



# **Administrative Requirements for Affiliation of Centres & Clubs**

**Little Athletics Association  
of Victoria Incorporated**

## **Regulation 11**

Registration Number: A0003260D

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**ADMINISTRATIVE REQUIREMENTS FOR AFFILIATION OF CENTRES AND CLUBS**  
**of**  
**LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC**  
**Registration Number: A0003260D**

**SECTION 1 - ADMINISTRATIVE REQUIREMENTS FOR AFFILIATION OF CENTRES AND CLUBS**

**1.1 PURPOSE**

- (a) This regulation sets down the administrative requirements of the Association for the Affiliation of Centres and Clubs.

**1.2 STRUCTURE OF THE ASSOCIATION**

- (a) For the purposes of administering Competitive Members of the Association and athletic or skill related activities for those Members, the Association is formed into the following structure:
- (i) Regions (See Regulation 18)
  - (ii) Affiliated Centres
  - (iii) Affiliated Clubs within Affiliated Centres

**1.3 AFFILIATED CENTRES**

- (a) Affiliated Centres consist of any group or organisation which forms a Centre for administrative and competition purposes.
- (b) Affiliated Centres may be incorporated, but those so doing must comply with the requirements of both the Association and the Incorporated Associations Act.
- (c) Affiliated Centres which do not meet all administrative requirements may have their affiliation, and thus membership, suspended or revoked. (See Rules 6.9 (a) and 10.1)
- (i) The administrative requirements for Affiliated Centres for each Registration Year are:
    - (1) to abide by the Constitution, Rules, Regulations, By-Laws and directives of the BOM;
    - (2) to have a Committee responsible for the organisation and conduct of the Affiliated Centre, and submit to the Association office the names and addresses (including e-mail) of those persons; within thirty days of election at the Annual General meeting, or Committee change during the year;
    - (3) to adopt and maintain a Deed of Operations for the conduct and administration of an Affiliated Centre;
    - (4) to apply for affiliation with the Association using the appropriate form as determined by the BOM from time to time. This form is an application for membership and shall be made available electronically. It will contain those details as required by the BOM and may be modified at the commencement of any Registration Year;
    - (5) to pay to the Association an annual affiliation fee; such fee being forwarded to the Association on receipt of an invoice and before the date set down by the Association;
    - (6) to possess a definite name and uniform approved by the BOM;
    - (7) to ratify and adopt all Association policies;
    - (8) to publish and/or distribute all Codes of Conduct to Competitive and Ordinary Members;
    - (9) for metropolitan Centres to register a minimum of fifty Competitive Members, or be liable for rescission or suspension of membership;
    - (10) to ensure all members requiring Working with Children accreditation, hold or have made application for same. These include all Centre and Club Committee

members; Coaches; Team Managers; First Aid personnel; Volunteers at Association run activities, but not including parents with competing children at Championships; and Volunteers without children at the Centre;

- (11) to ensure the updated Working with Children Register is available at any venue during operating times;
- (12) to forward a copy of the Equipment Register to the Office in conjunction with Affiliation Documentation.
- (13) to ensure all those eligible apply for Ordinary Membership (See Regulation 7) on the appropriate form as determined by the Association from time to time; and pay the required fee to the Affiliated Centre;
- (14) to submit to the Office the Annual Report and minutes of the AGM, together with a copy of the audited Financial Report, the Auditor's Report and Financial Compliance and Well-being Declaration. Copies of all to be forwarded to the Region Secretary. In both instances within thirty days of the AGM.
- (15) to submit to both the Association office and the Region Secretary within thirty days of the AGM, a hard or electronic copy of the WWC Register, showing the status of current Committee members and all other persons. New Committee members must apply for the WWCC, within thirty days of election.
- (16) to forward a copy of all Committee Meeting Minutes, including Financial Reports and all other attached reports to the Region Secretary after each meeting, and within fourteen days, if required by the Region;
- (17) to publicise national and state sponsors in all publications;
- (18) to promote all Association programs; and
- (19) to promptly respond to all requests from the Office, within the required time frame.
- (ii)** In the event of an Affiliated Centre being unable to comply with the requirements of the Association, its affairs will be conducted as directed by the BOM, normally in conjunction with the Region Committee. In the event that such an arrangement is deemed unsuitable, the BOM may appoint an administrator to oversee the operations of the Affiliated Centre.
- (iii)** In the event of an Incorporated Centre becoming deregistered, it must immediately advise the Association and forward a copy of that advice to the Association.

#### **1.4 AFFILIATED CLUBS**

- (a)** Affiliated Clubs consist of any group of Competitive Members granted affiliation by an Affiliated Centre.
- (b)** The Affiliated Club must follow all directives and requirements of the Affiliated Centre.

#### **1.5 APPLICATION FOR MEMBERSHIP (AFFILIATION)**

- (a)** To become a member a Centre must undertake to meet the requirements in Clause 1.3(c)(i) above.
- (b)** The Association will accept applications only where the Centre has provided all necessary details.
- (c)** A Centre is recognised as a member of the Association on acceptance of the application. The BOM may subsequently rescind such membership where it is proved to the reasonable satisfaction of the BOM that the applicant was not eligible to seek membership.

#### **1.6 MEMBERSHIP (AFFILIATION) YEAR AND DURATION OF MEMBERSHIP**

- (a)** The Membership Year for Affiliated Centres is 01 October in one year until 30 September in the following year.
- (b)** Membership is for a period of one year; all Centres must make a new application each year. Membership lapses as of midnight each 30 September.