

# GOULBURN MULWAREE ATHLETICS

## By-Laws at August 2017

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## **1. GENERAL**

### **1.1 Uniform**

- a) The official club uniform consists of a GMAC T-shirt, singlet or crop top. While not part of the official uniform, bike pants or shorts in club colours or plain black may also be purchased. Athletes **MUST** wear club uniform to all meetings.
- b) Current age and registration patches **MUST** be attached to the shirt/top.
- c) 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.
- d) 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.
- e) 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**

- a) 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.
- b) Athletes can run up an age group **ONLY AFTER** they have;
  - i. received permission from GMAC.
  - ii. 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.

### **1.3 Footwear**

- a) For safety reasons footwear **MUST** be worn for all events.
- b) Spikes shall not be worn by the U6 to U8 age groups. The U9 to U17 age groups may only wear spikes in events run entirely in lanes plus the javelin, long jump, high jump and triple jump events. The actual spikes must be no longer than 7mm at the Bruce and Woden Athletics facilities (optimum length is 5mm) and no longer than 9mm for grass tracks. 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. (ACTLAA General Rule of Competition 5).
- c) Spikes are to be carried to the marshalling and competition areas.

- d) 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**

- a) Starting blocks can normally only be used by the U13 to U17 age groups.
- b) Athletes in the U10 to U12 age groups may also use starting blocks at GMAC competition under the following conditions
  - i. The athlete has prospects of competing at NSW School Events, where they would be required to use starting blocks;
  - ii. 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
  - iii. 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**

- a) Competitors in throwing events, long jump and triple jump have a maximum of 3 trials in an event.
- b) Competitors at high jump have a maximum of 3 attempts at any height.
- c) A minimum of two adults should officiate at field events or the event may be cancelled.
- d) Specific event guides are provided for each field event location and form part of the GMAC Rules of Competition.

#### **1.6 Records**

- a) 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:
  - i. Field events: MUST be verified by a qualified official or a GMAC member, who will verify the measurement and sign the recording sheet.
  - ii. Track events: Two watches MUST record 1st place. 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.
- b) 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.
- c) Track records must be verified and signed by 2 timekeepers on the event sheet provided for the age group and given to the Weekly Events Manager.
- d) The Chief Timekeeper is to be provided with up-to-date GMAC records on GMAC competition days.

- e) The Data Entry Person 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**

- a) Children are to be supervised at all times - this is a parental responsibility between events.
- b) Children are not to use athletics equipment except under proper supervision at an event.
- c) Parents of athletes are required to sign a form at registration agreeing 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

## **1.8 Equipment Rooms**

- a) NO children are to be left unsupervised in the equipment Rooms.
- b) 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.
- c) If equipment is damaged by the Athlete, it must be replaced by the Athlete.

## **1.9 Carnival nominations**

- a) 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.<sup>1</sup>
- b) GMAC will provide information on other carnivals through announcements and flyers on the noticeboard, but responsibility for nominating and forwarding any entrance fees to carnival organisers will be the responsibility of parents/athletes.
- c) 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.<sup>2</sup>
- d) 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.<sup>3</sup>

## **1.10 Other Athletic Carnivals**

- a) 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.
- b) GMAC will charge schools for the use of their equipment for school carnivals at \$100 or an appropriate amount as set by the committee.

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<sup>1</sup> GMAC AGM April 2016

<sup>2</sup> GMAC October 2014.

<sup>3</sup> GMAC AGM April 2016

- c) GMAC will charge schools a fee of \$200 for line marking where school carnivals are out of our season. This fee can be offset if schools hold carnivals close to each other. GMAC reserve 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:

- i. Getting age groups to events on time.
- ii. Being responsible for upholding the rules of competition and working with children guidelines.
- iii. Ensuring that Data Entry sheets are filled out clearly and correctly.
- iv. Ensuring that measurements of field events are collected correctly in accordance with the rules provided by GMAC
- v. Ensuring records that are broken are recognised, and recorder within the clubs process.
- vi. Age Group Managers are encouraged to complete the Level D Officials Course.
- vii. Any un-sportsman like behaviour, cheating, or violation of the Code of Behaviour/ ethics, and working with children guidelines, will see the position of Age Manager removed from such person, 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 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> 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;

- i. 1 point for participation.<sup>4</sup>
- ii. An Additional 1 point for a Personal Best in the event.<sup>5</sup>
- iii. An additional 1 point when the athlete breaks a club record. This point is only allocated once. Eg. If the athlete improves on their own record, they do not keep accruing the 3<sup>rd</sup> record breaking point.<sup>6</sup>

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

The Overall point score of each age group is given as a 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> 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

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<sup>4</sup> GMAC AGM April 2016

<sup>5</sup> GMAC AGM April 2016

<sup>6</sup> GMAC AGM April 2016

software (currently Meet Manager) 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 in each age group registered to compete in the season .Provided they have competed in at least 33% of the season, and not received a 1<sup>st</sup> 2<sup>nd</sup> or 3<sup>rd</sup> trophy in their age group.

## **2.5 Personal Best Points Ribbons.**

- a) Athletes will receive a PB point each time they improve on their previous best performance in an event.
- b) Only performances at normal GMAC competition will count for PB points.
- c) 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.
- d) The medallion for 25 PB's or more is to be presented at the Presentation Night.

## **3. MAJOR AWARDS**

### **3.1 Club Representative of the Year (3 athletes male or female U8 to U17 or age as determined by LAACT)**

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

Carnivals as determined by LAACT including:

- a) Multi Carnival
- b) Relay Carnival
- c) State carnival
- d) Display's Good behaviour and Sportsmanship and represents the Club well.

### **3.2 Club Person (3 athletes Male or Female U6 to U17 )**

Athletes' must meet 3 or more of the following:

- a) Attend/Compete a minimum of 66% of competition nights.
- b) Committed to the ideals of the Club and Athletics as a whole.
- c) Outstanding performance; Club Records, PB's
- d) Be seen to be actively involved; setting up equipment, helping out younger Athletes.
- e) Display's Sportsmanship and good behaviour.

### **3.3 Jenny Marmont Memorial Trophy**

- a) 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 Little Athletics for quite some time, shown dedication to athletics, and have served the Club Admirably.
- b) GMAC members nominate and choose the recipients.
- c) It is the only Perpetual Trophy of our Club.

### **3.4 President's Award**

Chosen by the President only

### **3.5 One Encouragement Award**

Chosen by GMAC members. Written justification for selection must accompany the nomination. This will then be voted on at the awards meeting by GMAC members.

### **3.6 Eligibility for Major Awards**

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.

### **3.7 Nominations and Voting**

A GMAC 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.

- a) The Data Entry person (checking attendance %, Pb's, Carnival attendance and records) and assisted by the Secretary, will compile a pool of athlete's eligible based on the award criteria, this is whom the members can vote for.
- b) Major awards for presentation day will be decided by secret ballot by GMAC members. 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. The President and at least one other committee member will record the votes. The president has a casting vote in the case of a tie.
- c) 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.

- i. 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.
- ii. 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.
- iii. The Life Membership shall be ratified upon a vote supported by 75% of members present at the Awards meeting.
- iv. A Life Member shall not be required to pay membership subscriptions of the Club.
- v. 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**

### **5.1 General Procedures**

- a) The aim of the Finance Procedures and associated standard forms 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.
- b) These procedures provide guidelines for the operation of GMAC financial operations. However, for operational purposes, variations may be required at relatively short notice (eg before a Committee meeting can be arranged to approve changes to the procedures). In such circumstances, variations to these procedures can be made subject to consultation with, and agreement by, the GMAC President and GMAC Treasurer. Such changes must be ratified at the next GMAC Committee meeting.
- c) Whenever money changes custody between authorised GMAC members there must be a money count witnessed, documented and signed in cash book by the relevant parties
  - i. At present the GMAC Revenue Centres are the BBQ, Registrations, Uniforms .
- d) All GMAC members that have responsibility for GMAC funds must take all reasonable precautions to ensure the safety of those funds.
- e) Each 'Revenue Centre' is separately responsible for accounting for their takings.
- f) Each revenue centre manager must handle all moneys carefully and discreet in their dealings.

Takings from each of the Revenue Centres should be counted on site whenever practicable. This eliminates the risk of misplacing funds in transit.

The Treasurer will allocate 5 floats:

1. A petty cash float, will be kept all year (currently \$200). Receipts will be kept as cash from the float is handed out, and when the float reaches a low level, a reconciliation will be carried out, in the petty cash book, and the petty cash float will be replenished, by way of cash cheque.
2. A Registrar's float, which will be allocated at the beginning of the season for registrations (currently \$250). All cash or cheque registrations will be issued with a receipt, and at the end of the registration session, a reconciliation will be carried out at which time receipts should equal moneys held, less the original float.
3. A Uniform float, which will be allocated at the beginning of the season for uniform sales (currently \$250). All uniform sales, whether cash or cheque, will be issued with a receipt, and at the end of the registration/uniform selling session, a reconciliation will be carried out at which time receipts should equal moneys held, less the original float.
4. A BBQ buying float (currently \$200). This float will be used to purchase the weekly purchases for the BBQ, e.g. sausages, bread, drinks, etc, Receipts will be kept with the float. Each week or fortnight, or as the need arises, the BBQ coordinator, together with the Treasurer or a GMAC member, will exchange the receipts from the buying float with cash takings from the BBQ, to replenish the float back to the original allocation. At any time, the bag or container holding the float will contain, in combination of receipts and cash, the amount equalling the original float allocation (currently \$200).
5. A BBQ change float (currently \$150). At the end of each night when there is a BBQ,, the BBQ takings will be counted by the BBQ coordinator and the Treasurer or another GMAC member. The float will be held by the BBQ coordinator, and the takings will be given to the Treasurer for recording, reconciliation and banking. The amount taken (excluding the original float) will be recorded in the BBQ record book and initialled by the two people who counted the money. If the BBQ Buying float has already been replenished from BBQ takings, this will be noted in the BBQ record book, as well as the dollar amount of receipts exchanged for cash to replenish the BBQ buying float.

At the end of the season, or earlier (in the case of uniforms) if no longer required, the floats will be. After the initial few weeks of the season, where there will only be a few uniform sales and registrations, one float can be used for both uniform sales and Registrations, as long as receipts clearly state what the money taken is for.

## **6. Registration Procedures**

### **6.1 Registrations**

- a) NO registration numbers or age patches are to be issued without the payment of the appropriate fees
- b) No results will be posted for an athlete who has not paid.
- c) Subject to insurance provisions at the time, no athlete will take the field after week 3 if they have not paid.
- d) GMAC Registration fees will be set once ACTLAA have set the Association Fee for the upcoming season. GMAC will add an agreed amount to this as a Club Fee. The ACTLAA fee will reduce by 50 per cent after Christmas, with a corresponding reduction in GMAC fees

- e) With the introduction of on-line registration, it will henceforth be rare for athletes to register by form, and all athletes will be encouraged to register on line, whether from home, or at a registration muster, where lap tops and help can be provided.
- f) Where registrations are taken by form at Hudson Park, the Registrar will as soon as is conveniently possible register that person on line.
- g) Athletes will have the choice of paying on line, or by cash or cheque in person.
- h) A sheet will be prepared at the beginning of the season, with all registration numbers provided to the club listed on the sheet, and room to write the name of the athlete adjacent to the number.
- i) For those athletes who register and pay on line 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 (which will immediately be recorded on the abovementioned sheet) 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, and an easily identifiable sign they have paid (e.g. a green sticker). The registration number "sheet" will also be marked as paid, possibly with the name highlighted in a specific colour. When the athlete arrives, their pack will be given to them.
- j) The registrar will then record the registration number on the data base (currently IMG).
- k) For those athletes who choose not to pay on line, if it is thought likely they will continue the registration process and pay by cash, a number and age patch can be allocated, recorded on the "number sheet" and the number and age patch placed in the "pack" with appropriate notation to ensure registration volunteers are immediately alerted to the fact the registration has not been paid (e.g. by way of a large red sticker).
- l) No age patch, book, or registration number will be handed over to an athlete until full payment has been received.
- m) Once payment has been made, a signed, numbered, receipt clearly marked Registration –with the athlete's name - will be given to the athlete, which will provide proof of payment. Their "pack:" can then be handed to them.
- n) If registration volunteers are not reasonably certain the registration process will be completed, they should only allocate a registration number and age patch at the time payment is made, at which time they will provide a signed, numbered receipt clearly marked "registration" and with the athletes name - to the athlete, along with a now completed "pack". The registration number will be entered upon the "number sheet" and marked in the appropriate way to now show the person has paid.
- o) As soon as is practicable, the Registrar should update the database (currently IMG) with the registration number allocated to the athlete, and also update the database so payment for the season is shown.
- p) Cash and cheques should be provided to the Treasurer at the end of each Registration day/event. The amount of money taken should equal the total of receipts for the day/event.

The Treasurer will then ensure these monies are banked, and entered into the cash book in the manual registration column.

- q) The Registrar will provide to the Treasurer a report displaying all manual receipts for Registration for the month, and all on line payments for the month, as well as a report detailing all direct deposits into the bank account for the month. Currently, IMG takes a 6% fee from all registrations paid online.
- r) The registrar will provide to the Club Statistician , preferably through electronic means (e.g. excel spreadsheet) all details necessary for the Club Statistician to enter athlete's details into the Club's meeting recording database (currently Meet manager). The registrar will also provide to the Club Statistician, preferably through electronic means, details required by the Club Statistician to maintain the spreadsheet or data base for the Personal Best and Records details for allocation of points. The date of registration and payment shall be clearly marked, so the Club Statistician is able to allocate 4 bonus points for those athletes who have registered and paid by a pre determined date and are eligible for the 4 bonus points.
- s) The definition of registered for the purpose of being entered into Meet manager, or whichever system is being used at the time, is having either filled in a form, or have been registered on line and PAID FULL FEES. No athlete will be made "live" on Meet Manager, or whichever system is being used, without having payed the appropriate registration fee.

## **6.2 Seniors Registration**

The Registrar shall update fees on the data base in use (currently IMG) to ensure under 20 and open athletes choosing to register as GMAC athletes pay an Administration fee to GMAC (currently \$15).

## **7. Treasurers role and Responsibilities;**

The roles of the Treasurer are:

- a) To oversee and record all moneys spent and received by the Uniform and BBQ Coordinator .
- b) To ensure all expenditure is supported by adequate documentation.
- c) To ensure the timely payment of all invoices.
- d) To ensure all possible revenue streams (e.g. school carnival equipment hire) invoices are raised and followed up.
- e) To ensure all income is recorded and banked in a timely manner.
- f) To ensure electronic Registrations and electronic payments are reconciled.
- g) To prepare a budget, to be presented to and approved by the Committee at the beginning of each financial year.
- h) To track expenditure and income against the budget, and adjust either the budget or expenditure accordingly.
- i) To analyse the expenditure, income, and pricing structure of BBQ, Registrations, and Uniform, and make recommendations to the Committee on pricing structures if necessary.

- j) To provide detailed financial information to Committee Meetings.
- k) To maintain records in an open and transparent manner.
- l) Will submit an annual financial report to the Department of Fair Trading.

## **8. Relationship between Registrar and Club Statistician.**

The definition of registered athlete, for the purpose of entering athletes onto the data bank for athlete management, will be either a form submitted, or an entry made on IMG or whichever system is in use at the time, AND PAYMENT MADE.

- a) The Registrar, after registering athletes on whichever system is in use at the time, shall, in a timely fashion, supply the Club Statistician with all data necessary for that person to enter athletes details on whichever system is being used. Currently registrations are being recorded on IMG, so the Registrar will provide the Club Statistician with IMG data downloaded, preferably in an electronic manner such as excel spreadsheet, so the Club Statistician can then use that data to enter required data onto whatever system is in use at the time
- b) As new registrations come in, they shall be provided to the Club Statistician.
- c) The registrar shall provide to the Club Statistician information required for the Club Statistician to allocate bonus points for registration prior to the start of the season. No athlete shall be granted bonus points if they had not registered and paid by the correct date.
- d) No athlete will be “live” until they have been paid in full the registration fee.
- e) After the initial registration period, the Registrar and Club Statistician will reconcile their records, to ensure they have the same number of registered athletes who have paid. This will also be reconciled with the Treasurer’s records of payments.
- f) The Registrar and Club Statistician should reconcile their respective lists of registered athletes before each ACTLAA registration return. Discrepancies should be rectified or documented and explained.
- g) The Registrar shall provide to ACTLAA, and Athletics ACT any information required regarding registrations, and the Treasurer shall pay any fees to these organisations, including registration fees and Affiliation fees, in a timely manner

## **9. Uniforms Procedures**

### **9.1. General**

- a) Count float and record float amount in cash book.
- b) A receipt MUST be issued for all sales and orders. A separate receipt book for orders is provided. Record on the receipt the item sold, size and amount paid.
- c) A calculator is provided for sales and change.

### **9.2 Uniform Orders**

All Uniform Orders will be issued with a receipt with

- i. The name of athlete
- ii. Size and type of uniform supplies.
- iii. Amount and Date.
- iv. Must be signed by the issuer.

### **9.3 At The End Of The Day:**

- a) Count all money and cheques and record details in cash book. Don't forget to take out the float!
- b) Money taken for the day should match the receipts total (less the float). If figures do not match, let the Treasurer know immediately.
- c) Uniform Coordinator and Treasurer or nominated person must sign cash book. Treasurer or nominated person is to receive the money and the completed and signed book.
- d) Fill in the Uniforms Stock Sheet Transfer the items sold from the receipt book and the order book to the Uniform Stock Sheet and tally all columns.
- e) PLEASE SEE THE TREASURER OR PRESIDENT IF THERE ARE ANY PROBLEMS.

### **9.4 Record Keeping and Reporting by the Uniform Coordinator**

As a minimum, the Uniform Coordinator should keep the following records for the year:

- i. **Uniform Cash Book** for each day that uniforms are sold;
- ii. **Uniform Stock Sheet**; and
- iii. **Uniform Coordinator's Report** for each GMAC Committee Meeting. The report would support the information provided in the Treasurer's Report

## **10. Assistance to Athletes**

- a) GMAC will provide financial assistance to athletes who are selected in the ACT team for the ALA Championships (U13 and u 15). The assistance provided will be subject to available funds,(at present \$1000 is committed from the RSL Sponsorship for athlete representation, and this is not guaranteed funding)
- b) GMAC will not provide financial assistance to athletes attending school based carnivals. Or other Athletics Australia or ACT Athletics events.

## **11. Assistance for coaching/first aid fees**

- a) Before coaching or First Aid courses are undertaken, approval of Financial Assistance must FIRST be approved by the committee.
- b) GMAC will provide reimbursement of fees associated with coaching and/or first aid courses
  - i. on an individual basis
  - ii. proof of qualifications is provided ,and

- iii. the recipient gives undertaking of a two-year commitment with GMAC.
- c) GMAC Secretary is to keep a record of all qualified coaches, first aid officers and officials.

## 12. Privacy

- a) Any personal details provided to GMAC will only be used for official GMAC and ACTLAA purposes.
- b) Completed GMAC registration forms will be kept in secure storage for 13 years, after which the forms will be shredded or burnt.
- c) Completed Child Protection forms will be handled in accordance with the appropriate NSW Working With Children legislation.
- d) Emails sent to the wider membership of GMAC (eg parents) should be sent using the 'blind carbon copy' (BCC) email addressing option.
- e) Age group photos to only include those athletes where parents have marked registration forms to indicate that the athlete's photos can be used.
- f) Athlete photos are only to be used for the GMAC Newsletter, GMAC Website or Goulburn Post News Articles where parents have given permission for on the registration form.

## 13. Publicity

- a) All publicity intended about the club must first be sighted and approved by the President or Vice President of GMAC.
- b) 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.

## 14. CODES OF BEHAVIOUR/ETHICS

Little Athletics is about family, fun and fitness. For the enjoyment of all concerned never lose sight of what Little Athletics is all about.

### 14.1 Code of Behaviour/Ethics for Athletes

- **Compete for the "fun of it"**. Be a good sport and a keen yet friendly competitor.
- **Play by the rules**. The rules of competition ensure a safe and equal footing for all competitors.
- **Never argue with the volunteers running events**. Be respectful and obedient to all volunteers. Without them we would not have a competition. To hear "thank you" means a lot to our helpers.
- **Be a good sport**. Cheer other athletes when they perform and try to shake hands with your fellow competitors at the end of an event.
- **Never put down another person**. Do not ridicule others either in their performance or personal appearance.
- **Never threaten or use violence against another person**. Verbal abuse/provocation of athletes, volunteers or spectators is not acceptable.

- **Listen for your events to be called.** Be quick to your marshalling area. This makes it a lot easier for volunteers to get your events underway as quickly as possible.
- **Wear your club colours with pride.** When you wear your uniform you represent Goulburn Mulwaree Athletics and the association. Be proud of who you are.

If an athlete breaks the code the following will apply:

#### ***First Occurrence***

Any committee member may issue a warning to an athlete who has broken the code of conduct/behaviour and the athlete may be sent away from the event. This warning must be noted, and the athlete's parents advised. Should the incident be particularly serious, that athlete may be directed to take no further part in activities for that day.

#### ***Second Occurrence***

Should an athlete break the code again within one month of the first warning, the athlete will be given a second warning. Any member of the committee may give this warning. The 2<sup>nd</sup> warning must be noted and the athlete's parents advised. The athlete will be directed to take no further part in activities for that day. The committee may decide that probationary conditions should be applied. Parents will be asked to attend all events with the athlete until the athlete's behaviour is acceptable.

#### ***Third Occurrence***

Should an athlete break the code while under a second warning, probation or for repeated incidents outside the timeframe above, the athlete will be directed to take no further part in activities for that day. This 3<sup>rd</sup> warning must be noted and the parents advised. In addition, the committee may decide that suspension (for a number of weeks) or expulsion for the season is required. The athlete's parents will be invited to speak with the President before a decision is made. The President in consultation with the committee will issue any suspension or expulsion. Should an incident be of a particularly serious or nasty nature the committee reserves the right to suspend or expel the athlete from the first occurrence after consultation with the parents.

### **14.2 Code of Behaviour/Ethics for Parents and Spectators<sup>7</sup>**

- **REMEMBER** children participate in sport for their enjoyment not yours.
- **ENCOURAGE** children to participate, do not force them.
- **FOCUS** on the child's efforts and performance rather than winning or losing.
- **INFLUENCE** children to always play by the rules and to settle disagreements without resorting to hostility, violence or abuse.
- **NEVER** ridicule or yell abuse at a child for making a mistake or losing at competition.
- **NEVER** threaten or use violence against another person. Verbal abuse/provocation of athletes, volunteers or spectators is not acceptable.
- **RESPECT** official's decisions and teach children to do likewise.

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<sup>7</sup> 13.2 Code of Behaviour/Ethics for Parents and Spectators adopted by GMAC Committee in 2012/13 season. [Numbering changed to 14.2 in 2017](#)



- **SHOW** appreciation to and join in as a volunteer. Without them your child would not be able to compete.
- **RESPECT** the rights dignity and worth of everyone regardless of their gender, ability and cultural or religious background.
- **APPLAUD** the performance and efforts of all athletes.

If an individual breaks the code the following will apply:

#### ***First Occurrence***

Any committee member may issue a warning to an individual who has broken the code of conduct/behaviour and the individual may be asked to remove themselves from an event/area. This warning must be noted. Should the incident be particularly serious, the individual may be directed to take no further part in activities for that day.

#### ***Second Occurrence***

Should an individual break the code again within one month of the first warning, the individual will be given a second warning. Any member of the committee may give this warning. The 2nd warning must be noted. The individual will be directed to take no further part in activities for that day. The committee may decide that probationary conditions should be applied.

#### ***Third Occurrence***

Should an individual break the code while under a second warning, probation or for repeated incidents outside the timeframe above, the individual will be given a third warning and directed to take no further part in activities for that day. This 3rd warning must be noted. In addition, the committee may decide that suspension (for a number of weeks) or expulsion for the season is required. The individual will be invited to speak with the President before a decision is made. The President in consultation with the committee will issue any suspension or expulsion.

**Should an incident be of a particularly serious or nasty nature the committee reserves the right to suspend or expel the individual from the first occurrence.**

### **14.3 Code of Ethics for Coaches<sup>8</sup>**

The 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:

- 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.
- 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

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<sup>8</sup> 13.3. Australian Track and Field Coaches Association Code of Ethics for Coaches. Adopted by GMAC Committee in 2012/13 season. [Numbering changed to 14.3 in 2017](#)

into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less developed athletes.

- 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.
- 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.
- 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.
- 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.
- 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.
- Coaches should never solicit, either overtly or covertly, athletes who are receiving coaching to join their squad.
- 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.
- 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.
- 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.
- 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.
- Coaches should never smoke while coaching, nor consume alcohol beverages so soon before coaching that it affects their competence or that the smell of alcohol is on their breath.
- 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 one season.

## **Unsupervised Children Policy<sup>9</sup>**

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<sup>9</sup> GMAS AGM April 2016