



**Little  
Athletics**  
Victoria

# **Regions and Regional Advisory Committee**

**of**

## **Little Athletics Association of Victoria Inc**

### **Regulation 4**

Version 2.1

Registration Number: A0003260D

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## **SECTION 1 – REGIONS**

### **1.1 Context**

- (a)** Under Rule 20.3 of the Constitution of the Association, and for the purpose of administering members and conducting competitions, the Association is formed into Regions created by an instrument of the Board.
- (b)** Under Rule 20.2(a), the Board may establish and delegate any of its functions, powers, or duties to any committee as it thinks fit, and may revoke any such delegation, and amend or repeal any decision made by a committee.
- (c)** This Section sets out the structure of Regions of the Association created by the Board, and the purpose, structure, functions, powers, and duties of Region Committees established by the Board.

### **1.2 Structure of the Regions**

- (a)** By written instrument attached to this Regulation (see Appendix 1), the Board has created Regions of the Association, each Region having a geographic area with boundaries as determined by the Board. In the written instrument, the Board has also assigned each Affiliated Centre to a particular Region. After consultation with an Affiliated Centre, the Board may reassign the Centre to a different Region at any time.
- (b)** Currently, the Board has created the following Regions:
  - (i)** Eastern Metropolitan
  - (ii)** Gippsland Country
  - (iii)** Northern Country
  - (iv)** Northern Metropolitan
  - (v)** Southern Metropolitan
  - (vi)** Western Country
  - (vii)** Western Metropolitan

### **1.3 Establishment of the Region Committees**

- (a)** The Board has established a Committee for each Region to administer the functions, powers and duties delegated in writing to the Committee by the Board. The Board will maintain a written Delegation of Authority for each Region Committee and may revoke or amend the Delegations at any time, including at the request of any relevant Committee.

## 1.4 Purpose of the Region Committees

- (a) The purpose of the Region Committees is to organise events within their Region and to administer the functions, powers and duties delegated to each Committee by the Board.

## 1.5 Region Committees

- (a) A Region Committee is comprised of one or two appointees from each Affiliated Centre assigned to the Region. Centres must advise Regions of appointees.
- (b) A Committee may ask the Chief Executive Officer (CEO) of the Association to appoint other individuals to the Committee.
- (c) Committee members must be 18 years of age or older.
- (d) Each Committee will have an Executive.
- (e) No less than 28 days prior to its Region Annual Reporting Meeting ('RARM'), the Secretary of each Committee will seek nominations in writing for positions on the Executive from the members of the Committee and Affiliated Centres. Nominations for Executive positions will not be taken from the floor during the RARM for those positions for which written nominations have been received previously.
- (f) The CEO will assess the nominations received against stated eligibility criteria and advise the Secretary no later than 3 days prior to the RARM.
  - (i) In the event of a rejected nomination, the nominee will receive an explanation from the CEO in writing, via the Secretary. The CEO's decision is final and no further correspondence will be entered into.
- (g) If any position is not filled by election, the CEO may appoint a person to the position.
- (h) Nominations for unfilled Executive positions can be taken from the floor at the RARM, subject to the approval and appointment by the CEO.
- (i) If there is one approved nomination for a position on the Executive, the nominee is duly elected.
- (j) If there is more than one approved nomination for a position on an Executive, the Affiliated Centres will vote via a ballot process to determine the successful nominee.
- (k) Centres will have a maximum of one vote.
- (l) A member of the Executive that is a registered delegate of an Affiliated Centre may vote.
- (m) The outcome will be determined by a simple majority of total votes cast.
- (n) Committee members must register their attendance in writing with the Secretary no later than three days prior to the RARM.
- (o) Observers may attend the RARM but are not permitted to speak, ask questions, or participate in any way unless requested by the Chair. They must pre-register and notify the Secretary no later than 3 days prior to the RARM.
- (p) Centres requesting the attendance of a delegate other than its committee member(s), may do so in writing to the Secretary, no less than one day prior to the RARM.
- (q) A quorum is achieved at the RARM when more than half of the Affiliated Centres have a delegate present.

## 1.6 Functions of the Region Committees

- (a) The functions of a Region Committee are to:
- (i) Organise athletic competition events, including those Region Carnivals scheduled by the Association;
  - (ii) Organise education and training events within the Region in consultation with the Association;
  - (iii) Identify and encourage individuals deemed suitable for Region & State level officiating duties.
  - (iv) Provide advice on the options open to complainants in accordance with the LAVic Member Protection Policy.
  - (v) Formally recognise significant voluntary contributions by encouraging service award nominations.
  - (vi) Promote Little Athletics within the Region; and
  - (vii) Assist Affiliated Centres within the Region needing support.
  - (viii) Bring strategic issues relevant to the Region (or Centres within) to the attention of the Board.

## 1.7 Duties of Region Committees

- (a) Each Region Committee is required to:
- (i) Operate according to the terms of the written Delegation of Authority issued to it by the Board, and to the terms of the Constitution, Regulations and Rules of the Association;
  - (ii) Have an Executive (President, Treasurer, Competition Manager, Secretary, and optional Vice-President) that is accountable to the Board for the operations of the Committee; and
  - (iii) Conduct the functions outlined in paragraph 1.6(a) above for the benefit of the Association and of its assigned Affiliated Centres.

## 1.8 Powers of Region Committees

- (a) Each Region Committee may:
- (i) Exercise any authority delegated to it by the Board;
  - (ii) Open and operate a bank account in order to pay expenses as incurred on behalf of the Association; and
  - (iii) Form sub-committees for organising activities delegated by the Board.

## 1.9 Annual Financial Statements

- (a) As Committees established by the Board under the Constitution, the annual financial statement of each Committee will be jointly prepared by the Region Treasurer and the Association, consistently with the terms of Regulation 9, to enable the Committee's financial position and performance to be consolidated into the annual financial statements of the Association. Between four and six weeks after the end of the Association's Financial Year, the Region Treasurers will present their financial statements to their Committees and relevant Affiliated Centres at the Committees' Region Annual Reporting Meeting (RARM).

## 1.10 The Executive

- (a) From the members of each Region Committee, a President, a Treasurer, a Competition Manager, a Secretary, and any optional Vice-President will be elected to form the Executive. If any position is not filled by election, the CEO may appoint a person to the position. A term in any position will be for a period of two years. To ensure rotational terms and support continuity of the Executive, two members will be elected in odd-numbered years, and the balance will be elected in even-numbered years.
- (b) The names and contact details of all persons elected or appointed to Executive roles on a Committee will be notified to the Centres assigned to the Region and to the CEO within fourteen days of the election or appointment.
- (c) The President of each Region Committee will:
- (i) Chair the meetings of the Committee;
  - (ii) Represent the Committee at meetings of the Regional Advisory Committee (RAC); and
  - (iii) Arrange for a replacement to attend meetings in their absence.
- (d) A Vice-President on a Committee will assist the President in their duties.
- (e) The Treasurer of each Region Committee will:
- (i). Receive all monies and pay all Committee-approved accounts;
  - (ii). In conjunction with the Association, record the Committee's financial transactions and present a financial statement at each Committee meeting; and
  - (iii). Submit the annual financial statement of the Committee to the Board as required by Regulation 9.
- (f) The Secretary of each Region Committee will:
- (i) Keep a record of the appointees for each Affiliated Centre within the Region.
  - (ii) Prepare the agenda for each Committee meeting in consultation with the President, and forward a copy to each Centre in the Region;

(iii) Prepare and circulate minutes of a meeting to Centres and the CEO as soon as possible after the meeting; and

(iv) Maintain records of Committee decisions and correspondence.

(g) The Competition Manager of each Region Committee will:

(i) Plan, co-ordinate, oversee and carry out the delivery of Region competition events;

(ii) Report to the Committee on progress with the organisation of competition events; and

(iii) Conduct a review of each competition event and report to the Committee after the event;

### **1.11 Other Region Committee Roles**

(a) Other Region Committee roles will be outlined in the written Delegation of Authority issued by the Board to each Committee. The roles to be filled will be determined by each Region Executive.

(b) Elections for other Region Committee roles will be held each year at a Committee's Region Annual Reporting Meeting (RARM). Any positions not filled at that meeting, or that may become vacant during the year, may be filled at any Committee meeting.

(c) The names and contact details of all persons elected or appointed to other Committee roles will be notified to the Centres assigned to the Region and to the CEO of the Association within 14 days of the election or appointment.

### **1.12 Region Committee Meetings**

(a) Each Region Committee must meet at least four times each year (including the RARM) but may meet as frequently as agreed by each Region Executive. The Executive may meet as required.

(b) Region Committees must advise the CEO of its meeting dates to coordinate the attendance of the Board representatives, in accordance with 1.14 (b).

(c) Each Region Committee will hold a RARM between four and six weeks after the end of the Association's Financial Year.

(d) Any sub-committees formed by a Region Committee will meet as required by the Committee.

(e) Minutes of Executive, Region Committee and sub-committee meetings will be made available at the next Committee meeting. The Executive will report to each meeting on the activities of the Committee since the last meeting.

### **1.13 Region Committee Reporting Requirements**

(a) Each Region Committee, through its:

(i) President or delegate, will report to the Board at RAC meetings;

- (ii) Treasurer, in conjunction with the Association, will submit the annual financial statements of the Committee to the Board as required by Regulation 9;
  - (iii) Secretary, will send copies of Committee and Executive minutes to the Secretary of each assigned Affiliated Centre and to the CEO of the Association;
  - (iv) Affiliated Centre appointees will report to their assigned Centres at the next Centre meeting following the Committee meeting.
- (b) The Secretary of each Committee will also provide information to the CEO of the Association as requested.

## **1.14 Board Responsibilities**

- (a) The Board will ensure that each Region Committee is provided with the:
- (i) Financial resources and other necessary support to carry out the duties delegated to it by the Board;
  - (ii) Necessary equipment to conduct competition, training and education events; and
  - (iii) Opportunity to raise matters of importance to the Committee at RAC meetings, or to make other significant contributions to the Association.
- (b) Under rule 20.2(e), the Board will also appoint the CEO, a delegate of the CEO, or a Director of the Association as an ex-officio member of each Region Committee. The CEO, delegate or Director must attend at least two meetings (including the RARM) of a Region Committee each year, and acts as a representative of the Board in Committee meetings.



## SECTION 2 – REGIONAL ADVISORY COMMITTEE

### 2.1 Context

- (a) Rule 20.4 of the Constitution of the Association establishes the RAC as a Committee of the Board, operating according to the terms of rule 20.2 and of the Regulations.
- (b) This Section sets out the structure of the RAC, a consistent schedule for a minimum of four RAC meetings each year, and the purpose of each meeting.

### 2.2 Purpose of the RAC

- (a) The primary purpose of the RAC is to provide for regular communication between Region Committees, the Board, and the CEO (or a delegate of the CEO) about the conduct of responsibilities delegated to the Committees. The RAC also enables Region Committees to advise the Association on strategic activities.

### 2.3 Structure of the RAC

- (a) The RAC comprises at least three Directors of the Board, the CEO (or a delegate of the CEO), the President of each Region Committee, and another representative of each Region Committee Executive as appropriate.

### 2.4 RAC Meeting Schedule

- (a) **February** – This meeting is intended to discuss Region Committee budget requirements for the upcoming Financial Year, to assist with the preparation of the Association's current year financial statements and the upcoming budget. To be attended by Region Committee Presidents and Treasurers.
- (b) **July** – Before the conduct of the Association's Annual General Meeting (AGM), this meeting will provide Region Committees with the opportunity to advise the Board on its review of the previous year and to have input into the issues that are of strategic importance to the future directions of the Association.
- (c) **October** – This meeting will discuss progress made on the organisation of Region Carnival events and State summer Championships, and any changes to rules and regulations that might affect the conduct of Centre, Region, and State competitions.
- (d) **December** - The focus of this meeting is primarily about discussing final preparations for the conduct of Region events and State summer Championships in the new calendar year.

### 2.5 Conduct of RAC meetings

- (a) A Director of the Board will chair each RAC meeting. The CEO will send out a draft agenda to all attendees at least one week before each meeting and will circulate minutes of each meeting within two weeks. The minutes will include an action list, summarising any actions that were agreed at the meeting.

## **SECTION 3 – REGION SERVICE AWARDS**

### **3.1 Context**

- (a) Regulation 14 provides that the Association may recognise service to the Association by bestowing an individual or an organisation with the honour of a service award. The Regulation sets out the criteria for each award, and the nomination and decision-making process for all Association awards. In particular, the Regulation sets out that the Service Awards Committee of the Association considers nominations and makes recommendations to the Nominations Committee of the Board. The Performance & Nominations Committee makes a determination on each nomination, but the Board can change decisions of that Committee.
- (b) This Section recognises that it is also important to recognise those individuals or organisations whose service to the Association may be primarily associated with the functions and operations of Region Committees.

### **3.2 Purpose**

- (a) The purpose of this Section is to set out the criteria and the nomination and decision-making process for each Region Service Award.

### **3.3 Region Certificate**

- (a) A Region Committee may award a Service Certificate to any individual or organisation with a minimum of four years' exemplary service associated with any of the functions and operations of the Committee.
- (b) The nomination process for this award will be determined by the Executive of each Region Committee after consultation with the CEO, to ensure consistency across the Association. The award will be assessed and decided by each Region Committee.

### **3.4 Region Life Member**

- (a) A Region Committee may bestow the honour of Region Life Member on any individual for outstanding service associated with any of the functions and operations of the Committee. The service must be for a minimum of ten years.
- (b) The nomination process for this award will also be determined by the Executive of each Region Committee after discussions with the CEO. However, nominations may be received from Affiliated Centres assigned to the Region.
- (c) The award will be assessed and decided by each Region Executive after consultation with the CEO. The award will take the form of a badge to be presented at the annual reporting meeting of the relevant Region Committee, or at an appropriate time and venue as agreed with the recipient of the award.
- (d) Region Life Members will be invited to Region functions as guests of the Region Committee.

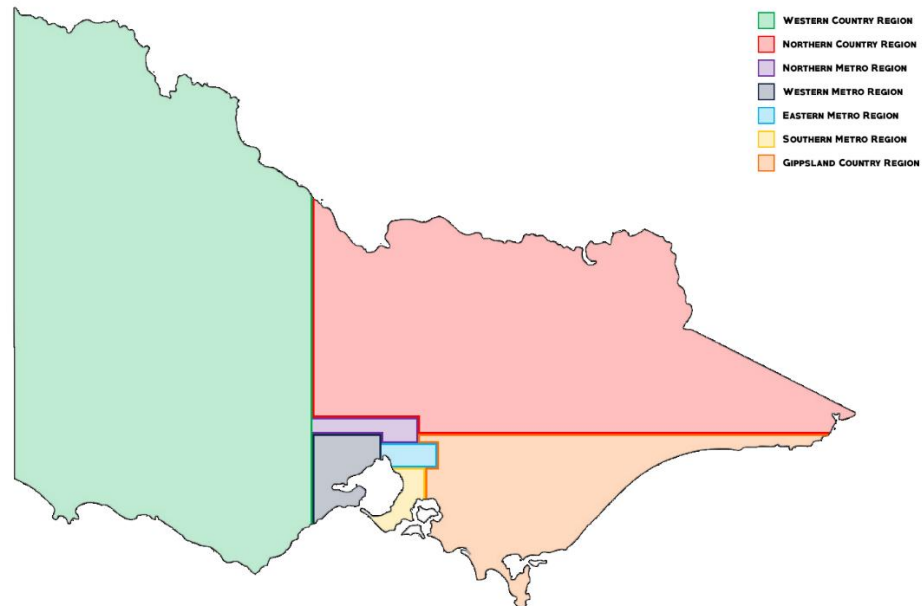
## SECTION 4 - DOCUMENT HISTORY

### 4.1 VERSION CONTROL

<b>Date</b>	<b>Version #</b>	<b>Action Taken / Updates</b>
14.07.20	2.0	Consolidation of previous Regulations 2, 3 & 4. Substantial revision.
August 2022	2.1	Updated Executive voting procedures; revised list of Affiliated Centres; revised Delegation of Authority template.

## APPENDICES

### Appendix 1: The Regions of Little Athletics Victoria



#### **Centres of Eastern Metropolitan Region**

Box Hill	Croydon	Nunawading
Camberwell-Malvern	Doncaster	Ringwood
Cockatoo	Kew	Sherbrooke
Collingwood	Knox	Yarra Ranges

#### **Centres of Gippsland Country Region**

Bairnsdale	Moe	Traralgon
Berwick	Orbost	Warragul
Corner Inlet (in recess)	Pakenham	Wonthaggi
Cranbourne	Sale	
Leongatha	Southern Peninsula	

#### **Centres of the Northern Metropolitan Region**

Coburg	Hume	Preston/ Reservoir
Craigieburn	Keilor	Sunbury
Diamond Valley	Kilmore & District	Whittlesea City
Essendon	Lancefield/Romsey	

#### **Centres of the Northern Country Region**

Albury	Alpine	Barooga
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Benalla  
Bendigo  
Echuca/Moama  
Howlong  
Kyabram  
Kyneton & District  
Lavington/Jindera

Mansfield  
Mt Beauty  
Murrindindi  
Nagambie  
Nathalia  
Rochester  
Rutherglen

Seymour  
Shepparton  
Wangaratta  
Wodonga  
Yarrawonga/Mulwala

**Centres of the Southern Metropolitan Region**

Brighton  
Caulfield  
Chelsea  
Dandenong  
Frankston

Mentone  
Moorabbin  
Mornington  
Oakleigh  
Sandringham

Seaford  
Springvale  
Waverley  
Westernport

**Centres of the Western Country Region**

Ararat  
Ballarat  
Bar-rook (in recess)  
Beaufort & District  
Buninyong  
Camperdown  
Casterton

Cohuna  
Colac  
Edenhope (in recess)  
Hamilton  
Horsham  
Kerang  
Lake Bolac & District

Maryborough  
Port Fairy  
Portland  
Stawell  
Swan Hill  
Warrnambool

**Centres of the Western Metropolitan Region**

Altona  
Bacchus Marsh  
Brimbank  
Corio  
Geelong  
Gisborne  
Melton City  
Surf Coast  
Sth Melb & District  
Werribee  
Williamstown  
Woodend (in recess)

## Appendix 2: Delegation of Authority

# DELEGATION OF AUTHORITY Of <<Region Name>>

LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC  
Registration Number: A0003260D

### 1.1 Context

- (a) This document sets out the parameters of functions, powers & duties delegated by the Board to <<Region Name>>.
- (b) This document should be read in conjunction with Regulation 4 'Regions and Regional Advisory Committee' and Section 2 of Regulation 9 'Financial Regulations'.

### 1.2 Structure of the Regions

- (a) The Affiliated Centres assigned to <<Region name>> are:
  - (i) <<Centre name #1>>
  - (ii) <<Centre name #2>>
  - (iii) <<etc>>
- (b) The Affiliated Centres fall within the Local Government Areas of:
  - (i) <<LGA #1>>
  - (ii) <<LGA #2>>
  - (iii) <<etc>>

### 1.3 Functions & powers of the <<Region name>> Committee

- (a) The Board delegates the following powers to the <<Region name>> Committee:
  - (i) To organise Region Carnival events, including Region Relay Carnival, Region Track & Field Carnival, and Region Cross Country Carnival (as determined by the annual LAVic competition calendar).
  - (ii) To organise education and training courses, in consultation with LAVic.
  - (iii) To promote the opportunities for athletes, parents, volunteers, Centre committee members and others from all Centres to participate in competition, training, and education events within the Region.

- (iv) To identify and encourage individuals deemed suitable for Region and State level officiating duties.
- (v) Provide advice on the options open to complainants
- (vi) in accordance with the LAVic Member Protection Policy.
- (iv) To operate social media accounts in accordance with the LAVic Social Media Policy.
- (v) To support and assist Centres by:
  - i. establishing effective working relationships with Centre committees;
  - ii. providing advice and guidance when required and/or requested;
  - iii. co-ordinating visits to Centres to be undertaken by LAVic (on behalf of the Region) or by Region personnel.
- (vi) To undertake the following activities specific to <<Region name>>:
  - i. <<activity>>
  - ii. <<activity>>
- (vii) To determine the implementation of the rotational Executive terms, where two members will be elected in odd-numbered years, and the balance will be elected in even-numbered years.

#### 1.4 Other Region Committee roles

- (a) As per rule 1.11 of Regulation 4, other Region Committee roles and their purposes, in addition to those of the Executive, are listed below:
  - (i) Member Protection Information Officer. Regions will nominate a Member Protection Information Officer ('MPIO') to be primarily responsible on behalf of the Region for the following:
    - i. to provide advice on the options open to the complainant;
    - ii. adopt, implement and comply with LAVic's Member Protection Policy;
    - iii. promote and model appropriate standards of behaviour at all times;
    - iv. refer serious issues to LAVic in the first instance, such as unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault) and any other issues that LAVic or Little Athletics Australia request to be referred to them.
  - (ii) <<Committee role #2>>
  - (iii) <<Committee role #3>>
  - (iv) <<Committee role #4>>

## Signatures of Acceptance

We being authorised representatives hereby agree to the requirements and expectations as set out in this Regulation.

\_\_\_\_\_/ /  
Signature Date

\_\_\_\_\_/ /  
Signature Date

\_\_\_\_\_  
Printed Name  
REGION PRESIDENT

\_\_\_\_\_  
Printed Name  
REGION SECRETARY



## Appendix 3: Region Executive Nomination Form

### Background

In accordance with Regulation 4 'Regions and Regional Advisory Committee', nominations are being sought for the roles of <Executive role #1> and <Executive role #2> positions on the Executive of <Region name>. These positions each have a term of two (2) years.

Nominations that do not comply with the conditions outlined on this form cannot be considered. Nominations are vetted and approved by the Chief Executive Officer. Nomination forms are to be addressed to the Region Secretary.

In accordance with rule 1.5(i) of Regulation 4, if more than one nomination is received for a Region Executive position, a vote will be conducted to elect the position. To assist Centres complete their voting obligations, all CEO-approved nominations will be circulated to Centres for their consideration in advance of the Region Annual Review Meeting.

### Criteria

A person nominating for election for a Region Executive position must:

- Be formally endorsed by an Affiliated Centre assigned to the Region;
- Address in writing, on the form provided by the Region, any selection criteria identified by the Region;
- Hold a Working with Children Check;
- Advise of any actual or potential conflicts of interest; and
- Submit the written nomination form to the Secretary of the Region by email or post by <time and date>.

<b>Name of Nominee</b>	_____
<b>Address</b>	_____
<b>Mobile</b>	_____
<b>Email</b>	_____
<b>Seconded</b>	_____ (Office holder of Affiliated Centre)
<b>Signature</b>	_____
<b>Date</b>	____/____/____
Working with Children Check (or VIT) Number _____	
Working With Children Check (or VIT) Expiry date _____	
I hereby agree to be nominated as a <Executive role> with <Region name> and am compliant with the qualifications stated above.	
<b>Signature of Nominee</b>	_____ <b>Date</b> ____/____/____
<b>* Note, the completion of all fields above is mandatory.</b>	

**Statements – to be completed by the nominee**

**1.** Please outline the reasons for nominating (300 words max.)

**2.** Outline skills, qualifications, experience, and attributes that enable you to undertake the role (600 words max.)

**Nominations to be sent to:**

<Region Secretary contact details>

Nominations close at

**<<Date>>**