



**South Launceston Little Athletics
Centre Inc.**

By Laws

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Administration

Rule #	Rule	Amended
AD01	<p>Changes to By Laws</p> <p>The addition, changing or deletion of By Laws of South Launceston Little Athletics Centre (SLLAC) is governed by the terms included in the SLLAC Rules of Association.</p>	
AD02	<p>Centre Board meetings</p> <p>Centre board meetings shall be held in the Gillow Room, South Launceston Football Club, on the 2nd Tuesday of each month commencing at 7:30pm. The date of Board meetings may be changed by the executive and notification provided to members accordingly.</p>	
AD03	<p>Board Meeting Agenda</p> <ul style="list-style-type: none"> • Items for discussion at board meetings must be received by the secretary by the Friday prior to the nominated meeting date. • An agenda for board meetings will be circulated prior to the meeting to all board members and centre officers. 	
AD04	<p>Board meeting minutes</p> <p>Board meeting minutes will be circulated within one week of board meetings to all board members, Club Presidents, and Centre Officers.</p>	
AD05	<p>Duration of board meetings</p> <p>Centre board meetings shall not exceed past 9:30pm unless in exceptional circumstances.</p>	
AD06	<p>Minutes of Annual General Meetings</p> <p>Minutes of the Annual General Meeting shall be sent to Department of consumer affairs and Fair Trading – Refer by law FI??.</p>	
AD07	<p>Changes to Rules of Association</p> <p>Any changes to SLLAC Rules of Association shall be sent to Department of consumer affairs and Fair Trading.</p>	
AD08	<p>Incorporation Licence</p> <p>The SLLAC Incorporation licence shall be renewed bi-annually with the Department of consumer affairs and Fair Trading.</p>	
AD09	<p>The Centre AGM</p> <p>The Centre AGM shall be held during the month of May.</p>	
AD10	<p>Honour boards</p> <p>SLLAC honour boards shall be updated annually and displayed in the Gillow Room, South Launceston Football Club.</p>	

Rule #	Rule	Amended
AD11	<p>Equipment agreement with Northern Branch</p> <p>SLLAC shall maintain the terms and conditions outlined in the agreement with NBAAT as detailed below.</p> <p>South Launceston Little Athletic Centre (SLLAC) and Northern Branch Athletics Association of Tasmania (NBAAT) agree to the following concerning the shared use of St Leonards Athletic Centre.</p> <ol style="list-style-type: none"> 1. SLLAC is entitled to use all athletic equipment owned by NBAAT for the purpose of Little Athletics competition at St Leonards Athletic Centre. Items excluded from this agreement: photo finish equipment, long/triple jump take off boards, hurdles and non little athletics events equipment unless by prior arrangement. 2. SLLAC is entitled to use NBAAT Wireless internet connection for upload of athletic data and results during athletic and administration meetings held at the St Leonards Athletic Centre. (To be reviewed if data exceeds 2 Gigabyte limit.) 3. SLLAC will pay \$500 (Five Hundred Dollars) per annum to NBAAT as a contribution towards maintenance of athletic equipment at the commencement of each athletics season. 4. All equipment covered in this agreement will be maintained in a suitable condition by NBAAT without additional expense to SLLAC. (Any breakage or damage by the user that may occur that is not considered normal wear & tear to be replaced by the user.) 5. There will be an annual meeting prior to each season commencement to confirm availability and condition of equipment. 6. There will be an annual meeting to review long term plans for upgrade of equipment and facilities under the jurisdiction of NBAAT to ensure appropriate funding is sourced. 7. This agreement is valid for two (2) athletic seasons commencing 2011/12 season and will be subject to review and update every two (2) years. 	
AD11	<p>Hire of St Leonards</p> <p>SLLAC shall pay the St. Leonards Athletic Centre Board of Management (Centre Board) the sum of \$1,500 per annum for the hire of the St. Leonards Athletic Centre for the purpose of conducting athletic and administrative meetings. Payment shall be in 3 instalments or as otherwise agreed with the Centre Board.</p>	
AD12	<p>Attendance at TLAA State Conference</p> <p>The Centre shall ensure 2 executive members (or other persons nominated by the executive) attend the TLAA Conference as delegates.</p> <p>Other persons nominated by the board may attend as observers up to a maximum of 3 subject to approval by the board at a normal meeting.</p> <p>The centre will cover reasonable costs associated with attendance at TLAA State conference for up to four (4) people as described above including conference fees, shared accommodation for Saturday night,</p>	

Rule #	Rule	Amended
	<p>conference dinner and petrol when travelling to a town other than Launceston.</p> <p>Accommodation for the Friday night will be paid when the conference is held in a town other than Launceston subject to other items included in this by law.</p>	
AD13	<p>Training at South Launceston Football Club</p> <p>Dates and times for training for all clubs shall be booked by the centre with the Launceston City Council.</p> <p>Costs for the hire shall be payable by the clubs using this facility.</p>	
AD14	<p>Twitter Account</p> <p>A twitter account is to be maintained for the purpose of communicating important information on SLLAC and TLAA matters only. Access to update and send 'Tweets' will be limited to the publicity officer and the president or their respective nominees only.</p>	New 12 July, 2011
AD15	<p>Discipline Procedure</p> <ul style="list-style-type: none"> • Any unsociable behaviour witnessed by any adult or athlete at Little Athletics activities, other than during a particular event under the control of a Chief Official covered in by-Law CO19, must in the first instance report the incident to the Team Manager / President of the athlete's club. • Any breach of the TLAA code of Conduct that could result in penalties extending past the day of the incident must be escalated to the Centre Executive. • A record of all incidents, investigation findings, relevant statements and copies of correspondence must be kept in a central SLLAC file. • The Centre Executive must determine the appropriate penalties for any breaches of the TLAA Code of Conduct in accordance with TLAA guidelines and communicate these in writing to the affected parties. • Any penalties for breaches of the TLAA Code of Conduct that extend beyond the day of the incident must be communicated in writing to the TLAA. 	New 14/12/11

Finance

Rule #	Rule	Amended
FI01	<p>Financial Year</p> <p>The financial year of South Launceston Little Athletics Association Inc, shall be from the first day of April to the 31st day of March the following year.</p>	
FI02	<p>Auditor</p> <p>At each Association Annual General meeting an auditor shall be appointed to audit all accounts and financial transactions of The Association, and report on such to the next Annual General Meeting. The auditor is to be a recognised accountant or person qualified and not a member of the board. All bookkeeping shall be collated by Treasurer and forwarded at the earliest opportunity at the end of the financial year to the nominated auditor, so as can be presented at Annual General Meeting in May of each year.</p>	
FI03	<p>Submitting Audited Accounts</p> <p>The Association Treasurer shall present the required documentation annually as provided by the Auditor to the Department of Justice – Consumer Affairs and Fair Trading as per the Associations Incorporation Act 1964.</p>	
FI04	<p>Cheque Signatories</p> <p>All cheques must be signed by any two (2) of the following signatories; President, Vice President, Secretary or Treasurer.</p>	
FI05	<p>Monies Received</p> <p>All monies received shall be banked by the Treasurer (Or a person nominated by same) in the form received at least weekly in a manner which aids reconciliation of bank accounts with cash and accounting records.</p>	
FI06	<p>Bank Accounts</p> <p>The Centre shall have the following accounts: Access Account, Canteen Account and Term Deposit Account.</p> <p>From time to time the Committee may authorise the transfer of funds between accounts or investment in Term Deposits or other investment products. Funds may be held for special purposes or to hold surplus funds. At all times all accounts, the Term Deposit or other product shall be held with an approved banking institution.</p>	
FI07	<p>Monthly Financial Report</p> <p>The Treasurer is responsible for the preparation and presentation summary of a Monthly Financial Report to be tabled at General meetings.</p>	

Rule #	Rule	Amended
FI08	Accounts for Payment All accounts shall be presented (paid or otherwise) at meetings of The Board and full details of all such approvals shall be entered in the minutes of the meeting.	

Position Descriptions

Rule #	Rule	Amended
PD01	<p>President – The Centre President is responsible for:</p> <ul style="list-style-type: none"> a) Maintaining established principles for: <ul style="list-style-type: none"> i) Constitutional Matters ii) Discipline of Centre iii) Aims and ideas of Centre b) Monitoring the operation of the principles in and facilitating any changes in accordance with the Constitution. c) Representing the Centre at: <ul style="list-style-type: none"> i) Association Meetings and TLAA Conference ii) All Centre activities iii) Meetings with local authorities iv) meetings with Northern Branch / St. Leonards Centre Board d) Attending at least 90% of general and committee meetings. e) Chairing and conducting meetings in an orderly manner. With the assistance of the Secretary, establishing an agenda for the next meeting to be held. f) Observing the meaning of the Constitution g) Ensuring fair hearing for all members. h) Ensuring majority decisions are made on all matters placed before the committee. i) Bringing to the notice of the committee any issue or matter which may affect the Centre. j) Facilitating the operation of the Centre. k) Understanding meeting procedure and encouraging all members to participate in an orderly manner. l) Ensuring that all Committee members effectively carry out the tasks allocated to them. m) Ensuring that the affairs of the Centre are managed effectively by the executive in intervals between board meetings. n) Preparing an annual report on the Centre’s activities, for presentation to the AGM and the Association. o) Enforcing codes of behavior. p) Being a signatory on the Centre’s bank accounts. q) Coordinating applications for any grants available 	

Rule #	Rule	Amended
PD02	<p>Vice President – The Centre Vice-President is responsible for:</p> <ul style="list-style-type: none"> a) Assisting the President, when required, in the administration of : <ul style="list-style-type: none"> i) Meetings ii) Policy iii) Public Relations iv) Assisting the various committee members in the discharge of their duties. b) Liaising with parents, members and helpers to find out what facilities are required to further improve the running of the Centre. c) Attending at least 90% of general and committee meetings. d) Assisting the president in enforcing codes of behavior. e) Standing in when needed, in the absence of the President. f) Convener for Centre awards <ul style="list-style-type: none"> i) Chad Douglas Award ii) U13 sportsmanship award g) Co-ordinate fundraising activities for the Centre. h) Develop and communicate schedules / Rosters for SLLAC officials, equipment and helpers at State meetings. i) The selection of athletes for competition at State Carnivals. This may be done in consultation with the Records and Ranking Officer. j) The completion and submission of any application forms and compliance with any other formalities necessary to enter the Centre members in Association Carnivals or Championships. k) Ensuring adequate storage space and security for SLLAC equipment, including liaison with Council to develop additional space. 	
PD03	<p>Secretary – The Centre Secretary is responsible for:</p> <ul style="list-style-type: none"> a) The faithful recording of the minutes of the Committee meetings. General Meetings and the Annual General Meeting. b) The publication and distribution of the minutes and the proposed agenda for the next meeting in a timely manner. (one week) c) Receiving correspondence on behalf of the committee. Either by email or post. d) Checking post office box at kings Meadows. e) Checking the Centre’s email at info@sllac.org.au f) Collating incoming correspondence. g) Recording and advising the committee of the details of all correspondence received by the Centre. h) Assisting the President in the organisation of the committee and other meetings. 	

Rule #	Rule	Amended
	<ul style="list-style-type: none"> i) Responding to all correspondence, as necessary j) Notifying the association of all accidents/injuries. k) Maintaining an electronic data base of all incidents l) Being a signatory on bank accounts m) passing on essential information to TLAA <ul style="list-style-type: none"> i) monthly minutes ii) affiliation details of the current clubs iii) end of year financial statement and balance sheet and AGM minutes iv) full list of Centre equipment and inventory 	
PD04	<p>Treasurer – The Centre Treasurer is responsible for:</p> <ul style="list-style-type: none"> a) Maintaining accounting journals to accurately record all Centre income and expenditure. b) Publishing on a regular basis a summary of the accounting activity, including the bank balance. c) Liaising with Financial Institutions from time to time to place any surplus funds into an appropriate investment. d) With the other members of the executive committee, conducting a current account with a suitable Financial Institution for the purpose of the payment of any of the authorised outgoings of the Centre. e) Assisting the Registrar with the receipt of all registration moneys and remittance of all fees due to the Association. f) Preparing an annual budget. g) Keeping a true account of all assets and liabilities. h) Paying all accounts, after a motion has been passed to authorise payment on each and every amount. i) Being a signatory on the cheque account. j) Obtaining and renewing insurance coverage for all Centre property, equipment etc. k) Invoicing clubs for affiliation and web site costs l) Organising a canteen float for the start of each season. m) Preparing end of year accounts and arranging for audit of the books prior to the AGM 	
PD05	<p>Registrar – The Centre Registrar is responsible for:</p> <ul style="list-style-type: none"> a) The receipt of TLAA Registration materials prior to the start of the Season. b) At the start of and during each season, the issue, processing and recording of a registration form for every new or returning child. 	

Rule #	Rule	Amended
	<ul style="list-style-type: none"> c) The issue of an athletic registration name and age tag, state badge, information manual, result book, plus any other State requirements, to each eligible child. d) The transmission of all necessary documents, forms and fees to the State Membership Director. e) The maintenance of a register of all current and prior season athletes. This register is to contain : <ul style="list-style-type: none"> i) All name and address, age, parent and pertinent medical and other details that are deemed to be required by either the committee or the Association from time to time. ii) Number of years of continuous registration for each athlete. iii) The age group into which the athlete has been placed for the current season, f) The distribution and ordering of Association Awards as required by the Association. 	
PD06	<p>Championships – The Centre Championships Officer is responsible for:</p> <ul style="list-style-type: none"> a) Ensuring adequate numbers of Centre members and officials attend State Meetings or Championships. This would be done in consultation with the Officer for Officials. b) Organising any Centre Championships. c) Organising any special events. <ul style="list-style-type: none"> i) Centre Multi Event ii) Australia Day iii) Christmas break up day iv) any charity days ie. Ronald McDonald Relayathon d) Ordering of Centre championships ribbons and medals 	
PD07	<p>Records & Ranking – The Centre Records & Ranking Officer is responsible for:</p> <ul style="list-style-type: none"> a) The correct entry of the results sheets of each Centre running day. b) The publication and distribution of individual result tickets for each event attempted by each athlete on each running day. c) The publication and distribution of weekly results summaries. d) The formulation and application of adequate procedures to ensure the accuracy and veracity of all results recorded. e) The publication and distribution to the Committee of any reports which it resolves will assist in the operation of the Centre, including those required by the Registrar and Officer for Championships. f) The recording and distribution of tickets from our Centre athletes visiting at other Centres and state meets g) Collection of visitor attendance records from the canteen at each Centre meet and entry into data base 	

Rule #	Rule	Amended
PD08	<p>Technical Requirements – The Centre Technical Requirements Officer is responsible for:</p> <ul style="list-style-type: none"> a) Conducting a regular stock take of all Centre equipment and accounting for any equipment on loan. b) Maintaining the equipment in safe and good working order. This may entail organising a working bee from time to time. c) Advising the Committee of the need for and cost of any repairs or replacements required from time to time. d) Purchasing any authorised equipment. e) Allowing access to the equipment for any use authorised by the Committee. f) Contacting the Association regarding changes to technical and ground requirements. g) Maintain timing gates and equipment h) Maintain radios and ensure they are charged and ready for each Centre meet. 	
PD09	<p>Education – The Centre Education Officer is responsible for:</p> <ul style="list-style-type: none"> a) The establishment and conduct of regular coaching sessions for all athletes for all events. b) The provision of Association sponsored clinics to assist in the development of the skills of the Coaches, and members of the Centre. c) The provision of specialised coaching clinics to assist in the development of the skills of the athletes. d) Ensuring adequate representation by the Centre at Association coaching courses. e) Organising and presenting officials courses f) Maintain records of all current officials g) Issuing of officials cards/tickets h) Providing a list of capable officials to TLAA that are available for state meets i) Compiling list of officials and their duties for Centre championships j) Organising warm ups for athletes at each Centre meet 	
PD10	<p>Canteen – The Centre Canteen Officer is responsible for:</p> <ul style="list-style-type: none"> a) The provision and operation of the canteen on every Centre running day. b) The adequate staffing of the canteen. 	

Rule #	Rule	Amended
	<ul style="list-style-type: none"> c) The accounting of all provisions purchased, sold and held by the canteen. d) The remittance to the Treasurer of all moneys collected from the operation of the canteen. e) Ordering of all stock & equipment f) Set up and cleaning of canteen before and after Centre meets, including the night before if necessary g) Organising twilight and championships BBQs h) Collecting monies from ‘ the coffee van’ i) Recording visitor details and collection of visitor fees at each Centre meet 	
PD11	<p>Publicity – The Centre Publicity Officer is responsible for:</p> <ul style="list-style-type: none"> a) The assembly and publication of a regular newsletter to all Centre members. b) The assembly and publication of an introductory booklet (eg. Centre handbook) which is distributed to the family of each registered athlete at the beginning of each season. c) The development and promotion of relationships with the local newspapers and any other suitable media, with the aim of obtaining editorial or special feature space highlighting the aims and activities of the Centre, its athletes and its members. d) The provision of weekly competition results to the Media. e) Updating the Centre’s web site: <ul style="list-style-type: none"> i) after each Centre meet with athletes results ii) uploading photos to the Photo album each week iii) current events and fundraisers iv) club and Centre contact information v) records vi) cancellations f) Contacting local media (ie radio) in an event of a cancellation of Centre meet. 	
PD12	<p>First Aid – The Centre First Aid Officer is responsible for:</p> <ul style="list-style-type: none"> a) Keeping an up-to-date first aid kit, including ice. b) Providing general first aid to athletes. c) Keeping an accurate record of all injuries. d) Holding a current first aid certificate. 	
PD13	<p>Announcer – The Centre Announcer is responsible for:</p> <ul style="list-style-type: none"> a) Being available to announce at all Centre meets b) Arriving early to set up announcers area 	

Rule #	Rule	Amended
	<ul style="list-style-type: none"> c) Starting warm ups and events as per the scheduled time d) Partaking in the programme scheduling before the start of the season e) Calling athletes to events f) Following the scheduled programme. g) Being up to date with all current rules of competition, including events and specifications as per the TLAA information manual 	
PD14	<p>Arena Manager – The Centre Arena Manager is responsible for:</p> <ul style="list-style-type: none"> a) Oversee Centre meet set ups b) Make sure track/field sites are safe and conform to the rules c) Be up to date with all rules of competition d) Ensure all sites have the correct equipment e) Oversee behaviour of all athletes/spectators/parents/officials f) Check athletes are wearing the correct uniform and badges for competition and championships g) Inform announcer of any changes that might need to be made on competition day due to site safety h) Verify records on competition day 	

Awards

Rule #	Rule	Amended
AW01	<p data-bbox="277 282 730 318">Chad Douglas Memorial Trophy</p> <p data-bbox="277 353 1238 537">The Chad Douglas Award is in recognition of a former South Launceston Little Athlete, who sadly passed away during his Under 9 year. Although not the best athlete in his age group, Chad consistently attended Little Athletics each week, simply to compete, make friends, have fun and strive to improve on his personal bests.</p> <p data-bbox="277 573 1257 680">He displayed qualities of a good sportsman by showing concern and respect for both fellow athletes and officials. Chad truly subscribed to the motto of Little Athletics, "Family, Fun and Fitness".</p> <p data-bbox="277 716 1257 824">Brett Gillow, a good friend and fellow athlete, donates this trophy in Chad's memory and each season presents it to an athlete who possesses similar characteristics to Chad.</p> <p data-bbox="277 860 392 896">Criteria</p> <ul data-bbox="335 909 1184 1137" style="list-style-type: none"> • Under 9 age group • competed at the Centre for three years • consistently high attendance rate • male or female • good sportsman • show concern and respect for both fellow athletes and officials <p data-bbox="277 1164 517 1200">Selection Process</p> <ul data-bbox="335 1214 1251 1836" style="list-style-type: none"> • A selection panel will consist of the President (or their nominee) of each club and be chaired by a member of the Centre executive or suitable person nominated by the executive (Wherever possible, Brett Gillow or his father should be asked to chair the panel). • The selection panel shall be convened at least two weeks prior to the 1st week of Centre Championships. • A brief verbal submission should be given on all athletes showing how they meet the criteria detailed above. • The chairperson shall determine a shortlist of candidates from the information presented. • A vote will be taken on the shortlist of nominees and take the form of the following - If there are 5 nominees, most favoured should receive 5 votes, then 4 etc. to the least favoured athlete receiving 1. • All eligible persons (Club Representatives) must vote regardless if they have a child nominated. • The athlete with the highest tally of votes is the Chad Douglas Award recipient. <p data-bbox="277 1872 1200 1953">Presentation – The Chad Douglas award shall be presented at a Centre Championship meeting during a break in the scheduled program.</p>	

Rule #	Rule	Amended
AW02	<p data-bbox="280 152 769 190">U13 SLLAC Sportsmanship Award</p> <p data-bbox="280 230 1219 443">Each year one boy and one girl are awarded the SLLAC Sportsmanship Award. The recipients of these awards are automatically nominated as SLLAC representatives for the TLAA U13 Sportsmanship Awards. All under 13 athletes that have participated at South Launceston Centre for a minimum of three seasons (Including the current season) will be eligible for consideration.</p> <p data-bbox="280 488 392 521">Criteria</p> <ul data-bbox="336 555 1257 1223" style="list-style-type: none"> <li data-bbox="336 555 1257 663">• Concern - Nominees shall have demonstrated that they place concern for others above themselves and are committed to the spirit of Little Athletics. <li data-bbox="336 667 1257 813">• Respect - During competition the athlete must demonstrate a respect of the rules and the officials charged with their enforcement and maintain standards of behaviour in and out of athletics that reflect their worth to be considered for the award. <li data-bbox="336 817 1257 958">• Improvement - Nominees shall demonstrate, during practice and competition, a constant desire to improve and achieve higher levels of skills and performance which reflect their commitment to Little Athletics and its ideals. <li data-bbox="336 963 1257 1108">• Determination - Nominees shall strive with consistent determination to achieve their personal goals, doing so without complaining or resorting to alibi's, even if things seems to go wrong. <li data-bbox="336 1113 1257 1223">• Enthusiasm - Nominees shall look forward to compete and reflect an attitude of enthusiasm in both participation and self improvement. <p data-bbox="280 1261 513 1294">Selection process</p> <ul data-bbox="336 1301 1257 1865" style="list-style-type: none"> <li data-bbox="336 1301 1257 1408">• A selection panel will consist of the President (or their nominee) of each club and be chaired by a member of the Centre executive or suitable person nominated by the executive. <li data-bbox="336 1413 1257 1485">• The selection panel shall be convened at least two weeks prior to the closing date of the TLAA Sportsmanship Award Nominations. <li data-bbox="336 1489 1257 1561">• A brief verbal or written submission should be given on all athletes showing how they meet the criteria detailed above. <li data-bbox="336 1565 1257 1673">• Voting will take the form of the following - If there are 5 nominees, most favoured should receive 5 votes, then 4 etc. to the least favoured athlete receiving 1. <li data-bbox="336 1677 1257 1749">• All eligible persons (Club Representatives) must vote regardless if they have a child nominated. <li data-bbox="336 1753 1257 1825">• The athlete with the highest tally of votes is the eventual Centre Award recipient. <li data-bbox="336 1830 1257 1865">• This applies to all boys and girls. <p data-bbox="280 1904 1209 1975">Presentation – The U13 Sportsmanship award shall be presented at a Centre Championship meeting during a break in the scheduled program.</p>	Amended 10/01/12

Rule #	Rule	Amended
AW03	<p>Centre Service Award</p> <p>Members of our centre should be given a tangible form of acknowledgment when they have provided a large amount of honorary service to our centre.</p> <p>Minimum criteria:</p> <ul style="list-style-type: none"> • Must have served on the SLLAC Committee in some capacity. • Preferred minimum of 7 years dedicated service at Centre capacity. • Service should be above and beyond that of the average parent. <p>Selection Process:</p> <p>Nominations for awards can be made by anyone and must be submitted to the SLLAC Board of Management for consideration. All nominations need to be supported by full details of the basis on which the recommendation was made as well as the history of the person under consideration. Nominations should be received by the Board of Management prior to the last meeting before the Centre championships.</p> <p>Presentation:</p> <p>All Centre Service Award Recipients will receive an acknowledgement in the form of a certificate presented at a Centre Championship meeting.</p>	
AW04	<p>Centre Life Membership</p> <p>This award should be kept at the highest plateau of our organisation by restricting the Life Membership to a very small number of people who have given of themselves to an extremely great extent at the highest level of our Centre.</p> <p>Recommendations for a SLLAC Life Membership Award will be received by the Board of Management and discussed at a Board meeting following inclusion as an agenda item. The board will recommend life members for ratification by vote at an Annual General Meeting.</p> <p>Presentation</p> <p>Acknowledgement will be in the form of a certificate which is presented to recipients at a suitable occasion following ratification and their name added to the Life Members Honour Board.</p>	

Rule #	Rule	Amended
AW05	<p data-bbox="277 152 719 185">Centre Encouragement Awards</p> <p data-bbox="277 235 1230 309">Each club is required to nominate one boy and one girl to receive a centre encouragement award. The award is aimed at recognising athletes who:</p> <ul data-bbox="336 347 858 461" style="list-style-type: none"> <li data-bbox="336 347 754 380">• Always strive to achieve PBs <li data-bbox="336 387 639 421">• Polite and respectful <li data-bbox="336 427 858 461">• Enjoy participation in Little Athletics <p data-bbox="277 499 464 533">Presentation:</p> <p data-bbox="277 571 1254 645">Athletes will be presented with a trophy at one of the Centre Championship meetings during a break in the programme.</p>	
AW06	<p data-bbox="277 649 719 683">Centre Participation Certificate</p> <p data-bbox="277 728 1214 801">Athletes who have attended 85% or greater of SLLAC regular meetings will receive a participation certificate.</p>	

Education

Rule #	Rule	Amended
ED01	<p>Officials</p> <p>It is the requirement of the SLLAC that all officials be a ‘D grade’ official.</p>	
ED02	<p>Official Courses</p> <p>Officials Courses for both track and field will be run throughout the season by the Education Officer.</p>	
ED03	<p>Play by the Rules</p> <p>Officials must complete, and provide copies of the course certificates, to the Education Officer, for the following Play by the Rules online courses prior to being awarded the D grade officials qualification:</p> <ul style="list-style-type: none"> • Discrimination & Harassment – Umpires • Child protection – Coaches and Officials <p>http://www.playbytherules.net.au/</p>	
ED04	<p>New Officials</p> <p>Following the successful completion of the relevant official’s course, new officials should officiate with an experienced official on site for the first couple of weeks to gain the necessary practical experience.</p>	
ED05	<p>Coaching Courses</p> <p>The Centre will notify members and clubs of coaching course.</p> <p>It is recommended that clubs use accredited coaches for their club training sessions.</p>	

Competition

Rule #	Rule	Amended																																																																																								
CO01	<p>Venue</p> <p>All SLLAC Athletic meetings shall be held at St. Leonards Athletic Centre subject to the terms and conditions in the signed agreement with TLAA dated 18/03/2010.</p>																																																																																									
CO02	<p>Meeting Day</p> <p>The majority of normal program meetings shall be held wherever possible on Saturdays with between 3-5 scheduled twilight meetings on weekdays. Where it is not possible to book the venue on a Saturday, meetings may be held on the Sunday.</p>																																																																																									
CO03	<p>Start Times of meetings</p> <p>Weekend meetings shall commence with warm ups at 8:15am and the first event at 8:30am and twilight warm ups at 4:45pm and the first event at 5pm.</p>																																																																																									
CO04	<p>Normal Meeting Programs</p> <p>There shall be 3 different programs to offer all TLAA recognised events. Each programme shall be offered six times per year wherever possible.</p> <p style="text-align: center;">SLLAC Guideline Programme</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">1</th> <th style="width: 33%; text-align: center;">2</th> <th style="width: 33%; text-align: center;">3</th> </tr> <tr> <th style="text-align: left; font-size: small;">Under</th> <th style="text-align: center; font-size: x-small;">6 7 8 9 10 11 12 13 14 15</th> <th style="text-align: center; font-size: x-small;">6 7 8 9 10 11 12 13 14 15</th> <th style="text-align: center; font-size: x-small;">6 7 8 9 10 11 12 13 14 15</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">HURDLES 60m-100m</td> <td style="text-align: center;">X X X X X X X X X X</td> <td style="text-align: center;">X X X X X X X X X X</td> <td style="text-align: center;">X X X X X X X X X X</td> </tr> <tr> <td style="font-size: 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CO05	<p>Scheduling of weekly programmes</p> <ul style="list-style-type: none"> • Each programme will have an ‘a’ and ‘b’ programme where the order of events is reversed. • The weekly programme will be communicated to Team Managers in the form of an age group order of events during the week preceding competition to facilitate scheduling of duties. • The scheduled programme will be followed and facilitated by the announcer with the following provisions <ul style="list-style-type: none"> ○ Track events in each block can be called in any order ○ An event from a following block may be called before all events of that block have been completed ○ Major alterations to the schedule can only be made following approval by the Arena Manage and Centre President. • The weekly programmes will be reviewed on a regular basis by a subcommittee consisting of the Centre President, Announcer and Arena Manager. 																																																																																									

Rule #	Rule	Amended
CO06	<p>Twilight meetings</p> <ul style="list-style-type: none"> • During school term, twilight meetings should generally be held on a Friday unless there is a TLAA State competition on the Saturday. • The a or b programme should be run that has the younger age groups finishing earlier. 	
CO07	<p>Cancellations</p> <ul style="list-style-type: none"> • A decision to cancel a meeting shall be made by the executive in conjunction with the arena manager. • If a meeting has to be cancelled due to adverse weather conditions, announcements will be made on ABC Northern Tasmania Local Radio on 91.7FM and LAFM on 89.3 and published on the web site as soon as practicably possible. • Cancelled meetings should be rescheduled wherever possible to allow athletes an opportunity to participate in each programme on 6 occasions. 	
CO08	<p>Parental Supervision</p> <ul style="list-style-type: none"> • Athletes must be accompanied by a parent or guardian to, and for the duration of, all competition meetings. • Parents are not allowed on track or field event sites with the following exceptions: <ul style="list-style-type: none"> • They are performing officials' duties for that event • Athletes with a disability need specific parental assistance • Parents of children new to the centre for the first three weeks. <p>The purpose of this bylaw is to encourage independence in participants and to ensure equity for children whose parents are involved in official duties elsewhere at the centre.</p> <ul style="list-style-type: none"> • Parents of athletes in the younger age groups are encouraged to accompany their children to the marshalling area and remain until the chief official or track marshal has called athletes names. 	
CO09	<p>Club Uniform</p> <p>Athletes must wear club uniform to be eligible to compete in all competition meetings and Centre Championships.</p> <p>The club uniforms are specified as:</p> <p>Glen Dhu – Light blue & dark blue striped top, navy blue shorts Norwood – White top, navy blue trim, navy blue shorts Sacred Heart – Red & green top, green shorts St. Leonards – Gold top with green trim, green shorts Summervale – Red top, black sleeves and/or trim, black shorts Youngtown – Red & white top, red shorts.</p> <p>Variations to the above will be deemed to be out of uniform.</p>	

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CO10	<p>Centre Championships</p> <ul style="list-style-type: none"> Centre Championships will be held on three days and predominantly follow the weekly programmes as described in the following table. <table border="1" data-bbox="277 315 1278 663"> <thead> <tr> <th>Under</th> <th colspan="15">1</th> <th colspan="15">2</th> <th colspan="15">3</th> </tr> <tr> <th></th> <th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th> <th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th> <th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th> </tr> </thead> <tbody> <tr> <td>HURDLES 60m-100m</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> 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To be eligible for Centre Championships, athletes must: <ul style="list-style-type: none"> be registered with the Centre, have competed in 25 events at this Centre and have the 25 Participation Badge (or greater) sewn on the back of their club top. Have competed twice in each event at this Centre to be eligible for that event at Centre Championships. Medals will be awarded for positions 1-3 and ribbons for positions 4-8 in each event. A maximum of 8 athletes will be permitted to compete in laned sprint track event finals unless at the discretion of the arena manager in the event of tied times for 8th place. Progression to track event finals will be on the basis of first athlete from each heat and then the next fastest athletes on time from all heats. Athletes will be allocated lanes for finals based on times from heats as follows: Fastest in lane 4, 2nd fastest in lane 5, 3rd fastest in lane 3, 4th fastest in lane 6, 5th fastest in lane 2, 6th fastest in lane 7, 7th fastest in lane 1 and 8th fastest in lane 8. Where there are less than eight athletes for a laned track event, the event will be held as a straight final at the time of calling that event with athletes PBs used to determine lane allocation as defined above. Note – The announcer should be informed and announcement made to alert the stadium of the final occurring. Top 8 Under 13 athletes in all field events (Except High Jump) shall receive 3 additional trials in reverse order unless at the discretion of the arena manager in the event of tied times for 8th place. 	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CO11	<p>Centre Multi Event Championship</p> <p>To be eligible for Centre Multi Event Championship, athletes must:</p> <ul style="list-style-type: none"> be registered with the Centre, have competed in 25 events at this Centre and have the 25 Participation Badge (or greater) sewn on the back of their club top. <ul style="list-style-type: none"> The events for the Centre Multi Event Championship comprise the 																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														

Rule #	Rule	Amended
	<p>following events</p> <ul style="list-style-type: none"> ○ U9-U15 – Hurdles, 100m, 800m, Long Jump and Discus ○ U8 – Hurdles, 100m, 400m, Long Jump and Discus ○ U6-U7– Hurdles, 100m, 200m, Long Jump and Discus <ul style="list-style-type: none"> • SLLAC multi event scoring tables shall be used for each event with athletes awarded points for their respective performances (refer appendix 1) • The points for all events are added together and the athlete with the highest number of points is deemed the winner. • Athletes do not have to participate in or finish all 5 events to be eligible for a total points score. • Medals will be awarded for positions 1-3 and ribbons for positions 4-8 in each event. • Performances in the Centre Multi Event Championship can be used for PB awards and count towards the number of events for Centre Championship participation. 	
CO12	<p>Athletic Skills Development Program (ASAP)</p> <p>Will be offered to the U6 age group only on programme 2. Athletes in the U7 age group will participate in an additional long jump event instead of ASAP.</p>	
CO13	<p>Rules of Competition</p> <p>All competition shall be governed by TLAA rules. Where there is no TLAA rule, IAAF rules will apply unless detailed elsewhere in these by-laws.</p>	
CO14	<p>Centre Records</p> <ul style="list-style-type: none"> • Centre records are defined as best performances by SLLAC athletes only in SLLAC competitions only. • To be eligible for centre records, athletes must be registered at the centre in accordance with by-law RE04. • A data base of centre records for all age groups shall be maintained. • A new record in the field must be verified by the Arena Manager who must sign the recording sheet. • In new events the initial best performance in that event is not considered to be a record. An improved performance on the initial running of the event will be considered to be the new centre record. • A certificate is awarded to all athletes who set a new centre record. 	Amended 14/12/11
CO15	<p>Calling of Events</p> <p>An athlete may only participate in an event for which they are called. If they miss the event for which they have been called they may not join another age group/gender in order to compete.</p>	
CO16	<p>Discus for Younger Age Groups</p> <p>Discus events for the younger age groups (U6-U8) shall take place wherever possible on the back straight discus circle. The under 8 age group should be allocated events in the discus cage later in the season to prepare for State Individual Championships which may be held in the cage area.</p>	

Rule #	Rule	Amended
CO17	<p>Combining Age or Gender Groups</p> <p>Gender and age groups may be combined for 800m, 1500m and walks races where feasible to reduce the number of races required for each program.</p> <p>Age groups may be combined for track & field events where feasible for the U13-U15 age groups only.</p>	
CO18	<p>Disqualification or withdrawal from events</p> <p>Athletes will be issued with a ticket for all events that they participate in including where an athlete has been disqualified for a false start failed to finish an event withdrawn for whatever reason after having completed one attempt in a field event.</p>	
CO19	<p>Athlete Behaviour on site</p> <ul style="list-style-type: none"> • Any unsociable behaviour witnessed by any adult on site, is to be reported to the Chief Official immediately. • The Chief Official is responsible for the safety and behaviour of athletes at the site. • The Chief Official has the support of the Centre Executive to remove an athlete from the event if the behaviour of an athlete/s is deemed to be unsociable and or unacceptable. • It is at the discretion of the Chief Official to determine if immediate removal is necessary or issue the athlete/s one (1) warning informing the athletes that any further unacceptable behaviour will result in being excluded from the event. • Only the Chief Official, Track Referee, Arena Manager or Centre Executive member has the capacity to exclude athletes from an event. • In the event that an athlete refuses to leave site or follow directions, the chief official should call the parent/guardian to the site to enforce required actions. • The Chief Official is to report the incident to the Arena Manager and the athlete's club Team Manager / President at the completion of the event for follow up with athlete's parent/guardian. • Behaviour that constitutes a breach of the TLAA Code of Behaviour of a serious nature must be escalated to the Centre Executive at the earliest opportunity for investigation. 	New 14/12/11
CO20	<p>Maximum numbers for unlaned events.</p> <ul style="list-style-type: none"> • 400m - U8 - U9 – Will be a pack start and should be run in heats consisting of no more than 14 athletes. • 800m <ul style="list-style-type: none"> ○ U9 - U12 shall be a pack start and each heat should consist of no more than 16 athletes. ○ U13 - U15 shall be started in lanes until the crossover point on the back straight. This event shall be run with a maximum of 	New 14/12/11

Rule #	Rule	Amended
	<p>8 athletes per heat. SLLAC does not allow more than one athlete to start in a lane.</p> <ul style="list-style-type: none"> • 1500m - U11 - U15 will consist of no more than 16 athletes per event. • Walks <ul style="list-style-type: none"> ○ 700 metre Walk - U9s - will consist of no more than 16 athletes per event. ○ 1100 metre Walk - U10s – U11s - will consist of no more than 16 athletes per event. ○ 1500 metre Walk - U12 - U15 - The maximum number of athletes shall be at the discretion of the Chief Official. The recommended maximum number is 16 however should the Chief Official on the day feel they have the judges to cope with a larger group, without disadvantaging any athlete or risking injury to any athlete then they may run the event with a maximum of 2- athletes. 	

Centre & State Representation

Rule #	Rule	Amended
CR01	<p data-bbox="277 277 791 313">State Relay Championships Selection</p> <p data-bbox="277 349 507 385">Eligible Athletes</p> <ul data-bbox="328 389 1232 542" style="list-style-type: none"> • An athlete must be a registered athlete at South Launceston Little Athletics Centre (SLLAC) prior to the Relay Championship closing date. • Athletes must have competed in at least one event for the nominated distance at a SLLAC meeting prior to the closing date for nominations. • Parents must indicate that their child is available for competing on the day. <p data-bbox="277 568 1129 604">Relay Selection Committee - The relay selection committee will:</p> <ul data-bbox="328 609 1145 761" style="list-style-type: none"> • consist of the executive of SLLAC and other people as required. • determine selection for each team based on the selection criteria. • appoint a team manager for each relay team who will be responsible for determining order of running for that team. • appoint two team managers (1 boys & 1 girls). <p data-bbox="277 788 402 824">Training</p> <ul data-bbox="328 828 1187 922" style="list-style-type: none"> • Wherever possible, training will be conducted during competition days. • All selected athletes are expected to attend these training sessions and other sessions organised at the discretion of the team manager. <p data-bbox="277 949 402 985">Selection</p> <ul data-bbox="328 990 1232 1854" style="list-style-type: none"> • Parents must indicate nomination for relay selection by completing an expression of interest form and returning it to the selection committee via Team Managers by the nominated closing date. • Teams of four eligible athletes will be selected based on current season best time from SLLAC events only from quickest to slowest. • In the event of times being equal, the athlete with the next fastest time will be selected. • In the event of injury or illness prior to entries being submitted to TLAA, the next fastest athlete will be substituted into the higher team based on the eligibility and selection criteria. • Where one more athlete than multiples of 4 in an age group has nominated, that person will be reserve for the lowest division SLLAC team. Note: The reserve will only be elevated into the team in the case of injury, illness of one of the team members. • Where there are insufficient numbers to make up whole teams of four (4) in a specific age group, athletes from the next youngest age group may be used to make up teams if it can be demonstrated that the athlete competing in the older age group has been reasonably omitted from the team in his / her own age group. • Where two more athletes than multiples of 4 in an age group have nominated and it is not possible to make up a team from the next youngest age group, they will be nominated for a composite team with athletes from other centres following discussion and agreement from parents and athletes involved. • In the event of less than four athletes being eligible, other SLLAC registered athletes from that age group may be nominated at the discretion of the executive. • SLLAC will select as many teams as there are available/ eligible athletes for 4 X 100m events and 4 X 200m relay. <p data-bbox="277 1881 354 1917">Costs</p> <ul data-bbox="328 1921 1225 1984" style="list-style-type: none"> • The TLAA entry fee per event is payable on nomination by the advertised date. • In the event that an athlete is not selected, a full refund will be made. 	

Rule #	Rule	Amended
CR02	<p>TLAA All State Meeting Selection</p> <ul style="list-style-type: none"> • SLLAC will submit the maximum number of athletes as determined by the TLAA. Note – additional athletes may be allowed by offering more duties. • Athletes should nominate the events they wish to enter in order of preference. • The selection committee will <ul style="list-style-type: none"> ○ consist of the executive of SLLAC and other people as required. ○ appoint two team managers (1 boys & 1 girls) ○ select athletes based on their preferences and a review of personal best performances to date to ensure maximum participation of athletes. 	
CR03	<p>Centre Uniform</p> <ul style="list-style-type: none"> • SLLAC centre uniform is Blue/Red/White top and Red shorts. • Athletes representing the Centre at the Life Member’s regional Challenge, All State Meets and State Relay Championships must wear the centre uniform. • Centre tops are available for loan and must be obtained prior to the State meeting at specific times determined by the Board. • A non-refundable hire fee of \$5 will be payable to cover replacement costs. • Uniforms must be returned prior to the last day of the centre championships or at an earlier time if not required for other meets later in the season in a bag with the athlete’s name clearly marked. • Parents will be invoiced for the full replacement cost (\$40) of the uniform in the event of non return. 	
CR04	<p>Contribution for Little Athletics State Representatives</p> <p>Financial assistance will be provided to athletes registered at the South Launceston Centre during the year of their selection in a State Little Athletics team on the following basis.</p> <ul style="list-style-type: none"> • U13 State Team members receive \$50 per year of service at SLLAC, to a maximum of \$350. • U14 State Team members receive \$50 per year of service at SLLAC, to a maximum of \$400. In the event that an U14 athlete received financial support from SLLAC as an U13 member, they would receive maximum \$50 (\$50 for the U14 year) • U15 State Team members receive \$50 per year of service at SLLAC, to a maximum of \$450. In the event that an U15 athlete received financial support from SLLAC as either an U13 or U14 member, they would receive either \$50 or \$100 dollars. 	

Registration

Rule #	Rule	Amended																																													
RE01	<p>Maximum number of Athletes</p> <p>The maximum number of registered athletes has been determined by the TLAA for SLLAC at 350. Approval must be sought from the TLAA to accept registrations in excess of this number.</p>																																														
RE02	<p>Athletes transferring from other centres</p> <p>Prior to season start – Athletes wishing to register at SLLAC will only be permitted to register if the number of returning members has not exceeded 350.</p> <p>During Season – a registration fee of 50% of the centre/club component of the fee shall be payable.</p>																																														
RE03	<p>Fees</p> <table border="1" data-bbox="279 795 1236 1176"> <thead> <tr> <th>Number of children</th> <th>TLAA fee</th> <th>SLLAC Centre fee</th> <th>Club Fee</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>60</td> <td>30</td> <td>15</td> <td>105</td> </tr> <tr> <td>2</td> <td>110</td> <td>55</td> <td>25</td> <td>190</td> </tr> <tr> <td>3</td> <td>150</td> <td>75</td> <td>30</td> <td>255</td> </tr> <tr> <td>4</td> <td>170</td> <td>95</td> <td>35</td> <td>300</td> </tr> <tr> <td>5</td> <td>190</td> <td>115</td> <td>40</td> <td>345</td> </tr> <tr> <td>6</td> <td>210</td> <td>135</td> <td>45</td> <td>395</td> </tr> <tr> <td>Tiny tots</td> <td>15</td> <td>10</td> <td>5</td> <td>30</td> </tr> <tr> <td>Dual Registration U14, U15's</td> <td>25</td> <td>5</td> <td>30</td> <td>\$60</td> </tr> </tbody> </table> <p>In the case of financial difficulty, individual cases should be referred to the executive for review.</p>	Number of children	TLAA fee	SLLAC Centre fee	Club Fee	TOTAL	1	60	30	15	105	2	110	55	25	190	3	150	75	30	255	4	170	95	35	300	5	190	115	40	345	6	210	135	45	395	Tiny tots	15	10	5	30	Dual Registration U14, U15's	25	5	30	\$60	Amended 09/08/11
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RE04	<p>Payment of registration fees</p> <p>Athletes must pay registration fees prior to participating in their 3rd meet of any season.</p>																																														
RE05	<p>Tiny Tots</p> <p>To participate in the tiny tots program, children must</p> <ul style="list-style-type: none"> • be registered (subject to application of rule RE04) • be aged 3 years • be accompanied by a parent or guardian. 	Amended 8/11/11																																													
RE06	<p>Visitors</p> <p>Visiting athletes must</p> <ul style="list-style-type: none"> • complete the Visitor's registration book at the kiosk prior to competing. • Pay a visitor's fee of \$4 per competitor, capped at \$10 per family. 																																														