



**Little
Athletics**
Victoria

Terms for Affiliation (Membership) of Centres

Of

**Little Athletics Association
of Victoria Incorporated**

Regulation 6

Version 5.0

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 the Association, as a Little Athletics Centre recognised by the Association 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 the Association, 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 the Association, 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 the Association, and to engage and participate in activities of the Association. 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 the Association. Centres and their committee members who fail to comply with the Constitution or the Regulations may be subject to disciplinary action by the Association under rule 10. In addition, if a Member has a grievance with another Member, or with the Association, there are grievance procedures set out in rule 21.
- (e) An incorporated association must apply in writing to the Chief Executive Officer (CEO) of the Association, 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 the Association 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 the Association.

1.3 Affiliation Year

- (a) An incorporated association is affiliated 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) An incorporated association must undertake the following tasks to register for annual membership as an Affiliated Centre:
- (i) Complete the online Affiliation application, supplying the contact details and specific information relating to the operation of the Centre, along with updating the Centre Profile.
 - (ii) Pay the appropriate Affiliation fee once invoiced.
 - (iii) Submit registration fee template.
 - (iv) Submit a copy of the Centre Equipment Register prior to the Registration year commencing 1st September.
 - (v) Submit the following financial statements for the end of the previous financial year within 14 days of the Affiliated Centres' AGM:
 - a. Financial Wellbeing Statement for the end of the previous financial year (refer to Regulation 9 "Finance Regulations of Little Athletics Victoria" Appendix A).
 - b. Financial Statement presented at the AGM.
 - c. Audit report / Independent review of Financial statements presented at the AGM.
 - d. Minutes of the AGM (Draft).

1.5 Ongoing Requirements of Affiliated Centres

- (a) During an Affiliation Year, an Affiliated Centre must:
- (i) Be COVID Safe compliant to accept Competitive member registrations prior to the commencement of the 2020-2021 Season.
 - (ii) Agree to and sign The Return to Competition / Training protocols.
 - (iii) Not conduct any activity until the Return to Competition / Training protocols have been implemented or are maintained.
 - (iv) Use the approved database program supplied by the Association to register members and register participants for sanctioned activities.
 - (v) Use the Association generic email and website addresses as supplied, as the primary email and website account.
 - (vi) Record their athletes attendance and performances in the approved results program supplied by the Association, on a weekly basis.
 - (vii) Supply the approved competition uniform to its competitive members.
 - (viii) Provide all registered competitive members with the Registration Patch applicable to the current season, as per Regulation 7 Clause 1.7. (Wearing of Registration Patches)
 - (ix) Supply all registered competitive members with the National Membership Badge, as supplied by LAA.
 - (x) Advertise, implement, promote, and distribute Codes of Conduct to all categories of members.
 - (xi) Promote and publicise National and State sponsors/partners.
 - (xii) Promote all Centre, Region, State and National events and programs to maximise athlete and family participation, engagement and awareness.
 - (xiii) Conduct the Association endorsed activities.

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 the Association.
- (c) In addition to the Standard Events, there are events and specifications that are deemed inappropriate for inclusion at all levels of competition and athletic skill development activities.
- (d) Little Athletics Competitions in Victoria are conducted in accordance with the Competition Rules of LAA.
- (e) There are processes and specific rules that apply to competitions conducted at Centre, Region and State level that are listed in separate documents from the Competition Rules. These Regulations and Event Plans are the administrative processes that assist in providing a consistent and safe program to all participants.

1.7 Child Safety Requirements of Affiliated Centres

- (a) Affiliated Centres are required to comply with child safety standards as set out by the Association. These include:
 - (i) 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.
 - (ii) Each Affiliated Centre will be required to provide a minimum of two safety officers, to assist in providing a safe and inclusive environment.
 - (iii) Each Affiliated Centre will be required to ensure all people involved in Little Athletics activities at the Centre, including committee members, coaches, and volunteers (other than parents of competitive members), sign the LAVic Child Safe Code of Conduct document.
 - (iv) Parents / guardians are required to abide by a set of child protection measures and standards as part of the Competitive Member registration process.
 - (v) Affiliated Centres are required to adhere to the Working with Children Check policy and procedures.
 - (vi) Affiliated Centres are to maintain a register of Working with Children Checks.

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 appointees 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 the Association and of its assigned Affiliated Centres.

1.9 Inclusivity Requirements of Affiliated Centres

- (a) The Association will work with Affiliated Centres to ensure that:
 - (i) Little Athletics is conducted and promoted as a recreational, social and community activity for all participants, including families, irrespective of cultural or religious differences, gender or gender preference in an inclusive and safe environment.
 - (ii) Affiliated Centres foster an inclusive culture, welcoming of minority groups.
 - (iii) Affiliated Centres can provide Multi-Class athletes with competition and activities, whilst promoting opportunities for Multi-Class athletes to compete at all levels of competition.

1.10 Operational Requirements of Affiliated Centres

- (a) The Association will work with Affiliated Centres to ensure that:
- (i) Strategies are implemented to maintain a viable Centre, inclusive of all categories of members.
 - (ii) Marketing and promotional activities occur in the local community, including schools, to retain and / or grow their competitive membership base.
 - (iii) Committee succession planning is developed, to assist with the transition and skills knowledge of its members.
 - (iv) Educational programs of coaching and officiating are promoted, to develop the ongoing skills of its members.
 - (v) Centre volunteers are rostered on to officiate at Region and State events, as allocated by the Region or Association.

SECTION 2 DOCUMENT HISTORY

2.1 VERSION CONTROL

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.