



REGULATION 9 – DUTIES & RESPONSIBILITIES OF ZONE COORDINATORS

9.1 PURPOSE

This Regulation defines the roles and responsibilities of Zone Coordinators of the Company. This Regulation is made under clause 22 and 40 and will be interpreted in accordance with the Constitution of Little Athletics NSW Ltd.

9.2 OVERVIEW

As outlined in Regulation 10, affiliated Little Athletics Centres are allocated to specific Zones on a geographic basis, in order to break down the number of Little Athletics Centres in the State to a manageable number for the conduct of Zone Carnivals; for the effective administration of Little Athletics Centres within the locale; and for the development of decentralised support networks. Each Zone shall be administered by a representative of the Company known as a Zone Coordinator.

9.3 DUTIES OF ZONE COORDINATORS

Zone Coordinators shall:

- a) promote the objects of the Company;
- b) ensure Little Athletics Centres conduct activities in accordance with rules/guidelines issued by the Company;
- c) assist in the development of Little Athletics Centres located in the Zone to which the Zone Coordinator is elected;
- d) report regularly, through the Chief Executive Officer, of his or her activities within the Zone;
- e) represent the views of the Company with the Zone and convey any such views to Little Athletics Centres located in that Zone;
- f) assist Little Athletics Centres in adhering to Company policies and guidelines;
- g) conduct on behalf of the Company and/or (at the direction of the Company) assist with the conduct of a Zone Championship and a Region Championship, as outlined in Regulation 10;
- h) organise and/or promote education and training days within the Zone;
- i) conduct regular meetings with Little Athletics Centres located in the Zone;
- j) provide written reports to the Chief Executive Officer, as required;
- k) attend as and when required, meetings/workshops organised by the Company; and
- l) undertake any other task as reasonably directed by the Company from time to time.

9.4 RESPONSIBILITIES OF A ZONE COORDINATOR

- a) Zone Coordinators shall:
 - i) observe the obligations of clause 9 of the Constitution;
 - ii) operate only under their delegation of authority;
 - iii) undertake the role of Company representative within their Zone by promoting and supporting decisions of the Company;
 - iv) Attend the Annual General Meeting of the Company.

- b) Should a Zone Coordinator not comply with the requirements of the Company, the affairs of the Zone may instead be conducted by the Company.
- c) The Zone Coordinator is the Company's key representative within the Zone for the duration of his/her term of office.

9.5 POWERS OF A ZONE COORDINATOR

Zone Coordinators may:

- a) exercise any authority delegated by the Board;
- b) open and operate a Zone bank account. This account will have a minimum of two signatories for each withdrawal;
- c) pay accounts for expenses as incurred and approved;
- d) purchase and hold on behalf of the Company, equipment as approved by the Zone;
- e) determine the requirements for a committee to assist in the administrative functions of the Zone.

9.6 ZONE COMMITTEE

- a) The Zone Coordinator may appoint a committee to assist in the administrative functions of the Zone.
- b) There is no defined number for the committee, however it would normally include a Secretary/Treasurer or a Secretary and Treasurer and could be expanded to include positions to oversee such matters as Officials, Coaching and Computer Operation.
- c) Appointment to committee positions should be by a vote held at a regular Zone meeting with the Little Athletics Centres in the zone, requiring a simple majority of Little Athletics Centre delegates, following expressions of interest being called for from persons within the Zone.
- d) Despite regulation 9.6(c) a Little Athletics Centre delegate may advise the Zone Coordinator that they desire the voting procedure outlined for the voting of Zone Coordinators in Regulation 7.7 to be followed for the election of committee positions, in which case the Zone Coordinator must hold elections for committee positions following the procedure outlined in that regulation, with consequent amendments required to replace references to "Zone Coordinators" to references for the particular committee position being filled. If such a procedure is followed it is not necessary for the committee positions to be notified to the Chief Executive Officer.
- e) While there is no defined period that committee members should hold their respective position, the minimum should be one (1) year and preferably the period of office should equate to that of the Zone Coordinator (2 years).

9.7 ZONE MEETINGS

- a) Zones are encouraged to conduct monthly or bi-monthly meetings but must conduct a minimum of two (2) such meetings per year.
- b) By the end of May of each year, each Zone must hold a meeting at which the reports listed in regulation 9.8 are tabled.

9.8 REPORTING REQUIREMENTS

- a) The Zone Coordinator will report to the Chief Executive Officer:
 - i) a written Annual report;
 - ii) a written Annual Financial report of all income, expenses, and assets (cash or equipment) held;
 - iii) a written report on the Zone Championships; and

- iv) a written Financial report of all income and expenses relating to the Zone Championships;
 - v) copies of the minutes of all Zone meetings and any attached reports.
- b) The Zone Coordinator will report to its allocated Little Athletics Centres as follows:
- i) copies of the minutes of all Zone meetings and any attached reports;
 - ii) on the outcome of all Zone official education, training and accreditation.