



Registration of Competitive Members of

**Little Athletics Association
of Victoria Incorporated**

Regulation 6

Registration Number: A0003260D

UPDATED July 2012

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REGISTRATION OF COMPETITIVE MEMBERS
of
LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC
Registration Number: A0003260D

SECTION 1 - REGISTRATION OF COMPETITIVE MEMBERS

1.1 PURPOSE

- (a) This Regulation sets down the procedural requirements of the Association for children to register as Competitive Members.

1.2 COMPETITIVE MEMBERS - ELIGIBILITY TO REGISTER

- (a) Children whose ages fall within the limits defined in the Association Constitution are eligible to register as Competitive Members.
- (b) A child may only register once with the Association, in each season.
- (c) Once registered by an Affiliated Centre a child may only transfer to another Affiliated Centre (or Club within a Centre if applicable) or State/Territory in accordance with the transfer provisions of this Regulation (see Clause 1.13).

1.3 REGISTRATION YEAR & COMPETITION SEASONS

- (a) The Registration Year is from 01 October in any one year to 30 September of the following year inclusive.
- (b) The Track and Field season is from 01 October in any one year to 31 March of the following year inclusive.
- (c) The Cross Country season is from 01 April to 30 September of the same year inclusive.

1.4 DURATION OF COMPETITIVE MEMBERSHIP

- (a) Competitive Membership is for a period of one year only.
- (b) Each child must make a new application every twelve months.
- (c) All Competitive Memberships lapse as of midnight on 31 August each year.

1.5 REGISTRATION PROCESS

- (a) Each child wishing to register as Competitive Member of the Association must have the application made electronically by a parent or guardian, who will attest to all supplied information. The information is as required, from time to time by the BOM.

1.6 PROOF OF AGE

- (a) Each child registering for the first time must have proof of age sighted by the Centre (or Club) Registrar. This proof of age can be in the form of a birth certificate, extract of birth entry, infant welfare booklet or statutory declaration that identifies the child by name together with date of birth.

1.7 COMPETITIVE MEMBERSHIP FEE

- (a) Competitive Members are liable to have paid any fees, which are applicable for Competitive Membership. The BOM sets the Association component of such fees.
- (b) The full Membership Fee for Competitive Members consists of the Association Membership Fee and an Affiliated Centre and Club fee as applicable.
- (c) There are different Membership Fees for those registering as follows:
- (i) Those registering during the Track and Field season will pay the full Membership Fee.
 - (ii) Children registering after 31 March in the following year will pay the Membership Fee applicable to the Cross Country season.

- (d) Centres and Clubs not yet affiliated with the Association for any new Registration Year are not entitled to receive applications for Competitive Membership. Centres and Clubs must ensure they are affiliated with the Association prior to their first acceptance of registrations for any new Registration Year.
- (e) When a child registers in the on-line system, they are immediately recognised as a Competitive Member, whether payment is made at that time or directly to the Affiliated Centre later.
- (f) The BOM or Centre may subsequently reject any registration where it is proved to the reasonable satisfaction of the BOM or Executive of the Centre that the applicant was not eligible to seek Competitive membership.
- (g) The Centre Registrar must provide to each Competitive Member a "registration package" which contains the Registration Label for that child. Additionally, there may be other articles and information handed out in the package to each child or to each family.

1.8 WEARING OF REGISTRATION LABEL

- (a) The Association Registration Label, as supplied to each Competitive Member must be worn on the front of the Centre/Club uniform at all Centre competition activities and if directed by the BOM, at other competition activities such as Centre Open Days, Region Qualifying Rounds and State Finals.

1.9 COLLECTION & SECURITY OF ASSOCIATION MEMBERSHIP MONIES

- (a) When payment of Membership fees is not made electronically, Affiliated Centres are responsible for the collection and forwarding to the Association, the Association component of the Membership Fee for each Competitive Member.
- (b) All monies collected by the Affiliated Centre as Association Membership monies must be deposited in a bank account or other form of financial investment approved by the Affiliated Centre until they are forwarded to the Association.

1.10 FORWARDING RECONCILIATION FORMS

- (a) Affiliated Centres are responsible for forwarding to the Association payment as invoiced on a monthly basis for Manual payments. The Manual Registration figure is determined by a report run by the Association at the commencement of each month, which includes all registrations paid to the Centre (Club where applicable) in cash /cheque for the previous month.

1.11 CORRECTNESS OF REGISTRATIONS

- (a) The Centre Registrar through the Affiliated Centre Executive or the Association through the BOM, may request, at any time "proof of age" to verify the age of any Competitive Member, despite every child registering for the first time having produced such proof.

1.12 EXAMINATION OF MEMBERSHIP RECORDS

- (a) The BOM through the Finance Director may examine the Competitive Membership records of any Affiliated Centre or Club.
- (b) The BOM shall forward a written notice to the Secretary of the Centre at least five working days prior to such examination. This notice will be for on forwarding to the Centre Registrar or Club.

1.13 TRANSFERS OF COMPETITIVE MEMBERS

1.13.1 New Season

- (a) Transfers are not required. Re-registering Competitive Members may register at any Affiliated Centre or Club.

1.13.2 Intra Centre

- (a) A Competitive Member requesting a transfer from one Club to another Club during the current Registration Year must submit to the Centre Registrar and the proposed new Club a written request for transfer signed by the parent or guardian giving detailed reasons for the request. The Centre must also forward a copy to the Club to which the Competitive

Member belongs. A transfer becomes effective only if the Centre Executive grants approval. The Centre must notify the Association of any internal transfers that it approves.

- (i) On a transfer being granted, the Competitive Member will if necessary, be issued with a new Registration Label, otherwise the previously issued Registration Label will be transferred to the new uniform.

1.13.3 Inter Centre

- (a) A Competitive Member may not transfer from one Affiliated Centre to another Affiliated Centre during the current Registration Year except under exceptional circumstances. A written request for transfer must be completed, signed by the parent or guardian and lodged with the Association Office detailing the reasons for the request.
 - (i) Should the request for transfer be approved:
 - (1) The Office will notify the Centre, where the athlete is registered and the new Centre in writing of the approval. The Centre should also provide all performance data to the new Centre should such be available.
 - (2) A Competitive Member is not required to pay the Association Membership Fee upon transferring but may be required to pay any Club and/or Centre fee that may apply at the new Centre.
 - (3) The new Centre will issue a new Registration Label to the Competitive Member.
 - (4) The Association office will be responsible for the transfer of the Competitive Member's details in the electronic database.
 - (ii) Should the request for transfer be refused the aggrieved Competitive Member may lodge an appeal in accordance with Regulation 16.

1.13.4 Interstate

- (a) Any Competitive Member registered with a Little Athletics Centre in another State/Territory requiring a transfer to an Affiliated Centre affiliated with this Association during the current Registration Year must submit to the new Centre Registrar a written application together with written approval from the current Centre and/or Association from which the athlete is transferring.
 - (i) A Competitive Member on transferring from a Little Athletics Centre in another State/Territory must comply with this Registration Regulation. The Registrar of the Centre to which the athlete transfers will ensure that these requirements are met.
 - (ii) The parent or guardian shall register the transferring Competitive Member electronically. The Affiliated Centre must send to the Association Office all correspondence detailing the transfer.
 - (iii) A transferring Competitive Member is not required to have paid any further Association Membership Fee but may be required to pay any Club and/or Centre fee that may apply at the Centre.
 - (iv) The Centre will issue a new Registration Label to the Competitive Member.

1.14 CHANGE OF DETAILS

- (a) The parent or guardian of any Competitive Member whose details as recorded on the Competitive Membership records have changed has an obligation to advise the Association/Centre/Club of the changes.