



BY-LAWS

OF THE

SOUTHERN DISTRICTS LITTLE ATHLETICS CENTRE INC.

NOVEMBER 2009

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TABLE OF CONTENTS

1. DUTIES OF THE CENTRE.....	4
2. DUTIES OF THE CLUBS	4
3. DUTIES OF THE CHAIRPERSON.....	5
4. DUTIES OF THE EXECUTIVE OFFICER.....	5
5. DUTIES OF THE TREASURER.....	6
6. DUTIES OF THE REGISTRAR.....	6
7. DUTIES OF THE CHAMPIONSHIPS AND SPECIAL EVENTS MANAGER.....	7
8. DUTIES OF THE OFFICIALS and DEVELOPMENT MANAGER.....	7
9. DUTIES OF THE RECORDS AND RESULTS MANAGER.....	8
10. DUTIES OF THE ARENA MANAGER.....	8
11. DUTIES OF THE WINTER COMPETITION MANAGER.....	9
12. DUTIES OF THE PUBLICITY MANAGER.....	9
13. DUTIES OF THE WEB MANAGER.....	9
14. DUTIES OF THE EQUIPMENT MANAGER.....	10
15. DUTIES OF THE UNIFORM MANAGER.....	10
16. DUTIES OF THE FUNDRAISING AND SPONSORSHIP MANAGER.....	10
17. DUTIES OF CENTRE DELEGATES TO ASSOCIATION MEETINGS.....	11
18. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING.....	11
19. ORDER OF BUSINESS AT MONTHLY CENTRE MEETINGS.....	11
20. DEPUTY CHAIRPERSON.....	12
21. FAILURE TO ATTEND MONTHLY MEETINGS.....	12
22. METHOD OF VOTING.....	12
23. SIGNATORIES.....	12
24. FAMILY OR PERSONAL INTERESTS.....	12
25. VISITORS TO CENTRE MEETINGS.....	13
26. CENTRE UNIFORM.....	13
27. USE OF CENTRE EQUIPMEN.....	13
28. RULES FOR COMPETITION.....	13
29. CENTRE COMPETITION DAYS.....	13
30. ELIGIBLE ATHLETES.....	14
31. PROTEST COMMITTEE.....	14
32. LIFE MEMBERSHIP.....	14
33. CENTRE TROPHIES.....	14
34. THE CANTEEN SUB-COMMITTEE.....	16
35. NEW CLUBS.....	16
36. DISPUTE RESOLUTION.....	16

1. DUTIES OF THE CENTRE

The Centre shall:

- a) Ensure that the Clubs and Centre operate within the rules and guidelines as set out in the Association's Constitution and Bylaws, and the Centre's Constitution and Bylaws, and
- b) Collect all registration fees and competition fees on behalf of the Association,
- c) Enter teams and individual athletes, where possible, in Association competitions,
- d) Keep a monthly backup of all data entry and results,
- e) Always act on behalf of and in the best interest of its athletes at all times,
- f) Maintain the Centre's website ensuring that the information and data is kept up-to-date,
- g) Approve all Club Constitutions and By-Laws and any changes made thereto.
- h) Ensure that outgoing committee members hand over their portfolios to the incoming committee members in good order within one week of the Annual General Meeting.

2. DUTIES OF THE CLUBS

The Clubs shall:

- a) Ensure that they become affiliated with the Centre before 30 June each year so that they can operate as a club, have delegates at Centre meetings and be included in the planning of the next summer season,
- b) Ensure that they operate within the rules and guidelines as set out in the Centre Constitution and Bylaws,
- c) Ensure that they have sufficient committee members on their committee to function properly and within accepted guidelines, and have at least four (4) minuted committee meetings each year (not being the Club's AGM),
- d) Ensure that they provide suitably trained helpers at Association run events where parent help is required.
- e) Have an annual income and expenditure report prepared and supply their financial books to the Centre Treasurer to check,
- f) Provide an annual asset list to the Centre's Executive Officer by 31 May,
- g) Accept registration forms from athletes ensuring that the athlete has correct proof of age and all relevant details are available on the registration form,
- h) Keep clear records of their registered athletes and do not divulge details to people outside the Centre,
- i) Provide adequate information and advice such that new parents are familiar with procedures at Centre competition days,
- j) Provide information and advice such that all parent helpers are suitably trained in the procedures and implements used in Centre competition so that these helpers can smoothly run the competition sites when required,

- k) Ensure that Club Committee, helpers, coaches and interested parties have had the relevant Police checks and 'Working With Children' checks,
- l) Ensure that when managing the Canteen services on competition days, adequate personnel of suitable age shall be serving the members and public,
- m) Ensure that each athlete is provided with an approved club top or leotard and is made aware of the correct Centre uniform,
- n) Ensure that their athletes have adequate supplies of sunscreen available to them and that the athletes wear hats where appropriate, and
- o) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

3. DUTIES OF THE CHAIRPERSON

The Chairperson shall:

- a) Be responsible for the satisfactory running of the Centre in relation to the planning, implementation and coordination of Centre activities,
- b) Be responsible for chairing and the proper conduct of Executive Committee, general Centre, AGM and other meetings,
- c) Be responsible for representing the Centre to outside organisations and at Association functions, and
- d) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

4. DUTIES OF THE EXECUTIVE OFFICER

The Executive Officer is the principal administrative officer of the Centre and is responsible for carrying out the decisions of the meetings - unless otherwise stipulated - and is also responsible for a range of routine administrative tasks. The Executive Officer shall:

- a) Abide by the duties as set out by the Association,
- b) Provide an agenda to each Executive Committee member seven days before a Centre Executive Meeting,
- c) Provide an agenda of a Centre General Meeting to all interested parties by arranging the posting of the agenda on the Centre's website on the Saturday before the meeting, and notification of this given to all concerned,
- d) Keep records of the events at each Centre meeting and provide written copies of minutes to all Clubs and Executive Committee members and also provide two (2) copies to the Board of Management together with a financial statement as stated in the Association Constitution,
- e) Keep copies of all incoming and outgoing Centre correspondence, make these available to each Centre meeting and store these with the Centre's archived material,
- f) Make available any correspondence relating to the Centre if requested by any member of the Centre,
- g) Ensure that the minutes of Centre Meetings be electronically distributed to all attendees within 2 weeks of the completion of the meeting, and a copy placed on the Centre's website, where applicable,

- h) Notify the Association Executive Officer of all accidents that could give rise to insurance claims,
- i) Represent the Centre at official functions as required,
- j) Ensure that each Club replies to requests asked of them and provides the Centre with any required paperwork in a timely manner,
- k) Ensure that the archives (records, documents, database, books) of the Centre are maintained and that the history is updated regularly,
- l) Ensure that each Club is informed of future developments and is made aware of any changes that may affect the athletes, Clubs or Centre,
- m) Ensure that each Club has the necessary paperwork to handle affiliations, registrations, injury claims and any other Centre business,
- n) Monitor affiliated clubs and ensure that club meetings are held at least four (4) times a year, and that club records are maintained,
- o) Validate trophy winners from season's points,
- p) Ensure that the Centre booklet is published correctly in a timely manner, and
- q) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

5. DUTIES OF THE TREASURER

The Treasurer shall:

- a) Receive and pay out money on behalf of the Centre,
- b) Keep a proper record and books for all transactions,
- c) Arrange a bank account and signatories to all cheque accounts,
- d) Invest money in such a manner as the Executive Committee may think fit,
- e) Present a financial report to the Centre General Meetings and AGM, and make available copies for the Association,
- f) Be responsible for the accurate preparation and submissions of grants to the relevant authorities,
- g) Ensure that an annual income and expenditure report and assets schedule (covering the period 1 April until 31 March) is prepared and audited prior to the AGM,
- h) Make available any financial reports and documents relating to the Centre if requested by any member of the Centre,
- i) Check the financial records of each club to ensure that monies are received and spent in a satisfactory manner, and
- j) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

6. DUTIES OF THE REGISTRAR

The Registrar shall:

- a) Receive from the Association all registration material and issuing forms and cards to affiliated clubs,
- b) Receive from affiliated clubs the required registration papers and fees,

- c) Issue registration numbers and tags,
- d) Forward one copy of the Registration card, together with the required summary and remittance, to the Association Registrar, in accordance with instructions in the Association's Rules,
- e) Forward one copy of the registration card to the Centre's Records and Results Manager for input into the Centre's approved database, and
- f) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

7. DUTIES OF THE CHAMPIONSHIPS AND SPECIAL EVENTS MANAGER

The Championships and Special Events Manager shall:

- a) Organise Association run events in relation to: athletes selection, entry fees, and timetables,
- b) Be on the Zones Committee in relation to the adequate supply of Centre parents, for the running of the Zones Competition,
- c) Work closely with the Officials and Development Manager to ensure events run effectively,
- d) Undertake the duties of Centre's Relay Coaching Manager,
- e) Coordinate the selection of coaches for all boys and girls relay teams in each of the U8 to U17 age groups, and
- f) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

8. DUTIES OF THE OFFICIALS and DEVELOPMENT MANAGER

The Officials and Development Manager shall:

- a) Attend each Association run events to ensure that the roster of parent helpers is managed properly and that shortfalls in the roster are corrected,
- b) Ensure clubs are provided with Centre and Association rules and regulations to ensure that members are adequately informed and educated prior to the commencement of the season,
- c) Work closely with the Championship and Special Events Manager to ensure events run effectively,
- d) Encourage the education of parents as officials and their subsequent attainment of the necessary Association qualifications,
- e) Ensure that the Centre supplies the required number of trained officials for Association competitions,
- f) Keep an up to date list of accredited officials,
- g) Organise parent helpers, key officials and the timetable for Association run events,
- h) If required, arrange adequate training of the relay team coaches,
- i) Organise a yearly coaching clinic at Centre level,

- j) Make information available to clubs and its members to the availability of coaching and development clinics eg Introduction to Coaching, ET Clinic and Association run clinics, encouraging the athletes to attend, and
- k) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.
- l) Pursue coaching development programs for the Centre.
- m) Attend events run by the Association for officials and development managers.

9. DUTIES OF THE RECORDS AND RESULTS MANAGER

The Records and Results Manager is responsible for keeping Centre Registrations, Records and Results on the Centre's approved database and providing details of such when required. The Records and Results Manager shall:

- a) Enter all athletes' details (from Registration cards) into the Centre's approved database,
- b) Print out marshalling sheets for competition days,
- c) Remain on competition days until the last event is completed to collect all result sheets,
- d) Check all results and entering into the Centre's approved database,
- e) Print out club results, PB Certificates and athletes' tickets for each club,
- f) Enter event winners onto a template and emailing this to the local and state newspapers by deadlines required for publication, if possible, and providing the results to relevant website addresses,
- g) Update records, writing certificates and providing printouts for short and long track timekeepers,
- h) Provide various printouts as requested by the Championships & Special Events Manager (eg the state events run by the Association),
- i) Select trophy winners from season's points and purchasing the trophies and shields,
- j) Prepare Centre Championship Certificates when applicable,
- k) Provide the Association with the four best times and distances in each event for all relevant athletes for selection in the State Team, and
- l) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

10. DUTIES OF THE ARENA MANAGER

The Arena Manager is responsible for routine tasks on Competition Days and shall:

- a) Ensure that the Centres Competition Programme is running smoothly and making recommendations as to where improvements could be made,
- b) Ensure that only athletes and officials are on the arena,
- c) Ensure that athletes compete in the correct Centre uniform,
- d) Act as a member of the Protest Committee,
- e) Accept the entry of short-term visiting athletes into the Centres Competition Programme,

- f) Assist the Clubs in ensuring that all Competition sites are fully operational,
- g) Ensure that all Codes of Behaviour are adhered to,
- h) Ensure that all Centre Records are measured correctly and that they are validated, and
- i) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

11. DUTIES OF THE WINTER COMPETITION MANAGER

The Winter Competition Manager shall:

- a) Attend each winter competition event to receive registrations and act as the Centre Protest Officer,
- b) Ensure that each athlete competes in the correct Centre uniform (arrange the sale of Centre tops or leotards where necessary),
- c) Plan and coordinate the course layout of the Centre race walk and/or cross country events ensuring that the distances are accurate and the flags are correctly placed,
- d) Act as the chief official on the days of the Centre run events ensuring that there are sufficient time keepers and place judges,
- e) Ensure that the association trailer is picked up and returned when applicable,
- f) Keep a running point system of Centre athletes from the weekly results sent from the association,
- g) Determine the Winter Trophy winners, runner-ups, top achievers and select the trophies,
- h) Report to the Executive Committee on the running of the winter events, and
- i) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

12. DUTIES OF THE PUBLICITY MANAGER

The Publicity Manager shall:

- a) Publicise the Centre and its athletes by arranging articles for the newspapers, interviews and articles for Television and Radio and the publication of regular newsletters (at least one at the start of the summer season, one at the end of the summer season and a special report for the AGM),
- b) Arrange and maintain a pictorial record of activities for the season, taking cognisance of those who do not wish to have photographs published and
- c) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

13. DUTIES OF THE WEB MANAGER

The Web Manager shall:

- a) Administer the Centre's website with information obtained from the Centre's Executive Committee members and other interested parties,
- b) Coordinate the hosting and maintenance of the domain name, and

- c) Maximise the use of the web to promote and prepare information to the Centre, its clubs, athletes and the general public.

14. DUTIES OF THE EQUIPMENT MANAGER

The Equipment Manager shall:

- a) Purchase and control all equipment necessary for the running of Centre competition days, ensuring that the correct equipment specifications are adhered to,
- b) Prepare and maintain the competition arena and ensure that the competition equipment is in good repair and meets current standards,
- c) Provide a stocktake prior to the start of the summer season, and also at the end of the summer season,
- d) Oversee the use and / or hire of the Centre equipment during the summer and winter seasons,
- e) Represent the Centre on the Zones Committee in relation to the adequate supply of equipment for the running of the Zones Competition, and
- f) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

15. DUTIES OF THE UNIFORM MANAGER

The Uniform Manager shall:

- a) Purchase the correct Association approved uniforms taking note of quality and cost,
- b) Coordinate the sale of these uniform ensuring adequate supplies of all sizes are available,
- c) Provide a price list to all clubs,
- d) Ensure they are available at all winter events, state run events and Centre competition days,
- d) Provide the annual stocktake when required, and
- e) Provide relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.

16. DUTIES OF THE FUNDRAISING AND SPONSORSHIP MANAGER

The Fundraising and Sponsorship Manager shall:

- a) Seek and co-ordinate sponsorship and grants for the Centre.
- b) Organize and run fundraising activities
- c) Run any weekly duty roster or other Centre raffle
- d) Co-ordinate any canteens run by the Centre.

17. DUTIES OF THE CENTRE DELEGATES TO ASSOCIATION MEETINGS

The Delegates shall:

- a) Represent the Centre at Association meetings by supporting the decisions that are made by the Centre's Executive Committee, and
- b) Provide the Centre's Executive Committee with feedback from the Association Meeting.

18. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

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

1. Opening by the Chairperson - welcome any special guests
2. Apologies
3. Confirmation of the previous Annual General Meeting minutes
4. Reports
 - Chairperson's Report
 - Annual Income and Expenditure Report and Auditors Report thereon
5. Any proposed amendments to the Constitution
6. Election and Ratification of Officer Bearers
7. General Business

Note: All positions on the Executive Committee are declared vacant.

Once the new Executive Committee has been duly elected, the proceedings for the remainder of the meeting shall continue to be conducted by the outgoing Chairperson until the meeting has concluded.

19. ORDER OF BUSINESS AT MONTHLY CENTRE GENERAL MEETINGS

The order of business at the monthly Centre General Meetings shall be as follows:

- o Opening by the Chairperson - welcome any special guests
- o Apologies - as per attendance book
- o Confirmation of minutes of the previous Centre General Meeting
- o Business Arising
- o Reports
- o Treasurer
- o Executive Officer (includes correspondence in and out)
- o Registrar
- o Championships & Special Events Manager
- o Officials and Development Manager
- o Records & Results Manager

- o Arena Manager
- o Winter Competition Manager
- o Publicity Manager
- o Web Manager
- o Equipment Manager
- o Uniform Manager
- o Agenda Items
- o General Business

20. DEPUTY CHAIRPERSON

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

21. FAILURE TO ATTEND MONTHLY MEETINGS

Executive Committee members cannot abrogate their responsibilities to attend meetings. Failure to attend three consecutive meetings, without an acceptable cause, may result in their position on the Executive Committee being terminated by a majority vote at a Centre General Meeting.

22. METHOD OF VOTING

- a) Questions arising at either a meeting of the Executive Committee or a Centre General Meeting or Special Centre Meeting (including an AGM) shall be decided, in open voting, by no less than 50% plus one of members eligible to vote (unless the Constitution otherwise provides).
- b) The Chairperson, or person chairing the meeting, is not permitted to vote on a motion unless there is a tie, whereby this is a casting vote.

23. SIGNATORIES

Any Centre cheque written out must have two signatures, one of which will be that of the Treasurer. The other will be that of the Chairperson, Executive Officer or Registrar. No two people from the same household may be signatories to Centre cheques. It is recommended that there be four signatories as per the positions mentioned above.

24. FAMILY OR PERSONAL INTERESTS

A member of the Executive Committee or a club delegate cannot vote on a matter that has a direct bearing on the member's or delegate's child or legal guardian or on any other matter that the person has a material personal interest in . Where any

such interest arises, that person shall declare his or her interest and, where deemed appropriate by the Chairperson of the meeting, that person must leave the meeting for the duration of discussion on the matter.

25. VISITORS TO CENTRE MEETINGS

- a) Visitors wishing to attend a Centre General Committee meeting shall first submit a request, either verbal or in writing, to the Centre Chairperson or Executive Officer for acceptance,
- b) For visitors to add a discussion item the visitor shall request approval from the Executive Officer for the discussion item to be included on the meeting agenda,
- c) A deputation shall not exceed a number, which shall be determined by the Chairperson.

26. CENTRE UNIFORM

- a) The Centre uniform shall consist of an approved red, white and blue top with navy blue shorts, bloomers or cycle pants. A one-piece leotard in the Centre colours is also an approved uniform.
- b) Changes to the Centre uniform must be submitted to the Association, . before the end of May, for approval by the Association Board of Management for introduction the following season.

27. 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 Policy (see the Equipment Manager for details)

28. RULES FOR COMPETITION

The Centre's Rules of Competition shall be published in the Centre's annual handbook that is distributed to all registered little athletes and other interested parties, and also on the Centre's website (www.sdlac.org.au)

29. CENTRE COMPETITION DAYS

- a) The following are designated as indicative sites that are required to be manned on Competition Days: Announcer, Chief Walk Judge, Discus Site 1, Discus Site 2, End of Track Recorders, Marshalling, High Jump Site 1, High Jump Site 2, Javelin Site 1, Javelin Site 2, Long Jump Site 1, Long Jump Site 2, Shot Put, Starters, Timing Stand (Circular), Timing Stand (Straight), Hurdles and Triple Jump. However, these sites may be changed from time to time by the Arena Manager in consultation with the Executive Committee to assist in the timely completion of the competition days.
- b) Each Club can nominate for these sites during winter and the Centre General Meeting will ratify the choices and also the method of rotation. The Centre shall adopt from time to time a Club/Site Allocation policy or general principles that reasonably and fairly sets out the method of club allocation of sites from season to season.
- c) It will be responsibility of the Clubs and the Arena Manager to ensure that each site is adequately manned.

30. ELIGIBLE ATHLETES

- a) Only athletes who have competed in Centre competition twice before and after the Christmas break are eligible for Centre Championships and Zones nominations.
- b) The exceptions to this are if an athlete has transferred from another Centre (metropolitan, country or interstate) or has registered late as a new athlete and therefore not having enough competition days before the Christmas break or if there are any other extenuating circumstances (eg injury or special family circumstances). Entry to Zones will be automatic but the Executive Committee will decide if this athlete can be called a Centre Champion.

31. PROTEST COMMITTEE

For Centre competitions, the Protest Committee shall consist of the Arena Manager, Championships and Special Events Manager or Officials and Development Manager, and one (1) other Executive Committee member.

32. LIFE MEMBERSHIP

Life membership of the Centre will be given to any person whom the Executive Committee deems to have displayed exemplary commitment to Little Athletics over a period of eight (8) years. This period will include at least four (4) years at Club Committee level and at least four (4) years at Centre Committee level.

33. CENTRE TROPHIES

Summer Season

- a) BENNETT SHIELD - Awarded to a Club who has the highest overall total points.
- b) LEWIS TROPHY - Awarded to the Club who has the highest overall points for female athletes.
- c) HUTCHINGS TROPHY - Awarded to the Club who has the highest overall points for male athletes.
- d) THE LORD MAYORS TROPHY - Awarded to the Club with the best consistency. A handicap system using total points divided by the number of competing athletes over the season.
- e) THE AUSTRALIA DAY TROPHY - Awarded to the Club with the highest points. A handicap system based on the results from the competition day immediately before and after the Australia Day long weekend.
- f) ALLSOPP ENDEAVOUR AWARDS - Awarded to a male and a female athlete who the Executive Committee considers to have shown courage and determination over the season.
- g) JUNIOR ATHLETES TROPHY - Awarded to the champion male and female athletes in each of the Under 16 and Under 17 age groups. Runners-up will receive a trophy.
- h) MOST IMPROVED TROPHY - Awarded within age groups to the athletes who the Executive Committee considers to have shown the greatest improvement over the season.

- i) MURRAY AND KIM DOIG ATHLETES OF THE YEAR TROPHIES - Awarded to the male and female athletes who have the highest points overall.
- j) AGE GROUP TROPHY - Awarded within age groups to the athletes with the highest points for each of track and field. If an athlete has the highest points for both track and field, he or she will receive only one (larger) trophy, but can still be called the track and field champion for that age group. Runners-up will receive a trophy. This will ensure a greater number of athletes are rewarded for their efforts as any combination of champion track and/or champion field and/or runner-up track and/or runner-up field is possible.
- k) CAIULO MEDAL – Presented to any athlete who has continuously been an active member of the Centre from the youngest competing age group through to the oldest competing age groups without interruption. An active member is one who has regularly competed at events throughout the year and may be made up of any combination of both Winter and Summer Competitions.

Points System

The Centre uses a computer program that accumulates points for each Centre competition event which each athlete competes in over the season. All the points are tallied from every event commencing with the first athlete's event of the season until the last athlete's event just prior to Centre Championships.

Equalling or bettering the current record held in a particular event will score the maximum 100 points. Getting a result that is 50% of the record will earn the athlete one point. The closer the result gets to the record, so the number of points increases.

Track events and Field events are treated equally by using the same method of point scoring.

Example A

10.60 seconds = U15 boys 100m record and would allocate 100 points

13.25 seconds is 25% below the record and would allocate 50 points

15.90 seconds is 50% below the record and would allocate 1 point.

Example B

53.40 metres = U15 boys discus record and would allocate 100 points

40.05 metres is 25% below the record and would allocate 50 points

26.70 metres is 50% below the record and would allocate 1 point.

Winter Season

Trophies are awarded to the male and female athletes who have the highest number of allocated points at the conclusion of the winter season (excluding championship days) for each of the cross country and roadwalking events. Runners-up and third place-getters for male and female will also receive trophies. In the event of a points tie, each tied athlete will receive a trophy (there will be no count-back). Additional trophies for a winter season may be awarded at the discretion of the Executive Committee.

The allocation of points for winter events shall be on the same basis as used for the summer competition.

34. THE CANTEEN SUB-COMMITTEE

The Canteen Sub-Committee (if there is one so appointed) is responsible for the running of the canteen during Centre run events (Bill and Betty Relay Night, Registration Day and City of Canning Day or others as determined) by:

- a) Purchasing the correct canteen supplies taking note of the Centre's Healthy Food Policy,
- b) Coordinating the volunteers to help out, and
- c) Providing relevant information to the Centre's Web Manager to ensure that this information is placed on the Centre's website.
- d) The members of the Canteen Sub-Committee will be the Canteen Manager from each Club.

35. NEW CLUBS

A new club may be formed by interested members of the public provided it abides by the following requirements:

- a) The club shall have at least ten (10) athletes registered by the club through the Centre,
- b) The club shall have a controlling Committee of at least three (3) members one of whom should be a Coach,
- c) The club shall adopt a Constitution and Bylaws which shall be submitted to the Centre's Executive Officer for approval by the Centre,
- d) The club shall become affiliated with the Centre by the last day of June to be eligible to participate in the upcoming summer season. This means submitting a list of committee members, a list of ten athletes and paying the prescribed affiliation fee.

36. DISPUTE RESOLUTION

a) This Rule applies to:

I. disputes between members and or/clubs; and

II. disputes between the Centre and one or more members or clubs

(a "Dispute")

b) It is acknowledged that disputes between members and /or clubs and/or the Centre can be destructive to the ongoing viability of the Centre. Accordingly, it is the intent of this Rule that all Disputes, as far as practicable, should be settled outside a formal dispute resolution process.

c) Where a Dispute arises, the parties shall seek to promptly resolve the Dispute between themselves by informal discussions. These informal discussions must be pursued in good faith by all parties to the dispute and in accordance with the values of good behaviour referred to in Rule 25 of the Constitution.

d) Where the Dispute cannot be resolved within 14 days of the matter proceeding to the informal discussions referred to in Rule 36 c) above, the Dispute shall be referred to the Chairperson of the Centre. The Chairperson, or his or her nominee (who must be a member of the Executive Committee), shall act as an informal mediator ("Mediator") to the parties to the Dispute. If the Chairperson is himself or herself a party to the Dispute, then the Deputy Chairperson or another member of the Executive Committee shall act as Mediator.

e) In the mediation process referred to in Rule 36 d):

I. The Mediator will only proceed with the informal mediation if he or she is satisfied that the informal discussions between the parties to resolve the Dispute have been pursued in good faith.

II. The Mediator shall seek to resolve the Dispute by reasonable and fair means and in a prompt fashion.

III. The parties to the Dispute will afford the Mediator reasonable access to all relevant information regarding the Dispute and shall reasonably facilitate the mediation process. Examples of information to be provided by the disrupting parties include dates, places and times of incidents, names and clubs of parties directly involved and names of witnesses. A summary of the Dispute shall also be provided to the Mediator by each party to the Dispute.

IV. The Mediator cannot adjudicate on the Dispute. The Mediator's role is simply to facilitate discussion that may lead to a resolution of the Dispute.

e) Where the Dispute is still not resolved within 30 days of the matter being referred to the Mediator, then the formal dispute resolution procedure referred to below shall be followed. However, where a Dispute is considered so urgent or serious that it requires immediate referral to the formal dispute resolution procedure, then any party to the Dispute may make written application to the Chairperson for the Dispute to be so heard at any time. The Chairperson shall deal with any such application in accordance with common sense and for the overall interests of the Centre.

f). The formal dispute resolution process is as follows:

I. A member or club wishing to initiate the procedure under this Rule must give written notice to the Executive Officer of the parties to, and the details of, the Dispute and the informal discussions and mediation processes referred to above that have been undertaken.

II. The Executive Officer must convene an Executive Committee meeting within 28 days after the Executive Officer receives notice of the Dispute under this Rule for the Executive Committee to determine the Dispute.

III. At the Executive Committee meeting called pursuant to this Rule, all parties to the Dispute shall be provided with a reasonable opportunity to state their respective cases orally, or in writing, or both.

- IV. The Executive Officer must inform the parties to the Dispute of the Executive Committee's decision within 7 days after the Executive Committee meeting called pursuant to this Rule.
- V. If any party to the Dispute is dissatisfied with the Executive Committee's decision, that party may appeal the decision to a Special Centre Meeting as set out in this Rule.
- VI. The Executive Officer must convene a Special Centre Meeting within 60 days after the Executive Officer receives the appeal notice.
- Vii. The Executive Officer must ensure that when notice of the Special Centre Meeting at which the Dispute is to be considered is given to members, such notice is to include details of the parties to and nature of the Dispute.
- VIII. At the Special Centre Meeting convened pursuant to this Rule, all parties to the Dispute shall be provided with a reasonable opportunity to state their respective cases orally, or in writing, or both.
- IX. After hearing the parties, the members at the Special Centre Meeting must by resolution confirm, vary or set aside the decision of the Executive Committee.
- X. The decision of the members at the Special Centre Meeting is final and binding on the parties to the Dispute.