

WINSTON HILLS ATHLETICS CENTRE INCORPORATED

REGULATIONS

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NOTES TO THE REGULATIONS

Rule 35.1 of the Constitution provides the following:

“The Committee may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Centre, the advancement of the purposes of the Centre and Athletics and Little Athletics in the local community as it thinks necessary or desirable. Such Regulations must be consistent with the Constitution and those of LANSW and ANSW and any policy directives of the Committee”

NOTE AS TO PROCEDURE

As regulations are made and/or amended from time to time by resolution of the Committee:

- 1) the details of any new regulation or any amendment to, or deletion of, a regulation, that is implemented following the commencement of these regulations, should be recorded *verbatim* in the minutes of the meeting of the Committee at which any such regulation is made, amended or deleted;
- 2) in order that an amendment, deletion or new regulation is properly incorporated in the Regulations, these Regulations should be reproduced in full as the next version, incorporating any such new, amended or deleted regulation, that is agreed by the Committee;
- 3) the current version of these regulations is the version that is effective from the last date noted on the last page of these Regulations, and
- 4) an electronic copy of the Constitution and the Regulations, in current form, should be maintained by the Committee and be available for inspection on the WHAC website.

These Notes are not themselves regulations or part of a regulation.

REGULATION 1 – APPLICATION FOR MEMBERSHIP

The administrative procedure, process or other means of dealing with applications for membership, to achieve substantial compliance with clause 6 of the Constitution, shall be the procedure, process or other means adopted by the Centre from time to time, without the need for any formal resolution as to detail, by the Committee, unless the Committee resolves otherwise.

The registration process of Competitive Members is to be in accordance with the regulations and procedures set in place from time to time by LANSW and/or ANSW in addition to any further requirements prescribed by the Committee.

REGULATION 2 – CESSATION OF COMPETITIVE MEMBERSHIP

A Competitive Member ceases to be a member of the Centre, when that Competitive Member ceases to be registered with the Centre.

REGULATION 3 – AUDITING THE REGISTER OF MEMBERS OF THE CENTRE

The register of members of the Centre (Constitution, clause 7) shall be audited as soon as possible after the conclusion of the Little Athletics and Athletics summer season but before the holding of the Annual General Meeting of the Centre. The Registrar, or the Secretary in the absence of the Registrar, shall report in writing to the Committee, immediately the audit has been carried out, bringing to attention any anomalies, discrepancies and irregularities that are found, and if possible, briefly the circumstances giving rise to them. The Committee shall as soon as possible and preferably before the Annual General Meeting, remedy any such anomalies, discrepancies and irregularities, and take such other action, if any, as it considers to be necessary and desirable in the circumstances.

REGULATION 4 – COMMITTEE POSITIONS AND PORTFOLIO RESPONSIBILITIES

Other than the office-bearers, each position on the Committee, and the responsibilities and functions assigned to each such position, as required to be described in general terms in these Regulations, shall be the positions, and the portfolio of functions and responsibilities attached to each of them, as determined by the Committee, at the first meeting of the Committee, following the Annual General Meeting, each year.

In very broad terms, the principle statutory and common law duties and responsibilities imposed upon all 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.

A list of positions, including those of members of the Executive, and the titles and nominated functions and responsibilities attached to each of them, must be compiled and published to the members of the Centre, in the manner determined by the Committee, as soon as possible after such Committee meeting has been held, and thereafter as and when amended from time to time. The compilation and publication of the list of positions is deemed to be sufficient compliance with clause 14.3 of the Constitution. Positions, other than the members of the Executive, may be created, abolished or amended from time to time by resolution of the Committee, and the functions and responsibilities for any such position, other than the position of a member of the Executive, may be redefined, deleted or amended from time to time, by resolution of the Committee. Committee members may hold more than one General Committee position at any time in order to ensure that all applicable roles are undertaken by the committee.

In any particular season, the General Committee Member positions may or may not include, but not limited to, the following, as determined by the Committee from time to time pursuant to this clause:

- Championships Officer
- Canteen Officer
- Equipment Officer
- Grounds Officer
- Health & Safety Officer
- Officials Officer
- Coaching Officer
- Webmaster
- Publicity Officer
- Records & Rankings Officer
- Sponsorship & Marketing Officer
- Track & Field Officer
- Trophies Officer
- Uniforms Officer
- Constitution & Conflicts Officer
- Senior Athletics Officer
- Age Manager Liaison Officer
- Schools Liaison Officer
- Child Protection Officer
- Cross Country Officer

- Volunteers and Parent Helpers Officer
- Grants Officer
- North West Zone Delegate
- Athletics NSW Delegate
- Winston Hills Sports Club Delegate
- Social Officer
- Administration Assistant

The portfolio of responsibilities for each of these positions, together with an elaboration of the duties and responsibilities of members of the Executive, are defined in Appendix 4-A, below.

Appendix 4-A

PART 1 – Executive Positions

In addition to the responsibilities and duties outlined in clause 16 the Constitution, the following responsibilities and duties fall to the Executive positions:

President

The President shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Preside at each meeting of the Committee and any other meetings organised by the Centre.
- c) Ensure that all members of the Committee keep himself/herself informed of all Centre matters under their control or relevant to their area of responsibility.
- d) Perform such duties as may be required from time to time by the Centre.
- e) 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 Committee or any other person deemed appropriate by the President.
- f) Endorse correspondence, cheques or direct bank transfer, AGM and financial reports as appropriate.
- g) Observe the meaning and intent of the Constitution and any Regulations thereunder.
- h) Maintain established principles for:
 - i. Constitutional matters and resolution of any issues arising
 - ii. Discipline of Centre
 - iii. Aims and ideals of Centre
- i) Ensure fair hearing for all members
- j) Ensure majority decisions are made on all matters placed before the Committee.
- k) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position and any other relevant matter of interest to the general membership and operation of the Centre.

Vice-President

The Vice President shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Act in all areas in the absence of the President.
- c) Assist the various Executive members in the discharge of their duties.
- d) Ensure that General Committee positions as determined by the committee are assigned within the standing committee.
- e) Endorse correspondence, cheques or direct bank transfer, AGM and financial reports as appropriate.

- f) Liaise with parents, members and helpers to find out what facilities and actions by the Centre are required to further improve the Centre.
- g) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Secretary

The Secretary shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Take detailed minutes of the proceedings and business conducted at all Committee and other Centre meetings and distribute copies to all Committee members.
- c) Compile and circulate all agendas for meetings with the assistance from the Committee.
- d) Assist all members of the Committee where required.
- e) Keep on file all material that may assist the organisation of Little Athletics and the general management and operation of the Centre.
- f) Forward notices of Committee meetings and agendas to Committee members in accordance with clause 18.5 the Constitution.
- g) Collect mail from the Centre's post office box or other location as determined from time to time, no less than once a week
- h) Keep on file all correspondence received and a copy of all correspondence forwarded on behalf of the Centre by each member of the Committee.
- i) Present to each meeting of the Committee, correspondence received by the Centre since the previous meeting for discussion and/or noting as appropriate.
- j) Act on behalf of the Centre as directed by the Committee.
- k) Assist the President and Vice President in the organisation of the Committee and other meetings.
- l) Endorse correspondence, cheques or direct bank transfer, AGM and financial reports as appropriate.
- m) Maintain a permanent register of Trophy winners.
- n) Maintain a permanent register of the Centre's Life Members and most recent contact details.
- o) Maintain a listing of the members of the Committee and their current contact details.
- p) Receive and respond to general enquiries from members of the Centre, the general public, LANSW and ANSW in relation to the operation of the Centre. Specific queries are to be redirected to the appropriate member of the Committee for a response.
- q) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Treasurer

The Treasurer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Oversee the financial management of the Centre as defined in the Constitution.
- c) Prepare and present to the Committee for acceptance policies and protocols for the effective and efficient financial management of the Centre.
- d) Issue receipts for all monies received.
- e) Keep a detailed ledger of all receipts and payments transacted for the Centre.
- f) Present at each meeting of the Committee, a full summary of receipts and expenses, as well as the bank balance, for review and ratification by the Committee. The summary is to include a listing of Centre cheques or direct bank transfer still to be presented and accounts for which invoices have been received but payment is yet to be made.

- g) Present to each meeting of the Committee, accounts received by the Centre since the previous meeting to be passed for payment.
- h) Ensure all payments are paid on invoice only and, where practicable, in accordance with the terms and conditions endorsed on the invoice, after the accounts are passed by the Committee, with payments to be made by cheque or direct bank transfer . Where no invoice is available or received, payment will be subject to separate approval of the Executive.
- i) Arrange for the President, Vice President, Secretary and Treasurer or other member of the Committee as authorised by resolution of the Committee to act as signatories, with any two to sign on all Centre cheques and authorise all electronic payments and transfers (except where two may be members of the same household).
- j) Collect all competition and miscellaneous fees owing to the Centre and arrange for banking as soon as possible, and no more than seven (7) days, after receipt.
- k) In conjunction with the Sponsorship & Marketing Officer, collect all monies promised to the Centre pursuant to donation or sponsorship agreements. These monies are to be banked as soon as possible, and no more than seven (7) days, after receipt.
- l) Securely hold all non-monetary donations, pledges, gifts and vouchers given to the Centre and organise for their timely distribution on completion of any specific event to which they relate.
- m) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.
- n) At the completion of the financial year, arrange for an independent audit of accounts.
- o) Present to the Annual General Meeting a detailed and independently audited Financial Statement of Income and Expenditure for the preceding twelve (12) months.
- p) Prepare financial report for LANSW and ANSW, following the Centre's Annual General Meeting, within timeframe specified by LANSW and ANSW.
- q) Investigate all insurance policies required for the Centre and equipment.
- r) Establish an account or accounts with a suitable Bank or Financial Institution.
- s) Endorse correspondence, cheques or direct bank transfer, AGM and financial reports as appropriate.
- t) Submit a report, including the report of the independent auditor, to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Registrar

The Registrar shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Co-ordinate the conduct of registration day activities of the Centre in conjunction and with the co-operation of all other members of the Committee.
- c) Obtain and distribute to persons, registration forms (paper or electronic) for completion in accordance with the Little Athletics Association of New South Wales Inc (LANSW) and/or the Athletics New South Wales Limited (ANSW) rules.
- d) Receive each correctly completed registration form (paper or electronic), accompanied by the fee set down by the Committee and proof of age of all new members.
- e) Distribute Centre registration and age numbers to each Competitive member upon registration, and any other material as required from time to time.
- f) Forward all registrations, together with appropriate fees, to the LANSW and ANSW, within ONE MONTH after receiving the registration, and, in any case, in advance of any deadlines advised the LANSW and ANSW.

- g) Maintain a complete register of each Competitive Member, showing registration number, name, address, parent details, age group, date of birth, proof of age, numbers of years of continuous registration, plus any other detail deemed to be required by either LANSW, ANSW or the Centre. This register is to be maintained in collaboration with the Records & Rankings Officer.
- h) Provide the Records & Rankings Officer with a listing of all registered and trialling athletes on a weekly basis for importing into the Centre's results management system.
- i) Maintain a register of Individual Members, additional to Competitive Members, as defined in clause 2.1 of the Constitution.
- j) Respond to all enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW or ANSW in general.
- k) Endorse correspondence, cheques or direct bank transfer, AGM and financial reports as appropriate.
- l) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

PART 2 – General Committee Member Positions

Pursuant to clause 14.3 of the Constitution

Championships

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Direct, plan and organise all competition and championship events for the Centre.
- c) Advise the Publicity officer and Webmaster of all relevant nomination and entry deadline dates for dissemination to members.
- d) Co-ordinate the selection of athletes for participation in all competition and championship events where participation is selection-based.
- e) Attend all competition and championship events in which the Centre is participating and serve in the role of WHAC team manager at those events. If the officer is unable to attend for any reason, the officer will organise for the delegation of responsibilities for that event to a suitably experienced and informed replacement.
- f) Act in consultation with the Officer for Officials to ensure adequate numbers of Centre members to attend and officiate at any Association carnivals.
- g) Complete and submit any entry forms for athletes to participate in LANSW, ANSW or other Centres' events, including but not limited to TransTasman Challenge, State Relay, Zone, Region and State Championships, State Multi-Event and State Cross-country and Road Walks Championships.
- h) Liaise with the Trophies and Records & Rankings officers in determining any relevant performance-based trophy recipients of perpetual trophies awarded by the Centre on an annual basis.
- i) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Age Manager Liaison

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Act as conduit between the Committee and Age Managers.
- c) Select/appoint age managers and assistant age managers to each group at the commencement of the season and thereafter if replacements are required.
- d) Maintain a list of age managers and assistant age managers together with the current contact details for each.
- e) Provide to the Age Managers and Assistant Age Managers the rules for Little Athletics including specifications applicable to each age.

- f) Brief Age Managers as to requirements prior to each running day.
- g) Actively help and support Age Managers as required.
- h) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Canteen*

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Provision and oversee the operation of the canteen and BBQ on every Centre running day.
- c) Ensure adequate staffing of the canteen.
- d) Account for all provisions purchased, sold and held by the canteen.
- e) Remit to the Treasurer all monies collected from the operation of the canteen, at the conclusion of each Centre running day or as soon as practicable thereafter.
- f) Account to the Treasurer for all income received and expenses incurred in the operation of the canteen on a monthly basis.
- g) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

*NOTE: The existence of a Canteen Officer will be dependent on the arrangements entered into by the Committee for the ongoing operation of the Canteen. If the operation of the canteen is outsourced then responsibility for managing the relationship will reside with the Treasurer on the terms agreed between the Committee and the service provider.

Equipment

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Allow access to the equipment for any use authorised by the Committee.
- c) Recommend the purchase and or repair of all equipment. Any purchase of equipment may require prior approval of the Committee, in accordance with the policies and protocols as documented by the Treasurer.
- d) Ensure all equipment is maintained in safe and good working order.
- e) Conduct a regular stocktake of all Centre equipment and keep an up-to-date inventory.
- f) Provide details of equipment to the Treasurer for insurance purposes.
- g) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Grounds

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Ensure the field is adequately marked.
- c) Monitor the conditions of the grounds, the approaches and surrounds of the long/triple jump pits and shot/discus areas and arrange for maintenance when necessary. Any maintenance that will incur a cost to the Centre may require prior approval of the Committee, in accordance with the policies and protocols as documented by the Treasurer.
- d) Maintain the marking equipment.
- e) Liaise with the Track and Field Officer as to the condition of the areas of competition.
- f) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Health and Safety

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Collect and securely store medical information on all athletes.
- c) Maintain a register of all athletes detailing any medical condition, and have register available during all Centre activities.
- d) Provide information to Canteen Officer regarding all food related allergies for individual athletes.
- e) Ensure that first aid is available at all Centre competitions.
- f) Provide Coaches with first aid kits and ensure that they have sufficient supplies, replenishing as and when required.
- g) Replenish Centre first aid kit from time to time as required.
- h) Ensure that rostered first aid officer is present prior to start of any competition and until the completion of competition.
- i) Collect and securely store Working with Children Forms.
- j) Ensure that all Officials have completed Working with Children Forms.
- k) Submit report to the Annual General Meeting of the Centre.

Sponsorship & Marketing

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) With the assistance of the Social Officer, conduct any raffle or other fund-raising activity.
- c) Prospect for and acquire pledges, gifts and grants of funds or goods in kind to the Centre.
- d) Work with the Publicity Officer to keep members informed of sponsorship and marketing events and opportunities.
- e) Elicit and negotiate sponsorships from appropriate local business and entities. All sponsors must reflect the objects of the Centre, the provision of sporting activities for children and athletes and the standing of the Centre in the local community. All new sponsorship proposals must be formally documented and submitted to the Committee for approval prior to finalisation.
- f) Tender all pledges, gifts, grants, donations and sponsorship monies to the Treasurer within seven (7) days or as soon as practicable after receipt.
- g) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Officials

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Promote, encourage and organise officials for participation in instruction, training and examinations.
- c) Organise officials for events conducted by LANSW or ANSW or other Centres, in which the Centre participates.
- d) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Publicity

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Compile, tender and maintain publicity material for local media and/or social media sources.
- c) Prepare and distribute news articles for the Centre's social media page to all Centre members.
- d) Prepare and distribute the Centre Information Booklet that is provided to all Centre members on registration.
- e) Prepare and distribute the Centre Presentation Day Booklet / Annual Report to include all relevant reports of the Committee and other functions within the Centre.
- f) Advertise the activities of the Centre throughout the local community. Any advertising may require prior approval of the Committee and in accordance with the policies and protocols as documented by the Treasurer.
- g) Organise promotional activities for the Centre.
- h) Act in conjunction with Marketing Officer to keep sponsors informed.
- i) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Records and Ranking

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Record all athlete performances in a suitably prepared set of books or computer program.
- c) Maintain and publish all Centre records/best performances.
- d) Assist with selection of athletes for Centre representation.
- e) Organise the ranking of all athletes for competition.
- f) Organise the publication and distribution to the Committee of any reports which it resolves will assist in the operation of the Centre, including those required by the Registrar and Championships Officers.
- g) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Social

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Provide hospitality to any visitors or guests of the Centre and at any official function.
- c) Book any venue which the Committee resolves is required for any social activity.
- d) With the assistance of the Canteen, Marketing and Publicity Officers, formulate and organise any social event the Committee resolves to hold.
- e) Assist the Marketing Officer in operating any raffle or other fund-raising activity.
- f) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Track and Field

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Establish the events to be held on each running day and the order in which the events of the running day are to be held. These are to be contained within a programme which is to be published and distributed to all parent helpers prior to

or on the first running day of the season and whenever a permanent amendment to the programme is made.

- c) Recruit and organise officials for the safe and efficient conduct of Centre running days. In the case of inclement weather or other conditions, decide as to whether the running day will be held, events cancelled or replaced or run in a different sequence. The Track and Field Officer shall take into consideration the opinions of other members of the Committee who are available at the time.
- d) Coordinate all events on a Centre running day.
- e) Liaise with the Equipment Officer to ensure adequate equipment is available at the locations for the events being held.
- f) Liaise with Age Manager Liaison Officer as to any matters concerning the rules of competition or conduct of the running day.
- g) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Trophies

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Recommend to the Committee a nominated supplier of Trophies.
- c) Co-ordinate the annual Presentation Day activities of the Centre in conjunction and with the co-operation of all other members of the Committee.
- d) Purchase Trophies and or medallions from time to time as required and authorised by the Committee. Any purchase of trophies may require prior approval of the Committee, in accordance with the policies and protocols as documented by the Treasurer.
- e) Ensure that accurate Record Certificates are available as required from time to time.
- f) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Uniforms

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Recommend to the Committee a nominated supplier of Uniforms and provide purchasing costing, so as the Committee can set Uniform selling prices.
- c) Purchase uniforms for each season, so they are available for sale at Centre registrations days. The purchase of uniforms may require prior approval of the Committee, in accordance with the policies and protocols documented by the Treasurer.
- d) Maintain a small stock of uniforms for sale on normal running days.
- e) Coordinate sizing and purchase of State Jackets and arrange for embroidery prior to Presentation Day.
- f) Conduct regular stocktakes of all Uniforms and keep an up-to-date inventory. The stocktakes should be undertaken no less than twice each year, preferably once at the end of July and once at the end of January.
- g) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Constitution and Conflicts

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Act in an advisory capacity on matters requiring interpretation and/or amendment to the Constitution or Regulations of the Centre.

- c) Act in an advisory capacity on matters of conflict arising under the Constitution and between members of the Centre or members of the Centre, acting on behalf of the Centre, and external parties.
- d) In the event of any apparent conflict of interest on the part of the Officer for Constitution & Conflicts, the officer will declare that conflict and, on resolution of the Committee, will stand aside from the role pending resolution of the issues.
- e) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Seniors Athletics

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Review the Athletics NSW program for upcoming events.
- c) Promote upcoming events for senior athletes and Little Athletics athletes from U12-U17 in consultation with the Publicity Officer.
- d) Coordinate any seniors athletics competition hosted by WHAC.

Coaching

The Officer shall:

- e) Attend each meeting of the Committee and any other meetings organised by the Centre.
- f) Recruit and organise coaches for all disciplines undertaken by athletes, to all levels of ability, registered with the Centre and offered under the rules of competition by LANSW and ANSW.
- g) Promote, encourage and organise coaches for accreditation activities including participation in instruction, training and necessary examinations. Any accreditation activities that are likely to incur a cost to the Centre may require prior approval of the Committee, in accordance with the policies and protocols documented by the Treasurer.
- h) Prepare a fair and equitable coaching schedule to allow the sharing of facilities amongst the various coaches and coaching disciplines and work with the Publicity Officer and Webmaster to ensure the schedule is accessible to all members of the Centre.
- i) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Webmaster

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Maintain the Centre's website to ensure all information on the site is accurate and add new information as advised by the Publicity Officer or any other authorised member of the Committee.
- c) Maintain an electronic mailing (email) list for the distribution of information relevant to the operation of the Centre.
- d) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Child Protection

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organised by the Centre.
- b) Collect and securely store Working With Children Forms.

- c) Ensure that all Officials have completed Working with Children Forms if appropriate.
- d) Verify and ensure currency of all required Working With Children Check clearances.
- e) Maintain Child Protection records as required to meet all statutory obligations, including the Centre's Working With Children Check Verification Record and Centre Roles and Responsibilities register.
- f) Submit a report to the Annual General Meeting of the Centre detailing activities of the Centre within the direct responsibility of the position.

Cross Country

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organized by the Centre.
- b) Co-ordinate the cross-country competition during the "winter" season (April until July unless otherwise determined).
- c) Promote the State Cross Country and State Road Walks competition in consultation with the Publicity Officer.

Volunteers and Parent Helpers

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organized by the Centre.
- b) Coordinate a schedule for parent helpers to assist in the running of events and general tasks for each running day.
- c) Engage sufficient people, including the provisioning of a roster, for the set-up and pack-up on each Centre running day

Schools Liaison

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organized by the Centre.
- b) Obtain from council a list of school bookings at the Centre's grounds for school sports carnivals.
- c) Contact those schools to determine requirements for line marking and equipment rental from WHAC.
- d) Prepare a list of equipment required and coordinate with the Equipment Officer to have these available for the schools on the day of their carnivals.
- e) Prepare list of equipment and line marking used by each school and submit to the Treasurer for invoicing.

Grants

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organized by the Centre.
- b) Review any grants available that may be applicable to WHAC.
- c) Consult with the Equipment Officer and Treasurer for input into the grant application.
- d) Prepare an application for these grants for submission to the relevant authority.

Administration Assistant

The Officer shall:

- a) Attend each meeting of the Committee and any other meetings organized by the Centre.
- b) Render assistance to the Secretary, Treasurer and Registrar as and when required, but in particular duties which may be required during working hours when the above Office bearers are unable to undertake such tasks due to their own work commitments. Such activities may include, but are not limited to: banking, collecting mail, paying bills, delivering or collecting documentation or provisions from the LANSW Office.

REGULATION 5 – DELEGATION OF POWERS, FUNCTIONS, DUTIES AND RESPONSIBILITIES TO THE EXECUTIVE

Subject to clause 19 of the Constitution, the Executive shall have the same powers, functions, duties and responsibilities of the Committee and may exercise all such powers, functions, duties and responsibilities, except as and if determined from time to time, by the Committee. The Executive shall only exercise the powers, functions, duties and responsibilities of the Committee, to the extent that it is necessary, convenient and appropriate to do so, outside of a meeting of the Committee. The exercise of those powers, functions, duties and responsibilities by the executive must be reported to the Committee at the next Committee meeting. Subject to clause 19.6 of the Constitution, the Committee may revoke or amend any decision of the Executive in the exercise of those powers, functions, duties and responsibilities, in the same manner as it may do so in relation to its own exercise of those powers, functions, duties and responsibilities.

REGULATION 6 – REGISTER OF MEMBERS

The register of members shall be maintained and made available for inspection and use by the Registrar in accordance with clause 7 of the Constitution.

REGULATION 7 – MEETINGS OF THE COMMITTEE

The Committee shall meet as and when required, and in accordance with the requirements prescribed in clause 18 of the Constitution.

REGULATION 8 – CLUB CAPTAINS

The Committee shall elect two Club Captains each year, from the Competitive Members in the under 17 age group and/or the under 15 age group. The election of Club Captains shall be made as soon as possible after the first running day of the season.

The Committee, if it thinks fit, may also appoint up to two Club Vice Captains in any year, from the Competitive Members of the under 17 age group and/or the under 15 age group, as soon as possible after the first running day of the season.

Appointees to this leadership group will be selected on merit, having demonstrated sustained commitment to the centre. The Committee will determine the nomination and voting process to be followed in order to elect the club captains and vice captains in each season.

REGULATION 9 – USE OF FACILITIES AND EQUIPMENT OF THE CENTRE

No accredited coach or other person, whether a member of the Centre or not, may utilise, take possession of or occupy the facilities and equipment of the Centre, for the purpose of coaching any athlete who is not a member of the Centre or for any other purpose, without the express permission in writing of the Committee. The Committee may impose any terms and conditions that it thinks fit, in granting permission for any such use.

REGULATION 10 – PERPETUAL TROPHIES

Pursuant to clause 40 of the Constitution:

- a) The name or title of each perpetual trophy awarded by the Centre, the criteria for nominating and awarding each perpetual trophy, and the manner of making the award, shall be in accordance with the requirements of these Regulations as specified in Appendix 10-A.
- b) Unless otherwise stated, and except for awards decided on a “point-score” basis, the Committee shall decide the nominated athlete or athletes, who is/are to receive each award, and no negotiations or appeal as to any such decision may be undertaken or made by any person, or entertained by the Committee. In the case of the Don McDougall Trophy, the same provisions apply to a decision of the Committee to award the trophy to a nominated adult or adults.
- c) Except for awards decided on a “point-score” basis, the Committee may withhold the award of any perpetual trophy in any season, and no negotiations or appeal as to any such decision may be undertaken or made by any person, or entertained by the Committee.
- d) Except for an award decided on a “point-score” basis, a nomination for the award of a perpetual trophy must be made in writing, and must name the athlete so nominated and give brief reasons in support of such nomination addressing the prescribed criteria. The nomination must be submitted to the Secretary of the Centre on or before the Saturday following the Little Athletics State Championships, of the season to which the nomination relates.

Appendix 10-A – Perpetual Trophy Criteria

The numbering sequence is for the determination of trophy recipients by the Committee, not the presentation sequence.

For trophies where both Eligibility Criteria and Performance Criteria are required, the committee may determine the award by assessing the nominee versus the eligibility criteria before the performance criteria, and placing greater emphasis on the eligibility criteria.

1. The Spirit of Little Athletics Trophy

Background

This trophy is awarded for outstanding achievement at any level of competition. It is the Centre’s highest award and may be awarded to a boy and a girl annually.

Eligibility criteria

Male and female athletes from the under 15 and older age groups are eligible for this award.

The trophy may not be awarded to any athlete more than once.

Performance criteria

To achieve this award, an athlete must:

- display good sportsmanship;
- compete regularly in all events;
- have displayed a sustained commitment to the Centre including a high level of attendance record at Centre events;
- stand out as one who persistently strives for excellence in performance, commitment and represents the club at competition events;

- display a positive and respectful attitude towards other competitors, age managers, coaches and officials.

The athlete should be widely regarded as a role model for other athletes in the Centre.

The trophy is not awarded as a matter of course and will not be awarded in any year, to any boy or girl, if in the opinion of the Committee, the criteria are not met in all respects.

Nominations

Nominations will be accepted from Committee members, Club Coaches, Age managers of the under 15 and older age groups or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

2. Jim Arkins WHAC Excellence in Athletics Trophy

Background

Jim Arkins was instrumental in establishing the Winston Hills Little Athletics Centre in 1974-1975. He served on the LANSW Board for many years, was involved in Little Athletics for over forty years and was inducted into the Little Athletics Australia Roll of Excellence in 2011 in recognition of his service to the sport. This trophy has been named in his honour.

Eligibility criteria

The trophy is available to be awarded to registered athletes of the centre and/or a team of athletes so registered. It may be awarded to an athlete or athletes notwithstanding that the same athlete or athletes have received any other award in the same season. The trophy may be shared by more than one boy and/or more than one girl in any year, whether each is a member of a team or not.

The trophy may be awarded to any person or persons more than once.

Performance criteria

This trophy is awarded for excellence in athletics demonstrated by **outstanding and superior achievement** in performance by an athlete, or a team of athletes competing together in a specific event or events.

The Committee, in consultation with any official or member of the Centre if and as it thinks fit, shall decide whether the nominated athlete(s) has/have achieved a level of outstanding and superior achievement constituting a standard of excellence before determining whether the award shall be made to any or all nominees. Each nominee for this award will be considered separately and on their individual merits. The Committee will vote on each nominee separately to decide whether a level of outstanding and superior achievement constituting a standard of excellence has been achieved by the nominee, and, if so decided, the nominee will be awarded this trophy.

As this award is for outstanding and superior achievement only, the Committee may decide that the trophy is not to be awarded should it reach the conclusion that achievement in that season has not reached a standard of excellence.

Nominations

Nominations will be accepted from Committee members, Centre Coaches, Age Managers or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

3. The Queen Elizabeth II Trophy

Background

His Royal Highness Prince Phillip presented this trophy to the Winston Hills Little Athletics Centre to commemorate the success of our athletes at a Gala Day held in his presence.

The aim of this award is to encourage the athlete to continue to participate in athletics beyond Little Athletics.

Eligibility criteria

Little Athletes from the under 14 age group or above are eligible for this award.

The trophy may not be awarded to any athlete more than once.

Performance criteria

This trophy is awarded to an athlete to recognize his or her positive commitment to Little Athletics over many years through representing the Centre, who has demonstrated a determination to develop and improve through a high level of attendance and participation in all weekly Centre events.

The trophy may be, but is not necessarily awarded to the best performing or most talented athlete.

Nominations

Nominations will be accepted from Committee members, Centre Coaches, Age Managers or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

4. The Mark Warwick Memorial Trophy

Background

The Mark Warwick Memorial Trophy is presented to junior athletes of the club who exhibit great sportsmanship in athletics. It is in memorial of former athlete of Winston Hills, the late Mark Warwick.

Eligibility criteria

Athletes from the under 9 to under 14 age group are eligible for this award.

The trophy may not be awarded to any athlete more than once.

Performance criteria

To achieve this award, an athlete must:

- display good sportsmanship;
- compete regularly in all events;
- have displayed a sustained commitment to the Centre including a high level of attendance record at Centre events;
- stand out as one who persistently strives for excellence in performance, commitment and represents the club at competition events;
- display a positive and respectful attitude towards other competitors, age managers, coaches and officials.

The athlete should be widely regarded as a role model amongst their peers.

The trophy is not awarded as a matter of course and will not be awarded in any year, to any boy or girl, if in the opinion of the Committee, the criteria are not met in all respects.

Nominations

Nominations will be accepted from Committee members, Club Coaches, Age managers of the under 9 to under 14 age groups or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

5. The Winston Hills State Relays Trophies (Track & Field)

(also known as the Frank Atkins State Relays Trophies)

Eligibility criteria

All track relay teams and field relay teams in any age group who have represented the Centre at the LANSW State Relays carnival in the current season are eligible for these awards.

A relay team, or any member of a relay team, may be awarded these trophies more than once.

Performance criteria

These trophies are awarded to each of the track relay team and the field relay team that achieved the best results at the LANSW State Relays carnival.

In the event of equal placings at the State Relays carnival, the team identified as closest to a higher placing will be deemed the highest placed team. Where equal teams cannot be differentiated on closest to the highest position, the outcome will be determined by the team with the highest percentage when the results are compared to the State Relays records for the event.

Nominations

The awards are made by the Committee on the basis of the relevant LANSW State Relays carnival results, as advised by the Championships Officer.

6. The Kathy Bail Sprints Trophy

Background

Kathy Bail is a former sprinter at the Centre, who donated this trophy.

This trophy is awarded to an athlete who reaches a **high level of achievement** in Sprints competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:

Any one or more of 70m, 100m, 200m and 400m run events. Hurdles events are specifically excluded.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;
- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;

- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (verification will be obtained from the Centre's Championships Officer and will be taken into account);
- results at Centre level (verification will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Sprint Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

7. The Ray Clarke Middle Distance Trophy

Background

Ray Clarke was a middle distance Coach at the Centre for the season 1982/83 through to the late 1990s. He dedicated many hours of his own time to the athletes of the Centre and remained as a Coach after his own children had ceased competition in and for the Centre. He encouraged and promoted fitness, sound preparation and proper training so that athletes competing in middle distance events were always able to meet the demands placed upon them.

This trophy is awarded to an athlete who reaches a **high level of achievement** in Middle Distance competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:

Any one or more of 800m, 1500m and 3000m run events.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;
- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;
- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (verification will be obtained from the Centre's Championships Officer and will be taken into account);
- results at Centre level (verification will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Middle Distance Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

8. The Wayne Clark Hurdles Trophy

Background

Wayne Clark has been a Centre Throws and Hurdles Coach since 1982/83. In 1996/97 he was nominated as the Coach of the Year in the Hills area, and was honoured in recognition of his contribution to athletes in the Hills.

This trophy is awarded to an athlete who reaches a **high level of achievement** in Hurdles competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:

Any one or more of 60m, 80m, 90m, 100m, 110m and 200m hurdle events.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;
- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;
- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (verification will be obtained from the Centre's Championships Officer and will be taken into account);
- results at Centre level (verification will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Hurdles Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

9. The Kerry Arkins Walks Trophy

Background

Kerry Arkins was a Walks Coach at Winston Hills throughout the 1990s, and has produced many fine walkers during this period. This trophy is dedicated to Kerry's love for this walks events and to commemorate the time and effort that she has devoted to the young athletes of our Centre.

This trophy is awarded to an athlete who reaches a **high level of achievement** in Walks competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:
Any of 700m, 1100m or 1500m walk events.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;
- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;
- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (verification will be obtained from the Centre's Championships Officer and will be taken into account);
- results at Centre level (verification will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Walks Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

10. The Dave Bruce Throws Trophy

Background

Dave Bruce is a former Centre President and has been a Throws Coach at the Centre for more than 30 years. He has been very successful in ensuring WHLAC status as a leading Throws Centre. In recognition of his continued and sustained commitment to coaching young athletes, Dave was named as the 2010 ATFCA (NSW Branch) Little Athletics Coach of the Year.

This trophy is awarded to an athlete who reaches a **high level of achievement** in Shot Put and/or Discus competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:

Either or both of Shot Put and Discus only. Javelin is explicitly excluded.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;
- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;
- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (verification will be obtained from the Centre's Championships Officer and will be taken into account);
- results at Centre level (verification will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Throws Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

11. WHAC Javelin Throwers Trophy

Background

This trophy is awarded to an athlete who reaches a **high level of achievement** in Javelin competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:

Javelin only.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;

- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;
- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (verification will be obtained from the Centre's Championships Officer and will be taken into account);
- results at Centre level (verification will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Throws Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

12. WHAC Jumps Trophy

Background

This trophy is awarded to an athlete who reaches a **high level of achievement** in Long Jump and/or Triple Jump competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:

Long Jump and Triple Jump events only.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;
- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;
- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (verification will be obtained from the Centre's Championships Officer and will be taken into account);

- results at Centre level (verification will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Long/Triple Jumps Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

13. WHAC High Jump Trophy

Background

This trophy is awarded to an athlete who reaches a **high level of achievement** in High Jump competition.

Eligibility criteria

Athletes nominated must be registered in an age group for which the relevant event(s) is/are officially sanctioned by LANSW for the nominated athlete's registered age group.

The events to which this trophy applies ("the relevant events") are:
High Jump only.

Nominated athletes must have represented the Centre during the current season at LANSW carnivals (State, Region or Zone) in the relevant events.

The nominated athlete also must have:

- regularly attended and participated in the relevant events at Centre level;
- demonstrated positive and respectful attitude with all other competitors, age managers, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in the relevant events;
- stood out as an athlete who consistently strives for excellence in the relevant events.

The trophy may be awarded to any athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at LANSW carnivals (relevant information will be obtained from the Centre's Championships Officer and will be taken into account);
- results at Centre level (relevant information will be obtained from the Centre's Records and Rankings Officer and will be taken into account);
- demonstrated improvement throughout the season.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre High Jump Coaches or other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

14. The Nicholas Fortuna Memorial Trophy

Background

The late Nicholas Fortuna was an athlete in the under 8 age group at the Centre. His family presents this trophy each year in his memory.

Eligibility criteria

Any athlete in the under 6, under 7 and under 8 age groups is eligible for this award.

The trophy may not be awarded to any athlete more than once.

Performance criteria

This trophy is presented to the athlete who best excels in commitment and performance, as an 'all-rounder'.

Results are to be obtained from the Records and Rankings Officer, and must be taken into account in determining the recipient of this award.

Nominations

Nominations will be accepted from Committee members, Age Managers, Centre Coaches or any other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

15. The Winston Hills Veterinary Cross Country Trophy

Eligibility criteria

Athletes of any age group are eligible for this award.

This trophy may be awarded to an athlete more than once.

Performance criteria

This trophy is awarded to the athlete who achieves the highest point score in the Cross Country season.

In the event that two or more athletes tie for first place with equal points, each such tied athlete will be awarded a trophy.

Nominations

The recipient of this award is determined by the Committee on the basis of the point scores certified as correct and submitted by the Cross Country Convenor.

16. The ANSW Senior Athlete Trophy

Eligibility criteria

Any athlete who has competed for Winston Hills Athletics Centre in any ANSW sanctioned event.

Nominated athletes must have represented the Centre during the current season at ANSW competitions.

The nominated athlete also must have:

- regularly attended and participated in ANSW competitions;
- demonstrated positive and respectful attitude with all other competitors, coaches and officials at all times;
- demonstrate the technical skills and attitude necessary to allow him or her to perform consistently well in ANSW competitions;
- stood out as an athlete who consistently strives for excellence in their chosen event or events.

This trophy may be awarded to an athlete more than once.

Performance criteria

The criteria for awarding of this trophy is based on the following, provided the eligibility criteria have been met:

- results at ANSW competitions (relevant information will be obtained from the Centre's Championships Officer and will be taken into account);
- demonstrated improvement throughout the season.
- demonstrated commitment to the sport of athletics.

17. The Don McDougall Trophy

Background

Don McDougall was a founding member and early President of the Centre. This trophy is awarded in his honour.

Eligibility criteria

Any adult, whether he or she is or is not a current financial member of the Centre, who meets or exceeds the criteria, is eligible for this award.

This trophy may not be awarded to any person more than once.

Performance criteria

This trophy is awarded to an adult or adults whose participation in and contribution to the Centre activities, have gone well beyond the call of duty and who has or have contributed in a significant and exceptional way to the Centre's success, growth or development. It is reserved for outstanding contributions and demonstrably deserving cases.

Nominations

Nominations may be made by any member of the Committee or any other adult members of the Centre.

Nominations must be in writing and address each of the criteria detailed above.

REGULATION 11 – AGE MANAGERS

Age Managers and Assistant Age Managers are to be appointed by the Age Manager Liaison Officer, or as otherwise determined by the Committee, prior to the commencement of each season. Age managers fulfil a very important function within the Centre for the successful completion of the Centre running days and for reinforcing Centre communications directly with athletes and their families. Given the importance of the role, the duties and responsibilities of Age Managers and Assistant Age Managers are prescribed in Appendix 11-A.

Appendix 11-A – Age Managers Roles & Responsibilities

On appointment to these roles, the Age Managers and the Assistant Age Managers have the following responsibilities:

- a) Manage the assigned age group on Centre running days or, if unavailable on a running day, delegate to their Assistant or other reliable parent within the age group, providing all relevant instruction and documentation.
- b) Attend each Age Manager meeting as scheduled by the Age Manager Liaison Officer or other member of the Committee serving in the role of Age Manager liaison.
- c) Arrange for the parents and caregivers to provide assistance at the Centre or other competitions, championships or events as rostered and when to the age group.
- d) Follow the programme of events as distributed by the Track & Field officer.
- e) Ensure all events are conducted according to specification and the rules of LANSW, or as modified for Centre running day competition, in a safe and secure environment.
- f) Instruct athletes in the correct technique and rules of each of the particular events, and in the general observance of the rules of LANSW and the Centre.
- g) Encourage athletes to take advantage of coaching offered by the Centre.
- h) Submit results sheets from all events at the completion of each Centre running day for recording in computer systems and made available to athletes.
- i) Engage with the Championships Officer for the selection of athletes for competition and championship events.
- j) Act as the communication conduit between the Centre and the athletes and their families to ensure all relevant information is passed on and understood.
- k) Act in accordance with any and all codes of conduct relevant to the role and ensure athletes and parents similarly conform to the relevant codes of conduct.
- l) Report breaches of the codes of conduct or otherwise unruly or unacceptable behaviour to the Age Manager Liaison Officer or other member of the Committee.
- m) Encourage all athletes and their families to participate in all events, athletic, social and administrative, offered by and in conjunction with the Centre.
- n) MOST IMPORTANT OF ALL, MAKE SURE THAT THE ATHLETES HAVE FUN!

REGULATION 12 – CODES OF CONDUCT AND BEHAVIOUR

All members of the Centre are to adhere to the Codes of Conduct and Behaviour as are made, published and amended by LANSW and/or ANSW and/or the Centre from time to time. These codes of conduct will be accessible from the LANSW, ANSW and Centre websites. Such codes of conduct and behaviour apply to all athletes, officials, coaches and spectators during any Centre activities, including Centre running days, and all LANSW and ANSW sanctioned carnivals and events. Failure to comply may place the member in breach of their obligations and responsibility as a member and subject to disciplinary procedures under the Constitution.

REGULATION 13 – ELECTIONS AND VOTING

Nominations for any and all Committee positions shall be open to any person over the age of 18 years who is a member of the Centre, provided they:

- i. are not an undischarged bankrupt, and
- 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, and
- iii. are not ruled as unsuitable by the Committee to serve on the Committee or in any portfolio position and are considered to be suitably qualified to take a Committee role;
- iv. have not exceeded the number of consecutive terms for an executive position as defined in clause 15.5(e) of the Constitution; and
- v. for executive positions, do not currently hold a position on the Board of LANSW or ANSW or an LANSW Zone Co-ordinator.

Nominations must be in writing, signed by the nominee and two other members in the form prescribed by the Committee from time to time. Nominations for Executive positions must clearly indicate the ONE position for which the person is being nominated.

Where there is more than one nominee for an executive position or where there are more nominees than vacant positions on the general committee, voting for the persons nominated for those positions on the Committee shall take place by secret ballot. Separate voting papers will be prepared and disseminated at the General Meeting at which the election is to occur for each position for which a ballot is required. Nominees will be listed alphabetically (by surname) on the ballot papers.

Only eligible members in attendance and registered at the meeting and at the time the ballot is called will be entitled to vote in the secret ballot.

Where a secret ballot is required, two voting scrutineers will be appointed by the meeting chairperson. The scrutineers shall examine each vote to ensure its validity and to record one vote for each nomination which has been indicated with a tick, cross, signifying mark or other similar indication. At the completion of such count, advise the meeting chairperson the votes recorded for each nomination. The meeting chairperson will then declare the nominee with the most votes to be duly elected to the position the subject of the ballot.

Each eligible voting member present shall record a vote by indicating the nomination preferred with a tick, cross, signifying mark or other similar indication on the ballot paper.

For the election of an executive position, one such mark only is to be placed on the ballot paper next to the preferred nominee.

For the election of general committee members where there is more than one position to be filled and more than one nominee, voters are to place a mark against the number of nominees up to the number of positions available. For example, if there are 17 candidates and 15 positions to be filled, voting papers must have marks next to no more than 15 nominees, otherwise the vote will be declared invalid. Where marks have been placed against fewer candidates than positions available, the vote will be valid and only those nominees with marks noted against their name will be counted.

Where a secret ballot is not required for the election of members of the Committee, it will still be necessary to determine whether a nominee has majority support of those in attendance and registered at the meeting. This will be achieved by a show of hands. Two voting scrutineers will be appointed to assist in the count of "show of hand" votes. The count will be confirmed to the meeting chairperson for declaration.

Commencing with the 2016 Annual General Meeting and each subsequent two (2) years, the following Executive positions will be declared vacant:

- i. President
- ii. Vice-President
- iii. Registrar

Commencing with the 2017 Annual General Meeting and each subsequent two (2) years, the following Executive positions will be declared vacant:

- i. Secretary
- ii. Treasurer

i.

REGULATION 14 – COMPLAINT HANDLING & GRIEVANCE PROCEDURES

The purpose of this Regulation is to outline the process for dealing with complaints and/or grievances from members which are submitted or referred to the Centre. A grievance means any type of problem, concern or complaint about a member's involvement with the Centre.

The following definitions are to be applied:

Complaint	A complaint is defined as a formal expression of dissatisfaction with some aspect of the Centre's services, policies and procedures, whether justified or not. A complaint does not include a request for information or clarification of Centre rules, policies, procedures or decisions.
Complainant	The person lodging the complaint.
Respondent	The person against whom a complaint has been lodged.
Minor Complaint	A complaint dealing with a matter that can be explained or resolved by existing rules, policies and procedures.

Complaints may be lodged with the Centre:

- i. in person; or
- ii. by email or letter.

Complaints should detail the name, address and contact phone numbers of the complainant, together with a brief description of the problem.

Only complaints where the complainant has identified him/herself will be dealt with under this Regulation. It is expected however that the validity of anonymous complaints will be assessed and corrective action taken, if necessary.

The Centre will not disclose the identity of a complainant if that complainant requests that his/her details remain confidential. However, in some cases, it may not be possible to resolve a complaint unless the complainant agrees to the disclosure of his/her identity.

Where the complaint and proceedings involve one or more Competitive Members, all proceedings will be undertaken with the involvement of an appropriate adult, generally being a parent or guardian of the Competitive Member(s) identified from registration information.

Minor Verbal Complaints

- a) If the complaint is of a minor nature and it is believed that a Committee Member can deal with the matter on the spot to attempt resolution, then the complaint will immediately be referred to that person, who will address the complainant's concerns in a detailed and complete manner, outlining how or why the situation or incident occurred, being clear on what solutions can be offered.
- b) If the complaint requires further investigation, the complainant will be advised of the course of action and provided with a target date for a response.
- c) Following discussion and/or investigation, if the complaint cannot be satisfactorily resolved, it must be documented by the complainant and forwarded to the Committee as a written complaint.
- d) If it is determined that the complaint has arisen due to an error by the Centre or Committee, the matter will be referred to the committee member responsible for Constitution & Conflicts to investigate an appropriate course of action.
- e) All verbal complaints must be documented, detailing the name address and contact details of the complainant, together with a brief description of the problem and the resolution/outcome. The completed form/report will be passed onto the Committee for corrective action (where required); recording in the Complaints Register; and filing.

Written Complaints

- a) All written complaints will be forwarded to the committee member responsible for Constitution & Conflicts.
- b) Written acknowledgement of the complaint will be sent to the complainant along with an explanation of the procedure to be applied. A target date for providing a response will also be advised.
- c) If the complaint is about another person, that person should also be told about the procedure and the target date for resolution.
- d) All complaints should aim to be resolved within 14 days. If the outcome of the investigation is delayed, the complainant will be contacted, and where applicable the person who is the subject of the complaint, to keep them informed as to the progress.
- e) The committee member responsible for Constitution & Conflicts or their appointee will review the complaint and investigate as they consider appropriate. This may include contacting/interviewing witnesses and/or other persons involved. Written records will be kept of all meetings, telephone conversations and other documentation.
- f) Once all of the relevant facts have been established, the committee member responsible for Constitution & Conflicts will produce a written response to the complainant, or may refer the matter directly to the Committee. Such response will include a full explanation of the decision and the reasons for it and where applicable and appropriate, the action the Centre will take to resolve the complaint.
- g) Prior to writing to the complainant to report the outcome of the investigation, the committee member responsible for Constitution & Conflicts will discuss the complaint and the findings with at least one member of the Executive.
- h) Following the response from the committee member responsible for Constitution & Conflicts, if the complainant remains unsatisfied; the complainant may refer the matter to the Committee or directly to LANSW and/or ANSW.
- i) If the complainant remains unsatisfied following any further investigation and review by the Committee, the complaint will be considered a dispute and the matter will be automatically referred to LANSW and/or ANSW.
- j) The committee member responsible for Constitution & Conflicts will ensure that all complaints are recorded in the Complaints Register, detailing the name of the complainant, the nature of the complaint and the resolution/action taken.

REGULATION 15 – DISCIPLINARY PROCEDURES & APPEALS

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.

Any sanction recommended under this Regulation must:

- a) Observe any contractual and employment rules and requirements;
- b) Conform to the principles of natural justice;
- c) Be fair and reasonable;
- d) Be based on the evidence and information presented; and
- e) Be within the powers of the Committee, Judiciary Committee or external independent party to impose the measure.

For the purposes of this regulation, the term “subject” refers to the person or persons against whom the allegation is made and the disciplinary proceedings are brought. Where the subject is a Competitive Member, all proceedings will be undertaken with the involvement of an appropriate adult, generally being a parent or guardian of the Competitive Member identified from registration information.

Judiciary Committee

- a) The Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but subject always to the Constitution and the Act.
- b) The Judiciary Committee will be appointed from an independent panel consisting of up to ten persons, who may be either Centre members or external personnel, with appropriate skills.
- c) Any Judiciary Committee convened under this Regulation will consist of at least three members.
- d) An Executive member shall be appointed as the Judiciary Committee Co-ordinator. The Judiciary Committee Co-ordinator will appoint the Judiciary Committee members to investigate the disciplinary matter and will make a determination in relation to the alleged breach. The Judiciary Committee Co-ordinator may be present at a hearing, but cannot vote on any decision.
- e) The decision of the Judiciary Committee is final, except when an appeal to the Committee is lodged in accordance with this regulation. In this case, the decision of the Committee shall be final.

Notice of allegation

Where the Committee appoints a Judiciary Committee to deal with a disciplinary matter, the Secretary shall, as soon as practicable, serve on 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 Judiciary 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 he, she or it 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.

Decision of the Judiciary Committee

- a) At a hearing, the Judiciary Committee shall:
 - i. Give the subject (either personally or through a representative who shall not be legally trained) every opportunity to be heard;
 - ii. Give due consideration to any written statement submitted by the subject; and

- iii. 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 Judiciary Committee must give reasons for its decision to the subject.
- c) If the Judiciary 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 this regulation.
- 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 Centre confirms the decision under appeal, whichever is the latter.

Sanctions

- a) If the Judiciary 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 counselling 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. in the case of a coach or official, disallow that subject from that role for a period of time or permanently;
 - vii. suspend the subject's right to participate in particular activities;
 - viii. suspend the subject from membership of the Centre for a specified period;
 - ix. expel a subject from the Centre;
 - x. impose such other penalty, action or educative process as it deems appropriate.
- b) 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.

Factors to consider when imposing sanctions

The sanction to be imposed on a subject will depend on factors such as:

- a) The nature and seriousness of the behaviour or incidents;
- b) The effect of the proposed sanctions on the subject including any personal, professional or financial consequences
- c) If there have been relevant prior warnings or disciplinary action;
- d) If there are any mitigating circumstances; and
- e) Any representations made to the Judiciary Committee.

Appeal

- a) A subject may appeal to the Committee against a decision of the Judiciary Committee, but must do so no later than seven (7) 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 Committee who shall consider the appeal at its next meeting or in a specially convened meeting to be held within twenty eight (28) days after the date on which the Secretary received the notice.
- d) The Committee may uphold a decision of the Judiciary Committee, refer the matter back to the Judiciary Committee for it to be reconsidered, or reach its own

decision in relation to the allegation against the subject. The Committee must provide written reasons for its decision.

- e) The decision of the Committee shall be made by a majority vote.

Version and change history

Original version, as approved by the Committee on and effective from *[date]* 2015

Version No	Effective date	Change description
1	<i>[date]</i> 2015	Original
2	August 2016	Change to Regulation 8
3	February 2019	Change to Regulation 10 pertaining to awarding of trophies to athletes more than once
4	June 2019	Change pertaining to the inclusion of references to ANSW. Changes to Regulation 4 & 11 to include additional General Committee roles Change to Regulation 10 to provide guidance on assessing trophy criteria.
5	March 2023	Addition of Mark Warwick Memorial and ANSW Senior Athlete Perpetual Trophies