



CONSTITUTION

AND

RULES

PART I

THE CONSTITUTION

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NB: THIS INDEX TO BE CORRECTED WHEN ALL SECTIONS ARE AGREED.

Section	Title	Page
Constitution		
1.	Name	1
2.	Interpretation	1
3.	Affiliation & Members	1
4.	Objects	1
5.	Powers	2
6.	Management & Structure of the ALA	2
7.	Rules for Nomination to and Election of the Executive	3,4
8.	Filling of Casual Executive Vacancies	5,6
9.	Chief Executive Officer	7
10.	Roles & Responsibilities of the Executive	7,8,9
11.	Administration	10
12.	Finance	11
13.	Assets	11
14.	Insurance	11
15.	Dissolution	11
16.	Meetings of the ALA	12,13
17.	Meetings of the Executive	13
18.	Standing Orders	13
19.	Notices of Motion	13
20.	Amendments to the Constitution & Rules of the ALA	14
21.	Rescinding of a Decision	15
22.	Proxy Votes	15
23.	Disciplinary Processes	15
24.	Australian Little Athletics Championships (ALAC)	16
25.	Age Groups and Events	16
25A.	Australian Best Performances (ABP)	17
26.	Life Membership	18
27.	Merit Awards	19
28.	Precedence & Clarification - The Model Rules	19

29.	Public Officer	20
30.	Common Seal	20
31.	Inspection of Books	20

Appendix A – Rules for Conduct of Meetings or Standing Orders

A1.	Standing Orders	A-1
A2.	Parliamentary Rules	A-1
A3.	Selection of Speakers	A-1
A4.	Chairman's Ruling	A-1
A5.	Speeches	A-1
A6.	Points of Order	A-2
A7.	Motions & Amendments	A-2
A8.	Substantive Motions	A-2
A9.	Withdrawals	A-2
A10.	Right of Reply	A-2
A11.	Voting	A-3
A12.	Closing Debate	A-2
A13.	Adjournment Debate	A-3
A14.	Rescinding of a Resolution	A-3
A15.	Suspension of Standing Orders	A-3
A16.	Amendments to Standing Orders	A-3

Appendix B – Rules for Competition

B1.	Australian Teams Championship	B-1
B2.	Teams	B-1
B3.	Entry	B-1
B4.	Age Groups	B-1
B5.	Events	B-2
B6.	Substitutions	B-2
B7.	Uniform	B-2
B8.	Marshalling	B-2
B9.	Protests	B-2
B10.	Points Score	B-3
B11.	Footwear	B-3
B12.	Conduct	B-4

Specific Rules - Track Events

B13.	Starting and starting blocks	B-4
B14.	Disqualification of an athlete	B-4
B15.	Use of asthma sprays	B-4
B16.	Indication of placings	B-4

B17.	Conduct of laned track events	B-4
B18.	Conduct of non-laned events	B-5
B19.	Instructions to walk athletes	B-5

Specific Rules - Field Events

B20.	Order of trials	B-6
B21.	Definition of Terms	B-6
B22.	Clashes	B-7
B23.	Long Jump and Triple Jump	B-7
B24.	Specifications for High Jump	B-7
B25.	Use of Asthma Sprays	B-7

Appendix D - By-Laws of Australian Little Athletics

1985	D-1
1986	D-1
1987	D-1
1988	D-1
1989	D-2
1990	D-2
1991	D-2
1992	D-2
1993	D-2
1994	D-3
1995	D-3
1996	D-3
1997	D-3
1998	D-4
1999	D-4
2000	D-4
2001	D-5
2002	D-5
2003	D-5
2004	D-6
2005	D-6
2006	D-6
2007	D-6
2008	D-6
2009	D-6
2010	D-6
2011	D-9

Administration and Finance

1992	D-7
1993	D-7
1997	D-7
1998	D-7
1999	D-7
2000	D-8
2001	D-8
2002	D-8
2003	D-9
2006	D-9
2007	D-9
2008	D-9
2009	D-9
2011	D-10
2012	D-10

Competition and Standards

1985	D-11
1986	D-11
1988	D-11
1990	D-10
1991	D-11
1994	D-11
1996	D-11
1997	D-11
2000	D-11
2001	D-11
2003	D-11
2004	D-12
2005	D-12
2006	D-12
2008	D-12
2009	D-14
2010	D-12
2012	D-14

Lapse and Withdrawn – AT END OF DOCUMENT

1985	D-13
1986	D-13
1987	D-13
1988	D-13

1989	D-13
1990	D-13
1991	D-13
1992	D-14
1993	D-14
1994	D-14
1995	D-14
1996	D-15
1997	D-15
1998	D-16
1999	D-16
2000	D-16
2001	D-16
2002	D-16
2003	D-16
2004	D-16
2006	D-16
2010	D-18

Appendix E - Events and Specifications

E1.	Standard Events	E-1
E2.	Standard Events	E-1
E3.	Standard Events	E-1
E4.	Track Event Specifications	E-2
E5.	Field Event Specifications	E-2
E6.	Guidelines for trialing of an event	E-3

Appendix F - Policies

Pol 1.	Safety/Work Health & Safety (WH&S) Policy	F1
Pol 2.	Risk Management Policy	F2
Pol 3.	Recruitment/Equal Opportunity Policy	F3
Pol 4.	Harassment and Discrimination Policy	F4
Pol 5.	Bullying Policy	F5
Pol 6.	Maternity leave/Parental Leave	F6
Pol 6.	Personal/ Sick Leave Policy	F6
Pol 7.	Pay Policy	F7
Pol 8.	Computer and Email Policy	F8
Pol 9.	Use of Telephones	F9
Pol 10.	Information and Intellectual Property Policy	F10
Pol 11.	Drugs and alcohol Policy	F11
Pol 12.	Privacy Policy	F12
Pol 13.	Media Policy	F13

Index		6
Pol 14.	Procurement Policy	F14
Pol 15.	Resources Policy	F15
Pol 16.	Investment Policy	F16
Pol 17.	Credit Policy	F17
Pol 18.	ALA CEO's Vehicle Policy	F18,19
Pol 19.	Executive Member Delegations	F20, F21
Pol 20.	Board of Management Code of Conduct	F23, 24
Pol 21.	ALA and ATFCA Relationship Statement	F25
Pol 22.	Drug Policy	F26, 27
Pol 23.	Centres/Clubs Affiliating outside their State/Territory	F28,29
Pol 24.	Athletics Skills award Program (ASAP)	F30
Pol 25.	Development Policy	F31
Pol 26.	Stage of Development	F32

Appendix G - Guidelines

Guidelines of the ALA

1985	G1	1
1985	G2	1
1985	G3	2
1985	G4	2
1999	G5 Sponsorship Guidelines	2
2006	G6 Blood Guidelines	3
2008	G7 Registration Guidelines	5
2012	G8 ALAC Guidelines	6
2013	1. General	7
2013	2. Basic Activities involved with an ALAC	8
2013	3. Point Scores	8
2013	4. Trophies	9
2013	5. Funding	9

1. NAME

- 1.1 The name of this Association shall be the Australian Little Athletics Incorporated (ACT) (hereinafter referred to as "the ALA").

2. INTERPRETATION

- 2.1 In this constitution, unless a contrary intention is expressly stated:

- (a) A reference to a function includes a reference to a power, authority or duty.
- (b) A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or the authority or the performance of the duty.
- (c) The provisions of the *Interpretation Act 1967* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.
- (d) *Model Rules* means the Rules of the ACT Associations Incorporation Regulations 1991.

3. AFFILIATION & MEMBERS

- 3.1 The ALA may recognise and affiliate only one (1) Little Athletics Association in each State or Territory and such an Association must:

- (a) be incorporated in accordance with the requirements of incorporation in the State or Territory of origin,
- (b) abide by the ALA Constitution and Appendix A (Rules for Conduct of Meetings or Standing Orders), Appendix B (Rules for Competition in the Australian Teams Championship and Multi-Event Championship), Appendix D (By-Laws) and Appendix E (Events and Specifications) and any subsequent amendments that may be made from time to time,
- (c) be an autonomous body with financial independence,
- (d) represent both boys and girls.

- 3.2 Members of the ALA shall consist of the various State and Territory Little Athletics Associations (hereinafter called "the Associations") which have complied with Clause 3.1.

- 3.3 The ALA must in each Financial Year re-affiliate each Association on receipt of the signed Affiliation Form accompanied by the prescribed Affiliation Fee and provided the Association complies with Clause 3.1.

- 3.4 An Association seeking affiliation with the ALA, other than as laid down in Clause 3.2, shall be affiliated provided it is accepted by a majority of the affiliated Associations of the ALA, and complies with the requirements of Clause 3.1.

4. OBJECTS

- 4.1 The object of the ALA is to co-ordinate and represent, at the national level, the affiliated Associations throughout the Commonwealth of Australia whilst recognising the autonomy of the individual affiliated Associations. With this intention, the ALA shall:

- (a) Represent the affiliated Associations of the ALA in expressing policy in matters pertaining to the affiliated Associations and/or the ALA at the national level.
- (b) Encourage the development of children of all abilities by promoting positive attitudes and a healthy lifestyle through family and community involvement in athletic activities, both as a social and recreational activity and as athletic competition, by causing to be formed, in each State of the Commonwealth, in the Northern Territory and in the Australian Capital Territory, a Little Athletics Association and to affiliate such Associations as members of the ALA, subject to the rules for affiliation detailed at Section 3.

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- (c) Unify the purpose and activity of the affiliated Associations by providing:
 - (i) rules and standards for competition, and
 - (ii) guidance for all other matters pertaining to the affiliated Associations.
 - (d) Not espouse the cause of any political party or religious belief.
 - (e) Institute and regulate national athletic competitions with rules as determined by the ALA and with the conduct of such competitions being delegated, at the option of the ALA, to any affiliated Association.
 - (e) To abide by the rules of the International Amateur Athletic Federation (IAAF) with respect to the eligibility of competitors and conduct of events where no specific ALA rule or determination exists.
 - (f) Raise funds or donate funds or organise or co-ordinate the raising of funds for causes that benefit or assist persons associated with ALA, an ALA affiliated Association or the sport of little athletics.
 - (g) Undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

5. POWERS

- 5.1 To take any action considered expedient solely or in concert with any other person or body to achieve the objects of the ALA as expressed in Section 4.
- 5.2 To co-opt the service, advice, or abilities of any person, persons, corporation, or other body whatsoever.
- 5.3 To impose and collect pro rata levies, subscriptions, fees and other charges from affiliated Associations and individuals or to borrow or raise money with or without security for the carrying out of this Constitution or for any matters connected therewith.
- 5.4 To suspend, disqualify, fine and/or otherwise discipline, in accordance with Section 23, any affiliated Association or any member, representative or officer thereof which or who:
 - (a) has committed any breach of this Constitution or laws,
 - (b) has committed any breach of the rules or directions of the ALA, or
 - (c) who has acted in a manner prejudicial to the interests of the ALA.
- 5.5 To delegate any part of its duties, except the power to delegate, provided that it retains at all times the right to review or revoke the actions, decisions or recommendations of any person or persons to whom such duties have been delegated.
- 5.6 To appoint persons, both paid and unpaid, to fulfill specific functions that the ALA has deemed as being necessary for the carrying out of this Constitution or for any matters connected therewith.
- 5.7 To make By-Laws in regard to the day to day operations of the ALA ensuring that all such By-Laws in no way contradict this Constitution.

6 MANAGEMENT & STRUCTURE OF THE ALA

6.1 The management and structure of the ALA shall be as follows:

(a) The Executive, comprising:

- (i) President,
- (ii) Administration and Finance Director,
- (iii) Competition and Standards Director, and
- (iv) Chief Executive Officer.

(b) The Conference/Annual General Meeting (AGM)/Extraordinary Meeting (EM) comprising:

- (i) The Executive, and
- (ii) either one (1) or two (2) persons (delegates), representing each of the affiliated Associations and so

delegated by each of those affiliated Associations (it is preferable that the Chairman/President/Managing Director of each affiliated Association be one (1) of the delegates from that affiliated Association).

(c) The Board of Management (BOM), comprising:

(i) The Executive, and

(ii) The Chairman/President/Managing Director of each affiliated Association, or in the absence of the Chairman/President/Managing Director, a nominated representative from the board of the affiliated association.

(d) The Chief Executive Officer is not entitled to a vote at any of the meetings constituted in 6.2 a, b and c.

6.2 Voting at the various meetings shall be as follows:

(a) Executive:

Each member of the Executive shall be entitled to one (1) deliberative vote on any matter being considered by the Executive with the President of the ALA also entitled to one (1) casting vote that shall be exercised in the event of a tied vote.

(b) Conference/AGM/EM:

With the exception of electing persons to positions on the Executive (see Clause 7.10) or voting on disciplinary measures (see Section 23), each member of the Executive (with the exception of the President) and each delegate shall be entitled to one (1) deliberative vote on all matters being considered by the Conference/AGM/EM. The President of the ALA shall only be entitled to one (1) casting vote that shall be exercised in the event of a tied vote.

(c) Board of Management (BOM):

Each member (with the exception of the President) of the BOM shall be entitled to one (1) deliberative vote on any matter being considered by the BOM. The President of the ALA shall only be entitled to one (1) casting vote that shall be exercised in the event of a tied vote.

6.3 The Conference/AGM/EM shall consider all matters submitted either by an affiliated Association, the BOM, and/or the Executive of the ALA, and may consider matters submitted by any other person or organisation.

6.4 The powers and responsibilities of the Conference/AGM/EM shall be those of the ALA.

6.5 The role of the BOM shall be the formulation and recommendation of policy and strategy initiatives for the ALA and the oversight of the implementation of those policies and strategies initiatives approved by the ALA.

6.6 The powers and authority of the delegates representing the affiliated Associations at the Conference/AGM/EM shall be as granted to them by the affiliated Associations that they represent and no such delegate shall propose any matter to the Conference/AGM/EM or vote in a manner other than as specifically instructed by the affiliated Association so represented, except to matters of administration and formality.

7. RULES FOR NOMINATION TO AND ELECTION OF THE EXECUTIVE

7.1 Each elected member of the Executive shall be elected for a term, with any one (1) person limited to a maximum of three (3) terms on the Executive. A term is defined as the period that elapses between elections for any given position, normally approximately two (2) years or any part thereof.

7.2 Prior to each AGM, nominations for the Executive positions about to become vacant shall be called for by the CEO. The call for nominations shall advise:

a) the positions being declared vacant; and

- b) the closing date for nominations, which shall not be more than three (3) months from the date of dispatch of the notice.
- 7.3 The following positions shall be declared as vacant on those years ending in an even number or zero (0):
- (a) President, and
(b) Competition and Standards Director
- 7.4 The following positions shall be declared vacant on those years ending in an odd number
- (a) Administration and Finance Director.
- 7.5 Any affiliated Association may nominate a person or persons for any of the positions that have been declared as vacant.
- 7.6 Nominations shall be addressed to the CEO and shall be signed by the nominee and the Chairman of the meeting of the affiliated Association at which the nomination was approved. A brief statement of relevant credentials should accompany the nomination. The nominee should provide a Statement of Intent of what they propose to achieve in the position to which they have been nominated.
- 7.7 Any person nominated for the position of President must have recent (within the last three (3) years) experience at the affiliated Association or National level of Little Athletics.
- 7.8 The CEO shall acknowledge receipt of all nominations by a telephone call to the office of each of the nominating affiliated Associations with confirmation in writing.
- 7.9 The CEO shall notify to all affiliated Associations, for each position in question, the name, credentials and Statement of Intent of each person nominated within seven (7) days of the closing date for nominations.
- 7.10 Voting shall be by ballot using the optional preferential system as per Clause 7.10(a) below, and shall take place at the AGM, with each affiliated Association having one (1) vote for each position to be filled. The members of the Executive shall not vote.
- (a) Each affiliated Association shall indicate their preference for each of the candidates that they wish to vote for by placing a number, starting at "1" and incrementing by 1, beside each candidates name. An affiliated Association may choose to:
- (i) vote for none of the candidates, in which case, no number shall be recorded against any candidate's name;
- (ii) vote only for some of the candidates, in which case some candidates shall not have a number recorded against their name; or
- (iii) vote for all of the candidates, in which case, every candidate shall have a number against their name.
- 7.11 Each position shall be voted upon separately in the following manner:
- (a) Regardless of the number of nominees for the vacant position, a secret ballot shall be held. Each member entitled to vote (as per Clause 6.2) shall indicate their preference as per Clause 7.10.
- (b) After counting all first preference votes, the candidate who receives the highest number of votes providing the total votes cast for that candidate is greater than or equal to four (4), shall be declared elected to the position.
- (c) In the event that no candidate receives four (4) or more first preference votes, or two (2) or more candidates have an equal number of first preference votes, the second preference votes of the candidate who received the least number of first preference votes (or candidates where two (2) or more candidates received the same minimal number of votes) shall be distributed to the remaining candidates. This process shall continue until a candidate gains a majority of votes greater or equal to four (4) or all preferences have been distributed.
- (d) If, after the distribution of all preferences, no candidate gains four (4) or more votes, or there is a tied vote between the final two (2) candidates, the ballot shall be declared null

and void.

- (e) On completion of the ballot process, the scrutineer(s), appointed by the meeting, shall advise the Chairman (presiding over the meeting at the time) of the final result. The Chairman shall then advise the result to those attending the AGM.
- 7.12 In the event of no valid nominations being received for a position or the ballot has been declared null and void, a new call for nominations, in accordance with the procedures given in Section 8, shall be made and the duly elected members of the Executive shall carry out the functions of the vacant position(s).
- 7.13 A person, once elected to a position on the Executive must cease to hold any appointment on the Board of Management of an affiliated Association, or position involving remuneration with that affiliated Association, within five (5) months of election or by the next Annual General Meeting of that affiliated Association, whichever is the sooner. A member of the Executive may hold office for a Centre or a Club or act as a competition official.
- 7.14 Any retiring Member of the Executive shall pass all ALA records and equipment owned by the ALA to the new Member of the Executive within one (1) month of the new Member of the Executive taking office.
- 7.15 The retiring Members of the Executive shall cease to hold office either as at midnight on the last day of the AGM, or at midnight on the last day of the conference held in conjunction with the AGM, whichever is the later.
- 7.16 An Executive member once elected to a position on a Board of Management of an affiliated Association, or position involving remuneration with that affiliated Association must cease to hold any appointment on the Executive, within three (3) months.

8. FILLING OF CASUAL EXECUTIVE VACANCIES

- 8.1 If a position on the Executive becomes vacant during a term of office, the notification of the vacancy and the calling for nominations to fill the position(s) shall be as follows:
 - (a) Notification: All affiliated Associations shall be notified of the vacant position(s) and the date of effect within seven (7) days of the ALA being advised of the vacancy.
 - b) Calling for Nominations:
 - (i) For vacancies occurring later than 30th April of the second year of office, the position(s) so effected shall remain vacant until the next AGM and shall be filled in accordance with Section 7.
 - (ii) For vacancies occurring prior to 30th April of the second year of office, nominations shall be called to fill the position(s) so effected within one (1) month of the date of effect of the vacancy.
 - (c) The closing date for such nominations shall be one (1) month from the date of the notice calling for nominations to fill the vacancy.
 - (d) If there are no nominations received after two consecutive requests the BOM may appoint a person to the position.
- 8.2 Nominations shall be addressed to the CEO of the ALA and shall be signed by the nominee and Chairman of the affiliated Association's meeting at which the nomination was approved. A brief statement of relevant credentials should accompany the nomination. The nominee should provide a Statement of Intent of what they propose to achieve in the position to which they have been nominated.
- 8.3 The CEO shall acknowledge receipt of all nominations by a telephone call to the office of each of the nominating affiliated Associations with confirmation in writing.
- 8.4 Any person nominated for the position of President must have recent (within the last three (3) years) experience at the affiliated Association or National level of Little Athletics.

- 8.5 Immediately after the date for return of nominations has expired, the CEO shall notify all affiliated Associations, for each position in question, the name and credentials of each person nominated. Such notice shall include a Ballot Paper that lists, for each position in question, the name or names of the nominees in alphabetical order by nominee surname.
- 8.6 Voting shall be by postal ballot, with completed ballot papers to be returned to the Auditor of the ALA, who shall act as the independent Returning Officer, no later than the due date as notified on the Ballot Paper.
- 8.7 On receipt of a Ballot Paper, an affiliated Association is to:
- (a) Indicate their preference for each of the candidates that they wish to vote for by placing a number, starting at "1" and incrementing by 1, beside each candidate's name. An affiliated Association may choose to:
 - (i) vote for none of the candidates, in which case, no number shall be recorded against any candidates name;
 - (ii) vote only for some of the candidates, in which case some candidates shall not have a number recorded against their name; or
 - (iii) vote for all of the candidates, in which case, every candidate shall have a number against their name.
 - (b) Complete the Ballot Paper, ensuring that it is signed by the Chairman of that affiliated Association or their nominated delegate.
 - (c) Seal the Ballot Paper in an envelope and return it to the nominated Returning Officer by the due date.
- 8.8 On expiry of the nominated closing date for the return of the Ballot Papers, the Returning Officer shall:
- (a) open each Ballot Paper, checking each for validity and then sorting them into valid and invalid Ballot Papers;
 - (b) initial and date each valid Ballot Paper;
 - (c) using the valid Ballot Papers, total all first preference votes (those candidates marked with a (1) for each candidate.)
- 8.9 After counting all first preference votes, the candidate who receives the highest number of votes, and where the total votes cast for that candidate is greater than or equal to four (4), shall be declared elected to the position.
- 8.10 In the event that no candidate receives four (4) or more first preference votes, or two (2) or more candidates have an equal number of first preference votes, the second preference votes of the candidate who received the least number of first preference votes (or candidates where two (2) or more candidates received the same minimal number of votes) shall be distributed to the remaining candidates. This process shall continue until a candidate gains a majority of votes greater or equal to four (4) or all preferences have been distributed.
- 8.11 If, after the distribution of all preferences, no candidate gains four (4) or more votes, or there is a tied vote between the final two (2) candidates, the ballot shall be declared null and void.
- 8.12 On completion of the ballot process, the Returning Officer shall advise the CEO of the final result. The CEO shall then advise all affiliated Associations and the other ALA Directors of the result. Such notification is to occur within two (2) weeks of the completion of the ballot process.
- 8.13 Where the ballot has been declared null and void, fresh nominations shall be called for and processed in accordance with Clauses 8.1 to 8.14 of this Constitution. If this occurs in two consecutive postal votes the process will be discontinued and the BOM may appoint a person to the position.
- 8.14 The person elected/appointed to fill a casual vacancy is so elected/appointed only for the remainder of the term that would have been in force had the casual vacancy not occurred.

9. CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is an employee of the ALA. The CEO is a non-voting member of the Executive. The CEO is appointed by the President on the recommendation of the BOM.

10. ROLES AND RESPONSIBILITIES OF THE EXECUTIVE

10.1 The roles and responsibilities of the Executive are as listed in the following clauses.

10.2 In addition to those duties specifically identified elsewhere in this Constitution, the President shall:

- (a) be responsible for all statements interpreting policy released on behalf of the ALA, at the same time being mindful of the portfolio coverage of the other members of the Executive;
- (b) exercise overall responsibility, control and authority for all matters pertaining to the function of the ALA;
- (c) direct other members of the Executive as to their duties and responsibilities;
- (d) comment on all matters before the ALA as is considered warranted;
- (e) be entitled to issue statements or reports providing such statements or reports do not misrepresent this Constitution, any policy of the ALA or the Rules of the Executive;
- (f) exercise the role of Chairman at meetings of the ALA;
- (g) ensure that the rules of the ALA are met by all delegates, members of the BOM and the Executive;
- (h) co-ordinate the activities of any affiliated Association, group or sub-committee in the performance of activities on behalf of the ALA;
- (i) liaise with the national bodies of other sporting organisations, government departments and their nominees and any other body to further the objects of the ALA;
- (j) attend all National Athletics Forum (NAF) or its successor, meetings or, if unable to attend, to appoint another person to attend as the ALA representative; and
- (k) determine the time and location for all meetings of the Executive and the BOM.
- (l) coordinate and manage the role of the ALA CEO.

10.3 In addition to those duties specifically identified elsewhere in this Constitution, the Administration and Finance Director shall:

- (a) be responsible for the preparation of a budget for submission at the Half-Yearly Conference of the ALA;
- (b) prepare invoices for all monies owed to the ALA;
- (c) receive all monies sent to the ALA;
- (d) bank all monies received by the ALA in the appropriate account or accounts;
- (e) pay, by cheque or electronic transfer, all invoices and expenses incurred by the ALA with such payments to be signed or authorised by two (2) of the appointed signatories;
- (f) reconcile all receipts and payments against bank statements;
- (g) keep a proper record of all assets and liabilities and receipts and payments in a manner satisfactory to the ALA;
- (h) present, to each AGM, an audited Balance Sheet and Profit and Loss sheet for the ALA financial year just completed, ensuring that the conditions of Clause 16.1(d) are met;
- (i) in addition to the requirement of sub clause (h) above, present to all meetings of the

ALA for the period ending on a date considered practical by the Administration and Finance Director prior to the meeting for the timely distribution of the following financial reports providing that the date is no longer than 45 days prior to the meeting:

- (i) a profit and loss comparable to budget,
- (ii) a statement of receipts (income) and payments (expenses)
- (ii) the financial reports will be presented on an accrual basis

(j) have the discretion to delegate operational responsibility for administrative and financial related functions of ALA to the CEO.

10.4 In addition to those duties specifically identified elsewhere in this Constitution, the Competition and Standards Director shall:

- (a) oversee all matters relevant to the organisation and running of national competitions;
- (b) receive, review and make recommendations in regard to any technical aspect of athletics competition including, but not limited to:
 - (i) event specifications,
 - (ii) rules of competition,
 - (iii) officials and officiating, and
 - (iv) coaching;
- (c) oversee the activities of competition and/or standards sub-committees such as the ALA Medical Panel or the ALA Standards sub-committee;
- (d) represent the ALA at all meetings with other parties where the primary activity of such a meeting will involve the activities related to this portfolio; and
- (e) review amendments to IAAF rule book and recommend changes as required.

10.5 In addition to those duties specifically identified elsewhere in this Constitution, the CEO shall:

- (a) execute those duties as defined in the BOM approved position description;
- (b) receive and dispatch selected correspondence and the recording of such correspondence on a correspondence list for later distribution to all affiliated Associations, the BOM and the Executive, as appropriate;
- (c) refer correspondence to the appropriate member of the Executive, the BOM or the Conference/AGM/EM and/or to respond to the same where appropriate;
- (d) take Minutes of any meeting of the Conference/AGM/EM, the BOM or the Executive and ensure that such Minutes are distributed to all members involved within thirty (30) days of that meeting;
- (e) record and compile a list of matters of interest from affiliated Associations or any other source into a list of items of interest and distribute such a list to all affiliated Associations, the BOM and members of the Executive, as appropriate;
- (f) call for items for consideration at any meeting of the ALA from all affiliated Associations and members of the Executive at least two (2) months prior to any such meeting with receipt of such matters to close six (6) weeks prior to any such meeting;
- (g) prepare an agenda for each meeting of the Conference/AGM/EM or the BOM and dispatch this agenda to all affiliated Associations, members of the BOM or Executive, as appropriate, at least one (1) month prior to that meeting;
- (h) prepare an agenda for each meeting of the Executive and dispatch this agenda to all members of the Executive at least four (4) weeks prior to that meeting;
- (i) arrange, as appropriate, for the printing and supply of all stationery needs of the ALA and those needs common to all affiliated Associations;

- (j) under the guidance of the Administrations and Finance Director, prepare and dispatch invoices for monies owed to the ALA and receive and bank monies sent to ALA;
- (k) receive, consider and make recommendations in relation to the marketing and sponsorship of Little Athletics at the national level;
- (l) receive, consider and make recommendations in relation to public relations and image of Little Athletics at the national level;
- (m) where appropriate, provide advice to affiliated Associations in regard to marketing, sponsorship and public relations matters;
- (n) represent the ALA at all meetings with other parties where the primary activity of such a meeting will involve the activities related to Australian Little Athletics; and
- (o) perform other duties at the direction of the elected members of the Executive.
- (p) provide annually in February a list of banned substances from the current Australian Sports Anti Drug Agency (ASADA) Drugs in Sport Handbook to each affiliated Association.

11 ADMINISTRATION

11.1 The administration of the ALA shall be conducted in general by mail.

- (a) All correspondence and remittances shall be addressed to the CEO at the ALA office. Any matter concerning policy not covered by the Constitution or the rules of administration of the ALA shall be referred to the President and/or other members of the Executive as appropriate. Except as outlined in 11.1 (b) mail is defined as Australia Post, email and facsimile.
- (b) Correspondence for all nominations and notices of motion shall be addressed to the CEO at the ALA office and the original signed copy received by 4pm (in the State where the ALA office exists) by the nominated date.

11.2 Motions concerning the activities of the ALA shall be sent to the CEO in the manner outlined in 11.1 (b). If no meeting of the Conference/AGM/EM is scheduled within a reasonable timeframe, the CEO shall forward any such motions, within one (1) month of receipt, to each member of the ALA entitled to vote and they must notify their decision to the CEO within two (2) months of the date the motion is sent. Such motions are not required to be seconded. The vote of each affiliated Association shall carry a weighting of two (2) to any such motion.

11.3 Where the motions are held over until a scheduled meeting of the Conference/AGM/EM, the motion shall be forwarded at least one (1) month prior to the next scheduled meeting of the ALA to each member of the ALA entitled to vote together with advice that the motion will be tabled for the debate at the next Conference/AGM/EM.

11.4 All motions before the Conference/AGM/EM shall be determined by majority vote except as set out in Clause 20.2 and Sections 21 and 22.

11.5 The President or Chairman shall cause all affiliated Associations to be notified of the result of such voting at the same time (except in the case of a Postal Ballot).

11.6 In the case of Postal Ballot, the President or Chairman shall cause all affiliated Associations to be notified of the result of such voting within one (1) month of the close of the Postal Ballot.

12. FINANCE

12.1 The financial year of the ALA shall commence on the 1st day of July and end on the 30th day of June of the following year and during this period of time the financial affairs of the ALA shall be administered by the Administration and Finance Director.

12.2 Signatories to bank accounts conducted by the ALA shall be as follows:-

- (a) Administration and Finance Director
- (b) President

- (c) Competition and Standards Director
- (d) Chief Executive Officer

12.3 All payments made (manual and electronic) by the ALA must be signed/approved by two (2) of the above signatories.

13. ASSETS

13.1 The assets of the ALA, whether derived per medium of income or property, shall not be given or transferred in any way to any member of the ALA excepting that payment in good faith be made for goods or services supplied in the ordinary way of business, or for reasonable out of pocket expenses incurred by an authorised person acting under direction from the ALA or the Executive of the ALA.

14. INSURANCE

14.1 The Executive shall arrange appropriate insurance to cover the members of the Executive of the ALA, the BOM and the members of all functional committees of the ALA.

15. DISSOLUTION

15.1 The ALA shall not be wound up or dissolved except by consent of three-quarters (3/4) of those affiliated Associations present at a Special Meeting of the ALA called for that purpose.

15.2 In the event of the ALA not having functioned for a period of two (2) years, dissolution shall be compulsory. The last available list of officials shall be used to give effect to the provisions of this clause.

15.3 Any and all assets remaining after full settlement of all just debts and liabilities incurred by the ALA shall be disposed of by transfer to some other institution or organisation having similar objects to the ALA which has in its Constitution a clause or paragraph prohibiting the gift or transfer of its assets to any of its members or subscribers.

15.4 No such dispersal shall be made until the written approval of the Commissioner of Taxation has been obtained.

16. MEETINGS OF THE ALA

16.1 Conferences/Annual General Meeting (AGM)/Extraordinary Meeting (EM).

(a) A Conference/AGM shall be called preferably in October of each year. The location shall be as advised by the affiliated Association which is to host the ALAC that would be held approximately eighteen (18) months from the date of that Conference/AGM

(b) However, notwithstanding Clause 16.1(a) above, the Conference/AGM must be held within five (5) months of the end of the previous ALA Financial Year.

(c) A Half-Yearly Conference shall be such that the dates and location coincide with the dates and location set down for the conduct of the Australian Little Athletics Championships (ALAC).

(d) The CEO will be responsible for the agenda for any Conference/AGM/EM and shall be forwarded to the Executive and the affiliated Associations at least four (4) weeks before the date set down for such a Conference or meeting. The agenda shall include:

- (i) A report from each member of the Executive.
- (ii) Financial Statements as set out in Clause 10.3 (h) and 10.3 (i).
- (iii) Appointment of an auditor (AGM only).
- (iv) All motions received by the CEO at least six weeks prior to the date set down for that Conference/AGM/EM provided such notices of motion are valid according to Section 18 of this Constitution.
- (v) Budget for consideration (April Conference only).

- (e) An EM shall be called by the President when requested by a majority of the members of ALA. Such meetings shall in no way affect the Conference/AGM referred to in Sub-Clauses 16.1 (a), (b), (c) and (d) above.
- (f) Members of the Executive and delegates shall have the power to move any amendments to add, remove or amend a word or words to or from a motion, which in the opinion of the Chairman is not contrary to the original intention of the motion.
- (g) Meetings shall only take place when a quorum of:
 - (i) at least three (3) of the Executive are present, and
 - (ii) at least ten (10) of the eligible voting members are present.
- (h) An apology from any affiliated Association or member of the Executive for inability to attend any meeting shall be with the CEO at least one (1) week before any such meeting in order that it may be ascertained that a quorum shall be in attendance.
- (i) The Conferences/AGM/EM has the authority to overrule, countermand or otherwise vary any decision or action taken by the President or Executive. Such a decision to overrule, countermand or otherwise vary a decision of the President or Executive requires a simple majority vote of the members present.
- (j) All meetings shall normally be chaired by the President. In the absence of the President, the members present shall elect a Chairman for the duration of that meeting.

16.2 Board of Management (BOM)

- (a) The BOM shall meet at least four (4) times in any twelve (12) month period. Two (2) of these meetings shall be scheduled to coincide with the Conference/AGM and the Half-Yearly Conference of the ALA.
- (b) A quorum for meetings of the BOM shall comprise:
 - (i) at least three (3) of the members of the Executive, and
 - (ii) at least five (5) of the nominated affiliated Association representatives.
- (c) The BOM shall not make any decisions, or take any actions, which are:
 - (i) against the policies and rules of the ALA,
 - (ii) in contravention of this Constitution and the Annexes so attached, or
 - (iii) in contravention of the expressed wishes of the ALA.
- (d) An apology from any member of the BOM for inability to attend a meeting shall be with the CEO at least one (1) week before any such meeting in order that it may be ascertained that a quorum shall be in attendance.
- (e) In the event of the inability of any Director to attend any meeting of the Board, an alternate Director appointed by the relevant affiliated Association elected from amongst the non-salaried members of the affiliated Association Board may attend in the Director's place and exercise all of the powers and rights of the Director.
- (f) All meetings of the BOM shall normally be chaired by the President. In the absence of the President, the members present shall elect a Chairman for the duration of that meeting.

17. MEETINGS OF THE EXECUTIVE

- 17.1 The Executive shall meet at least two (2) times in any twelve (12) month period.
- 17.2 Meetings of the Executive shall only take place when a quorum of at least three (3) of the elected members are present.
- 17.3 The Executive has the power to make any decisions that are in accordance with the policies and rules of the ALA. The Executive shall not make a decision, or take any action that is:

-
- (a) against the policies and rules of the ALA,
 - (b) in contravention of this Constitution and the Annexes so attached, or
 - (c) in contravention of the expressed wishes of the BOM.
- 17.4 Any member of the elected Executive who does not attend three (3) consecutive meetings of the Executive and who has not provided apologies, acceptable to the other members of the Executive, for those absences shall automatically be removed from that position and nominations for the casual vacancy are to be called in accordance with Section 8.
- 17.5 All meetings of the Executive shall normally be chaired by the President. In the absence the President, the members present shall elect a Chairman for the duration of that meeting.
- 18. STANDING ORDERS**
- 18.1 Meetings of the ALA and the Executive shall be conducted in accordance with the Standing Orders identified as Appendix A to this Constitution.
- 19. NOTICES OF MOTION**
- 19.1 To be valid, a notice of motion shall be in writing, and for notices of motion submitted by:
- (a) affiliated Associations shall be signed by the Chairman/President/Managing Director and Administration Director/Executive Officer/Secretary of the meeting of the affiliated Association at which the proposed motion(s) were approved and in accordance with 11.2,
 - (b) ALA shall be signed by the President and Administration and Finance Director and in accordance with 11.2.
- 20. AMENDMENTS TO THE CONSTITUTION AND RULES OF THE ALA**
- 20.1 Motions to amend this Constitution and rules must be valid motions as set out in Section 19 of this Constitution, must be specific and shall refer to the clause(s) concerned specifying the deletion, insertion or alteration of words that are required and followed by the clause as it would appear if amended.
- 20.2
- (a) For ballots being considered at Conference/AGM/EM, constitution amendments and amendments to Appendices A, B and C shall require three-quarters (3/4) of those present and eligible to vote and voting, to vote in favour of the amendment for it to be accepted, except as set out , in Section 20 of this Constitution. Voting on amendments to Appendix D and E shall be resolved by a simple majority vote of those present, eligible to vote and voting. Vacant position will not be included in numbers for a quorum.
 - (b) For motions being considered by Postal Ballot, constitution amendments and amendments to Appendices A, B and C shall require three-quarters (3/4) of the ballot papers issued to be returned and voting in favour of the amendment for it to be accepted taking due cognisance of the weighting factors for affiliated Associations. Voting on amendments to Appendix D and E shall be resolved by a simple majority vote of those present. However, in the event the IAAF makes changes to matters contained in Appendix E, the BOM shall have the discretion to adopt the change at any time.
 - (c) Envelopes returning a postal shall be endorsed on the outside with the name of the Association or the Executive member casting the vote and the CEO shall cause each Association and Executive member to be advised as their vote is received in the office of ALA.
- 20.3 Amendments to Appendices F and G shall be amended by the ALA BOM.
- 20.4 Unless otherwise specified in the motion, motions that amend this Constitution, Rules for Conduct of Meetings or Standing Orders (Appendix A):
- (a) Passed at a Conference/AGM/EM become an effective and binding resolution that takes effect as at midnight on the last day of the Conference/AGM/EM.

- (b) Passed through a postal ballot become an effective and binding resolution that takes effect as at midnight on the day after the closing date for the return of ballot papers.
- 20.5 Unless otherwise specified in the motion, motions that amend the Rules of Competition (Appendix B & C) and the Events and Specifications (Appendix E):
- (a) Passed at a Conference/AGM/EM become an effective and binding resolution that takes effect as at midnight on the last day of the Conference/AGM/EM or as at midnight on the last day of the ALAC which ever is the later.
- (b) Passed through a postal ballot become an effective and binding resolution that takes effect as at midnight on the last day of the next ALAC.

21. RESCINDING OF A DECISION

- 21.1 No decision of the ALA shall be rescinded except by notice of motion. Such a motion to rescind a decision, within ten (10) months of the decision being made must be supported unanimously in order to succeed.
- 21.2 Decisions are defined as:
- (a) motions that were moved, seconded and *passed* by way of a vote at a Conference/AGM/EM, or motions that were *passed* by way of a postal vote;
- (b) motions that were moved, seconded but *not passed, ie, lost*, by way of a vote at a Conference/AGM/EM, or motions that were *not passed, ie, lost*, by way of a postal vote (either situation represents a decision to retain the *status quo*);
- (c) motions put to a Conference/AGM/EM that were moved, but *not seconded* (this is a decision by the Conference/AGM/EM to retain the *status quo* as there is no support for the motion other than by the mover and the motion *lapses*).
- 21.3 Motions submitted but *withdrawn* before a vote has been taken are not classified as decisions for purpose of this clause.
- 21.4 In making reference to these clauses, the primary intent of the motion is to be considered paramount (ie, a change to, or rearrangement of, the words in the motion does not, by itself, change the primary intent of the motion).

22. PROXY VOTES

- 22.1 If an affiliated Association is unable to be represented at a Conference/AGM/EM, that Association may appoint, or may request the Executive to appoint, a person or affiliated Association as their proxy for that meeting.
- 22.2 An affiliated Association may only be represented by one (1) proxy and that proxy shall count as a single vote only. A proxy shall count as one (1) present for the purpose of Clause 19.2.
- 22.3 Written notice of the appointment and the acceptance of a proxy shall be made to the CEO at least seven (7) days prior to the commencement of the Conference/AGM/EM.
- 22.4 The affiliated Association shall instruct the proxy in the manner in which the proxy shall exercise the affiliated Association's vote. Such instruction shall be in writing and be specific to each motion as listed on the agenda.
- 22.5 A proxy shall only exercise a vote in accordance with the written instructions given, a copy of which shall be furnished to the CEO prior to the meeting.

23. DISCIPLINARY PROCESSES

- 23.1 Where disciplinary action in accordance with Clause 5.4 is proceeding against an affiliated Association, BOM, Executive, ALA staff or any member, representative or officer thereof, the following process shall apply:

- (a) Such an affiliated Association shall be entitled to speak in its own defence, or in the defence of its member, representative or official but shall not be entitled to vote on such proceedings. The member or official shall also be entitled to speak in their own defence.
- (b) The President shall not vote on any matters dealt with under this clause and which shall be passed by a majority of members of the Conference/AGM/EM entitled to vote on the issue.
- (c) An affiliated Association disciplined under this clause may appeal in writing against such decision and have such appeal debated and voted upon by the ALA in accordance with Clauses 23.1 (a) and 23.1 (b) of this Constitution.
- (d) An individual disciplined under this clause may appeal in writing against such decisions through their affiliated Association and have such appeal debated and voted upon by the ALA BOM in accordance with Clauses 23.1 (a) and 23.1 (b) of this Constitution.

24. AUSTRALIAN LITTLE ATHLETICS CHAMPIONSHIPS (ALAC)

- 24.1 The Australian Little Athletics Championships will comprise of a competition for Australian Teams Championship (ATC) and the Multi-Event Championship (MEC).
- 24.2 Each year The Australian Little Athletics Championships shall be conducted in accordance with the ALA guidelines for the conduct of the ALAC.
- 24.3 The ALAC (ATC and MEC) shall be conducted in accordance with Appendix B and E of the Constitution.
- 24.4 The conduct of the ATC and MEC shall take place at the same time and venue.
- 24.5 A permanent record shall be kept and certificates issued of best performances set at ALAC.

25. AGE GROUPS AND EVENTS

- 25.1 Little Athletics may be conducted in the age groups below.

Age groups shall be based on being under the specific age (with the exception of Tiny Tots) at the beginning of the Little Athletics season (1 October).

- Tiny Tots (3-4 years of age) to participate in approved activities for the development of gross motor skills,
- Under 6 – means five years of age as at 1st October that year
- Under 7 – means six years of age as at 1st October that year
- Under 8 – means seven years of age as at 1st October that year
- Under 9 – means eight years of age as at 1st October that year
- Under 10 – means nine years of age as at 1st October that year
- Under 11 – means ten years of age as at 1st October that year
- Under 12 - means eleven years of age as at 1st October that year
- Under 13 – means twelve years of age as at 1st October that year
- Under 14 - means thirteen years of age as at 1st October that year
- Under 15 - means fourteen years of age as at 1st October that year
- Under 16 – means fifteen years of age as at 1st October that year
- Under 17 – means sixteen years of age as at 1st October that year

- 25.2 Australian Little Athletics shall determine a list of standard events for the Under 9 to Under 15 age groups. Such events and their specifications shall be listed in Appendix E and must be offered by all state associations in their state championships where that level of competition is conducted in those age groups.

25A AUSTRALIAN BEST PERFORMANCES (ABP)

- 25A.1 A permanent record shall be kept of Australian Best Performances (ABP) for registered athletes in the Under 9, 10, 11, 12, 13, 14 and 15 years age groups for boys and girls. For this purpose age groups shall be based on being under the specific age at the beginning of the Little Athletics season (1 October). That is, all children who are born during the period 1 October in any year

and ending at 30 September (inclusive) in the following year shall be in the same age group for the purposes of ABP's.

- 25A.2 For track events, two (2) sets of Australian Best Performances will be maintained: -
- Hand time (obtained through the use of stopwatches and/or manually operated timing machines)
 - Electronic time (obtained through the use of a fully automated Photo Finish System)
- 25A.3 ABP's will be recognised, for each age group, only for those events which ALA has determined to be standard events for that age group.

25A.4 Requirements for Acceptance

- (a) The performance shall take place at a competition conducted and controlled by an affiliated Association's BOM, or at the ALAC.
- (b) The ground on which the performance takes place must have been surveyed and the conducting Association (who should hold a copy of the Certificate of Survey) must be satisfied that no athlete has gained an advantage as a result of the ground layout.
- (c) The watches (*stopwatches and or manually operated timing machines*) used to time the performance must be checked by a competent watchmaker, within thirty (30) days of the start and conclusion of the State/Territory Track & Field season, and found not to be at variance by more than 0.05 seconds over twenty (20) minutes. This certification shall apply for all championships conducted or hosted by the Association during that season, including the Australian Little Athletics Championships.
- (d) All throwing implements must have been check-weighed and certified not under weight.
- (e) All measurements shall be made with a calibrated steel tape or bar or with a fibreglass tape, which has been tested for accuracy prior to the competition against a certified steel tape, which has been certified by an appropriate weights and measures authority.
- (f) All equipment (*including automated Photo Finish Systems*) must comply with ALA rules and specifications or, where no such ALA rules and specifications exist in regard to that event, with IAAF rules and specifications.
- (g) The necessary Results Sheets must have been signed by the Chief Referee in charge of the event and must be retained by the Association.
- (h) Claims for an ABP shall be submitted using the ALA approved Claim Form. A copy of all supporting documentation shall be attached to the Claim Form. All claims should be forwarded to the CEO within twenty-eight (28) days of the completion of the carnival/competition at which the performance was recorded. The affiliated Association responsible for the completion and submission of the Claim Form is determined as follows:
 - (i) for ABP's set at an ALAC, the convening Association shall complete and submit the Claim Form; or
 - (ii) for other ABP's, the affiliated Association which controls the conduct of the event shall complete and submit the Claim Form.
- (i) The Competition and Standards Director is responsible for:
- (j) ensuring that the Claim Form has been correctly completed,
 - (ii) ensuring that the relevant equipment was checked and so certified,
 - (iii) all claims submitted within twenty-eight (28) day period mentioned in Clause 25A.4 (h) will be presented to the next meeting of the ALA BOM for acceptance and ratification,
 - (iv) claims received outside the twenty-eight (28) day period as specified in Clause 25A.4 (h) but no more than six (6) months after the competition for which the performance is being claimed shall be submitted to the next ALA Conference for acceptance and ratification,
 - (v) claims received outside the periods mentioned in Clause 25A.4 (i) (iv) will be submitted to the ALA BOM for acceptance and if accepted, claims will be presented to the next ALA Conference for ratification,
 - (vi) provide ABP Certificates (via the ALA office) to successful athletes.

26. LIFE MEMBERSHIP

- 26.1 The ALA may, from time to time, confer on individuals the honorary title of Life Member of the ALA.
- 26.2 A person receiving such honour will be presented with a suitably designed badge and plaque.
- 26.3 The nominating and endorsement procedures, as well as criteria for such honours shall be:
- (a) To be considered for such award a nominee shall have given long term meritorious service to the Little Athletics movement in Australia including at affiliated Association and National level (normally BOM and/or Executive).
 - (b) Nominations shall be by an affiliated Association or by the Executive.
 - (c) To be valid, nominations shall be in writing and signed by the Chairman/President/Managing Director/Chairman of meeting and Administration Director/ Executive Officer/ Secretary of the proposing affiliated Association, or by the President and Administration and Finance Director of the ALA.
 - (d) Nominations to be forwarded to the CEO on official nomination form by the 31st December or 30th June.
 - (e) Nominations received between 1st July and 31st December would normally be considered at the Half Yearly Conference in April and nominations received between 1st January and 30th June would normally be considered at the Conference held to coincide with the Annual General Meeting.
 - (f) All nominations must be recommended by the ALA BOM.
 - (g) The CEO shall then circulate forthwith, to all affiliated Associations, details of the nomination.
 - (h) Voting for Life Membership shall be by secret ballot at Conference. Life Membership is granted if approved by a two-thirds (2/3) majority of votes cast.
 - (i) Should a nominee receive less than two-thirds (2/3) of the votes cast but more than a simple majority of the votes cast then that nominee will be awarded a Merit Award provided the nominee is not already a holder of a Merit Award.
 - (j) Presentation of the Life Membership shall be at a time and place deemed suitable by the President of the ALA after consultation with the recipient.
- 26.4 All Life Members shall be invited to attend the Conference/AGM of ALA, and to receive Minutes of same. They shall be invited to attend the ALAC's. Such invitations are to be issued on the understanding that the ALA is no way obliged to meet the costs of the Life Member attending such Conference/AGM or ALAC.

27. MERIT AWARDS

- 27.1 The ALA may, from time to time confer on individuals and/or organisations, Merit Awards.
- 27.2 A person and or organisation receiving such honour will be presented with a badge and certificate.
- 27.3 The nominating and endorsement procedures, as well as criteria for such awards will be:
- (a) To be considered for such an award a nominee shall have given long term (normally minimum of 10 years), meritorious contribution to the Little Athletics movement in Australia including at affiliated Association and National level.
 - (b) Nominations shall be by an affiliated Association or by the Executive
 - (c) To be valid, nominations shall be in writing and signed by the Chairman/President/Managing Director/Chairman of meeting and Administration

- Director/Executive Officer/Secretary of the proposing affiliated Association, or by the President and Administration and Finance Director of the ALA.
- (d) Nominations to be forwarded to the CEO on official nomination form by the 31st December or 30th June.
 - (e) Nominations received between 1st July and 31st December would normally be considered at the Half Yearly Conference in April and nominations received between 1st January and 30th June would normally be considered at the Conference held to coincide with the Annual General Meeting.
 - (f) The CEO shall then circulate forthwith, to all affiliated Associations, details of the nomination.
 - (g) Voting for Merit Awards shall be by secret ballot conducted at Conferences of the ALA. The nomination shall become effective if approved by a simple majority of votes cast.
 - (h) Presentation of the Merit Award shall be at a time and place deemed suitable.
- 27.4 An individual once awarded Life Membership shall not be eligible for a Merit Award.
- 27.5 All Merit Award recipients shall receive the Minutes of the Conference/AGM and Annual Report and shall be invited to attend the ALAC when conducted in their State/Territory of residence. Such invitations are to be issued on the understanding that the ALA is no way obliged to meet the costs of the Merit Award recipient attending such Conference/AGM or ALAC.
- 28. PRECEDENCE AND CLARIFICATION - THE MODEL RULES**
- 28.1 This Constitution is drafted in accordance with the Model Rules and takes precedence over those Model Rules.
- 28.2 Where an omission is identified within this Constitution, the clauses contained in the Model Rules will apply until such time as this Constitution is so amended.
- 28.3 Where an anomaly or ambiguity is identified in this Constitution, the clauses contained in the Model Rules shall apply until such time as this Constitution is so amended.
- 28.4 Where reference to the Model Rules fails to resolve an anomaly or ambiguity or fails to provide coverage for an omission, the BOM shall resolve such anomaly, ambiguity or omission by the tabling and debate of an appropriate Motion. In these instances, a two-thirds (2/3) majority vote is required for the tabled Motion to be passed.
- 28.5 In reading and amending this Constitution, a heading to a Section or set of Clauses is indicative of the content only and does not form part of the actual Section or set of Clauses.
- 28.6 All changes to this Constitution relating to correction of spelling errors or changes to the words appearing in a heading are to be regarded as cosmetic only and do not require motions to effect such changes.
- 28.7 Renumbering of Clauses (or sub clauses) as a result of the insertion of new Clauses (or sub clauses) or the deletion of existing Clauses (or sub clauses) are to be regarded as cosmetic only and do not require motions to effect such changes.
- 28.8 Any change of a reference to a Clause (or sub clause) that requires changing as the result of Clause 28.7 above is to be regarded as cosmetic only and does not require a motion to effect such a change.
- 29. PUBLIC OFFICER**
- 29.1 The ALA shall appoint a Public Officer noting that this person must be a resident of the Australian Capital Territory who is at least eighteen (18) years of age.
- 29.2 The Public Officer may hold any other position or appointment with the ALA or an affiliated Association but does not have to hold such a position or appointment.

30. COMMON SEAL

- 30.1 The Common Seal of the ALA shall be kept in the custody of the CEO.
- 30.2 The Common Seal shall not be affixed to any instrument except by the authority of the Executive of the ALA.
- 30.3 The affixing of the Common Seal to any instrument shall be attested to by the signature of the President and at least one (1) other member of the Executive.

31. INSPECTION OF BOOKS

- 31.1 The ALA Executive will consider reasonable requests by Member Associations to inspect (but not copy) financial and other records of the Association. When deciding whether to permit inspection, the ALA Executive will take into account any restrictions on providing the information that are imposed by law, privacy considerations and the confidential nature of the relevant information.
- 31.2 Such inspection ay only be undertaken for a proper purpose and at a mutually agreed time and the information obtained must be kept confidential by the member Association.

PART II

RULES OF AUSTRALIAN LITTLE ATHLETICS

- APPENDIX A** - Rules for Conduct of Meetings. (Standing Orders)
- APPENDIX B** - Rules of Competition for the Australian Teams Championship. (Under 13 "ATC")
Rules of Competition for the ALA Multi-Event Championship. (Under 15 "Multi-Event")
- APPENDIX C** - Intentionally left blank.
- APPENDIX D** - By-Laws of the ALA.
- APPENDIX E** - Events and Specifications.
- APPENDIX F** - Policies of the ALA.
- APPENDIX G** - Guidelines of the ALA.

- Note**
1. *These Appendices are attached to, but do **NOT** form part of the Constitution of the ALA.*
 2. *In accordance with Clause 20.2 of the Constitution, any amendment of **Appendices A, B and C** requires a **3/4 MAJORITY** vote in favour of the amendment for it to be carried.*
 3. *In accordance with Clause 20.2 of the Constitution, any amendment of **Appendix D and E,** requires a SIMPLE MAJORITY vote in favour of the amendment for it to be carried.*
 4. *In accordance with Clause 20.3 of the Constitution, any amendment of **Appendix F and G** requires **BOM approval**.*

APPENDIX A

RULES FOR CONDUCT OF MEETINGS

or

STANDING ORDERS

RULES FOR CONDUCT OF MEETINGS

or

STANDING ORDERS**A1. STANDING ORDERS**

The standing orders shall apply to all Conferences/AGM/EM and Executive Meetings and all meetings of Sub-Committees.

A2. PARLIAMENTARY RULES

In all cases not provided for, resort shall be had to the rules, forms and usages of Parliament, which shall be followed so far as the same are applicable.

A3. SELECTION OF SPEAKERS

After a motion has been duly moved and seconded speakers shall only be heard alternately against and for the motion excepting for the purpose of moving or seconding any amendments or further amendment and failing any speaker rising for the other side the motion shall be put unless otherwise determined by the meeting.

A4. CHAIRMAN'S RULING

If the Chairman rises to call a member to order or for any purpose connected with the proceedings, the member speaking shall thereon resume their seat and no other member shall rise until the chair is resumed.

If any member is dissatisfied with the Chairman's ruling the following procedures shall be observed:

- (a) A motion shall be moved and seconded in the following terms, "that the Chairman's ruling be dissented from".
- (b) The Chairman must then ask another member of the Executive or BOM to take the chair.
- (c) Only the mover shall be permitted to speak, except the Chairman, who may subsequently state the reasons for the ruling given.
- (d) The motion shall then be put to the meeting by the Acting Chairman without discussion.
- (e) The Chairman shall then resume the chair and apply the ruling of the meeting.

A5. SPEECHES

- (a) No member shall be permitted to speak more than once upon any subject before the meeting unless on a point of order or explanation or to ask a question except the mover of the original motion.
- (b) On any amendment being moved, any member even though he has spoken on the original motion may speak again on the amendment.
- (c) A member may formally second any motion or amendment and reserve the right to speak until a later period in the debate.
- (d) The mover of a motion shall be allowed five (5) minutes, subsequent speakers three (3) minutes and the mover three (3) minutes in reply.
- (e) A member when speaking shall not be interrupted unless called to order when they shall sit down until the member calling to order has been heard thereon and the question or order disposed of when the member in possession of the floor may proceed with the subject.

A6. POINTS OF ORDER

Members wishing to raise points of order must first obtain the permission of the Chairman and must rise immediately the alleged breach has occurred and put the point of order in the form of a question. Points of order may be made on the following grounds:

- (a) The offender is not speaking to the subject.
- (b) The offender is using unseemly language.
- (c) The offender is breaking a rule of the ALA.
- (d) The offender is infringing Standing Orders.

A7. MOTIONS AND AMENDMENTS

- (a) The first proposition on any subject shall be known as the original motion and all succeeding propositions on that subject shall be called amendments.
- (b) Every motion or amendment must be moved and seconded by members actually present at the meeting before any discussion may take place except that a seconder is not necessary in committee nor when nominations for office are being taken.
- (c) The Chairman shall disallow amendments which:
 - (i) Are irrelevant to the subject matter of the original motion.
 - (ii) Are contrary to the original motion.
 - (iii) Conflict with decisions already made.
- (d) When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment has been determined.

A8. SUBSTANTIVE MOTIONS

If an amendment is carried, it displaces the original motion and itself becomes the motion whereupon any further amendment relating to any portion of the motion, may be moved provided it is consistent with the business and has not been covered by any amendment or motion which has been rejected previously.

After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the motion.

A9. WITHDRAWALS

No motion or amendment, which has been accepted by the chair, shall be withdrawn without the unanimous consent of the meeting.

A10. RIGHT OF REPLY

The mover of every original motion, but not of any amendment shall have a right to reply immediately before the question shall be put by the chair except that in such reply, no new subject shall be introduced.

A11. VOTING

- (a) Voting shall be by show of hands, or if required by any three members entitled to vote, or by the Chairman, shall be by division, by ballot, or by postal ballot.
- (b) In all cases where voting is equal, the Chairman must exercise a casting vote.

A12. CLOSING DEBATE

- (a) A motion to close the debate taking the form "that the question be now put" may be moved by any member who has not spoken previously at any time during the debate.

- (b) No discussion is allowed on a closure motion however the Chairman may refuse to accept such a motion if it is felt that the subject has not been sufficiently debated.
- (c) In the event of the closure being carried, the mover of the original motion shall have the right to reply in accordance with Standing Order A10 before the question is put.
- (d) If the closure motion is moved on an amendment such motion applies to the amendment only.
- (e) Should a closure motion be defeated, thirty (30) minutes shall elapse before a further closure motion can be accepted, unless the Chairman is of the opinion that the circumstances have changed materially in the meantime.

A13. ADJOURNMENT DEBATE

- (a) A motion to adjourn the debate may be moved by any member who has not spoken previously at any time during the debate.
- (b) The mover of the motion upon which the adjournment has been moved shall be allowed the right of reply on the question of adjournment but such right will not prejudice his right to reply to his own motion.
- (c) In the event of the adjournment being carried, the mover of the original motion shall have the right to re-open the debate on its resumption.
- (d) Should an adjournment motion be defeated, thirty (30) minutes shall elapse before a further adjournment motion can be accepted unless the Chairman is of the opinion that the circumstances have changed materially in the meantime.

A14. RESCINDING OF A RESOLUTION

A resolution of a meeting may be rescinded by that meeting provided that a motion for rescission is carried by two-thirds (2/3) of the members present.

A15. SUSPENSION OF STANDING ORDERS

Any member may move the suspension of the Standing Orders to discuss a matter of urgent importance to the Association and such a motion of suspension shall be declared carried if supported by two-thirds (2/3) of the members present.

A16. AMENDMENTS TO STANDING ORDERS

Standing Orders shall be amended in accordance with the provisions laid down for amendments to the Constitution of the ALA.

APPENDIX B

RULES FOR COMPETITION

IN THE

AUSTRALIAN TEAMS CHAMPIONSHIP

AND

MULTI- EVENT CHAMPIONSHIP

Rules for Competition

B1 Australian Little Athletics Championships

- The Australian Little Athletics Championships to be conducted on the weekend nearest to ANZAC Day in the given year, but not on ANZAC Day.
- The Australian Teams Championship (ATC) and the Australian Multi-Event Championship (MEC) must be conducted on the same day and at the same venue.
- The Australian Teams Championship (ATC) is a team's competition for Under 13 age group athletes where each athlete gains points from events towards a total team point score.
- The Australian Multi-Event Championship (MEC) is an individual competition with each athlete competing in five (5) events. Points are based on the best performance in each event and totaled to determine the overall places.

B2 Teams

- All competitors must be registered with that affiliated Association in accordance with the Constitution and rules/regulations of that Association.

ATC

- Each affiliated Association shall be entitled to send a team of up to twenty-two (22) athletes in the Australian Teams Championship (ATC).
- Each athlete may compete in a maximum of four (4) individual events or a maximum of three (3) individual events plus one (1) relay. The heat and final/consolation final of a laned track event are deemed to be one event.

MEC

- Each affiliated Association shall be entitled to enter up to two (2) boys and up to two (2) girls in the Australian Multi-Event Championship (MEC).
- Each affiliated Association may enter up to two (2) athletes in each individual event and one (1) team in each relay event.

B3 Entry

- Entries to be submitted to the CEO, who will send a copy to the Competition and Standards Director and host Association on the specified forms not less than twelve (12) days prior to the day of competition. The number of days excludes the day of competition.

B4 Age groups

- Each affiliated Association must certify in writing to the ALA prior to competition that all members of the team meet the age requirements as specified. The ALA Competition and Standards Director has the authority to demand proof of age of any team member if so required.

ATC

- All team members must be twelve (12) years of age as at midnight on the 30th September immediately prior to the ATC.

MEC

- All team members must be fourteen (14) years of age as at midnight on the 30th September immediately prior to the MEC.

B5 Events

- Events for the Australian Teams Championship (ATC) competition shall be 100 metres, 200 metres, 400 metres, 800 metres, 1500 metres, 80 metre hurdles, 1500 metres walk, 4 x 100 metres relay, long jump, triple jump, high jump, shot, discus and javelin for boys and girls.

- Events for the Australian Multi-Event Championship (MEC) competition shall be 100 metres, 800 metres, Hurdles (90 metres for girls and 100 metres for boys) Long Jump and Discus. All events shall be held for both boys and girls.

B6 Substitutions

- After the closing date for entries, an athlete named in the original team selection maybe replaced in the team up until two (2) days prior to the day of competition. Notification must be received by the Competition & Standards Director no later than two (2) days prior to the day of competition. The number of days excludes the day of competition.

ATC

- From two days (2) prior to the day of competition an athlete can only be replaced in their events by an athlete already named in the team at that time. The number of days excludes the day of competition.
- Substitutions must be submitted on the appropriate form to the Chief Marshal as soon as possible but no later than marshalling time of that event.

B7 Uniform

Each team shall compete in uniform using colours as approved by the ALA.

- Each athlete will be allocated and issued with unique number patches. The athlete will wear one number on their chest and one on their back. The patches will be supplied by ALA.
- No skins or like product are permitted. (The 'Skins' ruling refers to the longer style or that showing the logo and/or distinctive contrast stitching). No part of the uniform shall extend beyond the top of the knee.
- Where socks are worn, non-branded white crew or low cut sock or as supplied by the ALA sponsor for this event shall be worn as part of the competition uniform. (The ALA Competition and Standards Director may make an exception to this rule based on medical reasons.)

B8 Marshalling

- All track events shall be called to marshalling fifteen (15) minutes prior to the start of the event.
- All field events shall be called to marshalling thirty (30) minutes prior to the start of the event.

B9 Protests

a) Protests must be made by the Team Manager, in writing, on the approved protest form within 15 minutes of the posting of the results. The protest must be handed to the Announcer, accompanied by a deposit of A\$50 (incl GST).

b) When a protest is lodged with the announcer, the name of the protesting State and the reason for the protest is to be notified to all team managers and the main recording room.

c) One of two types of reasons will be notified – either on a technicality or on the judges' decision.

d) The Referee may rule on the protest or may refer the matter to the "Jury of Appeal".

e) The decision will be conveyed to the relevant Team Manager/Managers prior to being notified to the team managers of the other States. The notification shall be dismissed, upheld or gone to Jury.

f) There shall be a "Right of Appeal" to the Jury, which must be lodged within 15 minutes after the notification of the decision. The Appeal must be in writing and lodged with the announcer.

g) All Team managers will be notified that an Appeal has been lodged.

h) The Appeal will be heard by the Jury of Appeal which will consist of 3 or 5 members. Associations directly involved in the Appeal are ineligible to sit on the Jury of Appeal. In the event there are less than 3 eligible Associations to hear the Appeal, Executive member/s will form part of the Jury of Appeal (excluding the Competition and Standards Director).

i) The decision will be conveyed to the relevant Team Manager/Managers prior to being notified to the team managers of the other States. The notification shall be either – dismissed or upheld.

j) The A\$50 will be refunded if the protest is upheld by either referee (section d) or the Jury of Appeal (clause h). In the event that the protest is dismissed the A\$50 will be returned, but if deemed frivolous by the Jury of Appeal, the protest fee will not be returned. The Team Official will be issued with a tax invoice for presentation to their Association.

B10 Point Scores

ATC

(a) Points scoring shall be as follows:

PLACE	POINTS	PLACE	POINTS
First	17	Ninth	8
Second	15	Tenth	7
Third	14	Eleventh	6
Fourth	13	Twelfth	5
Fifth	12	Thirteenth	4
Sixth	11	Fourteenth	3
Seventh	10	Fifteenth	2
Eighth	9	Sixteenth	1

(b) In the event of a tie for the final placing, the points allocated to the placing will be summed and equally distributed to the tying athletes.

(c) The points allocated for athletes contesting the Consolation Final will commence with those allocated for ninth (9th) place onwards in all circumstances.

(d) Those athletes who are DQ (disqualified), DNS (do not start), DNF (do not finish) or NM (receive no measurement) shall not receive any points.

(e) Relay events will be awarded double the corresponding points scored in individual events.

MEC

Each competitor will be allocated points for their best performance in each of the five (5) events, such points to be calculated in accordance with the ALA's Standard Multi-Event Point Score System (Competition and Standards By-Law; BL12/4).

(a) In the event of a tie for the final placing, no count back shall be applied. Tied athletes will be given equal placing.

(b) An athlete failing to attempt to start or make a trial in one of the five (5) events shall not be entitled to receive an individual medal. It will not prohibit the athlete from competing and scoring points in subsequent events.

B11 Footwear

((SR4(i)) Appropriate footwear is compulsory for all competitors in all events.

Spiked shoes

(a) Spiked shoes may not be worn in the following events:
800 metres, 1500 metres, Walk, Shot, Discus.

- (b) A spiked shoe includes any shoe capable of taking spikes whether these spikes are fitted or removed. This includes the replacement of the spikes with blanks.
- (c) The maximum length of spikes shall be advised by the host Association at least one (1) month prior to the ALAC.
- (d) ((SR4(iv)) Spike shoes must only be worn during an event and are not to be worn to and from an event.

B12 Conduct

Except as otherwise provided in these rules, all competition shall be conducted in accordance with the IAAF rules for track and field competition, applicable as at the preceding 1st October.

All specifications for Track and Field are as detailed in Appendix E to the ALA Constitution.

All implements shall be provided by the host Association.

In the case of tied places, after applying IAAF rules in regard to count-back and a tie still occurs, equal places shall be awarded.

MEC

For other than 1st place, there shall be at least one (1) recorded time for each athlete. There shall be at least three (3) recorded times for the 1st placed athlete.

SPECIFIC RULES – TRACK EVENTS

B13 Starting and Starting blocks

Athletes may use a standing start for all track events. Where a standing start is used, an athlete who, immediately after the command "set", moves their foot to take up their final starting position, shall be deemed to have complied with the rules of starting.

Starting blocks may be used, at the discretion of the athlete, in all laned track events, except where this contravenes any rule(s) made by the venue management on the use of starting blocks.

Starting blocks will be provided at the venue by the host Association and only these starting blocks may be used.

ATC

((SR22(xiv)) Any competitor who commits a false start shall be warned. If a competitor is responsible for 2 false starts, or 3 in the case of multi events, they shall be disqualified from the event.

MEC

((SR22(xiv)) (as above)

B14 Disqualification of an athlete

(SR10) Unacceptable behaviour

i. The appropriate Referee (or Association equivalent) will speak to an athlete who displays unacceptable or unsporting behaviour. Any repetition of that behaviour will result in the athlete being disqualified.

ii. If the offence is of a serious nature immediate disqualification may occur.

iii. The Meeting Manager shall notify the athlete's nominated Centre representative of the behaviour and outcome. &

SR23 (i & ii)

The race i. Any competitor who jostles or obstructs another athlete, so as to impede their progress, shall be liable to disqualification from that event. The Referee shall have the authority to order the race to be re-held excluding any disqualified athlete or, in the case of heats, to permit any competitor(s) seriously affected by jostling or obstruction

(other than the disqualified athlete) to compete in the final of the event. Normally, such a competitor should have completed the event with bona fide effort. Regardless of whether there has been a disqualification, the Referee, in exceptional circumstances, shall also have the authority to order the race to be re-held if they consider it just and reasonable to do so.

ii. In all races run in lanes, each competitor shall keep within their allocated lane from start to finish. This shall also apply to any portion of a race run in lanes.

B15 (SR9) Medical

i. A Medical Officer, with appropriate first aid or medical qualifications, should be appointed at each athletic competition.

ii. A Referee may call the attending Medical Officer to examine any athlete in obvious stress or pain, due to illness or injury.

iii. If on the advice of the Medical Officer: a. Further treatment is required; and/or b. The athlete should not compete further;

the athlete should at that point be withdrawn from the event and, if required, further events. All results up to that point remain.

iv. On advice from the Medical Officer to the appropriate Referee, an athlete may be removed from an event if they appear to be suffering from heat stress, an asthma attack or any other medical condition which poses a serious risk of injury.

v. Asthmatics should use their inhalers prior to the event if necessary and shall be allowed to take their inhalers to the event site. Asthma inhalers may be carried by an athlete during the event but must not be held in the hand.

vi. If the inhaler is used after the event has commenced, the athlete is required to withdraw immediately and may not return to the event.

If following the application of Rules 9(ii-iii) the athlete returns to competition and suffers a further asthma attack, they shall be immediately removed from that and all other events and seek medical treatment.

B16 Indication of placings

After determination of the places, the athletes will be lined up in order of finishing prior to leaving the track. The athletes will be escorted from the finish line in this order.

B17 Conduct of Laned track events

(a) **ATC-** Each qualifying heat will have a maximum of one athlete from each Association. Selection for each qualifying heat shall be by random draw and, within each qualifying heat, lane allocation shall be by random draw.

MEC- Each heat will have a maximum of one athlete from each Association. Selection for each heat shall be by random draw and, within each heat, lane allocation shall be by random draw.

(b) Where heats and finals are necessary, finalists are determined as the first, second and third places in each heat and the next fastest times to fill eight lanes. Where times are equal, the higher placing will take precedence. The remaining athletes will compete in a consolation final.

(c) Only those athletes who qualify for the final shall compete in the final.

(d) Where there is a tie for places in a qualifying heat, a ballot between the tied athletes will be used to determine the seeding for the lane allocation in the final.

(e) Where the finalists are being selected on performance in the qualifying heats and equal performances are involved, the places in each heat shall be used to determine the finalists.

(f) Commencing with the 2011 ALAC, the four highest ranked athletes from the heats will be

randomly drawn in lanes 3, 4, 5 & 6; the fifth and sixth highest ranked athletes from the heats will be randomly drawn in lanes 7 & 8; and the two lowest ranked athletes from the heats will be randomly drawn in lanes 1 & 2. This rule applies to both final and consolation final.

- (g) Where eight (8) or less athletes marshal for the event, the event will be conducted as a final at the time that the final is scheduled. The lane draw for this final shall be by random draw. Only those athletes that originally marshaled for the event shall be allowed to compete in the final.
- (h) In relay events, athletes may use check marks in their own lanes. Adhesive tape may be used except where this contravenes any rule(s) made by the venue management. Check markers will be provided at the venue by the host Association.

B18 Conduct of Non-laned track events

- (a) The 800 metres shall be conducted in lanes as far as the break line which is just prior to the end of the first bend, with up to two competitors occupying each lane.
- (b) A single start line of athletes shall be used for each of the 1500 metres and walk events.
- (c) The starting position for the individual athletes shall be by random draw.

B19 Instructions to Walk athletes.

- (a) Prior to each walking event, the Chief Judge will identify themselves to the athletes and acquaint them with the judging procedures to be used for the event.
- (b) The only instruction to be relayed to walkers by Walk Judges during the event can be a caution for knees and/or contact and a warning for knees and/or contact.
- (c) Caution may be given by any Walk Judge to an athlete when an athlete appears to be in danger of infringing the rules. Cautions are issued verbally and briefly, taking care that the remarks do not constitute coaching. All remarks should be loud and clear and always preceded by the word "caution". A Walk Judge can only caution an athlete once for each offence during the event.
Note: A caution has no bearing on disqualification. It is possible to be cautioned by every judge and yet receive not one single warning. This advice is only to make an athlete aware that their action is in danger of infringing the rules.
- (d) A Warning for disqualification may be given by a Walks Judge if an athlete is actually breaking the rules of race walking. Warnings are issued verbally. The warning is recorded on the judging card and forwarded to the Chief Judge immediately after the event.
- (e) A Disqualification is brought about by a Warning from each of any three (3) different judges. Any athlete so disqualified is not to be removed from the track.

At the conclusion of the race, the Chief Walk Judge will advise the athletes of any disqualifications and, where possible, give the reasons for the disqualification. The results of an event shall not become final until the Chief Judge and Track Referee have given the all clear.
- (f) Hip numbers must be worn by all walkers and will be supplied by the host Association. The number will be worn on the right hip and must be clearly visible to the judges.

SPECIFIC RULES - FIELD EVENTS

B20 Order of trials

((SR25(i&ii))

- i. The order in which competitors shall take their trials shall be drawn randomly.
- ii. In all events, except for the High Jump, where there are more than 8 competitors, each shall be allowed 3 trials and the 8 competitors with the best valid performances shall be allowed 3 additional trials.

B21 Definition of terms

(SR27)

- i. Commencement of Competition
 - Competition commences with the first trial in the first round.
 - The trials shall commence when the Official responsible indicates to the competitor that all is ready for the trial to begin, and the athlete is called.
 - The period allowed for this trial shall commence from that moment.
- ii. A round commences when the first athlete eligible to compete in the round commences their trial.
- iii. A round is complete when the last athlete eligible and present to compete in the round completes their trial.
- iv. Completion of Trial
 - Throws - a trial is complete when the athlete leaves the circle (discus and shot put) or runway (javelin).
 - Long & Triple Jump - a trial is complete when the athlete leaves the landing pit. **Note:** leaving the pit is defined as the first contact made by the foot with the border or ground outside the landing area.
 - High Jump - a trial is complete when the Chief Judge designates a "fair/foul jump".
- v. Completion of Competition
 - High Jump - the high jump is complete when the last remaining athlete fails or decides to stop.
 - All other events are complete when the last round is completed.

Note:

The number of rounds in a competition must be clearly stated at the start of the competition and where possible indicated in the program.

B22 Clashes

- (a) For other than High Jump, where a clash of events occurs, the Chief Judge is empowered to allow the athlete to compete out of round and out of order in all six rounds. It is not permitted for an athlete to have two or more trials in succession, nor can an athlete demand to have a trial that has been missed.

Note: It should be borne in mind that the three qualifying rounds of the competition must be completed, and a final eight determined before any trials from rounds four, five and six are taken.

- (b) For High Jump, where a clash of events occurs, the Chief Judge is empowered to allow the athlete to compete out of order. The athlete rejoins the competition at the current height of the bar.
- (c) Initial clash forms are to be submitted to the host association within two days of submission of their entries. Any subsequent clashes excluding those that occur on the day of the competition, are to be submitted no later than the Team Manager's meeting conducted prior to ALAC's.

B23 Long jump and Triple jump

- (a) Plasticine or similar material in front of the take off board is not to be used.
- (b) The Triple Jump shall have a minimum of three (3) take off boards, with the leading edge of the board furthest from the front edge of the pit being a maximum of thirteen (13) metres. The spacing of the other boards will be as provided at the competition venue. These spacing's will be advised to all Associations at the preceding ALA Half-Yearly Conference.

B24 Specifications for High jump**Section 1.01**

- (a) The starting height for High Jump shall be
 - (i) Girls 1.20m
 - (ii) Boys 1.30m
- (b) Increments for competition shall be five (5) centimetres until the number of participants is reduced to six (6). Increments are to then be two (2) centimetres or at the discretion of the Chief High Jump official in consultation with athletes remaining in the event. When only one athlete remains, that athlete may choose the increments.

APPENDIX C

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APPENDIX D

BY-LAWS

OF

AUSTRALIAN LITTLE ATHLETICS

BY-LAWS OF AUSTRALIAN LITTLE ATHLETICS

The numbering system for all By Laws of the Australian Little Athletics (ALA) will be the two (2) digit year, followed by a slash (/) and then a sequential number, starting at one (1) each year. As a result of the complete review of By Laws carried out in early 1995 and accepted at the Annual General Meeting of the ALA in April 1995, all superseded and/or redundant By Laws were removed and those remaining were accordingly renumbered.

Note: Comp = Competition Admin = Administration L/W/R = Lapsed/Withdrawn/Rescinded

1985

BL85/1	Rescinded 2003 (Half-Yearly Conference) <i>Dick Healey Trophy</i>	L/W/R – P1
BL85/2	Rescinded 2003 (Half-Yearly Conference) <i>ALA become Associate Member of AA</i>	L/W/R – P1
BL85/3	COMPETITION & STANDARDS <i>Footwear to be worn for all events.</i>	Comp – P1
BL85/4	COMPETITION & STANDARDS <i>Training sessions to be limited to max. of 3 per week.</i>	Comp – P1
BL85/5	COMPETITION & STANDARDS <i>Longer distance events to be run in cooler parts of the day.</i>	Comp – P1
BL85/6	COMPETITION & STANDARDS <i>Explosive events are not to be run after fatiguing events.</i>	Comp – P1
BL85/7	COMPETITION & STANDARDS <i>Restraining devices on high jump bar.</i>	Comp – P1

1986

BL86/1	Rescinded 2001 (Half-Yearly Conference) <i>Conference Workshop.</i>	L/W/R – P1
BL86/2	Rescinded 2000 (Half-Yearly Conference) replaced with BL00/3 <i>Conduct of events at ALAC.</i>	L/W/R – P1
BL86/3	COMPETITION & STANDARDS <i>Race calling not be feature at ALAC.</i>	Comp – P1
BL86/4	COMPETITION & STANDARDS <i>Preliminary Certificate Coaching Courses</i>	Comp – P1

1987

BL87/1	Rescinded 2001 (Half-Yearly Conference) <i>Standardisation Committee</i>	L/W/R – P1
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1988

BL88/1	COMPETITION & STANDARDS <i>Little Athletics does not promote professionalism.</i>	Comp – P1
BL88/2	Replaced by BL97/4 <i>Sponsorship is binding on all Associations.</i>	L/W/R – P1
BL88/3	Rescinded 1999 (Half-Yearly Conference) replaced with BL99/1 <i>Maximum age of athletes in Little Athletics.</i>	L/W/R – P1
BL88/4	COMPETITION & STANDARDS <i>ALAC to be conducted on the weekend nearest to Anzac Day.</i>	Comp – P1

BL88/5	Rescinded 2002 (Annual Conference) <i>Sponsorship for the ALAC.</i>	L/W/R – P1
1989		
BL89/1	Rescinded 1998 (AGM) <i>Australian Best Performances.</i>	L/W/R – P1
1990		
BL90/1	COMPETITION & STANDARDS <i>Medical practitioner to be available at ALAC.</i>	Comp – P1
BL90/2	Rescinded 2007 (Half Yearly Conference) <i>Membership to Australian Confederation of Sport</i>	L/W/R – P1
BL90/3	Rescinded 2001 (Half-Yearly Conference) <i>Plaque for Life Membership.</i>	L/W/R – P1
BL90/4	Rescinded 2001 (Half-Yearly Conference) <i>Sports Aid Foundation.</i>	L/W/R – P1
1991		
BL91/1	COMPETITION & STANDARDS <i>Rules pertaining to ALAC be clearly specified where they are exception to IAAF.</i>	Comp – P1
BL91/2	COMPETITION & STANDARDS <i>Approved uniform for Teams competing in ALAC.</i>	Comp - P1
BL91/3	Rescinded 1998 (Half-Yearly Conference) <i>Triple jump take off pits.</i>	L/W/R – P1
1992		
BL92/1	Rescinded 2001 (Half-Yearly Conference) replaced with BL01/5 <i>Multi-Event Scoring system based on ABP concept.</i>	L/W/R – P1
BL92/2	Rescinded 2001 (Half-Yearly Conference) <i>Colour posters.</i>	L/W/R – P2
BL92/3	ADMINISTRATION & FINANCE <i>Financial reports be on accrual basis.</i>	Admin – P1
BL92/4	ADMINISTRATION & FINANCE <i>No Association registration fee be payable when an athlete transfers interstate.</i>	Admin – P1
BL92/5	Rescinded 2001 (Half-Yearly Conference) <i>ATC point scoring computer program.</i>	L/W/R – P2
BL92/6	Rescinded 2001 (Half-Yearly Conference) <i>Associations be required to conduct all standard events at State Championships .</i>	L/W/R – P2
BL92/7	Rescinded 2001 (Half-Yearly Conference) <i>Associations may conduct additional events at State Championships.</i>	L/W/R – P2
1993		
BL93/1	Rescinded 2001 (Half-Yearly Conference) <i>Junior Development Committee</i>	L/W/R – P2
BL93/4	Rescinded 2001 (Half-Yearly Conference) <i>Australian Runner Magazine.</i>	L/W/R – P2

BL93/5	Rescinded 2001 (Half-Yearly Conference) <i>Joint policy statement with AT&FCA.</i>	L/W/R – P2
BL93/6	Rescinded 2002 (Annual Conference) replaced with BL02/1 <i>ALA/AT&FCA</i>	L/W/R – P2
BL93/7	Rescinded 2001 (Half-Yearly Conference) <i>Inaugural representatives of ALA</i>	L/W/R – P2
BL93/8	ADMINISTRATION & FINANCE <i>Public Officer for ALA</i>	Admin – P1
BL93/9	Rescinded 2001 (Half-Yearly Conference) <i>Think Tank meetings.</i>	L/W/R – P2
1994		
BL94/1	Rescinded 2003 (Half-Yearly Conference) <i>Directors Liability Insurance.</i>	L/W/R – P2
BL94/2	Rescinded 2001 (Half-Yearly Conference) <i>Funding proposal to ASC.</i>	L/W/R – P2
BL94/3	Rescinded 2001 (Half-Yearly Conference) <i>Drug Testing</i>	L/W/R – P2
BL94/4	COMPETITION & STANDARDS <i>Officials' uniform colours.</i>	Comp – P1
1995		
BL95/1	Rescinded 2001 (Half-Yearly Conference) <i>Australian Best Performances.</i>	L/W/R – P2
BL95/2	Rescinded 1998 (Half-Yearly Conference) <i>Budget.</i>	L/W/R – P2
BL95/3	Rescinded 2002 (Annual Conference) <i>ALAC levy.</i>	L/W/R – P2
BL95/4	Rescinded 2003 (Half-Yearly Conference) <i>Registration levy.</i>	L/W/R – P3
BL95/6	Rescinded 2001 (Half-Yearly Conference) <i>ALAC – track familiarisation.</i>	L/W/R – P3
BL95/7	Replaced by BL96/2 <i>ALAC opening ceremony .</i>	L/W/R – P3
BL95/8	Rescinded 1998 (AGM) <i>Medical Panel.</i>	L/W/R – P3
BL95/9	Replaced by BL98/2 <i>Medals for ALAC Multi-Event athletes.</i>	L/W/R – P3
1996		
BL96/1	Replaced by BL98/3 <i>Tiny Tots.</i>	L/W/R – P3
BL96/2	COMPETITION & STANDARDS – <i>ALAC – timing of opening ceremony.</i>	Comp – P1
1997		
BL97/1	Rescinded, now included in App C & App E. <i>Rules for competition at ALAC</i>	L/W/R – P3
BL97/2	ADMINISTRATION & FINANCE	Admin – P1

	<i>ALA levies – one levy to be raised.</i>	
BL97/3	Rescinded 2001 (Half-Yearly Conference) replaced with BL01/4 <i>ALAC subsidy.</i>	L/W/R – P3
BL97/4	Rescinded 1999 (Conference) <i>Sponsorship.</i>	L/W/R – P3
BL97/5	COMPETITION & STANDARDS <i>Trevor Billingham Trophy.</i>	Comp – P1
BL97/6	COMPETITION & STANDARDS <i>Team Mangers' meeting.</i>	Comp – P2
BL97/7	Rescinded 2003 (Half-Yearly Conference) replaced with BL 03/2 <i>Association minutes to be forwarded to ALA.</i>	L/W/R – P3
BL97/8	Rescinded 2003 (Half-Yearly Conference) <i>Executive to prepare report on the ALAC.</i>	L/W/R – P3
BL97/9	Rescinded 2001 (Half-Yearly Conference) <i>Dates for ALAC 2000.</i>	L/W/R – P3
BL97/10	Rescinded 2001 (Half-Yearly Conference) <i>Colour for 2kg shot.</i>	L/W/R – P3
1998		
BL98/1	COMPETITION & STANDARDS <i>Trophy based on population.</i>	L/W/R – P3
BL98/2	Rescinded 2005 (Half-Yearly Conference) Replaced with BL05/2 COMPETITION & STANDARDS <i>No medals for MEC.</i>	Comp – P2
BL98/3	ADMINISTRATION & FINANCE <i>Tiny Tots.</i>	Admin – P1
BL98/4	ADMINISTRATION & FINANCE <i>Copies of Association audited reports.</i>	Admin – P1
BL98/5	ADMINISTRATION & FINANCE <i>Obsolete organisations contained in Bylaws.</i>	Admin – P1
BL98/6	Rescinded 2001 (Half-Yearly Conference) <i>Code of Practice.</i>	L/W/R – P4
BL98/7	Rescinded 1999 (Conference) <i>Australian Best Performances.</i>	L/W/R – P4
1999		
BL99/1	ADMINISTRATION & FINANCE <i>Maximum age of athletes</i>	Admin – P1
BL99/2	Rescinded 2001 (Half-Yearly Conference) <i>Sub Committee for rules.</i>	L/W/R – P4
BL99/3	ADMINISTRATION & FINANCE <i>Medals and medallions.</i>	Admin – P2
2000		
BL00/1	ADMINISTRATION & FINANCE <i>Affiliation form.</i>	Admin – P1
BL00/2	COMPETITION & STANDARDS	Comp – P2

Attendance at host Association Track & Field Championships.

BL00/3	<i>Rescinded 2001 (Half-Yearly Conference) replaced with BL01/10 ATC rules.</i>	L/W/R – P4
BL00/4	<i>Rescinded 2001 (Half-Yearly Conference) replaced with BL01/5 ATC points system.</i>	L/W/R – P4
2001		
BL01/1	<i>Rescinded 2003(Half –Yearly Conference) Qantas sponsorship.</i>	L/W/R – P4
BL01/2	ADMINISTRATION & FINANCE <i>NTLAA affiliation.</i>	Admin – P1
BL01/3	<i>Rescinded 2005 (Half-Yearly Conference) replaced with BL05/1 POLICIES A.S.A.P</i>	L/W/R – P6
BL01/4	<i>Rescinded 2003(Half –Yearly Conference) ALAC subsidy.</i>	L/W/R-P4
BL01/5	COMPETITION & STANDARDS <i>ATC points.</i>	Comp – P2
BL01/6	ADMINISTRATION <i>Association logos.</i>	Admin – P1
BL01/7	ADMINISTRATION <i>Working with Children</i>	Admin – P2
BL01/8	ADMINISTRATION <i>Official Accreditation Program</i>	Admin – P2
BL01/10	<i>Rescinded 2002 (Annual Conference) ALAC program changes.</i>	L/W/R – P4
2002		
BL02/2	ADMINISTRATION <i>National Patch</i>	Admin – P2
BL02/3	ADMINISTRATION <i>Attendance at Conferences</i>	Admin – P2
BL02/4	<i>Rescinded 2004 (Annual Conference) Centres Affiliating outside State / Territory</i>	L/W/R - P4
BL02/5	ADMINISTRATION <i>Insurance</i>	Admin – P2
BL02/6	ADMINISTRATION <i>Levy</i>	Admin -P2
2003		
BL 03/1	<i>Rescinded 2006 (Conference) replaced with BL06/1 Correspondence</i>	Admin - P2
BL03/2	ADMINISTRATION <i>Association Minutes</i>	Admin - P2
BL03/3	ADMINISTRATION <i>Board of Management Fare Equalisation</i>	Admin - P2

BL03/4	Rescinded 2011 (October Conference) replaced with BL11/1 <i>ALAC Subsidy</i>	Admin - P2
BL03/5	COMPETITION Rescinded 2009 (Conference) replaced with BL09/2 <i>ALAC automated Photo Finish Timing</i>	Comp - P2
BL03/6	COMPETITION <i>Approved colours Competition Uniform</i>	Comp - P2
BL03/7	COMPETITION <i>Dick Healey Trophy</i>	Comp – P2
2004		
BL04/2	COMPETITION <i>Triscott Trophy</i>	Comp – P2
2005		
BL05/2	COMPETITION & STANDARDS <i>Medals for Multi-Events</i>	Comp – P3
2006		
BL06/1	ADMINISTRATION Replaced BL03/1 <i>Correspondence</i>	Admin – P2
BL06/2	ADMINISTRATION <i>ALA Office Location</i>	Admin – P2
BL06/3	COMPETITION & STANDARDS <i>Multi Events Team Trophy</i>	Comp – P3
BL06/4	ADMINISTRATION <i>Correspondence – closing dates</i>	Admin – P2
2007		
BL07/1	ADMINISTRATION <i>Chief Executive Officer</i>	Admin – P2
2008		
BL08/1	ADMINISTRATION <i>Penalty for late payment of invoices</i>	Admin – P3
BL08/2	COMPETITION <i>ALAC Competition Director</i>	Competition – P3
2009		
BL09/1	COMPETITION Replaced BL03/5 <i>ALAC automated Photo Finish Timing</i>	Comp – P3
2010		
BL01/1	COMPETITION & STANDARDS <i>Use of 1971 edition points scoring system</i>	LW/R – P2

ADMINISTRATION & FINANCES

1992

BL92/4 No Association registration fee be payable when an athlete transfers interstate.

1993

BL93/8 That the Office Manager of the ACTLAA be the Public Officer of the ALA at any time.

1997

BL97/2 The ALA raise one levy with the individual components covering Administration, Insurance and ALAC being separately specified. The levy shall be reviewed annually. The annual levy is to be based on numbers registered in the previous year.

1998

BL98/4 Affiliated Associations shall furnish copies of audited Financial Statements and Annual Reports to the ALA within twenty-one (21) days of same being presented to the affiliated Association's Annual General Meeting or equivalent.

BL98/5

Any By Law which contains words and/or names representing organisations, bodies or events that have become obsolete with the passage of time be deemed to include the current words and/or names applicable to such organisations, bodies or events.

2001

BL01/6 As a condition of affiliation with Australian Little Athletics Inc (ALA) we undertake not to change, modify or alter in any form the existing logo as registered without prior ALA Board of Management approval.

BL01/8

OFFICIALS' ACCREDITATION PROGRAM

The Officials' Accreditation Program, as developed by Queensland Little Athletics Association, be endorsed by Australian Little Athletics as the recommended national Officials' Accreditation Program for officials of affiliated Associations.

2002

BL02/3

ATTENDANCE AT CONFERENCES

Eligibility to attend ALA Conferences shall be limited to the following:

Members of ALA Board of Management;
Members of affiliated State/ Territory Board of Management;
Staff of ALA and affiliated Associations;
ALA life members;
Invitees of ALA as approved by ALA Board of Management; and
Invitees from affiliated Associations as approved by ALA Board of Management.

2003

BL03/2

All affiliated Associations shall supply a copy of their BOM and Association meeting minutes to the ALA office, preferably by electronic mail, within fourteen (14) days of the meeting at which they are passed as a true and correct record of the said meeting.

BL03/3

The cost of airfares to ALA Board meetings shall be determined on a fare equalisation basis as agreed to by the ALA BOM from time to time. Fare Equalisation does not cover travel by BOM members attending BOM meetings held at the same time as the AGM/Conference and Half-Yearly Conference. Fare equalisation calculations do not

include travel by the ALA Executive

2006

BL06/1

All Correspondence is to be sent to the ALA office marked for the attention of the relevant Director.

2008

BL08/1

Correct invoices issued by Australian Little Athletics to affiliated Associations must be paid within 30 days of the end of the month in which the invoice is issued unless prior arrangements are made with the Administration and Finance Director.

A penalty of 10% (exclusive of GST) of the invoice amount will be imposed on all invoices which are not settled in accordance with this bylaw. Notwithstanding the amount of the invoice the maximum penalty imposed under this bylaw will be \$500 and the minimum \$50.

The penalty may be reviewed, amended or waived by a simple majority decision of the Board of Management.

2011

BL11/1

The ALAC subsidy be \$30,250 (inclusive of GST). A Statement detailing full income and expenditure against the approved budget of the ALAC is to be submitted to the ALA by 30th June following the completion of the Championships.

2012

BL 12/1

Affiliated Associations will comply with Working with Children type legislation in each relevant state and territory.

2012

BL12/2

The ALA Executive be responsible for the procurement of medals, medallions and competition numbers for the Under 13 Australian Teams Championship and Under 15 Multi-Event. If cost savings can be made by purchasing more than one year's supply of any of the items, particularly in the event that more than one year's sponsorship is in place for this Championship, this is to be evaluated by the Executive.

2012

BL12/3

The wording on the Affiliation Form to read:

As a condition of affiliation we agree to abide by the Constitution, Rules and Bylaws of Australian Little Athletics (ALA) and to implement and adhere to such. We agree and acknowledge that by our affiliation with ALA, ALA has authorised us to use its registered Trade Marks for the period of our affiliation with ALA.

We further undertake not to change, modify or alter in any form the existing logos as registered by ALA from time to time without prior written approval of the ALA Board of Management.

2012

BL12/4

NATIONAL PATCH

Affiliated Associations are to reserve preferably the top right hand side of their standard Club/Centre uniform for a national sponsorship patch. The patch shall be worn by every registered participant as instructed by ALA.

2012**BL12/5 INSURANCE**

ALA will each year arrange the insurances listed below in respect of Little Athletics activities and other insurances as agreed from time to time by the Board of Management.

Insurance	Entities/Individuals Covered
Personal Accident	ALA, Affiliated Associations Officials, Coaches, Athletes
Professional Indemnity	ALA, Affiliated Associations, Centres
Public Liability	ALA, Affiliated Associations, Centres
Equipment	ALA, Affiliated Associations, Centres
Directors and Officers	ALA, Affiliated Associations, Centres
Cash in Transit	ALA, Affiliated Associations, Centres
Travel	ALA, Affiliated Associations, Centres

COMPETITION & STANDARDS**1985**

BL85/3 That footwear be worn for all events, with appropriate footwear for specific events.

1988

BL88/1 That Little Athletics does not promote professionalism and does not favour registered Little Athletes, as such, running for prize money.

1997

BL97/6 Irrespective of the number permitted by the ALA to attend the "Team Managers' Meeting" held prior to the ALAC, personnel representing each affiliated Association shall be at the choosing of the aforesaid affiliated Associations.

2000

BL00/2 The Competition and Standards Director, subject to availability, be required to attend the host Association's Track and Field Championships immediately prior to the ALAC. All costs to be borne by the ALA.

2004

BL04/2 Affiliated Associations will compete for a handicap trophy at the ALAC by Associations competing in the ATC. This trophy is currently known as the Allan Triscott Trophy. The winner of the trophy will be determined as follows:

- (1) An average of a full cycle* of ATC results subtracted from the maximum** number of points available. This figure will be the handicap for each participating Association and will be added to the ATC points to determine the winner.

* Full cycle- Commences from when an Association last hosted the ATC to the year prior to their next hosting the Championships

** Maximum- Total number of points available for first and second place in each event multiplied by events contested.

- (2) The handicap will be calculated annually in accordance with one (1) above.
- (3) For new and rejoining Associations the handicap will be the average of the other competing Associations until such time they have completed a full cycle.
- (4) If an Association does not enter a full team their points for that year will be the average of those entered multiplied by the maximum team numbers allowed.

2005

BL05/2 The U15 Multi-Event competitors **will** be awarded medals for first, second and third place in the mixed relay at the Australian Little Athletics Championship provided that the four (4) competing athletes are the nominated competitors in the multi-event competition from that Association.

2006

BL 05/3 trophy The U/15 athletes competing in the individual multi events will compete for a team based on the same points system as the U/13's excluding the relay (Appendix B10 a, b and c but not d).

2008

BL08/2 The Competition and Standards Director or such person nominated by the Australian Little Athletics Executive shall be the Chief Official for the conduct of the Australian Little Athletics Championships and for the purpose of this event alone shall be known as The Competition Director.

The Competition Director will ensure that the competition is conducted in full conformity with the rules as set down in clauses B1, B20 and C1 of appendices B and C respectively. If a problem arises, or he/she observes any matter which in his/her opinion requires comment, it should, in the first instance be brought to the attention of the relevant referee and, if necessary, offer advice as to what should be done. If the advice is not accepted and if there is a clear infringement of the rules then the Competition Director shall make the final decision.

The Competition Director will be the mediator between the team management, athletes and judges and help to resolve conflicts. Decisions by the Competition Director are subject to review by the normal protest and Jury of Appeal procedures.

2009

- BL09/2
- 1 Fully Automated Photo Finish Timing may be used for all track events conducted at the ALAC.
 - 2 The system used must comply with IAAF Rule 165.
 - 3 A full set of backup Timekeepers and Place Judges may also be used for all track events.
 - 4 The ALA keep two (2) sets of records for the ALAC's as under:
 - (a) hand timed, and
 - (b) fully Automated Timing.
 - 5 The Host Association will indicate the method of timing to be used, to the ALA Annual Conference held twelve (12) months prior to the ALAC's.

2012

BL 12/1

The following trophies shall be presented at the ALAC:

1. The Trevor Billingham Trophy will be presented to the team that wins the Australian Teams Championship (ATC) by the President of ALA, or their nominee.
2. The Alan Triscott Trophy will be presented to the team that wins the ATC after the handicap points have been allocated, by Alan Triscott, or if not present, the President of the Host State (or their nominee),
3. The Dick Healy Trophy will be presented to the team from the smaller States that wins the ATC by the President of Little Athletics NSW or their nominee on behalf of the late Dick Healy,

4. The Life Members Trophy will be presented to the team that wins the Multi-Event Championship (MEC) (overall point score)

BL12/2 That the practice of race calling **not** be a feature of future ALAC.

BL12/3 The approved colours for competition uniforms for the ALA and the States and Territories are as follows:

ALA	Green and Gold	(Pantone Green 355 with Pantone Yellow)
ACTLAA	Royal Blue and Gold	(PMS 293 and PMS 116)
LAANSW	Sky Blue and Navy	(PMS 291 and PMS 300)
NTLA	Black and Ochre	(PMS 158)
QLAA	Maroon and White	(PMS 202)
SALAA	Red, Yellow and Navy	(PMS 186, PMS 116 and PMS 289)
TAA	Green, Gold and Primrose	(PMS 349, PMS 123 and PMS 195)
VLAA	Navy Blue and White	(PMS 303)
WALA	Gold and Black	(PMS 803 C2X)

BL12/4 The ALA uses IAAF Scoring Table for Combined Events, as included in the operating system Meet Manager, as the points scoring system for the ALA Multi-Event Championship. The girls Multi-Event results to be calculated by using the women's tables for 100 metres, 100 metre hurdles, 800 metres, long jump and discus. The Boys Multi-Event results be calculated by using the men's tables for 100 metres, 110 metre hurdles, 800 metres, long jump and discus.

BL12/5

Rules for Competition

SECTION A – General Rules

1. Objects

These rules set down the recommended best practice for competition for carnivals conducted within Little Athletics by State Associations and are applicable to the Standard Events of Australian Little Athletics. The rules are based on those of the International Association of Athletics Federations (IAAF) and have been modified to be age appropriate for children and young people from the age of 9 to 15.

2. Interpretation

At any time where there is doubt about the application or interpretation of these rules, the benefit of that doubt shall be in favour of the athlete.

3. The Athletics Facility

Where possible, the venue should comply with the specifications laid out within the IAAF Track & Field Facilities Manual.

4. Footwear

- i. Appropriate footwear is compulsory for all competitors in all events.
- ii. No competitor may wear football boots or cleats in any event.

- iii. Competitors in the U12 age group and above may wear spike shoes in events run entirely in lanes, long jump, triple jump, high jump and javelin. For other age groups and events refer to your Association rules.
- iv. Spike shoes must only be worn during an event and are not to be worn to and from an event.
- v. Any number of spikes up to 11 may be accommodated on each shoe, but the number of spike positions shall not exceed 11.
- vi. Spike length **(subject to any further constraint from ground policies):**
 - a. Synthetic - Track 7mm maximum
Long/Triple/High/Javelin 9mm maximum
 - b. Grass - 12mm maximum
- vii. In the high jump and long jump, the sole shall have a maximum thickness of 13mm and the heel in high jump shall have a maximum thickness of 19mm. In all other events the sole and/or heel may be of any thickness.

5. Starting Blocks

- i. Starting blocks are encouraged to be used by competitors in the U13 and above age groups in events run entirely in lanes (Including relays).
- ii. Personal starting blocks are not permitted when starting blocks are provided either by the venue or the association organising the carnival.
- iii. Rules 5(i) does not apply if the venue mandates that starting blocks must be used by all competitors in all laned events.

6. Hurdles

- i. All hurdles shall comply with the specifications set out within Australian Little Athletics' Standard Events.
- ii. It is recommended that the hurdles used are the collapsible type. (Collapsible type means when a hurdle is knocked down it lays flat on the track without any part of the hurdle protruding).

7. Competition Area

Competitors and officials only are permitted on the Competition area. Competitors must leave the area immediately after the completion of their event.

8. Assistance to Athletes

- i. The use by athletes of music devices, mobile phones or similar devices in the competition area shall not be permitted.
- ii. For the purpose of this rule the following shall not be considered as unfair aid or assistance to an athlete:
 - a. A hands-on medical examination during the progress of an event by the Medical Officer(s) designated by the Organising Committee, provided that it does not delay the conduct of the competition or a competitor's trial in the designated order.
 - b. Verbal or other communication, without the use of a technical device, to or from an individual who is not in the competition area (e.g. a coach).
- iii. Coaching by officials at an event is not permitted. It shall not be considered coaching for an official to provide factual feedback to an athlete after a trial in a field event e.g. where the athlete's foot landed in relation to the take-off area in the long jump.

9. Medical

- i. A Medical Officer, with appropriate first aid or medical qualifications, should be appointed at each athletic competition.
- ii. A Referee may call the attending Medical Officer to examine any athlete in obvious stress or pain, due to illness or injury.
- iii. If on the advice of the Medical Officer:
 - a. Further treatment is required; and/or
 - b. The athlete should not compete further;the athlete should at that point be withdrawn from the event and, if required, further events. All results up to that point remain.
- iv. On advice from the Medical Officer to the appropriate Referee, an athlete may be removed from an event if they appear to be suffering from heat stress, an asthma attack or any other medical condition which poses a serious risk of injury.
- v. Asthmatics should use their inhalers prior to the event if necessary and shall be allowed to take their inhalers to the event site. Asthma inhalers may be carried by an athlete during the event but must not be held in the hand.
- vi. If the inhaler is used after the event has commenced, the athlete is required to withdraw immediately and may not return to the event.
If following the application of Rules 9(ii-iii) the athlete returns to competition and suffers a further asthma attack, they shall be immediately removed from that and all other events and seek medical treatment.

10. Unacceptable behaviour

- i. The appropriate Referee (or Association equivalent) will speak to an athlete who displays unacceptable or unsporting behaviour. Any repetition of that behaviour will result in the athlete being disqualified.
- ii. If the offence is of a serious nature immediate disqualification may occur.
- iii. The Meeting Manager shall notify the athlete's nominated Centre representative of the behaviour and outcome.

SECTION B – TRACK EVENTS

11. Lane draws

- i. Lanes for heats shall be randomly drawn.
- ii. Where there are more lanes available than athletes in a heat, it is recommended that the inside lane is not used.

12. Progression to final

- i. The following athletes shall progress to the final in their event:
 - **2 heats:** 1st, 2nd and 3rd in each heat plus the next 2 fastest times
 - **3 heats:** 1st and 2nd in each heat plus the next two fastest times
 - **4 or more heats:** 1st in each heat with the remaining lanes filled by the next fastest times
- ii. Where there is a tie in determining the next fastest times, if possible both athletes shall progress through to the final. Failing that, the higher placed athlete in their heat shall progress. If the tie still remains, a random process with equal probability (e.g. a coin toss) shall be used to determine progression.

Where the venue has nine or more lanes, the carnival organiser shall have the discretion to allow nine or more athletes to contest the final of an event. In such cases Rule 12(i) shall be modified by increasing the number of athletes qualified due to the 'next fastest times' as appropriate.

13. Lane draw for finals

- i. Following the running of the heats, athletes shall be ranked on the following basis:
 - Fastest heat winner, second fastest heat winner, etc
 - Fastest 2nd place in heat, second fastest 2nd place in heat, etc
 - Concluding with: Fastest next qualifier, second fastest next qualifier
- ii. Using the rank determined in Rule 13(i), a random draw of the priority lanes shall occur amongst the top four ranked athletes and a random draw of the non-priority lanes shall occur amongst the remaining athletes.
- iii. On an eight lane track the priority lanes are 3, 4, 5 and 6, whilst on a nine lane track they are 4, 5, 6 and 7.
- iv. Carnival organisers may, at their discretion, conduct two random draws for the non-priority lanes, with the 5th and 6th ranked athletes being drawn for the outside two lanes of the track and the 7th and 8th ranked athletes being drawn for the inside two lanes of the track.
- v. Where there are more lanes available than athletes in a final, it is recommended that the inside lane is not used.

14. Relay races (4 x 100M)

- i. Lines shall be drawn 10m before and after the scratch line to denote the take-over zone within which lines the baton must be passed.
- ii. Members of a team, other than the first runner, may commence running not more than 10m outside the take-over zone. This area is known as the acceleration zone and is denoted by a distinctive mark.
- iii. The passing of the baton commences when it is first touched by the receiving runner and is complete at the moment it is in the hand of the receiving runner only. Within the take-over zone, it is only the position of the baton that is decisive and not the position of the body or the limbs of the competitor.
- iv. Competitors may place one check mark on the track within their own lane using adhesive tape of maximum dimensions 5mm x 40mm. Use of chalk or similar substances is prohibited.
- v. The baton must be carried by hand throughout the race.
- vi. If dropped, the athlete who dropped the baton must recover it. The athlete may leave their lane to retrieve the baton. Provided this procedure is adopted and no other athlete is impeded, dropping that baton shall not result in disqualification.
- vii. Competitors should remain in their lanes after handing over the baton, until the course is clear.
- viii. Should any competitor wilfully impede a member of another team by running out of their lane at the finish of their leg they are liable to cause the disqualification of their team.
- ix. No competitor may run two sections for a team.

15. Hurdles races

- i. The hurdle shall be placed so that the edge of the bar nearest the approaching hurdler coincides with the track marking nearest the athlete.
- ii. All races shall be run in lanes and each competitor shall keep to their own lane throughout.
- iii. A competitor who:
 - a. trails their foot or leg below the horizontal plane of the top of any hurdle at the instant of clearance:
 - b. in the opinion of the Referee deliberately knocks down any hurdle; shall be disqualified.
- iv. Except as provided in the preceding clause, the knocking down of hurdles shall not result in disqualification.

16. Walks

I. Definition Of Race Walking

- a. Race walking is a progression of steps so taken that the walker makes contact with the ground, so that no visible (to the human eye) loss of contact occurs.
- b. The advancing leg shall be straightened (i.e. not bent at the knee) from the moment of first contact with the ground until the vertical upright position.

Note:

The advancing foot of the walker must make contact with the ground before the rear foot leaves the ground.

II. Judging

- a. The appointed judges shall elect between them a Chief Judge unless one has already been appointed a Chief Judge for the relevant carnival.
- b. All judges shall act in an individual capacity and their judgements shall only be based on observations by the human eye.
- c. The number of appointed walk judges for an event, including the Chief, shall comprise a minimum of 4 and maximum of 6.
- d. The independence of judges is extremely important and wherever possible connections between athletes and judges should be avoided. Individual Judges are required to declare their interests.
 - The Carnival Manager shall have the authority to allow judges where such connections exist. Connection means relative, coach or protégé.
 - This is provided there are an insufficient number of available, experienced and qualified judges without such connection.
 - It will be up to individual judges to disclose these connections and to indicate if they wish to stand down for a particular race.
 - Where possible members of the same family should not serve as a judge for the same race.

III. Caution

Any judge can give a "CAUTION" to a competitor when a competitor appears to be in danger of failing to comply with the rules (definition of race walking per Rule 16(i)(a-b)).

Note:

- Cautions are issued verbally and briefly taking care that remarks do not constitute coaching.
- All remarks should be loud and clear and always in the form:
e.g. "CAUTION No..... for loss of contact or knees"

Notes:

- A yellow sign or baton may also be used to indicate that a 'CAUTION' has been given, to ensure that the athlete is aware of the caution.
- For loss of contact ~ a wavy line in black on a yellow background.
- For knees a 45° angle < also in black on a yellow background shall be used

- A judge can only caution a competitor once for each offence during the event.
- A caution has no bearing on disqualification. It is possible to be cautioned by every judge in the race yet not receive a single warning. This advice is only to indicate to a competitor that their action is deteriorating to a dangerous state.

IV. Warning

- a. A judge gives a "WARNING" for disqualification if a competitor is actually breaking the rules of race walking.
- b. The warning may be given verbally at the time of detection of the actual infringement.
- c. The competitor is to be addressed by their walk number (leg No.) and the word "Warning" is to be used and the reason for the warning given.
e.g. No.... WARNING FOR LOSS OF CONTACT or
No.... WARNING FOR KNEES (not straightening leg)
- d. The warning is recorded on the judging pad and forwarded to the Chief Judge as soon as practicable.
- e. A judge may only give a competitor one warning during the event irrespective of the infringement.

Note:

- A warning should never be given unless there is absolute certainty the rules have been infringed. Any doubt existing must be given to the competitor and the warning not issued.

V. Disqualification

- a. The warning by 3 or more walk judges, that in their opinion a competitor's mode of progression failed to comply with the definition of race walking brings about a disqualification.
- b. Only the Chief Judge may advise a competitor of their disqualification.
- c. Where a competitor is disqualified the Chief Judge shall indicate to such competitor verbally that they are disqualified and give the reasons for the disqualification.
- d. The result of an event shall not become final until the Chief Walk Judge and Track Referee has given the all clear.

VI. Methods of Judging

- a. Prior to each walking event, the Chief Judge or a judge appointed by the Chief Judge, will acquaint the competitors with the judging procedures for the event.
- b. It is imperative that during an event all judges act in an individual capacity and their judging is not influenced by the judging of another judge, per medium of conversation or messages.
- c. The Chief Judge shall allocate judges their judging position.
- d. Walk judges, recorders or messengers shall not use transceivers during the conduct of the event.
- e. The Chief Judge may have assistance from other people who shall act as recorders and/or messengers. The functions of these messengers/recorders are:
 - To listen carefully to the Chief Judge and record the correct information onto the Chief Judge's master sheet.
 - When the Chief Judge so directs, a messenger may be used to collect warnings from the other walk judges stationed around the track/course.
- f. The judges must adequately cover the whole of the track/course, this can be done by having approximately equal distance between judges. There should be no blind spots, judges should judge from the outside of the track/course and not encroach on an area allocated to another judge, but judge from their allotted position as walkers are passing or approaching their section.

VII. Track Umpires and Referees

- a. Track Umpires and Referees shall work during the event to determine the fairness of the competition other than walking rules.
- b. The Track Umpires will be responsible for detecting deliberate impedance or interference by competitors who leave the track or the course, or who cut corners: reporting it to the Track Referee.
- c. The Track Referee should confer with the Chief Walk Judge and indicate any athletes who are to be disqualified before walk results are finalised.

VIII. Walk Judge's Master Sheet

- a. A copy of the master sheets of each walk event will be posted on the notice board with the result sheet.
- b. The master sheet is that document which the Chief Judge records the warnings of the judges and themselves and indicates which competitors received 3 or more warnings.
- c. Judges should be indicated by number and not by name on the notice board copy of the sheet.

IX. Uniforms and Numbers

An individual number may be required to be placed on the outside leg or attached to the pants of the competitor to assist the judges in competitor identification.

X. Summary of Chief Judge's Duties

- a. To place judges in position as required and give them the necessary direction.
- b. To ensure that the appropriate Caution indicators and documentation are issued to the judges and authorised personnel.
- c. Advise recorders and messengers of their duties.
- d. To check with each judge on completion of the event for any last minute warnings.
- e. To re-check judging master sheets and all warnings received. To make a summary of the master sheets. This summary to be placed on the notice board.
- f. To advise Referee, Finish Judges, Recorder and/or Chief Timekeeper, as may be required, of any disqualified competitor who may have crossed the finish line.
- g. To advise any disqualified competitor of his disqualification.
- h. Judging master sheets are not to be made available for general perusal. They are to be attached to the official results.
- i. Check with Track Referee to see if umpires have reported any other offences.

XI. Summary of Judges' Duties

- a. To be available at least 30 minutes prior to the scheduled start. This time could be varied according to the Carnival Manager.
- b. If for some reason, the Chief Judge has not already been appointed, the appointed judges shall meet and elect a Chief Judge.
- c. To follow the instructions received from the Chief Judge.
- d. If requested by the Chief Judge, advise the competitors of the judging procedures, prior to the start of the event.
- e. To fill in the judging pad correctly and pass it on to the Chief Judge.
- f. To act in an individual capacity.
- g. To report to the Chief Judge after the event and confirm that all warnings have been forwarded and recorded - or hand in any last minute warnings.
- h. To be available to answer any query raised by the Chief Judge seeking details of the reason for warnings given.

17. Timing

- i. Three alternative methods of timekeeping shall be recognised as official within Little Athletics:
 - a. Fully Automatic Timing obtained from a Photo Finish System
 - b. Hand Timing
 - c. Gate Timing System
- ii. The time shall be taken to the moment at which any part of the body of an athlete (i.e. torso, as distinguished from the head, neck, arms, legs, hands or feet) reaches the vertical plane of the nearer edge of the finishing line.

18. Fully Automatic Timing and Photo Finish System

- i. The System shall be approved by the IAAF, based upon a test of accuracy made within 4 years prior to the competition. It shall be started automatically by the Starter's gun, so that the overall delay between the report from the muzzle or its equivalent visual indication and the start of the timing system is constant and less than 1/1000th of a second.
- ii. The System must record the finish through a camera with a vertical slit, positioned in the extension of the finishing line, producing a continuous image. The image must also be synchronised with a uniformly marked time-scale graduated in 1/100th of a second. In order to confirm that the camera is correctly aligned and to facilitate the read of the Photo Finish image, the intersection of the lane lines and finish line shall be coloured black in a suitable design. Any such design must be solely confined to the intersection, for no more than 2cm beyond, and not extend before, the leading edge of the finish line.
- iii. The placing of the athletes shall be identified from the image by means of a cursor with its reading line guaranteed to be perpendicular to the time scale.
- iv. The System must automatically determine and record the finish times of the athletes and must be able to produce a printed image which shows the time of every athlete.
- v. Times from the Photo Finish System shall be regarded as official unless for any reason the appropriate official decides that they obviously must be inaccurate. If such is the case, the times of the back-up Timekeepers, if possible adjusted based on information on time intervals obtained from the Photo Finish image, shall be official. Any appropriate back-up system should be appointed where any possibility exists of failure of the timing system.
- vi. Times shall be read and recorded from the Photo Finish image to 1/100th of a second. Unless a time is an exact 1/100th of a second, it shall be read and recorded to the next longer 1/100th of a second.

19. Hand Timing

- i. It is recommended that Timekeepers should be:
 - Placed at least 5m from, and in line with, the finish line on the outside of the track, opposite the Judges.
 - On an elevated stand in order that they may have a good view of the Starter and the finish line.
- ii. Timekeepers shall act independently from one another:
 - a. Without showing their watch to each other and without discussing times.
 - b. The Chief Timekeeper will record times, and may examine the watches to verify the reported times.
 - c. The Chief Timekeeper shall then decide what the official times are for each competitor and provide the result for publication.
- iii. Sufficient timekeepers shall be appointed for the number of competitors entered, one shall be the Chief Timekeeper.

- iv. Three Timekeepers (one of whom shall be the Chief Timekeeper) shall time the winner of every event.
- v. The Chief Timekeeper shall allocate separate Timekeepers to record each of the minor places and where possible, shall allocate additional Timekeepers for second and third placing's.
- vi. Where there are 3 watches used to time a place:
 - a. If only 2 watches agree, the times shown by the 2 shall be the official time.
 - b. If all 3 disagree, the middle time shall be recorded as the official time.
- vii. Where there are 2 watches used to time a place and they fail to agree the slower time shall be accepted as the official time.
- viii. The time shall be taken from the flash/smoke of the gun.
- ix. Times shall be recorded to the $1/10^{\text{th}}$ of a second. Unless a time is an exact $1/10^{\text{th}}$ of a second, it shall be recorded to the next longer $1/10^{\text{th}}$ of a second.

20. Gate Timing System

- i. The System shall be started either automatically by the Starter's gun or manually at the smoke or flash of the Starter's gun.
- ii. The System must automatically record a time through the breaking of at least two adjacent infrared beams positioned on the leading edge of the finish line. The beams should be positioned at an appropriate height so that the athlete's torso is the most likely part of the body to break the beam.
- iii. The System must be capable of printing out the time for each lane.
- iv. The uprights and any supporting struts of the gates shall be covered with suitable padding.
- v. Judging of the race shall take place as per Rule 21. The time recorded for each lane shall only be referred to in the determination of places in cases of doubt, and then only at the discretion of the Chief Judge. Times varying by two $1/100^{\text{th}}$ of a second or less shall not be considered conclusive proof of placing.
- vi. Times from the Gate System shall be regarded as official unless for any reason the appropriate official decides that they obviously must be inaccurate. If such is the case, the times of the back-up Timekeepers, if possible adjusted based on information on time intervals obtained from the Gate System printout image, shall be official. Any appropriate back-up system should be appointed where any possibility exists of failure of the timing system.
Time shall be recorded to the $1/10^{\text{th}}$ of a second. Unless a time is an exact $1/10^{\text{th}}$ of a second, it shall be recorded to the next longer $1/10^{\text{th}}$ of a second.

21. Place Judges

If place judges are used then the following applies: -

- i. The Place Judges determine the official placing's when hand timing or gate timing is used. They may be used when a Photo Finish System is in use, but only as a back-up for system failure.
 - ii. The Place Judges must always operate from the same side of the track, preferably from the inside and where possible be placed on an elevated platform at least 5m from, and in line with, the finish line and post.
 - iii. Finishing posts should be painted white, be a minimum of 1.5m high and should be placed 20cm from the inside and outside edge of the track at the finish line.
 - iv. A Chief Judge will be appointed and will be responsible for allocating Place Judges for all placing's.
 - v. Sufficient judges shall be appointed for the number of competitors entered.
- Place Judges shall:

- I. Decide the order in which the competitors finish
- II. Write down the lane number of the competitor they are placing. These numbers must be written down without the Judge taking their eyes off the finishers
- III. Act independently from one another i.e. not discuss placing.
- IV. The competitors shall be placed in the order in which any part of the torso (as distinguished from the head, neck, arms, legs, hands or feet) reaches the vertical plane of the nearer edge of the finishing line.
- V. The Chief Judge will ensure that all competitors have been placed prior to advising the competitors of their placing.
- VI. In any case where the Judges cannot arrive at a decision the Chief Judge shall refer the matter to the Track Referee for decision.
- VII. The Chief Judge will notify the Chief Timekeeper or Gate Timing Operator when all Judges are ready for the next event.

22. The Start

- i. The Starter has entire control of the competitors on their marks, and is the sole judge of any event connected with the start. Decisions by the Starter cannot be overruled by the Track Referee.
- ii. Before the start signal is given, the Starter shall ascertain that the timing system and judges are ready
- iii. In races run entirely in lanes the Starter shall make the following commands: 'On your mark', 'Set', and the firing of the gun.
- iv. Once the command 'On your mark' has been given, late competitors are not permitted to join the event.
- v. In events run entirely in lanes, on the command of 'On your mark' all competitors shall approach the starting line. When all competitors are steady the Starter issues the command 'Set', upon which the competitors shall assume the position from which they will commence the race. When all competitors are again steady the Starter shall fire the gun to commence the race.
- vi. In races not run entirely in lanes the Starter shall make the following commands: 'On your mark', and the firing of the gun.
- vii. In events not run entirely in lanes, on the command 'On your mark' all competitors shall approach the starting line and assume the position from which they will commence the race. When all competitors are steady the Starter shall fire the gun to commence the race.
- viii. No competitor may place any part of their body on the ground on or over the starting line when they are 'on their-mark'. Where a crouch start is used by the first runner of a relay race the baton may touch the ground in front of the start line, providing the preceding rules are met.
- ix. If for any reason the Starter has to speak to any competitor after the competitors are 'on their mark', the Starter shall order the competitors to stand up and the Starter's Assistant shall place them on the assembly line again.
- x. If either the Starter or their Assistant(s) are of the opinion that the start was not a fair one, they shall recall the competitors firing a gun. If the unfair start is not due to any competitor, no warning shall be given.
- xi. If the Starter is of the opinion that a competitor left their mark with hand or foot after the words 'Set' (in events run entirely in their lane) or 'On your mark' (in events not run entirely in their lane) and before the gun is fired, it shall be considered a false start.
- xii. A competitor, who after the command 'On your mark' disturbs other competitors in the race through sound or other-wise may be considered to have committed a false start.
- xiii. If a competitor fails to comply with the 'set' command after a reasonable time this may constitute a false start.

- xiv.** Any competitor who commits a false start shall be warned. If a competitor is responsible for 2 false starts, or 3 in the case of multi events, they shall be disqualified from the event. (Refer to local Association rules)
- xv.** In races run entirely in lanes the following starting methods may be used:
- 1.** In a crouch start, the athlete's feet must touch the starting blocks (if in use) and both hands must touch the ground. At the call of 'On your mark' the athlete must have one knee placed on the ground. At the call of 'Set' the athlete must raise the knee off the ground.
 - 2.** In a standing start, no part of the hand or knee shall touch the ground.
- xvi.** In races not run entirely in lanes only a standing start may be used.

23. The Race

- i.** Any competitor who jostles or obstructs another athlete, so as to impede their progress, shall be liable to disqualification from that event. The Referee shall have the authority to order the race to be re-held excluding any disqualified athlete or, in the case of heats, to permit any competitor(s) seriously affected by jostling or obstruction (other than the disqualified athlete) to compete in the final of the event. Normally, such a competitor should have completed the event with bona fide effort. Regardless of whether there has been a disqualification, the Referee, in exceptional circumstances, shall also have the authority to order the race to be re-held if they consider it just and reasonable to do so.
- ii.** In all races run in lanes, each competitor shall keep within their allocated lane from start to finish. This shall also apply to any portion of a race run in lanes. Except as stated in Rule 23(iii) the Referee is satisfied that an athlete has violated this Rule, they:
 - In the U9-U11 age group: May be disqualified if a material advantage was gained over other competitors
 - In the U12-U15 age groups: Shall be disqualified.
- iii.** A competitor shall not be disqualified if they:
 - are pushed or forced by another person to run outside their lane or on or inside the kerb, or
 - Run outside their lane in the straight or outside the outline line of their lane on a bend, with no material advantage thereby being gained and no other competitor being obstructed.
- iv.** The following events shall be conducted entirely in lanes: 70m, 100m, 200m, 400m, 4x100m relay and all hurdles races.
- v.** The 800m shall be run in lanes as far as the near edge of the break-line marked after the first bend where competitors may leave their respective lanes. Up to two competitors may start the race in each lane.
- vi.** The 1500m, 1100m walk and 1500m walk shall not be run in lanes.
- vii.** A competitor, after voluntarily leaving the track, shall not be allowed to continue in the race.
- viii.** Except for the 4x100m relay and as provided in Rule 14(iv), competitors may not place check marks on or alongside the track for their assistance.

SECTION C – GENERAL FIELD EVENT RULES

24. Markers

- i.** A competitor may place alongside the runway 1 or 2 markers (supplied or approved by the organisers) to assist them in their run-up and take-off.
- ii.** If such markers are not supplied, adhesive tape may be used but not chalk or similar substance, nor anything that leaves indelible marks.

- iii. The use of sharp or pointed markers or anything considered dangerous by the Referee will be prohibited.

25. Competition Order (then commencement of competition)

- i. The order in which competitors shall take their trials shall be drawn randomly.
- ii. In all events, except for the High Jump, where there are more than 8 competitors, each shall be allowed 3 trials and the 8 competitors with the best valid performances shall be allowed 3 additional trials.
- iii. In the event of a tie (after a count-back) for 8th place, any competitors so tying shall be allowed the 3 additional trials. (Tying means, in this case, achieving the same distance).
- iv. Where there are 8 competitors or fewer, each competitor shall be allowed 6 trials regardless of the number of fouls recorded.

26. Clash of Events

For management of clashes please refer to your Association rules.

27. Competition

- i. Commencement of Competition
 - Competition commences with the first trial in the first round.
 - The trials shall commence when the Official responsible indicates to the competitor that all is ready for the trial to begin, and the athlete is called.
 - The period allowed for this trial shall commence from that moment.
- ii. A round commences when the first athlete eligible to compete in the round commences their trial.
- iii. A round is complete when the last athlete eligible and present to compete in the round completes their trial.
- iv. Completion of Trial
 - Throws - a trial is complete when the athlete leaves the circle (discus and shot put) or runway (javelin).
 - Long & Triple Jump - a trial is complete when the athlete leaves the landing pit. **Note:** leaving the pit is defined as the first contact made by the foot with the border or ground outside the landing area.
 - High Jump - a trial is complete when the Chief Judge designates a "fair/foul jump".
- v. Completion of Competition
 - High Jump - the high jump is complete when the last remaining athlete fails or decides to stop.
 - All other events are complete when the last round is completed.

Note:

The number of rounds in a competition must be clearly stated at the start of the competition and where possible indicated in the program.

28. Delay

- i. Competitors in field events who unreasonably delay taking a trial shall render themselves liable to have that trial disallowed and recorded as a foul.
- ii. It is a matter for the Referee to decide what is an unreasonable delay, but the following time should not normally be exceeded:
 - a. Long Jump, Triple Jump, Shot Put, Discus, and Javelin - 1 minute.

- iv. Any athlete contravening this rule during a field event must be cautioned by the Chief Judge and warned that for any repetition, they may be barred from further participation in that event. Any performance up to that time shall stand.
- v. Should the athlete further contravene the rule the Referee may bar the athlete from further participation in that event. Any performance accomplished up to that time shall stand.

33. Obstruction

If for any reason a competitor is hampered in a trial in a field event, the Referee shall have the power to award that competitor a substitute trial.

34. Results

Upon completion of each event the final result sheet shall be checked and signed by the Referee and immediately handed to the recording area and/or Key site official.

35. Change of Competition Area

- i. Referees shall have the power to change the place of the competition in any field event, if in their opinion the conditions justify a change.
- ii. Such a change shall be made only after a round is completed.
- iii. If a change is required because conditions are dangerous, then the round shall be restarted.

36. On Field Protest

If an athlete makes an immediate oral protest against having an attempt judged as a failure, the Referee and/or Chief of the event may, at his discretion, order that the attempt be measured and the result recorded, in order to preserve the rights of all concerned. At the end of the round the Referee will adjudicate on the protest. (refer to local Association rules.)

SECTION D – THROWING EVENTS

37. Implements

- i. All implements shall conform to the specifications set out with Australian Little Athletics Standard Events.
- ii. All implements shall be provided by the organisers of the carnival.
- iii. No competitor is allowed to use any other implements, or to take them on to the competition area.

38. Personal Safeguards and Assistance

- i. No device of any kind (e.g. taping of fingers or hand), which in any way assists a competitor when making a throw, shall be allowed except for:
 - a. Shot Put: In order to protect the wrist from injury, a competitor may wear a bandage at the wrist.
 - b. Discus and Javelin: The use of tape on the wrist will only be allowed upon the production of a doctor's certificate or authority given by the Medical Officer.
 - c. Javelin: A competitor may wear elbow protection.
 - d. The use of tape on the hand to cover an open cut.
- ii. In order to obtain a better grip, competitors in throwing events are permitted to use an adhesive substance on their hands only.
- iii. A competitor may not spray or spread any substance in the throwing circle.

- iv. In order to protect the spine from injury, a competitor may wear a belt of leather or other suitable material.
- v. Once the competition has begun, competitors are not permitted to use the circle or ground within the sector for practice trials, with or without implements.

39. Interruption of a Trial

- i. It is not a foul if an athlete drops an implement and it does not touch the ground outside the throwing circle or runway.
- ii. In the case of Rule 39(i) above, the athlete can retrieve the implement and continue the trial within the allocated time.
- iii. If the implement touches the ground outside the circle or runway it becomes a foul.

40. Throwing Area and Landing Sector

- i. The dimension of the circles used for Shot Put and Discus, and the runway used for Javelin, shall conform to the specifications set out in the IAAF Track & Field Facilities Manual.
- ii. Except for the Javelin, the landing sector shall be marked with white lines 5cm wide at an angle of 34.92° such that the lines, if extended would pass through the centre of the circle.
- iii. The 34.92° sector may be laid out accurately and conveniently by making the distance between the two points on the sector lines 20 m from the centre of the circle exactly 12m apart.
- iv. For Javelin, the landing sector shall be marked with white lines 5cm wide such that the inner edge of the lines, if extended, would pass through the two intersections of the inner edges of the arc, and the parallel lines marking the runway and intersect at the centre of the circle of which the arc is part. The sector is thus 28.95° .
- v. The sector may be accurately laid out by making the distance between the two sector lines 20 m at a point 40 m distance from the centre of the throwing arc along one of the sector lines.
- vi. The landing sector should be extended well in excess of the best thrower.

41. Record Markers

In competitions where an Australian Best Performance or a State Best Performance can be broken, markers may be placed to indicate the current ratified records. When record markers are used they should be placed outside the sector. (refer to local Association rules.)

42. Validity of Throws

In throwing events from a circle:

- i. A competitor must commence the throw from a stationary position.
- ii. The competitor is allowed to touch the inside of the iron band of the circle or stop board.
- iii. It shall be a foul throw if the competitor, after entering the circle and commencing to make a throw, touches with any part of the body to top of the circle or the ground outside or improperly releases the implement in making the attempt.
- iv. In Shot Put, it shall be a foul throw if any part of the body touches the top of the stop board during the putting of the shot.
- v. Provided that in the course of a trial, the foregoing rules have not been infringed a competitor may interrupt a trial once started.
 - a. The athlete **may** lay the implement down inside or outside the circle and **may** leave the circle if so desired.
 - b. When leaving the circle they must step out (as required below) before returning to a stationary position and continue their throw within the time limit.
- vi. Competitors must not leave the circle until the implement has landed.

- vi. When leaving the circle the athlete must do so in a controlled manner. The first point of contact with the ground outside the circle shall be completely behind the white line drawn through the centre.
- viii. If the Discus hits the net/cage and falls within the sector lines, it shall not be recorded as a foul.

43. Javelin

- i. Must be held at the grip and thrown over the shoulder or upper part of the throwing arm and must not be slung or hurled.
- ii. A throw shall be valid only if the tip of the head strikes the ground before any other part of the javelin. The javelin is not required to stick in the ground.
- iii. For a valid throw, the tip of the javelin must fall completely within the inner edges of the landing sector.
- iv. It shall be a foul throw if the competitor, after starting their throw, touches with any part of their body or limbs, the lines marking the runway, the ground outside the runway, or crosses the throwing arc marking the end of the runway.
- v. It is not a foul if the end of the javelin touches the ground during the run up.
- vi. At no time during the throw, until the javelin has been discharged into the air, may the competitor turn completely around, so that their back is towards the throwing arc.
- vii. Competitors must not leave the runway until the implement has touched the ground.
- viii. When leaving the runway the first contact with the ground outside the runway, must be completely behind the throwing arc and the two lines marking its extremities.
- ix. A competitor may interrupt a trial once started, may lay the implement down inside or outside the runway and may leave the runway (as required above), before returning to the runway to continue their throw within the time limit.

44. Putting the Shot

- i. The shot shall be put from the shoulder with one hand only.
- ii. As the competitor takes a stance in the circle to commence a put, the shot shall touch or be in close proximity to the neck or chin and the hand shall not be dropped below this position during the action of putting.
- iii. The shot shall not be taken behind the line of the shoulders.
- iv. Cartwheeling techniques are not permitted.
- v. Failure to comply with any of Rules 44(i-iv) shall result in the trial being recorded as a foul.

45. Discus Cage

- i. All discus throws must be made from an enclosure or cage to ensure the safety of spectators, officials and competitors.
- ii. The cage should be designed, manufactured and maintained so as to stop the discus so there is no danger of it ricocheting off fixed members of the cage, back towards the athlete or over the top of the net.
- iii. Provision should be made in the design and construction of the cage to prevent a discus forcing its way through any joints in the cage or the netting or underneath the netting panels.
- iv. The netting for the cage can be made from suitable natural or synthetic fibre cord, or alternatively, from mild or high tensile steel wire, the maximum mesh size shall be 50mm for steel wire and 44mm for cord netting. The breaking strain should be at least 40kg.

46. Measuring

- i. All measurements shall be made immediately after each valid trial.
- ii. The measurement of each throw will be made from the nearest mark made by the fall of the implement to the inside of the circumference of the circle, along a line from the mark to the centre of the circle.
- iii. For a valid trial, the implement must fall completely within the inner edges of the landing sector.
- iv. In Javelin the measurement of each throw will be made from where the tip of the javelin first struck the ground, to the inside edge of the arc, with the tape being pulled through the point 8m back on the run-up, that being the centre of the circle of which the arc is a part.

SECTION E – LONG JUMP AND TRIPLE JUMP

47. Long Jump and Triple Jump Runway

- i. The long jump runway and pit shall comply with the specifications set out within the IAAF Track & Field Facilities Manual, except as modified within this section.
- ii. Where possible the length of the runway shall be at least 40m. There is no limitation on the maximum length of the runway.
- iii. Once the competition starts, competitors may only remeasure their run up with the permission of the Chief Judge. This further re-measurement must not be made on the runway, except where the Chief Judge deems the outsides of the runway unsafe.
- iv. Only one type of take-off area shall be used in competition:
 - a. U9-U12: a 0.5m x 1.22m mat covered with damp sand , soft earth or appropriate material to the depth of 1 to 2 centimetres.
 - b. U13-U15: A 0.2m x1.22m area, consisting of either a board sunk level with the runway, or painted on to the runway. Where possible a strip of suitable material (e.g. damp sand) may be placed immediately beyond the take-off line, to a maximum height of 7mm.
- v. In the Long Jump the take-off area should be no closer to 1m to the edge of the pit and no further than 2m.
- vii. In the Triple Jump positions for the take-off area should be referred to your local association rules. The officials shall place a suitable marker (witches hat etc) at the take-off board nominated by each competitor.
- viii. Competitors may change their take-off board as many times as they wish, as long as they notify the officials at the event, prior to each jump.

48. Validity of Trials

- i. The Triple Jump shall consist of a hop, a step and a jump in that order
- ii. The hop shall be made so that an athlete lands first on the same foot as from which they have taken off; in the step they shall land on the other foot, from which, subsequently, the jump is performed.

It shall not be considered a failure if an athlete, while jumping, touches the ground with the “sleeping” leg.

Note: Rule 48(iii)(c) does not apply to the normal landing from the stop hop and step phases.

- iii. In the Long Jump and the Triple Jump, it shall be counted as a foul if:
 - a. Any part of the mark made by the competitor’s take-off foot protrudes over the front edge of the take-off area.
 - b. If a competitor takes off before reaching the take-off area it shall not, for that reason, be counted as a foul.

- c. In the course of landing, the competitor touches the ground outside the landing area nearer to the take-off than the nearest break in the landing area made by the jump.
- d. When leaving the landing area, an athlete's first contact with the border or ground outside is nearer the take-off line than the nearest break in the sand made on landing.
- e. After landing, the competitor walks back through the landing area without first correctly exiting the pit.
- f. A competitor takes off from outside either end of the take-off area, whether beyond or before the extension take-off line.
- g. Any sort of somersaulting is used.

49. Measurement

U9-U12:

- i. Where any part of the competitor's foot lands on the take-off area, the jump will be measured as the shortest distance from the nearest break in the landing area made by any part of the body or limbs to the imprint made in the take-off area by the take-off foot.
- ii. Where no part of the competitor's foot lands in the take-off area, the jump will be measured from the nearest break in the landing area made by any part of the body or limbs to the edge of the take-off area furthest from the landing area, or its extension. The measurement must be taken perpendicular to the back of the mat or its extension.

U13-U15:

- i. The jump shall be measured as the shortest distance from the nearest break in the landing area made by any part of the body or limbs to the front edge of the take-off area.
- ii. The measurement must be taken perpendicular to the take-off area or its extension.

SECTION F – HIGH JUMP

50. Safety

- I. The Chief Judge (or Association equivalent) shall ensure that the landing area is satisfactory and that the uprights and cross bar are in good condition:
- II. The Chief Judge (or Association equivalent) shall have the power to caution any athlete using an unsafe technique, and if necessary, not allow the competitor to continue further in the event.

51. Validity of Jumps

- i. A competitor may commence jumping at any height above the minimum height and may jump at their own discretion at any subsequent height. 3 successive failures, not necessarily at the same height, disqualifies the athlete from competing further.
- ii. The effect of this rule is that a competitor may forego their 2nd or 3rd jumps at a particular height (after failing 1st or 2nd time) and still jump at a subsequent height.
- iii. A competitor must take off from one foot.
- iv. Knocking the bar off the supports, or touching the ground or landing area beyond the plane of the uprights with any part of the body without clearing the bar shall count as a failure.
- v. However, if when jumping, a competitor touches the landing area with a foot and in the opinion of the judge, no advantage is gained, the jump for that reason should not be considered as a failure.

- vi. If the bar falls off without having been knocked by the competitor (eg. due to strong wind) the competitor is not penalised.
- vii. The uprights or posts shall not be moved during competition unless the Referee considers the run up or take-off area has become unsafe. In such a case the change shall be made only after a round has been completed.

52. Measuring

- i. Before the commencement of the competition the Judge shall announce to the competitors the starting height and the subsequent heights to which the bar has been raised at the commencement of each round.
- ii. The height of the cross-bar should be checked at both ends to confirm it is horizontal and in the centre to confirm the correct height.
- iii. In the case of a sagging cross-bar measurement is made from the ground perpendicular to the upper edge of the cross-bar at the point where it is lowest.

- iv. In the case of records, the Referee and Chief Judge must check the measurement when the crossbar is placed at the record height. They must recheck the measurement before each subsequent record attempt, if the crossbar has been disturbed since last measured.
- v. Even after all other competitors have failed a competitor is entitled to continue until they forfeit their right to compete further.
- vi. The heights to which the cross-bar is raised shall be decided after consulting with the competitor.
- vii. Each competitor shall be credited with the best of all their jumps, subject to the conditions relating to ties.

53. Increments

- i. It is recommended that the bar be raised by 5cm increments until there are six or fewer competitors remaining and by increments of 2cm thereafter until only one competitor remains.
- ii. The increment at which the bar is raised shall not increase, unless there is only one competitor remaining in the competition.

54. Measurement of Run In

Once the competition starts, competitors may only re-measure their run up with the permission of the Chief Judge. This re-measurement must be done within the allocated time for the competitors' time for the trial. The competitor may touch the upright or bar, but should the bar be dislodged, a failure must be recorded for that trial.

55. Field Referees

- i. Separate Referees shall be appointed for jumps and throws.
- ii. It shall be the responsibility of a Referee to:
 - a. Ensure that the field officials prepare and set up their respective areas and have them ready for inspection by the Referee a minimum of 15 minutes prior to the commencement of the first event of the day.
 - b. Ensure that the rules are observed and explained to the competitors.
 - c. Decide any technical points that arise during the Carnival, including those not covered by the rules
 - d. Ensure the Chief Judges correctly supervise the measurement of performances.

- e. Upon completion of each event check and sign the final result sheet and immediately hand to the Recording Area.
 - f. Deal with any disputed points.
 - g. Verify that records have been correctly measured and verify High Jump record attempts are measured prior to trials being taken.
- iii. The appropriate Referee shall rule on any protest or objection regarding the conduct of the competition. They shall have authority to warn, or exclude from the competition, any competitor guilty of improper conduct.

Appendix of rules with “refer to your Association rules”.

Rule 4 (iii)

Rule 22 (xiv)

Rule 26

Rule 31 (ii)

Rule 36

Rule 41

Rule 47 (vii)

2013

BL13/1

The primary timing and judging system will be an IAAF certified photo finish system

APPENDIX E

EVENTS

&

SPECIFICATIONS

EVENTS & SPECIFICATIONS

E1. STANDARD EVENTS

Table 1 is the listing of events and event specifications that have been determined by ALA to be standard events.

Table 1 – Standard Events

	Standard													
	9		10		11		12		13		14		15	
	G	B	G	B	G	B	G	B	G	B	G	B	G	B
70 Metre	X	X												
100 Metre	X	X	X	X	X	X	X	X	X	X	X	X	X	X
200 Metre	X	X	X	X	X	X	X	X	X	X	X	X	X	X
400 Metre	X	X	X	X	X	X	X	X	X	X	X	X	X	X
800 Metre	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1500 Metre					X	X	X	X	X	X	X	X	X	X
60 Metre Hurdle (45)	X	X												
60 Metre Hurdle (60)			X	X	X	X								
60 Metre Hurdle (68)							X	X						
80 Metre Hurdle									X	X	X			
90 Metre Hurdle												X	X	
100 Metre Hurdle														X
200 Metre Hurdle													X	X
1100 Metre Walk			X	X	X	X								
1500 Metre Walk							X	X	X	X	X	X	X	X
4 x 100 Metre Relay	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Long Jump (Mat)	X	X	X	X	X	X	X	X						
Long Jump (Board)									X	X	X	X	X	X
Triple Jump (Mat)					X	X	X	X						
Triple Jump (Board)									X	X	X	X	X	X
High Jump	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shot Put (2 kg-Oran)	X	X	X	X	X	X	X							
Shot Put (3 kg-Wht)								X	X	X	X	X	X	
Shot Put (4 kg-Red)														X
Discus (500 gm)	X	X	X	X										
Discus (750 gm)					X	X	X	X	X					
Discus (1 kg)										X	X	X	X	X
Javelin (400 gm)							X	X	X		X			
Javelin (500 gm)													X	
Javelin (600 gm)										X		X		
Javelin (700 gm)														X

E2. Associations may, at their discretion, conduct additional events at State Championships or at any other level where these clearly do not contradict any properly documented medical, safety or

philosophical requirements of the ALA. The ALA must be kept up-dated as to listings of such events.

E3. Events deemed inappropriate for inclusion at all levels of competition by all affiliated Associations:

- All events over 8km
- Pole Vault
- Hammer Throw
- Steeplechase
- All events, Track or Field, which are not recommended for any level of competition after having been considered by the ALA for the specified gender/age group(s).

E4. TRACK EVENT SPECIFICATIONS

(a) Hurdles:

The hurdle specifications are as follows:

	No of Flights	Height	Lead In	Lead Out	Spacing
60 Metres (45cm)	6	45 cm	12 Metres	13 Metres	7.0 Metres
60 Metres (60cm)	6	60 cm	12 Metres	13 Metres	7.0 Metres
60 Metres (68cm)	6	68 cm	12 Metres	13 Metres	7.0 Metres
80 Metres	9	76 cm	12 Metres	12 Metres	7.0 Metres
90 Metres	9	76 cm	13 Metres	13 Metres	8.0 Metres
100 Metres	10	76 cm	13 Metres	10.5 Metres	8.5 Metres
200 Metres	5	76 cm	20 Metres	40 Metres	35 Metres

(b) Relays:

The baton specifications are as follows:

Min Circumference	Max Circumference	Min Length	Max Length	Min Weight
95 mm	105 mm	280 mm	300 mm	70- 80 gm

OR

Min Circumference	Max Circumference	Min Length	Max Length	Min Weight
76mm	82mm	250mm	280mm	50 – 60gm

The changeover zone shall be twenty (20) metres long

There shall be ten (10) metre acceleration zone for the 4 x 100 metre Circular Relay.

E5. FIELD EVENT SPECIFICATIONS

Long Jump (Mat) The take off area is a minimum of 1 metre and a maximum of 1.22 metre wide and 0.5 metre deep.

Long Jump (Board) The take off area is a minimum of 1 metre and a maximum of 1.22 metre wide and 200mm deep.

Triple Jump (Mat) The take off area is a minimum of 1 metre and a maximum of 1.22 metre wide and 0.5 metre deep

Triple Jump (Board) The take off area is a minimum of 1 metre and a maximum of 1.22 metre wide and 200mm deep

Specifications for Shot

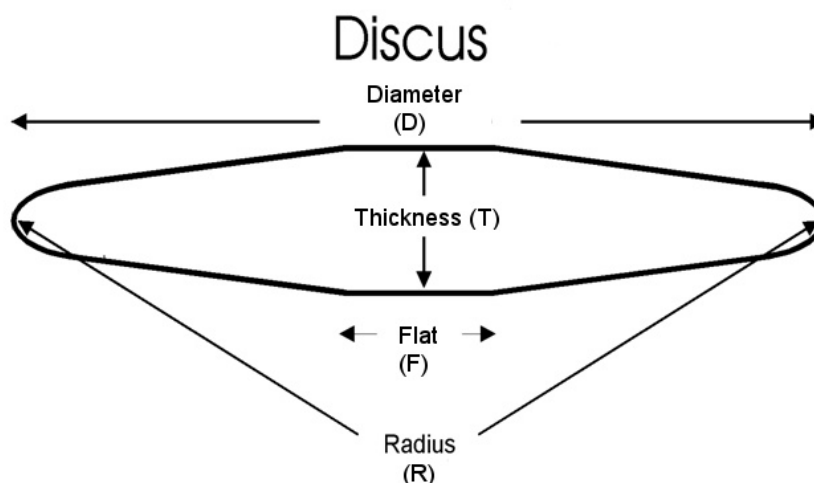
The shot shall be made from solid metal and conform with these specifications:

2 kg	Orange	Diameter tolerance – 76 to 90mm
3 kg	White	Diameter tolerance – 85 to 110 mm
4 kg	Red	Diameter tolerance – 95 to 110 mm

Weight tolerance –0.000 to +0.025 kg

Specifications for Discus

The discus shall conform to the dimensions shown in the diagrams below and shall be made from rubber or synthetic compound, or wood or synthetic compound with a metal rim.



Weight	Diameter (D)	Thickness (T)	Flat (F)	Radius (R)
500 g	134 – 139 mm	22 – 27 mm	N/A	5 mm
750 g	154 – 156 mm	27 – 35 mm	N/A	5mm
1 kg	180 – 182 mm	37 – 39 mm	50 – 57 mm	6 mm

Weight tolerance –0.000 to +0.025 kg

Specifications for Javelin

Weight	Overall length	Length from metal tip to centre of gravity
400 g	1.85 – 1.95 m	0.75 – 0.80 m
500 g	2.00 – 2.10 m	0.78 – 0.88 m
600 g	2.20 – 2.30 m	0.80 – 0.92 m

Weight tolerance –0.000 to +0.025 kg

E6. GUIDELINES FOR TRIALING OF AN EVENT

- (a) **Equipment Specification** It must be ensured that all equipment and specifications are in strict accordance with that as advised by the ALA.
- (b) **Trialists** The trialist must only be the age and gender as specified suitable for the event. It is not permissible to “experiment” outside these specifications.
- (c) **The Trial.** The trial must be conducted under normal conditions.
- (d) **Safety.** At all times, the appropriate safety considerations must be adopted.
- (e) **Conduct of the Trial.** The trial shall be conducted with the greatest number of athletes in each age/gender group(s) possible.
- (f) **Duration of the Trial.** The trial shall be for a maximum of two years.
- (g) **Reporting of the Trial.**
The following points are to be reported:
- (i) age, gender and number of athletes involved in each trial;
 - (ii) safety considerations;
 - (iii) event acceptance by athletes;
 - (iv) ability of athletes to learn and perform the event, level of skill attained;
 - (v) compare those skill levels to other events if possible;

-
- (vi) determine whether modifications etc are required by consulting participating athletes/officials; and
 - (vii) final evaluation should give an overall judgement on the event as to its viability:
 - as an additional event;
 - to replace an existing event;
 - not to be adopted for a particular gender/age group; or
 - not to be adopted for any gender/age group.
 - (h) Australian Best Performance cannot be claimed when an event is classified as a Trial Event or Modified Trial Event. If the event or modification is adopted as standard by ALA, retrospective claims can be submitted for ratification.

APPENDIX F

ALA (INCLUDING STAFF) POLICIES

**2012
POLICY 1****SAFETY/ WORK HEALTH & SAFETY (WH&S)**

ALA acknowledges that the provision of a safe and healthy work environment for BOM members and employees is not just a moral responsibility it's a legal responsibility as well. ALA will ensure compliance with the relevant Occupational Safety and Health Act and Regulations by providing and maintaining a safe workplace and by providing information and instruction to ensure a safe workplace for all employees.

BOM and employees must ensure that at all times practices in the workplace are safe and follow the WH&S policy.

Definition

WH&S policy is to protect the safety, health and welfare of people engaged in work or employment. The goal of all occupational health and safety programs is to foster a safe work environment.

Responsibilities

ALA will provide a safe workplace by maintaining and updating equipment and systems of work and monitor workplace conditions.

ALA will ensure that arrangements are in place for the safe use, handling, storage and transport of equipment and that employees have adequate information, instruction, training and supervision to work in a safe and health manner.

ALA will monitor the health of employees and maintain information and records relevant to the employee's health and safety and consult the employee on matters which may directly affect their health, safety or welfare.

ALA will inform employees who to contact with health and safety inquiries or complaints. BOM and employees must follow all safety rules set out in the office and ensure that the office is kept in a manner that will apply with WH&S standards. BOM and employees who see a WH&S issue must inform the CEO who will ensure that the matter is dealt with in a quick and efficient manner.

The CEO will ensure an up to date safety plan is in place.

**2012
POLICY 2****RISK MANAGEMENT POLICY****Policy Objective**

Sound risk management is essential in the provision of safe, satisfying and enjoyable experiences for everyone associated with Little Athletics throughout Australia.

This policy aims for a systematic approach for our sport in which risk management

- Is a critical element of the governance and management of our sport
- Is a way of thinking for everyone who organises, delivers or participates in Little Athletics and
- Benefits participation, health and safety, social interaction, competitive performance and other key outcomes for Little Athletics throughout Australia.

ALA Risk Context

Sport is an important part of our society and of many people's lives. Sport exists in the same social, legal and economic environment as any other form of human endeavour and as such the risks must be managed accordingly.

Sport by its nature engages the participant in increased risk. With this risk come opportunity, benefits and reward. Participants willingly accept a certain level of risk to gain the enjoyment or satisfaction derived from winning or participating.

It is neither practical, nor in many cases acceptable, to adopt a process oriented or risk averse approach to these risks- to do so would strangle the sport or activity. Rather, risk must be managed within limits acceptable to participants, organisations and the community.

Risk Management Principles

The following principles are to be adopted by ALA in the management of its risks:

- ALA is committed to the application of sound risk management principles consistent with the current Standard on Risk Management
- ALA will integrate risk management into all business processes and practices and its activities at all levels
- ALA will recognise risk as an opportunity, not just a threat
- ALA will encourage life long learning, recognising that suitable knowledge, experience, and skill underpins sound risk management
- ALA will strive for continuous improvement in risk management

Implementation

ALA will implement risk management utilising the risk management framework encompassed within the ALA Risk Management Plan, and the accompanying Risk Register, which reflects all current risks that have been identified and assessed by ALA.

Responsibility

Everyone involved in the management of ALA business functions and activities within ALA's Charter, has responsibility for risk management. Administrators will have a different view of risk to that of a participant, parent or official. However each has an important personal responsibility to ensure that risks within their control are managed according to the rules of the game or standards expected.

The CEO as the appointed Risk Coordinator for ALA, is responsible for the coordination of all risk management activities and all risk documentation developed by ALA and distributed as directed to designated stakeholders. The CEO is also responsible for the maintenance of the Risk Register. This work is to be conducted under the supervision and management of the President.

**2012
POLICY 3****RECRUITMENT/ EQUAL OPPORTUNITY POLICY**

ALA aims to recruit and select staff the organisation needs to achieve its strategic directions and who demonstrate attributes that are consistent with the organisations directions and culture.

Recruitment and selection of ALA staff will comply with legal requirements, and with relevant equal opportunity, affirmative actions and human resource management principles, policies and guidelines adopted by ALA.

ALA are committed to equality of opportunity and positive action to promote equality of opportunity.

ALA believes that an Equal Opportunities Policy helps to ensure that there is no discrimination in the recruitment, retention, training and development of staff on the basis of gender, marital status, sexual identity, religious belief, political opinion, race, age, disability or socio economic background.

ALA is an equal opportunities employer and do not discriminate on any ground.

ALA will always encourage employees with opportunities for training and promotion.

**2012
POLICY 4****HARRASSMENT AND DISCRIMINATION POLICY**

ALA will strive to achieve a healthy and safe workplace by addressing the issue of harassment and discrimination. ALA is committed to ensure that harassment and discrimination does not occur but in the event it does will ensure that the appropriate action is taken quickly.

BOM and employees of ALA must not engage in harassing or discriminating behaviour towards BOM (including Executive), another employee or member of public whom they have contact with through the course of their employment. ALA does not tolerate such behaviour and may take disciplinary action up against that employee who participates in harassing or discriminatory behaviour.

Responsibilities

ALA is responsible for taking all reasonable steps to prevent sexual harassment and ensuring its position is widely known through all levels of the organisations activities, and will ensure that appropriate procedures are identified to handle sexual harassment complaints

Definition

Discrimination is defined in the relevant laws as the makings of distinctions between people in such a way as to disadvantage some and advantage others. ALA does not in any way condone discrimination or harassment on the grounds of age, race, nationality, sex, marital status, pregnancy, religious belief, political activity or belief, impairment, sexual or colour. Discrimination on any of these items is considered unfair and unlawful and will not be condoned.

Complaint procedures

If a member of the BOM or employee becomes aware of any conduct that is possibly discriminatory or could amount to unlawful harassment, the employee should advise the CEO or President who will handle to matter in a timely and confidential manner.

**2012
POLICY 5****BULLYING POLICY**

ALA is committed to providing a workplace culture and environment that is free of bullying. Bullying is not tolerated in the workplace, which includes meeting environment at ALA.

Definition

Bullying occurs when a BOM member or employee uses strength, power or position to intimidate or oppress or persecute other BOM members or employees by fear.

Examples of bullying behaviour include unfair and excessive criticism, publicly insulting others, ignoring the point of view of others, constantly changing or setting unrealistic work targets and undervaluing their efforts at work.

Any BOM member or employee who becomes aware of possible bullying should promptly advise the CEO or President who will handle the matter in a timely and confidential manner.

**2012
POLICY 6****MATERNITY LEAVE/ PARENTAL LEAVE****Definition**

Parental leave is an employee benefit that provides paid or unpaid time off work to care for a child or make arrangements for the child's welfare. The term parental leave includes maternity, paternity, and adoption leave.

The ALA employee must advise the CEO or President of their wishes to apply for parental leave and the appropriate parental leave options. ALA will comply with relevant legislative requirements.

PERSONAL/SICK LEAVE POLICY

If any employee wishes to take a personal or sick day they must notify the CEO or President either in advance or by 9.00am on the day the sickness occurs.

The CEO will record this and may require a medical certificate provided by a registered health practitioner indicating that the employee is or will be unfit to work due to personal injury or illness.

ALA will comply with relevant legislative requirements.

**2012
POLICY 7****PAY POLICY**

All ALA employees' wages will be paid on the second Thursday of each fortnight.

The employees pay will be directly deposited into their bank account so ALA must be provided with the correct bank account details and filled out an employee bank account form. It is the employee's responsibility to make sure that this information is correct.

Any changes to these details must be notified to the Administration and Finance Director immediately.

ALA is legally obligated to make certain deductions from every employees pay. Among these deductions are PAYG taxes and any additional voluntary amount into employee's nominated superannuation fund.

The employee will receive a payslip every fortnight indicating details of payment and deductions. The employee must review the accuracy of the payslips and report any discrepancies to the Administration and Finance Director immediately.

**2012
POLICY 8****COMPUTER AND EMAIL POLICY**

Computers, computer files, computer software and the email system are the property of ALA and are intended to be used only for ALA business.

The computer and email system must not be used in a manner that is disruptive or offensive to others. It will be a breach of this policy to access, download or send objectionable material including-

- a. Pornography
- b. Material involving the instructions or promotion of crime, violence or hate
- c. Material that is defamatory

If an ALA employee is aware of another ALA employee breaching this policy they must immediately inform the CEO or the President.

ALA employees must not download, view or send spam, junk mail or pop ups because they may contain viruses, worms or Trojan horses. If you receive any of the above materials it must be deleted immediately.

Employees are prohibited from intentionally creating or sending viruses or Trojan horses and must complete a virus check prior to opening any emails from unknown sources.

Violation of this policy may lead to disciplinary action from ALA which could lead to immediate dismissal or termination.

ALA must maintain current virus protection software on all association computers.

If the employee is in any doubt regarding this policy, the CEO must be contacted immediately.

**2012
POLICY 9****USE OF TELEPHONES**

The phone system is intended for ALA and business use only. Use of the telephone use for personal calls should be limited, reasonable and local calls only.

To ensure effective telephone communications, employees should speak in a courteous and professional manner.

Any employee who experiences abusive or aggressive calls should assess the situation and communicate in a respectable manner. If the caller persists in an abusive manner the call should be passed on to the CEO immediately.

**2012
POLICY 10****INFORMATION AND INTELLECTUAL PROPERTY POLICY**

Any information that is sourced, created, developed or enhanced by BOM members or employees of ALA in the course of their engagement is considered to be ALA information and must remain confidential within the organisation. This includes information that is commercially, competitively or politically sensitive.

Information that is generally known to the community can be shared with outside individuals and organisations.

BOM members and employees should not use ALA information for personal commercial gain and any information should not be shared with potential competitors.

2012**POLICY 11****DRUGS AND ALCOHOL POLICY**

ALA is committed to providing its employees to a safe, healthy and productive workplace. ALA recognises that the consumption of alcohol or other drugs may impair that person's ability to perform productively and safely and may have an effect on others around them. ALA does not condone binge drinking or the excessive consumption of alcohol or using illicit drugs in the workplace or at ALA sanctioned events.

Employer responsibility

ALA contributes to the provision of a healthy and safe workplace in relation to alcohol and other drugs by ensuring a safe environment for staff in the workplace. ALA recognises the need for appropriate and consistent action where a BOM member or employee demonstrates that his/her use of alcohol or other drugs adversely affects his/her work performances, or affects the safety, productivity and morale of other ALA BOM members and employees.

Drugs

ALA has a zero tolerance policy with illicit drugs. The use of illicit drugs by employees and BOM will not be tolerated. If an employee is caught with or using illicit drugs they will be reprimanded, and could face immediate dismissal. If A Board member is caught with or using illicit drugs they will face immediate suspension from the Board.

Employee Responsibility

BOM and employees of ALA have a duty to ensure not only their own safety and comfort in the workplace but also that of their colleagues. To this end, all BOM and employees have a responsibility not to be affected by alcohol or illicit drugs at any time during working hours or on official ALA business.

BOM and employees must at all times be able to carry out their responsibilities in a way that ensures their own safety and that of other workers and the general public. Employees have a responsibility to meet established standards for job performance and conduct during work hours or official ALA business.

Procedures

Alcohol will not be consumed during working hours or on official ALA business unless at an ALA sanctioned event where alcohol is permitted. It is up to the individual to ensure that the consumption of alcohol is kept to relevant legal limits and appropriate standards of behaviour are maintained.

BOM or employees who suspect or believe another worker is affected by alcohol or illicit drugs in the workplace should notify the CEO or President of their concerns.

If the CEO or President suspects intoxication with a substance will stop the employee from carrying out further work, the person may be removed from any position of risk. This may involve the employee being asked to leave the workplace or premises.

2012**POLICY 12****PRIVACY POLICY**

ALA respects the privacy of the BOM and employees and is committed to the protection of personal information in accordance with the requirements of the National Privacy Principles contained in The Privacy act (1988).

Collection of your personal information

The personal information is collected for administration within ALA and BOM members and employees will be advised of the reason for collecting of this information if requested.

Use of your personal information

Your personal information will be used for administration within Little Athletics for everyday administration activities involving your employment.

Disclosure of your personal information

ALA will not use or disclose personal information about an individual for a purpose other than that for which is collected unless authorised by the individual concerned or required by law.

ALA treats all information held about their employees as confidential, however on occasions may disclose aspects of your personal information for purposes related to administration within ALA relating to your employment.

Accuracy of your personal information

ALA takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. Any change to a BOM member and employee's information or notice of errors in previous information given it is recommended that you advise the CEO for the information to be updated.

Storage of your personal information

Information on any BOM member and employee collected will be stored with secure access only to those determined by ALA.

Access to your personal information

When necessary and requested by the employee concerned, ALA will provide the BOM member and employee with access to their personal information.

**2012
POLICY 13****MEDIA POLICY****Definition**

Traditional media (e.g. press, TV, magazine, radio) and social media (Facebook, twitter, MySpace, YouTube) are avenues in which information can be given out and misused.

ALA uses many avenues of the media to communicate and engage with its members and stakeholders. However it is important to manage the use of these mediums to ensure that the Little Athletics message is consistent and voices all matters pertaining to its operations and values. Little Athletics employees are responsible for managing and initiating any messages given to the media.

ALA's aim is to engage with the media in an effective and constructive manner in order to build ALA's reputation and contribute to sport in the community. To achieve this ALA authorises a number of people to speak on its behalf.

The ALA President and CEO will speak on behalf of ALA, the Executive and Board; all media contact should be coordinated via the ALA CEO unless delegated.

Employees of ALA shall not represent themselves as spokespeople for ALA unless authorised to do so by the ALA President or CEO.

A BOM member or employee who expresses an opinion that deliberately and intentionally harms ALA and damages ALA's reputation is a serious matter. It is irresponsible for a BOM member or employee to engage with the media or social media in any activity or comment which is malicious or deliberately damaging to ALA.

A BOM member or employee who becomes aware of issues or potential issues that could lead to adverse media outcomes for ALA shall contact the ALA CEO as soon as possible so that an appropriate response can be developed.

**2012
POLICY 14****PROCUREMENT POLICY**

The purpose of this policy is to ensure that the procurement of all goods and services is conducted in an honest, competitive, fair and transparent manner that delivers the best value for money outcome whilst at the same time protecting the reputation of ALA, taking into account the required specification, quality, service, delivery and reliability.

ALA will determine and make the best possible choice when deciding the purchasing of products and determining the best price.

With the exception of authorities provided in Policy 19, employees of ALA must not make any purchases without the consent of the Executive.

For purchases of goods and services over \$5000, at least two quotes must be obtained first and then approved by the Executive in accordance with the appropriate Delegation.

The Executive or employee shall declare any conflict of interest to the President or CEO.

The order may be placed only after approval has been obtained.

**2012
POLICY 15****RESOURCES POLICY**

ALA resources are any items or services that have a financial impact on ALA. These items include, but are not limited to:

- Money – Cab charge, credit cards, petty cash
- Property – Office
- Utilities – Electricity, telephones
- Equipment Photocopiers, printers, cameras, computers, mobile phones
- Services – couriers, mailing

ALA resources should be used for official purposes only. All Executive members and employees are encouraged to use whatever resources they need to do their jobs effectively in an efficient manner and with minimal waste.

ALA supports an environmentally friendly workplace.

**2012
POLICY 16****INVESTMENT POLICY**

The ALA investment policy is based on a financial plan which will take into consideration the current financial condition of ALA and the future growth of the organisation.

The Investment Policy stipulates the mandatory requirements for the management of ALA's cash and investment portfolio, and requires that all investment activities be exercised with the care, diligence and skill of a prudent person.

The policy is designed to safeguard ALA's cash and investments portfolio, achieve appropriate earnings and manage ALA's cash resources to ensure sufficient liquidity to meet ALA's business objectives over the long, medium and short term. The policy reinforces ALA's ongoing commitment to maintain a conservative risk/ return portfolio an important component of its ongoing prudent financial management practices. ALA will typically invest through recognised Australian financial institutions.

Employees are not to make any investments on behalf of ALA, and the only person who may have the approval to do so is the Administration and Finance Director with BOM approval.

**2012
POLICY 17****CREDIT POLICY**

ALA Executive members and employees selected to receive business credit cards will be held responsible for the security of the card as well as the privacy of company related information. This includes keeping the card in a secure location, protecting the card and personal identification number.

ALA credit cards should never be used by anyone other than the cardholder. Lost or stolen cards should be reported to the card issuer and the ALA CEO or Administration and Finance Director as soon as possible.

The ALA credit cards will include spending limits in accordance with the anticipated needs of the ALA employee. These limits will be communicated to the ALA Executive member or employee at the time of issuing of the card. Executive members or employees should ensure that usage does not exceed this limit or incur over limit penalties or fees.

ALA Executive members or employees are responsible for regular usage reports which are given to the Administration Officer. These reports include original receipts and an explanation of the charge.

Personal usage of a company credit card is not permitted, nor is the credit card to be used for cash withdrawals. Any inappropriate use of the ALA credit card will result in the credit card being withdrawn.

Regular review of the credit card usage is conducted by the Administration and Finance Director.

**2012
POLICY 18****ALA CEO's VEHICLE POLICY****1. Definitions**

"vehicle" means " any vehicle, including any replacement vehicle, owned by ALA"

"ALA" means "The Australian Little Athletics Association (Inc)"

"CEO" means "the person employed by the ALA from time to time in the position of Chief Executive Officer"

"Executive" means "the Executive of the Australian Little Athletics Association (Inc) excluding the CEO".

2. Ownership

At all times the vehicle remains the property of the ALA and the conditions of its use by the CEO may be varied from time to time if deemed necessary by the Executive of the ALA.

3. Replacement

The vehicle will be replaced at 80,000 kilometres or 4 years, whichever occurs first. The type, make and model of the new car to be purchased will be determined by the Executive following consultation with the CEO. The vehicle forms part of the CEO total remuneration package. The CEO's total remuneration package is subject to review by the ALA Executive on any changeover of CEO or vehicle renewal.

4. Use

The vehicle is provided by the ALA as part of the CEO's remuneration package.

Out of office hours: the CEO is allowed unlimited use of the vehicle within the state of Victoria. Use of the vehicle outside this area, whether for private or official use, requires the approval of the President. If approval is given for private use outside the area, payment of the additional related expenses will be determined by the President.

The CEO must not operate the vehicle when under the influence of intoxicants such as alcohol (above the relevant legal limit) and/or other drugs, or while impaired by prescribed medication, illness or injury. Any accident or incident when in breach of this clause will be to the responsibility of the CEO or authorised user.

The CEO must ensure that road safety limits are adhered to at all times. Any fines incurred whilst in control of the vehicle will be paid for by the CEO or authorized user.

5. Use by people other than the CEO (Authorised User)

Staff/Executive

The vehicle may be used by ALA Staff/Executive for legitimate business purposes. The same rules apply as to when the vehicle is being used by the CEO.

CEO Family/Irregular user

The vehicle may be used by members of the CEO's family at the approval of the CEO. If one of the CEO's family is subject to an age excess for insurance purposes then the CEO is responsible for the difference between the age excess and the standard excess.

Other than where exceptional circumstances prevail, the vehicle will not be driven by persons under the age of 25, the exception being by a learner driver under instruction and accompanied by the CEO.

6. Management

The CEO is responsible for the management of the vehicle. The CEO is expected to keep the vehicle in a clean and tidy condition and to check the oil, radiator coolant, etc, regularly; including all services (in accordance with the manufacturers requirements) and any mechanical maintenance and repairs.

The CEO must ensure the vehicle is comprehensively insured at all times. Insurance will be paid by ALA.

7. Running costs

Fuel (unleaded) will be obtained by the CEO from time to time and the cost charged to the ALA credit card. Service and Running costs also includes registration and renewal and will be charged to the ALA credit card. CEO is responsible to provide the appropriate tax invoices to the Administration and Finance Director in a timely manner.

Tolls are the responsibility of the user and work related tolls may be claimed from ALA.

8. Damage

Any damage to the vehicle, whether due to a traffic accident any other cause, must be reported in writing to the President at the earliest possible opportunity and a claim submitted to the relevant insurers where appropriate. The excess on the insurance policy will be paid by ALA and recovered if the driver is negligent and in breach of this policy.

9. Ability to Purchase

On the replacement of the vehicle or resignation of the CEO, and by agreement with ALA, he/she may purchase the vehicle from the ALA at the average of two independent valuations. The valuers to be agreed by the ALA Executive.

**2012
POLICY 19****AUSTRALIAN LITTLE ATHLETICS- EXECUTIVE MEMBER DELEGATIONS**

The ALA Constitution sets out certain responsibilities and the role of the Executive. The matters set out below summarise the Executive's delegated authority and should be read in conjunction with the Constitution.

ALA BUDGET

- Administration & Finance Director drafts the budget which is approved by ALA Conference
- The Executive has the authority to commit up to \$10,000 annually for unbudgeted items without having to seek BOM approval
- CEO has the authority to commit up to \$2,500 annually for unbudgeted items without having to seek Executive approval

PAYMENTS

- Administration & Finance Director *pays all accounts*, but may seek administrative assistance from the Administration Officer and/or CEO
- 2 signatories are required for each cheque/Electronic Funds Transfer (EFT) payment. Any two from Administration & Finance Director, President, CEO and Competition or Standards Director can sign cheques and/or initiate EFT. A security key for EFT payments has been issued to only the persons holding the above positions.

TRANSFER OF MONIES FROM ONE ACCOUNT TO ANOTHER

- Administration & Finance Director or President or CEO may transfer funds from one ALA account to another.

FLIGHTS

- The Board of Management (BOM) must approve all international flights undertaken by a BOM Director (this includes an Executive member)
- All domestic flight must be economy class as are any overseas flights less than 8 hours in duration. For international flights over 8 hours Premium Economy is the preferred class

STATE ASSOCIATION CONFERENCES

- The President must approve the attendance of an Executive member at a Little Athletics State Association Conference, event or other occasion. Noted, that such attendance is usually at the request of the State Association.
- The Executive shall approve the Presidents attendance at such Conference, event or other occasion.

SPONSORSHIP

- The BOM must approve all ALA sponsorships
- All sponsorship enquires to be referred to the CEO
- Any 2 members of the Executive may execute sponsorship agreements and any other such ALA contractual arrangements.

DAY TO DAY OPERATIONS

- The CEO, in conjunction with the Administration Officer, has the authority to manage the day to day administrative operations of the ALA. The Administration Officer has certain responsibilities which will be managed in conjunction with the CEO. CEO will liaise with the President and where appropriate the Executive and then the BOM regarding matters deemed important and substantive in nature. The Administration Officer may also liaise with the Executive and BOM.

ALA STAFF

- The CEO is appointed by the President on the recommendation of the BOM. The President and Administration & Finance Director will monitor the performance of the CEO ("Remuneration Committee") and is responsible for recommending any changes to the CEO's total remuneration package to the BOM for consideration.
- New staffing positions must be approved by the BOM.
- The BOM must be informed of the Executive's intention to fill vacant positions.
- Vacant positions are appointed by the CEO on the recommendation of the Executive and/or BOM. The CEO will monitor and review the performance of all other staff and be responsible for recommending any changes to any staff members total remuneration package to the Remuneration Committee for consideration.

CORRESPONDENCE

- All correspondence to be directed to the ALA office
- With regard formal replies (ALA letterhead) to correspondence received, the CEO to determine who replies. The CEO may liaise with the President and or the Administration and Finance Director who may also reply.

CONSULTANCY

- The Executive may engage consultancy in accordance with the BOM approved budget. The BOM to be advised of any such engagement.

CABCHARGE

- Members of the Executive are issued with a Cabcharge card for business related travel only.

CREDIT CARD

- Those Executive members issued with a business credit card may use same for business related expenses only. Receipts must be obtained and submitted to the Administration Officer who will liaise with the Administration & Finance Director.

EXPENSES

- The process for claiming expenses is as follows:

Refer the Bylaws for expenses that may be claimed. Expenses may be claimed monthly, or earlier as requested, and submitted on the relevant form with related receipts. In the first instance, claims to be lodged with the Administration Officer who will liaise with the CEO or Administration & Finance Director.

As a principle, the expenses of an Executive member must be approved by another Executive member, as per the following:

-
- President approves Administration & Finance Director, and may approve all Executive members and ALA staff
 - Administration & Finance Director approves President, CEO and Competition & Standards Director and may approve ALA staff
 - CEO approves Administration Officer and other ALA staff from time to time.

GENERAL EXPENSES

- In addition to the expenses set down in the Bylaws, it is acknowledged that from time to time the Executive members may entertain prospective sponsors and or business partners or prospective business partners, this includes politicians or like groups. Related direct costs, including reasonable alcohol costs are eligible expenses
- The Executive may also claim reasonable alcohol expenses when undertaking evening dining on ALA business, ie; Executive meetings, ALA Conference, State Conferences/events), ATFCA Meetings or the like. The Executive strongly believe that a conservative and professional approach must be adopted. Further, where claims are made, responsible drinking behaviour will occur at such abovementioned events.

**2012
POLICY 20****BOARD OF MANAGEMENT CODE OF CONDUCT****MISSION STATEMENT**

"TO DEVELOP CHILDREN OF ALL ABILITIES BY PROMOTING POSITIVE ATTITUDES AND A HEALTHY LIFESTYLE THROUGH FAMILY AND COMMUNITY INVOLVEMENT IN ATHLETIC ACTIVITIES"

Code of Conduct for Members of Board of Management.

- 1** This Policy Document and Code of Conduct, as amended from time to time, shall be endorsed at the first Board meeting following each Annual Conference.
- 2** A code of conduct for Members of the Board of Management provides ethical guidelines to which members shall adhere in the performance of their duties.
- 3** Decision making and attitudes of the Board of Management should be guided by non-sexist, non-racist and non-party political principles.
- 4** The Board of Management fulfil their responsibilities with integrity within the ALA Constitution and By-Laws, and operate in a manner which promotes confidence from the public and membership in its deliberations. Adherence to the following principles will allow Board members to pursue their governance mandate, foster harmonious relations between Board members, affiliated Associations, Government and other organisations.
- 5** Board members shall attend and actively participate in Board meetings, including voting on motions and recommend policy and other duties as prescribed.
- 6** Board members have a responsibility to become conversant with the ALA Constitution and By-Laws.
- 7** Board members shall always conduct ALA business in a manner that does not conflict with the public interest, and treat individuals with dignity and respect.
- 8** No Board member shall purport to speak on behalf of the board, unless they have the authority to do so.
- 9** Board members are expected to fully support in public:
 - Board decisions.
 - Individual Board members and Association Delegates.
 - This in no way inhibits a Board member's right to debate policy or differing views of individual Board members at Board meetings.
- 10** Board members shall treat in-committee information as confidential.
- 11** Board members shall recognise the principle of Boardroom confidentiality.
- 12** Board members shall not abuse their position to obtain advantage for themselves, family members or close associates, and/or demonstrate abuses of authority.
- 13** Board members shall exercise reasonable care in all matters under consideration.

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- 14** Board members shall refrain from engaging in conduct that would discredit and/or compromise the integrity of the ALA including:
- Neglect of duty.
 - Deceit.
 - Breach of confidence.
 - Corrupt practices.
 - Unlawful or unnecessary breaches of authority.
- 15** Board members must serve loyally, without self-interest and free from conflicts of interest. Board members must put the interests of ALA and the Board before the interests of an association. Board members may seek advice from the President in relation to any queries about this clause.
- 16** Board members must disclose details of gifts to the value of \$50 or more received as a member of the BOM.
- 17** Board members must declare any conflict of interest with respect to their fiduciary responsibilities.
- 18** Board members shall be eligible for re-imburement of all reasonable costs associated with their attendance at Board of Management, Executive and other meetings as authorised.
- 19** Any breach of the Code of Conduct, Constitution and By-Laws shall be recorded by the Board and one or more of the following methods shall be invoked:
- (a) A board motion requesting an investigation by an independent third party.
 - (b) A Board motion calling for the subject member of the board to appear before the board, or make a written submission and be subject to censure by way of admonishment, caution and/or reprimand.

2012**POLICY 21****ALA AND ATFCA RELATIONSHIP STATEMENT**

This statement defines the relationships implicit in the recognition of the Australian Track and Field Coaches Association (ATFCA) as the official coaching arm of Australian Little Athletics (ALA).

- 1. THE AUSTRALIAN TRACK AND FIELD COACHES ASSOCIATION recognises AUSTRALIAN LITTLE ATHLETICS as:**
 - An autonomous body providing Athletics as a 'Foundation for All Sport' activity for children generally aged from Under 6 to Under 17.
 - The body responsible for the introduction of children to Athletics (track and field) in the community.
 - Providing appropriate track and field activities for each age group within the Under 6 to Under 17 age group.
 - The body responsible for the organisation and delivery of coaching activities to registered Little Athletics Centres across the broad range of age groups.

- 2. AUSTRALIAN LITTLE ATHLETICS recognises the AUSTRALIAN TRACK AND FIELD COACHES ASSOCIATION as:**
 - An autonomous body delivering coaching courses including within the Athletics Australia (AA) National Coach Accreditation Framework. The ATFCA also assists AA with the provision and development of coaching courses in Australia.
 - In conjunction with ALA a body responsible for the development of coaching courses for use in Little Athletics.

- 3. Both AUSTRALIAN TRACK AND FIELD COACHES ASSOCIATION and AUSTRALIAN LITTLE ATHLETICS agree to liaise as follows:**
 - Review coaching and skill development courses for parents involved in Little Athletics and training advice for athletes.
 - Appropriate seminar/personal development sessions held at various centres/events in all states to help up-skill coaches and parents in Little Athletics.
 - Publicise and promote coaching courses through the network of Little Athletics Centres.
 - Help to develop relevant and up to date resources for Little Athletics coaches.
 - Representation on appropriate committees including AA's Coaching Advisory Committee.
 - ALA to supply articles for Modern Athlete and Coach and ATFCA Newsletters.

**2012
POLICY 22****DRUG POLICY****1 INTRODUCTION**

ALA recognises the need for a Drug Policy in relation to the conduct of the Australian Teams and Multi-Event Championship (ALAC). Furthermore ALA recommends that affiliated Associations develop a Drug Policy as part of their overall Risk Management strategy.

2 POLICY**2.1 ALA:**

- (a) is totally opposed to the use of any banned substances for the purpose of obtaining an advantage in competition;
- b) is totally opposed to the use of illegal recreational drugs; and
- c) recognises the role of Australian Anti Sport Drug Agency (ASADA) in the development of policies pertaining to drugs in sport.

3 COMPETITION**3.1 ALA:**

- (a) acknowledges that ASADA is unlikely to conduct drug testing of athletes competing at the ALAC.
- (b) requires each affiliated State/Territory Association to hold a medical certificate(s) (signed by a medical practitioner) for each athlete(s) competing at the ALAC taking prescribed medication contained in the list of ASADA banned substances located on the Website at www.asda.org.au
- (c) shall receive a written declaration signed by the Administration Director/Executive Officer/Secretary of each affiliated Association stating that they hold a signed medical certificate for any athlete(s) competing at the ALAC taking prescribed medication contained in the list of ASADA banned substances.

The declaration must contain:

(d) name of the athlete(s), and

- prescribed drug(s) taken by that athlete as contained in the list of ASADA banned substances.

The Declaration is to be handed to the ALA Competition & Standards Director at the ATC/MEC Team Managers' meeting.

4. ACTION ON RETURN OF A POSITIVE TEST RESULT

4.1 If ALA is made aware of an athlete, selected to compete at the ALAC, returning a positive drug result to a test carried out by, or under the authority of ASADA, ALA will:

- (a) ban the athlete from competing at the ALAC unless a declaration is held by the relevant affiliated Association stating that the athlete is taking prescribed medication, which is contained in the list of ASADA, banned substance.

4.2 If ALA is made aware of a registered athlete returning a positive drug result to a test carried out by, or under the authority of ASADA, ALA will:

- (a) notify in writing the relevant affiliated Association.

**2012
POLICY 23****CENTRES/CLUBS AFFILIATING OUTSIDE THEIR STATE/ TERRITORY****1 POLICY**

- 1.1 A Centre/Club located within one State/Territory shall only affiliate with another State/Territory Association with permission of the home Association and approval by the prospective Association.
- 1.2 A Club located within one State/Territory shall only affiliate with a Centre affiliated with another State/Territory Association with permission of the home Association and approval by the prospective Association.
- 1.3 Any application approved or rejected shall be for a minimum period of three (3) years from the date of such affiliation or rejection.

2. APPLICATION PROCESS

- 2.1 A Centre/Club applies in writing to both the home Association and the prospective Association.
 - (a) The application shall outline reasons for seeking affiliation with the prospective Centre/Association.
 - 2.2 The BOM from the home Association shall consider the application.
 - (a) The decision of the BOM shall be advised to the prospective Association in writing within a period of sixty (60) days of receipt of the application.
 - (b) Reasons for rejection must be stated in the reply.
 - 2.3 The BOM of the prospective Association shall consider the application of the Centre/Club and the decision of the home Association.
 - (a) The decision of the BOM of the prospective Association shall be advised to the home Association in writing within forty-five (45) days of receipt of the home Association's decision.
 - (b) Reasons for rejection must be stated in the reply.
 - 2.4 The home Association shall advise the Centre/Club in writing of its decision and also the decision of the prospective Association within seven (7) days of receipt of the prospective Association's decision.
 - (a) Reasons for rejection must be stated in the reply.
 - 2.5 A Centre/Club on receipt of advice of the decisions may make an Appeal in accordance with the Appeals Process.
-
- 3 **APPEALS PROCESS**
 - 3.1 No Appeal will be accepted if the decisions of both Associations was unanimous.

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- 3.2 If a decision is split the Centre/Club may make an Appeal to the rejecting Association for re-consideration of the decision with a copy to the other Association.
- (a) Any Appeal must be in writing and made within thirty (30) days of receipt of the decision.
- 3.3 The rejecting Association shall consider the Appeal and advise the Centre/Club in writing of its decision within thirty (30) days of receipt of the appeal decision, with a copy to the other Association.
- 3.4 If a Centre/Club is dissatisfied with the decision, they may make an appeal in writing to the ALA BOM within thirty (30) days of receipt of the appeal decision, with a copy to the rejecting Association.
- (a) Such Appeal shall be submitted to the ALA CEO.
- 3.5 The ALA BOM shall consider the Appeal at their next meeting.
- 3.6 The decision of the ALA BOM will be advised in writing to the Centre/Club with a copy to the home and prospective Associations within seven (7) days of the BOM meeting. Such a decision shall be final.

**2012
POLICY 24**

ATHLETICS SKILLS AWARD PROGRAM (ASAP)

The Athletics Skills Award Program (ASAP) as developed by the Little Athletics Association of New South Wales, and "On-Track" an athletics skills development program as developed by the Little Athletics Victoria, be endorsed by ALA as the recommended programs for fundamental motor skilling (FMS) in Little Athletics.

**2012
POL 25****DEVELOPMENT POLICY**

Little Athletics is a uniquely Australian activity which encourages participants to 'Be Your Best' by participating in modified athletics activities. The focus of Little Athletics is on 'Family, Fun and Fitness.'

Little Athletics aims to provide skills development and competition opportunities for children through athletics as a 'Foundation for all Sports.' ALA have drafted the following Development Policy in order to highlight the respective stages of development of Little Athletics, as the introduction to a lifelong participation in physical activity and a healthy lifestyle.

Little Athletics prides itself in its ability to introduce children to the fundamental skills of running, jumping and throwing that form the basis for other sports. While no one event or activity participated in at Little Athletics provides this foundation, collectively the events which comprise Little Athletics do. As such, the emphasis of participation in Little Athletics is on involvement in a wide range of events rather than specialisation at an early age.

The role of championship competition

Championships at all levels, from Centre through to National, serve a number of important functions for participants within Little Athletics. The core purpose of championship competition is not to promote elitism, nor is it to promote the pursuit of winning to the detriment of other values. Rather, Little Athletics views championship competition as providing the following benefits for all participants:

- **Representation** – providing athletes the opportunity to represent their community.
- **Socialisation** – providing athletes the opportunity to compete against and interact with other athletes from a wide range of geographical, social and ethnic origins.
- **Opportunity** – providing athletes optimal conditions to achieve their best performances.
- **Ambition** – providing athletes a goal to work towards throughout the Little Athletics season.

For more talented participants championship competition provides additional rewards for participants to aspire to: making a final, winning a medal, setting a state or Australian Best Performance or being selected for their state team.

Stages of Development

Little Athletics recognises that children are not simply small scale adults. As such, Little Athletics is divided into a number of stages, with the desired outcomes for each stage providing a suitable environment for the enjoyment and development of the participant. In combination, the stages provide a smooth progression to lifelong sporting activity, whether at a competitive or social level.

Stage	Age Groups	Focus	Skills	Explanation
1	Up to U6	Playing	Fundamental Motor Skills	<p>The majority of activities in this stage are based on game like activities that teach fundamental movements rather than focusing on competition and measurement of performance.</p> <p>Competitive athletics may slowly be introduced towards the end of this stage, with modified specifications and a focus on fun rather than on rules and performance.</p>
2	U7 – U8	Moving	Fundamental Athletics Skills	<p>Activities in this stage are focused on the further development of fundamental motor skills, but within the context of athletics event groups (running, jumping and throwing).</p> <p>Competition is conducted using modified rules and specifications, with a focus on the correct execution of fundamental movements and personal improvement rather than on the absolute level of performance.</p>
3	U9 – U12	Learning	Event Specific Skills	<p>Activities in this stage are focused on developing event specific skills through a ‘working model’ that highlights the fundamental aspects of each specific athletics event.</p> <p>Structured competition, using modified rules and specifications, is a core component of activities in this stage. The focus is on the correct execution of event specific skills and personal improvement while adhering to the rules of the event, rather than on the absolute level of performance.</p>
4	U13 – U15	Practicing	Technical Model	<p>Activities in this stage are focused on further development of event specific skills through a ‘technical model’ that highlights more advanced aspects of each specific athletics event. Greater specialisation to particular event group(s) may be introduced.</p> <p>More highly structured competition, using minimal modifications to rules but retaining modifications to specifications, is a core component of activities in this stage. The focus is on the correct execution of event specific skills and personal improvement while adhering to the core rules of adult level competition.</p>
5	U16 – U17	Training		

APPENDIX G

GUIDELINES

GUIDELINES OF THE ALA

1985

G 1 That training sessions be limited to a maximum of three sessions per week. Only six full scale attempts per event training session.

1985

G 2 That longer distance events be conducted in cooler parts of the day.

1985

G 3 That programming be reviewed to ensure that explosive events are not conducted after fatiguing events.

1985

G 4 That Associations consider the use of restraining devices on the high jump bar.

1999

G 5 **SPONSORSHIP GUIDELINES**

▪ **GENERAL**

- 1.1 Sponsorship is the commercial support (either financial or non-financial given by an organisation in return for endorsement of a product/service or the provision of access by ALA to a target market.
- 1.2 ALA is an Association whose affiliated Associations (and their membership) are significant users of a wide range of products and services, and as such (potentially) represent a prime target market for sponsors.
- 1.3 ALA supports in principle the involvement of sponsors whose products and/or services are considered suitable and appropriate for the members of Little Athletics.

2 OBJECTIVES

- 2.1 The objectives of sponsorship are:
 - (a) The provision of a benefit to the membership of ALA, i.e. the affiliated Associations and through them the Little Athletics community.
 - (b) The provision of an appropriate vehicle for the sponsor to gain ALA endorsement or access to membership of ALA, i.e. the affiliated Associations and through them the Little Athletics community, and
 - (c) ALA, the affiliated Associations and the Little Athletics community gains either a commercial benefit or an increased profile through the sponsorship agreements.
-

3 RESPONSIBILITY

3.1 The ALA CEO will:

- (a) Receive, consider and make recommendations in relation to the marketing and sponsorship of Little Athletics at a national level.
- (b) Provide advice and support to affiliated Associations on sponsorship and marketing matters, and
- (c) Monitor existing sponsorship arrangements and report regularly on the progress of such sponsorships.

3.2 National activities controlled and administered by the ALA:

ALA Conference(s);
ATC & Multi-Event Championship;
National Identity Products, e.g. Uniform Patch;

Achievement Books;
Recording Slips;
National Officials Program; and
Other National Programs controlled, administered and funded by the ALA.

3.3 State/Territory based activities controlled and administered by affiliated Associations:

Uniforms;
Registration labels;
Competition Days;
Publications; and
Other activities controlled, administered and funded by the affiliated Associations.

3.4 Unless otherwise approved by ALA neither the ALA nor any affiliated Association will enter into a sponsorship arrangement, which conflicts with an existing ALA sponsorship, other than existing sponsorship arrangements held by the affiliated Associations may be continued if the affiliated Association would suffer a net financial loss by changing sponsor.

3.5 In regard to sponsorship it is recognised that Centres and Clubs in affiliated Associations may not control the canteen facilities at their venue nor do all Centres have canteen facilities.

3.6 Sponsorship Register:

- (a) A Register shall be maintained by the ALA CEO of all sponsorship at a National and affiliated Association level, and
- (b) The Register is to be available for use by ALA and affiliated Associations so that areas of activity, which may cause conflict, can be avoided along with eliminating dual approaches. In order to keep the Register current

and accurate it is incumbent on both the ALA and the affiliated Associations to keep each other informed in a timely manner.

- 3.7 Preferred Supplier arrangements need to be carefully considered. Unless they can be shown to clearly cater for the Little Athletics community in total, then any sponsorship, which cannot offer national coverage, must be agreed to by each affiliated Association that participates.

4 POTENTIAL ARRANGEMENTS

- 4.1 There are five (5) possible arrangements being:

- (a) Sole Sponsor holding naming rights to an event or program in exchange for cash.
- (b) Sponsor providing a product or service at a competitive advantage to the Little Athletics community in exchange for cash.
- (c) Sponsor providing contra (in kind) support for an event or program and its costs.
- (d) Sponsor underwriting an event or program and thus funding any losses, and
- (e) Sponsor using ALA endorsement of a product or service in return for a royalty payment.

- 4.2 The benefits offered to the sponsor will vary with each agreement depending on what the parties intend to achieve from such arrangements. The possible benefits may include:

Distribution of sponsors literature to the Little Athletics community.
Identifying symbols in literature.
Acknowledgment on mailouts.
Editorial in journals/newsletters.
Advertisements in affiliated Associations publications.
Displays at ALA/affiliated Association events.
Calendar of events.
Access to hospitality benefits, and
Personal access to delegates.

5 SPONSOR ACCEPTANCE

- 5.1 Sponsors should meet the following requirements:

- (a) Be seen as a good corporate citizen, and
- (b) Products and services should not conflict with the ideals of the ALA's mission statement and values.
- (c) No alcohol, tobacco, gambling or pornographic association.

- 3.7 All ALA sponsorship contracts will be executed under the Common Seal.

2006

G 6 Blood Guidelines

1. Purpose

In today's society, a blood policy exists in the majority of sports due to a number of blood borne infectious diseases which can be transmitted; the most serious of these include Hepatitis and HIV.

The potential for the spread of infection when contact is made has been widely recognised for many years. As a consequence of heightened public awareness and anxieties, increasing attention has been given to the possible risks of acquiring a blood borne disease where spillage of blood may occur.

The policy has been put in place to protect injured athletes, their competitors and Little Athletics officials.

2. Spill Kit

It is recommended that each Association and affiliated Centre/Club has a spill kit which should be used only for the purpose of dealing with blood spills. Suggested contents of a spill kit include:

- 1 packet of paper hand towels
- 1 packet of disposable latex surgical gloves
- 1 packet of medium size resealable plastic bags.
- 1 1500ml spray bottle with 0.5% bleach and 2% detergent mixed with water (with bleach being the key ingredient).

3. Athletes

- a) It is the responsibility of all athletes to maintain strict personal hygiene by covering any cuts or abrasions with an impermeable waterproof dressing.
- b) Open cuts and abrasions occurring during an athletic event or athletic training must be reported and treated immediately.
- c) Athletes should avoid unnecessary contact with the blood of other athletes.
- d) Any athlete with an infectious disease should discuss the potential hazards of participation with a doctor. Chronic carriers of a blood borne disease should also seek medical clearance and advice.
- e) An athlete who has an open or bleeding wound (including blood nose), must leave the event at which they are competing until the bleeding is controlled and the wound is covered or dressed.
- f) When bleeding cannot be controlled, the athlete must not be permitted to return to the event.

4. Officials / First Aid Officers

- a) Officials / First Aid Officers must take precautions not to come into contact with body fluids, particularly blood or with soiled objects, even if the risk is low.
- b) Care must be taken to avoid blood from the wounded athlete coming into contact with skin punctures or cuts, particularly on the fingers, or reaching the eyes or membranes of the nose or mouth.
- c) When treating an injured athlete, always wear latex, disposable gloves in anticipation of body fluids, particularly blood from the nose, mouth or a wound. The gloves must be discarded after use.
- d) Thoroughly wash hands with hot water and soap before and particularly after contact with the athlete being treated, even if gloves have been worn.

-
- e) Wash any areas that have come into contact with body fluids.

5. Competition Areas

- a) The practice of spitting must not be permitted.
- b) All equipment and surfaces contaminated by blood must be treated as potentially infectious. Equipment on surfaces should be cleaned immediately if soiling or spills occur.
- c) When cleaning up blood and body substances (eg saliva) –
- i. gloves must be worn;
 - ii. if the blood spill is large, confine and contain the spill;
 - iii. remove the bulk of the blood and body substance with absorbent material, paper towels;
 - iv. wipe the affected areas with disposable towels soaked in a 1:10 solution of bleach, 2% detergent, and the area then cleaned with water.
 - v. place soiled paper towels, gloves, compresses and dressings into a sealed plastic bag to be disposed of in a garbage disposal bin;
 - vi. it is acceptable to wash soiled towels or material in a normal washing process.
- d) When blood is spilled onto grass (turf absorbent surfaces), the blood should be first removed with some absorbent material, and watered so that remaining blood sinks into the earth.
- e) When blood spills on non-absorbent surfaces, eg asphalt, high jump bags etc. the blood should be removed as per 3 (d) above.
- f) Any athletic equipment which has blood spills must be cleaned with disposable towel and a 1:10 solution of bleach solution.

6. Education

- a) There is an obligation upon all State Associations to provide suitable information on the risk factors and prevention strategies against the possible risk due to blood born infectious diseases.
- b) The safe handling of all blood spills must be brought to the attention of all Little Athletics parents and officials.

2008

G 7

Dual Registration Guidelines

To facilitate athletes fully registering with Associations affiliated with Australian Little Athletics or Athletics Australia reciprocal opportunity to compete with the other athletic body.

Guidelines

Athletes aged U/14 and above as of 1st October at the start of a season and registered with Associations affiliated with Australian Little Athletics or Athletics Australia are eligible to compete with the other athletic body under the following conditions:

Appendix G- Guidelines for the Conduct of the ALAC

6

1. Costs involved will be determined and agreed by individual State Associations on a yearly basis and reviewed annually.
2. Events sanctioned will be determined by individual State Little Athletic Association and Senior Athletic Association. Events will be required to be ratified as standard events.
3. Does not apply to competitions conducted by, or on behalf of the ALA.
4. Ineligible for State teams if not a fully registered athlete of the relevant Association.
5. Ineligible to claim for records if not a fully registered athlete of the relevant Association.

2012

G 8

ALAC Guidelines

**AUSTRALIAN LITTLE ATHLETICS CHAMPIONSHIPS
INCORPORATING
THE AUSTRALIAN TEAMS CHAMPIONSHIP
&
AUSTRALIAN MULTI-EVENT CHAMPIONSHIP**

1. GENERAL

- 1.1 The Australian Teams Championship (ATC) is owned and controlled by the Australian Little Athletics (hereafter referred to as "ALA"). It is a competition for teams of athletes from a single age group and where the athletes compete as a member of a team and gaining points for that team.
- 1.2 The Australian Multi-Event Championship (MEC) is owned and controlled by ALA and is a multi-event competition conducted as a separate event but concurrent with the ATC. Athletes from a single age group compete as individuals with the aim of maximising their overall individual point score.
- 1.3 All future references to the ALAC are to be read to include the ATC/MEC unless a specific statement to the contrary is made.
- 1.4 The Championships are organised and run on behalf of the ALA by one of the affiliated Little Athletics Associations (the Convening Association). The Convening Association is rotated through the affiliated Associations, with the order of rotation commencing in the year 2011 as follows:
- 2011 New South Wales
 - 2012 Tasmania
 - 2013 Australian Capital Territory
 - 2014 Western Australia
 - 2015 Victoria
 - 2016 South Australia
 - 2017 Queensland
- 1.5 The ALAC may be held outside the normal rotational order, should particular problems or circumstances occur that justifies such a change. However, such a variation to the normal rotational order must be passed by way of motion at an ALA Conference.
- 1.6 The Convening Association is responsible, on behalf of the ALA, for all aspects of the running of the competition and related activities. However, the ALA holds the overriding control on all aspects of the ALAC, and any departure from the normal procedures and processes requires

prior approval from the ALA Competition and Standards Director who should consult with the ALA Executive where appropriate.

2. BASIC ACTIVITIES INVOLVED WITH AN ALAC

2.1 While the primary focus of an ALAC is the day of competition, a number of related activities are held in conjunction with the ALAC. These are, in order of occurrence:

- The Teams Welcome
- The Track Familiarisation
- The Team Managers Meeting
- The ATC/MEC

Information pertaining to this event will be sent to the hosting Association 15 months prior to them hosting the event.

3. Point Scores

ATC

(a) Points scoring shall be as follows:

PLACE	POINTS	PLACE	POINTS
First	17	Ninth	8
Second	15	Tenth	7
Third	14	Eleventh	6
Fourth	13	Twelfth	5
Fifth	12	Thirteenth	4
Sixth	11	Fourteenth	3
Seventh	10	Fifteenth	2
Eighth	9	Sixteenth	1

(b) In the event of a tie for the final placing, the points allocated to the placing will be summed and equally distributed to the tying athletes.

(c) The points allocated for athletes contesting the Consolation Final will commence with those allocated for ninth (9th) place onwards in all circumstances.

(d) Those athletes who are DQ (disqualified), DNS (do not start), DNF (do not finish) or NM (receive no measurement) shall not receive any points.

(e) Relay events will be awarded double the corresponding points scored in individual events.

MEC

Each competitor will be allocated points for their best performance in each of the five (5) events such points to be calculated in accordance with the ALA's Standard Multi-Event Point Score System (The ALA uses IAAF Scoring Table for Combined Events, as included in the operating system Meet Manager, as the points scoring system for the ALA Multi-Event Championship. The girls Multi-Event

results to be calculated by using the women's tables for 100 metres, 100 metre hurdles, 800 metres, long jump and discus. The Boys Multi-Event results be calculated by using the men's tables for 100 metres, 110 metre hurdles, 800 metres, long jump and discus.).

(a) In the event of a tie for the final placing, no count back shall be applied. Tied athletes will be given equal placing.

(b) An athlete failing to attempt to start or make a trial in one of the five (5) events shall not be entitled to receive an individual medal. It will not prohibit the athlete from competing and scoring points in subsequent events.

4. Trophies

(a) Trevor Billingham Trophy for the Australian Teams Championships (U13)

(b) Alan Triscott Trophy for the Australian Teams Championship (U13) – Handicap

(c) Dick Healey Trophy awarded to the winner from the smaller Associations (U13)

(d) Life Members Trophy for the Multi-Event Teams Competition (U15) Australian Teams

5. Funding

Funding of the ALAC and related activities, as referred to in 2.1, shall be covered by the ALA to a pre-defined maximum amount (currently set at up to \$30,250 inclusive of GST in **BL03/4**). Convening Associations are expected to budget within this amount.

LAPSED/WITHDRAWN/RESCINDED

1985

BL85/1 The trophy is to be called "The Dick Healey Trophy" (refers to a trophy donated by Dick Healey to be awarded to the winning team from the smaller States). Where possible, this trophy will be presented by Mr Dick Healey and, in his absence, by the Chairperson of ALANSW.
(Rescinded 2003 Half-Yearly Conference- replaced by BL03/7 Competition)

BL85/2 That the ALAU become an Associate Member of the AAU (No voting rights; sit at council; remain autonomous).
(Rescinded 2003 Half-Yearly Conference)

1986

BL86/1 That the ALAU schedule a Conference or Workshop-type Seminar at all ITC's after the 1987 ITC. *(2001 Half-Yearly)*

BL86/2 That future Notices of Motion pertaining to conduct of events at ITC be the matter for debate at a meeting of delegates at the time of the ITC – rescinded 2000 Half-Yearly Conference - replaced by BL00/3 – Competition *(2000 Half-Yearly)*

1987

BL87/1 That a Standardisation Committee be formed – Competition *(2001 Half-Yearly)*

1988

BL88/2 If a sponsorship is negotiated and is available to all Associations and the ALA, this is binding upon all Associations and no other sponsorship can be renewed or negotiated in respect of the particular activity or provision of services – *replaced by BL97/4 – Public Relations.*

BL88/3 That as from the 1989/90 season the maximum age group of registration of athletes and participation in Union and Association competition be under 15 as October 1 – *replaced by BL99/1 – Administration*

BL88/5 That in the event of the Union Executive not being able to find a sponsor for the Interstate Teams Championships, the event be financed by a special levy of up to 15 cents per registered athlete in each State. (Clarification: Based on numbers registered in the last season). *(2002 Annual Conference)*

1989

BL89/1 That application for ABP's be submitted within 28 days of the event being completed - now included in Constitution – Competition *(1998 AGM)*

1990

BL90/2 That the Union continue its membership with the Confederation of Australian Sport.

BL90/3 That the small plaque (example provided for conference delegates to view) be used as a sample for Life Membership Awards for organisations. – Administration *(2001 Half-Yearly)*

BL90/4 That the Union register with the Sports Aid Foundation. – Administration *(2001 Half-Yearly)*

1991

BL91/3 That at the ATC the Meeting Manager have the discretion to allow the Triple Jump take-off distances (from the pit) to be varied by units of one (1) metres on the basis of need - rescinded 1998 Half-Yearly Conference – Competition *(1998 Half-Yearly)*

Appendix G- Guidelines for the Conduct of the ALAC

11

1992

- BL92/1 That the Australian Little Athletics Union adopt a standard Multi-Event Scoring System based on the Australian Best Performances concept and that this system be available for use for the 1992/93 season. – Competition *(2001 Half-Yearly)*
- BL92/2 The ALAU investigate the production and printing of a set of colour posters, one poster for each event undertaken by Little Athletics, and that these be sold to Centres or individuals, through State Associations, preferably at cost or a subsidised price. – Public Relations *(2001 Half-Yearly)*
- BL92/5 Union buy the rights to the ATC point scoring computer programme, plus on-going support, for an amount of \$350.00. *(2001 Half-Yearly)*
- BL92/6 That Associations be required to conduct all standard events at State Championships where such level of competition is provided for the age in question. *(2001 Half-Yearly)*
- BL92/7 That Associations may, at their discretion, conduct additional events at State Championships or at any other level where these clearly do not contradict any properly documented medical, safety or philosophical requirements of the ALAU. The ALAU must be kept up-dated as to listings of such events. *(2001 Half-Yearly)*

1993

- BL93/1 That the ALAU have a permanent nominated representative to the Junior Development Committee and for that person to be provided by VALA. Reporting to be direct by the nominee to the Secretariat and to VALA. *(2001 Half-Yearly)*
- BL93/4 That the ALA accept amended offer from Australian Runner Magazine. *(2001 Half-Yearly)*
- BL93/5 That the joint policy statement (with AT&FCA) be accepted as circulated after omitting the word “joint” in para 3. *(2001 Half-Yearly)*
- BL93/6 That the AT&FCA be accepted as the main coaching resource of Australian Little Athletics in accordance with the Australian Track and Field Coaches Association and Australian Little Athletics Joint Policy Statement of September 1993. *(2002 Annual Conference)*
- BL93/7 That the number of members of the committee of the ALA be the inaugural representatives of the incorporated Association (ALA). *(2001 Half-Yearly)*
- BL93/9 That the Think Tank meetings be all held on a “fare equalisation basis” based on Associations achieving the best fare possible. *(2001 Half-Yearly)*

1994

- BL94/1 That the ALA proceed with Directors Liability Insurance for Associations and the Secretariat, up to the total amount of \$2,000,000. *(Rescinded 2003 half Yearly Conference)*
- BL94/2 That the Secretariat submit a proposal to the Australian Sports Commission for funding for the sub-committee meetings we are holding with Athletics Australia. *(2001 Half-Yearly)*
- BL94/3 That parents of ATC team members sign an acknowledgment that athletes may be drug tested at the ATC *(2001 Half-Yearly)*

1995

- BL95/1 Australian or State Best Performance cannot be claimed when an event is classified as a Trial Event or Modified Trial Event. If the event or modification is adopted, retrospective claims can be submitted for ratification. *(2001 Half-Yearly)*
- BL95/2 That the budget for the following financial year be presented to the Mid Year Conference each year. – rescinded 1998 (Half-Yearly Conference) – Administration *(1998 Half-Yearly)*

Appendix G- Guidelines for the Conduct of the ALAC

12

- BL95/3 That the ATC levy be increased to 25c per athlete. *(2002 Annual Conference)*
- BL95/4 That the registration levy be increased to 30 c per athlete. *(Rescinded 2003 Half-Yearly Conference)*
- BL95/6 The track/venue familiarisation and civic reception take place during the afternoon/early evening prior to the competition of the ATC. *(2001 Half-Yearly)*
- BL95/7 There be a minimum 30 minutes between the end of the opening ceremony and the marshalling for the first event at the ATC/Multi-Event - replaced by BL96/2 – Competition *(1996 Half-Yearly)*
- BL95/8 The members of the ALA Medical Panel are to meet and/or communicate via an appropriate means on at least two occasions each year. Detailed reports of these meetings/discussions are to be distributed to all member Associations for discussion at the next meeting of the ALA – Competition *(1998 Annual Conference)*
- BL95/9 The U15 Multi-Event competitors be awarded medals for first, second and third places in the mixed relay at the Australian Teams and Multi Events Championships – Competition *(1998 Half-Yearly)*
- 1996**
- BL96/1 That member Associations may, upon seeking approval from ALA, register children aged 3-4 years, to participate in approved activities for the development of gross motor skills; these children to be identified as “Tiny Tots”. All Tiny tots to be covered under the existing ALA Insurance Policy – replaced by BL98/3 – Administration *(1998 Half-Yearly)*
- 1997**
- BL97/1 Rescinded, now included in App C & App E – Competition
- BL97/3 That the ATC subsidy be \$22,000, retrospective to the 1996 ATC. *(2001 Half-Yearly)*
- BL97/4 Sponsorship negotiated by the ALA in respect of National Programs or Events directly controlled by the ALA or specifically approved by the affiliated Associations shall be binding on those affiliated Associations granting approval and no other sponsorship shall be renewed or negotiated in respect of that particular activity or provision of services by the foresaid agreeing affiliated Associations – Public Relations *(1999 Conference)*
- BL97/7 All affiliated Associations shall supply a copy of their BOM and Association meeting minutes to the Executive of ALA within fourteen (14) days of the meeting at which they are passed as a true and correct record of the said meeting. *(Rescinded 2003 Half-Yearly replaced by BL03/2)*
- BL97/8 The Executive of ALA shall prepare a report on the ATC and Multi Event Championships immediately upon completion of the Championships and submit this to any and all ALA endorsed publications for inclusion together with the results and any photographs deemed appropriate. *(Rescinded 2003 Half-Yearly Conference)*
- BL97/9 Due to the proximity of Easter and Anzac Day in the year 2000 the ATC and Multi-Event Championship will be held on either Saturday 15th April, 2000 or Sunday 16th April, 2000 the actual day to be decided by the host Association. *(2001 Half-Yearly)*
- BL97/10 That the approved colour for the 2 Kg shot be changed from black to orange. *(2001 Half-Yearly)*
- 1998**
- BL98/1 Affiliated Associations will compete for a handicap trophy at the ATC. The trophy to be awarded for the first time in Hobart, 1998 and to be contested on a points system based on total State/Territory population and as circulated by WALA to all state/territory Associations and the ALA Executive in September, 1997. *(2004 Half-Yearly)*

- BL98/2 The U15 Multi-Event competitors not be awarded medals for first, second and third place in the mixed relay at the Australian Teams and Multi-Event Championship.
- BL98/6 The ALA Executive establish as a matter of urgency a "Code of Practice/Behaviour/Conduct governing the conduct of themselves, the BOM and any person representing or authorised to act on behalf of the ALA. Such document shall be presented for approval no later than the Half-Yearly Conference twelve (12) months hence. (2001 Half-Yearly)
- BL98/7 Provide Australian Best Performances certificates for successful athletes (1999 Annual Conference)

1999

- BL99/2 A Sub-Committee be formed to investigate the writing and implementation of rules of competition for Under 13 Australian Teams Championships and Under 15 Multi-Event Championship. (2001 Half-Yearly)

2000

- BL00/3 Motion for changes to the conduct of the ATC can be presented to the Annual General Meeting or the Half-Yearly Conference, to take effect at the following ATC, or in the case of the Half-Yearly Conference at the ATC which takes place in approximately eighteen (18) months time. (2001 Half-Yearly)
- BL00/4 The ALA use the Women's Pentathlon points table with a modification to the G90m hurdles (90% of 100m hurdles points) as the point scoring system for the ALA Multi-Event Championships. 1984 edition 1998 IAAF scoring table for combined events. (2001 Half-Yearly)

2001

- BL01/1 The ALA airline sponsorship is to cover travel by Association Presidents/Chairmen to attend ALA BOM meetings. The sponsorship does not cover travel by BOM members attending BOM meetings held at the same time as the AGM/Conference and Half-Yearly Conference. Travel by the ALA Executive does not come out of the airline sponsorship. Only Associations who contribute to the ALA airline arrangements are eligible to benefit from this sponsorship. (Rescinded 2003 Half-Yearly and replaced by BL03/3 Admin and Finance)
- BL01/3 The Athletics Skills Award Program (ASAP), as developed by the Little Athletics Association of New South Wales, be endorsed by Australian Little Athletics as the recommended national athletics skills assessment program for registered members of Little Athletics. (Rescinded 2005 Half-Yearly and replaced with BL05/1 Policies)
- BL01/4 The ATC subsidy be \$24,200 (inclusive of GST), retrospective to the 2001 ATC. (Rescinded 2003 Half-Yearly and replaced by BL03/04)
- BL01/10 Motion for changes to the program of events at the ATC can be presented to the Annual General Meeting or the Half-Yearly Conference, to take effect at the following ATC, or in the case of the Half-Yearly Conference at the ATC, which takes place in approximately eighteen (18) months time. (2001 Half-Yearly)

2002

BL02/4 CENTRES AFFILIATING OUTSIDE THEIR STATE/ TERRITORY

1 POLICY

- 1.1 A Centre located within one State/Territory shall only affiliate with another State/Territory Association with permission of the home Association and approval by the prospective Association.

- 1.2 Any application approved or rejected shall be for a minimum period of three (3) years from the date of such affiliation or rejection.

2 APPLICATION PROCESS

- 2.1 A Centre applies in writing to both the home Association and the prospective Association.

- (a) The application shall outline reasons for seeking affiliation with the prospective Association.

- 2.2 The Board of Management (BOM) from the home Association shall consider the application.

- (a) The decision of the BOM shall be advised to the prospective Association in writing within a period of sixty (60) days of receipt of the application.

- (b) Reasons for rejection must be stated in the reply.

- 2.3 The BOM of the prospective Association shall consider the application of the Centre and the decision of the home Association.

- (a) The decision of the BOM of the prospective Association shall be advised to the home Association in writing within forty-five (45) days of receipt of the home Association's decision.

- (b) Reasons for rejection must be stated in the reply.

- 2.4 The home Association shall advise the Centre in writing of its decision and also the decision of the prospective Association within seven (7) days of receipt of the prospective Association's decision.

- (a) Reasons for rejection must be stated in the reply.

- 2.5 A Centre on receipt of advice of the decisions may make an Appeal in accordance with the Appeals Process.

3 APPEALS PROCESS

- 3.1 No Appeal will be accepted if the decisions of both Associations was unanimous.

- 3.2 If a decision is split the Centre may make an Appeal to the rejecting Association for re-consideration of the decision with a copy to the other Association.

- (a) Any Appeal must be in writing and made within thirty (30) days of receipt of the decision.

- 3.3 The rejecting Association shall consider the Appeal and advise the Centre in writing of its decision within thirty (30) days of receipt of the appeal decision, with a copy to the other Association.

- 3.4 If a Centre is dissatisfied with the decision, they may make an appeal in writing to the ALA BOM within thirty (30) days of receipt of the appeal decision, with a copy to the rejecting Association.
 - (a) Such Appeal shall be submitted to the ALA Administration and Finance Director.

- 3.5 The ALA BOM shall consider the Appeal at their next meeting.

- 3.6 The decision of the ALA will be advised in writing to the Centre with a copy to the home and prospective Associations within seven (7) days of the BOM meeting. Such a decision shall be final. (*Rescinded 2004 Annual Conference and replaced with BL04/1*)

2010

BL01/5

The ALA use the 1971 edition of the Scoring Table for Women's Track and Field Events with a modification to the G90m hurdles (90% of 100m hurdles points) as the points scoring system for the ALA Multi-Event Championship.

