



Hamilton Little Athletics Centre 2024-25 Season Handbook

Affiliated with Little Athletics Victoria Inc.



Hamilton Little Athletics

Mitchell Park, Mt Napier Road, Hamilton, VIC

hamilton@lavic.com.au

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Thank you to our sponsors

Hamilton Little Athletics would not have been possible without the support from the following incredible sponsors.



HAMILTON LITTLE ATHLETICS FOUNDING SPONSORS



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We also wish to thank:

Coles who provided us with \$5,000 as part of the Coles Little Athletics Community Fund. This funding helped with the purchase of a new high jump mat,

and

The Dunkeld Community Bank, who provided us with \$2,000 which contributed to the purchase of equipment.

Our values and culture

Building on the incredibly fun and inclusive culture that was generated by the Hamilton Running Club, Hamilton Little Athletics welcomes everyone to join our Centre.

The reestablishment of Hamilton Little Athletics in 2023 gained so much community support and enthusiasm from community members and businesses alike. There was so much good will and support to get this up and running again and we would like to thank everyone who has participated in making this a reality.

We will endeavour to make Hamilton Little Athletics a community asset which not only helps our young people to have fun and reach their personal best, but also provides a welcoming space and environment for families.

We promote the following values:

- Inclusiveness
- Fostering personal achievements
- Health and fitness
- Positive attitudes
- Safety and wellbeing
- Community

The Hamilton Running Club and Hamilton Little Athletics

The Hamilton Running Club has been operating in the Hamilton community since 2018 and has offered a range of running experiences for all runners. This has included the kids' running sessions that have been hugely successful.

Based on this success, Little Athletics is now included in the program of activities being offered by the Hamilton Running Club. And there has been massive support from the Hamilton community to achieve this!

The Little Athletics program is offered to children between 5 and 17 years of age. Athletes participate in a suite of track and field events, with the emphasis being on achieving personal bests.

It will run on Sundays from 9.00am – 10.30am at Mitchell Park on Mt Napier Road in Hamilton. The 2024-25 season will commence on Sunday 20 October 2024 and will conclude on 16 March 2025.

Meet the Committee

The Hamilton Running Club is comprised of two committee structures. One to manage the operation of the Hamilton Running Club and one to manage the operation of Little Athletics. The two committee structures work collaboratively to provide a supportive and inclusive running and athletics culture in Hamilton.

The Committee Structure

President, Hamilton Running Club Inc.
David Hilsdon

Vice President, Hamilton Running Club Inc. Narelle Frichot	Vice President, Hamilton Little Athletics Sarah Longcor
Secretary, Hamilton Running Club Inc. Claire Hilsdon	Secretary, Hamilton Little Athletics Vivien Stephens
Treasurer, Hamilton Running Club Inc. Andrea Hayes	Treasurer, Hamilton Little Athletics Jason Thomas

General Committee Members – Mark James, Sarah Fry, Jason Thomas

Other positions that help run Little Athletics

Little Athletics cannot operate without the active involvement of parents, guardians and carers. The success of our new Little Athletics centre is built on the contributions from everyone and will ensure that our kids get the best experience that they possibly can.

There are many ways you can get involved, from a position on the Little Athletics committee to volunteering to help each week. You don't need any special skills or experience to lend a hand.

The priority is to make sure our kids get the best experience that they can.

If you are interested in helping in any capacity, please speak to one of our committee members. Any help is appreciated and will be rewarding for you.

Role	Purpose
Registrar	Manages all aspects of competitive member registrations of the Centre. Includes being familiar with registration system and communicating with parents on the registration process.
Child Safety Officers	The first point of contact for members who have concerns about a child or young person within the Centre and they may provide advice and support to assist the member with making a report.
Media and communications	Sources and provides the information and stories for the local media such as local newspapers, radio and TV stations. Build the Centre's audience on social media and relay important "operational" information to relevant people within the centre.
Working with Children Check Coordinator	Maintain the LAVic provided register of Working with Children Checks (WWCC) relating to members of the Centre. Also, to be the first point of contact with the Association regarding the Working with Children register.
First Aid Officer	Provide an appropriate level of first aid service to members of the Centre at athletic competitions.
Results Coordinators	Manage a process to capture all results and compile the data to access for future ranking purposes.
Age group coordinators	Responsible for monitoring the members of their assigned Age Group/s and

	encourage parents to assist in managing athletes and to help with conducting the events. Encourage athletes to participate in all events and to improve on their 'Personal Best' (PB's) performances.
Coaching	Assist and develop athletes through the skills obtained as a coach from attending relevant courses. Opportunities to participate in coaching courses will be communicated. Please let us know if you are interested.
Fundraising and sponsorship	Pursue opportunities for funding and sponsorship for the Centre to minimise the need to increase membership fees and increase more programs to members.
Uniform coordinator	This position will help with establishing a centre uniform. Once uniform is established the position will manage the purchase and distribution of the Centre Uniform to Centre athletes. The coordinator is required to ensure the Centre uniform conforms with the uniform specification in the competition rules of the Association and arrange for the purchases to be done through an approved supplier of the Association.
Weekly set-up	Help with setting up of equipment half an hour prior to commencement of events.
Weekly pack-up	Help with the packing up of equipment at the conclusion of events.

As our centre grows, additional roles may be added.

[Planning for future success](#)

To ensure the success of our Centre for the future, we will be recruiting for Executive and general roles. With a plan in place, we can ensure new recruits are trained and learn the ropes before they step into roles. This way people know what they are doing ahead of time, and it makes transition into the roles easier.

If you are interested in taking on a role, please let us know.

[Parent/carer involvement](#)

Little Athletics is intended as a family activity. The involvement of parents and carers each week is vital for a successful program to run.

As condition of registration, you have agreed to be present with your child for the duration of the program and will assist with the running of events where required. Children cannot be left on their own without a parent or carer present.

Age groups

Age groups for the **2024-25** season are based on how old the athlete is as of the 31st December 2024.

Important: Athletes turning 5 after Jan 1 (2020) must wait until they have had their birthday before registering (these new Under 6 athletes will repeat U6 in the next calendar season – 25/26).

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
February	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
March	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
April	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
May	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
June	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
July	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
August	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
September	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
October	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
November	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
December	U17	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	

Rules and regulations

Little Athletics Competitions in Victoria are conducted in accordance with the Competition Rules of Little Athletics Australia (LAA). LAA uses the World Athletics (WA) rules, as the basis, and makes modifications to the rules to suit the ages, nature and abilities of athletes participating in Little Athletics.

The Little Athletics Victoria Centre Officiating Booklet outlines the basic processes and rules of the various events provided at the Centre at their weekly competitions.

The Centre Officiating Booklet for 2024-25 is found on the Little Athletics Victoria website

The booklet is aimed at parents and volunteers who have shown an interest in assisting Centre's to run their weekly Little Athletics Competitions.

The booklet is designed to accomplish three aims:

Firstly, to introduce parents & volunteers to the rules and events offered at Little Athletics.

Secondly, to provide a basic toolkit of knowledge to conduct activities at a Little Athletics Centre.

Thirdly, and more importantly, it aims to provide an indication of the spirit in which the rules should be applied and how the activities are delivered at Centre level competitions.

Centre level standard events 2024-2025

The following table details each of the events that may be offered at the Centre level and the age groups to which each applies.

This is a full selection of events a Centre may run. Events may be modified less than these specifications. Centre's cannot exceed the distances, heights, and weight specifications for each age group.

TRACK & FIELD

EVENT	ON TRACK			AGE GROUP								
	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
70m	X	X	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X	X	X
200m		X	X	X	X	X	X	X	X	X	X	X
400m				X	X	X	X	X	X	X	X	X
Unlabeled: up to and including group start	300m	500m	700m									
800m				X	X	X	X	X	X	X	X	X
1500m						X	X	X	X	X	X	X
Sprint Hurdles (Boys)	60m	60m	60m	60m	60m	80m	80m	80m	90m	100m	100m	110m
Sprint Hurdles (Girls)	60m	60m	60m	60m	60m	80m	80m	80m	80m	90m	90m	100m
Long Hurdles									200m	200m	300m	300m
Race Walk			700m	700m	1100m	1100m	1500m	1500m	1500m	1500m	1500m	1500m
High Jump (Scissor)			X	X	X							
High Jump						X	X	X	X	X	X	X
Long Jump (mat)	X	X	X	X	X							
Long Jump (board)						X	X	X	X	X	X	X
Triple Jump						X	X	X	X	X	X	X
Discus (Boys)	350g	350g	500g	500g	500g	500g	750g	750g	1kg	1kg	1kg	1.5kg
Discus (Girls)	350g	350g	500g	500g	500g	500g	750g	750g	1kg	1kg	1kg	1kg
Javelin (Boys)	Vortex	Vortex	Vortex or Turbo Jav			400g	400g	400g	600g	700g	700g	700g
Javelin (Girls)	Vortex	Vortex	Vortex or Turbo Jav			400g	400g	400g	400g	500g	500g	500g
Shot Put (Boys)	1kg	1kg	1.5kg	2kg	2kg	2kg	2kg	3kg	3kg	4kg	4kg	5kg
Shot Put (Girls)	1kg	1kg	1.5kg	2kg	2kg	2kg	2kg	3kg	3kg	3kg	3kg	3kg

RELAYS

EVENT	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
Shuttle Relay	X	X	X	X	X	X	X	X	X	X	X	X
4x100m	X	X	X	X	X	X	X	X	X	X	X	X
Mixed Sex 4x100m	X	X	X	X	X	X	X	X	X	X	X	X
4x200m		X	X	X	X	X	X	X	X	X	X	X
Mixed Sex 4x200m		X	X	X	X	X	X	X	X	X	X	X
Swedish Medley 100m,300m,200m,400m				X	X	X	X	X	X	X	X	X

XC

EVENT	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
Cross-Country Season	500m	1km	1km	1.5km	1.5km	2km	2km	3km	3km	4km*	4km*	4/5km*
EVENT	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
Multi-Class Cross-Country	500m	1km	1km	1.5km	1.5km	2km	2km	3km#	3km#	3km#	3km#	3km#

Hurdle heights and distances

Age Group	Maximum Distance	Maximum Flights	Maximum Height of Hurdles	Distance to 1st Hurdle	Distance between Hurdles	Distance to Finish
U6	60m	*6	*20cm	N/A	N/A	N/A
U7	60m	*6	*30cm	N/A	N/A	N/A
U8	60m	*6	*45cm	N/A	N/A	N/A
U9	60m	6	45cm	12m	7m	13m
U10	60m	6	60cm	12m	7m	13m
U11	80m	9	60cm	12m	7m	12m
U12	80m	9	68cm	12m	7m	12m
U13	80m	9	76cm	12m	7m	12m
U14 Girls	80m	9	76cm	12m	7m	12m
U14 Boys	90m	9	76cm	13m	8m	13m
U15 Girls	90m	9	76cm	13m	8m	13m
U15 Boys	100m	10	76cm	13m	8.5m	10.5m
U16 Girls	90m	9	76cm	13m	8m	13m
U16 Boys	100m	10	76cm	13m	8.5m	10.5m
U17 Girls	100m	10	76cm	13m	8.5m	10.5m
U17 Boys	110m	10	76cm	13.72m	9.14m	14.02m

***Mini hurdles are required for U6, U7 and U8 age groups, as the height and spacing is not the same as standard hurdles. It is recommended to use either 2 or 3 flights at either 20mts or 15mts spacings.**

Weekly programs and scheduling

A schedule of weekly programs will be provided at the beginning of every session.

Western Country Region and State events

There are opportunities for registered athletes to compete at Regional and State level events. Further information about these opportunities will be distributed.

Recording your results

All results are recorded online and can be accessed from Results HQ (<http://resultshq.com.au>). You will be provided with login details for Results HQ when you register with Little Athletics Victoria.

At HLAC we are about providing a fun, safe and inclusive environment for athletes to learn new skills and enjoy their athletics. At the end of the season, we will celebrate individuals who have shown persistence, fairness, improvement and success.

Awards

HLAC Centre Sportsperson of the Year Award:

The HLAC Coaches will decide on a male and female HLAC Centre Sportsperson of the Year Award for the athlete/s who shows integrity, encouragement of others, upholds the culture of the Centre and has shown determination in a range of areas during the season. This award will be for the entire Centre, not for individual age groups.

Notifications and cancellation procedure

Little Athletics may unfortunately be cancelled from time to time, for example due to ground conditions, wet weather or excessive heat. If conditions are doubtful, updates will be posted on Facebook, as early as possible. If in doubt, feel free to get in touch.



Uniforms

To compete at Regional and State events a Hamilton Little Athletics uniform must be worn, which also displays the Coles and Commonwealth Bank patches.

Speak to the Hamilton Little Athletics Committee, if you are interested in purchasing a uniform.

Little Athletics Victoria Codes of Conduct

Purpose: To ensure that all athletes, spectators, officials and volunteers have a very clear understanding of the behaviour that is expected from everyone and to make it clearly understood that breaches of these codes will result in disciplinary action.

COACHES are required to:

- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Support, encourage and involve all players regardless of their talent level
- Never ridicule or yell at players for errors or poor performance
- Always consider the wellbeing and safety of participants before performance and results
- Encourage participants to value their performances and not just results
- Encourage and guide participants to accept responsibility for their own performance and behaviour both on and off the field
- Maintain respectful and appropriate relationships with all participants
- Ensure all activities are appropriate to the age, ability and experience of participants
- Promote the positive aspects of the sport (e.g. fair play)
- Always respect the official's decision and support them to carry out their role
- Display consistently high standards of good sporting behaviour and appearance
- Follow all guidelines laid down by the national governing body and the Centre
- Hold appropriate valid qualifications before commencing to coach
- Never condone rule violations, unfair or unduly rough play or the use of prohibited substances
- Never smoke or drink alcohol whilst in an official capacity
- Never use offensive language or behaviour
- To act as a role model at all times.

PLAYERS are required to:

- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Play by the rules and respect the umpire's decisions

- Display good sporting behaviour at all times
- Never use offensive language or behaviour towards anyone or engage in sledging or bullying of any person
- Co-operate with your coach
- Adhere to Centre policies including smoke-free areas and liquor license requirements
- Never behave in a manner that would damage the reputation of the Centre either on or off the field

VOLUNTEERS and SPECTATORS are required to:

- Act as good role models and ambassadors for the Centre at all times
- Always welcome opposition players, spectators, officials etc. to the Centre
- Never use offensive language or behaviour
- Treat all everyone including the opposition with respect regardless of their gender, ability, cultural background or religion
- Display consistently high standards of good sporting behaviour including respecting the official's decisions
- Adhere to the smoke-free policies of the Centre.
- Not to consume alcohol in any place other than where the Centre's license allows
- Adhere to and support the Centre policies
- Be trustworthy

A Child Safe Centre

Child safety and wellbeing is a priority and Hamilton Little Athletics must be a safe environment for our kids. Hamilton Little Athletics aligns itself to the Little Athletics Victoria Child Safe Policy and the Little Athletics Australia National Child Protection Policy which can be accessed at:

- [LAVic-Child-Safe-Policy-September-2022-v1.0-draft.pdf](#)
- [Little-Athletics-Australia-National-Child-Protection-Policy-Jun-2018.pdf \(lavic.com.au\)](#)

We have two Child Safety Officers. The Child Safe Officer should be the first point of contact for members who have concerns about a child or young person within the Centre and they may provide advice and support to assist the member with making a report.

Issues should be reported to the Centre Executive/Committee for further action.

The Child Safe Officer is essentially an education role to promote awareness at the Centre, and to be a voice for the children/young people where required. The Child Safe Officer may

- Distribute or promote the Child Safe policy and procedures to members.
- Work with the committee to assess risks to child safety within the Centre and develop procedures to minimise this risk.
- Ensure the organisation undertakes correct screening of coaches and volunteers in accordance with the current legislation

The Working with Children Check

The Working with Children Check (WWCC) applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age). The WWCC applicable in Victoria is the mandatory minimum standard for a range of child-related industries.

Appendix 1 sets out the Little Athletics Victoria Working with Children Check Policy Handout. It is important that as a participating family, you read this information and apply for a WWCC if it is required.

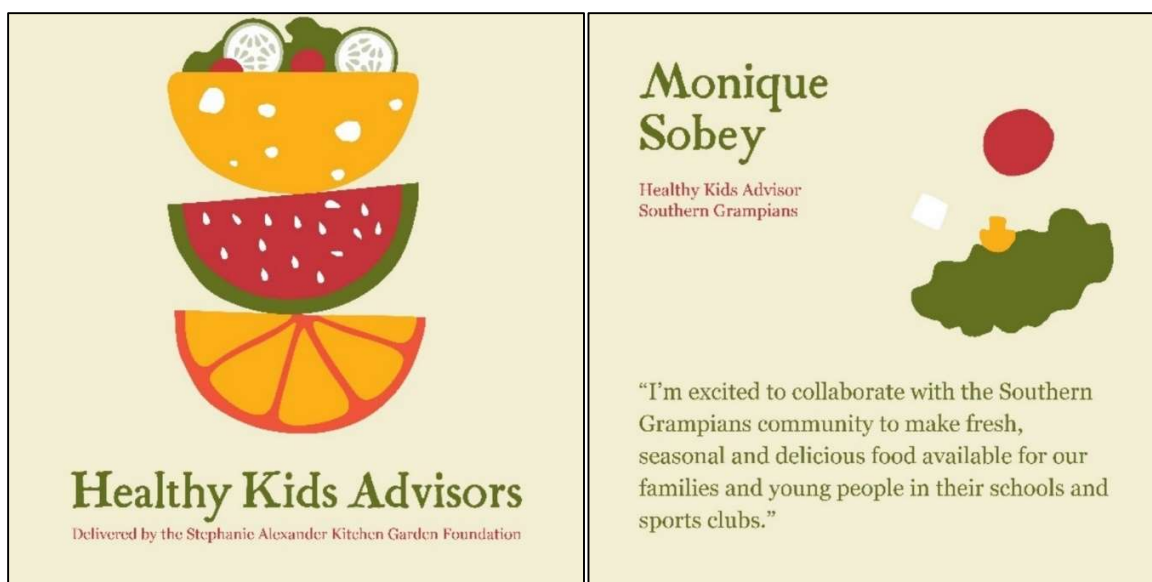
Policies

Healthy Kids Policy

Hamilton Little Athletics has signed up to 'Vic Kids Eat Well' and promotes healthy food and drink options to give children the fuel, nutrition and hydration they need to perform, play, concentrate and be at their best.

At all opportunities, Hamilton Little Athletics will provide healthy food and drink options.

Healthy Kids Advisors and Vic Kids Eat Well



The Stephanie Alexander Kitchen Garden Foundation is delighted to be leading a new initiative on behalf of the Victorian Government.

Healthy Kids Advisors are a dedicated workforce based in 13 communities to provide hands-on support for healthy and delicious food and drink in places where children and families gather, namely, schools, sports clubs, outside school hours care (OSHC) and community/council operated facilities.

The Advisors will leverage the Foundation's pleasurable food education philosophy to support the unique healthy eating goals of each community and guide these organisations through the state-wide Vic Kids Eat Well movement. Vic Kids Eat Well is supported by the Victorian Government and delivered by Cancer Council Victoria's Achievement Program, and Nutrition Australia's Healthy Eating Advisory Service.

Advisors will provide hands-on support to take simple, achievable steps to boost healthy food and drink options and reach their healthy food and drink goals. This may include:

- refreshing the fridge – promoting water and reducing sugary drinks
- switching up the snacks – reducing sweets and switching to healthier snacks
- changing the menu – boosting healthier options.

- putting the ‘fun’ into fundraising and marketing – limiting unhealthy promotions and boosting healthy fundraising.

This initiative aligns with the Foundation’s vision to see children form positive food habits for life. We are excited to see our approach being utilised outside of the school gate to bring benefits to the whole community.

For more information, please contact Monique Sobey - Healthy Kids Advisor – Southern Grampians: monique.sobey@kitchengardenfoundation.org.au

Healthy Kids Advisors is supported by the Victorian Government and the Australian Government.

Little Athletics Victoria Smoke Free Policy

The Centre/Region is aware that smoking endangers health and believes that all Little Athletics venues and functions should be Smoke Free. In an open park the venue is defined as “the area inside an imaginary boundary 50 metres from the outside perimeter of the circular track”.

The following strategies have been adopted to promote a Smoke Free environment:

- Cigarettes, including e-cigarettes, shall not be sold at any venue used by the Centre/Region.
- Executive members, coaches and officials shall not smoke in view of the public or athletes during the lead up to and conduct of Little Athletics events.
- All Centre/Region meetings and functions shall be smoke-free.
- All areas within the Centre/Region will be Smoke Free, including: the clubrooms, canteen, changing room, toilet blocks, spectator areas, and competing areas.
- The Centre/Region will place no smoking signs in prominent positions and remove ashtrays from all no smoking areas.
- The Centre/Region will ensure that smokers have a place outside the venue or out of public view, where they can smoke, and provide them with ashtrays/bins.
- Reference will be made to the Smoke Free policy in Centre/Region publications.
- Regular announcements will be made to ensure that members and visitors are aware of the Centre’s Smoke Free policy. Signs provided by the Association will be placed in the venue.
- All visitors will be required to observe this policy.

Non-compliance with the policy will be handled by an explanation of the Centre’s/Region’s Smoke Free policy to the person, including the identification of areas in which smoking is allowed. In the case of continued non-compliance with the policy, Centre/Region officials will use their direction as to the steps to be taken, which may include asking the person to leave the premises or function

Sun Protection Policy

The following policy is in place to help Hamilton Little Athletics reduce UV exposure and skin cancer risk. It has been adapted from a SunSmart sample policy for sporting groups.

Rationale:

The sun’s ultraviolet (UV) radiation can’t be seen or felt. Whatever the weather, it’s important for people of all skin types to use sun protection whenever UV levels are three or higher.

Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before age 70.

While playing or watching sport, people are exposed to the sun's UV for long periods of time.

Sporting clubs and organisations have a responsibility under health and safety legislation to provide and maintain a safe working environment for staff, volunteers, players and spectators. By minimising UV harms, we aim to fulfil this obligation and duty of care.

Sun protection times:

- To assist with the implementation of this policy, club officials, coaches and participants are encouraged to access the daily local sun protection times via the [SunSmart widget](#) on the club's website, the free [SunSmart app](#), or at sunsmart.com.au.
- The sun protection measures listed are used for all outdoor activities during the **daily local sun protection times**. *(The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.)*
- A combination of sun protection measures are needed during the daily local sun protection times.

Schedules, fixtures and rule modifications (including a cancellation policy):

- Where possible, training, events and competitions are scheduled to minimise exposure to UV and heat.
- Cancellation of training, events or competition occurs when high risk conditions are forecast. Where it is not possible to avoid peak UV and heat periods, the following measures are considered to minimise risks:
 - Warm-up activities are limited in duration and intensity.
 - The duration of the activity is reduced.
 - Activities start earlier in the morning or later in the evening.
 - Rest breaks and opportunities to seek shade and rehydrate are increased.
 - Officials rotate out of the sun more frequently than usual.
 - Player interchange and substitution is used more frequently than usual.
 - Activity is held at an alternative venue (e.g. training at a pool).
 - Officials, coaches and senior members act as role models by wearing sun-protective clothing and hats, applying sunscreen and seeking shade wherever possible.

Sun protection measures:

1. Clothing

- Sun-protective clothing is included as part of uniform.
- Tops/jerseys are made from UPF (UV Protection Factor) 50+ material and have long sleeves and a collar.
- Tops/jerseys are loose-fitting and lightweight.
- Where the competition uniform does not provide adequate sun protection, participants are reminded to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen to all exposed skin and wear covering clothing whilst not on the field.

2. Sunscreen

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is promoted and/or provided to participants.

- Participants are encouraged to apply sunscreen 20 minutes before training or playing and to reapply every two hours or immediately after sweating, swimming or toweling dry.
- Sunscreen is stored below 30°C and replaced once it is past the expiry date.
- Participants are encouraged to apply a generous amount of sunscreen (the equivalent of one teaspoon per limb).
- The first aid kit includes a supply of SPF30 (or higher) broad-spectrum, water-resistant sunscreen.

3. Hats

- Wide-brimmed or bucket hats are encouraged (even if they can't be worn during events).
- Caps and visors do not provide adequate sun protection to the face, ears and neck and are not recommended for extended sun protection but may be used, in combination with sunscreen on parts of skin not covered, as an interim measure for on-field play or training.

4. Shade

- An assessment of existing shade has been conducted at commonly used outdoor venues.
- When not actively playing or between individual events, participants are able to rest in shaded areas.
- Where there is insufficient natural or built shade, temporary shade structures are provided, or participants are notified to bring their own temporary shade (e.g. tents or umbrellas).
- Shade from buildings, trees and other structures is used where possible (e.g. for player interchange, marshalling areas, spectator areas).
- Marshalling, interchange and presentation ceremony areas are protected by shade.
- Participants and officials rotate to cooler, shaded areas.

5. Sunglasses

- Participants are advised to wear sunglasses that meet the Australian standard (AS/NZS 1067:2016).

Education and information

- The times when sun protection is required (as determined by SunSmart's daily local sun protection times) are communicated to participants and spectators.
- Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. For further information visit Risk factors for skin cancer.

Relevant documents and links

- SunSmart: sunsmart.com.au
- SunSmart widget: sunsmart.com.au/resources/uv-widget
- SunSmart app: sunsmart.com.au/resources/sunsmart-app
- VicSport UV Protection: vicsport.com.au/uv-protection
- ARPANSA Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)

- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS 4399:2020, Sun protective clothing - Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)

Appendix A: Little Athletics Victoria Working with Children Check Policy Handout

Context

The Victorian Government through the Department of Justice & Community Safety introduced the “Working with Children Act 2005,” which had distinct implications on the conduct of Little Athletics. Revoked in 2020, the current legislation that applies to Little Athletics in Victoria is “The Worker Screening Act 2020”, in New South Wales the applicable legislation is “The Child Protection (Working with Children) Act 2012.”

The WWCC applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age) and is the mandatory minimum standard for a range of child – related industries.

Legislation in both states is continually revised and updated and now covers all areas of administration, officiating, coaching and overnight supervision at camps and clinics. People working or volunteering in connection with Little Athletics are required to have their WWCC if they fall into a category listed below.

If you are asked to apply for the WWCC through your connection with Little Athletics, then it is considered that your work as an employee or volunteer is vital to the ongoing success of your Region or Centre. We thank you for your ongoing assistance in providing safe environments for our children to grow.

Roles Requiring a WWCC

To ensure that the Association, Regions and Centres meet their compliance obligations, individuals occupying the following roles are required to obtain a WWCC:

- Board of Directors – LAVic; (Victorian employee check required)
- LAVic employees; (Victorian employee check required)
- Members of Committees / Working Parties – LAVic;
- Region Committee members;
- Centre Committee members;
- Club Committee members;
- Volunteers involved in communication activities to athletes via any means, including oral, written, or electronic (emails, social media, video conferencing);
- Child Safety Officers;
- COVID-Safe Officials;
- Coaches & Assistant Coaches;
- Member Protection Information Officers
- Appointed Officials at State and Region level; (not parent helpers whose child is participating on the day);
- Team Managers & Assistant Team Managers;
- Volunteers without children registered at the Centre;
- Overnight Supervisors at camps/clinics/functions;
- Selectors for State Teams / Squads;
- First Aid Personnel;
- Development Officers (DO) working in schools; (Victorian Employee Check Required)

- Presenters of clinics, workshops, seminars;
- Appointed volunteers at official LAVic (not Centre) sanctioned activities;
- Officially appointed photographers at Region & State events.

* Note: Parents who have a child registered at the Centre where they work or volunteer, are exempt from the WWCC, unless they fall under one of the categories listed above.

Volunteers who are registered teachers in Victoria

School teachers currently registered with the Victorian Institute of Teaching (VIT) are exempt from requiring a WWCC (unless they have been issued with a 'Negative Notice' by the Department of Justice & Community Safety or are currently suspended or have had registration revoked by the VIT).

However, a registered teacher who does child-related work, other than teaching in a school or early childhood service, must notify the WWCC Unit of the person or organisation with whom the teacher is engaged by and this includes volunteering at Little Athletics. Victorian teacher information | Working with Children

Volunteers who are members of the Police force

Volunteers that are current sworn members of a State or Federal Police force do not need a WWCC but should provide evidence (badge number) of their membership.

Victorian Application Process

Victorian Volunteers who are not registered teachers or current sworn members of a State or Federal Police Force: If a WWCC application is not lodged, it is an offence to undertake any child-related work, paid or voluntarily in connection with Little Athletics.

The application form is only available online www.workingwithchildren.vic.gov.au a passport photo is supplied free at the Post Office when you confirm your application. However, the entire process can be done online (including photo) provided that the specified ID documents including one with a photo are to hand. Volunteers receive their WWCC FREE, paid employees cost \$123.20, effective July 2022. This fee is adjusted each July by the Department of Justice & Community Safety.

"Little Athletics Victoria" is to be used as the name & address of the organization on the application form. Centre addresses are NOT to be used. Please use the template below when filling out the application form.

"Little Athletics Victoria" – "Centre "and "Centre number"

e.g.: Little Athletics Victoria - Keilor 46 v 1.3 Page 3 of 5

The Address is: Locked Bag 1011, Port Melbourne, Vic, 3207

Phone number: 03 9960 8600

Once you have submitted your application form, please advise your Centre or Region the following information.

- Full name
- Application Receipt number

For volunteers that are registered teachers:

Registered Teachers can advise the WWCC Unit by completion and submission of a 'Teacher Notification Form' online. Required information will include the nominated organisation the teacher is undertaking volunteer work for (in this case, 'Little Athletics Victoria'), the nominated Centre, and nominated email address (use childsafelavic.com.au).

WWCC Card

When you receive your WWCC card, please advise the Centre or Region the following additional information, as well as showing your card.

- WWCC card number (different from application number)
- WWCC expiry date

A WWCC is valid for 5 years (unless revoked). Employees and volunteers must apply for a renewal 28 days prior to the expiry date of the WWCC. The renewal process is now done online through the MyCheck portal, from the link below. If registered for MyCheck, you will receive a renewal email. The details of the renewed WWCC must then be provided to the Centre.

<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

Persons who hold a WWCC must advise the Department of Justice & Community Safety changes of their circumstances: including surname, address, and any additional Organisations that they work or volunteer for.

The following Code numbers relate to activities within Little Athletics.

- Overnight Camps – Code 10
- Sporting Clubs & Associations – Code 42
- Coaching / Private tuition – Code 28
- Educational Institutions – Code 44 & 46 (refer application form)

These codes should be considered when the application form is being submitted.