



## REGULATION 2 – REGISTER OF INDIVIDUAL MEMBERS

### 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 name, address, contact telephone number and email address details of the Individual Member, 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 requirements as set out for "Isolated Athletes" in Regulation 1.11.2b); or
    - b. Compete as an "Isolated Athlete" for the remainder of the season to 31 July of that registration year
  - 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 to 31 July of that registration year.

### 2.4 MEMBERSHIP RECORDS

- a) Each Little Athletics Centre shall ensure that the details of all Committee members are correctly entered onto the Affiliation Form 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 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 or guardian of any Competitive Member whose details as recorded in the electronic 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.