



BALDIVIS LITTLE ATHLETICS CENTRE INCORPORATED

Registration Number: A1025103V

BY-LAWS

18/10/2024

1. VERSION CONTROL

VERSION	DATE	REVISED BY	COMMENTS
1.0	18/10/2024	Jessica Muir	This version was created as no previous version was located by the current Committee. Formally endorsed at a Special General Meeting.

2. CONTENTS

1. VERSION CONTROL.....	2
2. CONTENTS	3
3. COMPOSITION OF THE COMMITTEE	5
3.1 Duties of the President.....	5
3.2 Duties of the Vice President	5
3.3 Duties of the Secretary.....	5
3.4 Duties of the Treasurer	6
3.5 Duties of the Registrar	6
3.6 Duties of Equipment Officer.....	6
3.7 Duties of the Records and Ranking Officer.....	7
3.8 Duties of the Team Manager.....	7
3.9 Duties of the Arena Manager	7
4. COMPOSITION OF THE NON-EXECUTIVE COMMITTEE.....	7
4.1 Duties of the Marketing & Fundraising Officer.....	8
4.2 Duties of IT Support	8
4.3 Duties of the Rosters Officer	8
4.4 Duties of the Coaching Coordinator.....	8
4.5 Duties of the Trophies & Awards Officer	9
4.6 Duties of the Winter Officer	9
4.7 Duties of the Canteen Manager.....	9
4.8 Duties of the Uniforms Officer.....	9
4.9 Duties of the First Aid Coordinator	9
5. COMPOSITION OF THE SUB-COMMITTEE	9
5.1 Duties of the Announcer	10
5.2 Duties of the Starters	10
5.3 Duties of the Long Track Timer.....	10
5.4 Duties of the Circular Track Timer	10
5.5 Duties of the Short Track Timer.....	10
6. REMUNERATION OF COMMITTEE MEMBERS	11
6.1 Eligibility	11
6.2 Commitment Requirement	11
6.3 Exclusions	11
6.4 Final Decision.....	11
7. ORDER OF BUSINESS AT COMMITTEE MEETINGS	11
8. ORDER OF BUSINESS AT GENERAL MEETINGS	12
9. NOTICE OF AGENDA ITEMS.....	12

BALDIVIS LITTLE ATHLETICS CENTRE INCORPORATED

10.	BUSINESS CONDUCTED WITH OPEN OR CLOSED DOORS	13
11.	OPEN VOTING	13
12.	FAMILY INTEREST	13
13.	USE OF CENTRE EQUIPMENT	13
14.	RULES FOR COMPETITION	14
15.	WORKING WITH CHILDREN CHECK	14
16.	POLICIES	14

3. COMPOSITION OF THE COMMITTEE

In accordance with the Baldivis Little Athletics Centre Constitution, the day-to-day administration of the Centre shall be entrusted to the Executive Committee.

The Executive Committee shall consist of nine (9) Office Bearer's as follows:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Registrar
- 6) Equipment Officer
- 7) Records and Rankings Officer
- 8) Team Manager
- 9) Arena Manager

Duties of each Office Bearer are as follows:

3.1 Duties of the President

- Possess a comprehensive understanding of Athletics and the operational requirements for running a Centre.
- Chairs Committee Meetings to facilitate effective decision making.
- Prepares a President's Report for inclusion in the agenda of the Annual General Meeting and Season Booklet.
- Manages and responds to correspondence from Athletics West.
- Engages with the Council.
- Addresses queries and concerns as needed.
- Ensures clear understanding of Committee roles among members and provides support and guidance where needed.
- Serves as a spokesperson for The Centre when required.
- Other duties as directed by The Centre or Athletics West.

3.2 Duties of the Vice President

- Possess a comprehensive understanding of Athletics and the operational requirements for running a Centre.
- Chairs Committee Meetings in the absence of President.
- Assist President with correspondence from Athletics West.
- Assist President with addressing queries and concerns as needed.
- Serves as a spokesperson for The Centre when required.
- Maintain and keep an up-to-date register of members with a working with children's card.
- Other duties as directed by the President.

3.3 Duties of the Secretary

- Receives and answers correspondence.
- Prepares and distributes agendas of meetings.

- Records minutes of meetings as outlined in the Constitution and issues copies of the same to the Committee.
- Notifies Athletics West of all accidents that could give rise to insurance claims.
- Have on hand an up-to-date copy of the Constitution, By-Laws and Polices at all meetings.
- Keep an accurate record of and report correspondence in and out at each meeting as required.
- Notify Centre delegates of pending Athletics West meetings.
- Keep an up-to-date register of contact details of all members of the committee.
- Other duties as directed by The Centre or Athletics West.

3.4 Duties of the Treasurer

- Receive and pay money on behalf of The Centre.
- Keeps proper records and books for all transactions.
- Arrange bank accounts and signatories for all accounts.
- Prepare financial statements for each meeting.
- Prepares a Treasurer's Report and assets schedule to be included in the Annual Report for presentation at the AGM. The independent auditor's review of the Centre's financial statements shall be attached to this report where applicable.
- Refers to the Centre's Financial Policies and Procedures for additional information on financial management.
- Prepare an annual budget and recommend each season's registration fee.
- Attend scheduled committee meetings to contribute to decision making and planning processes.
- Other duties as directed by The Centre or Athletics West.

3.5 Duties of the Registrar

- Receive registration materials from Athletics West and distribute pertinent information to The Centre.
- Issue registration numbers to athletes.
- Ensure an accurate and up-to-date register of athletes, individual members, and life members in compliance with the Constitution Rule 8.
- Provide an updated list of athletes with documented medical conditions to the First Aid Coordinator for their records.
- Collaborate with The Centre Treasurer to ensure accurate collection of registration fees, reconciling payments with online batches for submission to Athletics West.
- Update the online registration system as required by Athletics West to ensure readiness for the new season's registrations.
- Attend scheduled committee meetings to contribute to decision making and planning processes.
- Other duties as directed by The Centre or Athletics West.

3.6 Duties of Equipment Officer

- Determine the layout of the track and field for all competitions held at the grounds.
- Recommend the purchase and repair of all equipment.
- Ensure all equipment is maintained in a safe and good working order.
- Liaise with the Treasurer to conduct regular stock-takes of all Centre equipment and maintain an up-to-date inventory.
- Attend scheduled committee meetings to contribute to decision making and planning processes.
- Other duties as directed by The Centre or Athletics West.

3.7 Duties of the Records and Ranking Officer

- Record all athlete performances promptly in Results HQ.
- Supervise volunteers assisting with data entry.
- Provide the necessary recording sheets for Centre competitions.
- Maintain and publish all Centre records and personal best performances.
- Complete record certificates as required.
- Assist in selecting athletes for special events and Centre representation.
- Calculate top athletes for trophy selection by the Executive Committee for the end-of-season award presentation.
- Attend scheduled committee meetings to contribute to decision making and planning processes.
- Other duties as directed by The Centre or Athletics West.

3.8 Duties of the Team Manager

- Undertake the duties of Baldivis LAC Relay Coordinator.
- Select coaches for all boys and girls relay teams in each competing age group.
- Resolve queries, disputes or questions by coaches, parents, or other parties regarding team selection for track and field relay teams.
- Advise athletes and parents on how to register for any state-run events.
- Act as Protest Officer for state run events.
- Ensure Centre uniforms are available for sale at Centre training or competitions prior to any out-of-Centre events where the correct uniform must be worn.
- Liaise with other Centre's in our Zone as per the Athletics West Championship Manual.
- Attend scheduled committee meetings to contribute to decision making and planning processes.
- Other duties as directed by The Centre or Athletics West.

3.9 Duties of the Arena Manager

- Possess a thorough understanding of the Standard Rules for Competition of Athletics West.
- Oversees the weekly competition meets and liaise with other personnel to ensure the smooth operation of events.
- Liaise with key personnel to ensure adherence to the Rules and Regulations.
- Manage event-related issues on competition days.
- Attend scheduled committee meetings to contribute to decision making and planning processes.
- Other duties as directed by The Centre or Athletics West.

4. COMPOSITION OF THE NON-EXECUTIVE COMMITTEE

The Non-Executive Committee do not form part of the Executive Committee but are essential to the running of the day-to-day business of the Centre.

The Non-Executive Committee shall consist of the following positions:

- 1) Marketing & Fundraising Officer
- 2) IT Support

- 3) Rosters Officer
- 4) Coaching Coordinator
- 5) Trophies & Awards Officer
- 6) Winter Officer
- 7) Canteen Manager
- 8) Uniforms Officer
- 9) First Aid Coordinator/s

Duties of each Office Bearer are as follows:

4.1 Duties of the Marketing & Fundraising Officer

- Collaborate with the Secretary and Treasurer to prepare local advertising material.
- Organise and prepare the Centre's Season Booklet, including all relevant information for the upcoming season.
- Contact local businesses regarding sponsorships opportunities.
- Liaise with the Executive Committee to update details before finalizing the booklet.
- Ensure all Committee Members review and approve the draft before printing.
- Arrange the printing of the booklets.
- Coordinate with the Executive Committee to determine upcoming fundraising events.
- Organise proposed fundraising events.
- Other duties as directed by the Executive Committee.

4.2 Duties of IT Support

- Maintain the Centre's website, including but not limited to:
 - Updating news and information.
 - Updating Committee details.
 - Ensuring all links are current and functional.
 - Performing any other updates as needed.
- Implement design changes when required.
- Ensure the domain name (www.baldivislac.com.au) is maintained and registered.
- Ensure the website hosting package for the Centre's website is maintained and current.
- In conjunction with the Executive Committee, manage other social media platforms, including but not limited to Facebook, as required.
- Ensure timing computers are updated and that internet availability is secured for all competitions.
- Possess knowledge of setting up timing computers.
- Other duties as directed by the Executive Committee.

4.3 Duties of the Rosters Officer

- Organise and coordinate the parent volunteer roster for each competition.
- Collate the number of volunteer contributions per family.
- Track and compile attendance data for championship qualifications.
- Other duties as directed by the Executive Committee.

4.4 Duties of the Coaching Coordinator

- This position must be applied for and will be decided by the Executive Committee.

- Must have or be willing to obtain at least a Level One coaching accreditation.
- Arrange the training program 2-3 times per week.
- Attend training sessions at least 75% of the season.
- Oversees volunteer parent coaches of athletes.
- Other duties as directed by the Executive Committee.

4.5 Duties of the Trophies & Awards Officer

- Arrange participation medals for Winter Season participants.
- Organise medals and trophies for Championships weekend and end-of-season events.
- Other duties as directed by the Executive Committee.

4.6 Duties of the Winter Officer

- Represent the Centre at winter competitions and report any relevant information, queries, or issues to the Centre Executive Committee.
- Be present at all Cross Country Runs and Road Walk events throughout the winter season.
- Organise and attend winter training sessions and notify all athletes and parents of venues and times.
- Inform athletes and parents of any changes to the venue of winter training or competition.
- Liaise with the Trophies & Awards Officer to organise end- of-winter season awards.
- Other duties as directed by the Executive Committee.

4.7 Duties of the Canteen Manager

- Ensure the provision of an appropriate canteen service at all competitions.
- Coordinate with rostered volunteer helpers as needed.
- Organise the purchase and restocking of all canteen products as necessary.
- Ensure procurement of goods at the most competitive prices.
- Arrange for the counting and confirmation of Canteen cash takings by the Treasurer.
- Other duties as directed by the Executive Committee.

4.8 Duties of the Uniforms Officer

- Complete stock takes of uniforms.
- Order of uniforms prior to commencement of the season and as needed during the season.
- Other duties as directed by the Executive Committee.

4.9 Duties of the First Aid Coordinator

- Possess or be willing to obtain a St John's Apply First Aid Certificate.
- Be available to provide first aid at all competition events.
- Other duties as directed by the Executive Committee.

5. COMPOSITION OF THE SUB-COMMITTEE

The following positions do not form part of the Executive or Non-Executive Committee but are crucial for the smooth operation of all competitions at the Centre.

Individuals interested in fulfilling one of these roles may nominate themselves at the Annual General Meeting or express their interest to a Committee Member before the start of each season.

Available positions include:

- 1) Announcer
- 2) Starters
- 3) Long Track Timer
- 4) Circular Track Timer
- 5) Short Track Timer

Duties of each position are as follows:

5.1 Duties of the Announcer

- Collaborate with the Arena Manager to prepare the weekly competition program.
- Adjust the proposed program on competition days as directed by the Arena Manager.
- Announce relevant information to all members attending competitions.
- Other duties as directed by Committee Members.

5.2 Duties of the Starters

- This role will consist of one (1) Short Track Starter, one (1) Long Track Starter, and one (1) Circular Track Starter. These roles may be shared by multiple volunteers, with the recommendation that one individual consistently assumes the role of Chief Starter to oversee others.
- Other duties as directed by Committee Members.

5.3 Duties of the Long Track Timer

- Operate the timing system for all events as required.
- Record athletes' times and positions into the computer.
- Ensure that athletes' times and positions are accurately printed by the timing system.
- Verify any records that are broken.
- Other duties as directed by Committee Members.

5.4 Duties of the Circular Track Timer

- Operate the timing system for all events as required.
- Ensure accurate tracking of laps completed by athletes in multiple lap events.
- Determine placements as athletes cross the finish line, when necessary.
- Coordinate with Starters (and the Chief Race Walk Judge) regarding the combining of age groups in Circular Track events.
- Ensure that athletes' times and positions are accurately printed by the timing system.
- Verify any records that are broken.
- Other duties as directed by Committee Members.

5.5 Duties of the Short Track Timer

- Operate the timing for all events as required.
- Record athletes' times and position into the computer.
- Ensure that athletes' times and positions are accurately printed by the timing system.
- Verify any records that are broken.
- Other duties as directed by Committee Members.

6. REMUNERATION OF COMMITTEE MEMBERS

6.1 Eligibility

- Executive Committee Members who commence their role for a second consecutive season are entitled to have the registration fee for one (1) child covered by The Centre, as recognition of their continued service.
- The Arena Manager is eligible for this benefit after completing two (2) consecutive seasons in their role, as this position primarily operates on competition days and does not require the same level of ongoing commitment as other roles.

6.2 Commitment Requirement

- This benefit is awarded to those Executive Committee Members who demonstrate exceptional commitment and active participation during both the summer and winter seasons.

6.3 Exclusions

- This registration payment will not apply to Executive Committee Members who receive an honorarium in recognition of services already rendered.

6.4 Final Decision

- The President holds the authority to make the final decision on which Executive Committee Members qualify for this privilege, based on the criteria outlined above.

7. ORDER OF BUSINESS AT COMMITTEE MEETINGS

The order of business at the Baldivis LAC Annual General Meeting (AGM) shall be as follows:

- (a) Opening by the President, including welcoming any special guests and acknowledgement of country.
- (b) Attendance and apologies.
- (c) Confirmation of the minutes from the previous meeting.
- (d) Business arising from the previous meeting.
- (e) President's Report.

- (f) Treasurer's Report.
- (g) Presentation of the Annual Report.
- (h) Election of Office Bearers (Committee Members)
- (i) Amendments to the Constitution, By-Laws, and Policies.
- (j) General Business.

If nominations have not been received prior to the AGM, nominations may be called from the floor and voted on by the members in attendance.

Once the new Committee has been duly elected, the proceedings for the remainder of the meeting shall be conducted by the outgoing Committee.

8. ORDER OF BUSINESS AT GENERAL MEETINGS

The order of business at Baldivis LAC General Meetings shall be as follows:

- (a) Opening by the President, including welcoming any special guests and acknowledgment of country.
- (b) Attendance and apologies.
- (c) Confirmation of the minutes from previous meeting.
- (d) Adjourned business.
- (e) Correspondence (inwards and outwards).
- (f) Matters arising from correspondence.
- (g) Treasurer's report and other reports as provided.
- (h) General Business.

9. NOTICE OF AGENDA ITEMS

- (a) Members wishing to have an agenda item discussed at an upcoming meeting **MUST** submit the details of the agenda item in writing to the Secretary via email as soon as possible.
- (b) Agenda items to be discussed **MUST** include as much detail as possible regarding the item.
- (c) Members, or a delegate, who have submitted an agenda item **MUST** attend the meeting. They must be knowledgeable about the agenda item and be able to answer any questions related to it.

- (d) If an agenda item requires a decision, it may be carried over to the next scheduled meeting if further discussion by the Executive Committee is needed or if time constraints prevent immediate discussion or decision making.

10. BUSINESS CONDUCTED WITH OPEN OR CLOSED DOORS

- (a) The business of the Committee shall be conducted with open doors, except on occasions when the Committee decides by resolution to proceed otherwise. Such resolutions may be moved without prior notice.
- (b) Upon resolving to proceed with closed doors, the President shall direct all persons, except Committee Members, to leave the meeting room.
- (c) The business of the meeting shall continue with closed doors until the Committee decides by resolution to resume with open doors. These resolutions may also be moved without prior notice.

11. OPEN VOTING

- (a) Questions arising at a meeting shall be decided by open voting, with a simple majority of Members present.
- (b) The President or the person chairing the meeting will have the casting vote in the event of a tie.
- (c) A Committee Member with any direct or indirect pecuniary interest in a contract, or proposed contract, made by or under consideration by the Committee (except if that pecuniary interest exists solely because the Committee Member is part of a of class of persons for whose benefit Athletics West is established), must:
 - (i) As soon as they become aware of that interest, disclose the nature and extent of their interest to the Committee; and
 - (ii) Not take part in any deliberations or decision of the Committee with respect to that contract.
- (d) The Secretary must ensure that every disclosure made under Sub-Rule (c) by a Committee Member is recorded in the minutes of the meeting at which it was made.

12. FAMILY INTEREST

Any Member cannot vote on a decision that has a direct bearing on their child or legal guardian.

13. USE OF CENTRE EQUIPMENT

The Centre's athletic equipment may be used outside of authorised training and competition times in accordance with the Centre's Equipment Hire Agreement.

14. RULES FOR COMPETITION

The Centre ensures that its Standard Rules for Competition align with the regulations outlined by the Athletics West. These rules are made publicly available on the Centre's official website.

15. WORKING WITH CHILDREN CHECK

Baldivis LAC prioritises the safety and wellbeing of children and adheres to Athletics West Child Protection Policy as an affiliate of Athletics West (AW).

The State Government of Western Australia mandates that all coaches, officials, and administrators involved in regular child-related work must hold a valid Working with Children (WWC) Card. Exemptions apply to parents of registered members under 18 and to ad hoc volunteers under 5-day threshold.

The WWC ensures a secure environment and is required for coaching or officiation at Athletic West events. Applying for a WWC Check is straightforward and can be done at local post offices.

Baldivis LAC is committed to identifying and minimizing risks, maintaining a Code of Conduct for adults and children, providing adequate supervision, ensuring safe transportation, and regulating the capture and use of images of children during events.

16. POLICIES

Baldivis LAC policies are closely aligned with the Constitution and State Body policies to ensure the best possible development for all athletes and members.

These policies formalize and document the Centre's rules and procedures and shall be published on the Centre's website.

The current Baldivis LAC policies in place include:

- 1) Behaviour Management Policy v1.1
- 2) Centre Championship Policies and Procedures v1.0
- 3) Centre Records Policies and Procedures v1.0
- 4) Code of Conduct v1.1
- 5) Drugs and Alcohol Policy v1.0
- 6) Equipment Hire Policy & Agreement v1.0
- 7) Extreme Weather Guidelines v1.0
- 8) Financial Policies and Procedures v1.0
- 9) First Aid Policy v1.0
- 10) Life Member Policy and Procedures v1.0
- 11) No Dog Policy v1.0
- 12) Private Facebook Group Policy v1.0
- 13) Record & Photographing Children Policy v1.0
- 14) Safeguarding Children Policy v1.0
- 15) State Relay Policy v1.0
- 16) Trophies and Awards Policy and Procedures v1.0