



REGULATION 4 – REQUIREMENTS FOR AFFILIATION OF LITTLE ATHLETICS CENTRES

4.1 PURPOSE

This Regulation sets down the minimum requirements of the Company for the affiliation of Little Athletics Centres. This Regulation is made under clause 40 and will be interpreted in accordance with the Constitution of Little Athletics NSW Ltd.

4.2 AFFILIATED LITTLE ATHLETICS CENTRES

- b) All Little Athletics Centres must be incorporated under and must comply with the Associations Incorporations Act 2009 (NSW).

4.3 CLUBS WITHIN AFFILIATED LITTLE ATHLETICS CENTRES

- a) Clubs consist of any group of Competitive Members granted affiliation by an affiliated Little Athletics Centre.
- b) The Club must follow all directives and requirements of their parent affiliated Little Athletics Centre.

4.4 APPLICATION FOR MEMBERSHIP (AFFILIATION)

- a) To become a member a Little Athletics Centre must undertake to meet the requirements in clause 4.6 b) below and comply with Rule 6.2 of the Constitution.
- b) The Company will accept applications only where the Little Athletics Centre has provided all necessary details.
- c) A Little Athletics Centre will be notified within 30 days of receipt of application for affiliation, if that application is unsuccessful.
- d) A Little Athletics Centre is recognised as a Member of the Company on acceptance of the application. The Board may subsequently rescind such membership where it is proved to the reasonable satisfaction of the Board that the applicant was not eligible to seek membership.

4.5 MEMBERSHIP (AFFILIATION) YEAR AND DURATION OF MEMBERSHIP

- a) The membership year for affiliated Little Athletics Centres is 1 July in one year until 30 June in the following year.
- b) Affiliation is for a period of one year; all Little Athletics Centres must make a new application each year and such application must be lodged with the Company by 30 June. Affiliation lapses as of midnight each 30 June.

4.6 ADMINISTRATIVE REQUIREMENTS

- a) Each Little Athletics Centre shall be administered by an elected Committee who shall be responsible for the organisation and conduct of the affiliated Little Athletics Centre.

- b) The administrative requirements for affiliated Little Athletics Centres for each registration year are to:
- i) conform to its Little Athletics Centre Constitution and to abide by the Company's Constitution, Rules, Regulations, By-Laws and any directives of the Board;
 - ii) have a central Committee of at least five (5) members, elected by members of the Little Athletics Centre at the Annual General Meeting of the Little Athletics Centre, which is to be held by the end of May in the given year (for year 2020 only, this timeframe is extended to 31 July) ;
 - iii) submit to the Company office the names and requested addresses (including e-mail) of those persons elected to the Committee; within thirty days of election at the Annual General Meeting, or Committee change during the year;
 - iv) adopt and maintain a Constitution for the conduct and administration of the affiliated Little Athletics Centre and to submit a copy of same to the Company office;
 - v) apply for affiliation with the Company using the appropriate form as determined by the Company from time to time. This form is an application for membership and shall be made available electronically. It will contain those details as required by the Company and may be modified at the commencement of any registration year;
 - vi) possess a definite name and uniform approved by the Company;
 - vii) comply with all Company policies;
 - viii) publish (including by way of placement or a link on a website) and/or distribute all Codes of Conduct and Behavioural Guidelines to Competitive and Individual Members;
 - ix) ensure compliance with the legislative requirements of the NSW Working with Children Check;
 - x) ensure all Competitive Members of the Little Athletics Centre are registered in accordance with Regulation 1;
 - xi) ensure all allocated registration numbers are accounted for and reconciled at the end of each season;
 - xii) submit to the Company office within thirty days of the Annual General Meeting, a copy of the Annual Report; independently reviewed Little Athletics Centre Financial Report and Treasurer's Report (as adopted by the members at the Annual General Meeting; plus, a copy of the minutes of the Annual General Meeting.
 - xiii) ensure that any centre partnerships are not in conflict with state or national Little Athletics sponsors or partners;
 - xiv) promote all Company programs and events reasonably relevant to the Little Athletics Centre; and
 - xv) promptly respond to all requests from the Company office, within the required time frame.
- c) Affiliated Little Athletics Centres which do not meet all administrative requirements may have their affiliation, and thus membership, suspended or revoked for a period of time as determined by the Board.
- d) If an affiliated Little Athletics Centre is unable to comply with the requirements of the Company, its affairs may be conducted as directed by the Board. In the event that such an arrangement is deemed unsuitable, the Board may appoint an administrator to oversee the operations of the affiliated Little Athletics Centre.
- e) If a Little Athletics Centre becomes de-registered as an incorporated association, it must immediately advise the Company and forward a copy of that advice to the Company.