



**BELMONT ATHLETICS CENTRE  
INCORPORATED**

**BY-LAWS**

May 2023



## Version Control

Version	Date	Revised by	Comments
1.0	11 <sup>th</sup> September 2017	Exec & Members	Endorsed at SGM
	9 <sup>th</sup> July 2018	Executive Committee	Rule 16 a Date changed
1.1	8 <sup>th</sup> August 2022	Executive Committee	Publicity Officer moved to Non exec
			LAWA references changed to Athletics West
			Added clause 6- Notice of Agenda items
			Added clause if canteen manager and treasurer roles are held by the same person
			Added clause 19 - Honorarium
1.2	8 <sup>th</sup> May 2023	Exec & Members	Remove the word 'Little' as per the centre's move to One Club
			Remove all references to Little Athlete and replace with Junior and Senior member
			Combine the Coaching Coordinator and Championship & Special Events Coordinator roles into one role. To be Renamed 'Championships and Coaching Coordinator'
			Remove First Aid Coordinator role as per previously discussed

## TABLE OF CONTENTS

		PAGE NO.
<b>1</b>	<b>COMPOSITION OF THE COMMITTEE</b>	5
<b>1.1</b>	<b>DUTIES OF THE PRESIDENT</b>	5
<b>1.2</b>	<b>DUTIES OF THE EXECUTIVE OFFICER</b>	6
<b>1.3</b>	<b>DUTIES OF THE TREASURER</b>	6-7
<b>1.4</b>	<b>DUTIES OF THE REGISTRAR</b>	7
<b>1.5</b>	<b>DUTIES OF THE ARENA MANAGER</b>	8
<b>1.6</b>	<b>DUTIES OF THE OFFICIALS COORDINATOR</b>	8
<b>1.7</b>	<b>DUTIES OF THE CHAMPIONSHIPS &amp; COACHING COORDINATOR</b>	9
<b>1.8</b>	<b>DUTIES OF THE RECORDS &amp; RANKINGS OFFICER</b>	10
<b>1.9</b>	<b>DUTIES OF THE CHIEF FIELD UMPIRE</b>	11
<b>1.10</b>	<b>DUTIES OF THE CHIEF TRACK UMPIRE</b>	11
<b>2</b>	<b>COMPOSITION OF THE NON EXECUTIVE COMMITTEE</b>	12
<b>2.1</b>	<b>DUTIES OF THE EQUIPMENT OFFICER</b>	12
<b>2.2</b>	<b>DUTIES OF THE CANTEEN MANAGER</b>	13
<b>2.3</b>	<b>DUTIES OF THE WINTER OFFICER</b>	14
<b>2.4</b>	<b>DUTIES OF THE ANNOUNCER</b>	14
<b>2.5</b>	<b>DUTIES OF THE WEBSITE ADMINISTRATOR</b>	14
<b>2.6</b>	<b>DUTIES OF THE PUBLICITY OFFICER</b>	15
<b>2.7</b>	<b>DUTIES OF THE ATHLETICS WEST DELEGATES (2)</b>	16
<b>3</b>	<b>OTHER DUTIES</b>	16
<b>3.1</b>	<b>CHIEF STARTERS (2)</b>	16
<b>3.2</b>	<b>CHIEF LONG TRACK TIMEKEEPER</b>	17
<b>3.3</b>	<b>LONG TRACK RECORDER ( Computer Operator)</b>	17
<b>3.4</b>	<b>CHIEF SHORT TRACK TIMEKEEPER</b>	17
<b>3.5</b>	<b>SHORT TRACK RECORDER ( Computer Operator)</b>	17
<b>3.6</b>	<b>TIMING GATES OPERATOR</b>	18
<b>4</b>	<b>ORDER OF BUSINESS AT AN ANNUAL GENERAL MEETING</b>	18
<b>5</b>	<b>ORDER OF BUSINESS AT MONTHLY MEETINGS</b>	19
<b>6</b>	<b>NOTICE OF AGENDA ITEMS</b>	20
<b>7</b>	<b>BUSINESS CONDUCTED WITH OPEN OR CLOSED DOORS</b>	20
<b>8</b>	<b>OPEN VOTING</b>	20
<b>9</b>	<b>PROXY VOTING</b>	21
<b>10</b>	<b>FAMILY INTEREST</b>	21
<b>11</b>	<b>CENTRE UNIFORM</b>	21
<b>12</b>	<b>USE OF CENTRE EQUIPMENT</b>	22
<b>13</b>	<b>RULES FOR COMPETITION</b>	22
<b>14</b>	<b>COMPETITION PROTEST COMMITTEE</b>	22
<b>15</b>	<b>WORKING WITH CHILDREN CHECKS &amp; POLICE CLEARANCES</b>	22
<b>16</b>	<b>REQUIREMENTS OF A CLUB</b>	22-23
<b>17</b>	<b>CONTINUATION OF AFFILIATION OF A CLUB</b>	23
<b>18</b>	<b>ACCEPTANCE OF AFFILIATION OF A NEW CLUB</b>	24
<b>19</b>	<b>HONORARIUM</b>	24

## **1. COMPOSITION OF THE COMMITTEE**

The day to day administration of the Centre shall be entrusted to an Executive Committee.

The Executive Committee shall consist of Ten (10) office bearers as follows:

- i. President
- ii. Executive Officer
- iii. Treasurer
- iv. Registrar
- v. Arena Manager
- vi. Officials Coordinator
- vii. Championships & Coaching Coordinator
- viii. Records & Ranking Officer
- ix. Chief Field Umpire
- x. Chief Track Umpire

Duties of each Office Bearer are as follows:

### **1.1 DUTIES OF THE PRESIDENT**

- a. Chair monthly meetings of the Executive Committee.
- b. Chair Special General Meetings (SGM) and Annual General Meetings (AGM).
- c. Prepare a monthly report for each meeting as required.
- d. Prepare a President's Report to be included in the Annual Report for presentation at each AGM.
- e. Be responsible for all committee members and ensure that their portfolios are effectively organised.
- f. Serve as a spokesperson for the Centre when required.
- g. Any other duties as directed by BLAC Inc. or Athletics West.

## **1.2 DUTIES OF THE EXECUTIVE OFFICER**

- a. Receive and answer correspondence.
- b. Prepare and distribute agendas of meetings.
- c. Take minutes of all meetings as outlined in the Constitution and issue copies of the same to the Executive Committee and all Clubs.
- d. Prepare a monthly report for each meeting as required.
- e. Prepare an Executive Officer's Report to be included in the Annual Report for presentation at each AGM.
- f. Notify Athletics West of all accidents that could give rise to insurance claims.
- g. Have on hand an up-to-date copy of the Constitution, Bylaws and Policies at all meetings.
- h. Keep an accurate record of and report correspondence in & out at each monthly meeting as required.
- i. Notify Centre delegates of pending Athletics West meetings.
- j. Keep an up to date register of contact details of all members of the committee of management.
- k. Other duties as directed by BLAC Inc. or Athletics West.

## **1.3 DUTIES OF THE TREASURER**

- a. Receive and pay out money on behalf of the Centre.
- b. Keep a proper record and books for all transactions.
- c. Arrange a bank account and signatories for all transactions.
- d. Invest money in such a manner as the Executive Committee may think fit in support of the aims of the Centre.
- e. Prepare a financial statement for each meeting.
- f. Prepare a Treasurer's report and assets schedule to be included in the Annual Report for presentation at each AGM. The accountant's review of the Centre's finances shall be attached to this report.
- g. Prepare an annual budget and recommend each season's registration fee.
- h. Assist the Clubs as required to meet their financial obligations.

- i. Refer to the Centre Treasurer's Manual for additional information on financial management.
- j. Attend Committee Meetings when scheduled.
- k. Other duties as directed by BLAC Inc. or Athletics West.

#### **1.4 DUTIES OF THE REGISTRAR**

- a. Receive from Athletics West all registration material and issue relevant information to all clubs affiliated with BLAC.
- b. Receive from clubs the required registration fees.
- c. Issue registration numbers, age tags, badges and any other relevant items.
- d. Liaise with club registrars to complete online registrations of athletes.
- e. Maintain an updated list of registered athletes, individual members and life members as per Constitution Rule 6(a).
- f. Regularly forward clubs an updated list of their registered athletes.
- g. Forward an up to date list of athletes with recorded medical conditions to the First Aid Officer for their records.
- h. Liaise with the Centre Treasurer to ensure all registration fees received from clubs are correct and match the online batch for payment to Athletics West.
- i. Prepare a monthly report for each meeting as required.
- j. Prepare a Registrar's report to be included in the Annual Report for presentation at each AGM.
- k. Refer to the Centre Registrar's Manual for additional information on registrations.
- l. Keep an up to date record of all the Centre's Working With Children (WWC) & Police Clearances in accordance with the Athletics West's requirements.
- m. When instructed by Athletics West, update the online registration system to ensure it is ready when registrations open for the new season.
- n. Attend Committee Meetings when scheduled.
- o. Other duties as directed by BLAC Inc. or Athletics West.

## **1.5 DUTIES OF THE ARENA MANAGER**

- a. Liaise with the Announcer to prepare the weekly competition programme.
- b. Liaise with the Officials Coordinator to ascertain those people who are capable of acting as key officials.
- c. Liaise with the Equipment Officer as to the programme requirements and the available ground and equipment.
- d. Oversee the weekly competition meet and liaise with other personnel as required to ensure the smoothest possible running of events.
- e. Liaise with the Officials Coordinator, Championship & Special Events Coordinator, Chief Field Umpire and Chief Track Umpire and key personnel as necessary to ensure adherence to the Rules and regulations.
- f. Be responsible for managing event related issues on competition days.
- g. Liaise with and conduct Club Manager meetings.
- h. Refer to the Rules Manual and BLAC Inc. Purple Yearbook for additional information as needed.
- i. Prepare a monthly report for each meeting as required.
- j. Prepare an Arena Manager's report to be included in the Annual Report for presentation at each AGM.
- k. Attend Committee Meetings when scheduled.
- l. Other duties as directed by BLAC Inc. or Athletics West.

## **1.6 DUTIES OF THE OFFICIALS COORDINATOR**

- a. Recruit & organise Officials for the safe & efficient conduct of Centre competitions.
- b. Organise Officials for participation in instruction, training & examinations.
- c. Organise Officials for events conducted by Athletics West & other Centres in which BLAC participates.
- d. Keep & maintain a register of all Officials & Parent Helpers.
- e. Prepare a monthly report for each meeting as required.



- f. Prepare an Official's Coordinator report to be included in the Annual Report for presentation at each AGM.
- g. Attend Committee Meetings when scheduled.
- h. Other duties as directed by BLAC Inc. or Athletics West.

### **1.7 DUTIES OF THE CHAMPIONSHIPS & COACHING COORDINATOR**

- a. Ensure adequate representation by the Centre at Athletics West coaching courses.
- b. Where practicable, assist clubs by co-ordinating BLAC Development Training sessions at Gerry Archer and source coaches/helpers for BLAC training.
- c. Undertake the duties of BLAC's Relay Coordinator.
- d. Select coaches for all boys and girls relay teams in each competing age group.
- e. Resolve queries, disputes or questions by coaches, parents or other interested parties regarding the team selection for track and field relay teams.
- f. Liaise with the Executive Committee to organise in house events eg. Relay Night.
- g. Prepare a monthly report for each meeting as required.
- h. Prepare a report to be included in the Annual Report for presentation at each AGM.
- i. Advise clubs, athletes and parents how to register for any state run events.
- j. Take on the role of Protest Officer for state run events or supply the name of a competent individual who can fulfil this role if the Championship & Special Events Coordinator is not able to attend.
- k. Ensure Centre uniforms are made available for sale at Centre competitions prior to any events where the Centre uniform must be worn.
- l. Liaise with other Centres in our Zone as per the Athletics West Championship manual.
- m. Refer to the BLAC Inc. Purple Yearbook for additional information as needed.

- n. Other duties as directed by BLAC Inc. or Athletics West.
- o. Attend Committee Meetings when scheduled.

### **1.8 DUTIES OF THE RECORDS AND RANKINGS OFFICER**

- a. Record all athlete performances in a suitably prepared set of books or computer program.
- b. Provide recording sheets as necessary for Centre competitions.
- c. Add each athlete's event count to current spreadsheet at the end of each season.
- d. Maintain & publish all Centre Records and Personal Best performances.
- e. Complete record certificates as required.
- f. Distribute event tally achievement badges once clubs indicate criteria has been met and maintain a register of badges issued.
- g. Assist with selection of athletes for special events and Centre representation.
- h. Prepare extra paperwork and tasks as required for Centre Championships.
- i. Calculate top athletes for trophy selection by the executive committee for end of season trophy presentations.
- j. Prepare a monthly report for each meeting as required.
- k. Prepare a Records & Ranking's report to be included in the Annual Report for presentation at each AGM.
- l. Attend Committee Meetings when scheduled.
- m. Other duties as directed by BLAC Inc. or Athletics West.

## **1.9 DUTIES OF THE CHIEF FIELD UMPIRE**

- a. Have an understanding of all field site Rules.
- b. Support site key officials and instruct as required.
- c. Verify and sign any broken records.
- d. Watch events to make sure that athletes are following all Rules, disqualify if necessary.
- e. Make sure field sites are fully equipped and safe before commencement of competition.
- f. Liaise with Arena Manager regarding items of concern on competition day.
- g. Refer to the Rules Manual & BLAC Inc. Purple Yearbook for additional information on Rules of competition.
- h. Prepare a monthly report for each meeting as required.
- i. Prepare a Chief Field Umpire's report to be included in the Annual Report for presentation at each AGM.
- j. Attend Committee Meetings when scheduled.
- k. Other duties as directed by BLAC Inc. or Athletics West.

## **1.10 DUTIES OF THE CHIEF TRACK UMPIRE**

- a. Have an understanding of all track Rules.
- b. Oversee all track officials and help where necessary.
- c. Verify and sign any broken records.
- d. Watch events to make sure that athletes are following all Rules, disqualify if necessary.
- e. Liaise with Arena Manager regarding items of concern on competition day.
- f. Refer to the Rules Manual & BLAC Inc. Purple Yearbook for additional information on Rules of competition.
- g. Prepare a monthly report for each meeting as required.

- h. Prepare a Chief Track Umpire's report to be included in the Annual Report for presentation at each AGM.
- i. Attend Committee Meetings when scheduled.
- j. Other duties as directed by BLAC Inc. or Athletics West.

## **2. COMPOSITION OF THE NON EXECUTIVE COMMITTEE**

The Non-Executive Committee do not form part of the Executive Committee but are essential in the running of the day to day business of the Centre.

The Non-Executive Committee shall consist of the following positions:

- i. Equipment Officer
- ii. Canteen Manager
- iii. Winter Officer
- iv. Announcer
- v. Website Administrator
- vi. Publicity Officer
- vii. ATHLETICS WEST Delegates (2)

### **2.1 DUTIES OF THE EQUIPMENT OFFICER**

- a. Determine the layout of the track & field for all competition held at the Belmont Athletics Centre.
- b. Recommend the purchase & repair of all equipment.
- c. Ensure all equipment is maintained and in a safe & good working order.
- d. Liaise with the Treasurer to conduct a regular stock-take of all Centre equipment & keep an up to date inventory.
- e. Annual inventory statements are produced with;
  - (i) Two (2) copies of Centre inventory to be sent to the Athletics West office.
  - (ii) One (1) copy of the Centre inventory forwarded to the Centre Treasurer for inclusion into the Centre assets schedule.
- f. Prepare a monthly report for each meeting as required.
- g. Prepare an Equipment Officer's report to be included in the Annual Report for presentation at each AGM.
- h. Other duties as directed by BLAC Inc. or Athletics West.

## **2.2 DUTIES OF THE CANTEEN MANAGER**

- a. To provide an appropriate canteen service at all summer competition days.
- b. To provide an appropriate canteen service at BLAC hosted winter competition days, if directed to do so by the Executive Committee.
- c. Liaise with the Winter Officer to organise canteen helpers and equipment for winter events, if directed to do so by the Executive Committee.
- d. Establish a menu that provides a variety that will attract all members and visitors to purchase goods from the canteen.
- e. Liaise with rostered club canteen helpers as required.
- f. Organise the purchase and restocking of all canteen stock as required.
- g. Ensure goods are purchased at the best possible prices.
- h. Arrange the ordering and delivery of stock from suppliers as required.
- i. Ensure that adequate equipment is available for providing the canteen services.
- j. Ensure the canteen is open within a reasonable time at the start of each competition day.
- k. Seek ratification for purchases above the allowable amount from the executive committee prior to committing the Centre to any financial expenditure or action.
- l. Account for all purchases and receipts and forward to the Treasurer. Note: If the Treasurer and Canteen manager's position are held by the same person, two (2) other signatories on the bank account will process and authorise payments for canteen purchases as required.
- m. Arrange for the Canteen takings to be counted and confirmed by the Treasurer and one (1) other person after each competition day. Note: If the Treasurer and Canteen manager's position are held by the same person, two (2) other committee members shall count and confirm the canteen takings after each competition day.
- n. Prepare a monthly report for each meeting as required.
- o. Prepare a Canteen Manager's report to be included in the Annual Report for presentation at each AGM.
- p. Other duties as directed by BLAC Inc. or Athletics West.

### **2.3 DUTIES OF THE WINTER OFFICER**

- a. Represent the Centre at winter competitions and report back to the Centre executive any Centre or competition relevant information, queries or issues.
- b. Be present at all Cross Country Runs and Walks events throughout the winter season.
- c. Liaise with the Centre Executive Committee to decide on suitable dates and venues for hosting these events.
- d. Organise an officials roster and course setting up for Belmont hosted events.
- e. Organise and attend winter training sessions and notify all athletes and parents of venues and times.
- f. Notify athletes and parents of any changes to the venue of any winter competitions.
- g. Liaise with the Treasurer to organise end of winter season trophies.
- h. Prepare a monthly report for each meeting as required.
- i. Other duties as directed by BLAC Inc. or Athletics West.

### **2.4 DUTIES OF THE ANNOUNCER**

- a. Liaise with the Arena Manager to prepare the weekly competition programme.
- b. Modify the proposed program on competition days when directed by the Arena Manager, as required.
- c. Refer to the organisational chart when who to report an issue to is not clear.
- d. Other duties as directed by BLAC Inc. or Athletics West.

### **2.5 DUTIES OF THE WEBSITE ADMINISTRATOR**

- a. Maintain the Centre's website including, but not limited to;
  - (i) Updating news and information.
  - (ii) Updating Committee details.
  - (iii) Ensuring all links are current and working.
  - (iv) Any other updates that may be required from time to time.
- b. Implementing design changes when and if required.

- c. Ensuring the domain name (www.blac.asn.au) is maintained and registered.
- d. Ensuring the website hosting package for the Centre's website is maintained and current.
- e. In conjunction with the Executive Committee Members, manage other social media including but not limited to Facebook as required.
- f. Other duties as directed by BLAC Inc. or Athletics West.

## **2.6 DUTIES OF THE PUBLICITY OFFICER**

- a. In conjunction with the Executive Officer and Treasurer, prepare local advertising material.
- b. Prepare a monthly report for each meeting as required.
- c. Prepare a Publicity Officer's report to be included in the Annual Report for presentation at each AGM.
- d. Organise & Prepare the Centre's Purple Yearbook with all relevant information for the upcoming season.
- e. Liaise with the Executive Committee in relation to details that need to be updated prior to the yearbook being finalised.
- f. Once finalised, forward the yearbook to the printer. Once printing is completed, distribute books accordingly.
- g. Contact Local Businesses in regards to sponsorship of field sites or hurdles.
- h. Liaise with the Executive Committee to determine upcoming fundraising events.
- i. Organise proposed fundraising as agreed by the Executive Committee.
- j. Compile Invites for opening and closing ceremonies.
- k. Organise PCH parent entry forms and collect on the day of the event.
- l. Compile invites for U17's to notify them regarding receiving their final season gift.
- m. More information regarding completing tasks above can be found on the Publicity Officer's Information sheet
- n. Attend Committee Meetings as required.

- o. Other duties as directed by BLAC Inc. or Athletics West.

## **2.7 DUTIES OF THE ATHLETICS WEST DELEGATES (2)**

- a. Attend Athletics West meetings when scheduled.
- b. Prepare a report detailing any relevant information for any meeting immediately following Athletics West's meeting as required.
- c. Other duties as directed by BLAC Inc. or ATHLETICS WEST.

## **3. OTHER DUTIES**

The following positions do not form part of the Executive or Non-Executive Committee but are essential in the running of all Competitions held at the Centre.

Persons wishing to fulfil one of these positions may nominate at the AGM or Express their Interest to a member of the Executive Committee prior to the commencement of each season.

Positions as follows:

- i. Chief Starters (2)
- ii. Chief Long Track Timekeeper
- iii. Long Track Recorder (Computer Operator)
- iv. Chief Short Track Timekeeper
- v. Short Track Recorder (Computer Operator)
- vi. Timing Gate Operator

### **3.1 DUTIES OF THE CHIEF STARTER (2)**

- a. This role is to consist of one (1) Short Track Chief Starter and one (1) Long Track Chief Starter. The roles can be shared by one or more people, alternating each week or each role can be done by the same 2 people who can commit to the weekly roster. The role may also consist of a Chief Starter (Long & Short) and several deputies. (This may differ from season to season).
- b. Other duties as directed by BLAC Inc.



**3.2 DUTIES OF THE CHIEF LONG TRACK TIMEKEEPER**

- a. Operate the Multi timer for all Long Track events as required.
- b. Assist the Long Track Recorder as required.
- c. Count the laps completed by athletes in the multiple lap events.
- d. Determine places, as athletes cross the finish line.
- e. Liaise with the Chief Track Umpire regarding combining age groups in Long Track events.
- f. Co – sign record verification sheets alongside Chief Track Umpire.
- g. Other duties as directed by BLAC Inc.

**3.3 DUTIES OF THE LONG TRACK RECORDER (Computer Operator)**

- a. Time the Long Track races using the computer system.
- b. Record the Athletes time and position in the computer.
- c. Verify with the Long Track Timekeeper if any records are broken.

**3.4 DUTIES OF THE CHIEF SHORT TRACK TIMEKEEPER**

- a. Operate the Stopwatch for all Short Track events as required.
- b. Assist the Short Track Timing Gate Operator as required.
- c. Co – sign record verification sheets alongside Chief Track Umpire.
- d. Other duties as directed by BLAC Inc.

**3.5 DUTIES OF THE SHORT TRACK RECORDER (Computer Operator)**

Once results are received by the Short Track computer;

- a. Associate the athlete's lane with their result.
- b. Record the athlete's time and position in the computer.
- c. Verify with Short Track Time Keeper if any records are broken.

### **3.6 DUTIES OF THE TIMING GATES OPERATOR**

- a. Ensure the correct setup & pack away of the Timing Gates.
- b. Operate the Timing Gates, ensuring all times recorded are accurate.
- c. Assist the Chief Short Track Time Keeper with verification of records, as required.
- d. Be responsible for the correct operation of the Timing Gates.

### **4. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING**

- a. The order of business at the Annual General Meeting of the Centre shall be as follows:
  - i. Opening by the President.
  - ii. Welcome any special guests.
  - iii. Apologies
  - iv. Confirmation of minutes of the previous Annual General Meeting.
  - v. Matters arising from the previous minutes.
  - vi. Presidents Report
  - vii. Treasurer's Report.
  - viii. Present Annual Report.
  - ix. Election of Office Bearers.
  - x. Nominate Centre contact person/s for the Australian Business Number Register.
  - xi. Recognise Club Delegates (if known)
  - xii. Election of Athletics West Delegates and Proxy Delegate.
  - xiii. Nominations for Life membership.
  - xiv. Nomination for Centre Patron.
  - xv. Amendments to the Constitution & By-Laws.
  - xvi. General Business.

- b. Where nominations haven't been received prior to the AGM, nominations may be called from the floor and voted on by the members in attendance.
- c. Once the new Executive Committee has been duly elected, the proceeding for the remainder of the meeting shall continue to be conducted by the outgoing President.

## 5. ORDER OF BUSINESS AT MONTHLY MEETINGS

- a. The order of business at monthly meetings shall be as follows:

- (i) Opening by the President - Welcome any special guests
- (ii) Apologies.
- (iii) Confirmation of minutes of the previous Committee meeting.
- (iv) Business arising from minutes previous meetings.
- (v) Adjourned Business.
- (vi) Correspondence inwards /outwards.
- (vii) Matters arising from correspondence.
- (viii) Reports received (where provided)

- 1. President
- 2. Executive Officer
- 3. Treasurer
- 4. Registrar
- 5. Arena Manager
- 6. Officials Coordinator
- 7. Championships & Coaching Coordinator
- 8. Records & Ranking Officer
- 9. Chief Field Umpire
- 10. Chief Track Umpire
- 11. Publicity Officer
- 12. Winter Officer
- 13. Athletics West Delegates
- 14. Affiliated Clubs

- (ix) General Business

## **6. NOTICE OF AGENDA ITEMS**

- a. Clubs wishing to have an agenda item discussed at an upcoming monthly Belmont committee meeting **MUST** submit the details of the agenda item in writing to the Executive Officer via email as soon as possible following the clubs committee meeting where the decision was made to do so.
- b. Clubs **MUST** include as much detail as possible in relation to the item they wish to have discussed.
- c. Club delegates or Club representatives **MUST** attend the meeting where the agenda item will be discussed. They **MUST** be aware of the agenda item in question and should be able to answer any questions that may be asked relating to that item.
- d. Should the agenda item require a decision to be made, the item may be carried over until the next scheduled meeting if, but not limited to, the item requires further discussion by the executive committee or time constraints don't allow for it to be discussed or a decision made.

## **7. BUSINESS CONDUCTED WITH CLOSED OR OPEN DOORS**

- a. The business of the Executive Committee shall be conducted with open doors, except upon such occasions as the Executive Committee by reasonable resolution may otherwise decide, and which resolution may be moved without notice.
- b. Upon resolving to proceed with closed doors, the President shall direct all persons other than Executive Committee members to leave the meeting room.
- c. The business of the meeting shall proceed with closed doors until the Executive Committee decides by resolution to proceed with open doors, and which resolution may be moved without notice.

## **8. OPEN VOTING**

- a. Questions arising at an Executive Committee meeting or special general meeting shall be decided, in open voting, by a simple majority of members present.
- b. The President or the person chairing the meeting will have the casting vote when a motion is tied.
- c. A Committee Member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of the

committee (except if that pecuniary interest exists by only virtue of the fact that the Committee is a member of a class of persons for whose benefit the Athletics West is established), must;

- i. as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the committee; and
  - ii. not take part in any deliberations or decision of the Committee with respect to that contract.
  - iii. Sub-Rule (c) (1) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Centre.
- d. The Executive Officer must cause every disclosure made under sub-Rule (c) by a member of the committee to be recorded in the minutes of the meeting of the committee at which it was made.

## **9. PROXY VOTING**

- a. Proxy voting will not be allowed.
- b. Executive Committee members and club delegates must be in attendance at the meeting at which a vote is to be taken.

## **10. FAMILY INTEREST**

- a. Any member cannot vote on a question that has a direct bearing on the member's child or legal guardian.

## **11. CENTRE UNIFORM**

- a. The Centre uniform shall consist of a deep purple and black singlet or t-shirt with white stripe worn with plain black shorts or black cycle pants. The uniform must be without emblems, logos or sponsorship logos other than the approved logos, in accordance with Athletics West's guidelines.
- b. Further guidelines regarding club uniform can be found in the Club Uniform Policy included in this document.
- c. Changes to the Centre uniform must be approved by the Athletics West.

## **12. USE OF CENTRE EQUIPMENT**

- a. The Centre's athletic equipment may be used outside of authorised training and competition times in accordance with the Centre's Equipment Hire Form.

## **13. RULES FOR COMPETITION**

- a. The Centre's Rules of Competition shall be published in the Centre's annual handbook that is distributed to all registered athletes and other interested parties.

## **14. COMPETITION PROTEST COMMITTEE**

- a. A Protest Committee shall be formed to deliberate on any disputes arising at the Centre Competition. The committee shall consist of three (3) persons. These being:
  1. Chief Field Umpire
  2. Chief Track Umpire
  3. A Non-Executive Committee Member

## **15. WORKING WITH CHILDREN AND POLICE CLEARANCES**

- a. All members of the Centre shall be subject to the Working with Children and Police Clearance guidelines as determined by Athletics West.

## **16. REQUIREMENTS OF A CLUB**

- a. A Club shall have no less than ten (10) athletes registered with the Centre except in circumstances where the Centre considers that a Club can still be satisfactorily maintained with less than ten (10) athletes.
- b. Each Club shall have a controlling Committee comprising of at least three (3) Members who shall be elected from interested persons, parents or guardians of Registered Athletes at a Club's Annual General Meeting.
- c. Competitors attached to a Club shall be duly registered through that Club under the Centre umbrella.

- d. The Club shall complete and submit the affiliation forms and pay the annual affiliation fee before accepting athlete registrations for the upcoming season.
- e. The Club shall provide details of their club delegates as referred to in Rule 20 of the Centre's Constitution.
- f. Delegates must attend Delegates meetings as scheduled by the Executive Committee. Delegates may attend any monthly meetings they feel would be beneficial.
- g. Each Club shall submit details of any Individual Members with the Centre, along with a copy of a current Working with Children Card as referred to in Rule 5.1.3 of the Centre's Constitution.
- h. A name and uniform approved by the Centre shall be used in all official Centre competition.
- i. It is recommended by the Centre that each year the Club's financial books should be reviewed by a suitably qualified person such as an accountant. The Club's Annual Financial Report should be forwarded to the Centre each year after it has been presented at the club's AGM.
- j. One month prior to the Centre's AGM each year, each Club is asked to provide an annual report outlining the Club's season and achievements.
- k. A copy of the Club's asset register shall be forwarded to the Centre prior to each seasons commencement and whenever the register is updated. This is to ensure all assets are covered by insurance organised by Athletics West.

## **17. CONTINUATION OF AFFILIATION OF A CLUB**

In order that a Club shall continue to be accepted as Affiliated with the Centre they must continue to meet the requirements as set down in Rule 16 of the Centre's Bylaws.

- a. Each Club shall pay the Annual Affiliation Fee as determined by the Centre Executive Committee. The Club Affiliation form and any other relevant paperwork regarding affiliation shall be completed and accompany this fee prior to the 31st August each year.
- b. A Club failing to fulfil the requirements of the Rules and By Laws of the Centre may have its Affiliation suspended, or be suspended from voting and speaking at Centre Meetings until such time as these requirements have been met.
- c. Where in the opinion of the Centre Executive Committee a Club has contravened the Constitution and/or Rules and Bylaws of the Centre or Athletics West, the Club may have its Affiliation suspended or be suspended from voting and speaking at Centre Meetings for a period of time to be determined by the Executive Committee.

- d. Any Club which has been suspended has the right of appeal to the Centre Executive Committee.

### **18. ACCEPTANCE OF AFFILIATION OF A NEW CLUB**

Prior to the 31<sup>st</sup> May each year, a new club must submit the following information to the Centre's Executive Officer for approval and subsequent acceptance:

- a. A Club Name and Uniform design.
- b. The names and addresses of at least three (3) Administrators of the Club who shall be responsible for the Club.

The acceptance of a new affiliated club shall be at the sole discretion of the Executive Committee.

Factors contributing to acceptance may include (but are not limited to):

- i. Current Centre members.
- ii. Current Centre Clubs.
- iii. Current Facilities.
- iv. Available Parking & Ablutions.
- v. Requirements of Rule 16 being met

New Clubs requesting to affiliate with the Centre will be notified of the outcome within 14 days of the request being received.

### **19. HONORARIUM**

An honorarium may be offered to the Canteen manager at the discretion of the executive committee, on a season to season basis as required.