



Zone Coordinator Manual



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Section 1

An Overview



A Brief History of Little Athletics NSW

In the 50-year existence of Little Athletics NSW, over half a million athletes have enjoyed running, jumping and throwing. Little Athletics was first established in Geelong Victoria in 1963 under the guidance of Trevor Billingham. In October 1968 Dick Corish was the driving force for competition to commence in NSW at the Randwick Botany Centre. In 1970/71 moves were made to establish more Centres, resulting in competitions commencing at Blacktown, Sutherland, Eastern Suburbs, Deniliquin, Murrumbidgee (Narrandera/Leeton), Manly Warringah and Hornsby.

During this period, the Little Athletics Association of NSW (LAANSW) was formed on the 8th December 1970. The first NSW Track and Field Championships were held at Hensley Athletics Field in March 1971 with the championships attracting 1,331 entries. The first interstate competition took place in Melbourne March 1970 and on April 4, 1971 after only four months in existence, the first official LAANSW State team was selected as NSW hosted a very successful inaugural Interstate Competition at the Hensley Athletics Field.



OUR MISSION

Our mission is to maximise the enjoyment, development and potential of each participant, be they an athlete, coach, official or parent/guardian.

- We encourage development by providing opportunities for personal and athletic growth.
- We promote education, good administration, sportsmanship, self-esteem and the development of life skills through engaging in athletics.
- We provide a safe, healthy, inclusive and positive environment in which our members and interested participants of our community can learn the fundamentals of sports.

OUR VISION

Athletics to be the number 1 individual participation sport in NSW.

OUR PURPOSE

Maximise the enjoyment, development and potential of each participant whether they be an athlete, coach, official, volunteer or parent/guardian.

CORE VALUES



Integrity

We will have high ethical standards for all across the sport.



Innovation

We don't do things as they have always be done. We challenge ourselves to be innovative.



Inclusion

We respect and are welcoming of all opinions, cultures, genders and people.



Excellence

We will work above and beyond, and strive for continuous improvement.

The Structure of Little Athletics



Little Athletics Australia

Coles Little Athletics Australia is the national body which puts in place policies for the sport. It is governed by a Board of Directors.

State Associations

The control and direction of the Little Athletics movement in the State is vested in the Board of Directors.

Board Members are elected at the Annual General Meeting by votes from affiliated Centres and are bound by the Little Athletics NSW constitution.

The Little Athletics NSW strategic plan guides the Board and staff in their day to day operations to give the sport solid foundations and growth opportunities into the future.

Regions/ Zones

In most State/Territories, Centres are grouped together to form Zones and/or Regions. This grouping usually occurs on a geographical basis.

The Zone/Region executive is made up of representatives from each of its Centres.

The tasks at a Zone/Region level include: organisation championships at this level, coordination and assistance with education and development programs, and assistance, advice and support for new and existing Centres.

The Zone/Region is, in other words, the arm of the Association, at a local level. This arm disseminates, gathers and shares information of mutual interest throughout the whole organisation.

Regular meetings between representatives of each Centre within a Zone or Region is important for its successful operation.

Centre

The Centre is the body that organises and conducts the weekly competitions for all athletes. Each Centre has an elected Committee of Management that is responsible for the administration and conduct of the Centre's affairs. Centres design their own program and timetable each week, coordinate the activities of voluntary workers, register members with Little Athletics NSW, ensure all details of equipment, recording, finance, promotions etc are arranged, conduct regular meetings etc.

Section 2

Roles & Responsibilities



What is a Zone Coordinator?

Affiliated Little Athletics Centres are allocated to specific Zones on a geographic basis, which are then further grouped into appropriate geographic Regions in order to break down the number of Little Athletics Centres in the State to a manageable number for the conduct of Zone Carnivals; for the effective administration of Little Athletics Centres within the locale; and for the development of decentralised support networks. Each Zone is administered by a representative of Little Athletics NSW known as a Zone Coordinator.

The Little Athletics Centres located in each Zone must elect a Zone Coordinator before 31 May in each even year. A Zone Coordinator must not also be a person who holds an Official Position within a Centre. Zone Coordinators are elected for a term of two (2) years.

Roles and Responsibilities

Details of the procedure to elect Zone Coordinators can be found in Regulation 9 – Duties and Responsibilities of Zone Coordinators.

The Zone Coordinator is usually a person who has experience in the conduct of Centres and is known to executives of other Centres in their Zone. Their knowledge of Little Athletics in the Zone allows them to manage, motivate and obtain the cooperation.

The Zone Coordinators duties include however are not limited to:

- Promote the objectives of Little Athletics NSW
- Ensure the Little Athletics Centres in their Zone conduct activities in accordance with the rules/guidelines
- Assist in the development of Centres within their Zone
- Report regularly activity to the CEO of Little Athletics NSW and other appropriate staff members eg. Centre Support Manager, Competitions Manager etc.
- Assist and provide support to assist Centres to adhere to policies and guidelines
- Conduct on behalf of Little Athletics NSW, Zone and Regional Championships
- Organise and promote training and education within the Zone
- Conduct regular meetings with the Centres within the Zone
- Attend meetings and workshops conducted by Little Athletics NSW
- Undertake other tasks as directed by the Little Athletics Management Team or Board from time to time
- Act as Little Athletics NSW key representative in the Zone for the duration of the term
- Promote and support decision made by Little Athletics NSW and maintain confidentiality
- Attend the Annual Zone Coordinator Workshop and the Annual General Meeting

Election of Zone Coordinators

Details of the procedure to elect Zone Coordinators can be found in Regulation 7 – Elections and Voting

a) The procedure for election of Zone Coordinators shall be:

- i) Zone Coordinators shall be elected by delegates of Little Athletics Centres within their Zone.
- ii) Vacancies for the position of Zone Coordinator shall be advertised through all affiliated Little Athletics Centres within the relevant Zone, by notice sent from the Chief Executive Officer.
- iii) Nominations for Zone Coordinator shall be open to any adult person who has been proposed by an affiliated Little Athletics Centre within the relevant Zone.
- iv) Nominations for the position of Zone Coordinator must be in writing; on the prescribed form (if any) provided for that purpose; signed by two (2) authorised members of the committee of the proposing Little Athletics Centre; and certified by the nominee expressing their willingness to accept the position for which they are nominated.
- v) Zone Coordinator nominations shall be addressed to the Chief Executive Officer and sent to the Little Athletics NSW office by the published closing date, which shall be no later than the last day in February.
- vi) If at the closing date no nominations have been received, a second round of advertising will be held with a revised closing date to be determined by the Chief Executive Officer, in consultation with the current Zone Coordinator.
- vii) If by the closing date of the second round, no nominations have been received, a casual vacancy may be declared by the Board. The casual vacancy will be filled in accordance with the Constitution.
- viii) The Chief Executive Officer will advise the names of the nominees to the current Zone Coordinator, within fourteen (14) days after the published closing date.
- ix) A full list of nominees and their credentials, along with the details for the election, will be issued to Little Athletics Centres by the current Zone Coordinator at least one (1) month prior to the election date.
- x) Voting shall be by secret ballot at a meeting of delegates of the Little Athletics Centres within the Zone. Each Little Athletics Centre shall be entitled to one vote.
- xi) Country Zones with Centres spread over a wide geographical area may make application to the Chief Executive Officer to conduct a postal ballot or virtual meeting for the election of a Zone Coordinator
- xii) Where approval is granted, the ballot shall be conducted by the Company under the procedures set by the Board from time to time.
- xiii) Where the vote takes place at a meeting of the Zone, Little Athletics Centres must be in attendance at the Zone meeting in order to cast a vote.
- xiv) A quorum shall consist of no less than four (4) Zone Little Athletics Centres, attending the meeting for the Zone election to proceed. If an election cannot be conducted because a quorum was not present at two meetings called to conduct the election, a casual vacancy may be declared by the Board.
- xv) A candidate shall be declared elected only if approved by the majority of Little Athletics Centres in attendance at the Zone meeting, or in the case of a postal ballot, the majority of Little Athletics Centres eligible to vote (i.e. a vote must still take place even if there is only one candidate).
- xvi) Where more than one (1) candidate is standing, the candidate securing the highest number of votes will be deemed the elected Zone Coordinator.
- xvii) In the case of a tied vote, a second secret ballot shall be conducted to try and resolve the voting impasse. If this results in another tie the current Zone Coordinator or their appointee shall arrange a draw “from the hat” by an attending delegate, who is not one of the candidates, to determine the winner. (Alternatively, the matter can be referred to the Board for determination).
- xviii) The result of the election is to be notified to the Chief Executive Officer within one (1) month of the date of the election.
- xix) If no nominations are approved by the majority of delegates of the Little Athletics Centres within the Zone, the position will be deemed a casual vacancy by the Board. The casual vacancy will be filled in accordance with clause 22(f) of the Constitution.

Zone Coordinator Induction

Upon the appointment of a new Zone Coordinator, an induction will take place as soon as possible with the LANSW CEO and appropriate staff.

In addition to providing and working through this manual, the Zone Coordinator will also receive relevant information and documents:

- LANSW Constitution and Regulations
- Strategic Plan including mission, purpose, values, and strategic objectives
- Policies and Guidelines including:
 - Sun Protection Policy
 - Sexual Harassment Policy
 - Personal Protection and Intervention Policy
 - Work, Health and Safety Policy
 - Drug Policy
 - Alcohol Policy
 - National Child Protection Policy
 - Risk Management Policy
 - Hot Weather Policy
 - Lightning Policy
 - Social Media Policy
 - Gender Identity Policy
 - Privacy Policy
 - Anti-Bullying Guidelines
 - Complaint Handling Guidelines for Centres
 - Air Quality Guidelines
 - Anaphylaxis/Severe Allergic Reaction Guidelines
 - Blood Guidelines
 - Guidelines for Centre Administration of the NSW Working with Children Check
 - Guidelines for Taking and Using Images of Children
 - Guidelines for the Safe Use and Storage of Starting Pistols and Caps

Forms and Templates

- Expense Claim Form
- Insurance Declaration

Please note: all documents are available on the Resource Hub on the Zone Coordinators page.

Annual Zone Coordinator Workshop

Each year, the Zone Coordinators from across the State are invited to a two-day workshop on the first weekend in June.

The objectives of this workshop are to:

- Provide a networking opportunity for Zone Coordinators, LANSW Board members and staff
- Be provided with a detailed update from Little Athletics NSW
- Attend relevant education session
- Plan for the season ahead collectively



ZONE LISTING

REGION 1

Mid North Coast	Camden Haven Forster Tuncurry Gloucester Harrington	Kempsey Old Bar Port Macquarie South West Rocks	Stuarts Point & District Taree Wauchope
New England	Armidale Gunnedah	Moree Narrabri (Winter)	Quirindi & District Tamworth
Northern Rivers	Ballina Casino Coffs Coast	Grafton Lismore	Nambucca District Urunga Bellinger Valley Woolgoolga

REGION 2

Central Coast	Gosford Terrigal Wamberal Toukley District	Tuggerah Lakes Mingara Woy Woy Peninsula Wyong	
Hunter	Aberdeen Branxton Greta Cessnock Denman	East Maitland Kurri Kurri Maitland Merriwa & District	Muswellbrook Rutherford Scone Singleton
Lake Macquarie	Cardiff & District Eastlakes Edgeworth Kotara South	Macquarie Hunter Southlakes Westlakes	
Port Hunter	Adamstown New Lambton Medowie Newcastle City	Port Stephens Raymond Terrace Stockton Thornton	Tilligerry & Districts Wallsend RSL

REGION 3

Western Plains	Ballimore Cobar Condobolin (Winter) Coonabarabran Coonamble Cumnock	Dubbo Forbes Gilgandra Gulgong Gwabegar & District Mudgee Narromine	Orange Parkes Three Rivers Walgett Warren (Winter) Wellington
Western Ranges	Bathurst Blayney Canowindra Cowra	Glenbrook Katoomba Kurrajong Bilpin	Lithgow Oberon Springwood Districts

REGION 4

Eastern Riverina	Billabong Coolamon Koorinal-Wagga	Lockhart & District Temora Tumbarumba Tumut & District	Wagga Wagga West Wyalong Young & District
Mid South Coast	Albion Park Kiama Lake Illawarra	Milton Ulladulla Shoalhaven St Georges Basin	
South Coast Highlands	Bowral Dapto Northern Illawarra Wollondilly Wollongong City		
Western Riverina	Deniliquin Corowa Finley	Griffith Leeton Narrandera	

REGION 5

Northern Met	Cherrybrook North Rocks Carlingford Northern Suburbs	Parramatta Ryde	
North East Met	Hornsby District Ku-Ring-Gai Manly Warringah	Mosman Northern Districts	

REGION 6

North West Met	Hawkesbury City Hills District Kings Langley	Riverstone & District Rouse Hill Rams Winston Hills	
Outer West Met	Colyton St Clair Cranebrook Emu Plains Jamison	Nepean Penrith Valley Werrington	
West Met	Blacktown Doonside Lethbridge Park	Minchinbury Mount Druitt Prospect	Quakers Hill Tallawong Park The Ponds

REGION 7

**Central West
Met**

**Liverpool City
Prestons Robins
Smithfield**

**Warradale
Western Blues**

Mid West Met

**Bankstown Sports
Cabra Vale/ Fairfield
Everly Park**

**Girraween
Greystanes
Holroyd**

South West Met

**Ambarvale
Camden
Campbelltown Collegians**

**Douglas Park Wilton
Eschol Park
Ingleburn**

REGION 8

Inner City

**Balmain
Canterbury
Eastern Suburbs
Inner West**

**Randwick Botany
South Eastern
Tiger West**

Southern Met

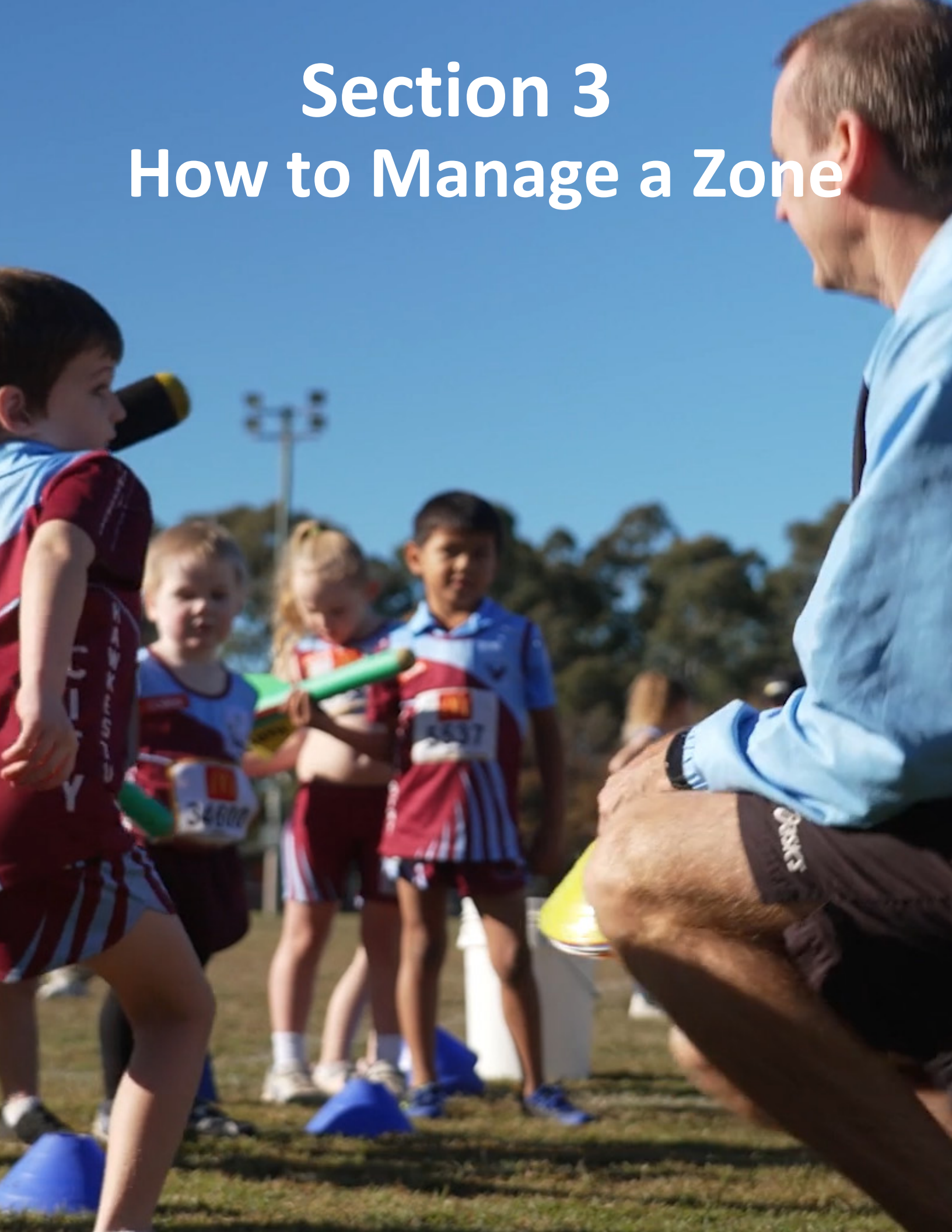
**Bundeena-Maianbar
Helensburgh & District
Illawong
Port Hacking**

**Revesby Workers
St George
Sutherland**



Section 3

How to Manage a Zone



Zone Committee

Zone Coordinators have the authority to:

- Exercise the authority delegated by the Board and staff
- Open and operate a Zone bank account. This account must have a minimum of two signatories for each withdrawal.
- Pay accounts for expenses incurred and approved
- Appoint a Zone Committee

Zone Committees

A Zone Coordinator may appoint a committee to assist with the administrative functions within in the Zone. While there are no defined positions for this Committee it would normally include Secretary/Treasurer, or a separate Secretary and Treasurer and could be expanded to also have positions that oversee Officials, Coaching and Computer Operations.

Appointments to these positions should be by a majority vote at a regular Zone meeting by the Centre delegates in attendance following a call for expressions of interest. A Centre delegate however may advise the Zone Coordinator that they wish for these positions to be voted as per the appointment of Zone Coordinators.

While there is no defined period for the Committee Members it is recommended they hold the positions for no less than one (1) years and preferably a two (2) years to align with that of the Zone Coordinator.

Secretary

A Zone Secretary's duties could include, however not be limited to:

- Take minutes at all Zone meetings, and distribute these to all Centres within the Zone and Little Athletics NSW.
- Complete with the assistance of the Zone Coordinator agenda's for Zone meeting and distribute to Centres within the Zone.
- Forward notices of meetings to Centres within the Zone at least seven days prior to the date of the meeting.
- Keep records of all correspondence received and forwarded on behalf of the Zone.
- Assist the Zone Coordinator as required

- Plan and implement all financial arrangements of the Zone including Championships, special meetings, promotions etc.
- At the completion of the financial year (31 March), arrange and independent audit of accounts.
- Present annually, an audited detailed Financial Statement of Income and Expenditure for the past twelve (12) months.
- Notify LANSW of equipment owned by the Zone requiring insurance.

Officer of Officials

A Zone Officer of Officials' duties could include, however not be limited to:

- Recruit and organise officials, from Centres with the Zone, for safe and efficient conduct of the Zone Championships.
- Organise officials for other events conducted by the Zone.
- Identify officials for training and development opportunities.
- Ensure all officials have a Working with Children's Check on file and keep a register for those attending Zone Championships.

Treasurer

A Zone Treasurer's duties could include, however not be limited to:

- Keep details of all receipts and payments transacted for the Zone.
- Issue receipts of all monies received.
- Present at each meeting of the Zone a summary of payments and expenses, as well as bank balances.
- Establish an account or accounts with a suitable Bank or Financial Institution with a minimum of two signatories.

Zone Meetings

Meetings between the Zone Coordinators, Zone Committee and Centre delegates are essential for effective communication and inclusive decision making.

Frequency and Venues

Zones are encouraged to meet monthly where possible, however a minimum of two (2) meetings are required per year. It is advisable to designate a specific day of the month for the Zone meeting (eg. second Tuesday of each month) and to set all dates and venues for the entire season to allow Centre delegates to plan their attendance.

Venues for Zone meetings can be held in a fixed location where Centres are in close proximity of one another, or held at various locations on a rotational basis to share travelling when Centres are widespread. Virtual meetings are also an option utilizing platforms such as Zoom or Microsoft Teams.

Delegates

Each Zone needs to determine who is entitled to attend the Zone meetings and what voting rights those in attendance have. This should be predetermined and advised to all Centres.

Should there be restrictions on the number of people who can attend meetings from each Centre, there may be circumstances from time to time where additional people may be allowed to attend eg. persons from the host Centre of the Zone Championships at a meeting where this event is to be discussed.

Once it is determined how many people can attend, it must be determined how many can vote. Normally, this would be one or two delegates from each Centre within the Zone, along with the Zone Committee are entitled to vote.

The Zone Committee must ensure they act independently and vote in the best interests of the entire Zone, not any individual Centre.

The Agenda

The Agenda outlines the business to be discussed at the Zone Meeting and the order this should take place. This should be circulated to the Centre delegates approximately seven days prior to the meeting where possible.

A typical agenda would include:

- a) Attendance and apologies
The Chair, being the Zone Coordinator or nominee would:
 - Introduce any special guests
 - Welcome and call for apologies
 - Move the apologies be accepted
- b) Previous minutes
Ask if the minutes from the last meeting are accurate, amend if necessary, and Chair to move these to be accepted.
- c) Business arising from minutes
Review any actions from the last meeting.
Discussion should only include items not covered in the reports to come
- d) Correspondence
Secretary presents all incoming and outgoing correspondence in chronological order. Chair to move that inward correspondence has been received and outwards endorsed.
- e) Reports
Treasurer – provides a report that is included in the minutes of the meeting, motions to accept the accounts presented for payment and to adopt the report.
Other committee members – provide and updates including action from the previous meeting. Each report moved by the presenter to adopt the report.
Centres – representative from centres can provide details of their current activities for discussion.
- f) General Business
Opportunity to raise any other matters
- g) Next Meeting
Set date, time and venue

Committee Reports

At each meeting the Zone Committee members should submit a report on the activities and actions since the last meeting.

For example the Treasurers should present a detailed financial report with details of income and expenditure since the last meeting, with a copy available for each Centre. The most recent bank reconciliations must also be presented and supported with Bank Statements.

Minutes

It is essential that accurate minutes are taken at each meeting. These minutes serve as a general summary and attendance record should there be a case of late doubt or dispute, and can serve as an acceptable legal reference.

The minutes should be written up and distributed to Centre delegates and the Zone Committee as soon as possible, and include the names of movers and seconders and any actions to be taken.

Minutes are ideally typed, and these will be referred to at the start of the next meeting to be confirmed they are accurate.

Motions

Major discussions or contentious issues to be voted upon should be communicated to the Centres in advance to allow for discussion in Centres meetings so the delegates can make an informed decision.

Voting

The Chair decides when a vote should be put after adequate discussion. The mover of the original motion should then offer his/her first right of reply and the motion/adjustment read out.

The Chair should also, without prejudice summarise the proceedings for and against.

There are different forms of voting:

- By voice
- By show of hands
- By secret ballot
- By division

A simple majority vote (by voice or show of hands) is often enough for the Chair to declare a result.

The Zone is accountable to the Centres and LANSW in terms of financial management. The Zone must provide a Financial Report to the Centres at each meeting, along with copies of supporting documents, and must forward a copy of their Annual Financial Statements to LANSW.

The Zone Coordinator, with the Zone Treasurer has the responsibility as the custodian of the Zone funds. The Zone Coordinator/Treasurer must keep accurate records of income and expenditure. Centre delegates must review accounts and the financial operations at each meeting.

Budget

A budget is a projected estimate of income and expenditure, usually for the next financial year. This is done by working out estimates.

Zone Coordinators/Treasurers should consider comparing and adjusting each year.

Comparing involves looking at your own Zone from the previous year or similar Zones.

Adjusting must be made for inflation, expected increases in charges (eg. postage, ground hire) and any new proposed programs. When creating an annual budget, consideration should be given to fluctuations in income and expenditure.

Where possible, the opportunity should be taken to accurately calculate costs with quotes/estimates for major purchases from suppliers.

Once a budget is established and agreed at a Zone meeting, this should be used by the Zone Coordinator/Treasurer as well as the Centres to monitor income and expenses.

Approving and Recording Transactions

The Zone Coordinator and Treasurer must approve all payments. This should be done:

- Electronically eg. email so there is a record
- At a Zone Meeting so it can be included in the minutes

The Zone must be able to maintain a record of income and expenditure whether this be electronically or manually.

Depending on the nature and extent of the activities this should include keeping a record of petty cash and a register of assets and liabilities.

Receipts

Receipts must be issued for all money received and all money should be banked in tact eg. don't use cash received to make other purchases.

Were possible encourage direct deposits, however should this not be possible then all monies should be banked promptly eg. within 48 hours.

Electronic transfers and cheques

With the exception of small payments which may be made from petty cash, electronic funds transfers and cheques, should the Zone still operate with cheques, should be used to make payments from the Zone bank account.

At no time should cheques be pre-signed and at least two signatories are required eg. Zone Treasurer and another committee members. The two signatories must not be members of the same family.

All payments should be authorized by the committee, and a list of individual amounts for payments must be prepared for the Minutes of Zone Meetings.

Invoices

Each payment must be supported by an invoice. All good and services should be endorsed they have been received in a satisfactory condition before payment is made.

Where necessary and unavoidable petty cash may be used for payments however an invoice or receipt must be collected to support these payments.

Electronic Banking Systems/ Cash Books

A summary of receipts and payments should be maintained to provide the basis for the financial reports for Zone Meetings and the Annual Financial Statements.

Should the Zone not feel confident to use electronic banking to maintain financial records, a cash book may be used. The book should have two sections, one for receipts and one for payments. Alternatively, this can be maintained as an electronic file such as an excel spreadsheet.

Bank Statements and Reconciliations

Bank Statements will be prepared and distributed by your bank at regular intervals, usually at the end of each month, and allow you to check your records against it. These two balances may not always agree as not all payments are recorded at the same time, however individual transactions will be able to be reconciled.

Financial Management

Entries originating from the Bank Statement eg. bank charges or interested will be listed on the bank statement and these should be recorded in your electronic system or cash book.

Register of Assets and Liabilities

Most Zones will possess assets such as sporting equipment, computers etc, which should be recorded in a register. The register assists in the preparation of financial statements and insurance schedules.

Liabilities, in the form of loans, must also be recorded in a separate register and cancelled when final payments are made. Any repayments should also be recorded.

Financial Reports

The Financial Report must be tabled at each Zone Meeting and include details of income and expenditure since the last meeting, with copies made available to all delegates. The most recent bank reconciliation must also be presented and supported by the bank statements.

The Committee should inspect the financial records including the bank statement and record in the meeting minutes: "resolve that the Financial Report showing income of \$XXX, expenditure of \$XXX be accepted. XXXX invoices are hereby authorized."

Annual Financial Statements

The following are financial records that should be presented by Zone annually:

Statement of income and expenditure: Most Zones publish a statement of income and expenditure as a principal financial report to be adopted by their Centres and Little Athletics NSW. The report is based on receipts and payments which have been collected throughout the season.

Statement of assets and liabilities: Even though a conventional balance sheet may not be prepared, Centres should be provided with a statement of the Zones affairs or financial standing. This would list all assets segregated into general categories, showing a reasonable value for each. The liabilities should be in categories and when deducted from the assets will show the total net worth for the Zone.

Certification: Irrespective of the form the annual financials are presented to the Centres, the Zone Coordinator/Treasurer is responsible for their correctness. They should sign a paragraph similar to the below and place it at the end of the financial statements:

"To the best of my knowledge and belief, the particulars contained in the above statements of receipts and payments for the year ending 31 March 20XX are a true statement of the financial transactions for the year, and the statement of assets and liabilities as at 31 March 20XX is a comprehensive summary of the state of the Zone's affairs at this date"

Zone Coordinator/Treasurer

In addition to a report regarding income and expenses from a dollar perspective, the Treasurer should prepare how money was spent throughout the year, how it compared to budget, where it was made or spent, and comment on the general financial situation of the Zone.

Insurance

Through the Little Athletics Australia Insurance Scheme, Zone members and personal are covered for personal accident, public liability, professional liability and director and officer liability.

Additionally, insurance coverage of property and equipment is available through this scheme. There is no premium for Zones if the value of equipment is less than \$20,000.

In order to affect this insurance on behalf of the Zone, details regarding the Zone equipment must be supplied to Little Athletics NSW each year using the Insurance Declaration – Zone Equipment form.

Communication & Promotion

Communication and promotions within Centres and Zones, and also amongst Zone Coordinators and with Little Athletics NSW is critical on terms of the sport as a whole effectively and efficiently functioning.

There are a number of ways this communication can occur:

Social Media

Little Athletics NSW has a range of social media platforms including Facebook, Instagram & LinkedIn. Little Athletics NSW also has a Facebook Group named the Centre Hub for committee members to discuss between each other and a Zone Coordinator Group.

Social media is an opportunity to communicate with all involved with Little Athletics, parents, committee members, athletes etc.

Centres and Zones are encouraged to also have their own Facebook page as a minimum to share information.

Websites

Many Centres and Zones have their own websites that can be accessed by current members, potential members and other interested parties.

Websites should include information regarding registrations (how, when, where and costs), Centre competition information details (events, weekly programs), committee information for contact purposes, and major upcoming events.

The Zone websites may include a link to all Centres within the Zone.

Newsletters

Regular newsletters are an opportunity for a Centre and/or Zone to keep members up to date with relevant information. Newsletters can be distributed electronically.

Emails

Little Athletics NSW regularly distribute information to Centres via email. A role of the Zone Coordinator is to ensure the Centres receive this information and take action where required.

This can be achieved by:

- Zone Coordinators directly following up with Centres via email or phone
- Adding information to the Zone's social media, newsletters and/or website
- Including information in the agenda for Zone meetings

Administration

Centre Handbooks make information available to their members. The ideal time to release this handbook is at registration time, so that everyone can immediately gain a knowledge of the Centre and its proposed activities during the season.

Information in this booklet may include the following:

- Details of the Centre Committee and how they may be contacted
- A resume of the duties of each Centre Committee Officer
- Diary of events for the coming season
- Financial details relating to the Centre
- List of Centre records and other achievements of note in the previous and other seasons
- Code of behaviour of Little Athletics
- Details of trophy evenings, special visits, coaching clinics, Association programs, etc
- Centre selection criteria and specific Centre rules

Expense Claims

A Zone Coordinator conducting business on behalf of Little Athletics NSW may be entitled for the reimbursement of out of pocket expenses. Only reasonable out of pocket expenses will be reimbursed, and only after justification.

It is recommended, to ensure expenses meet the criteria to seek approval from the LANSW Operations Manager prior to incurring any significant expense.

All expense claims must be submitted on the approved LANSW expense claim form and emailed to the Operations Manager for processing. Expense claim forms should be filled out electronically and accompanied by supporting documentation.

Claims will not be approved if submitted more than three (3) months after the date of the expenses. Payments can be expected within 30 days of making the claim.

It is appreciated that all claims are made prior to the end of the financial year (31 March) to allow for accurate accruals for each financial year.

In accordance with the LANSW Expense Claim Policy, claimable expenses include:

Travel

An allowance of 60c per kilometre when using a private vehicle for LANSW business covers running costs of the vehicle including tolls, fuel, insurance etc.

- The first 25km of a round trip is NOT claimable
- Any round trip in excess of 200km must be authorised

by the CEO prior to undertaking travel – approval can be sought via the LANSW Operations Manager.

- Where the cost of travel by a private vehicle exceeds the cost of traveling via air, bus, train or car hire, the most appropriate mode of transport should be used. Receipts must be provided.
- In order to claim reimbursement for travel in a private vehicle, LANSW must have a copy of the comprehensive insurance on file and the driver must hold a valid driver's license.

Accommodation

Where possible accommodation is to be approved and arranged by LANSW Operations Manager. IF LANSW has not arranged the accommodation an expense claim form must be submitted along with a receipt.

The maximum claimable amount is \$200 per night for accommodation in Sydney and \$150 for accommodation outside the metropolitan area.

Meals

A meal allowance of up to \$40 per day (\$15 for lunch and \$25 for dinner) may be claimed while conducting LANSW business.

Zone Coordinator Workshop

Any Zone Coordinator (metro or Regional) staying over on the Saturday night of the Zone Coordinator Workshop will have their accommodation arranged by the LANSW Operations Manager.

Zone and Regional Championships

Accommodation will be reimbursed where the Zone and Regional Championships are more than 100km from the Zone Coordinators home on the Friday and Saturday night. If the venue is more than 200km from home, Sunday night can also be included in the claim.

Other

Other legitimate expenses incurred in the course of conducting business on behalf of LANSW that result in "out of pocket" expenses can be claimed in accordance with this policy. Any expenses falling into this category in excess of \$50 must be approved by the CEO- approval can be sought via the LANSW Operations Manager.

Other costs incurred in conducting Zone and Regional Championships should be paid out of the Zone and Region funds.

Section 4 Championships



Zone Championships

Zone Championships are conducted with all Centres within the Zone being invited to compete for the purpose of providing athletic competition for the selection of a team qualifying to represent the Zone at the Region and State Championships.

The Zone Championship is the first representative step for an individual to compete for their Centre.

Athletes aged U7-U17 are eligible to compete. U7 athletes do not progress beyond the Zone Championships and therefore 1st, 2nd, and 3rd place getters win Little Athletics medals at this Championship. No other age group win medals.

Athletes aged U8-U17 have the opportunity to progress through to the Little Athletics Region Championships as follows:

Regions with three zones will have four automatic places progress; regions with four zones will have three automatic places progress; and regions with two zones will have six automatic places progress through to their respective Regional Championships.

Then a maximum of four next best qualifiers from each region will also be taken through to the respective regions. Making a total of up to 16 athletes in each event at the region.

Host Centre and Venue

The Host Centre and Venue for the conduct of Zone Championships shall be determined each year by Centres with that Zone.

It is recommended the Zone Coordinator convene and chair a meeting of representatives from Centres within the Zone for the purpose of determining the host Centre. The venue should be the best available within the Zone. Alternatively, consideration could be given that the venue and host be rotated within the Zone.

Program

The program of events shall be in accordance with the program of events for the State Championships as determined by the Board of Management.

The Manager of the Zone Championships on the day of the competition may change the program at his or her discretion to cover unforeseen circumstances, however, under no circumstances can the order of the event be

bought forward, once the programme has been finalised.

The Zone Coordinator is responsible for the compilation of the program for the Zone Championships. The printed program should include;

- Names and designation of those officiating
- List of competing Centres, including uniforms, information and abbreviated code of the Centre
- Order/List of events
- Rules of Competition
- Where practical, the detailed events, previous best performances, lane draws/order of trials, competitors name and/or number and Centres represented

Entries

Each Centre within the Zone must complete Entries in the form approved by the Zone Coordinator, in respect to all competitors entered by that Centre in the Zone Championships.

The closing date for entries will be determined by the Zone Coordinator having regard to the necessity of drafting a program (heats and other qualifying competition).

Rules

All LANSW (Little Athletics NSW) Championship events are run under the rules laid out in the ROC (Rules of Competition). You must have a copy of these rules printed out at the Zone Championship.

Athletes are not allowed to use their own equipment (i.e. personal discus or javelin).

A Zone/Region Championships Manual is available with more information.

Regional Championships

The Region Championships shall be conducted with all Zones within, the Region being invited to compete for the purpose of providing athletic competition for the selection of a team qualifying to represent the Region at the LANSW State Championships.

As the Region Championships for all intents and purposes are qualifying rounds for the State Championships, it is necessary that Regions conduct their competition in accordance with the standards required of such athletic competition and that the rules of competition as defined by LANSW are complied with.

Championships

Host Centre and Venue

The host Centre and venue for the conduct of Regional Championships shall be determined each year by Zones within that Region.

It is recommended that a meeting of Zone Co-ordinators from within the Region be held for the purpose of determining the host Centre and venue of the Regional Championships. The venue should comply and be the best available within the Region. Alternatively, consideration could be given that the venue and host be rotated within the Region.

It is recommended that the Zone Co-ordinator for the area in which the Region Championships are to be held for that year, also becomes the Region Co-ordinator for the year.

Program

The program of events shall be in accordance with the program of events for the State Championships as determined by the Board of Management.

The Manager of the Regional Championships on the day of competition may change the program at his or her discretion to cover unforeseen circumstances, however, under no circumstances can the order of an event be brought forward once the program has been finalised.

The Region Co-ordinator is responsible for the compilation of a printed program for the Regional Championships. The printed program should include;

- Names and designation of those officiating
- List of competing Centres including uniforms, information and abbreviated code of the Centre
- List of competing Zones
- Order/List of events
- Rules of competition
- Where practical, the detailed events, previous best performances, lane draws/order of trials, competitors name and/or number and Centre represented

Entries

Each Zone within the Region must submit their entries as a ZIP file to the Region Coordinator or Region Computer Operator. A ZIP file is simply a compressed version of the file which then is unzipped upon receipt.

To ZIP on Windows simply right click "File", then click "Send To" followed by "Compressed (zipped) folder"

To ZIP on Mac Control-click it or tap it using two fingers, then choose Compress from the shortcut menu.

The closing date for entries will be determined by the Region Co-ordinator having regard to the necessity of drafting a program (heats and other qualifying competition).

Rules

All LANSW (Little Athletics NSW) Championship events are run under the rules laid out in the ROC (Rules of Competition). You must have a copy of these rules printed out at the Region Championship. Athletes are not allowed to use their own equipment (i.e. personal discus or javelin). Competitors must qualify for Region Championships by competing and qualifying at Zone Championships.

A Zone/Region Championships Manual is available with more information

State Championships

The State Track & Field Championships are the culmination of the track and field competition season. The Championship is usually held on the third week in March, each year, at SOPAC (Sydney Olympic Park Athletics Centre). Athletes in the age groups U9 through to U17 progress through to this event after qualifying from their Regional Championship. Para or Multi-Class events are included as part of the State Championships each year.

Qualification

1st placed relay teams from each of the eight Regions automatically progress to the State Championships. The State Track & Field Championships will have up to 24 competitors in every individual event. The 24 competitors have been determined as follows:

- Automatic Qualifiers (up to 16 competitors across the eight Regions)
- First and second place from each of the eight Regions (see Note 1 below regarding qualifying times/performances)
- Additional Performance Based Qualifiers;
- Up to eight additional competitors from across all Regions

To determine the additional performance-based qualifiers, all athletes (from finals) after the automatic qualifiers, across all Regions, will be collated and the best eight determined. Where there were equal performances for the 8th position, all athletes on that equal performance will be excluded (i.e. some events may have less than eight additional competitors).

Note 1: There are qualifying standards for the 1500m Walk; the 3000m run (as per Rules of Competition, Section D) and for High Jump (athletes must have cleared the State Championships starting height for their relevant age group, at their Region Championships to progress). The starting heights can be found in the Rules of Competition (RoC). Athletes who cannot achieve the required time/height at the Regional Championships, irrespective of placings (including auto qualifiers), will not be considered for progression to the State Track & Field Championships.

Records

A permanent record shall be kept of LANSW State Records of registered athletes in the U7s – U17s age groups, for both boys and girls. (U16s and U17s are one age group)

The events for which an LAANSW State Record will be recognised shall be those individual events and relay events conducted at regional and state fixtures, these being:

- Regional Track & Field Championships (Association to provide implements)
- State Track & Field Championships
- State Multi-Event Championships (individual and multi point score records)
- State Relay Championships (individual and relay records)

Requirements for Acceptance of Records

The ground on which the performance takes place must have been surveyed and the conducting Meet Manager must be satisfied that no athlete has gained an advantage as a result of the ground layout and comply with World Athletics Rules.

The stop watches used to time the performance must have been checked by a competent watchmaker and found not at variance by more than 0.05 seconds over 20 minutes.

All throwing implements must have been check-weighed and certified not underweight by LANSW. (ALSNW implements must be used).

All equipment must comply with World Athletics Rules and/or Little Athletics rules.

The necessary result sheets must have been signed by the Chief Judge and Referee in charge of the event and must be retained by the Meet Manager.

The claiming Meet Manager shall forward a State Record Application Form, with originals of ground survey certificate, result sheets and timekeepers slips for verification (copies of same to be retained by the Meet Manager) to the LANSW Chief Executive Officer, seeking recognition of the record, within seven (7) days of the performance.

Claims for LANSW State Records will only be accepted on an official LANSW State Record Application Form. State Record Application Form can be found on the LANSW Resource Hub.

Section 5 Centre Support



Zone Coordinators should be involved with their Centres, and play a greater role than organising the Zone Championships and chairing Zone Meetings.

Zone Coordinators are the go-between the Centres and Little Athletics NSW and provide an additional layer of support.

Centre Visits (Competitions)

Early in the season, Zone Coordinators are encouraged to contact their Centres. If remotely possible this can be in person on a competition day/night, however if not this may be via phone or email to determine what support they might require.

If visiting a Centre the following is suggested as to how you might engage:

- Ask to be introduced over the PA so you become familiar to volunteers and parents.
- Briefly visit track and field events and make note of any safety issues or if an activity isn't being correctly implemented. Speak to the Centre President regarding this at the end or following your visit so it doesn't cause any embarrassment.
- Meet the Centre Committee members in an informal situation and seek out if they have any queries or concerns.
- Indicated to everyone that you are willing to assist as are a representative of Little Athletics NSW.

Centre Visits (Executive Meetings/Communications)

If possible, try and attend an Executive Meeting for each Centre in your Zone each season.

To do this:

- Contact the Centre President to arrange a time and date and advise the purpose of your visit eg. presentation on a topic, to offer support, meet Committee members.
- Encourage Centres to take advantage of the education opportunities eg. officials/coaching courses. The more who attend training, the more effectively a Centre can run their competitions.
- Email and phone Centres to remind them of relevant information regarding Zone, Regional and State Championships, as well as other important information released by Little Athletics NSW.
- Encourage Centres to attend the Annual General Meeting and Conference. The Conference provides the opportunity to attend important education sessions however also engage and meet their Centre Committee members.

Centre Annual General Meetings

As the Zone Coordinator, you need to be aware of the date, time and place of Annual General Meetings for all your Centres and whether this is stand alone or combined with their Centre Presentation.

Should you receive an invitation from a Centre for their AGM/Presentation, answer promptly and ask what role they would like you to play eg. address the meeting, conduct the election of officers, present trophies, just be present.

If possible, stay beyond the formal presentation to meet new Committee members and engage with Centre members socially.

Section 6 Zone Coordinator Calendar



A Zone Meeting is to occur each month except May where no meeting is required. Minutes should be provided to Centres and LANSW within a timely manner. Bi-annually in April, the Zone AGM will replace the monthly meeting where the Zone Co-Ordinator is voted in and Zone Committee is elected.

Outside of these regular meetings the following is an indication of a Zone Administration Calendar for the year:

June

- Zone Coordinator Workshop (first weekend in June)
- LANSW Board nominations and request for Notices for Motions and Discussions for the AGM
- Notify LANSW of date and venue for Zone Championships
- Advise value of Zone equipment to LANSW

July

- LANSW AGM and Annual Conference
- Centres to produce affiliation paperwork to LANSW

August

- Date for Official/Coaching courses available to promote to Centres
- Zone paperwork due

September

- Majority of Centres commence weekly competitions
- New Rules of Competitions (RoC) becomes available
- Zone entry forms distributed to Centres
- Centre Grant scheme opens

November

- State Relay Championships
- Conduct Zone Championships (Nov or Dec)

December

- Conduct Zone Championships (Nov or Dec)
- Forward Zone Championship results, financial statements, protests, medical records etc to LANSW

January

- Conduct Regional Championships (Jan or Feb)
- Advertise Zone Coordinator and Zone Committee vacancies (bi-annually)

February

- Conduct Regional Championships (Jan or Feb)
- Nominations for the Zone Coordinator distributed (bi-annually)

March

- State Combined Carnival
- State Championships

April

- Financial reports prepared and provided to LANSW