



REGULATION 2 – REGISTER OF INDIVIDUAL MEMBERS

DEFINITIONS

"Act" means the Corporations Act 2001 (Cth).

"AGM" or "Annual General Meeting" means the annual General Meeting of the Company required to be held in each calendar year under the Act.

"Appointed Director" means a Director appointed under clause 17.

"LAA" means Australian Little Athletics Inc. trading as Little Athletics Australia.

"Board" means the body consisting of the Directors.

"Club" means a Little Athletics club which is affiliated with a Little Athletics Centre.

"Company" means Little Athletics NSW Ltd.

"Competitive Member" means an Individual Member who is a child or young person (as defined in the Regulations) and who is registered with the Company and participates in Little Athletics and/or skill related activities organised and conducted by the Company or any of its Members

"Constitution" means the Constitution of the Company.

"Financial Year" means the year commencing on 1 April and ending on 31 March the following year.

"Individual Member" means:

- (a) a competitive member, being a child or young person (as defined in the Regulations) and who is registered with the Company and participates in Little Athletics and/or skill related activities organised and conducted by the Company or any of its Members;
- (b) any parent or legal guardian of any person who is an Individual Member under part (a) of this definition;
- (c) any individual who is a volunteer, coach or other official who is associated with the Company;
- (d) any coach providing coaching services to the Company, a Little Athletics Centre or an Individual Member;
- (e) any person who is a committee member of a Little Athletics Centre; or
- (f) any person who meets the criteria for membership as an Individual Member which are set out in the Regulations from time to time.

"Little Athletics" means the sport of athletics for children and young people between the ages of 3 and 17 years which is governed by the Company and LAA.

"Little Athletics Centre" means a Little Athletics Centre recognised by the Company as a Member under clauses 5.1(a) and 6.1 and which is responsible for administering Little Athletics competitions and Clubs within its local area.

"Member" means a member for the time being of the Company under clause 5 of the Constitution.

"Objects" means the objects of the Company in clause 3 of the Constitution.

"Official Position" means a person who:

- (a) is a Delegate or Zone Coordinator;
- (b) holds the position of president, vice president, treasurer, secretary, or registrar (or equivalent position) of a Little Athletics Centre;
- (c) is employed by a Little Athletics Centre on a full or part time (including casual) basis.

"Register" means a register of Members kept and maintained in accordance with clause 7 of the Constitution.

"Regulations" mean any Regulations made by the Board under clause 40 of the Constitution.

"Zone" means an area of New South Wales having boundaries as determined by the Board from time to time and which includes such Little Athletics Centres as have been assigned to that geographic area by the Board.

"Zone Coordinator" means the person who has been elected under clause 22(a) to undertake the duties set out in the Regulations.

2.1 PURPOSE

This Regulation sets down the procedural and record keeping requirements in relation to Individual Members (see clause 2.1 of the Constitution). This Regulation is made under clause 40 and will be interpreted in accordance with the Constitution of Little Athletics NSW Ltd.

2.2 DEFINITION

'Details' in this Regulation 2 means the Parent/Guardian full name, address, contact telephone number (home or mobile) email address, registered athlete name, dob, gender and any other personal details reasonably required by the Little Athletics Centre (see clause 2.1 of the Constitution) or the Company for the purpose of membership.

2.3 DURATION OF INDIVIDUAL MEMBERSHIP

- a) The registration year for Individual Membership is the same as that for Competitive Membership.
- b) Individual Membership is for a period of one season and lapses at midnight on 31 July each year.
- c) If a Little Athletics Centre has ceased to be a Member of the Company pursuant to clause 10.1 of the Constitution, then, subject to clause 10.2 - 10.7 inclusive and clause 11.1 of the Constitution:

- i) the Competitive Members of that Little Athletics Centre may:
 - a. Seek to transfer to another Little Athletics Centre by following the transfer as set out by the Company
- ii) Individual Members of that Little Athletics Centre who are not Competitive Members will remain as Individual Members of the Company for the remainder of the season.

2.4 MEMBERSHIP RECORDS

- a) Each Little Athletics Centre shall ensure that the details of all Committee members are correctly entered onto the Affiliation documents submitted to the Company.
- b) The organisers of each Little Athletics Centre, or any Club affiliated with a Little Athletics Centre, must use reasonable endeavours to ensure that the details of the Parents/Guardians of Competitive Members are correctly entered into the electronic registration system database of the Company. The Parent/Guardian will attest to all supplied information.
- c) The Company shall use reasonable endeavours to ensure that the details of all volunteers, coaches or other officials who undertake roles for the Company are appropriately recorded.
- d) The organisers of each Little Athletics Centre, or any Club affiliated with a Little Athletics Centre, shall use reasonable endeavours to ensure that the details of all Individual Members are appropriately recorded.

2.5 CORRECTNESS OF MEMBERSHIP RECORDS

Where there is reasonable doubt about the correctness of the membership information for any Individual Member, verification of the details may be sought by the Little Athletics Centre or Company from the Individual Member, or by the Company from the Little Athletics Centre, as the case may be.

2.6 EXAMINATION OF MEMBERSHIP RECORDS

- a) The Company may examine the Individual Membership records maintained by any affiliated Little Athletics Centre.
- b) The Company shall forward a written notice to the Secretary of the Little Athletics Centre at least ten working days prior to such examination.

2.7 CHANGE OF DETAILS

- a) A Committee member of a Little Athletics Centre whose details have changed has an obligation to advise the Little Athletics Centre of the changes. The Little Athletics Centre then has an obligation to notify the Company of the updated details.
- b) The Parent/Guardian of any Competitive Member whose details as recorded in the electronic registration system database have changed, has an obligation to update their details in the database or advise the Company/Little Athletics Centre/Club of the changes.
- c) A volunteer, coach or other official who is associated with a Little Athletics Centre or the Company has an obligation to advise the Company/Little Athletics Centre/Club of any change of details.
- d) A person who has been granted membership of a Little Athletics Centre has an obligation to advise the Little Athletics Centre of any change of details.
- e) It is incumbent on the Company/Little Athletics Centre to ensure that the relevant records are properly maintained with any changes being entered as and when they are notified.