

BY-LAWS
of the
GUNGAHLIN LITTLE ATHLETICS ASSOCIATION

The lettering/numbering system for all By Laws of the Gungahlin Little Athletics Association (GUNLAC) will be the one letter ('A' for Administration, C for 'Competition' or F for 'Finance'), two (2) digit year, followed by a slash (/) and then a sequential number, starting at one (1) each year.

Administration By-Laws

A23/1 That punitive action proposed by the Board of Management be ratified by a meeting of GUNLAC prior to implementation.

A23/2 Once the GUNLAC season calendar has been ratified at a Committee Meeting it will be listed for members to view on the GUNLAC website.

A23/3 That Registration Days are advertised in the media at least two (2) weeks prior to the first Registration Day.

A23/4 The GUNLAC primary registration days will be held in the first half of September. Notification of registration dates are to be given to the ACTLAA as requested.

A23/5 That the following Policy Statement be adopted as the Risk Management Policy for GUNLAC:

GUNLAC - RISK MANAGEMENT POLICY

Policy objectives

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

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 at GUNLAC.
- Benefits participation, health and safety, social interaction, competitive performance and other key outcomes for GUNLAC.

GUNLAC's 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 comes 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

- GUNLAC is committed to the application of sound risk management principles consistent with AS/NZS 4360 – Risk Management.
- GUNLAC will integrate risk management into all functions at all levels.
- GUNLAC will recognise risk as an opportunity, not just a threat.
- GUNLAC will encourage life-long learning, recognising that suitable knowledge, experience, and skill underpins sound risk management.
- GUNLAC will strive for continuous improvement in risk management.
- **Responsibility**
Everyone involved in Little Athletics has responsibility for risk management. Administrators will have a different view of risk to that of a participant, parent, or official but 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.'

A23/6 GUNLAC Trophies - At the GUNLAC Annual Presentation, the Committee will, at its discretion, award trophies/medals as follows:

- 1st, 2nd and 3rd Age Champion for every age group (based on point score).
- PB Champion for every age group (athlete with the most personal bests during the season).
- Sportsmanship award for every age group (Nominated by Age Group Managers. Athlete from the age group who demonstrates strengths such as sportsmanship, respect, encouragement, helpfulness and puts in a high level of effort).
- 10 Year Athlete awards (awarded to athletes who have been at GUNLAC for 10 consecutive seasons)
- Club Champion (athlete across all age groups with the most exceptional performances during the season based on the Age Champion point score).
- Junior Club Champion (U6-U8 athlete with the most exceptional performances during the season based on the Age Champion point score. Only awarded if the overall club champion was an U9-U17 athlete).
- Senior Club Champion (U9-U17 athlete with the most exceptional performances during the season based on the Age Champion point score. Only awarded if the overall Club Champion is an U6-U8 athlete).
- Club PB Champion (athlete with the most personal bests of any athlete at the club during the season).
- Club Person of the Year (person who has contributed a great deal to the club, as voted by members of GUNLAC).

A23/7 A person nominated for any official role in GUNLAC must have a current 'Working With Vulnerable People' registration where that requirement is applicable under laws prescribed in the ACT.

A23/8 The GUNLAC canteen is an important part of the club. It assists in building the club's community spirit and is a good way to raise funds for essential purchases. Prices will be kept at a reasonable level and provide a range of Healthy Choices for members.

Disciplinary Action

A23/9 That athletes, coaches, officials, parents, volunteers, spectators, and Centre administrators refrain from participating in behaviour that might bring GUNLAC into disrepute. Bringing GUNLAC into disrepute means the individual acts in a way which is incompatible with GUNLAC's public profile or does something which would ordinarily be considered offensive and reflects badly on GUNLAC by association. Behaviour which could bring GUNLAC into disrepute includes comments made via social and professional networking media and covers activities both inside and outside of GUNLAC sanctioned events. Bringing GUNLAC into disrepute may result in disciplinary sanctions being imposed by the GUNLAC Committee. Such sanctions could include a ban from participating in GUNLAC events for a period determined by the GUNLAC Committee. The GUNLAC disciplinary process is outlined in Section 17 of the Constitution.

A23/10 Code of Behaviour for Athletes, Administrators, Officials, Parents, Relatives, Spectators, Coaches are set out in the ACTLAA Bylaws. Anyone not adhering to the Code of Behaviour will be subject to the GUNLAC disciplinary process as outlined in Section 17 of the Constitution as determined by the GUNLAC Committee.

Competition By-Laws

C23/1 That Personal Best ribbons be awarded when Athletes achieve 5,10,15,20,25 Personal Bests. In addition, U6 athletes will be eligible to receive a Personal Best ribbon when they achieve 2 Personal Bests.

C23/2 That a field event centre record be authorised by the age group manager and a committee member on the event results sheet.

If an athlete is attempting to jump a height that will set a new high jump record, the height should be checked by a committee member before the jump and the jump witnessed. If an athlete breaks a long jump or triple jump record, the pit should not be raked until the measurement is verified by a committee member. If an athlete breaks a throws record, the marker should be left in place until the measurement is verified by a committee member.

C23/3 Athletes competing in all Centre competitions must wear shoes.

Age groups Under 6 to Under 10 will not be allowed to wear spikes.

Age groups Under 11 to Under 12 will be allowed to wear spikes in track events run entirely in lanes, javelin, high jump, long jump and triple jump.

Age groups Under 13 to Under 17 will be allowed to wear spikes in all track events except walks, javelin, high jump, long jump and triple jump.

Finance By-Laws

F23/1 To offer at the Committee's discretion financial compensation to any person involved in undertaking an Officials or Coaching course on behalf of GUNLAC.

F23/2 To offer at the Committee's discretion financial compensation to any GUNLAC athlete selected to represent ACT at the Australian Little Athletics Championships (ALAC).

F23/3 That GUNLAC's President, Vice President, Treasurer, Equipment Officer and Canteen Manager be issued debit cards to access GUNLAC funds for the purpose of purchasing goods on behalf of the Centre.

F23/4 That the Centre's Canteen Manager be authorised to make regular food and beverage purchases for the canteen without Committee approval.

F23/5 That the Centre's President, Vice President, Treasurer and Equipment Officer be authorised to make essential purchases on behalf of GUNLAC to the value of no more than \$70 in a single transaction without Committee approval. Such purchases may include batteries, BBQ gas bottles, spray-paint, antennas, cords etc.

F23/6 That all purchases made on behalf of GUNLAC greater than \$70 or made by Committee members other than the Centre's President, Vice President, Treasurer or Equipment Officer, be approved by the Committee at a Committee meeting prior to the purchase occurring. Approval should occur as outlined in section 8.4 of the Constitution. If the purchase must occur prior to the next scheduled Committee meeting, approval can be gained via email and then confirmed and minuted at the next scheduled Committee meeting.

F23/7 That all receipts from purchases made on behalf of GUNLAC be provided to the Centre's Treasurer within 5 business days of the purchase occurring.

Registration Fees

F23/8 That the GUNLAC registration fee (\$55) and any season discounts be endorsed at the first GUNLAC Committee meeting prior to a new season.

F23/9 That a discounted registration fee will be applied as follows:

- Registration of 2 Athletes: \$10
- Registration of 3 Athletes: \$30
- Registration of 4 Athletes: \$70

F23/10 That the GUNLAC registration fee is 50% of the full registration fee for those athletes who register on or after 1 January each year of the season currently underway.

F23/11 If GUNLAC is approached for a discount on registration fees, by a not-for-profit organisation that is paying for an athlete to attend as part of their services, they will be offered a 10% reduction on the current GUNLAC fees.

F23/12 Committee members will receive a discount equivalent to the GUNLAC portion of the fees. That is, they will still be required to pay the Association portion of the registration fees.

Refunds

F23/13 Refunds of the GUNLAC component of registration monies will be given in the following circumstances:

- **A full refund** is possible if notified before the start of the third meet of the season. Where an athlete registers after the second meet of the season, they can receive a full refund if they notify us before they attend a second meet i.e., they can only attend one meet before notifying GUNLAC that they would like a refund.
- **A partial refund** of 50% can be refunded for change of mind if a refund is requested prior to December.

- Refunds will not be given for change of mind in the second half of the season due to the significantly reduced fees.
- If an athlete is prevented from competing for an extended period (≥ 6 wks), including injury/illness or being selected in a state/national representative team, they can apply for a refund. They should supply a medical certificate or an official document supporting their request. A refund, determined by the GUNLAC committee, of no greater than 33% per 6-week blocks of absence can be provided.
- If an athlete is moving away from the GUNLAC area, they can apply for a refund. A 50% refund will be given if notified before the end of the year. If ≥ 6 weeks remaining in the first half of the season the GUNLAC Committee can approve up to an additional 33%. (Point 1 would still apply, so a full refund can be processed if notified before the third meet)

Note: For the purposes of a refund:

- "Meet" means a scheduled GUNLAC meet, as per the calendar of events, that is conducted. Therefore, if a scheduled GUNLAC meet does not occur for reasons such as rain, this would not be included.
- "Full refund" means that all the GUNLAC registration fees, minus the Timing Solutions administration fee, will be refunded.