



# **Regions and Regional Advisory Committee**

**of**

**Little Athletics Association of  
Victoria Inc**

**Regulation 4**

**Version 2.0  
Registration Number: A0003260D  
RELEASED: 14<sup>th</sup> July 2020**

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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. A Committee may ask the Chief

Executive Officer (CEO) of the Association to appoint other individuals to the Committee.

- (b) Each Committee will have an Executive. The Secretary of each Committee (see paragraph 1.10(e) below) will seek nominations for positions on the Executive from the members of the Committee. The CEO will assess the nominations received against stated eligibility criteria and report to the Secretary. If there is more than one nomination for a position on an Executive, the Committee will vote on the nominations at its Region Annual Reporting Meeting.

## **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) Promote Little Athletics within the Region; and
  - (iv) Assist Affiliated Centres within the Region needing support.

## **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 and to purchase equipment to be held 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' annual reporting meetings.

## 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 his/her absence.
- (d) A Vice-President on a Committee will assist the President in his/her 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) Prepare the agenda for each Committee meeting in consultation with the President, and forward a copy to each Centre in the Region ;
  - (ii) Prepare and circulate minutes of a meeting to Centres and the CEO as soon as possible after the meeting; and
  - (iii) 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 annual reporting meeting. 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 annual reporting meeting), but may meet as frequently as agreed by each Region Executive. The Executive may meet as required.
- (b) Each Region Committee will hold an annual reporting meeting between four and six weeks after the end of the Association's Financial Year.
- (c) Any sub-committees formed by a Region Committee will meet as required by the Committee.
- (d) Minutes of 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
  - (iv) 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 annual reporting meeting) 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 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 have input into the strategic activities of the Association.

### 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 financial statements and budget requirements for the upcoming Financial Year, so as 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 two weeks 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 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 Executive.

### 3.4 Region Life Member

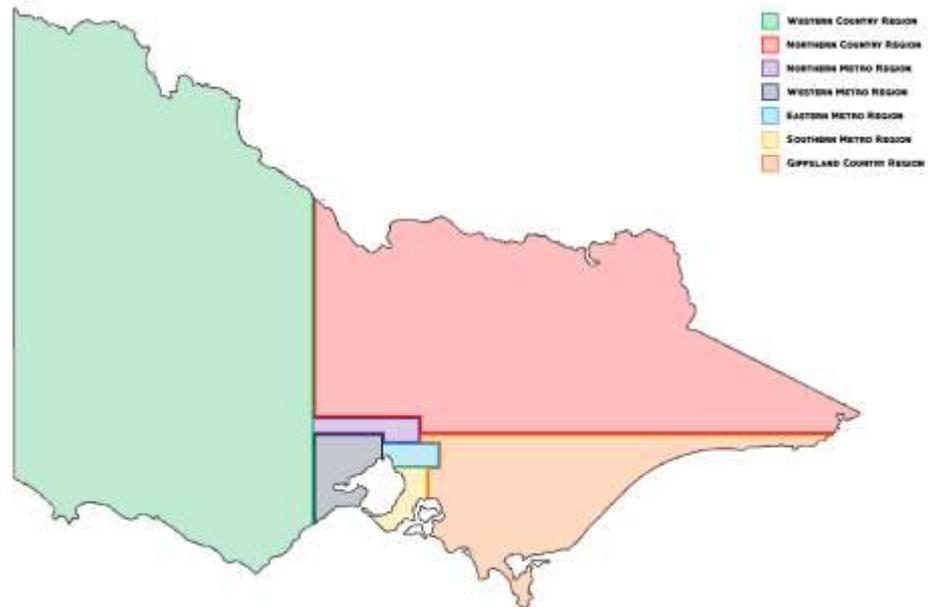
- (a) A Region Committee may bestow the honour of Region Life Member on any individual for outstanding service associated with any of the functions and operations of the Committee. The service must be for a minimum of ten years.
- (b) The nomination process for this award will also be determined by the 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

Date	Version #	Action Taken / Updates
14.07.20	2.0	Consolidation of previous Regulations 2, 3 & 4. Substantial revision.

## APPENDIX 1 – THE REGIONS OF LITTLE ATHLETICS VICTORIA



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

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

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

Bairnsdale	Moe	Traralgon
Berwick	Orbost	Warragul
Corner Inlet	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	Kyabram	Rochester
Alpine	Kyneton & District	Rutherglen
Barooga	Lavington/Jindera	Seymour
Benalla	Mansfield	Shepparton
Bendigo	Mt Beauty	Wangaratta
Echuca/Moama	Murrindindi	Wodonga
Howlong	Nathalia	Yarrawonga/Mulwala

**Centres of the Southern Metropolitan Region**

Brighton	Mentone	Seaford
Caulfield	Moorabbin	Springvale
Chelsea	Mornington	Waverley
Dandenong	Oakleigh	Westernport
Frankston	Sandringham	

**Centres of the Western Country Region**

Ararat	Cohuna	Maryborough
Ballarat	Colac	Portland
Bar-rook	Edenhope	Stawell
Beaufort & District	Hamilton	Swan Hill
Buninyong	Horsham	Warrnambool
Camperdown	Kerang	
Casterton	Lake Bolac & District	

**Centres of the Western Metropolitan Region**

Altona	Geelong	Werribee
Bacchus Marsh	Gisborne	Williamstown
Brimbank	Melton City	Woodend
Corio	Sth Melb & District	

## 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 support and assist Centres by:
    - a. establishing effective working relationships with Centre committees;
    - b. providing advice and guidance when required and/or requested;
    - c. co-ordinating visits to Centres to be undertaken by LAVic (on behalf of the Region) or by Region personnel.
  - (v) To undertake the following activities specific to <<Region name>>:
    - a. <<activity>>

- b. <<activity>>
- (vi) 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) <<Committee role #1>>
  - (ii) <<Committee role #2>>

**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**