

By-Laws Of the Inglewood Little Athletic Centre Inc.



Contents

1. Vision and Purpose.....	1
2. Duties of the Centre	1
3. Operational Guidelines	1
4. Protests	1
5. Safety and Codes of Behaviour	2
6. Arena Guidelines	2
7. Centre Champions.....	3
8. Records	3
9. Administration of the Centre	3
13. Duties of the President.....	4
14. Duties of the Secretary.....	4
15. Duties of the Treasurer	4
16. Duties of the Registrar	4
17. Duties of the Coaching/Development Officer	4
18. Duties of the Championship Officer	5
19. Records and Ranking Officer	5
20. Resignations	5
21. Order of Business at the Annual General Meeting.....	5
22. Order of Business at Executive Meetings	6
23. Deputy Chairperson	6
24. Failure to Attend Monthly Meetings	6
25. Business Conducted with Closed or Open Doors.....	6
26. Open Voting	7
27. Proxy Voting	7
28. Family Interest	7
29. Deputations.....	7
30. Centre Uniform	7
31. Use of Centre Equipment	7
32. Custody of Documents	8
33. Amendments to By-Laws.....	8
34. Membership.....	8
35. Termination of Membership	8
36. Register of Membership.....	8

37.	Life Membership and Special Awards	8
38.	Code of Behaviour	9

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1. Vision and Purpose

The objectives of the Centre are to:

- a) Provide the best possible environment for the development of athletes nominally from age 6 – 17;
- b) Encourage athletes to achieve their personal best in the range of activities on offer; and
- c) Establish processes and safeguards to ensure that resources are used for the promotion and development of Little Athletics at the Centre.

2. Duties of the Centre

- a) The Centre shall endeavour to provide a safe, inclusive environment for its members.
- b) The Centre shall operate within the rules and guidelines as determined by the Association (Little Athletics WA) and Centre Constitution and By-Laws.
- c) The Centre shall collect Registration fees on behalf of the Association.
- d) The Centre shall promote Association-run events to its members.

3. Operational Guidelines

- a) Rules for Competition and Event Specifications will follow those set by the Association.
- b) All athletes must be registered with the Inglewood Centre. The Centre Executive set the fees each season and includes an Association fee component.
- c) All competing athletes must wear correct Centre uniforms with their registration number fastened securely to the front, sponsor badge secured upper right front and their age badge upper left front of the uniform top. All athletes must wear enclosed shoes when competing.
- d) Athletes can compete in as many offered events as they wish on each Centre competition day within their own age group.
- e) Mixed gender or age group events may be conducted at the discretion of the Competition Director and Meeting Manager during Centre competition.
- f) Athletes must report to the marshalling area prior to each event or when instructed by the announcer. If there is a genuine reason for lateness, the athlete may compete at the discretion of the Competition Director, Meeting Manager and site Referee.
- g) The competition program may be changed at any time at the discretion of the Competition Director and Meeting Manager. Events listed in programs may not necessarily be run in the order they are listed.
- h) The starter will allocate athletes' lane positions for all track events starting in lanes.
- i) Track events will not be held up for field events. Competitors may leave field events and return, but must resume competition at the stage the event has reached during their absence. Athletes must report to the field Referee on leaving and returning. Sites will remain open for a period of one minute after the last participant.
- j) On completion of a track event, athletes must present in order, as instructed by judges and determined by the Chief Timekeeper or Timing Gates Operator, to the recorders. They must then exit the arena.

4. Protests

Protests should be lodged with the Competition Director. If the protest is a result of disqualification from the Competition Director, the Meeting Manager or next highest-ranking Official will handle the protest. The athlete must lodge the verbal protest within 30 minutes

of the event result being declared. The Competition Director or Meeting Manager and site Referee, as a minimum, will decide the outcome of the protest.

5. Safety and Codes of Behaviour

The Inglewood Centre owes a duty of care to its members. To ensure a safe and friendly environment, the Centre is responsible for providing guidelines relating to appropriate behaviour at Centre competition in the form of:

- Athlete's Code of Behaviour ('CoB');
- Administrator's Code of Conduct;
- Official's Code of Conduct;
- Coach's Code of Conduct; and
- Spectator's Code of Conduct.

All Codes are presented in the Centre Yearbook issued to members at the beginning of each season.

- a) Should a breach of the CoB occur before a track event, the Starting Officials or Track Referee may exclude an athlete from the event.
- b) Should a breach of the CoB occur before a field event, the Chief Field Referee may exclude the athlete from the event.
- c) Should a breach of the CoB occur during either a track or field event, the Chief Site Referee, Meeting Manager or Competition Director may disqualify an athlete from the event.
- d) The dressing rooms (unless accessing toilets), equipment shed, canteen area, car park and surrounding bush areas are out of bounds to athletes during competition. Athletes or younger children may not serve in the canteen.
- e) Athletes must treat all athletic equipment with care.
- f) Breaches of the CoB at any time, including 5a) - e) may result in an athlete being immediately sent from the arena. Depending on the severity of the breach, the athlete and his/her parent may be required to attend a meeting with at least three (3) members of the Executive and an appropriate penalty may be imposed. This penalty may include suspension from the Centre for a period determined by the deliberating Executive members.

6. Arena Guidelines

- a) Athletes must walk around, rather than through, the arena unless guided by a chaperone, wherever possible.
- b) Spectators are not permitted to cross the track or be on the central arena at any time, with the exception in 6 g).
- c) Sufficient officials must present to designated sites before competition may commence. These officials must sign on to a site register sheet and the register for each site then provided to the Parent Coordinator after competition.
- d) Only officials who have signed on to a site and wearing a fluoro vest are permitted on the arena, with the exception in 6 g). Accordingly, should parents who are not assigned to a site, interfere in the conduct of an event, their athlete may be disqualified. Athletes with special needs may receive assistance on application to the Competition Director.
- e) Athletes from other Centres may compete at Inglewood Centre. A request to compete must be made to a member of the Executive so the athletes may be added to recording sheets.
- f) Centre Executive will decide upon the rescheduling of any competition program cancelled due to inclement weather or any other unforeseen reason. Any records broken prior to cancellation will be accepted.

- g) U6 athletes should be escorted to each event by at least one parent whenever possible.

7. Centre Champions

Athletes accrue individual points by competing in events throughout the summer and winter seasons. The Centre reserves the right to alter the accrual system and the number and type of winter and summer champions' awards given at the end of each season.

8. Records

In the event two or more athletes break a record, only the athlete registering the fastest time (track) or greatest distance (field) of those athletes shall claim the record. Any Centre record broken by an athlete in a mixed-age or mixed-gender event shall stand, provided the record relates to the athlete's own age group.

New records must be verified by the following criteria:

- a) Track:
- There must be two watches on first place, regardless of whether Timing Gates equipment is used.
 - The record must be entered on the record sheet.
 - The appropriate designated officer must sign the sheet.
 - Record sheet must be given to the recorders.
 - In the event Timing Gates equipment is used, the time from the equipment print out shall be used as the time recorded for the first place.
- b) Field:
- An appropriate designated officer must verify performance with a steel tape.
 - Record must be entered on the record sheet.
 - The appropriate designated officer must sign the sheet.
 - Record sheet must be given to the recorders.

9. Administration of the Centre

The Centre shall be organised and administered by an Executive, which shall conform to the requirements of LAWA's Constitution and Board of Management.

- a) Members of the Centre at the Annual General Meeting shall elect the Executive before the end of June each year.
- b) When elected, the Executive shall meet at least nine (9) times per annum.
- c) The Executive shall consist of not less than ten (10) adults, who consent to stand for election.
- d) The Centre shall elect a President, Secretary, Treasurer and Registrar who shall automatically be placed on the Executive and all other elected persons shall organise and control a section of the Centre administration.
- e) The Executive shall act on behalf of the Centre in all matters, which are connected with the Association.
- f) The Executive shall submit to the Annual General Meeting the Annual Report and audited Income and Expenditure account of the Centre for the adoption by delegates.
- g) The Centre may appoint or elect sub-committees under the control of members of the Executive to carry out whatever functions are required for the conduct of the Centre's affairs.
- h) One (1) electronic copy of Centre General Meeting minutes, complete with a full financial statement, shall be forwarded to LAWA.

- i) Notices of all meetings and notices of motion shall be forwarded to Executive Members and delegates, as appropriate, prior to the meetings.
- j) The Executive shall apply the property and income of the Centre solely towards the promotion of the aims of the Centre, with no part of the property or income to be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of these aims.
- k) The Executive shall invest and deal with all monies, funds and assets of the Centre not immediately required for its purposes, in such a manner as, from time to time, the Executive may determine.

13. Duties of the President

- a) Chair monthly meetings of the Executive Committee.
- b) Chair Special General Meetings and Annual General Meetings (AGMs).
- c) Prepare an Annual Report for the presentation at the AGM.
- d) Be responsible for all Committee Members and ensure that their portfolios are effectively organised.

14. Duties of the Secretary

- a) Receive and answer correspondence.
- b) Prepares and distributes agendas of meetings.
- c) Take minutes of all meetings and issue copies of same to the Executive Committee and LAWA as appropriate.
- d) Provide an administrative link to LAWA and its requirements.
- e) Provide an administrative link to the City of Stirling.
- f) Notify LAWA Secretary of all accidents that could give rise to insurance claims.

15. Duties of the Treasurer

- a) Receive and pay money on behalf of the Centre.
- b) Keep a record of and books for all transactions.
- c) Arrange a bank account and signatories to all cheques.
- d) Invest money in such a manner as the Executive accepts benefits the Centre.
- e) Process Kidsport Vouchers.
- f) Prepare a financial statement for each meeting.
- g) Ensure that an Annual Income and Expenditure Report is prepared and audited.

16. Duties of the Registrar

- a) Receive all registration material from the Association.
- b) Monitor online registration data entered for completion.
- c) Ensure correct fees are received, Proof of Age sited and registration number and tags issued.
- d) Liaise with Treasurer and LAWA to ensure all batched athlete payments are made.

17. Duties of the Coaching/Development Officer

- a) Ensure adequate representation by the Centre at Association coaching courses.
- b) Coordinate coaches for regular training evenings and specialist training events.
- c) Undertake the duties of the Inglewood Centre's Relay Coaching Co-ordinator or delegate appropriately.

- d) Select coaches for all relay teams.
- e) Resolve queries, disputes or questions by coaches, parents or other interested parties regarding the team selection for track and field relay teams.

18. Duties of the Championship Officer

- a) Organise teams for Association competition events and submit to LAWA or oversee individual online entries.
- b) Attend meetings for organisation of Centre or Association competition events, including, but not limited to Zones, State Relays, State Combined Events and State Championships.
- c) Liaise with the Controller of Officials to coordinate parent rosters at Association competition events.

19. Records and Ranking Officer

- a) Print all track and field recording sheets in preparation for competition.
- b) Issue recording sheets to marshalling officials prior to competition.
- c) Collect all recording sheets from officials after competition.
- d) Enter data from recording sheets into the online database.
- e) Ensure all data is correct.
- f) Enter any broken record as a New Record in the online database.

20. Resignations

- a) Members of the Executive Committee may tender a resignation at any time.
- b) In the event that only one resignation occurs, the Executive Committee may canvass and appoint interested persons to fill the vacant position until the next AGM.
- c) In the event that more than one resignation occurs, nominations shall be called for vacant positions. If more nominations are received than vacant positions, a Special General Meeting shall be conducted to consider the nominations and make the appointments.

21. Order of Business at the Annual General Meeting

The order of business at the Annual General Meeting of the Centre shall be as follows:

Opening by the President – Welcome any special guests

Apologies

Confirmation of minutes of the previous Annual General Meeting

President's Report

Treasurer's Report

Election of Officer Bearers – refer to the note below

Amendments to the Constitution and By-Laws

General Business

Note: All positions on the Executive Committee are declared vacant and nominations sought. Written nominations may have been sought prior to the AGM, this however does not preclude nominations being accepted from the floor.

Once the new Executive Committee has been duly elected, the proceeding for the remainder of the meeting shall continue to be conducted by the outgoing President.

22. Order of Business at Executive Meetings

The order of business at Executive Committee meetings shall be as follows:

Opening by the President – Welcome any special guests

Apologies

Confirmation of minutes of the previous Executive Committee meeting

Adjourned Business

Reports

- President
- Treasurer
- Registrar
- Records and Ranking
- Other Executive reports as necessary

General Business

Meeting close by the President

23. Deputy Chairperson

- a) A Deputy Chairperson shall be appointed from the elected Executive Committee members at the first monthly meeting after the Annual General Meeting.
- b) Where the President is unable to be present at a meeting, the Deputy Chairperson shall preside.
- c) If both the President and Deputy Chairperson are not present, the other members of the Executive Committee present shall elect one of their numbers to act as Chairperson.

24. Failure to Attend Monthly Meetings

Executive Committee members cannot abrogate their responsibilities to attend meetings. Failure to attend three consecutive meetings may result in membership of the Executive Committee being terminated. The Executive will forward a letter to the absent Executive member requesting their presence at the next meeting or ask the member to provide a reasonable explanation for his/her absence or accept a resignation.

25. Business Conducted with Closed or Open Doors

- a) The business of the Executive Committee shall be conducted with open doors, except upon such occasions as the Executive Committee by resolution may otherwise decide, and which resolution may be moved without notice.

- b) Upon resolving to proceed with closed doors, the President shall direct all persons other than Executive Committee members to leave the meeting room.
- c) The business of the meeting shall proceed with closed doors until the Executive Committee decides by resolution to proceed with open doors, and which resolution may be moved without notice.

26. Open Voting

- a) Questions arising at a meeting of the Executive Committee shall be decided, in open voting, by a simple majority of the Executive Committee members present.
- b) The President, or person chairing the meeting, is not permitted to vote on a motion before the Executive Committee unless that person moved the motion under consideration.
- c) If the votes of the Executive Committee members are equally divided the President or person chairing the meeting shall cast the deciding vote. If the motion was moved by the presiding member and was voted upon by that member, no deciding vote shall be cast and the motion shall be declared lost.
- d) Notwithstanding sub-clause (b), the President or person chairing the meeting shall be granted leave to vote on any motion pertaining to the election of Centre Captains, nominations for awards and trophies or casual vacancies on the Executive Committee.

27. Proxy Voting

Proxy voting will not be allowed. Executive Committee members must attend the meeting at which a vote is to be taken.

28. Family Interest

A member of the Executive Committee may not vote on a motion that has a direct bearing on the member's child or ward in the case of legal guardian.

29. Deputations

- a) Deputations wishing to attend an Executive Committee meeting shall first submit a request, either verbal or in writing to the Centre President or Secretary.
- b) The Centre Secretary must obtain the approval of the President before including the deputation on the Executive Committee agenda.
- c) A deputation shall not exceed a number that shall be determined by the President.
- d) After the deputation has delivered its case no further discussion shall be entered into until the deputation has withdrawn.

30. Centre Uniform

- a) The Centre uniform shall consist of a maroon and white top and black shorts.
- b) The Association must approve changes to the Centre uniform.

31. Use of Centre Equipment

The Centre's athletic equipment may be used outside of authorised training and competition times at the discretion of the Executive. Terms of Hire must be endorsed by the party to whom the equipment was issued prior to use.

32. Custody of Documents

Documents relating to competition and operational organisation of the Centre are kept in electronic and written form. Individual Executive members are responsible for the safe custody of records pertaining to their portfolio, however these documents remain the property of the Centre and must be returned after the turn-over of Executive position.

33. Amendments to By-Laws

All proposed amendments to By-Laws must be endorsed at a General Meeting of the Centre. The new By-Laws cannot be actioned until approved by LAWA.

34. Membership

Membership shall be open to any person subscribing to the aims of the Centre.

- a) Each member of the Centre shall be bound by the Constitution and By-Laws of the Centre.
- b) Each member of the Centre shall be bound by the Constitution, Rules, Regulations and By-Laws of the Association.

35. Termination of Membership

- a) The Executive Committee may suspend or expel a person from being or becoming a member of the Centre if, in the opinion of the Executive Committee, that person has committed a breach of Centre rules, the Centre's Constitution or By-Laws or has undertaken any other action that is unbecoming or contrary to the interest of the Centre and/or Little Athletics.
- b) Any person who has their membership terminated shall have the right to appeal before a Special General Meeting called for that purpose.

36. Register of Membership

- a) A register of members of the Centre and their postal or residential addresses shall be kept by the Centre and maintained with sound currency.
- b) Upon request of a member of the Centre, the register shall be made available for inspection of the member.
- c) The register shall not be made available for direct marketing purposes.
- d) The member requesting access to the register may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.

37. Life Membership and Special Awards

- a) Life membership can be awarded on the basis of:
 - a) A minimum of five (5) years on the Centre Executive.
 - b) Meritorious service as determined by the Executive.
 - c) Commitment to Little Athletics at the Centre and the completion of at least ten (10) years' membership as an athlete.
- b) Service awards to be presented to athletes who have competed at Inglewood for five (5) years and ten (10) years.

38. Code of Behaviour

All athletes, parents, officials and coaches are bound by a Code of Behaviour, which is summarised in the Centre Yearbook. The Centre expects all those involved at the Centre to uphold these precepts.

It is incumbent upon parents to monitor their children's behaviour and to take ultimate responsibility for their health and wellbeing. No child under the age of 10 should be left at the Centre or Association events without a guardian present.