**GOULBURN MULWAREE ATHLETICS**

**By-Laws at August 2025**

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GMAC By-Laws at August 2024

# 1. GENERAL

## 1.1 Uniform

1. The official club uniform consists of a GMAC T-shirt, singlet or crop top and either black or maroon shorts/bike pants. Athletes MUST wear club uniform to all meetings.
2. Current age and registration patches MUST be attached to the shirt/top.
3. The official club uniform, age and registration patches MUST be worn at all carnivals run by other Centres and ACT Little Athletics. Registration patches must be attached to the shirt/top, age patches must be attached to the left top of the shirt, or the top of the left leg.
4. The current major sponsor’s patch must be worn by athletes competing away from our home ground. This will be subject to change, if a new sponsor is acquired.
5. Athletes are encouraged to wear sun smart attire. When not competing a t-shirt (not necessarily club t-shirt) should be worn over crop tops or singlets.

## 1.2 Running of Events

1. The GMAC has the right to run age groups together if this is required to make the program run smoothly. Unless notified by a GMAC member, no-one is to run outside of their designated group.
2. Athletes can run up an age group ONLY AFTER they have:
   1. received permission from GMAC.
   2. participated in their own age group event first.

The athlete MUST NOT hold up the program in any way while participating in events outside of their age group. This will ONLY apply to track events, NOT field events.

c) Tiny Tots will be run separately and in a separate area to other events.

## 1.3 Footwear

1. For safety reasons footwear MUST be worn for all events. Football cleats may not be worn.
2. Spikes shall not be worn by the U6 to U10 age groups, or Tiny Tots athletes.
3. The U11 to U12 age groups may only wear spikes in events run entirely in lanes plus the javelin, long jump, high jump and triple jump events.
4. Athletes in the U13 and above age groups may wear spikes in all track events except walks. Actual spikes must be no longer than 7mm for synthetic tracks. For Long, Triple, High jumps and Javelin 9mm. For grass – track, Long, Triple, High Jumps and Javelin 12mm maximum. For track events, the spikes may only be put on immediately prior to the start of the event and must be removed on completion of the event and while competitors are still in their lanes. “Spikes” are defined as footwear which have some sharp objects on or attached to the shoe (especially the sole). The object may be metal or of some other rigid material. All spiked shoes must be worn with all holes filled with a complete set of spikes, with no more than two blanks/slugs installed.
5. Spikes are to be carried to the marshalling and competition areas.
6. For field events, spikes must be put on at the event and removed before leaving the event. Athletes wearing spikes must be very careful while competing in these field events.

## 1.4 Starting Blocks

1. Starting blocks can normally only be used by the U11 and above age groups for races up to and including 400m.
2. Athletes in the U10 groups may also use starting blocks at GMAC competition under the following conditions:
3. The athlete has prospects of competing at NSW School Events, where they would be required to use starting blocks;
4. The athlete has received training in the use of starting blocks, by a recognised athletics coach, and has been given a statement indicating that they are proficient in the use of starting blocks; and
5. The athlete presents the proficiency statement to the GMAC President or Secretary before the next meet at which they would like to use them.

## 1.5 Field Events

1. Competitors in throwing events, long jump and triple jump have a maximum of 3 trials in an event.
2. Athletes should not have more than one trial consecutively in field events.
3. Competitors at high jump have a maximum of 3 attempts at any height, and no more than three consecutive fails, regardless of height.
4. A minimum of two adults should officiate at field events or the event may be cancelled.
5. Specific event guides are provided for each field event location and form part of the GMAC Rules of Competition.

## 1.6 Records

1. A club record will be acknowledged if a registered GMAC athlete has bettered or equalled a previous record performance for an event during GMAC competition AND the following provisions have been applied:
   1. Field events: MUST be verified by a qualified official or a GMAC committee member, who will verify the measurement and sign the recording sheet.
   2. Track events: With Timing Gates functioning a second watch MUST also record placings. Two watches MUST record 1st place if timing gates are not being used. During mixed age races ensure that all age groups are covered by a second watch (eg by using a multi-timer as the second watch) The slowest of the two times will be taken.
2. All athletes MUST compete in their own age/gender groups unless the track official combines groups when the number of competing athletes in an event is low. New records set in these circumstances will be recognised.
3. The Club statistician and another GMAC member are able to review and amend athlete’s recorded performances where obvious discrepancies are apparent. These amendments must be discussed at the next available committee meeting.

## 1.7 Supervision

1. Children are to be supervised at all times - this is a parental responsibility between events.
2. Children are not to use athletics equipment except under proper supervision at an event,
3. Parents of athletes are required to acknowledge at registration that they agree to provide adult supervision for their child for the duration of each competition day by being present at the competition ground for the DURATION of their events or arranging alternative adult supervision. Children who do not have adult supervision will be unable to compete.

**1.8 Equipment Rooms**

1. NO children are to be left unsupervised in the equipment Rooms.
2. All athletes Registered with the club may loan Club Equipment when one of the coaches is at the ground training. All Equipment loaned must be used at the track within the coaching times.
3. If equipment is damaged by the Athlete, it must be replaced by the Athlete.

## 1.9 Carnival nominations

1. All LAACT carnival dates will be advertised on the calendar, website and FB. It is the parent’s responsibility to register athletes. We will provide final entry list to athletes and should there be any discrepancies, we will endeavour to have them corrected.
2. GMAC will provide information on other carnivals through announcements and flyers on the noticeboard or by electronic means (e.g. facebook email etc), but responsibility for nominating and forwarding any entrance fees to carnival organisers will be the responsibility of parents/athletes.
3. A child shall not be able to participate in an ACT Carnival, unless the nominated Parent/Carer who will be supervising them at the carnival, and carrying out their required rostered duty at the Carnival, has presented the Secretary proof of Working With Children Check. This must be done in a timely manner, so this can be verified before attending the Carnival.
4. Failure to complete designated jobs at carnivals will result in your child’s future carnival entry to be denied by the Club’s Carnival Manager and Club President.

## 1.10 Other Athletic Carnivals

1. Due to the many indemnity issues associated with non-GMAC competition, GMAC will not organise any athletic carnivals on behalf of a requesting organisation (eg school carnivals). The use of GMAC equipment will be subject to that organisation making their own assessment of the appropriateness and ‘fit for purpose’ use of the equipment for their competition.
2. GMAC will charge schools for the use of their equipment for school carnivals at $100 or an appropriate amount as set by the committee.
3. GMAC will charge schools a fee of $200 for line marking where school carnivals are out of our season. This fee can be shared if schools hold carnivals close to each other. GMAC reserves the right to change the fee if necessary.

## 1.11 Age Managers

The role of Age Manager is a very valuable one. They are responsible for:

1. Ensuring all events are conducted fairly and in accordance with event rules.
2. Getting age groups to events on time.
3. Being responsible for upholding the rules of competition and working with children guidelines.
4. Ensuring that Data Entry sheets are filled out clearly and correctly and signed.
5. Ensuring that measurements of field events are collected correctly in accordance with the rules provided by GMAC
6. Ensuring both track and field records that are broken are verified by a Committee member where required, and recorded correctly.
7. Age Group Managers are encouraged to complete the Level 1 Officials Course.
8. Any un-sportsman like behaviour, cheating, or violation of the Code of Conduct, and or working with children guidelines, will see the position of Age Manager removed from such person and they will be subject to disciplinary action, by the President or appointed committee member.

# 2. AWARDS

## 2.1 Over All Point Score.

The Over All Point Score Award Is given as a 1st 2nd and 3rd Trophy to both the highest point scoring male and female athletes of the club, provided they have competed in at least 66 % of events conducted by GMAC during the season.

Points are allocated as follows;

1. 1 point for participation.
2. An Additional 1 point for a Personal Best in the event.
3. An additional 1 point when the athlete breaks a club record held by another individual. No additional point will be awarded for an athlete breaking their own record

## 2.2 Over All Point Score in each age group.

The Overall point score of each age group is given as a 1st, 2nd and 3rd in each age group.

## 2.3 Best in Age Award

Best in age award will be awarded to the athlete in each age group that has the MOST best performances across all events. This will be determined from a print out from whatever results software (currently Timing Solutions) being used at the time. In the event of a tie, a count back shall be carried out.

## 2.4 Participation Award

The Participation Award goes to all boys and girls up to U10 age group registered to compete in the season, provided they have competed in at least 33% of the season, and not received a 1st 2nd or 3rd trophy in their age group.

## 2.5 Personal Best Points Ribbons.

1. Athletes will receive a PB point each time they improve on their previous best performance in an event.
2. Only performances at normal GMAC competition will count for PB points.
3. For every 5 PB’s a Blue PB ribbon is awarded. For every 10 PB’s a Maroon ribbon is awarded, for 20 PB’s a rainbow coloured ribbon is awarded and 25 PB’s a medallion is awarded.
4. The medallion for 25 PB’s or more is to be presented at the Presentation Night.

# 3. MAJOR AWARDS

## 3.1 Junior Representative of the Year (Up to 3 athletes male or female U6 to U11)

Criteria for this award will be based on the Athletes Performance in:

1. At least one of Relay, Team Challenge or other Capital Athletics state carnivals
2. Athletes must display good behaviour and sportsmanship and represent the club well.
3. Have competed in at least 66% of competition events conducted by GMAC, except in cases where the committee has been informed that an athlete has been ill or injured in writing and lodged to the secretary at least 1 month before the last day of season competition.

## 3.2 Senior representative of the Year (3 athletes male or female U12 to U18)

Criteria for this award will be based on the Athletes Performance in:

1. At least one of Relay, Multi Event, ACTLAA state championships, AACT junior championships. Selection to ALAC or Australian Junior Championships could also be considered for eligibility for these awards.
2. Athletes who do not compete across all events (e.g. throwers) should not be disadvantaged by not attending carnivals that cater to specific events. Athletes who do not have the financial means to attend carnivals such as ALAC or ATFC should not be disadvantaged in consideration of these awards.
3. To be considered for this award athletes must represent our club at a high level and display excellent sportsmanship and behaviour.
4. For U12-U15 athletes, have competed in at least 66% of competition events conducted by GMAC, except in cases where the committee has been informed that an athlete has been ill or injured in writing and lodged to the secretary at least 1 month before the last day of season competition. U16 and U17 athletes are exempt from this requirement, however must have contributed in a meaningful way to the club or GMAC squad trainings to be eligible.

## 3.3 Adult Representative of the Year (up to 3 athletes male or female U20 to masters)

Criteria for this award will be based on the Athletes Performance in:

1. At least one of Relay, Multi Event, AACT championships, ACT masters championships. Selection to national events such as Australian Athletics Championships and Australian Masters Championships
2. To be considered for this award athletes must represent our club at a high level and display excellent sportsmanship and behaviour. They must have contributed in a meaningful way to the club or GMAC squad trainings to be eligible.

## 3.4 Club Person (3 athletes Male or Female U6 to Masters)

Athletes’ must meet 3 or more of the following:

1. Attend/Compete a minimum of 66% of competition nights.
2. Committed to the ideals of the Club and Athletics as a whole.
3. Outstanding performance; Club Records, PB’s
4. Be seen to be actively involved; setting up equipment, helping out younger Athletes.
5. Display sportsmanship and good behaviour.

## 3.5 Jenny Marmont Memorial Trophy

1. The Marmont Award began in 2001. It is named after Jenny Marmont who was a hard working and active member of GMAC prior to her death in 2000 at the young age of 32. It is an award given usually to one male and one female from the club who have been involved in GMAC Athletics for quite some time, shown dedication to athletics, and have served the Club Admirably.
2. GMAC committee members nominate and choose the recipients.
3. This award should only be awarded once to any person. The only exception to this rule is when an athlete (as a child/U20) is awarded the trophy. If that athlete returns to the club as an adult/parent and again shows dedication to athletics and the club as a committee member/helper, and also length of service as a committee member/helper, they would be eligible to be awarded the trophy once again.

## [3.6 President’s Award](#_heading=h.1ci93xb)

Chosen by the President only

## 3.7 One Encouragement Award

Chosen by GMAC committee members. Written justification for selection must accompany the nomination. This will then be voted on at the awards meeting by GMAC members. Only athletes are eligible for the Encouragement award.

## 3.8 Eligibility for Major Awards

a) Only registered athletes are eligible for any GMAC award excluding the Marmont Award. Major end of season awards, excluding the Marmont Award, will be limited to those athletes who have competed in at least 66% of competition events conducted by GMAC, except in cases where the committee has been informed that an athlete has been ill or injured in writing and lodged to the secretary at least 1 month before the last day of season competition. The exclusion to this clause is for U16 & U17 athletes in the Senior Representative of the Year award, and for all age groups in the Adult Representative of the Year award, however these age groups must have contributed to the club or GMAC squad training to be eligible.

b) Athletes must be of good behaviour and display sportsmanship throughout the season to be eligible for any major awards.

## 3.9 Nominations and Voting

A GMAC committee member is only eligible to vote for end of season athlete awards if they have been at no less than 3 meetings in the season.

1. The Club statistician, assisted by the secretary, will compile a list of the top points scorers, PB’s carnival attendance and records, which can assist the committee members with their nominations.
2. All committee members, regardless of how many meetings they have attended, are eligible to nominate athletes/people for each award, as per the nomination form, giving a name and reason for each nomination. A date and time will be given by which all nominations are to be received. Nominations may be given at a meeting or electronically.
3. The statistician (or other committee meeting nominated by the President) will assemble all of the nominations and either hand out at a meeting, or send electronically, a compilation of all names nominated with nomination reasons. A date and time will be set for votes to be returned to the statistician, either at a meeting or by electronic means.
4. Each member present can indicate a vote for up to three athletes for each award with the first preference indicated by 1, second preference by 2 and third preference by 3. The second and third preferences will only be used when a nominated athlete receives the most first preference votes for more than one award. Preference votes for all major awards must be cast before any counting of votes.
5. The statistician (or the other committee member nominated by the President) will count the votes. The president has a casting vote in the case of a tie.
6. With the exception of the President’s Award, athletes are only eligible to receive one major award. If the counting of votes results in an athlete winning more than one major award, the precedence of the awards will be as follows:

Marmont Award,

Club Representative of the Year,

Club Person of the Year,

Encouragement Award.

# 4. Life Membership

GMAC members may recommend the appointment of Life Membership of the Club at any Awards Meeting or Annual General Meeting.

1. There shall be no more than 5 life members awarded within a 3 year period. The nominee will be expected to have given extreme service to the Club for no less than 10 years. This period may be cumulative in one or more stages, and need not be consecutive.
2. It would be expected that the nominee would have filled committee positions or any other role which exceeds the normal expectations of a club member.
3. The Life Membership shall be ratified upon a vote supported by 75% of members present at the Awards meeting.
4. A Life Member shall not be required to pay membership subscriptions of the Club.
5. In extreme circumstances, a Life Membership may be withdrawn if recommended by the committee and ratified by 75% of members present at the AGM.

# 5. Finance Procedures

1. The aim of the Finance Procedures is to provide an audit trail for all transactions of the GMAC. Ultimately, these procedures are designed to protect the integrity of GMAC funds, AND the people handling those funds.
2. At the beginning of each sales session, the EFT device cash drawer will be opened. All sales, whether cash or EFT, will be recorded.
3. At the end of the session, the EFT device cash drawer will be closed, and cash taken will be checked to ensure it equals the cash drawer total. If there is a discrepancy, the Treasurer should be informed ASAP.
4. BBQ,uniform items (and sizes) and any other items for sale/payment will be set up in the EFT device menu, and all sales will be itemised. An accurate record of sales should be recorded, and the uniform sales should be compared with the stocktake.
5. Each revenue manager and the Treasurer, and any assistants must handle sales and money carefully and transparently.
6. Cash floats will be issued as required. The Treasurer will determine the amounts required and seek endorsement from the Committee. When endorsed, cheques for the floats will be drawn.

# 6. Registration Procedures

## 6.1 Registrations

1. NO registration numbers or age patches are to be issued without the payment of the appropriate fees. With the exception of (b) below, no athlete will take the field until they have paid their registration and fully completed the registration process online.
2. No results will be posted for an athlete who has not paid. An athlete who is new to the club may have 1 free trial night prior to registering. Results for that trial night will be uploaded once registration has been paid.

i) Fee for the upcoming season. GMAC will add an agreed amount to this as a Club Fee.

ii) For those athletes who register and pay online a reasonable time period prior to a registration muster or on an athletics night once the season has commenced, the registrar will allocate a registration number through the registration system (currently Timing Solutions) and age patch, which will be placed with a pre-prepared “pack” containing book, newsletter, and any other information deemed appropriate to be given to either new or re-registering athletes. Those packs will then be marked in an appropriate way with the Athletes name. When the athlete arrives, their pack will be given to them.

iii)With the change over to REV sport, there will be a fee payable to Timing Solutions for results and a fee paid to Rev Sport for registration.

iv) The definition of registered for the purpose of being entered into Timing Solutions or whichever system is being used at the time, having been registered on line and PAID FULL FEES. No athlete will be made “live” on Rev Sport for registration processing or Timing Solutions for results, or whichever system is being used, without having paid the appropriate registration fee.

v) Some families are eligible to use a Service NSW voucher for part of the fees. It is the responsibility of the registrar to validate the voucher through the Service NSW site, then enter the voucher into the registration system to reduce the fee paid by the athlete.

## 6.2 Seniors Registration

The Registrar shall update fees on the data base in use (currently timing solutions) to ensure under 20, open athletes and masters choosing to register as GMAC athletes pay an Administration fee to GMAC (currently $20).

Currently all other registration duties are the same as junior registrations.

# 7. Assistance to Athletes

1. GMAC currently receives $1000 in funding from Goulburn Soldiers Club (as part of our overall funding) to provide assistance to athletes attending ALAC. Traditionally this grant has not been fully spent, so it has been decided to expand our sponsorship.
2. Sponsorship will be granted to athletes who are selected to ALAC, AJAC, AJTFAC, ATFAC, Australian Cross Country Championships, National U14 camp. No athlete will receive more than $250. The $1000 will be divided fairly amongst the eligible athletes. Any remaining funds will be reserved for future use. Amounts will be decided after team selection for Australian Cross Country Champs and will be presented at the start of the next season or at an appropriate time as determined by the Committee.
3. GMAC will not provide financial assistance to athletes attending school based carnivals.
4. Assistance will only be provided to athletes who attend club nights or GMAC squad training sessions and who contribute to the club.

# 8. Assistance for coaching/first aid course fees

1. Before coaching or First Aid courses are undertaken, approval of Financial Assistance must FIRST be approved by the committee.
2. GMAC will provide reimbursement of fees associated with coaching and/or first aid courses
   1. on an individual basis
   2. proof of qualification is provided ,and
   3. the recipient gives undertaking of a two-year commitment with GMAC.
3. GMAC Secretary is to keep a record of all qualified coaches, first aid officers and officials.

# 9. Privacy

1. Any personal details provided to GMAC will only be used for official GMAC and ACTLAA purposes and will be handled in accordance with NSW privacy legislation.
2. Emails sent to the wider membership of GMAC (e.g. parents) should be sent using the ‘blind carbon copy’ (BCC) email addressing option.
3. Age group photos to only include those athletes where parents have marked on line registration forms to indicate that the athlete’s photos can be used.
4. Athlete photos are only to be used for the GMAC Newsletter, GMAC Website Facebook or Instagram page or Goulburn Post News Articles where parents have given permission for on the registration form.

# 10. Publicity

1. The Publicity Officer is responsible for all posts, advertisements, etc relating to club meets, carnivals, upcoming events, and other matters requiring publicity. Any post, advertisements, etc should follow club policy and privacy guidelines
2. A parent wishing to publicize a story about their child at a Little Athletics Event is to make it known that they are not acting on behalf of the club, and any article they submit must not have any information about other GMAC Athletes without the approval of the President or publicity officer.

# 11. Code of Conduct

Goulburn Mulwaree Athletics believe that all athletes have a right to participate in a safe and supportive environment. The following GMAC code of conduct applies to all athletes, coaches, officials, families and other visitors to our club.

## 11.1 Athlete

1. Show respect to coaches and officials. Any approach to an official should be in a courteous manner. Never argue with an official.
2. Control your temper – no mouthing off, misusing equipment etc
3. Never verbally abuse or sledge other athletes, deliberately distract or provoke another athlete.
4. Do not bully or harm another athlete
5. Do not bully, intimidate, harass or harm another athlete, family member or official
6. Do not use bad language or obscene gestures at any time.
7. Respect the rights, dignity and worth of all athletes and officials, regardless or the gender, ability, cultural background or religion.
8. Do not bring the sport of Little Athletics into Disrepute.

## 11.2 Adults – Families, officials, and visitors

1. Never ridicule or yell at an athlete during a competition.
2. Respect the officials’ decisions. If there is a disagreement, always follow the appropriate procedure/s in order to question the decision.

Never use violence, threats or abuse in any form. Never intimidate, harass, threaten, abuse or use violence towards any official, athlete or family member

1. Keep to designated spectator areas and do not encroach on the arena or other competitions sites if you are not officiating.
2. Demonstrate appropriate social behaviour, by not harassing coaches, officials or spectators, smoking outside designated areas, being intoxicated or using bad language.
3. Ensure that any physical contact with a young person is appropriate to the situation and/or necessary for the athlete’s skill development.
4. Respect the rights, dignity and worth of all athletes and officials, regardless of their gender, ability, cultural background or religion.
5. When officiating, always act fairly and within the competition rules to all athletes, ensuring results are recorded accurately. Two people (usually the recorder and person measuring) should always sign off on the field event sheets.
6. Do not bring the sport of Little Athletics into disrepute.
7. Ensure your child/athlete always has a responsible adult at the field for the whole meet.

## 11.3 Breaches of the code of conduct

1. The principles of natural justice will be observed when making decisions on breaches of the Codes of Conduct in deciding any penalties for such breaches.
2. No anonymous complaint will be accepted or acted upon by the Committee. If a person wishes to lodge a complaint, breach of conduct or dispute, the complainant must identify themselves.
3. Ordinarily, if a complaint, breach of conduct notice or dispute notice are lodged, a copy of the notice will be provided to the person who allegedly committed a breach, except
4. In the case of alleged intimidation, harassment, threatening or abusive behaviour, the President or Vice President may use their discretion to paraphrase the original complaint, instead of providing the original, to de-identify the complainant. This would only be in circumstances where the complainant had a reasonable fear of further intimidation, abuse, threats or harassment.
5. Any penalties that are imposed are to be appropriate to the seriousness of the breach.
6. Breaches of the code of conduct below should be reported as soon as possible to the club President or Vice President for investigation.
7. Before issuing any warnings, the person breaching the code of conduct will be given an opportunity to defend their behaviour and reply to the alleged breach, after which there will be a decision made as to whether a breach has occurred. The President or Vice President will determine a reasonable time frame which will be given for the reply to be received.
8. If it is found that a breach has occurred, the first breach will be dealt with a formal, recorded verbal warning.
9. In the case of a second breach within a season, a formal written warning will be issued.
10. A further breach within a season will be referred to the Committee for consideration of sanctions which may consist of, but not limited to:

(i) Suspension from a specified number of club nights

(ii) Suspension from the remainder of club nights in the season

(iii) Withdrawal from consideration of club awards for the season

(iv) Expulsion from the club.

(v)If an athlete or family member referred to the committee is related to the committee member, that committee member will be excluded from the decision making process.

1. In the case of an extremely serious breach of the code of conduct, the President may request permission from the Committee to bypass the verbal and written warning and proceed directly to sanctions. If this were to occur, the entire committee (excluding any family members of those about to be sanctioned) would consider appropriate sanctions as listed above in 11.3 (g).
2. Penalties for breaches of the Codes of Conduct that occur at events conducted by the ACTLAA or other state or national bodies that are confined to the day of competition shall be determined by the Carnival Manager. Penalties that go beyond the day of competition shall be determined by the Board of Management and could include banning families from future participation in the sport.

## 11.4 Club coaches code of conduct

The club coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long-term interests as of greater importance than short-term athletic considerations. To fulfil this role the coach must behave in an ethical manner respecting the following points:

1. Club coaches should act co-operatively with the other club coaches, especially when athletes are training in a number of disciplines with multiple coaches.
2. Coaches must respect the basic human rights, that is the equal rights, of each athlete with no discrimination on the grounds of sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.
3. Coaches must respect the dignity and recognize the contribution of each individual. They must ensure that the practical environments are safe and appropriate. This appropriateness must take into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less developed athletes.
4. Coaches must acknowledge and respect the Rules of Competition. This respect should extend to the spirit as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.
5. Coaches must exhibit an active respect for officials, by accepting the role of the officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.
6. Coaches must accept final responsibility for the performance and conduct of the athletes they coach, while at the same time encouraging the independence and self determination of each athlete by their acceptance of responsibility for their own decisions, conduct and performance.
7. Coaches must assert a positive and active leadership role to prevent any use of prohibited drugs or other disallowed performance enhancing substances or practices. This leadership by coaches includes education of the athletes of the harmful effects of prohibited substances and practices.
8. The coach must acknowledge that all coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observations, recommendations and criticism should be directed to the appropriate person outside the view or hearing of the public domain.
9. Coaches should never solicit, either overtly or covertly, athletes who are receiving coaching to join their squad.
10. Coaches should have successfully completed a recognised coaching course. Coaches should respect that the gaining of coaching qualifications is an ongoing commitment, achieved through the upgrading of their knowledge by attendance at accredited courses and through practical coaching experience.
11. Coaches should enter into full co-operation with all individuals and agencies that could play a role in the development of the athletes they coach. Coaches also have a responsibility to share the knowledge and practical experience they gain.
12. Coaches should work openly with other coaches, use the expertise of sports scientists and sports physicians, and display an active support of their National Federation and the IAAF.
13. Coaches must respect the image of the coach and continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour.
14. Coaches should never smoke while coaching, nor consume alcoholic beverages so soon before coaching that it affects their competence or that the smell of alcohol is on their breath.
15. Where GMAC contributes to the cost of coaching courses for club coaches, a written statement is required from the coach confirming that they will commit to GMAC for at least two seasons.

# 12 Appendix 1 – Position descriptions

The following document outlines position descriptions for positions on the GMAC committee and supporting roles.

**1 - PRESIDENT**

1. Provide leadership to the Committee, promoting and encouraging the values of GMAC and Capital Athletics
2. Attend and chair GMAC committee meetings.
3. Attend Capital Athletics Association meetings and conferences
4. Ensure GMAC Constitution and By-laws, and Capital Athletics, Athletics Australia and LAA guidelines are followed.
5. Support committee and other volunteers in their roles
6. Coordinate the operation of the centre and ensure committee and volunteer roles are performed in a suitable manner so the club runs smoothly
7. Ensure all club members are treated respectfully and the behaviour expectations and code of conduct are followed.
8. Be the central point of contact for Committee members and athletes regarding various GMAC issues, directing to other committee members as appropriate, and be a point of escalation on decisions where needed

**2 - VICE PRESIDENT**

1. Support and assist the President in carrying out the duties described in the President’s role description.
2. Fulfill the President’s role in his/her absence and be a point of escalation when Committee members need guidance.
3. Support and assist Committee members and other volunteers in their roles as required.

**3– SECRETARY**

1. Receive, and direct all incoming GMAC correspondence to the most appropriate Committee member and retain a copy of all outgoing correspondence in an appropriate file (including electronic filing).
2. Ensure accurate minutes of all GMAC meetings and decisions are kept, and arrange agendas and upcoming meetings.
3. Undertake the role of Public Officer and ensure NSW Fair Trading requirements are adhered to.
4. Assist the Publicity Officer with answering emails, facebook and messenger enquiries, and sending out required bulk emails.
5. Room bookings and liaise with Soldiers Club as required.
6. Assist Statistician with end of season award nominations and voting, and also compilation of documentation required for presentation night.
7. Assist Treasurer with grant and sponsorship applications as required.

**4- TREASURER**

1. Ensure accurate and documented records of all financial transactions regarding GMAC are kept.
2. Ensure all GMAC payments are made appropriately and in a timely manner.
3. Receipt all GMAC payments , either electronically or paper based.
4. Prepare a budget yearly, and provide updates of financial performance.
5. Prepare accurate financial statements to be presented at Committee meetings.
6. Ensure financial records are audited at the end of the financial year.
7. Support other committee members and other volunteers as required.
8. Submit or ensure grants officer has submitted sponsorship application to Goulburn Soldiers Club on time.

**5- REGISTRAR**

1. Prepare registration system (currently Results HQ) for commencement of each season, and update athlete numbers as registrations come in.
2. Check all vouchers (e.g. Sporting Kids) and apply discount where applicable.
3. Arrange centre’s registration days, coordinate registration packs and numbers for athletes.
4. Liaise with Capital Athletics regarding requirements for registration and provide information as required.
5. Support other committee members and other volunteers as required.
6. Liaise with statistician for season and meet setups.

**6- CLUB STATISTICIAN**

1. Compile accurate records and results of performances achieved by registered athletes from weekly event sheets and race computer – currently using Results HQ.
2. Enter weekly programme into results programme and print event sheets for upcoming Thursday meets.
3. Maintain accurate record athlete’s points through the season.
4. Complete Weekly PB and record reports and prepare or have prepared PB ribbons and record certificates.
5. For presentation prepare reports required for awards and participation awards. Provide information for the ordering of trophies, medals, certificates required for presentation.
6. Respond to results queries and check any anomalies on event sheets or data entry from race computer.

**7- PUBLICITY OFFICER**

1. Manages social media pages and streams across Facebook and Instagram.
2. Responds to social media messages and comments, and directs questions to appropriate committee members.
3. Manages the website with all the current registration information, photos, links and shop items.
4. Works with Uniform Officers to keep track of inventory at the club and online.
5. Responds to emails and questions that come through the website and linked email.
6. Promotes the club on other social platforms or pages
7. Communicates with local news reporters and businesses to promote the club and athlete achievements.

**8- FINISH LINE**

Set up timing gates and software ahead of start of the competition evening ( or organise someone else to do so).

a) Set up timing gates and software ahead of start of the competition evening (or organise someone else to do so).

b) Trial starting gun and gates to ensure they are operational.

c) Ensure the correct event lists are loaded for the evening.

d) Communicate with the starter and time races, ensure sufficient assistance to have back up timers and finish line place getters.

e) Data entry of athletes after races and sign off on any records.

f) Pack up all equipment at completion of evening.

**9- EQUIPMENT MANAGER/ASSISTANT EQUIPMENT MANAGER**

1. Coordinate or arrange set-up and pack-up of equipment at Thursday evening meets at Hudson Park
2. Keep an accurate record of all equipment owned by the Centre.
3. Arrange and/or instigate purchase of equipment.
4. Ensure all equipment is maintained in a safe and good condition.
5. Arrange for line marking to be done as required.

**10- BBQ COORDINATOR**

1. Purchase of sausages, drinks, bread and other items weekly for BBQ
2. Filling of gas bottles as required to ensure BBQ is always functional.
3. Ensure Coles bananas are purchased weekly on line and picked up.
4. Ensure receipts are kept and purchases reconciled with float balance weekly.
5. Ensure any BBQ assistants use the EFT machine correctly – when taking cash registering every cash sale, opening cash drawer at beginning of session and closing at end of session and reconciling cash taken with cash sales.
6. Liaise with Treasurer to set up new items and prices in EFT machine

**11- UNIFORM COORDINATOR**

1. Order uniforms as required
2. Complete stocktakes on a regular basis to ensure sufficient uniforms are in stock and remaining stock matches sales
3. Liaise with web/shop manager to ensure on line uniform stock is recorded accurately and priced correctly
4. Liaise with Treasurer to set up new items and prices in EFT machine.
5. Ensure accurate sales records are kept using EFT machine – opening cash drawer at beginning of session and closing at end and reconciling cash taken with cash sales.