

ALGESTER LITTLE ATHLETICS CENTRE

BY-LAWS AND PROCEDURES

1. INTRODUCTION

- 1.1 This document shall be referred to as the “Algerster Little Athletics Centre By-Laws and Procedures 2019” (the **By-Laws**), which have been prepared in accordance with clause 2.3 of the Constitution.
- 1.2 The By-Laws shall have effect as from the Adoption Date.
- 1.3 The By-Laws shall be binding upon all Members.
- 1.4 The Act, the Model Rules, the Constitution and the Constitution, Rules, Regulations and / or By-Laws of the LAQ shall prevail over these By-laws:
 - (a) to the extent of any inconsistency; and
 - (b) in respect of all matters in which these By-laws are silent.
- 1.5 Where applicable, the words used in these By-Laws have the meaning assigned to them in Part A or as elsewhere defined in these By-laws. Where no definition is provided, the definitions contained in the Act shall apply.
- 1.6 These Bylaws may be amended by way of resolution at a Special General Meeting convened for that purpose, provided that a minimum 75% vote in support of the amendment is obtained from the members who are present and entitled to vote on the resolution.

2. COMMITTEE

- 2.1 The Committee must be elected at the AGM and in accordance with the Constitution.
- 2.2 A member of the management committee may only be elected as follows—
 - (a) any 2 members of the association may nominate another member (the candidate) to serve as a member of the management committee;
 - (b) the nomination must be—
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and

- (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 2.3 A person may be a candidate only if the person—
- (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- 2.4 A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.
- 2.5 If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- 2.6 The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
- (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
- 2.7 The Committee is responsible for managing the business affairs of Centre in accordance with all statutory requirements, the Constitution, the Lease and in the best interests of the Centre at all times.
- 2.8 If a vacancy occurs on the Committee during the course of the season, the Committee Members may resolve to appoint another Member of the Centre to fill the vacancy until the next AGM.
- 2.9 A person should only hold the position of general Committee Member for a maximum of two (2) consecutive years, with the objective being to move into a portfolio role when a position becomes vacant.
- 2.10 All Committee members are encouraged to:
- (a) Obtain a minimum of a AAOES level 1 qualification in at least 3 disciplines;
 - (b) Hold a current blue card in accordance with the relevant LAQ policy;
 - (c) Fulfil the requirements of any portfolio held by the Committee Member, as may be amended from time to time by the Committee;

- (d) Be available and assist whenever reasonably possible for all Centre competitions and events, in addition to regional and state events;
 - (e) Assist wherever possible with the day-to-day operations and requirements of the Centre, such as mowing the grounds, cleaning up after events, setting up and packing up for competitions, transporting equipment as required to external events (such as regionals) or any other task as may be reasonably requested by the Committee.
- 2.11 The access code for gate locks and the canteen must be changed by the new Centre Manager after the AGM has been held. The canteen access code will only be provided to the following: Centre Manager, Canteen Convenor, Treasurer and Secretary, and any other Committee Member as authorised by Committee resolution.
- 2.12 Keys to the grounds must only be held by Committee Members, and any other person, as determined by Committee resolution, who provides services to the Centre. A key register must be kept by the Secretary which identifies all Committee Members who hold keys for any part of the Grounds. All keys held by ex-Committee Members must be returned to the Secretary as soon as possible. No Centre keys may be copied unless first authorised by the Centre Manager.
- 2.13 The Committee must ensure that the Grounds are used in accordance with the Lease, and the terms of the Lease are complied with at all times. The use of the Grounds for a purpose or activity, other than that which is expressly authorised by the terms of the Lease, must be first approved by a Committee resolution, in addition to being approved by Council in accordance with the terms of the Lease.
- 2.14 For the purpose of this document, the “Executive” of the Committee shall comprise:
- (a) the Centre Manager
 - (b) the Secretary
 - (c) the Treasurer

3. MANAGING CONFLICTS OF INTEREST

- 3.1 No Committee Member may hold two simultaneous positions within the Executive at any time.
- 3.2 The Executive must not comprise solely of Family members.
- 3.3 In the event that the Executive comprises two (2) or more members of Family:
- (a) Family members must not co-sign or co-authorise any transactions on behalf of the Centre pursuant to Clause 3.5.7 of the Constitution; and
 - (b) Any transaction on behalf of the Centre must be authorised by a non-Family member of the Executive, other than in the event of an Emergency.
- 3.4 In an Emergency, any transaction of the Centre may be authorised by Family members forming part of the Executive subject to prior written approval of the Committee (by majority vote). The written request for authorisation in the event of an Emergency must be

from a member of the Executive, and must include the nature of the Emergency and details of the Transaction in question. For the avoidance of any doubt, Committee Members may respond to any written request for approval by means of email.

- 3.5 If a Committee Member has a Material Personal Interest in a matter to be considered at a meeting, that Committee Member:
- (a) must declare their interest before the commencement of the meeting or as soon as practicable after the commencement of the meeting if the personal interest was not known at the time; and
 - (b) refrain from moving or seconding any Motion in respect of that matter, or participating in any vote on the matter in question (ie 'abstain vote'); and
 - (c) refrain from influencing or attempting to influence any Committee Member in respect of the matter in question.
- 3.6 A Member must not second any Motion moved by a Family member.

4. FINANCIAL MATTERS

- 4.1 Any Committee Member who undertakes a Transaction with their own money on behalf of the Centre is entitled to be reimbursed the amount incurred, subject to compliance with clauses 4.2 and 4.3. Any Committee Member seeking reimbursement must first provide a copy of the relevant tax invoice or receipt to the Treasurer which evidences the Transaction in question.
- 4.2 Any Transaction by a Committee Member on behalf of the Centre which exceeds \$200 (but must not exceed \$500 unless clause 4.3 is complied with) must be first authorised in writing by the Centre Manager before that Transaction occurs. The Treasurer of the Centre must be provided with a copy of any authorised Transaction by the end of the month in which that Transaction occurred. In the event that this clause is not complied with, in the absence of any reasonable excuse, the Committee may resolve not to reimburse the Committee Member for any expenditure he or she has incurred.
- 4.3 The Committee must authorise, by resolution, any Transaction for or on behalf of the Centre which exceeds \$500, before that Transaction occurs. For the avoidance of any doubt, this clause does not apply to the payment of recurring expenditures, such as Brisbane City Council rates or rent, utilities invoices (such as water or electricity), or Little Athletics Queensland invoices.
- 4.4 Notwithstanding clauses 4.2 and 4.3, all Transactions must be authorised or ratified by Committee resolution prior to reimbursement.
- 4.5 The Treasurer is responsible for all financial Transactions on behalf of the Centre. Only the Treasurer is authorised to create a Transaction on behalf of the Centre unless expressly stated to the contrary in these By-Laws. All receipts and invoices from all Transactions made for and on behalf of the Centre, including those on the Centre credit / debit card, must be saved to the electronic records of the Centre by the Treasurer within seven (7) days of that Transaction occurring.

- 4.6 There must be a minimum of three (3) Signatories comprising of members of the Executive, duly authorised by the Committee by means of a resolution, for all bank accounts held by the Centre. The maximum number of authorised signatories must not exceed four (4) at any given time, and must be Committee Members.
- 4.7 The Treasurer must provide a profit and loss summary, balance sheet, audit trail and general ledger to the Committee each calendar month. The Centre credit card (including any 'load and go' card) must be included in the list of monthly reconciliations.
- 4.8 All depreciative pieces of equipment, regardless of price, must be first authorised by Committee resolution before the depreciation value is accepted.
- 4.9 The Committee must take all reasonable steps to ensure that the bank accounts held for and on behalf of the Centre do not fall below a minimum balance of \$7500 during the off-season (April to August).
- 4.10 No Member, including any Committee Member, is permitted to complete their own transaction on the Centre EFTPOS machine at any time.
- 4.11 All monies received by the Centre or Committee Members on behalf of the Centre, including from the operation of the canteen, sale of uniforms, carnival nomination fees or fundraising money, must be given to the Treasurer, duly documented and banked by the Treasurer into the Centre bank account as soon as possible.
- 4.12 All payments on behalf of the Centre must be made by the Treasurer on or before their due date.
- 4.13 No Member, including any Committee Member, may use Centre Equipment for personal use.

Canteen

- 4.14 A designated float must be established by the Treasurer in conjunction with the canteen convenor and withdrawn from the Centre bank account at the start of the season and re-banked into the Centre bank account at the end of the season.
- 4.15 All monies obtained during the operation of the canteen must be counted at the end of the day and signed-off by the canteen convenor, and counter-signed by the Treasurer, or in the Treasurer's absence, the Centre Manager. If at any time the Canteen Convenor, Treasurer or Centre Manager are unavailable, any two Committee Members, provided that they are not from the same Family, may count and counter sign.

5. MEETINGS

- 5.1 The Centre Manager shall be the Chairperson of each meeting of the Committee. In the event that the Centre Manager cannot attend any given meeting, the Chairperson shall be:
- (a) the Assistant Manager of the Centre; or
 - (b) such other person nominated by the Centre Manager prior to the commencement of the meeting in question.

- 5.2 An agenda for any given meeting must be circulated at least 7 days prior to the scheduled meeting date by the Secretary.
- 5.3 The minutes of a meeting should include, where applicable:
- (a) details of the day, date and place of the meeting and the time of commencement
 - (b) the names of those present and details of any apologies received
 - (c) that the Chairperson announced a quorum was present and that the meeting was duly constituted
 - (d) a reference to minutes of the previous meeting and the signing of them as a correct record
 - (e) details of every resolution put to members and whether they were passed with the required majority
 - (f) details of Members voting against a motion or abstaining from voting, if those Members request that this be recorded
 - (g) details of election of Committee Members (if applicable)
 - (h) overview of discussions concerning decisions made at the meeting and any decisions made at meetings
 - (i) the date and time for the next meeting, if this is determined during the meeting
 - (j) the time that the meeting closed

Format of meetings

- 5.4 At the discretion of the Chairperson, Committee meetings must be conducted generally as follows:
- (a) Welcome - The Chairperson opens the meeting and welcomes members and invited guests. The opening time is to be documented in the minutes.
 - (b) Present - The secretary notes members who are present at the meeting.
 - (c) Apologies - The secretary notes members who have submitted their apologies for not attending the meeting.
 - (d) Minutes of previous meeting – Members should consider whether the minutes of the previous meeting are accurate. The Chairperson and Secretary should sign and date the previous minutes verifying their accuracy.
 - (e) Business from previous minutes - Members report on the status of actions required of them as listed in the previous minutes.
 - (f) Correspondence - The Secretary provides a report on any relevant incoming and outgoing correspondence since the last meeting.

- (g) Centre Manager's report - The Chairperson addresses the members regarding any matters that the Committee has dealt with since the previous meeting.
- (h) Treasurer's report - The Treasurer provides members with a financial report. The Treasurer moves for the report to be received, another member must second the motion, and then the report can be discussed.
- (i) Committee reports – Committee Members are to provide an update on events and progress within their respective portfolios.
- (j) General business with notice - This part of the meeting addresses any issues placed on the agenda by a Committee Member or Secretary in consultation with the Chairperson. This is also where special resolution matters can be discussed. This provides Members with the opportunity to raise a question or move a Motion. Members raising complex issues should advise the committee of these intentions before the meeting takes place.
- (k) General business without notice – As above, but which applies to impromptu items which were unanticipated at the time the meeting opened. Generally speaking, advance notice should be given of all matters to be discussed.
- (l) Close - The Chairperson closes the meeting and confirms the date of the next meeting. The closing time is to be documented in the minutes

Motions

- 5.5 Any Member may move a motion. A motion or an amendment is not to be debated unless it has been seconded by another Member.
- 5.6 Motions may become a resolution of the Centre upon a simple majority vote of the Members in attendance at the meeting at which the motion is presented.
- 5.7 Each Member of is entitled to one vote to indicate whether they are in favour of or against a motion.
- 5.8 Where no Member wishes to speak against a motion, the Chairperson may put the motion to the vote without discussion.
- 5.9 Resolutions must be withdrawn or cancelled by following the same procedure that applies for moving and adopting a resolution.
- 5.10 Motions are to be facilitated as follows:
 - (a) A Member must put forward a clear and concise proposal for a decision or action to the meeting via the Chairperson. For example, *'I move that the Centre spend \$500.00 to obtain a new high jump mat'*.
 - (b) A second person agrees to 'second' the motion. This person is referred to as the seconder. This is not a vote in favour of the motion but a vote to have the motion put before the meeting. If a motion is not seconded, it lapses.

- (c) The Chairperson will ask if there are any objections to the Motion. If there are no objections, the Motion passes without discussion. If there are objections, the Chairperson then opens up debate on the motion, often by saying '*does anyone wish to support/speak against the motion?*' The mover of the Motion can speak to the motion – outlining why he or she thinks the motion should be passed.
 - (d) Discussion follows, allowing input from speakers for and against the motion.
 - (e) After sufficient debate, the person who originally moved the motion has a right of reply.
 - (f) The motion is read aloud by the Secretary and voted on.
 - (g) If the Motion is passed, it becomes a resolution. A resolution is passed by a simple majority of votes (more than half of the members who cast a vote).
 - (h) The resolution is formally documented in the minutes along with the name of mover and seconder. For example, "*The Committee resolved to spend \$500.00 to obtain a new high jump mat'. Moved: B White; seconded: C Green.*"
 - (i) Resolutions become binding on the Centre as long as the people making the decision have the authority to pass them. It is a good idea to always follow up a Resolution with a clear understanding of how the resolution will be implemented, by whom and by which date, by means of an 'action report or task list' circulated by the Secretary at the conclusion of the meeting.
 - (j) The Secretary is to maintain a register of Motions that have been passed.
- 5.11 The voting method for any motion is at the discretion of the Chairperson, and may include any one of the following: show of hands, voice vote, ballot, or poll. Proxy votes are not permitted.
- 5.12 Members may request that their names and how they voted be recorded in the minutes.
- 5.13 The Chairperson may not make a casting vote.
- 5.14 A Motion arising at a committee meeting is to be decided by a majority vote of Members of the Committee present at the meeting and, if the votes are equal, the Motion is decided in the negative.
- 5.15 Members should only abstain from voting on a motion if they have a Material Personal Interest. Abstaining from voting in respect of any matter or motion is to be treated as an 'abstain vote' for the purposes of determining whether sufficient votes have been received to pass a motion. An 'abstain vote' is not counted in either the negative or the affirmative. For example, most motions require greater than a 50% majority for the motion to pass. If there are 10 Committee Members, and 3 vote yes, 4 vote no and 3 abstain, then the motion would be defeated as the majority wouldn't have been reached in order for the motion to pass.

6. VOLUNTEERS AND PARENT / GUARDIAN ROLES AND OBLIGATIONS

- 6.1 In the interests of safety, the canteen is out of bounds to all Children during competition days and events. In the event that an adult volunteer or canteen convenor is unavailable, then the canteen facility must be closed until such time as an adult volunteer becomes available.
- 6.2 The Centre office and uniform room is out of bounds to all persons unless accompanied by a Committee Member.
- 6.3 In all instances, Children must be supervised by an adult when assisting with preparation of equipment for a competition day or Centre events. No Children are allowed to operate or be in control of any machinery, nor are they allowed to ride on the trailer/mower at any time.
- 6.4 Children are not permitted in the equipment shed/s at any time without appropriate adult supervision. The equipment shed/s is required to be closed at all times other than when setting up or packing away.
- 6.5 All Children attending Centre competitions or events must be supervised by a parent or guardian at all times for the duration of the competition or event. It is essential that a parent or guardian of any Child remain at the Grounds at all times. Members of the Centre, including Committee Members, are not responsible for the supervision of Children (other than their own Children). Parents are to be contacted by a Committee Member if they leave their child unsupervised and if the parent is uncontactable, the child may be excluded from competition for that day.
- 6.6 Pets (namely, dogs, cats or other domestic animals) are not permitted on the Grounds at any time during weekly competitions, carnivals or other Centre events.

Volunteer of the month prize

- 6.7 If implemented by the Committee, a 'volunteer of the month' prize is to be presented at the first day of competition each month during the season in recognition of volunteer participation and contributions on behalf of the Centre at Centre events. The monthly prize is to be determined by the Committee Members, and is to be of the same value each month.
- 6.8 To be eligible for Volunteer of the Month, a family must have helped at every competition day for that month as per the criteria specified in clause 6.12 of these Bylaws.

Participation levy

- 6.9 The motto of Little Athletics is "Family, Fun and Fitness". This motto highlights that Little Athletics is a community activity involving the whole family on a weekly basis. With this in mind, the Centre implements a refundable participation levy, which is charged to each family. The amount of the participation levy is to be determined by the Committee by resolution before the start of each season.
- 6.10 As part of the commitment made to the Centre made during registration and sign-on, all Members are encouraged to assist the Centre at Centre events and competitions. Without assistance from Members, the Centre cannot operate and all assistance is greatly valued and appreciated. For the avoidance of any doubt, "Members" means each individual member of any given family. For example, a mother, father, grandparent or older sibling of an athlete

can each earn separate points toward the participation levy refund which is charged 'per family'.

6.11 To receive a refund of the participation levy back at the end of the season, families must have earned a number of points equal to 75% of Eligible Competition Days.

6.12 Members must ensure that they record their details with the Officials Coordinator for each event they assist at. A point may be earned by volunteering for any of the following:

- (a) Canteen volunteer for no less than 2 consecutive hours during Centre carnival or championship days, or for the duration that the canteen is open during Centre weekly competitions
- (b) Event Official for no less than five (5) events on any given day, or the maximum number of events for that specific discipline on any given day (if less than 5 events)
- (c) Age Marshall for the duration of any given Centre weekly competition
- (d) Assisting set up prior to the commencement of any Centre competition or carnival (from the specified set up start time for the duration of the set up process until completed) and assisting pack up at the conclusion of any Centre competition or carnival (from the specified set up start time for the duration of the pack up process until completed)
- (e) Assistance at any Centre working bee (for no less than 2 consecutive hours)
- (f) Event Official at Regional or State competition (for no less than 2 hours)
- (g) Fundraising volunteer, such as Bunnings BBQ; sale of raffle tickets at competition days
- (h) Mowing the grounds (if unpaid)
- (i) Attendance at officials workshop or coaching workshop
- (j) Team manager

6.13 Any family who has not achieved the minimum number of points to qualify for a refund of the participation levy will forfeit the participation levy, and the monies will be kept by the Centre.

6.14 Any dispute about the refund of the participation levy must follow the dispute resolution process set out in the LAQ policy.

7. AWARDS, ROLES AND RECOGNITION

7.1 An annual trophy day will be held at the end of each season on a date determined by the Committee (**Trophy Day**), usually on the same day as the AGM. Presentation of various awards and recognition of other achievements will occur during the Trophy Day, including the following:

- Centre Age Champion and Age Champion Runner Up trophies (U6 – U17) will be presented in each age group, boy and girl. Competitor trophies will be presented to

all other athletes who compete at the Centre Championships each season. Centre Championships performance certificates will be presented to all athletes competing at Centre Championships

- Champion and Runner Up trophies will be presented to Multi-Class Athletes incorporating all age groups and genders.
- Most Improved awards will be presented to the athlete boy and girl in each age group with the most improvements at Centre Competition during the season
- Tiny Tots Participation Trophies will be presented to all Tiny Tots who participate in the Tiny Tots Centre Championships, and certificates will be presented to all Tiny Tot members
- Most Outstanding Athlete Boy and Girl at Centre Championships
- Centre Manager's Award for Most Improved Athlete overall (boy or girl)
- Centre Captains' award
- Life Members Pentathlon Overall winner
- Summit Award for athletes completing Tiny Tots to U17
- "Commitment to Sport" Encouragement Awards
- Keith McGuigan Memorial Award
- Dave Tolhopf Memorial Award
- Algester Sports Inc. Spirit of Athletics Award
- Laurie Baartz nominee medal / plaque
- Centre Best Performance Certificates – for equalling or setting new Centre Best Performance at Centre competition (purple)
- Centre Championships Best Performance Certificates – for equalling or setting new Centre Championships Best Performance at Centre Championships (orange)
- Centre Best Performance Certificates – for equalling or setting a new Centre Best Performance at Centre Championships (red)
- State team selection recognition (names added to Honour Board held at Centre)
- Centre Life Membership
- Committee Members Thank You – selected and presented by Centre Manager on behalf of Centre
- LAQ Awards, including LAQ Graduation Certificates U15 and U17 Athletes and LAQ 10 Year Athlete Participation Awards – refer to LAQ awards booklet

- 7.2 The details and requirements of the awards are set out further in these By-Laws, as may be amended from time to time by Committee resolution.
- 7.3 Awards which are identified in these By-Laws as Discretionary Awards (except the Centre Captain's Award, which is at the sole discretion of the Centre Captain):
- (a) May be awarded to any Child who is a current Member of the Centre, as nominated by a Committee Member or other Member in writing at least 28 days prior to Trophy Day;
 - (b) Must only be determined by reference to the relevant criterion contained in these By-Laws;
 - (c) Must be awarded based on a majority vote by Committee Members; and
 - (d) May be awarded to Children of any current Committee Members but Committee Members cannot nominate their own children or participate in any voting process as per Clause 3.5.
- 7.4 Awards which are identified in these By-Laws as Performance Awards:
- (a) Are determined by reference to a specific points-based formula as set out in these Bylaws;
 - (b) Must be calculated by the Records Officer (Committee Member) in the first instance;
 - (c) Must be checked and audited by the Centre Manager before they are awarded;
 - (d) Must be reviewed by an independent third party before they are awarded (such as a life member, LAQ personnel or Centre Manager of another Little Athletics Centre) if the performance award recipient is a Child of the Records Officer or Centre Manager, or is the Child of any other Member who is responsible for calculating the award; and
 - (e) May be awarded to Children of current Committee Members.
- 7.5 All calculations for Performance Awards given at Trophy Day are to be made available to Members of the Centre upon request.
- 7.6 Where an award is presented at Trophy Day in error, the award and all associated records should be corrected, provided that no trophy is to be taken from an athlete.

Centre Captain Role

- 7.7 A maximum of two (2) centre captains may represent the Centre during any given season, nominated from the Under 15, Under 16 or Under 17 age group. Centre captains need not be of different genders (ie boy and girl) and it is acceptable to have two male or two female captains at any time. An athlete may only be Centre captain for a maximum of one (1) season unless there are no nominations. In these circumstances, previous Centre captains may re-apply.
- 7.8 Any athlete of the Centre from the Under 15, Under 16 or Under 17 age group may nominate themselves for the role of Centre captain.

- 7.9 If there are no athletes from Under 15, Under 16, Under 17 age group nominate for Centre Captain, the nomination process will then be offered to Under 14 athletes.
- 7.10 Nominations must be in writing and received by the Secretary by the specified closing date advised by the Committee. All nominations must contain the following information:
- (a) The nominee's name, age group and registration number
 - (b) A brief history of the nominee's time at the Centre - when the nominee joined and the level of involvement that the nominee has had – Centre only, regional and/or state relays or championships
 - (c) The nominee's personal aspirations – what the nominee hopes to achieve at Little Athletics
 - (d) What the nominee believes the role means
 - (e) Why the nominee believe that he / she would be good for the Centre in the role of Centre Captain
- 7.11 Centre captains will be announced on the first competition day of the season.
- 7.12 It is expected that Centre captains will be role models for our younger athletes at all times. What they do and how they behave is observed by every other athletes, Children and parents / spectators at the Centre. Centre captains must (unless injury or illness prevents):
- (a) Attend and compete in our Centre Carnival, Centre pentathlon and championships
 - (b) Nominate and compete in all events for their Age Group at Regional Relays and lead the team in the March Past during competition
 - (c) Attend State Relays as a competitor or spectator
 - (d) Nominate and compete in events at Regional Championships.
 - (e) Attend State Championships as a competitor or spectator
 - (f) Assist at warm up prior to weekly competition
 - (g) Assist with younger age groups if required
 - (h) Attend fundraising functions wherever possible
 - (i) Attend and assist at sign on days
 - (j) Consider becoming an official
- 7.13 It is understood that athletes may be involved in other sports and the Centre recognises that other commitments may sometimes prevent them from attending all of the above - however the expectation is that they will give the Centre priority wherever possible.
- 7.14 Centre Captains are required to observe Centre athletes throughout the season and select a recipient for the Centre Captains Award at the end of season having regard to the criterion

set out in these By-Laws. This decision is to be made solely by the Centre Captains, and no Member or person is permitted to influence, or attempt to influence this decision. Any clarification on the criterion will be provided by the Centre Manager if requested by the Centre Captains.

- 7.15 Centre Captains are required to present a season report at Trophy Day, in addition to a short paragraph for inclusion in the Centre yearbook.

Centre Championships Awards (Performance Award)

- 7.16 Centre Championships are conducted over two (2) Saturday competition days, usually the last two of the season, or as amended if the nominated days are cancelled due to wet weather.

- 7.17 Athletes may compete in any or all events for their age group at the Centre Championships. However they will only be eligible for Age Champion or Runner Up awards in any age group if they have competed in at least 50% of eligible Centre competitions (ie the **Eligibility Criteria**).

- 7.18 Additionally, in order to receive points in a particular event, athletes must also have competed in that event at least twice during the season at eligible Centre competitions. It is still possible for an athlete to achieve Age Champion or Runner Up if they have not competed twice in each event, but it may be more difficult to achieve if an athlete does not obtain points in each event in the championships. Age Champion Points are awarded for the following places:

- 10 points – 1st place
- 7 points – 2nd place
- 5 points – 3rd place
- 3 points – 4th place
- 2 points – 5th place
- 1 point – all other participants

- 7.19 The following matters are also applicable:

- (a) Centre days which were cancelled due to rain still count toward the 50% attendance requirement. They are usually entered as a 'participate' in Results HQ.
- (b) Attendance at the Algester carnival does not count toward the 50% participation.
- (c) Participation in the Centre Life Members' Pentathlon does count toward the overall 50% participation and toward the number of times an athlete has participated in a particular event.
- (d) If an athlete receives 3 fouls or is disqualified during an event on one of our Centre days, the event still counts as 'participation' in that event – please ensure that athletes are included in the results for that event though. For example, if an athlete does not finish a track event, the athlete must attend the recording table to receive a participated ticket and have their name recorded (DNF).

- (e) If an event/s is abandoned due to rain, athletes who attended the Centre competition that day will still receive a 'participate' in that event.
- (f) Attendance at other carnivals or events does not count toward the 50% attendance requirement – the necessary attendance must be at eligible Algester Little Athletics Centre competitions.
- 7.20 Points will only be awarded to an athlete in any event if they meet the Eligibility Criteria and have competed in that event at least twice during the season at eligible Centre meetings. Athletes participating in Centre Championships will also be eligible to establish or equal a Centre Best Performance.
- 7.21 Trophies are presented to Age Champions and Runners Up, and participation trophies are presented to all other athletes who have competed at the Centre Championships. Multi-Class Athletes will be awarded Age Champion and Runners Up trophies in the following age groups for boys and girls:
- U6-U10
 - U11-U13
 - U14-U17
- 7.22 Athletes also compete for a perpetual trophy which is awarded to the athlete recording the most improvements in the season (Performance Award). Most Improved awards (Performance Award) are also awarded in each age group (boy and girl).

Most Outstanding Athlete Boy and Girl at Centre Championships (Performance Award)

- 7.23 These awards are presented to athletes who competed at Centre Championships. The athletes must meet the Eligibility Criteria.
- 7.24 The Records Officer calculates the Most Outstanding Boy and Girl at Centre Championships. The performances are measured against the Centre Best Performance in each event and are to be verified by the Centre Manager and a Committee Member.
- 7.25 Criteria used to calculate the most outstanding athletes at Centre Championships uses the McDonalds Awards headings. The events used in the calculation must include:
- 1 x Sprint/Hurdle
 - 1 x Distance/Walks
 - 1 x Throw
 - 1 x Jumps
 - U6 - U8 one additional event
 - U9 -U10 two additional events
 - U11 -U17 three additional events

Each of the eligible events (above) used in the calculation are given a percentage in comparison to the Centre Best Performance for that age and gender. The final score for each athlete is then the average of the percentages for all eligible events. Athletes who establish new Centre Championships Best Performances in events will generally perform better against the Centre Best Performances and should be considered in the calculation. They may not necessarily be the Age Champion in an age group.

Centre Captains' Award (Discretionary Award)

- 7.26 The Centre Captains Award should be presented to the athlete who is considered by the Captains to have:
- (a) represented the Centre in accordance with the Little Athletics ethos of Family Fun and Fitness
 - (b) Participated at Centre events, including fundraising, carnival, and team events
 - (c) Been respectful of others, including athletes, officials, coaches and volunteers
 - (d) Been a happy and considerate member of the Centre

Algerster Little Athletics Centre Life Members' Pentathlon (Performance Award)

- 7.27 The Centre will hold an annual 'Life Members Pentathlon' each season. The event is open to current Members only, and the date is advised at the beginning of the season. The Life Member's Pentathlon is held at Col Bennett Park.
- 7.28 Pentathlon is a multi-event competition. Each age group will compete in five (5) events. Athletes must compete in all five events of the pentathlon competition – Hurdles, Sprint, Distance, Long or High Jump, Discus or Shotput – for their age group. Points are allocated according to the level of performance achieved in each of the five (5) events, for each age group (boys and girls).
- 7.29 If an athlete does not participate in any event during the Pentathlon, then the athlete is considered to have abandoned the event and no further points will be awarded.
- 7.30 A medal will be awarded to the male and female winner in each age group with the most points at the conclusion of the Pentathlon, which will be announced during the next weekly competition day, after the Pentathlon. Runners-up and other participants will each receive a certificate.
- 7.31 The overall Centre Champion, being the athlete who scores the highest points tally on the day, will be announced at Trophy Day.

Algerster Summit Award

- 7.32 The Algerster Little Athletics Centre Summit Award is presented to an athlete who has been a member from U6 - U17 continuously at Algerster Little Athletics Centre. This is a prestigious award and is indicative of an athlete's commitment to Little Athletics, the sport, and the Centre. A perpetual trophy will remain with the Centre and a replica trophy will be awarded to the athlete.

Keith McGuigan Memorial Award in High Jump (Performance Award)

- 7.33 Keith McGuigan (Life Member) was the founding registrar of our Centre, and was here right from the beginning. He was passionate about Little Athletics, especially little athletics here at the Centre. He was instrumental in developing our system for recognising our Most Outstanding athletes at Centre Championships and we still use that system to this day.
- 7.34 Keith spent most of his time at high jump and we chose to honour his memory by presenting the Keith McGuigan Memorial Award to the athlete with the most improvements in high jump each season. There is only one award presented each season, and in the event of a tie, a countback procedure will be used to determine the recipient - by establishing the highest percentage improvement for the athletes to break the tie. A Memorial Trophy will be retained by the Centre and a replica will be presented to the athlete receiving the award each season. NOTE. Award to be given to the athlete with the most number of improvements in high jump each season.

Dave Tolhopf Memorial Award in Distance Running (Performance Award)

- 7.35 Dave Tolhopf (Life Member) was for many years the Centre Coaching Coordinator at the Centre and was acknowledged for his dedication to coaching by being awarded the Frank Knight Memorial Coach of the Year in 2004. His passion for athletes' wellbeing and improvement through training was recognised through his many years as our Centre Coach.
- 7.36 Dave Tolhopf joined the Centre with his daughter Carla, who was an exceptional distance runner. In considering how best to recognise Dave's contribution to our Centre, we have chosen to also recognise the area where his daughter excelled, and to this day, still retains those Best Performances.
- 7.37 An award will be made in recognition of Dave's passion for athletics to recognise improvement in distance track events (400m, 800m and 1500m). Only one award will be presented each season, and in the event of a tie, a countback procedure will be used to determine the recipient – by establishing the highest percentage of improvement for the athletes to break the tie. A memorial Trophy will be retained by the Centre and a replica will be presented to the athlete being recognised for the achievement during the season. NOTE. Award to be given to the athlete with the most number of improvements in track each season.

Centre Best Performance (CBP) and Centre Championships Best Performance (CCBP) (Performance Award)

- 7.38 Centre Best Performances and Centre Championships Best Performances may be established by registered Algester Centre athletes only.
- 7.39 Centre Best Performances may only be established at Centre competition, Centre Pentathlon or at Centre Championships. Centre Championships Best Performances may only be established at Centre Championships. In the event that a Centre Best Performance has been achieved, the performance must be checked and endorsed by a Level 2 qualified official, 2 Level 1 qualified officials, Centre Manager or appropriate referee if available. Any new events or weights added at the beginning of each season by LAQ ruling may not be ratified as a Centre Best Performance in the first year. A Centre Best Performance (CBP) and a

Centre Championships Best Performance (CCBP) report should be presented to the Committee for ratification.

- 7.40 A Centre Best Performance (CBP) and a Centre Championships Best Performance (CCBP) report should be presented to the Committee for ratification.
- 7.41 Athletes must meet the Eligibility Criteria in an event at Centre Championships to establish a Centre Championships Best Performance.
- 7.42 Certificates will be presented to athletes who establish or equal a Centre Best Performance or Centre Championships Best Performance on Trophy Day.

Improvement Awards (Performance Award)

- 7.43 Athletes are provided with Season Performance Sheets for their age group during sign-on and registration. This recording sheet outlines the criteria for a Centre Improvement Award to be earned and presented. Improvements Awards are earned for improved performances at Centre events only.
- 7.44 It is the responsibility of the athlete to maintain a record of their performances throughout the season and to submit their Improvement Award. Each week, times and distances should be entered in the appropriate columns of the Performance Results Sheet.
- 7.45 New Athletes: After the first week of competition, any improvement in any event will count as an improvement. The first result gained in any event, on or after the commencement of the season, will be taken as the starting standard for new athletes.
- 7.46 Returning Athletes: Starting standards will be their best performance set in the preceding season. Athletes should enter these results in the Opening PB row of the performance sheet. A change in weight (throws), height (hurdles), method (high jump) means that a new starting standard needs to be set by an athlete in that event.
- 7.47 Under 6-8's have to achieve a total of ten (10) improvements comprising the following:
- 4 improvements in TRACK
 - 2 improvements in JUMPS
 - 3 improvements in THROWS
 - 1 other improvement of their choice
- 7.48 Under 9's are required to achieve a total of ten (10) improvements comprising the following:
- 3 improvements in TRACK
 - 3 improvements in JUMPS
 - 3 improvements in THROWS
 - 1 other improvement of their choice

7.49 Under 10-17's are required to achieve a total of thirteen (13) improvements comprising the following:

- 3 improvements In SPRINTS & HURDLES
- 3 improvements in JUMPS
- 3 improvements in THROWS
- 3 improvements in DISTANCE & WALKS
- 1 other improvement of their choice

Most Improved Athlete Awards (Performance Award)

7.50 Athletes accrue points for each improvement in every event at Centre Competition. These improvements are recorded by the Records Officer throughout the season for every athlete.

7.51 An athlete boy and girl in each age group will be presented with a Most Improved Athlete award during the season at Trophy Day. Should there be a tie in any age group or boy/girl, both or all athletes tying will be recognised.

7.52 A separate award will be given to a boy or girl, being the Centre Managers Award for Most Improved Athlete overall (Performance Award) who has the highest number of points of all the Centre athletes for that season.

"Commitment to Sport" Encouragement Awards (Discretionary Award)

7.53 Athletes may be nominated by Members for Encouragement Awards to the Committee for consideration. Up to four (4) awards will be presented at Trophy Day each season to those athletes who demonstrate a desire to compete and improve in their age group in all events.

7.54 This is not an award measured by winning or by the setting of best performances. This is an award presented to athletes who try to the best of their ability at all times. Equally, this is not necessarily an award given to an athlete who participates in every event, but rather an athlete who seeks to improve and shows the tenacity to perseverance.

7.55 Athletes being recognised should be acknowledged under a category as the award is presented. These could include and should not be limited to:

- Team Work - recognition of participation at Regional/State Relays, where athletes are asked to participate to make up teams
- Participation - recognition of their attendance at all Centre competitions
- Perseverance - never give up attitude
- Improvement through Persistence - always trying to improve their performance

Algester Sports Inc. Spirit of Athletics Award (Discretionary Award)

7.56 Algester Sports Inc. has provided ongoing support to the Centre for many years. In recognition of their support, the Centre awards a perpetual trophy in their name. The Algester Spirit of Athletics Award will be presented each year to the athlete that shows a consistent and committed involvement and dedication to their athletics journey and the Centre, whilst embracing the Little Athletics ethos of Family Fun and Fitness.

7.57 The criterion for selection is as follows:

Participation

- Centre competition
- Regional Relays
- Regional Championships
- Junior/ Senior Carnival
- Junior/ Senior Pentathlon

Leadership

- Assists with centre warm up session
- Competes in centre uniform
- Assists with set up / pack up
- Encourages others

Respect

- Shows respect to other athletes
- Shows respect to officials
- Shows respect to spectators

Perseverance:

- Sets goals and tries to achieve them
- Participates in all events offered for their age group each week

Sportsmanship

- Respects the rules of competition and fair play
- Encourages/congratulates other athletes of their performances

Enthusiasm

- Involved in all centre activities, including fundraising
- Assists at sign on days
- Attended relevant workshops - event clinics, officials workshop, first aid workshop

Centre Life Membership

7.58 Nominees for this award must meet the following criteria:

- A minimum of 10 years' service to the Centre
- Served on the Centre Committee for a minimum of 8 years
- Involvement at all levels over and above the call of duty for a Centre parent
- Demonstrated the desire to foster the aims of Little Athletics within the Centre and the broader community
- Duties have exceeded the requirements of a normal Committee Member position
- Be of excellent character

7.59 As this is the most prestigious award for our Centre, only persons with the highest credentials and integrity should be considered for the Award. Final approval will be by a majority vote of 80% of the Committee Members.

7.60 Nominations will only be accepted in writing and must be lodged with the Centre Secretary. More than one award may be presented in any season, however it is not expected that this award will be made every year.

Team Manager

7.61 A minimum of two (2) team managers must be available during the competition season for all regional and state events at which Members of the Centre are competing. The team managers need not be Committee Members, and may be any Member of the Centre.

7.62 The Team Manager's role is to assist Centre athletes in events outside Centre competition days, such as:

- Regional Relays (1 day, 2 additional volunteers required to assist, additional parents to escort teams to events if required and to stay with the group during competition if required)
- State Relays (1 day)
- Regional Championships (2 days)
- State Championships (3 days)
- Junior Carnival/Senior Pentathlon

- Senior Carnival/Junior Pentathlon
- Other Centre Carnivals
- LAQ Carnivals

8. SOCIAL MEDIA

- 8.1 This Part 8 does not apply to the personal use of Social Media where it is not related to or there is no reference to the Centre or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation.
- 8.2 Any Member using Social Media for or on behalf of the Centre must be first authorised by a prior Committee resolution. Members using Social Media of behalf of the Centre should be limited to, where possible, the Centre Manager, Secretary and Public Relations Coordinator, or other Members approved by Committee resolution..
- 8.3 Only the Centre Manager and Secretary may respond to messages or enquiries received via Social Media on behalf of the Centre.
- 8.4 Only the Centre Manager, Secretary and Public Relations Coordinator may modify the Centre website unless another person is authorised by Committee resolution.
- 8.5 The Centre's Facebook page and other Centre Social Media should be used solely for the notification of events relevant to the Centre or athletics generally, providing information to Members, recognition of achievements by Members, and encouragement / support of Members and acknowledgment of sponsors and community partners. Posts on the Centre's Social Media by Members or other people may be deleted or hidden by the Centre Manager, Secretary and Public Relations Coordinator where they do not meet this criterion, or otherwise contravene clause 8.6.
- 8.6 Members must not, when using Social Media, post any material that is or may reasonably be considered to be offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, hurtful, racist, sexist or otherwise inappropriate for the Centre's audience, which includes Children, as determined by the Committee from time to time.
- 8.7 Repeated breaches of clauses 8.5 and / or 8.6, or where any particular post contravenes clause 8.6 in a significant or inappropriate manner, may result in sanctions being imposed by the Committee (by resolution) including, but not limited to, blocking of the relevant person from Social Media for a set period of time or indefinitely.
- 8.8 Grievances, complaints, concerns or disagreements must not be agitated via Social Media, and should be progressed in accordance with the applicable LAQ policy.
- 8.9 Persons who are not Members or who do not have a genuine or reasonable affiliation with the Centre, its Members or athletics generally may be blocked from following or posting on the Centre's Social Media, as resolved by the Committee acting in the best interests of its Members.

PART A: DEFINITIONS:

In this document, the following words / expression shall have the meaning assigned to them in this Part A, unless elsewhere defined in these By-laws:

Act means the *Associations Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.

Adoption Date means the date upon which the By-Laws have been adopted at the applicable AGM or Special General Meeting.

AGM means the Annual General Meeting of the Algester Branch Little Athletics Centre Inc.

By-Laws means this document and any subsequent amendment to this document as may be made from time to time by a 75% majority of the Committee Members.

Centre means the Algester Branch Little Athletics Centre Inc.

Child / Children means any person under the age of 18 years.

Committee means the members duly appointed to the Centre Management Committee at the AGM, as amended from time to time.

Committee Member means a current Member of the Committee, voted in at the AGM or subsequently in accordance with the By-Laws, for the season in question.

Constitution means the constitution of the Algester Branch Little Athletics Centre Inc.

Discretionary Award means an award that is calculated by reference to subjective criterion rather than points based calculations.

Eligible Competition Days includes Centre competition days where that competition has commenced, but excludes the Algester Centre carnival.

Emergency means a member of the Executive dies, is incapacitated, or is uncontactable for a period of no less than 24 hours.

Equipment means all assets and possessions owned by or under control of the Centre, including but not limited to, laptops, athletics equipment, stationery, machinery and office equipment.

Executive has the meaning assigned to it by Clause 2.9.

Event Official means any of the following – event chief, retriever, raker, spiker, place judge, time keeper, recorder, cross-bar replacer, walks judge, competition manager or referee.

Family means a family member or relative, including but not limited to the following:

- (a) spouse, defacto, boyfriend, girlfriend or partner of the person,
- (b) a father, mother, grandfather, grandmother, step-father, step-mother, father-in-law or mother-in-law of the person

- (c) a son, daughter, grandson, granddaughter, step-son, step-daughter, son-in-law or daughter-in-law of the person
- (d) an uncle, aunt, uncle-in-law or aunt-in-law of the person
- (e) a nephew or niece of the person; or
- (f) a cousin of the person—

Grounds means that part of Col Bennett Park, described as Lot 1023 RP140034, which is leased by the Centre from Brisbane City Council, and includes all buildings within the Grounds.

LAQ means the Queensland Little Athletics Association Inc.

Lease means the registered lease of the Grounds to the Centre by Brisbane City Council, as amended from time to time.

Material Personal Interest means any matter, which in the opinion of the majority of the Committee Members or the relevant person, which has the capacity to influence the vote or position of that person on the decision to be made, including any decision about a member of Family.

Member means any financial member of the Centre, including a Committee member and life member.

Model Rules means the Model Rules in Schedule 4 of the *Associations Incorporation Regulation 1999*.

Motion means a proposal that is put before a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding and should be recorded in the minutes.

Multi-Class Athlete means an athlete with a disability who has participated in an athlete evaluation or eligibility processes to obtain a classification.

Performance Awards are awards calculated by reference to a 'points based formula' as specified in these Bylaws or otherwise determined by Committee resolution.

Receiving Officer means the Secretary of the Algester Little Athletics Centre or such other person agreed upon by the Committee.

Resolution means a motion which has been duly moved and passed by the stipulated number of Committee members.

Signatory means a person authorised to approve a Transaction on behalf of the Centre, including electronic funds transfer, once generated by the Treasurer in accordance with the Bylaws.

Social Media means platforms including, but not limited to: Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc), Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc), Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc), Review sites (e.g. Yelp, Urban Spoon, etc), Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc), Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc), Geo-spatial tagging (e.g. Foursquare, etc), Online encyclopaedias (e.g. Wikipedia, etc), Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc), Online multiplayer gaming platforms

(e.g. World of Warcraft, Second life, Xbox Live, etc), Online voting or polls, Public and private online forums and discussion boards or any other online technologies that allow individual users to upload and share content.

Transaction means any purchase, sale, acquisition, or agreement for any purchase, sale or acquisition.

Adopted 27 April 2019