



**Little
Athletics**
Victoria

Terms for Affiliation (Membership) of Centres

Of

**Little Athletics Association
of Victoria Incorporated**

Regulation 6

Version 5.4

Registration Number: A0003260D

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TERMS FOR AFFILIATION (MEMBERSHIP) OF CENTRES
of
LITTLE ATHLETICS ASSOCIATION OF VICTORIA INCORPORATED
Registration Number: A0003260D

SECTION 1: TERMS FOR AFFILIATION (MEMBERSHIP) OF CENTRES

1.1 Context

- (a) An Affiliated Centre is defined in rule 4.1 of the Constitution of Little Athletics Victoria ('LAVic'), as a Little Athletics Centre recognised by LAVic as a Member under rule 6, and which is responsible for administering Little Athletics competitions and Clubs within a geographic area. Centres are required by rule 6.3(b) to be incorporated. Centres incorporated in Victoria are incorporated under the *Associations Incorporation Reform Act 2012* (Vic) (the Act). Centres operating near the Victorian/NSW border, which are incorporated in NSW, are incorporated under the *Associations Incorporation Act 2009* (NSW) (the NSW Act).
- (b) Under both section 46 of the Act and rule 6.9 of the Constitution, Members accept that the Constitution constitutes a contract between them and LAVic, entitling the Members to the benefits, rights and privileges set out in the Act and Constitution, and requiring them to undertake the obligations also set out.
- (c) Affiliated Centres have the right under rule 6.1(a) to be present, represented by up to two Delegates, at General Meetings (GMs) of LAVic, and to debate and to vote at a GM. Centres are also entitled under rule 6.9(b) to express their views in meetings, to make proposals and submissions to the Board of LAVic, and to engage and participate in activities of LAVic. While involved in activities sanctioned by Little Athletics Australia Ltd (LAA), Centres and their committees are covered by the national insurance program (public liability, professional indemnity, personal accident cover, committee members / officers liability, property and equipment insurance policy) entered into by LAA.
- (d) In addition to the requirements imposed on Affiliated Centres under the Act and the NSW Act, Centres are required under rule 6.9(a) to comply with the Constitution, and the Regulations made under the Constitution, when undertaking activities on behalf of LAVic. Centres and their committee members who fail to comply with the Constitution or the Regulations may be subject to disciplinary action by LAVic under rule 10. In addition, if a Member has a grievance with another Member, or with LAVic, there are grievance procedures set out in rule 21 and in the Little Athletics Victoria ('LAVic') [Complaints Handling and Dispute Resolution Policy](#).
- (e) An incorporated association must apply in writing to the Chief Executive Officer (CEO) of LAVic, accompanied by the appropriate fee, under rules 6.5(b) and (f) for annual membership as an Affiliated Centre each Affiliation Year. The CEO must refer any such application for membership to the Board for review. Under rule 6.5(d), the Board must determine the appropriate Region for a Centre when it approves an application for membership. The Board can refuse, suspend or terminate membership as a Centre if criteria or continuing requirements are not satisfied.

1.2 Purpose

- (a) The purpose of this section is to outline the criteria set by the Board of LAVic for an incorporated association to be eligible for membership as an Affiliated Centre. It also sets out the continuing requirements of Centres once they have become Members of LAVic.

1.3 Affiliation Year

- (a) An incorporated association is affiliated as a Centre each Affiliation Year. The Affiliation Year has been determined by the Board as a period starting on 1 September each year and concluding on 31 August of the following year.

1.4 Annual Requirements of Affiliated Centres

- (a) A Centre must undertake the following tasks to register for annual membership:
- (i) Submit the following financial statements for their end of the previous financial year following the Affiliated Centres' AGM:
 - (1) Financial reports presented to the Centre's AGM including a copy of Schedule 1 (appendix to this Regulation).
 - (2) Evidence of a review undertaken by independent qualified finance professional.
 - (3) Draft minutes of the AGM.
 - (ii) Complete the online Affiliation application,
 - (iii) Pay the appropriate Affiliation fee once invoiced.
 - (iv) Submit registration fee template.
- (b) It is mandatory that Centres revise and update the Centre Equipment Register at the completion of the summer Track & Field season for the purposes of organising insurance through LAA.

1.5 Ongoing Requirements of Affiliated Centres

During an Affiliation Year, an Affiliated Centre must:

- (a) Use the approved database platform supplied by LAVic.
- (b) Maintain the operational Association generic email and website addresses supplied by LAVic for communications purposes.
- (c) Record their athletes' attendance and performances in the approved results database supplied by LAVic, on a weekly basis.
- (d) Make available approved competition uniforms to its competitive members.
- (e) Supply all registered competitive members with LAVic Registration Patch (ARP) applicable to the current season (as per Regulation 7 Clause 1.7. 'Wearing of Registration Patches') and ensure compliance.
- (f) Supply all registered competitive members with the National Membership Badge, as supplied by LAA and ensure it is worn at all competition events
- (g) Advertise, implement, promote, and distribute Codes of Conduct, including the Childsafe Code of Conduct, to all categories of members.
- (h) Promote and publicise National and State sponsors/partners.
- (i) Promote all Centre, Region, State and National events and programs to maximise athlete and family participation, engagement and awareness.
- (j) Conduct LAVic endorsed activities.
- (k) Appoint at least one Member Protection Information Officer, in accordance with LAVic's Member Protection Policy.
- (l) Conduct their social media activities in accordance with the LAVic Social Media Policy.
- (m) Ensure that all Centre bank accounts have at least three signatories of whom two shall be required to sign each cheque with one of the signatures being either the President or Treasurer (this also includes secure electronic payment methods), and that signatories not be family members or domiciled together.
- (n) Any person who is an undischarged bankrupt or has a recorded conviction for "financial impropriety" shall not be eligible to serve in a financial role (e.g. Treasurer or signatory to any accounts).

- (o) Consider arranging suitable and adequate insurance cover for all assets in excess of \$75,000 which are the property of the Centre and its clubs.
- (p) The Committee shall review the accounts for payment and the general financial operations at each meeting. Whilst it is the duty of the Centre Treasurer to keep proper records of account for all transactions, the responsibility for correct financial administration and accountability shall rest equally with all members of the Committee.

1.6 Competition Requirements of Affiliated Centres

- (a) Affiliated Centres are required to conduct the approved [Little Athletics Standard Events](#).
- (b) The Standard Events are defined by LAA as age-appropriate events and specifications for children whose ages fall within the limits set by LAVic.
- (c) The Standard Events do not allow participation by any person who is outside of the age limits for being a Competitive Member as set out in rule 4.1 of the Constitution.
- (d) Little Athletics Competitions in Victoria are conducted in accordance with the Competition Rules of LAA.

1.7 Child Safety Requirements of Affiliated Centres

Affiliated Centres are required to comply with child safety requirements as set out by LAVic. These include:

- (a) Adhering to the Child Safety Policy, which includes a commitment to the safety and wellbeing of all children by supporting their participation in Little Athletics.
- (b) Each Affiliated Centre will be required to provide a minimum of two Child safety officers, to assist in providing a safe and inclusive environment.
- (c) Each Affiliated Centre will be required to ensure all people involved at Little Athletics activities at the Centre, including regular volunteers, such as coaches, officials, Committee members, canteen attendants, announcers, equipment managers etc, are required to abide by the LAVic Child Safe Code of Conduct document.
- (d) Parents / guardians are required to abide by a set of child protection measures and standards as part of the Competitive Member registration process.
- (e) Affiliated Centres are required to adhere to the Working with Children Check policy and procedures and abide by the child safe standards, as legislated.
- (f) Affiliated Centres are to maintain a register of Working with Children Checks.
- (g) Each Centre must register their Centre-sanctioned coaches in the LAVic supplied database.
- (h) Affiliated Centres are required to have a link on their website to the LAVIC Child Safe pages
- (i) Affiliated Centres are required to promote child safety by having a one line footer on their emails stating that they are a child safe organisation.

1.8 Region Committee Requirements of Affiliated Centres

- (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, as per Regulation 4 – Regions & Regional Advisory Committee.
- (b) Each Affiliated Centre assigned to a Region, is required to appoint one or two delegates to the Region Committee.
- (c) Each Affiliated Centre's appointed Region committee members are required to assist the Region Committee to conduct the functions outlined in paragraph 1.8(a) above for the benefit of LAVic and of its assigned Affiliated Centres.

1.9 Inclusivity Requirements of Affiliated Centres

- (a) Little Athletics is conducted and promoted as a recreational, social and community activity for participants, irrespective of cultural or religious differences, gender or gender preference in an inclusive and safe environment.
- (b) Centres foster an inclusive culture, welcoming of minority groups.
- (c) Centres strive to provide Multi-Class athletes (athletes with disability) with all programs and activities, whilst promoting opportunities for Multi-Class athletes to participate at all levels of competition.

1.10 Operational Requirements of Affiliated Centres

LAVic will work with Affiliated Centres to ensure that:

- (a) Strategies are implemented to maintain a viable Centre, inclusive of all categories of members.
- (b) Marketing and promotional activities occur in the local community, including schools, to retain and / or grow their competitive membership base.
- (c) Committee succession planning is developed, to assist with the transition and skills knowledge of its members.
- (d) Educational programs of coaching and officiating are promoted, to develop the ongoing skills of its members.
- (e) Centre volunteers are rostered on to officiate at Region and State events, as allocated by the Region or Association.

SECTION 2: REFERENCE DOCUMENTS

- [Constitution; Little Athletics Victoria, 2020](#)
- [Childsafe Policy, Little Athletics Victoria,](#)
- [Childsafe Code of Conduct Policy, Little Athletics Victoria,](#)
- [Codes of Conduct Policy, Little Athletics Victoria,](#)
- [Competition Rules & Regulations](#)
- [Complaints Handling and Dispute Resolution Policy; Little Athletics Victoria,](#)
- [LAVic Competition Rules & Regulations, including Standard Events Table](#)
- [Member Protection Policy, Little Athletics Victoria,](#)
- [Regulation 4 'Regions and Region Advisory Committee'](#)
- [Regulation 7 'Registration of Competitive Members'](#)
- [Social Media Policy, Little Athletics Victoria,](#)
- [Transgender Inclusion Policy; Little Athletics Australia,](#)
- [Volunteer Management Policy, Little Athletics Victoria,](#)
- [Working With Children Check Policy , Little Athletics Victoria,](#)

SECTION 3: DOCUMENT HISTORY

Date	Version #	Action Taken / Updates
June 2016	1.0	Accepted changes when document modified in November 2015. Instituted Version Control with June 2016 document becoming V1.0
27 June 2016	2.0	Amended Affiliation Requirements for Section XIV for points 1, 2 & 3. Removed Section 1.6 – Signatures of Acceptance.
12 July 2017	3.0	Most clauses amended for clarity purposes and to eliminate unnecessary repetition.
June 2018	4.0	Amended Affiliation requirements to reflect changes to the LAVic Constitution as approved in Sept 2017.
July 2020	5.0	Amended title, Affiliation requirements; inclusion of a 'Context', section 1.1; include reference to NSW Centres, substantial update to provide clarity on purpose with addition of sections 1.7 – 1.10.
June 2021	5.1	Revision of sections 1.4 – changing the order of existing points;; 1.5 - including reference to COVID Safe Protocols; 1.6 including reference to Centres including non-members in sanctioned activities.
August 2022	5.2	Revised sections: 1.5 - revised COVID protocol requirements; 1.7 - Associate Member obligations; 1.9 – inclusivity requirements.
August 2023	5.3	Revised document; updates to most sections; 'Section 2 Reference Documents' added.
August 2024	5.4	Revised document; updates to Child Safe and financial requirements

Schedule 1

Regulations 18, 19 and 20

Form 1

Associations Incorporation Reform Act 2012
Sections 94(2)(b), 97(2)(b) and 100(2)(b)

Annual statements give true and fair view of financial position of incorporated association

We, _____ and _____, being members of the Committee of the
_____, certify that –

The statements attached to this certificate give a true and fair view of the financial position of the
_____ during and at the end of the financial year of the
association ending on _____.

Signed: _____

Dated: _____

Signed: _____

Dated: _____