

*THE CASEY LITTLE ATHLETICS  
CENTRE*



*CONSTITUTION 2011*

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## **1. NAME**

- 1.1. The Centre shall be known as the Casey Little Athletics Centre. (the "Centre")

## **2. AFFILIATION**

- 2.1. The Centre shall affiliate with the Little Athletics Association of Victoria incorporated ("the Association") each year, subject to the Constitution and Regulations of the Association, and shall pay any applicable affiliation fee.
- 2.2. The Centre shall be a member Centre of a Region ("the Region"), as nominated by the association, subject to the Constitution and any Rules of the Region.
- 2.3. The Centre, at the discretion of the Region, may be a member Centre of a Division of the Region ("the Division"), subject to the Constitution and any Rules of both the Region and the Division.

## **3. MEMBERSHIP**

- 3.1. Membership of the Centre shall comprise: -
  - 3.1.1. Competitive Members who are registered in accordance with the Registration Regulations of the Association.
  - 3.1.2. Ordinary Members as defined in the Constitution of the Association and who assist in the conduct of the activities of the Centre, and are registered in accordance with the Register of Ordinary Members of the Association.
  - 3.1.3. Life Members of the Centre as defined in Clause 15 of this Constitution.
  - 3.1.4. Any Clubs that comply with the requirements of the Constitution of the Association and which are affiliated with the Centre.

## **4. OBJECTIVES**

- 4.1. The Objectives of the Centre shall be: -
  - 4.1.1. To abide by the Constitution, Regulations and Statement of Purpose of the Association.
  - 4.1.2. To register Competitive Members in accordance with the Registration Regulations of the Association.
  - 4.1.3. To provide athletic competition for Competitive Members who are registered through the Centre.
  - 4.1.4. To provide for the development of children, with emphasis on positive attitudes and a healthy lifestyle, through athletic related activities.
  - 4.1.5. To promote the ideal of children competing for personal satisfaction through improved performances.
  - 4.1.6. If there are Little Athletic Clubs in existence within the Centre, or new Clubs are proposed, to affiliate all such Clubs with the Centre, in accordance with the Constitution of the Association.
  - 4.1.7. To organise and conduct Centre Championships, if/when these are proposed by a Centre meeting.
  - 4.1.8. To use all available means to place Little Athletics before the public.
  - 4.1.9. To support and assist, where possible, the formation, and/or maintenance of a senior Athletic Club, to be affiliated with Athletics Victoria, and co-operate with such a Club to ensure continuity of athletic competition for children reaching the age of fifteen years.

## 5. POWERS

5.1. The Powers of the Centre shall be: -

- 5.1.1. To organise and control the Competitive Members, registered through the Centre, in the conduct of Little Athletics activities and competition within the general area of the Centre.
- 5.1.2. To organise and conduct coaching and education for Competitive Members registered through the Centre.
- 5.1.3. To ensure that the interests and rights of all Registered Members, regardless of ability or background, are in no way hindered or jeopardised.
- 5.1.4. To act alone or with other representative bodies in the interests of Little Athletics and the members of the Centre.
- 5.1.5. To appoint Delegates to represent the Centre at meetings of the Association, the Region and the Division (if applicable), and to nominate Centre Members as Executive Council Members of those bodies, in accordance with the respective Constitutions of the Association, the Region and the Division (if applicable).
- 5.1.6. To select Teams of Competitive Members to represent the Centre in Victorian Championships and any inter-Centre Competition.
- 5.1.7. To impose and collect levies, subscriptions, fees and other charges from Members and Clubs (if any), as required for achieving the Objective of the Centre.
- 5.1.8. Subject to the written approval of the Association, to borrow or lend money, with or without security, for promotion of the objectives of the Centre, in accordance with the Financial Regulations of the Association.
- 5.1.9. To invest any monies of the Centre not immediately required for any of its objectives, in such a manner as may from time to time be determined by the Executive Council.
- 5.1.10. To apply the income and property of the Association in the care of the Centre, to the promotion of the objectives of the Centre, in accordance with the Financial Regulations of the Association.
- 5.1.11. To suspend, disqualify and/or otherwise deal with any members of the Association or Clubs (if any) associated with the Centre, who have committed any breach of the Constitution, or whose actions are deemed contrary to the interests of the Centre and or Little Athletics.

## 6. MANAGEMENT

- 6.1 The Management of the Centre shall be vested in an elected Executive Council and Committee, comprising not less than eight Members.
- 6.2 The Executive Council and Committee might consist of: -

### ***Executive***

- *President*
- *Vice President*
- *Secretary*
- *Treasurer*
- *Arena Manager*

### ***Committee***

- *Registrar*
- *Recorder*
- *Equipment Officer*
- *Chief of Officials*
- *Coaching Co-Coordinator*
- *Publicity Officer*
- *General Committee*

- 6.2.1 Optionally, other individual Office Bearers as determined by a Centre Meeting, as appropriate to the needs of the Centre.
- 6.3 Where necessary, the Executive can act, vote and decide matters on behalf of the Centre. When a vote is required all but the President will vote and a simple majority will decide the vote. If the vote is tied then the President will have the final vote to break the deadlock  
The executive council positions will be for the term as outlined in the position descriptions tenures in Appendix A
- 6.4 Members of the Executive Council shall be determined annually at a Centre Meeting, by Centre Members, acting in terms of Clause 8 of this Constitution.
- 6.5 Election to the Executive Council shall be open to any adult ordinary member who has been nominated by a Centre Member or by a Club if applicable, with the nomination to be submitted to the Centre Secretary at least twenty-eight days before the Annual General Meeting.
- 6.6 If more than one nomination is received for an Executive Council position, and after reading of any Statement available of the credentials of each nominee, the nominated names shall be listed on a ballot paper, suitably arranged so as the voters can record preferences.
- 6.7 In the event of insufficient nominations being received for the Executive Council prior to the Annual General Meeting of the Centre, nominations can be accepted from the floor of the Annual General Meeting, subject to the consent of the person nominated.
- 6.8 If any positions still remain unfilled, and / or in the event of a vacancy occurring during the year, the Executive Council shall have the power to appoint a person to fill any such vacancy until the next Annual General Meeting.
- 6.9 Advice of the date of the meeting at which the Executive Council shall be elected is to be provided to all Centre Members at least thirty-five days before the meeting date.
- 6.10 The Centre is to forward names and addresses of all Executive Council Members to the Association office, and also to the Region Secretary, within one month of the meeting at which the Executive Council is elected.

## **7. POWERS AND RESPONSIBILITIES OF EXECUTIVE COUNCIL MEMBERS**

- 7.1 Each Executive Council Member shall have the responsibility to plan the details of a section of the Centre administration, relative to their respective portfolio, and shall: -
  - 7.1.1 Present such Plans to each meeting of the Executive Council for its consideration and approval or otherwise.
  - 7.1.2 Present a Report on the Executive Council approved plans and actions to each Centre meeting.
  - 7.1.3 Have power to act on behalf of the Centre in implementing such plans.
  - 7.1.4 Form Sub-Committees from members of the Centre, when deemed necessary to assist in the preparation or implementation of plans.
  
- 7.2 The President will: -
  - 7.2.1 Chair meetings of the Centre and of the Executive Council.
  - 7.2.2 In the event of the Chairperson being absent, the meeting shall appoint a Chairperson from within its members.
  - 7.2.3 Carry out additional duties, as allocated by the Executive Council, to maintain relations with the Board of Management, the Region, and member Clubs (if any) and the public.
  
- 7.3 The Vice President will:-
  - 7.3.1 Assisting the president with the execution of his duties
  - 7.3.2 In the event that the President is unable to fulfil his duties in any capacity the Vice President would be responsible for executing these duties.
  - 7.3.3 Represent the Centre where possible
  
- 7.4 The Secretary will: -
  - 7.4.1 Take minutes and distribute notices pertaining to all meetings of the Centre and of the Executive Council.
  - 7.4.2 Receive and distribute correspondence.
  - 7.4.3 Maintain a file of Centre minutes and correspondence, including copies of all items of correspondence generated on behalf of the Centre by members of the Executive Council.
  - 7.4.4 Forward or advertise Notices of all Centre Meetings in terms of Clause 8.3 of this Constitution, and also forward or advertise Agendas and Notices of Motion relative to all Centre Meetings in terms of Clause 9.1.1 of this Constitution.
  - 7.4.5 Forward Notices of all Executive Council Meetings in terms of Clause 10.2 of this Constitution and also forward Agendas and Notices of Motion relative to all Executive Council Meetings in terms of Clause 11.1.1 of this Constitution.
  - 7.4.6 forward to the Association office and / or to the Region Secretary, any information or details that are requested from time to time by those bodies.
  
- 7.5 The Treasurer will: -
  - 7.5.1 Administer the financial affairs of the Centre in accordance with this Constitution and with the Financial Regulations of the Association.
  - 7.5.2 Pay on Tax Invoice only, all Accounts passed by the Executive Council for payment. Such payments are to be made by cheque or electronic banking services.
  - 7.5.3 Collect and on forward all Registration Fees and any other fees or dues owing by members or Clubs (if any) to the Region or to the Association, as required by those bodies.
  - 7.5.4 Present to the Executive Council a detailed Cash Projection / Budget for Receipts and Expenditure for the following twelve months, within two months of the commencement of the summer season when Annual registration fees are collected.

- 7.6 The Registrar will: -
- 7.6.1 Ensure that all Competitive Members of the Centre are registered in accordance with the Registration Regulations of the Association, and that all Ordinary Members of the Centre are registered in accordance with the Register of Ordinary Members of the Association.
- 7.7 The Arena Manager will: -
- 7.7.1 Plan, organise and co-ordinate the conduct of the athletic activities and athletes of the Centre, bearing in mind the objectives of the Centre and the Statement of Purpose of the Association.
  - 7.7.2 Ensure that all activities are in the best interests of the athletes and of Little Athletics generally.
- 7.8 The Education Officer will: -
- 7.8.1 Plan, organise and co-ordinate the conduct of programs undertaken by the Centre to educate athletes, parents and other adults, with the aim to increase personal skills.
  - 7.8.2 Promote active participation and the ideal of children competing for personal satisfaction through improved performances.
  - 7.8.3 Assist in promoting any Education Programs of the Association or of the Region to all Centre Members and Clubs (if any).
- 7.9 The Publicity Officer will: -
- 7.9.1 Ensure that all Centre, Region and Association activities are suitably promoted throughout the Centre, to all members and their families.
  - 7.9.2 Encourage all Clubs (if any) within the Centre to assist with the promotion of all activities.
- 7.10 General Committee Members will: -
- 7.10.1 Represent the needs and interests of the members of the Centre, and of Clubs (if any) and perform other duties as determined by the Centre and/or the Executive Council.
- 7.11 Executive Council Members will: -
- 7.11.1 Also carry out any additional duties as allocated by the Executive Council.

## 8. CENTRE MEETINGS

- 8.1 A Centre Meeting: -
  - 8.1.1 Shall be held on at least one occasion in each year or be held on any additional occasions
- 8.2 As determined by the Executive Council
- 8.3 As requested by a majority of Club Committees or
- 8.4 As requested by at least twenty adult ordinary members of the Centre
- 8.5 Shall proceed as determined by the Chairperson or a majority of the Executive Council, and be held at a mutually suitable time and place, decided by the Secretary.
- 8.6 One Centre Meeting shall be the Annual General Meeting: -
  - 8.6.1 Which shall be organised by the Executive Council for a time and place that best suits the Centre Members and its operations, between 1 March and 31 July each year.
  - 8.6.2 At which the election of the Executive Council shall be conducted,
  - 8.6.3 At which the Annual Report and the financial accounts shall be delivered, If the financial accounts have not been audited by the time of this AGM, then the audit report will be placed on the centre web site once available, any deviation from the reports table at the AGM and the final audited reports must be detailed at the next AGM. Copies of Minutes of the Annual General Meeting, the Annual Report and the audited Financial Report shall be forwarded to the Region Secretary and to the General Manager of the Association and shall also be distributed to the parties referred to in Clauses 8.10.1 and 8.10.2 of this Constitution.
- 8.7 Notices of Centre Meetings shall be distributed or advertised to all Members of the Centre by the Centre Secretary at least twenty eight days prior to the date set down for such meeting, or thirty five days in the case of the Annual General Meeting.
- 8.8 Attendance at Centre Meetings shall be open to -
  - 8.8.1 Any adult ordinary member of the Centre and/or
  - 8.8.2 In the case of Centres with affiliated Clubs, up to two nominated Delegates per Club.
- 8.9 A Centre Meeting shall be a valid meeting only if it is attended by: -
  - 8.9.1 In the case of a Centre without affiliated Clubs, at least fifty percent of the Executive Council plus at least twenty other adult ordinary members.
  - 8.9.2 Or in the case of a Centre with affiliated Clubs, at least one Delegate from two thirds of the affiliated Clubs
- 8.10 For a Motion to be passed at a Centre Meeting, it shall require, in the case of a Centre without affiliated Clubs, the support of a majority of the adult ordinary members present or, in the case of a Centre with affiliated Clubs, the support of a majority of the Club Delegates present.
- 8.11 The Executive Council shall present a Report on proposed plans and actions to each Centre Meeting for the consideration of members and/or Delegates and their approval or otherwise.
- 8.12 Adult ordinary members and/or Delegates attending a Centre Meeting -
  - 8.12.1 May ask any question of the Executive Council or its Members.
  - 8.12.2 May debate all issues presented by the Executive Council and/or put before the Chair,
  - 8.12.3 May remove or censure, by means of a Motion and majority vote, any action or actions proposed or carried out by the Executive Council, which are considered not to be in the interests of Little Athletics or unconstitutional.
  - 8.12.4 May record one Vote on all matters before the Chair
  - 8.12.5 Shall not have the power to introduce, put alternative proposals or amend by means of a Motion, business other than that proposed by the Executive Council or properly before the meeting by Notice of Motion in accordance with Clause 9 of this Constitution.
- 8.13 Copies of the Minutes of all Centre Meetings apart from the Annual General Meeting (which is covered under Clause 8.3.4 of this Constitution) shall be distributed to -
  - 8.13.1 Executive Council Members
  - 8.13.2 The Secretary of all affiliated Clubs (if applicable)
  - 8.13.3 And shall be made available on request to any Member of the Centre, to the Region or the Association.

## **9. CENTRE MEETING AGENDA**

- 9.1 Items for the Agenda of the Centre Meetings: -
- 9.1.1 Shall be drawn from Notices of Motion from any Centre Member, or Club if applicable which have been provided to the Centre Secretary, in writing, at least twenty one days before the meeting date, or twenty eight days in the case of the Annual General Meeting.
- 9.1.2 Notices of Motion from Clubs where applicable are to be submitted to the Centre Secretary either by Club Secretaries or by nominated Club Delegates.
- 9.2 Such Notices of Motion are then to form part of the written Agenda of the meeting and be advertised in writing by the Centre Secretary to all Centre Members, and Clubs if applicable, at least fourteen days prior to the meeting date, or twenty one days in the case of the Annual General Meeting.
- 9.2.1 Can include Motions relative to Clause 8.9.3 of this Constitution.
- 9.3 Along with Notices of Motion, the Centre Secretary's advertising of Centre
- 9.3.1 Meetings shall include: -
- 9.3.2 9.3.1 Proposed format of the meeting.
- 9.3.3 Executive Council Reports for consideration.

## **10. EXECUTIVE COUNCIL MEETINGS**

- 10.1 The Executive Council shall meet separately as required, to carry out the objectives of the Centre as outlined in Clause 4 of this Constitution.
- 10.2 Executive Council Meetings shall be conducted at least monthly unless otherwise determined at the Annual General Meeting of the Centre, and in any case shall proceed on not less than seven occasions each year.
- 10.3 As far as possible, Executive Council Meetings shall proceed as determined by the Chairperson or a majority of the Executive Council and be held at a mutually suitable time and place, decided by the Secretary.
- 10.4 Notices of Executive Council Meetings shall be forwarded to the Executive Council Members by the Centre Secretary at least twenty-eight days prior to the date set down for such meeting.
- 10.5 Attendance at Executive Council Meetings shall be open to Members of the Executive Council and any other invited guests
- 10.6 An Executive Council Meeting shall be a valid meeting only if more than fifty percent of Executive Council Members attend it.
- 10.7 For a Motion to be passed at an Executive Council Meeting, it shall require to be supported by more than fifty percent of the Executive Council Members present.
- 10.8 Copies of the Minutes of Executive Council Meetings shall be distributed to Executive Council Members and shall be available on request to any member of the Centre, the Region or the Association.
- 10.9 Any Executive Council Member, who is absent from two consecutive meetings, be they Centre Meetings or Executive Council Meetings, without an acceptable apology being lodged prior to the meeting, shall be liable to forfeit their place on the Executive Council.

## **11. EXECUTIVE COUNCIL MEETING AGENDA**

- 11.1 Items for the Agenda of Executive Council meetings shall be drawn from: -
- 11.1.1 Notices of Motion from any Executive Council Member, which has been provided to the Centre Secretary, in writing, at least twenty one days before the meeting date. Such Notices of Motion are then to form part of the written Agenda of the meeting and be forwarded in writing by the Centre Secretary to Members of the Executive Council at least fourteen days before the meeting date.
- 11.1.2 Motions presented from the floor of the meeting, which in turn are accepted by the Meeting Chairperson.
- 11.2 Along with Notices of Motion, the Centre Secretary's advertising of Executive Council Meetings shall include: -
- Proposed format of the meeting
  - Topics for consideration and debate
  - Executive Council Reports for consideration.

## 12. FINANCE

- 12.1 The Executive Council, through the Treasurer, shall be responsible for administration of the financial affairs of the Centre, and the maintenance of proper books of account in accordance with the Financial Regulations of the Association.
- 12.2 The Treasurer shall open a Bank account in the name of the Centre and arrange for the Treasurer and at least two other Executive Council members, preferably the Chairperson and Secretary, to act as signatories, with any two to sign for all withdrawals or cheques issued.
- 12.3 The Treasurer will present to each Executive Council Meeting and to each Centre Meeting, an itemised summary of Receipts and Expenditure.
- 12.4 A summary of Accounts received for payment shall be presented to each Executive Council Meeting, and approval for payment of same, or otherwise, shall be determined by the Meeting.
- 12.5 The books of account and all financial records shall be available, on request, to the Region or the Association, and supplied as soon as practicable and no later than 4 months of such request.
- 12.6 A detailed cash projection/Budget for Receipts and Expenditure for the following twelve months shall be presented to the Executive Council within two months of the commencement of the Summer Season when Annual registration fees are collected.
- 12.7 The assets of the Association in the care/or custody of the Centre shall not be given or transferred in any way, excepting that payment in good faith may be made for expenses/goods or services supplied in the ordinary course of business.
- 12.8 The executive council shall appoint an independent Auditor to audit all accounts of the Centre and to provide a report of the audit
- 12.9 The Auditor must not be a member of, or associated with the Centre. He/she must have a working knowledge of Accounting and be a person of standing within the Community (e.g. preferably an Accountant or Tax Agent, or alternatively, a Bank Manager, Town Clerk, etc.)
- 12.10 The financial accounts tabled at the AGM must be audited within six months of the AGM. A copy of the audit accounts and audit report will be provided to members on request.

## 13. EXPENSES

- 13.1 Out of pocket expenses may be paid to a person incurring such expenses while acting on behalf of the Centre in an official capacity and the amount and recipients of such expenses shall be decided from time to time by the Centre and approved by an Executive Council Meeting.

## 14. INSURANCE

- 14.1 The Centre shall arrange suitable Insurance cover for all equipment which is the property of the Centre, Region, Division (if applicable), Association in the care/or custody of the Centre.

## 15. LIFE MEMBERS

- 15.1 The Centre may from time to time bestow upon individuals, the honour of Life Membership of the Centre.
- 15.2 Life Members shall be entitled to attend all meetings and activities organised by the Centre.
- 15.3 The criteria for Life Membership of the Centre shall be: -
  - 15.3.1 Outstanding service to the Centre for at least eight years, including at least five years on the Centre Executive Council; or
  - 15.3.2 Outstanding general service to the Centre for a period exceeding ten years.
  - 15.3.3 Years of service may include any attributable time served with Berwick Village Little athletics Club either on the BVLAC Executive Council or general service.
- 15.4 Nominations for Life Membership: -
  - 15.4.1 May be submitted (a) by the Executive Council or (b) by Members of the Centre with such Nomination accepted by the Executive Council.
  - 15.4.2 Must be submitted to the Centre Secretary in writing, at least twenty-one days prior to a Centre Meeting, or twenty-eight days in the case of the Annual General Meeting and shall include details of the Nominee and justification of the criteria.
  - 15.4.3 The awarding of Life Membership shall be decided by a secret ballot at an Executive Council Meeting, with a two-thirds majority required.
  - 15.4.4 Presentation of the Award shall be at a time and place, and in a manner deemed suitable by the Executive Council.

## **16. CENTRE UNIFORM**

- 16.1 The Centre uniform approved by the Association and to be worn by Competitive Members representing the Centre, shall be
- 16.2 The uniform will comprise of –
  - 16.2.1 Light Blue T-Shirt with Dark blue sleeves with Navy or Royal blue shorts for under 6's and Under 7's only, and royal blue shorts (or shorts from Centre Uniform permitted at Region or State Championships) for age groups under 8 and above, on normal competition days at the centre.
  - 16.2.2 Shorts shall not be longer than 100mm above the knee measured whilst an athlete is kneeling.
  - 16.2.3 Orange and white singlet with logo, name and number and royal blue shorts; with an alternative of orange and white crop top with logo, name and number and royal blue bike style shorts for girls; for Region and State competition events.

## **17. STANDING ORDERS**

- 17.1 The Standing Orders for the Centre shall be the Standing Orders of the Association, and shall apply for all Centre Meetings and Executive Council Meetings.

## **18. APPEALS AGAINST DECISIONS**

- 18.1 In the event of a Centre Member, or Club if applicable, being dissatisfied with a decision or decisions brought down at a Centre Meeting or an Executive Council Meeting, and the matter cannot be resolved by referring it to the Region, the matter may be appealed in writing to the Board of Management whose decision shall be final.

## **19. AMENDMENTS TO CONSTITUTION**

- 19.1 Motions to amend this Constitution shall:
- 19.2 Be submitted to a Centre Meeting and shall only be proposed by an Adult Ordinary Member or by an affiliated Club.
- 19.3 Be in writing and signed by the Proposer, or in the case of a proposal from an affiliated Club, by the President or Chairperson and Secretary of the Club after the proposed Amendment or Amendments have been approved by a Meeting of that Club.
- 19.4 Be forwarded to arrive with the Centre Secretary no later than twenty one days before the date set for the Centre Meeting, or twenty-eight days in the case of the Annual General Meeting
- 19.5 Such Notices of Motion are then to form part of the written Agenda of the meeting and be forwarded or advertised by the Centre Secretary to all Centre Members and all Club Secretaries, if applicable, at least fourteen days prior to the meeting date or twenty one days in the case of the Annual General Meeting.
- 19.6 To become an effective Resolution of the Centre, be passed by a majority vote consisting of at least two-thirds of voting members and approved by the Association.
- 19.7 Be specific and shall refer to the Clause or Clauses concerned, specifying the deletion, insertion or addition of words that are required and followed by the Clause as it would appear if amended.
- 19.8 Not be amended in a manner, which in the opinion of the Chairperson is contrary to the original aim of the Motion.
- 19.9 Be only amended from the floor of the meeting by the addition or removal of a word or words to or from the Motion, which in the opinion of the Chairperson, with respect to Clause 19.6 above, will enable such Motion to be put to the meeting.

## 20. DISSOLUTION OF THE CENTRE

- 20.1 The Centre shall only be dissolved provided that: -
- 20.1.1 The Centre Secretary or an Acting Secretary has advised the Region Secretary and the Association in writing that insufficient members can be found to form a suitable Committee, or
  - 20.1.2 That a Centre Meeting, by simple majority, has recommended dissolution. Reasons for such a decision should be included.
  - 20.1.3 The Board of Management, in consultation with the Centre's Region has endeavoured to hold a Special Reformation Meeting.
  - 20.1.4 If a Special Reformation Meeting is held, at least three fourths of those attending the special meeting vote for dissolution of the Centre.
- 20.2 After full settlement of all just debts and liabilities incurred by the Centre, the Association will dispose of any and all remaining assets and the books and papers of the Centre as it sees fit. This is likely to involve the Association transferring care and/or custody of the assets and books and papers to a new Centre formed in the same locality or to a Local organisation under advice from a locally nominated body.

## 21. DEFINITIONS

- 21.1 Except where the contrary is otherwise expressed: -
- "The Association" means The Victorian Little Athletics Association Incorporated. "Board of Management" means the Board of Management of The Victorian Little Athletics Association Incorporated.
  - "The Association Constitution" means the Constitution of The Victorian Little Athletics Association Incorporated. "Financial Regulations of the Association" means the Financial Regulations of The Victorian Little Athletics Association Incorporated.
- 21.2 In this Constitution reference to Clubs, Centres, Divisions and Regions shall have the same meaning as ascribed in Sections 4(b)(iii), (iv), (v) and (vi) respectively of the Association Constitution.
- 21.3 The Casey logo is defined as a blue and green leaf shaped symbol, with orange letters spelling Casey over the top. Underneath in black capital letters, is little athletics centre, and then the numbers 154 in bold black beneath that. See below



## President

- Maintaining the established principles for:
  - Constitutional matters
  - Aims and ideas of the Centre
  - Discipline of the Centre
- Monitor the operation of the above principles and facilitating any changes in accordance with the Constitution.
- Represent the Centre where possible at:
  - Association State Conference
  - Regional meetings.
  - Centre Annual General Meeting
  - All Centre activities.
  - Meetings with other agencies as applicable
- Chairing and conducting Centre meetings. Liaise with the secretary to establish an agenda for the next meeting to be held.
- Observing the meaning of your Constitution.
- Ensure all members have a fair hearing.
- Bringing to the notice of the Committee any issue or matter which may effect the Centre.
- Understand Centre meeting procedure and encouraging all members to participate in an orderly manner.
- Ensure all Committee members carry out the tasks allocated to them.
- Prepare an annual report on all Centre activities, for presentation to the Centre Annual General Meeting.
- Arrange a planning session for the coming season.
- Ensure volunteer register is kept up to date.
- Liaising with parents, members and helpers to obtain what areas are requiring further improvement in running the Centre.

### **Tenure – 2 years**

## Vice President

- Assisting the president with the execution of his duties
- In the event that the President is unable to fulfil his duties in any capacity the Vice President would be responsible for executing these duties.
- Maintaining the established principles for:
  - Constitutional matters
  - Aims and ideas of the Centre
  - Discipline of the Centre
- Monitor the operation of the above principles and facilitate any changes in accordance with the Constitution.
- Represent the Centre where possible at:
  - Association State Conference
  - Regional meetings.
  - Centre Annual General Meeting
  - All Centre activities.
  - Meetings with other agencies as applicable
  - And in all instances where the president is unable to attend
- Chairing and conducting Centre meetings. Liaise with the secretary to establish an agenda for the next meeting to be held in the event that the President is unavailable
- Observing the meaning of your Constitution.
- Ensure all members have a fair hearing.
- Bringing to the notice of the Committee any issue or matter which may effect the Centre.
- Understand Centre meeting procedure and encourage all members to participate in an orderly manner.
- Ensure all Committee members carry out the tasks allocated to them.
- Assist the president in the planning session for the coming season.
- Liaising with parents, members and helpers to obtain what areas are requiring further improvement in running the Centre.
- **Tenure – 1 year.**

## Secretary

- Send completed affiliation form and any levy to VLAA.
- Notify VLAA and region of Centre's postal addresses.
- Obtain stationery and material from VLAA.
- Receive and record all correspondence on behalf of all the Committee and tabling all correspondence.
- Provide copies of correspondence relevant to the appropriate Committee members at the earliest possible time.
- Respond to all correspondence as necessary, retaining a copy and recording correspondence sent on behalf of the Committee.
- Assist the President in the organisation of the Committee and other meetings as necessary
- Ensuring that all Association dates/closing dates are met and reporting any accidents or injuries.
- Centres hosting Association events please contact the Association for appropriate signage for Association sponsorship.
- All Centre contact information is confidential within management Committee.
- Compile Centre administration planner for the coming season.
- Compile and send to VLAA and SMR the Centre Annual General Meeting and audit report.
- Represent the Centre at the State Conference.
- The assembly and publication, with President's assistance, of the regular fortnightly newsletter to all Centre members.
- Maintain family folders, and file newsletters and other correspondence as required.
- Contact City of Casey, VLAA and SMR with details of new Committee Lists
- Handle all inquiries from interested people regarding Little Athletics for the Centre
- Organise Police checks for all main Committee Members and send into VLAA
- **Tenure – 2 years**

## Minute Secretary

- Faithful recording of the minutes of all Committee Meetings General meetings and the Annual General Meeting.
- Distribution of the minutes and proposed agenda to all Committee members at least one week prior to the next Centre meeting.
- Assist the Secretary in the organisation of the Committee and other meetings as necessary
- Send monthly minutes through to SMR
- **Tenure – 2 years**

## Treasurer

- Maintaining accounting journals to accurately record all Centre income and expenditure.
- Publishing on a monthly basis a summary of the accounting activity, including the bank balance.
- Liaising with financial institutions from time to time to place any surplus funds into an appropriate investment.
- With other members of the Centre Executive Committee conducting a current account with a suitable financial institution for the purpose of the payment of all of the authorised outgoings of the Centre.
- Assisting the Registrar with the receipt of all registration monies and remittance of all the fees due to the Association or other Centres or bodies.
- Prepare an annual budget.
- Keeping a true account of all assets and liabilities.
- In accordance with the VLAA constitution, forward audited financial statement to VLAA following the Centre Annual General Meeting.
- Paying all accounts, after a motion has been passed to authorise payment on each and every account.
- All monies to be paid by cheque, no cash payments.
- Arranges, in co-operation with the Centre, the insurance requirements for the Centre's property and equipment.
- Arrange payment to VLAA all affiliation fees for the coming season with appropriate forms
- Collect monies from canteen sales each week.
- **Tenure – 2 years**

## Registrar

- At the commencement and during the season, issue, processing and recording of the registration form for every new or returning child.
- Issue of a Centre athlete registration patch and handbook to each registered child.
- Acceptance of fees.
- Sending in registration forms and Association fees to the VLAA office on a fortnightly basis.
- Informing the VLAA of any changes that may occur during the year, e.g. transfers, changes of address, etc.
- Maintaining of a register of all current and prior seasons athletes – this register is to contain:
  - Names and addresses, age, parents and pertinent medical and other details that are deemed to be required by either committee or VLAA from time to time.
  - Number of years of continuous registration for each athlete.
  - Age group into which the athlete has been placed for the current season.
- Maintain names and addresses of all helpers in a registration book for insurance purposes.
- **Registration Forms**
- A registration form is to be completed for all athletes.
- **Sending In the Registration and Payments**
- Sheets and registration forms should be sent each fortnight for the first 3 months, then monthly - Cross-Country is done on a monthly basis – see the Registration Booklet.

**Tenure – 1 year**

## Data Base Manager

- The primary function of the data base manager is to co-ordinate the collection of all event recording sheets and processing of these sheets.
- Processing of the sheets involves that data to be entered into the Casey Little Athletics Centre (CLAC) computer system. CLAC has a Microsoft Access database specifically designed to accommodate this function.
- Other duties that are the responsibility of the recorder are outlined below.
  - Reports for each program
  - Standards & Records report for recorders folder
  - Enter new athletes registrations
  - Creating newspaper results
  - Creating & publishing Web site results
  - Maintain computer system and database
  - Ensure there are no major anomalies in the weekly results

**Tenure – 2 years**

## Equipment Officer

- Conduct a regular Stock take of all Centre equipment and account for any equipment on loan.
- Maintain all the Centre equipment; this may entail organising a working bee from time to time.
- Advise the committee of the need for and cost of any repairs or replacements required from time to time.
- Purchase of any authorised equipment.
- Allow access to the equipment for any use by the coaches and record in a borrowers book.
- To prepare relevant equipment for set up crew on each competition day.
- Replenish supply of stock needed: eg starter pistol caps, result tickets
- At end of each competition day, check recorder folders for any days event results not handed in to recorder.
- Make sure recorder folders have sufficient result sheets before the start of each competition day.

**Tenure – 1 year**

## Chief of Officials

- Establishing the requirements for staffing the various track & field officials' positions necessary to safely conduct Centre competition days.
- Ensure that at the beginning of each season an updated list of Centre officials and grading is done.
- Recruiting or fostering of officials for each Centre meeting.
- Arrange to have a chief in charge of each event who knows the rules as well as a number of officials so events are run safely.
- Distribute "Instruction for Officials" sheets to the appropriate person at each event and ensure the person is familiar with the rules and conduct - the sheets are a guide only and should be used in conjunction with the rules of competition.
- Arrange adequate education of officials by way of an "Officials Course" conducted by the education portfolio of VLAA.
- Ensure an adequate number of Centre officials attend and officiate at Region and State championships.
- **Tenure – 1 year**

## Arena Manager

- Compile a program of events, which the Centre will use during the season e.g. 4 programs with 5 events to rotate over a month - program should be printed in your handbook.
- In case of inclement weather or other conditions, the decision as to whether the Centre meet will be held, events cancelled or replaced or run in a different sequence.
- The co-ordination of all events at Centre meets.
- Ensure first aid is available to all athletes competing.
- Liaise with the Equipment Officer to ensure adequate equipment is available at the location for the events being held.
- Liaise with age group or venue officials as to any matter concerning the rules of competition or the conduct of the meet.
- Authority to remove athletes from the competition for "bad language/fighting and abusing officials" and report to the executive for a decision.
- Ensure proper footwear/clothing is worn for each event.
- **Tenure – 2 year**

## Grounds Manager

- Prepare all weekly arena line markings as required by program.
- Liaise with Arena Manager on requirements for program.
- Liaise with Equipment Manager on regular basis to ensure equipment requirements meet ground specifications.
- Maintain all ground surfaces of arena eg. Discus, Shot Put, Javelin, duties such as weed control, watering of grounds and general maintenance of running surface.
- Liaise with Casey committee of Management on ground requests and issues relating to maintenance.
- Weekly assistance provided for setup crew on competition days.
- **Tenure – 1 year**

## Events Coordinator

- To coordinate the administration and running of special events throughout the season. Such events may include pentathlon, Region and State Relay and Track and Field events and Centre Championships, State Multi's and other such event.
- To collect and enter competitors names and details for these events
- To be responsible for making results of these events available to athletes
- Note Region and State Best performances after each event and send to President, Secretary and Data Base Manager

**Tenure – 1 Year**

## Publicity Officer

- With the assistance of the advertising/fundraising officer, the prospecting for and acquisition of paid advertising for inclusion in any of the publications of the Centre.
- Promotional leaflets.
- The assembly and publication of an introductory program booklet (Centre Handbook), which is distributed to each registered athlete at the beginning of each season.
- The development and promotion of relationships with the local newspaper and any other suitable media, with the aim of obtaining editorial or special feature space to highlight the aims and activities of the Centre, its athletes and its members.
- Forward to the Association, publications and results from your local newspaper, particularly those with sponsors signage on the athletes uniform showing.
- Ensure the publication of sponsors for Association days e.g Heart Foundation (Eat Well Live Well) and TXU are used in regional/State championships events/programs etc.
- Liaison with VLAA Development Officer to run "Athletics in Schools Program" to promote Little Athletics at your Centre
- Arrange for your Centre coaches to help conduct coaching clinics in schools.
- Have Centre assist in organising school athletics championships.
- Liaison with schools if Little Athletics is cancelled due to rain as well as coordinating broadcast over local radio stations cancellation report.

**Tenure – 1 year**

## Coaching Co-ordinator

- To establish and conduct regular coaching sessions for all athletes for all events.
- The provision of Association sponsored clinics to assist in the development of the skills of the coaches, group managers and members of the Centre.
- The provision of specialised coaching clinics to assist in the development of the skills of the athletes.
- Ensure representation by the Centre personnel at "Orientation to Coaching" or "Level 1 Courses" being conducted by VLAA or ATFCA.
- Encourage Centre coaches to attend coaching seminars.
- With assistance of the Chief of Officials, educate the parents with the rules of competition events

**Tenure – 1 year**

## Canteen Manager

- The provision and operation of the canteen on each competition day.
- Adequate staffing of the canteen.
- Accounting of all provisions purchased, sold and held in stock.
- Remittance to the Treasurer of all monies collected from the operation of the canteen and receipt issued.
- **Tenure – 1 year**

### Cross Country Co-Ordinator

- Co-ordinate the organisation and running of the event
- Arrange timetable
- Organise time-keepers, recorders, canteen, track marshals, first aid, finish marshals, start marshal and parents to help set up the course etc.
- Chair cross country subcommittee (2 minute weekly meetings)
- Ensure track safety & Indemnity for non registered participants
- Manage equipment
- Ensure facilities and equipment are maintained
- Ensure communication with VLAA and SMR
- Provide information on cross country
- Appoint team managers for region and state competition
- Organise championships and trophies
- **Tenure – 1 year**

### On Track Co-Ordinator

- Plan On Track program sessions
- Set up designated area to run the sessions
- Conduct the sessions in conjunction with the On Track Parent Helpers
- Support parent helpers in explaining their roles (provide copies of the session plans)
- Monitoring the progress of the children (Observe, assess and reward athletes)
- Prepare On Track level certificates
- Ensure that the On Track equipment is adequate and purchase additional equipment if required.
- Liaise with the Arena Manager to ensure that On Track is timetabled into the centre program
- Have fun
- **Tenure – 1 year**

### Senior Athletes Co-Ordinator

- Encourage athletes Under 15 to continue with Inter aths
- Arrange competition for Under 13 – 15 with other clubs
- Arrange for Under 13 – 15 to join a Senior Athletes Centre
- **Tenure – 1 year**

### General Committee - Uniform Officer

- Sell centre and regional uniforms
- Maintain a register of Region uniforms that have been hired out and ensure all uniforms are returned after competition
- Purchase Centre and Regional uniforms as required
- **Tenure – 1 year**

### General Committee - Medals/Trophies/Ribbons Officer

- Conduct audit of medals and ribbons
- Purchase medals and ribbons as required
- Source trophies and arrange engraving of trophies for presentation night
- Stars report and stars
- Pentathlon certificates and ribbons
- **Tenure – 1 year**

### General Committee

- Introduction to the Centre committee
- General duties as required during the season
- **Tenure – 1 year**