



REGULATION 4 – REQUIREMENTS FOR AFFILIATION OF LITTLE ATHLETICS CENTRES

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.

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.
- e)

4.5 MEMBERSHIP (AFFILIATION) YEAR AND DURATION OF MEMBERSHIP

- a) The membership year for affiliated Little Athletics Centres is 1 October in one year until 30 September in the following year.
- b) Membership 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.

4.6 ADMINISTRATIVE REQUIREMENTS

- a) Advise the company office of any intention to affiliate with another body in addition to the Company

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;
 - 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.
- xvi) to the extent permitted by the applicable law, Little Athletics centres must advise the Company of any allegations, claims or sanctions brought against the Little Athletic Centre and which may affect the Company operations or reputation
- 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.