & CORPORATE GOVERNANCE DUTIES

In very broad terms, the principal statutory and common law duties imposed upon Committee Members may be summarised as follows:-

- a) to act honestly and in good faith in the interests of the Centre as a whole;
- b) to exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in the Centre’s circumstances;
- c) to exercise powers granted honestly and for the purposes for which they were conferred and not for collateral purposes;
- d) to avoid any actual or potential conflict between the obligations owed to the Centre and a Committee Member’s personal interest or other duties;
- e) to keep confidential information obtained confidential, and not to disclose an advantage or business opportunities acquired, in the course of office; and
- f) to prevent insolvent trading by the Centre.

2.3 EXECUTIVE COMMITTEE PORTFOLIOS

a) President

In addition to the responsibilities set out in Rule 16.1 of the Constitution, the President shall:

- i) Ensure that all members of the Executive keep themselves informed of all Centre matters under their control or relevant to their area of responsibility.
- ii) Perform such duties as may be required from time to time by the Centre.
- iii) Represent the Centre at all functions, meetings and other occasions requiring the presence of a representative of the Centre either personally or by delegation to a member of the Executive or any other person deemed appropriate by the President.

- Endorse correspondence, payment approvals, financial reports and other documentation as appropriate.
- iv) In conjunction with the Secretary and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- v) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- vi) Negotiate lease agreements with the Office of Sport
- vii) Provide relevant information to Manager for Communications for publication, as required.
- viii) Ensure annual risk assessment is completed in conjunction with Manager for Equipment, Track and Field, Canteen, Training Manager and Member of Protection & Grievances

b) Vice President

In addition to the responsibilities set out in Rule 16.2 of the Constitution, the Vice President shall:

- i) Assist the Executive Committee Members in the discharge of their duties.
- ii) Endorse correspondence, payment approvals, financial reports and other documentation as appropriate.
- iii) Set Colbert Shield and King and Queen of the track participants and dates in consultation with Manager for Championships, Records and Results and Track and Field.
- iv) Compile Annual Report for AGM and LANSW based on feedback from committee members.
- v) Identify and coordinate grant applications.
- vi) Provide relevant information to Manager for Communications to be published, as required.

c) Secretary

In addition to the responsibilities set out in Rule 16.3 of the Constitution, the Secretary shall:

- i) Take detailed minutes of the business from all Committee and General Meetings and distribute copies to all Committee Members.
- ii) Record all disclosures of interests in the minutes as required under Rule 18.10 of the Constitution.
- iii) Compile all agendas for meetings with the assistance from the Executive.
- iv) Assist all members of the Committee where required.
- v) Keep on file all material which may assist the organisation of Little Athletics and the general management and operation of the Centre.
- vi) Forward notices of Committee meetings as required under Rule 18.5 of the Constitution.
- vii) Forward notices of General meetings as required under Rule 23 of the Constitution.
- viii) Keep on file all significant correspondence received and a copy of all significant correspondence forwarded on behalf of the Centre by each member of the Executive.
- ix) Endorse correspondence, payment approvals, financial reports and other documentation as appropriate.
- x) In conjunction with the President and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure

the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.

- xi) Act on behalf of the Centre as reasonably directed by the Executive.
- xii) Approve the preparation of the Annual Report.
- xiii) Act as the Public Officer for the Centre.
- xiv) Arrange attendance at LANSW meetings to represent the Centre including Zone and Region Committee meetings in conjunction with Manager for Equipment and Manager for Championships
- xv) Provide reports, feedback and updates on new developments at LANSW level and from other Centres.
- xvi) Highlight changes in LANSW rules, regulations or processes which may impact the Centre.
- xvii) Provide relevant information to Manager for Communications to be published as required.
- xviii) Submit a written report to for inclusion in the Annual Report of the Centre.

d) **Treasurer**

In addition to the responsibilities set out in Rule 16.4 of the Constitution, the Treasurer shall:

- i) Keep a detailed ledger of all receipts and payments transacted for the Centre.
- ii) Draft an annual budget for the Centre for consideration by the Committee.
- iii) Issue receipts for all monies received, this is to include internal income e.g. canteen, fundraising etc.
- iv) Present at each Committee meeting, a summary of financial position and anticipated expenses for review and ratification by the Committee.
- v) Pay on invoice only (unless otherwise approved by the Committee), all accounts passed by the Committee for payment.
- vi) Arrange for the President, Secretary and Treasurer or other Committee member as approved by the Committee to act as signatories, with any two to sign on all Centre payment approvals and other forms of payment.
- vii) Collect all competition and miscellaneous fees owing to the Centre and arrange for banking as soon as reasonably possible after receipt.
- viii) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.
- ix) Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the preceding twelve (12) months.
- x) At the completion of each financial year arrange for the financial statements to be audited if required under the *Associations Incorporation Act 2009* or independently reviewed as required under Rule 30 of the Constitution.
- xi) In conjunction with the President and Secretary, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- xii) Endorse correspondence, payment approvals, financial reports and other documentation as appropriate.
- xiii) Investigate and review all insurance policies required for the Centre and equipment.
- xiv) Establish an account or accounts with a suitable Bank or Financial Institution.
- xv) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- xvi) Arrange and/or recommend the hiring of a bookkeeper as required, within the allocated budget specified by the Committee.

e) **Registrar**

In addition to the responsibilities set out in Rule 16.5 of the Constitution, the Registrar, in conjunction with the nominated Registrars of affiliated Clubs, shall:

- i) Coordinate the conduct of registration day or days of the Centre and clubs in conjunction with other Committee members and registrars from other clubs, including the assembly of registration packs and purchase of registration gifts.
- ii) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
- iii) Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
- iv) Endorse correspondence, payment approvals financial reports and other documentation as appropriate. Purchase of required materials e.g. plastic bibs, safety pins.
- v) Recommend opening and closing dates for registrations in consultation with LANSW and open/close registration portal as required.
- vi) Setup registrations on GameDay or equivalent registrations system in consultation with LANSW.
- vii) Allocate numbers to athletes and monitor all issues with registrations and athlete numbers across the season.
- viii) Ensure State Relay Zone and Region representative athletes have cloth bibs and sponsor patches. - Prepare various paperwork from LANSW (e.g. leftover bib refunds, final number counts, etc).
- ix) Prepare list of contact details, after removing unnecessary private data for Manager for Age Managers to distribute.
- x) Provide relevant information to Manager for Communications to be published as required.
- xi) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.

2.4 GENERAL COMMITTEE PORTFOLIOS

In accordance with Rule 14.3 of the Constitution, each of the below portfolios is a General Committee Member. At least two (2) of the portfolios should include nominations from Clubs who represent their committee pursuant to clause 39.1.

The sub-committee roles and duties for a particular portfolio may be set out under Regulation 2.5, and they make recommendations through their respective Supervisor or representatives to the Committee.

a) **Operations Supervisor**

The Operations position oversees, coordinates and leads the Operations portfolio of the Centre which includes:

- i) Ensure effective planning and coordination of the events and officials required for the weekly Centre competition and oversee its smooth operation
- ii) Establish appropriate forward scheduling of events to ensure balance for all competitors and processes for event adjustments where required.
- iii) Ensure required competition equipment is available and operational.
- iv) Liaise with Manager for IT to ensure technology-based competition equipment is functional in preparation and during each competition
- v) Liaise with the Manager for Equipment to ensure the competition arena is safe for athletes, officials, parents, and visitors for each Centre competition.

The Operations position should generally be filled by an individual holding one of the following Centre Roles:

- Manager for Track and Field
- Manager for Equipment
- Manager for Officials.

b) **People Supervisor**

The People position oversees, coordinates and leads the People portfolio of the Centre which includes:

- vi) Oversight for facilitation of and communication with all general people coordination roles required for effective running of the weekly Centre competition and its weekly coaching and training needs
- vii) Recruitment of people to act in the general people coordination roles
- viii) Establish communication channels as required to people in those roles

The People position should generally be filled by an individual holding one of the following Centre Roles:

- Manager for Age Managers
- Manager of Volunteers
- Manager for Coaching

c) **Competition Supervisor**

The Competition position oversees, coordinates and leads the Competition portfolio of the Centre which includes:

- ix) Coordination of all matters required to support the Centre in competitions outside of the weekly Centre competition.
- x) Communication to and from members for representative competitions
- xi) Validation and record keeping for all Records within Centre and representative competitions.

The Competition position should generally be filled by an individual holding one of the following Centre Roles:

- Manager for Championships
- Manager for Records and Results.

2.5 CENTRE ROLES

It is recognised that not all volunteers are able to participate in the operations of the Committee. However, ongoing engagement and participation is integral to the proper functioning of the Committee. Therefore, the following roles are not necessarily General Committee positions, but are required for the effective and efficient operation of the Centre. All Centre roles have a standing invitation to attend and participate in meetings of the Committee, but they are not Committee Members for the purposes of Quorums or Voting. Centre Roles can be reviewed by the Committee for potential elevation to a General Committee Portfolio and when required, can be amended through a Committee resolution without requiring agreement from the Members of the Centre.

a) **Manager for Championships**

The Manager for Championships shall:-

- i) Advertise all programs and timetables for representative championships.
- ii) Collate the entries for championships and events in which members participate, including the preparation of entry forms and program printing.
- iii) Set up a Selection Sub-committee, of no less than 4 people approved by the Committee, to approve the selection of athletes to represent the Centre at Championships or competitions where a selection criterion is required.
- iv) Encourage athletes to correctly nominate in their events, to participate in LANSW or other Centres' events by the closing date.
- v) Use reasonable efforts to ensure that athletes report to the call room or the event (as applicable) for their events on time at LANSW Carnivals.

- vi) Represent the Centre as Team Manager at all LANSW Carnivals or by delegation to a member.
- vii) Where the Centre provides awards at the end of, or during the year, together with the Manager for Records and Results, assist in the collation of results to facilitate the giving of those awards.
- viii) In conjunction with the Committee arrange the purchase of trophies and awards for any presentation day, or by delegation to a member.
- ix) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- x) Provide list of athletes competing at Representative Carnivals to Registrar to arrange distribution of cloth numbers, to Manager of Uniforms for purchase and distribution of gifts, and to Manager of Volunteers for allocation of Parent Duties.
- xi) Provide athlete data to Manager of Coaching for organisation of training as required, including but not limited to relay athletes.
- xii) Provide relevant information to Manager for Communications for publication as required.

d) **Manager for IT**

(Potentially a split of role/responsibilities below, although one person needs to oversee in the Manager for IT position)

Submit a written report to the Vice President for inclusion in the Annual Report of the Centre

Field Technology Coordinator(s)

Timing & Recording Systems

- xiii) Maintain the Centre's computing environment to enable competition to be conducted and results recorded.
- xiv) Ensure necessary Field Technology personnel are available and registered as Officials for weekly competition
- xv) Attendance at all weekly competitions to manage and trouble shoot hardware & software, including:
 - Timing Solutions - ResultsHQ, RaceHQ, timing poles & starting devices
 - Recording tablets, radios etc
 - EagleEye photo finish timing system
- xvi) Recommend the purchase and repair of any computer equipment.
- xvii) Work with Manager for Equipment and collaborate with other IT representatives.

Centre Technology Coordinator

Communication Hardware & Apps

- i) Oversee the Centre's systems to ensure data integrity and privacy.
- ii) Manage WiFi, internet connectivity & security of data.
- iii) Assist Manager for Records and Results and Registrar where necessary to ensure accurate athlete data and results in software e.g. GameDay, ResultsHQ, Excel.
- iv) Admin of website structure/domains, Google Workspace and Microsoft365 etc.
- v) Proactively recommend the update of any IT which will benefit the Centre and co-ordinate its implementation and necessary training.
- vi) Collaborate with other IT team members and the Committee.

b) **Manager for Coaching**

The Manager for Coaching shall:-

- i) Encourage and foster the recruitment of new coaches at the Centre, ideally drawing from the existing senior athlete pool. Oversee Centre training and Club training across all clubs including:
 - i) Hiring and managing Head Coach within the allocated budget specified by Committee
 - ii) Ensure competent training coordinator is available for Club trainings - promote relevant coaching courses to all coaches -
 - iii) Carry out athlete participation registrations as deemed necessary and allocate athletes to events as required
 - iv) Send athlete data to Head Coach/es for distribution to coaches
 - v) Liaise with Manager for Equipment to ensure appropriate equipment is available for training
 - vi) Record the number of Coach hours worked for the month and notify the Treasurer
 - vii) Request feedback from training participants periodically and provide to Head Coach and Committee as required
 - viii) Provide relevant information to Manager for Communications to be published as required.
 - ix) Ensure all coaches have provided their WWC number to Manager for Member Protection & Grievances
 - x) Encourage all coaches to have a valid First Aid/CPR certificate
 - xi) Maintain a first aid kit adequate to treat first aid for injuries at Centre and Club training in conjunction with Head Coach of Centre and Club trainings.
 - xii) Advise Manager for Communications whether Centre and Club training is on each week
 - xiii) Provide incident reports to Manager of Member Protection & Grievances
 - ii) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
 - iii) Ensure that the head coach/es are:
 - i) Monitoring and refining the Technical Training program to ensure it's as effective as it can be given the constraints, so that as many athletes as possible improve their competence throughout the season.
 - ii) Recruiting and managing coaches so that we have coaches to reliably conduct training in as many events as possible across Centre and all Clubs
 - iii) Managing the overall conduct of Training sessions so that they are well organised.
 - iv) Providing input to Manager of Coaching on issues regarding Technical Training including any incident reports
- c) **Manager for Equipment**
- The Manager for Equipment shall:-
- i) Plan and implement the layout of the track and field for all competition.
 - ii) Monitor the condition of the grounds and liaise with the ground's owner regarding maintenance of the grounds in a safe condition, in consultation with President and/or the Manager of Track & Field.
 - iii) Be responsible for the distribution and collection of all equipment at all competitions at the ground conducted by the Centre or on the Centre's behalf.
 - iv) Recommend the purchase and or repair of all equipment.
 - v) Ensure all equipment is maintained in an organised manner and in safe and good working order.
 - vi) Ensure all equipment meets the technical requirements.

- vii) Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- viii) Provide details of equipment to the Treasurer for insurance purposes.
- ix) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- x) Attend Zone/Region meetings on instances when MWLAC is hosting a Championships event.
- xi) Advise the Committee as soon as reasonably practicable of any serious injury that may occur.
- xii) Complete venue risk inspections and assessments prior to each competition conducted by the Centre.
- xiii) Ensure compliance with all LANSW risk management policies.
- xiv) In conjunction with the Manager for Track & Field determine whether events will be cancelled, replaced or run in a different sequence in the event of inclement or exceptionally hot or unusual conditions.
- xv) Assist with annual risk assessment.

d) **Manager for Officials**

The Manager for Officials shall:-

- i) Recruit and organise and arrange training of officials for the safe and efficient conduct of Centre meetings.
- ii) Organise officials to undertake relevant officiating courses and maintain a list of their corresponding accreditation.
- iii) Maintain a list of all officials who assist at competitions in which the Centre participates.
- iv) Organise officials from the Centre for events conducted by LANSW and other Centres, in which the Centre participates or by delegation to a member.
- v) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- vi) Ensure all officials have correct qualification completed
- vii) Setup Signup link for all officials roles across season
- viii) Ensure officials have appropriate identifiers for the season (e.g. lanyards/vests).
- ix) Put a regular call out to members to recruit new officials to step into roles.
- x) Ensure all official roles are filled for Saturday competitions
- xi) Ensure officials have sent WWC details to Manager for Member Protection & Grievances.
- xii) Assist as an official at Zone Championships.
- xiii) Liaise with officials to communicate weekly programs and request feedback as required.
- xiv) Source skills and drills supervisor and inform Treasurer of amount of hours skills is run each week.
- xv) Provide relevant information to Manager for Communications for publication as required.
- xvi) Assess whether additional officials roles are required e.g. track referee and setup/fill as required.
- xvii) Arrange attendance of first aid e.g., St Johns Ambulance for weekly competitions

e) **Manager for Track and Field**

The Manager for Track and Field shall:-

- i) Plan and implement the weekly competition programs and timetables.
- ii) Plan and implement the allocation of age groups to track and field events.
- iii) In conjunction with the Manager for Health and Safety determine whether

events will be cancelled, replaced or run in a different sequence in the event of inclement or exceptionally hot or unusual conditions.

- iv) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- v) Check that officials are carrying out their role in the best manner to assist athletes and manage on the ground to ensure smooth running of the weekly competition program, including assisting age managers as required.
- vi) Seek feedback from members on how the program can be improved and implement as required across the season.
- vii) Publish weekly program and update results HQ events weekly.
- viii) Print and laminate program for the various track locations
- ix) Print and laminate event information sheets for each field event location (e.g. specs/weights/starting heights) to be given to Manager for Equipment.
- x) Provide relevant information to Manager for Communications for publication as required.

f) **Manager for Canteen**

The Manager for Canteen shall:-

- i) Plan and implement the management of all activities in catering whenever competition is held at the Centre.
- ii) Be responsible for all ordering of the canteen stock, with financial arrangements as decided by the Executive Committee Members.
- iii) Arrange for a cash float and payment reader to be available for the weekly running of the canteen.
- iv) In conjunction with the Treasurer (or other Committee Member) count proceeds after each competition and receive a receipt from the Treasurer for subsequent banking.
- v) Provide receipts from the ordering of stock to the Treasurer.
- vi) Keep a clear record of all orders and takings.
- vii) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- viii) Manage the canteen in consideration of government healthy canteen policy.
- ix) Provide relevant information to Manager for Communications for publication as required.

g) **Manager for Age Managers**

The Manager for Age Managers shall:-

- i) Arrange for the appointment of Age Managers to each age group at the Centre.
- ii) Ensure appropriate induction is carried out for new and returning Age Managers, and assist them in their responsibilities.
- iii) Ensure the Age Group Managers are aware of and apply the rules of competition of the LANSW and the Centre.
- iv) Maintain regular contact with all Age Group Managers for the purpose of advising the managers of any Committee decisions taken, changes to program, LANSW directives and information and other relevant matters effecting the operation of the Centre and its members.
- v) Discuss any comments and recommendations for improving the Centre with the Age Group Managers. Convey their comments and recommendations to the Committee for consideration.
- vi) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- vii) Ensure all AMs are on a communication channel e.g. WhatsApp at season commencement

- viii) Ensure all AMs have access to the AM guide
- ix) Ensure all AMs have a bag, shirt and tape measure and working radio. - Ensure all flags are out and ready for the beginning of season.
- x) Send athlete contact information to all AMs (pre-season, and then weekly for first 4-6 weeks of season to update for new registrations; to be provided by Registrar).
- xi) Ensure all AMs have an email template to send to their group at season start.
- xii) In conjunction with Manger for Track & Field, ensure new age managers are supported on the ground. - Arrange meet and greet for age managers pre-season.
- xiii) Provide relevant information to Manager for Communications for publication as required.

h) **Manager for Communications**

The Manager for Publicity and Communications shall:-

- i) Maintain the Centre's social media sites/channels to ensure all posts are accurate and appropriate and add new information as advised by any authorised member of the Committee.
- ii) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- iii) Manage the website for updates to pages / news / links - post training updates for the five clubs and Centre training each week as advised by training coordinator.
- iv) Share the program each week as advised by Manager for Track & Field
- v) Share any other information as required by other committee members on socials.
- vi) Respond to enquiries sent through social media.
- vii) Post photos of championships events as sent by MW members.
- viii) Post details on social media when Centre records are broken.
- ix) Share sponsor posts as required.
- x) Liaise with sponsors as required.
- xi) Assist in creation of athlete gifts as required.
- xii) Plan, setup and manage Centre presentation day.

i) **Manager for Uniforms**

The Manager for Uniforms shall:-

- i) Purchase, store and sell the Club uniforms before and during the season, and representative uniforms once teams are announced until the championships.
- ii) Account to the Treasurer prior to the purchase of and following the sale of uniforms.
- iii) Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by the Committee.
- iv) Arrange for the design and purchase of gifts and/or apparel for registration packs and championships meets in consultation with Registrar and Manager for Championships.
- v) Conduct a regular stock-take of all Centre uniforms and keep an up-to-date inventory including ensuring the payment reader stock levels are accurate.
- vi) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.
- vii) Provide relevant information to the Manager for Communications for publication as required. including uniform sale days/times.

j) **Manager for Member Protection/Grievance and Privacy**

The Manager for Member Protection/Grievance shall:-

- i) Listen to complaints and concerns from members and visitors.
- ii) Act as an impartial body, offering a sounding board for concerns and/or suggestions.
- iii) Identify options for early resolution of conflicts and grievances.
- iv) Maintain confidentiality.
- v) Monitor compliance with behavioural guidelines and codes of conduct.
- vi) Ensure compliance with the Centre's disciplinary procedures.
- vii) Keep up-to-date with information on harassment, discrimination and other forms of inappropriate behaviour.
- viii) Understand and follow Centre and LANSW policies and procedures in relation to member protection.
- ix) Support and provide information to the committee as required.
- x) Ensure completion of any required Working with Children documentation and maintain a register securely. Advise on matters relating to member's privacy.
- xi) Maintain a register of First Aid incidences for member's insurance purposes.
- xii) Assist with annual risk assessment.
- xiii) Submit a written report to the Vice President for inclusion in the Annual Report of the Centre.

k) **Manager for Records and Results**

The Manager for Records and Results shall:-

- i) Compile and maintain records of each event for which the Centre holds records.
- ii) Update the computer system with any new records achieved at competition.
- iii) Ensure the age managers are aware of current records and understand what to do when a suspected record is achieved.
- iv) Ensure that suspected records are validated as per the Centre rules.
- v) Provide collated results data to the Manager for Championships to select athletes to represent the Centre at competitions where a selection criterion is required.
- vi) Where the Centre provides awards at the end of or during the year, together with the Manager for Championships, assist in the collation of results to facilitate the giving of those awards.
- vii) Review weekly results data for completeness and accuracy and resolve as needed.
- viii) Ensure athlete data is accurately loaded into results system prior to commencement of each competition week.
- ix) Provide relevant record information to Manager for Communications for publication as required.

l) **Manager of Volunteers**

- xiii) Create SignUp parent duties for all duties across the season.
- xiv) Setup Age Manager Assistants signup link for all dates across season.
- xv) Publish parent duty links and ensure all have signed up for the minimum requirement before registration collection).
- xvi) Ensure Age manager assistants and parent duties have appropriate identifiers for the season (e.g. lanyard, vest etc.).
- xvii) Email weekly reminders to all duties families to check in for their duty.
- xviii) Fill duties that are vacant for following weekend (ask promotions to post on socials, send emails etc.) and lock signup Fridays.
- xix) Setup sign up desk on Saturday mornings including printed QR check in codes for AMAs and parent duties.
- xx) In consultation with Manager of Officials, arrange for 3 'officials' to be

responsible for sign on desk for the season, and train sign in officials on Saturday procedures to ensure people check in, and to allocate ready reserves to appropriate locations.

- xxi) Analyse data each week to follow up no shows and request they sign up for a future week.
- xxii) Collate data for bond returns at seasons end - Setup SignUp page for zone, regional and state duties as per the allocations given by LANSW zone/region/state coordinators.
- xxiii) Publicise the date/time champs duties in SignUp will go live (and activate at correct time/date).
- xxiv) Check in parent duties at zone/region/state (or allocate a duty at these events to do this).
- xxv) Provide relevant information to Manager for Communications for publication as required.

DISCIPLINARY PROCEDURES & APPEALS
of
MANLY WARRINGAH ATHLETICS CENTRE INC.

**REGULATION 3 – DISCIPLINARY PROCEDURES
& APPEALS**

In this Regulation “LANSW” means the Little Athletics Association of NSW Inc.

3.1 PURPOSE

The purpose of this Regulation is to outline the process for disciplinary action by the Centre and the process for appeal in relation to such action. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

3.2 NOTICE OF ALLEGATION

Where the Committee considers that the actions of a member give cause for disciplinary proceedings to be commenced, the Secretary shall, as soon as practicable, serve on the relevant member (“the subject”) a notice in writing:

- a) Setting out the alleged breach by the subject and the grounds on which it is based;
- b) Stating that the subject may address the Committee at a meeting to be held not earlier than fourteen and not later than twenty eight days after service of the notice;
- c) Stating the date, place and time of that meeting; and
- d) Informing the subject that they may do one or more of the following:
 - i) attend that meeting; and/or
 - ii) give the Centre, at least three (3) days before the date of that meeting, a written statement regarding the alleged breach.

3.3 DECISION OF THE COMMITTEE

- a) At the meeting at which the hearing takes place, the Committee shall:
 - i) Ensure that no member of the Committee at the hearing has a conflict of interest in relation to the subject or the incident in question;
 - ii) Give the subject every opportunity to be heard;
 - iii) Give due consideration to any written statement submitted by the subject; and
 - iv) Determine what (if any) sanctions should be imposed, if it is satisfied that the facts alleged in the complaint have been proved and that the alleged breach occurred.
- b) The Committee is required to give reasons for its decision to the subject.
- c) If the Committee imposes a sanction, the Secretary must, within seven (7) days after the action is taken, cause written notice to be given to the subject of the action taken and of the subject’s right of appeal in accordance with Regulation 3.5.
- d) The sanction does not take effect:
 - i) Until the expiration of the period within which the subject is entitled to appeal against the decision concerned; or
 - ii) If within that period the subject exercises the right of appeal, unless and until the decision is confirmed under Regulation 3.5, whichever is the latter.

3.4 SANCTIONS

- a) Any sanction recommended under this Regulation must:
 - i) Conform to the principles of natural justice;

- ii) Be fair and reasonable;
 - iii) Be based on the evidence and information presented; and
 - iv) Be within the powers of the Committee to impose the measure.
- b) The sanction to be imposed on a subject will depend on factors such as:
- i) The nature and seriousness of the behaviour or incidents;
 - ii) The effect of the proposed sanctions on the subject including any personal, professional or financial consequences;
 - iii) If there have been relevant prior warnings or disciplinary action;
 - iv) If there are any mitigating circumstances; and
 - v) Any representations made to the Committee.
- c) If the Committee finds that an offence has been proved or committed, one or more of the following sanctions may be imposed:
- i) direct that the individual makes a verbal and/or written apology;
 - ii) issue a written warning;
 - iii) direct that the individual attend counseling to address the behaviour;
 - iv) withdraw any award, placing, records, honour, achievements bestowed in any event or activities held or sanctioned by the Centre;
 - v) demote or transfer the individual to another role or activity;
 - vi) suspend the subject's right to participate in particular activities for a period of time or permanently;
 - vii) suspend the subject from membership of the Centre for a specified period;
 - viii) expel a subject from the Centre; or
 - ix) impose such other penalty, action or educative process as it deems appropriate.
- d) When imposing any sanction, it will be accompanied by a warning that a similar breach by that subject in the future may result in the imposition of a more serious sanction.

3.5 APPEAL

- a) A subject may appeal to the LANSW against a decision of the Committee, but must do so no later than fourteen (14) days after notice of the decision is served on the subject, by lodging with the Secretary a written notice to that effect.
- b) The notice must be accompanied by a statement of the grounds on which the subject intends to rely for the purposes of the appeal.
- c) Where the Secretary receives such a notice, he/she shall notify the LANSW Chief Executive Manager within seven (7) days, who shall then convene a Judiciary Committee hearing to be held within twenty eight (28) days, to consider the appeal and make a determination in relation to the alleged breach and any recommended sanctions.
- d) All correspondence relating to the alleged breach and any sanction recommended by the Centre Committee must be made available to the LANSW Judiciary Committee.
- e) Both the subject and a representative of the Centre Committee will be given the opportunity to attend the Judiciary Committee hearing in person, and/or provide to the LANSW, at least three (3) days before the date of the hearing, a written statement.
- f) The decision of the Judiciary Committee shall be final.

MANAGEMENT OF INCIDENT REPORTING & INSURANCE CLAIMS of MANLY WARRINGAH ATHLETICS CENTRE INC.

REGULATION 4 – MANAGEMENT OF INCIDENT REPORTING & INSURANCE CLAIMS

4.1 PURPOSE

The purpose of this Regulation is to outline the process for dealing with incidents affecting the Centre and/or its members and the process for handling claims in relation to such incidents. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

4.2 CLAIMS MANAGEMENT

In this Regulation “LANSW” means the Little Athletics Association of NSW Inc.

Where an accident or other incident occurs while at a Centre promoted activity the following procedure should be followed:

1. The incident should be reported promptly to the nearest Committee Member and details taken by that member of the time, place, persons involved, contact details and other relevant facts;
2. The incident facts should be recorded in the Centre Incident Record;
3. If possible, a report should be obtained by witnesses to the incident and any attending medical officer;
4. Where a person wishes to lodge an incident report with the Centre concerning the incident they should be directed to the LANSW website to download the appropriate incident report form for completion and return to the Secretary;
5. If an incident report is lodged with the Centre, a Committee member will be assigned to investigate the incident and report back to the Committee their findings within 7 days of lodging of the incident report. Subject to any insurance limitations, a copy of the Centre findings may be provided to the parents to assist the person in completing any insurance claim form. A copy of the current insurance claim form can be obtained from LANSW;
6. The person should be informed that any claim form should be lodged with the LANSW insurance broker within 30 days of the incident. A Little Athletics NSW (LANSW) Insurance Claim Guide is able to be downloaded from their website;
7. The Centre should always recommend that the person contact the LANSW insurance broker to discuss their claim and work through the process to ensure the correct paperwork is lodged with the insurer. The LANSW insurance broker details can be obtained from the LANSW website.
8. Irrespective of any insurance claim, the Centre will also action within 7-14 days of receiving an incident report, any required changes in safety, training, supervision or athlete conduct in accordance with the applicable LANSW guidelines.

If a person has any questions concerning the Centre’s internal investigation or resulting actions, they should not hesitate in contacting the President or Secretary.

If a person is unhappy with any of this process they are invited to contact LANSW directly.

EXECUTIVE DECISIONS
of
MANLY WARRINGAH ATHLETICS CENTRE INC.

REGULATION 5 – EXECUTIVE DECISIONS

5.1 PURPOSE

The Executive will be entitled to make decisions on the matters set out in Regulation 5.3 without the requirement of holding a general Committee meeting, subject to complying with the requirements set out in Regulation 5.2. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

5.2 REQUIREMENTS

A decision of the Executive which is not put to a general Committee meeting must:

- (a) Be capable of being passed under Regulation 5.3;
- (b) Be passed at a duly convened meeting;
- (c) Be passed by a majority of Executive Members; and
- (d) Be confirmed to all General Committee Members within 14 days of being passed.

5.3 LIST OF PERMITTED EXECUTION DECISIONS

The Following decisions may be made by the Executive:

- (a) The nomination of the date of the AGM;
- (b) The appointment of or replacement of the auditors of the Centre;
- (c) The filling of casual vacancies in the Committee;
- (d) The excusing of a Committee Member from attending less than 50% of general Committee meetings in a year;
- (e) The granting of a request by a person to attend (and where applicable, be heard) at a Committee Meeting (other than a Committee member);
- (f) Such other decisions as may be delegated by a 75% majority resolution of the full Committee

ATHLETE RECORD CRITERIA
of
MANLY WARRINGAH ATHLETICS CENTRE INC.

REGULATION 6 – ATHLETE RECORD CRITERIA

6.1 PURPOSE

The purpose of this Regulation is to outline the process for verification of athlete records. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

6.2 DETERMINATION OF RECORDS

What is a record

A record is when an athlete sets a time or distance that is better than the previous best time or distance for an event conducted at a Little Athletics meeting run by the Centre.

Who is eligible to set records

Only registered members of the Centre are eligible to set records. The following are not eligible to set records at the Centre:

- Visiting athletes:
 - Athletes registered with another Little Athletics Centre
 - Athletes registered with Athletics NSW but not registered with the Centre
- Trialists

Setting Records

General

- A record will only be set if the following criteria listed in this section are followed.
- Records can only be set as part of normal Centre competition (including the Centre multi). In other words, Centre records are not set at a Zone, Regional, State competition or if the athlete is allowed more attempts than any other competitor.
- With the exception of U15 & U17 age groups (due to their size), unless specified elsewhere within this document, records can only be set by athletes competing solely against athletes in their age group and gender.
- A record will only be set if a member of the Centre committee validates it. This means that the onus is on the Age Manager to inform a committee member when they believe an athlete is about to set a record, or has just set a record.
- Records for field events are displayed on the tablet screen for each event per age group. Age Managers should familiarise themselves with current records before an event is commenced.
- A member of the Centre committee is not allowed to validate a record of a relative (e.g. child, nephew, niece, grandchild etc.).
- An Age Manager that is also a Centre committee member is not allowed to validate a record of a child in their own age group.

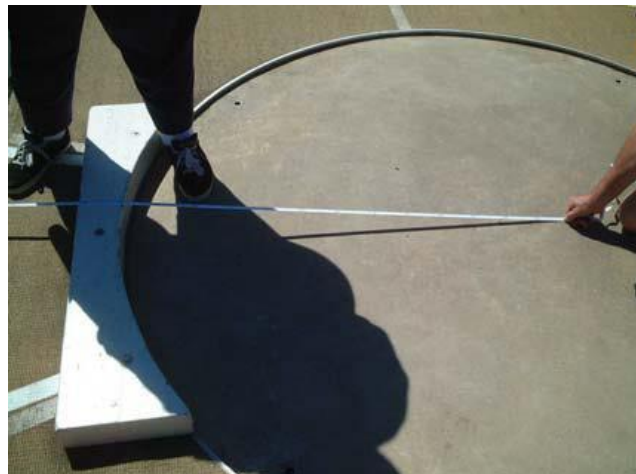
- It is the Age Managers responsibility to ensure that a Centre committee member is notified of a record attempt before it is attempted (where known – e.g. high jump) or as soon as a record is believed to have been set. If, at data entry time, a record is discovered without having been validated as per the details in this document, then it will not be listed as a record.
- For details on how to record results on the event sheets, please refer to the document entitled “Recording results on event sheets”.

Field events

Shot Put

A shot put distance is measured in the following manner:

- The place the shot put lands closest to the shot put circle is marked with a metal marking stake;
- The measuring spike is attached with the zero end of the tape.
- The measurement of a throw will be made from the nearest mark made by the fall of the shot to the inside of the circumference of the circle, along a line from the mark to the centre of the circle.



If an athlete throws a shot put without committing a foul and the measured distance is greater than the listed record then the Age Manager must:

- Immediately stop competition and request a Centre committee member to attend for independent verification;
- Ensure that the metal marking stake is not moved or removed from the ground;
- Tell the Centre committee member that the throw was not a foul;
- Ensure that the Centre committee member re-measures the distance for independent verification;
- Record the distance from the Centre committee member’s measurement on the Record Sheet;
- Get the Centre committee member to sign the sheet, print their name clearly and write the date.

Discus

A discus distance is measured in the following manner:

- The place the discus first disturbs the ground closest to the discus circle is marked with a metal marking stake;
- The measuring spike is attached with the zero end of the tape ;
- The measurement of a throw will be made from the nearest mark made by the fall of the discus to the inside of the circumference of the circle, along a line from the mark to the centre of the circle.

If an athlete throws a discus without committing a foul and the measured distance is greater than the listed record then the Age Manager must:

- Immediately stop competition and request a Centre committee member to attend for independent verification;
- Ensure that the metal marking stake is not moved or removed from the ground;
- Tell the Centre committee member that the throw was not a foul;
- Ensure that the Centre committee member re-measures the distance for independent verification;
- ;
- Record the distance from the Centre committee member's measurement on the Record Sheet;
- Get the Centre committee member to sign the sheet, print their name clearly and write the date.

Javelin

A Javelin distance is measured in the following manner:

- The place the front of the javelin first disturbs the ground closest to the front of the javelin foul line is marked with a metal marking stake;
- The measuring spike is attached with the zero end of the tape;
- The measurement of a throw is made from where the metal head of the javelin first struck the ground, to the inside edge of the arc, with the tape pulled back through the point 8m back on the run-up, that being the centre of the circle of which the arc is a part.

If an athlete throws a javelin without committing a foul and the measured distance is greater than the listed record then the Age Manager must:

- Immediately stop competition and request a Centre committee member to attend for independent verification;
- Ensure that the metal marking stake is not moved or removed from the ground;
- Tell the Centre committee member that the throw was not a foul;
- Ensure that the Centre committee member re-measures the distance for independent verification;
- Record the distance from the Centre committee member's measurement on the Record Sheet;
- Get the Centre committee member to sign the sheet, print their name clearly and write the date.

High Jump

U9 & U10

- The scissor technique will be the only high jump technique permitted in these age groups;
- Restraining straps must not be used for athletes using the scissor mats;
- It shall be a valid jump if all other relevant high jump rules are adhered to, and:
 - i) the head of the athlete does not go over the bar before the leading foot (i.e. the foot of the leg closest to the bar at take-off);
 - ii) the head of the athlete is not below the buttocks when the buttocks clear the bar, and
 - iii) the athlete's lead foot touches the mat before any other part of the body.

U11 to U17

- These age groups are permitted to use any valid jumping technique which may be either the flop or scissors techniques.
- Restraining straps **must** be used.

Measuring:

- As a record attempt for high jump is known before the jump is commenced, the Age manager must request that a Centre committee member be present to verify the cross bar height measurement and also to witness the jump first hand.
- The height of the cross bar should be checked at both ends to confirm it is horizontal and in the centre to confirm the correct height.
- In the case of a sagging cross bar measurement is made from the ground perpendicular to the upper edge of the cross bar at the point where it is lowest.
- The Centre committee member must recheck the measurement before each subsequent record attempt if the cross bar has been disturbed since last measured.

Once an athlete clears the record height, the Age manager must:

- Record the height that the Centre committee member measured on the event sheet;
- Get the Centre committee member to sign the sheet, print their name clearly and write the date.

Long & Triple Jump

U6 to U10

- Use a take-off mat covered in sand.
- Are not permitted to do triple jump.

U11 to U17

- Use a 20cm board with a sand strip to indicate the end of the take-off line.

For U7 – U10 age groups, a record will be unable to be validated if there is more than 1 foot print or mark on the take-off mat as the Centre committee member will be unable to verify the correct mark from which to measure. Similarly for all age groups if there is more than one mark in the landing pit

the Centre committee member will have to measure from the closest one to the take-off mat. As a result it is essential that the Age Manager makes sure that both the sand line (or take-off mat if applicable) is completely smoothed over and the landing pit raked properly before the athlete makes an attempt.

Measuring

For all age groups in measuring a jump the spike with the zero end of the tape attached, is inserted perpendicularly at the break in the sand nearest the take off line.

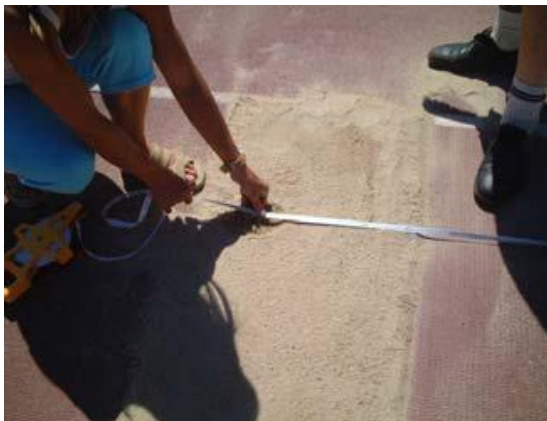
U6 to U10

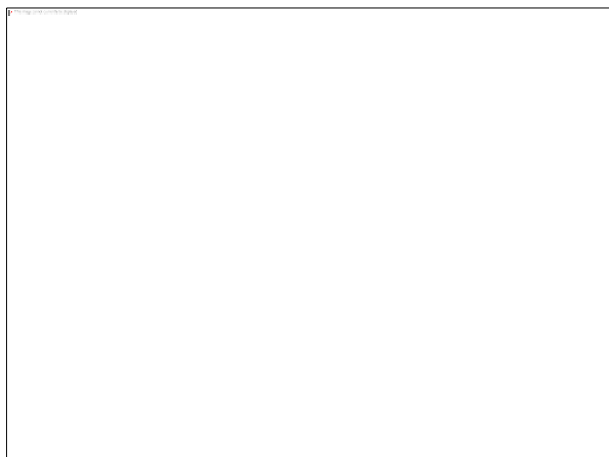
Jumps can be measured 2 ways:

- When any part of the competitor's foot lands on the take-off area, the jump will be measured as the shortest distance from the nearest break in the landing area made by any part of the body or limbs to the imprint made in the take-off area by the take-off foot.
- When no part of the competitor's foot lands in the take-off area, then the jump will be measured from the nearest break in the landing area made by any part of the body or limbs to the back of the mat (not the take off line or its extension). The measurement **must** be taken perpendicular to the back of the mat or its extension.

U11 to U17

- The jump will be measured as the shortest distance from the nearest break in the landing area made by any part of the body or limbs. The measurement must be taken perpendicular to the take-off line or its extension.





If an athlete jumps without committing a foul and the measured distance is greater than the listed record then the Age Manager must:

- Immediately stop competition and request a Centre committee member to attend for independent verification;
- Ensure that both the take-off and landing areas remain untouched following completion of the jump. Neither the take-off strip (or mat if applicable) nor the pit is to be smoothed over or raked ready for the next competitor. The measuring spike should be kept in position;
-
- Tell the Centre committee member that the jump was not a foul;
- Ensure that the Centre committee member re-measures the distance for independent verification;
- Record the distance from the Centre committee member's measurement on the event sheet;
- Get the Centre committee member to sign the sheet, print their name clearly and write the date.
-

Track events

Laned events – 50m, 70m, 100m, 200m, 400m (non-pack start), all hurdles

In events run wholly within lanes, timing gates are to be used. At the Centre, laned track events only use lanes 3 to 10 as lanes 1 and 2 are used for pack start events.

It is unlikely that a record in a laned event will be discovered prior to data entry.

At the end of data entry, once all data has been entered, the Manager for IT and/or Manager for Records will run a verification against the results to highlight any possible records. If a result shows as a record the following process is followed by the Manager for IT and/or Manager for Records:

- The result sheet relating to the event is extracted;
- The result sheet is checked as follows:
 - The distance, age group and gender on the result sheet are checked against the program (to make sure the event was on that day);
 - The hand written times on the result sheet is validated against the printout from the timing gates;
 - The lanes that the times are recorded for on the result sheet is validated against the printout from the timing gates;
- The details of the record (event, athlete number, time) is cross-checked against the result sheet.

Pack start events excluding walks – 400m pack start, 500m, 700m, 800m, 1500m, 3000m

Records for pack start events will only be acknowledged if two (2) hand timers are used, one of which will be electronically started using the Timing Solutions Results HQ software. At least one hand timer must produce a printed result slip.

Prior to a pack start event starting, the Age Manager should confirm with the starting official that 2 hand timers are being used. If there is only 1 hand timer being used for that event then they should ask the starter to notify the athletes that there is only 1 hand timer being used and that records will not be able to be set in that event.

If an athlete notifies an Age Manager that they will be attempting to set a record in that race then the Age Manager must ensure that 2 hand timers are being used for that race and notify the starting official and both timing officials.

The timing officials will staple the timing slip to the results sheet.

It is unlikely that a record in a pack start event will be discovered prior to data entry.

At the end of data entry, once all data has been entered, the Manager for IT and/or Manager for Records will run verification against the results to highlight any possible records. If a result shows as a record the following process is followed by the Manager for IT and/or Manager for Records:

- The result sheet relating to the event is extracted;
- The result sheet is checked as follows:
 - The distance, age group and gender on the result sheet are checked against the program (to make sure the event was on that day);
 - The hand written time of the first place finisher on the result sheet is validated against the printout from the hand timers. The SLOWEST time for the first place athlete is used as their time.
- The details of the record (event, athlete number, time) from the computer system is cross-checked against the result sheet.

Note 1: Mixed age groups and genders are able to compete in the following pack start events and still qualify for records:

- 1500m
- 3000m

Walks

Records for walk events will only be acknowledged if two (2) hand timers are used, one of which will be electronically started using the Timing Solutions Results HQ software. At least one hand timer must produce a printed result slip.

Records for walk events will only be acknowledged if three (3) or more walk judges are judging the race. The walk judges must produce disqualification slips for an event even if there are no athletes disqualified. The disqualification slip must list the event, age group and gender.

Prior to a walk event starting, the Age Manager should confirm with the starting official that 2 hand timers are being used and 3 judges are present. If there is only 1 hand timer or less than 3 judges being used for that event then they should ask the starter to notify the athletes that there is only 1 hand timer or less than 3 judges being used and that records will not be able to be set in that event. If an athlete notifies an Age Manager that they will be attempting to set a record in that race then the Age Manager must ensure that 2 hand timers and 3 or more judges are being used for that race and notify the starting official and both timing officials.

The timing officials and walks judges will staple the timing slip and disqualification slips to the results sheet.

It is unlikely that a record in a walk event will be discovered prior to data entry.

At the end of data entry, once all data has been entered, the Manager for IT and/or Manager for Records will run verification against the results to highlight any possible records. If a result shows as a record the following process is followed by the Manager for IT and/or Manager for Records:

- The result sheet relating to the event is extracted;
- The result sheet is checked as follows:
 - The distance, age group and gender on the result sheet are checked against the program (to make sure the event was on that day);
 - The hand written time of the first place finisher on the result sheet is validated against the printout from the hand timers. The SLOWEST time for the first place athlete is used as their time;
 - The disqualification slips are checked to make sure that:
 - The first place athlete was not disqualified; and
 - Any disqualified athletes that finished above the listed first place athlete were actually disqualified

An athlete is disqualified if an athlete gets warnings from 3 or more judges.

- The details of the record (event, athlete number, time) from the computer system is cross-checked against the result sheet.

Documentation of records

At the end of data entry, once all data has been entered, the Manager for IT and/or Manager for Records will run verification against the results to highlight any possible records. If a result shows as a record the following process is followed by the Manager for IT and/or Manager for Records:

- The result sheet relating to the event is extracted;
- The result sheet is checked to make sure that the record has been validated by a Centre Committee member;
- The record is added to the list of records in the computer system;
- The previous record is removed from the list of records in the computer system (unless the new record is a tie in which case the old record is left in the computer system);
- A “new record sheet” is completed;
- A record certificate is printed and put in the pigeon hole of the Age Manager to be handed to the athlete the following week. The record certificate is printed on the MWAC pre-printed stationary. The template to be filled out and printed is on the LAD server laptop in the MWAC forms and templates directory. The template name is NEW CENTRE RECORD TEMPLATE. Simply insert the details into the highlighted fields and print.
- The following week the “new record sheet” is handed to the track announcer to announce;
- Once the announcer has announced the new record the “new record sheet” is given back to the Manager for Records and placed in the records sleeve.

CLUB AND CENTRE REGISTRATION FEE ALLOCATION
of
MANLY WARRINGAH ATHLETICS CENTRE INC.

**REGULATION 7 – CLUB AND CENTRE REGISTRATION
FEE ALLOCATION**

7.1 PURPOSE

The purpose of this Regulation is to outline the process for the allocation of registration fee income between Clubs within the Centre. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

7.2 APPORTIONMENT

Following determination by the Committee each year as to the registration fees to be charged to each athlete, the funds collected will be apportioned between the Centre and the relevant Club in the following manner:

$$(RF + B) - (LANSW + CF) = C$$

Where:

- | | | |
|-------|---|---|
| RF | - | Is the athlete registration fee (as determined by the Committee at the commencement of each season) |
| B | - | the amount of any parent bond |
| LANSW | - | is the fee charged by LANSW to register an athlete with them (as determined by LANSW at the commencement of each season) including any admin or credit card expense |
| CF | - | Such reasonable sum as determined by the Committee (in consultation with the Clubs) per athlete |
| C | - | The Club entitlement |

Unless otherwise agreed, the Centre will collect all registration fees paid by athletes and will then account to each Club for their Club entitlement on or before 31 October and on or before 31 January, each season.

ATHLETE AWARDS AND TROPHY NOMINATION CRITERIA
of
MANLY WARRINGAH ATHLETICS CENTRE INC.

**REGULATION 8 – ATHLETE AWARDS AND TROPHY
NOMINATION CRITERIA**

8.1 PURPOSE

The purpose of this Regulation is to outline the process for dealing with Athlete awards and trophy nominations. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

8.2 PROCEEDS FOR MAKING NOMINATIONS

MANLY WARRINGAH ATHLETICS CENTRE AWARDS

This is the process for submitting nominations for End of Season Awards.

We ask that you submit nominations from your age group to the Manager for Championships by no later than the designated date

Following competition the next day your nominations will be viewed and assessed by the Centre Selection Committee. That Committee will then determine the recipients of the following awards. Trophies and awards are presented to the athletes on the last day of competition by you, the Age Manager.

- (A) **JUNIOR ENCOURAGEMENT AWARD** - One boy and one girl only, **not** one for every age group. To be selected from the U/8 – U/12 age group nominations. All nominees will receive an 'Age Managers' award. The athlete should not be a child receiving an award under (C) or (D) below.
- (B) **SENIOR ENCOURAGEMENT AWARD** - One boy and one girl only, **not** one for every age group. To be selected from the U/13 – U/17 age group nominations. All nominees will receive an 'Age Managers' award. The athlete should not be a child receiving an award under (C) or (E) below.
- (C) **1st, 2nd & 3rd BEST OVERALL ATHLETES** – awarded for every age group.
- (D) **JUNIOR ATHLETE OF THE YEAR** – One boy and one girl only to be selected from the U/8 – U/12 age groups. The athlete should not be a child receiving an award under (A) or (B) above.
- (E) **ATHLETE OF THE YEAR**- One boy and one girl only to be selected from the U/13 – U/17 age groups. The athlete should not be a child receiving an award under (A) or (B) above.
- (F) **ROOKIE AWARDS** - One boy and one girl for each age group to be selected from the U/8 – U/12 age groups

(G) TERRY ARNOLD SPORTSMANSHIP AWARD - One Award from the whole Centre The athlete should not be a child receiving an award under (A) or (B) above .

Please note that Improvers Awards are also given (3 for every age group from U/7's to U/12's inclusive and 1 for each age group from U13's to U17's inclusive) and are based on the total number of P.B's. You are NOT required to submit nominations for these awards. Improvers Award recipients will be emailed to the age managers prior to a decision for (A) to (G), so the age manager has the ability if she/he wishes to allocate to different athletes and not just one athlete receiving more than one medal.

An athlete can only be nominated for one Age Group award.

The following criteria for the individual awards must be followed to ensure that they apply to your age group before submitting your nominations.

CRITERIA FOR THE AWARDS

(A) JUNIOR ENCOURAGEMENT AWARD (U8 – U12 only)

(B) SENIOR ENCOURAGEMENT AWARD (U13 – U17)

There is only one award (**not one for each age group**), which will be decided by the Selection Committee after weighing up the merits of all nominations. There will be one nomination per age group and from that, one boy and one girl, will be selected from the written nominations to win the overall award. The main criteria to assist in making your recommendations is as follows:

- * PERSEVERANCE,
- * DEDICATION,
- * APPLICATION.

Athletic achievement is not necessarily a bar to nomination but we are looking for the athlete who tries hard but is not necessarily successful. The Selection Committee will have discretion when considering nominations. This award highlights the concept of Little A's in relation to doing your personal best no matter where you place in an event.

The athlete must be in at least the **second year of competition at the MWAC** hence no nominations are required from the U/7's.

Your nominations **MUST** be in writing and should include a resume of the athlete's credentials that indicate the manner in which the criteria has been met. The following points MAY be of assistance however the list is not exhaustive as there may be other meritorious qualities applicable.

Is the athlete under consideration;

- ❖ Always bright and cheerful
- ❖ One who attends competition regularly and competes in most events
- ❖ One who regularly attends training
- ❖ One who readily helps/assists with tasks and other athletes
- ❖ Popular with other athletes
- ❖ Always polite and courteous to others
- ❖ One who always gives 100% effort
- ❖ Strives to achieve/improve/learn
- ❖ Disciplined in his/her resolve etc

A confidential discussion, with one or more of your regular Saturday morning helpers, on the merits of various athletes should not be overlooked.

All nominees in this category (one for every age group in the U/8's-U/17's) will be presented with an "Age Manager's Award".

(C) 1st, 2nd & 3rd PLACE MEDALS (best overall athletes male and female, U/7-U/17)

Medals will be presented to athletes from ALL age groups in this category. The provided matrix is to be completed and the following methodology should enable you to make your recommendations. Please complete the matrix **ONLY** after you have carefully read ALL the following guidelines. The results information you require to complete this is available on the Centre website. Please read the separate instructions for accessing and viewing this information:

(i) Write your Age Group, your name & phone number in the spaces provided

(ii) Write down ALL the events that your age group competes in, across the table, in the spaces allocated.

(iii) List the names of the 6 best athletes down the page for the first event listed and repeat the process for each event - **DO NOT LIST ANY ATHLETE'S NAME TWICE.**

(iv) Rank the 6 best athletes in each event (based on overall performances for the whole season) by allocating 6 points to the best performer, 5 points to the second best performer down to 1 point for the 6th best performer.

(v) The athlete with the most points after adding his/her score together is the best athlete in the age group, 2nd most 2nd best and 3rd most 3rd best.

(vi) To qualify for points in an event an athlete must have competed 60% or more times in that event. If the attendance criterion is not met then the athlete is excluded from the points for that event only.

(vii) The points tally is **NOT** applied on a weekly basis. This wrongly produces an attendance-based only result between the top athletes. A weekly tally penalises athletes who may miss a few competitions due to illness, family holidays or other representative carnivals etc.

(viii) **The points for each athlete should be added only in respect of his/her 10 best events in the U/9 – U/15 age groups.** This ensures that an athlete is not penalised for competing in the same 5 events where there is a weekly choice of 6 or 7 events open to him/her to compete in. Conversely an athlete who competes in all 12 or 13 different events over the course of the season should not gain an advantage over those that compete in the same 5 events every second week. Cross out any points gained by any athlete who scores in more than 10 events BUT ONLY those that he/she scores the least.

- Allocate points on an objective basis without bias
- An athlete who consistently comes 1st in an event but is beaten once or twice in the whole season and perhaps may not have the best time/distance should still score the 6 points i.e. if he/she wins the event the most times he/she scores the 6 points. Accordingly if an athlete wins an event more than 50% of the time then he or she gains the 6 points for that event. The 5 points is then awarded to the athlete with the next best highest placings and then 4 points to the next and so on. If you are not sure regarding head to head results you can go back to any specific Saturday via the website to confirm the results.

- It is also stressed that points should not be allocated on the basis of average times or distances over the season's results. Therefore if someone wins albeit in a slow time they still get full value for coming first.

After completion of the exercise you may well have listed 20 or more names. If there is a deadlock you may recommend on the basis of say quality of performance/overall attendance/attitude etc. A consultation with one or more of your regular helpers may also assist. If there is a tie for 1st or 2nd place, the position below will not be awarded. A tie for 3rd place is acceptable.

Once you have made your recommendation feel free to add any supporting comments, which may assist the Selection Committee when reviewing your choices. Please treat your recommendations as being confidential so as not to spoil it for the recipients.

(D) & (E) JUNIOR ATHLETE OF THE YEAR & ATHLETE OF THE YEAR AWARDS

* Note that no nomination is required from the U/7 Age Groups.

These awards are made to the best all round athletes and are purely on athletic performances. The awards are only available to athletes who have been involved in Little Athletics at Manly Warringah for more than 1 year. To assist the Committee, please provide the following detail for at least one athlete who you believe to be your best all-rounder.

* Name

* Age Group

* The athlete's best performances (i.e. times and distances NOT the points from the age group matrix) in 8 events for the U/8 – U/12 Age Groups and the 6 best performances in 10 events for the U/13 – U/17 age Groups. Details of records achieved will also assist the Selection Committee.

The Selection Committee will have the results from Zone through to the Regional Championships to take into account so there will be no need to provide this information.

(F) ROOKIES AWARDS

Note: Nominations from U8 – U12 Age Groups only.

These awards are miniatures (not perpetual trophies), awarded to our best "new" athlete i.e. an athlete who has not competed in your Age group in previous years OR in Little Athletics at another Centre. The selection criteria is the same as the award for your 1st, 2nd and 3rd best athletes however an athlete cannot receive one of these awards and a Rookie award.

Rookie awards are not awarded in the U/7 age groups because they are ALL Rookies.

(G) Terry Arnold Sportsmanship Award

This award was introduced in the 2000-2001 season. The criteria is, as follows –

1. It does **NOT** have to be awarded each year, but is awarded on merit.
2. It is awarded to an athlete who demonstrates genuine sportsmanship in the following ways;
 - (a) An athlete who doesn't quibble over lane draws or heats
 - (b) An athlete who genuinely supports or encourages competitors

- (c) An athlete who congratulates others – particularly if the other athlete does better than he or she does
- (d) An athlete who doesn't complain about a perceived advantage that others may be given, or disadvantage he/she thinks may have been attributed
- (e) An athlete who is prepared to "make up the numbers" even if he/she thinks there is no chance of personal success
- (f) An athlete who doesn't "take sides"
- (g) An athlete who accepts success with humility and disappointment with dignity
- (h) An athlete who is prepared to accept, with grace, the judge's decision – even if it may appear to be unfair.
- (i) An athlete who can turn the other cheek in the face of unsportsmanlike conduct from others

3. It is awarded irrespective of athletic ability.

ALL nominations must be received in writing and address the criteria.

The Selection Committee will review all written nominations and reserves the right to award it to an athlete to whom it considers is worthy and has NOT been nominated.

ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS
of
MANLY WARRINGAH ATHLETICS CENTRE INC.

**REGULATION 9 – ADMINISTRATIVE REQUIREMENTS
FOR SERVICE AWARDS**

9.1 PURPOSE

This Regulation sets down the administrative and procedural requirements of the Centre for nomination, and election for Centre service awards. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

9.2 DEFINITIONS

Highly Meritorious Service Highly meritorious service is service of a superior quality that has contributed to improving the operations of the Centre and which has benefitted the members

9.3 AWARDS & ELIGIBILITY

- a) The Centre may recognise service to the Centre by bestowing on any individual the honour of a service award. The awards together with the criteria, nomination and election procedures are detailed in:
 - i) Life Member - Clause 9.4
 - ii) Merit Award - Clause 9.5
- b) The above awards can only be awarded to Individual Members who perform their roles as volunteers.
- c) A person may be nominated for more than one award in any year, with award of the lesser award being held in abeyance pending the outcome of the higher award.
- d) A person once awarded a higher award (Life Membership) becomes ineligible for nomination and receipt of a lesser award (Merit Award).
- e) No person may receive more than one award in any year.
- f) The Committee has the right to rescind or suspend any award under Rule 10 of the Constitution.
- g) The extent of involvement must be across the following areas:
 - Active membership on the MWAC Inc. executive
 - Age Manager Duties
 - Coaching at Centre level
 - Holding key positions at Representative Carnivals e.g. Starter, Discus Chief Judge, Track Referee, Computer systems etc.
 - Significant contributions to the smooth and efficient running of the Centre
 - Regularly attends Centre meetings and actively participates
 - Extensive involvement at Club level (active committee member, coaching, club recorder etc)
 - External Centre services (Zone Committee, LAANSW delegate etc)

- h) The nomination must include a history of the nominee's involvement and clearly set out the manner in which the above guidelines have been met.
- i) It is suggested that nominees be in their last year of Little Athletics.
- j) The guidelines are NOT exhaustive and if nominees have had a major input in areas not covered above, then these should be specified in the submission.
- k) No automatic right to these awards should be assumed and any nomination should be made IN CONFIDENCE.

9.4 LIFE MEMBER

9.4.1 Criteria

Highly Meritorious Service at the Centre of at least eight (8) years with the Centre and at least six (5) years service in an administrative capacity as a Committee Member of the Centre, that has positively contributed to the betterment of the Centre. These two periods may be served concurrently. It is highly desirable that the nominee has had an active involvement in an Executive role of at least three (3) years.

9.4.2 Nomination

- a) A nomination may be submitted to the Committee by any Member, for consideration for recommendation to the Centre for the award of Life Membership.
- b) The nomination shall set out the service history of the nominee in Little Athletics, together with their supportive reasons for Life Membership being bestowed. To be valid, nominations shall be in writing and signed by two (2) authorised Members.
- c) Alternatively, the Committee may identify and nominate a particular person with an appropriate level of highly meritorious Centre service.
- d) Nominations must be received at the Centre not less than forty (40) days before the date set down for the next Annual General Meeting.
- e) The Centre will forward all relevant information from nominations to all eligible voting members, at least twenty-one days before the Annual General Meeting.

9.4.3 Election

- a) A nomination for Life Membership will be successful if the nominee receives a three-quarters majority of the votes cast by eligible voting Members at the Annual General Meeting.
- b) Should an eligible voting Member, as defined in Rule 5.1, be unable to attend the Annual General Meeting, that Member may exercise a postal vote (Rule 27.4) or appoint a proxy (Rule 27.3) in accordance with Regulation 1.
- c) Ballot papers shall be prepared listing the name of the nominee/s and on which each Member shall record a valid vote by indicating support for the nomination with a tick, cross, signifying mark or other similar indication.
- d) Such ballot papers are to be lodged at the ballot boxes provided for that purpose at the Annual General Meeting. Such ballot boxes will be closed and removed ten (10) minutes after the commencement of the Annual General Meeting and no late ballot papers will then be accepted.
- e) Announcement of the results will be made at the Annual General Meeting and the privileges of the award will become effective from the close of the meeting.

9.4.4 Award and Presentation

The presentation will be at the Annual General Meeting or in the absence of the recipient, at a time and place deemed suitable by the Committee and the recipient.

9.4.5 Entitlements

- a) Life Members are entitled to receive notice of General Meetings and to be present and debate at General Meetings, but, subject to Rule 27.1 shall have no voting rights.
- b) Life Members will receive invitations to attend other major Centre events as guests of the Centre. However, any costs associated with such attendance are the responsibility of the Life Member.

9.5 MERIT AWARD

9.5.1 Criteria

It is considered that prospective nominees would have made **significant** contributions in at least 3 areas set out in 9.3 (g) during a minimum period of 5 years OR at least 2 areas over a minimum period of 7 years.

9.5.2 Nomination

- a) The nomination shall set out the service history of the nominee in Little Athletics, together with supportive reasons for a Merit Award being bestowed.
- b) Nominations may be submitted to the Committee by two (2) Members.
- c) Alternatively, the Committee may identify and nominate a particular person with an appropriate level of Centre service or support.
- d) Nominations must be received at the Centre office on or before 31 March each year.

9.5.3 Endorsement

- a) It is the sole responsibility of the Committee to determine suitability of nominations and make the decision on the granting of the award.
- b) Announcement of the results will be made at a time and place deemed suitable by the Committee.

9.5.4 Award and Presentation

The presentation will be at the Annual General Meeting or Annual Conference, or in the absence of the recipient or a representative, at a time and place deemed suitable by the Committee and the recipient.