



Season 2020/21
Rosslyn O'Brien
Member Handbook



Acknowledgement of Traditional Owners

We'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Turrbul people of the Turrbul Nation and pay our respects to Elders past and present.

Vision Statement

“Provide for the children of the North Eastern area of Brisbane and its environs, high quality competition, coaching and facilities to assist each child no matter the standard of ability to improve performance, enjoy participation in athletics and mature as a healthy well-adjusted person.”

General Rules

- All athletes must have a parent or guardian present for the duration of competitions and coaching sessions.
- Full and correct uniform must be worn during competitions.
- Shoes are compulsory for all events.
- Spike shoes must be carried to each event and must be removed immediately on completion of that event.
- Little Athletics equipment only is allowed on the oval.
- Spectators are not permitted inside of the running track.
- Smoking is permitted only in the designated smoking area.
- Notify the club coaches and committee if you or your athlete has any allergies or medical conditions that may affect your ability to participate.

Codes of Conduct

Please refer to pages 15 to 18 of this handbook to review our Club Codes of Conduct. It is an expectation that all members abide by these Codes to ensure a happy, fun and safe environment for the children to participate. Please contact one of our Committee members should you need to discuss these codes or wish to report a breach of the code.

Regular Communications

The committee will provide regular updates throughout the season via email, Facebook and announcements throughout competition days. Please be sure to add the email addresses for each committee member in the following table to your safe senders list to ensure you receive all club announcements throughout the season.

2020/21 COMMITTEE

Name	Position	Phone Number	Email
David Heidrich	President/Centre Manager	0405 120 900 (Club phone)	president@aspleytleathletics.com
Kyron Williams	Vice President/Arena Manager	Contact via club phone	arena@aspleytleathletics.com
Candice McLean	Secretary	Contact via club phone	secretary@aspleytleathletics.com
Ted Carter	Treasurer	Contact via club phone	treasurer@aspleytleathletics.com
Kyron Williams	Member Protection Officer	Contact via club phone	arena@aspleytleathletics.com
Trudy Porter	Recorder	Contact via club phone	recorder@aspleytleathletics.com
Paul Sullivan	Registrar	Contact via club phone	registration@aspleytleathletics.com
Mitchell Heskett	Coaching Co-ordinator	Contact via club phone	coaching@aspleytleathletics.com
Carmen Sims	Officials Officer	Contact via club phone	officials@aspleytleathletics.com
Carolyn Draper	Fundraising, Canteen and Uniforms	Contact via club phone	canteen@aspleytleathletics.com
Genia Porter	Public Relations Officer	Contact via club phone	committee@aspleytleathletics.com
Leah Stewart & Sweta Nair	Assistant Recorders	Contact via club phone	recorder@aspleytleathletics.com

Designated Smoking Area

The LAQ policy states that smoking is prohibited in all areas except the designated smoking area. Aspley's designated smoking area is the area between the equipment shed and the road at the far end of the park.

Training

Our coaches will be available at training to discuss your child's progress and any concerns you may have. Although training is not compulsory, it is encouraged as this time is dedicated to assist in further athlete development. Coaches are available each week on competition days, however the focus is to ensure smooth running of each activity and support a pleasant member experience. We will have our canteen open for the purchase of coffee, drinks and light snacks. If training is cancelled due to adverse weather the club will post a notification on our Facebook page.

Training will commence Monday 14 September 2020. Monday and Wednesday are our training nights commencing at 5.30pm. Further information on specific training times are outlined in the below table:

Monday night		Wednesday night
U6 - U8	U9 – U17	U9 – U17
5:30pm – 6:30pm	5:30pm – 7:00pm	5:30pm – 7:00pm

Competition Days

Our competition days from 12 September 2020 to 5 December 2020 will be run on Saturday mornings. U6 to U8 age groups will commence at 8am each week. U9 to U17 age groups will commence at 9am each week.

In 2021 our competition days will change to Friday nights starting 8 January 2021 to 12 March 2021. U6 to U8 age groups will commence at 6.00pm each week and U9 to U17 age groups will commence at 7pm each week. Our expectation is that you arrive at least 30 minutes prior for warm up and to conduct small presentations prior to the commencement of each meet.

Note: If any competition day is cancelled due to adverse weather or other competitions it will be posted on Aspley Little Athletics Facebook page or you can text/call the President on 0405 120 900.

PLEASE REFER TO THE SEASON CALENDAR ON THE FOLLOWING PAGE. THIS CAN ALSO BE FOUND ON OUR WEBSITE WWW.ASPLEYLITTLEATHLETICS.COM

Annual General Meeting & Presentation Night

Our Presentation Dinner and AGM is usually held in April/May each year after the conclusion of the season.

Presentation night - Trophies and awards are based on a number of factors throughout the season, including be based around personal best levels, 1 trophy per participant. Parents need to have completed min volunteer points/hours for their child to receive an award.

CALENDAR 2020-2021 SEASON ASPLEY LITTLE ATHLETICS	
Saturday morning competition	
12-Sep-20	Centre Competition Meet
19-Sep-20	Centre Competition Meet
26-Sep-20	Centre Competition Meet
26-Sep-20	LAQ - Spring Carnival - Bundaberg
3-Oct-20	Centre Competition Meet
10-Oct-20	Centre Competition Meet
17-Oct-20	Centre Competition Meet
24-Oct-20	Centre Competition Meet
31-Oct-20	Centre Competition Meet
31-Oct-20	LAQ Summer Carnival – SAF Nathan
7-Nov-20	Met North Regional Relays – City North
14-Nov-20	Centre Competition Meet / Met North Regional Relays wet weather day
21-Nov-20	Centre Competition Meet
28-Nov-20	Centre Competition Meet
5-Dec-20	Centre Competition Meet – Christmas Break up
12-Dec-20	LAQ State Relays – SAF Nathan
Friday night competition	
8-Jan-21	Centre Competition Meet
15-Jan-21	Centre Competition Meet
22-Jan-21	Centre Competition Meet
29,30 & 31 Jan-21	Met North Regional Championships – City North
5-Feb-21	Centre Competition Meet
12-Feb-21	Centre Competition Meet – Championships 1 / (MN Regional Champs wet weather day 12-14th)
19-Feb-21	Centre Competition Meet – Championships 2
26-Feb-21	Centre Competition Meet – Championships 3
27 & 28-Feb-21	LAQ Combined Events Championships – SAF Nathan
5-Mar-21	Centre Competition Meet – Championships 4
12-Mar-21	Centre Competition Meet – Championships wet weather night/Break up
19,20 & 21-Mar-21	LAQ State Championships – QSAC Nathan
April/May 2021 (TBC)	Aspley Little Athletics Presentation Dinner

Volunteer Information

The Aspley Little Athletics policy states: If children are dropped at the centre for competition or training and do not have a parent or nominated guardian present, they will not be allowed to compete or train until that parent or guardian is present at the club.

It is important that each and every parent has a basic understanding of how to conduct events at a Little Athletics competition night. Without each parent's assistance, the competition nights could not go ahead.

Fees Policy – each family is required to be a financial member for their child to compete at centre competitions and entitles one parent to vote at the Annual General Meeting.

Parent Duties

A volunteer bond is payable upon registration of an athlete (one bond per family). The volunteer bond will be refundable at the end of the season if parents/guardians complete a total of **120 Volunteer** points throughout the season. It is a requirement that you must complete a portion of your roster **before** the Christmas break (if you sign-on before Christmas) and a portion **after** the Christmas break. There will be a number of other opportunities throughout the year to attend working bees that will also count towards your volunteer contribution for the season. If the required number of roster commitments are not fulfilled, you will forfeit your volunteer bond and your child **will not** be eligible to receive a trophy at the end of the season.

***Please ensure that your name has been recorded on the weekly Volunteer duties sheets located at the clubhouse each week and that you have confirmed your attendance on the night that you work. The committee will provide an update at the half way point of the season and prior to club championships to assist each family to track their volunteer commitments.*

Jobs that are required weekly.

Setup and Packup (10 points)	Age marshal for each age and gender (e.g. U12 B & U12 G) (10 points)	2 x assistants for each age and gender (recording, spiking, measuring etc) (5 points)
Canteen (15 points)	BBQ (10 points)	Assistant Recorder (10 points)
Starter (10 points)	Starting Marshall (10 points)	Finish Marshall (10 points)

Coaching and Officiating

We are very fortunate at the club to have a great team of young professional athletics coaches available each week to assist our athletes during competitions and to provide training sessions throughout the week.

Our training nights for the 2020/21 Season will be:

Mondays		Wednesdays
U6 - U8	U9 & Over	Under 9 & Over
5.30pm - 6.30pm	5.30pm - 7pm	5.30pm - 7pm

We encourage all our athletes to learn to compete each week without the need for coaching in between each turn or event. However minor feedback provided by coaches and parents will assist the athletes to continue to learn, grow and develop in this environment.

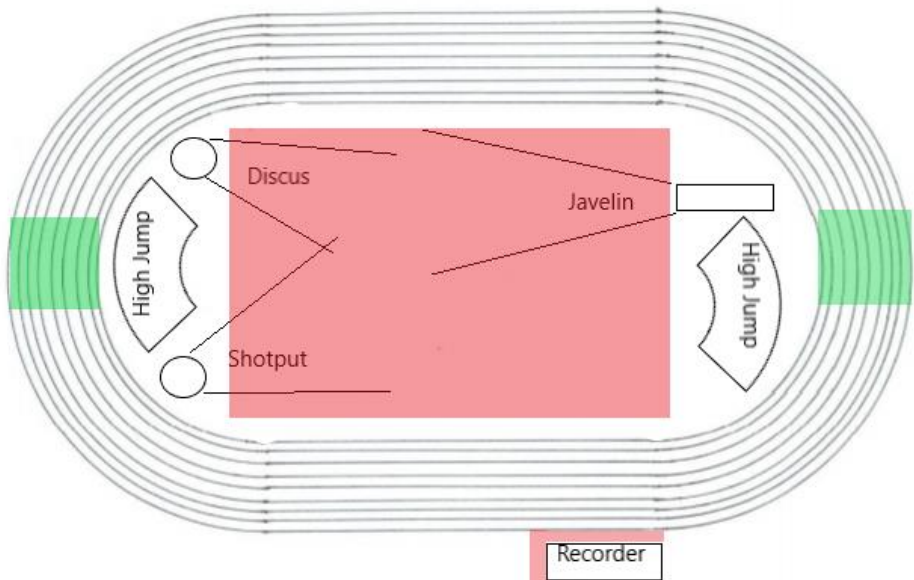
For those parents that are interested in becoming a coach or official please refer to the following information or speak with a member of the committee.

IMPORTANT SAFETY INFORMATION

To ensure the safety of all athletes, coaches, officials and spectators, we require a minimum of 6 parent helpers for each of the U6 to U8 age groups. For the U9 to U17 age groups, at least 3-6 parent helpers are required. To ensure smooth functioning of weekly competitions all spectators **MUST** stay off the track and out of the middle of the field (red marked area below) whilst athletes are competing. This includes athletes waiting for their events to start.

No athletes, spectators or parents are permitted on or the use of equipment without the appropriate supervision and permission by club officials and coaches.

If athletes and their families need to cross the track to get to their field events this can be done on either side of the field (see green areas in the below diagram). We also ask that parents and children do not congregate around the recorder's tent as we need a clear line of sight to all track events. Only volunteers with official club vests are permitted to be in the field of play for each event.



Introduction to Coaching and Officiating

(Level 0) – an online course offered by the Australian Sports Commission to introduce coaching and officiating in the community. This course is a general course that is not sport specific to athletics.

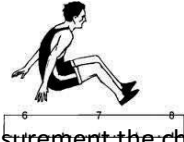
<https://www.ausport.gov.au/participating/coachofficial/generalprinciples/introductory>

Level 1 - basic grading aimed at coaches and officials who want to officiate at Little Athletics Centre/Club or School level. Involves online learning and passing a short multiple-choice quiz. You can choose which events you would like to officiate in or you can work through all of them.

Please refer to the next three pages regarding hints and tips for each of the field events conducted at our centre.

HORIZONTAL JUMPING EVENTS

Long Jump and Triple Jump Who we need:



Recorder: Primarily the age marshal, just listen to what ever measurement the chief judge says and write it beside the corresponding child.

Raker: After each jump just rake the sand back to fill in the shoe print holes the children leave.

Spiker: After each child jumps place the metal spike at the imprint in the sand closest to take off board. If you are unsure the chief judge will help you out.

Chief Judge: This person is in charge of making the decisions, seeing where the foot has landed on the take-off board and determining if it is a foul jump. This person measures each jump and has control of the runway to make sure each jump is safe for each child. This job is typically conducted by someone with a qualification. These qualifications are simple to attain just speak to officials officer Carmen Sims or email her at carmen.sims@bigpond.com.au

SAFETY ALERT!

The children will be running at full velocity along the runway and a collision with any child running could cause serious injury for both persons. For this reason, we ask that you ensure the runway is clear of other athletes, younger siblings and yourselves.

VERTICAL JUMPING EVENTS

High Jump Scissors and Flop High Jump



Who we need:

Bar replacement. If the bar gets knocked off, just place back on the uprights.

Recorder Primarily the age marshal, just listen to what ever measurement the chief judge says and write it at the top of the column.

If the child clears the height write a 'o' in the column corresponding to the current height. If the child fails the height write 'x' in the column corresponding to the current height.

If the child wishes to pass place a '-' in the column corresponding to the height.

High Jump recording can be very daunting to a person new to it. Always ask the chief judge for help, they will always be willing to help you out.

Chief Judge: The person in charge of the event. This person will dictate the height of the bar and adjust the bar accordingly. This person is also responsible for determining if a jump is a foul jump or not.

This job is typically conducted by someone with a qualification. These qualifications are simple to attain just speak to our officials officer Carmen Sims or email her at officials@aspylelittleathletics.com



THROWING EVENTS

Shot Put, Discus and Javelin

Who we need: Recorder: Primarily the age marshal, just listen to what ever measurement the chief judge says and write it beside the corresponding child.

Retriever: This person picks up the implements and brings them back to the throwing area.

Spiker: Places the metal spike where the implement lands. For Javelin the silver tip of the javelin must contact the ground first. If the implement lands on the line or outside of the sector, simply wave your hand to side to indicate a sector foul. If you are unsure on any decision just ask the chief judge, they are more than happy to help

Chief Judge: This person ensures each child enters the throwing area and doesn't place their foot over the front line of the javelin runway or rim of throwing circle. Once the throw is completed ensure the child leaves through the back of the circle for shot and discus.

For shot put the chief judge is also in charge of determine as foul throw by asserting the first movement of the shot is forward for a clear throw (It takes some practice, but we have officials who can walk you through this)

This job is typically conducted by someone with a qualification. These qualifications are simple to attain just speak to our officials officer Carmen Sims or email her at officials@aspyleathletics.com

SAFETY ALERT!

Throwing implements are extremely dangerous and can cause serious injury and or death.

We ask that all parent helpers make sure young children are kept out of and away from the throwing sectors. We also ask that you wear closed in shoes.

Uniform Policy

The wearing of uniforms in Little Athletics performs two very important tasks, to provide protection from the elements and to provide a means of identification of the athlete in a consistent and tidy manner.

Little Athletics Queensland (LAQ) strongly recommends affiliated Centres specify materials with appropriate UV protection ratings when designing Centre uniforms. It is strongly recommended that athletes in the U13 – U17 age groups wear the approved Centre polo shirt or sun safe compliant top when on the competition arena between trials.

All competing athletes must be attired in the correct Centre uniform which conforms to the Centre design and colours approved by LAQ. Failure to comply with this will lead to the athlete not being allowed to enter the competition arena.

Centre uniforms must abide by the following:

- Crop Tops/Singlets (U13 – U17 athletes only)
- Approved crop tops and/or singlets may only be worn by U13 – U17 athletes
- Crop tops and singlets are to be of sufficient size to clearly display the registration label so that the registration number and sponsor logo are entirely visible
- Crop tops and singlets must conform to LAQ minimum standards
- Shirts/Tops/Bodysuits
- Shirts/Bodysuits must have sleeves and collars
- The minimum specification for the sleeve area is to be of sufficient size to cover the shoulder and deltoid area
- Collars must be designed to ensure that the neckline of the shirt/bodysuit is high and narrow enough to provide sun safe protection for the nape and chest area of the athlete
- The shirt must overlap the bike pants/shorts/skirt by not less than 10cm
- Compression garment tops (if worn by athletes) cannot be visible
- Bodysuits (uni-tard/one piece): Pants incorporated as part of the bodysuit shall extend a reasonable length down the legs covering the buttocks and the upper thigh or bike pants must be worn with the bodysuit
- Shorts/Skirts/Bike Pants/Compression Garments (e.g. Skins)
- Uniform bottoms are defined as bike pants/compression garments, sports

shorts (suitable for track and field)

- Bike pants/compression garments shall be above knee length for walks events. Athletes not in walks events may wear full length compression garments or tights on their legs
- Bike pants/compression garments shall extend a reasonable length down the legs covering the buttocks and the upper thigh
- If boys choose to wear bike pants/compression garments as part of their uniform, they must wear sports shorts over the top. Bike pants/compression garments on their own are not acceptable for boys
- Bike pants/compression garments may be worn under shorts as long as they are the correct uniform bottom colour or black. Coloured stitching is permissible

Age Labels/Registration Numbers/LAA

- Registration patches are to be affixed to the front of the uniform top and must be entirely visible
- The age label is to be affixed to the left shirt sleeve or, in the case of a crop top or singlet, on the left side of the shorts or similar
- The right sleeve and front right chest side of the uniform top must be reserved for LAA sponsorships

LAQ reserves the right to set aside other parts of Centre uniforms for LAQ sponsorship as approved by the Board of Directors

Logos/Sponsorship

- The manufacturer's logo on shorts are to be no larger than 4cm×4cm
- The total space allocated for Centre sponsorship logos is a maximum of 10cm×5cm on shorts and 30cm×10cm on uniform top
- The Centre logo on the shorts are to be no larger than 10cm×5cm
- Any Centre sponsorship logos must not conflict with LAQ sponsors or be of an inappropriate nature for children's sport (e.g. gambling or alcohol related sponsorship). If there is doubt as to whether a sponsor is inappropriate, approval must be obtained from LAQ
- Any logos on uniforms that do not follow the above size guidelines will be covered or the athlete will be asked to remove them
- No other logo including manufacturers logos be displayed on the shirts, singlets or crop top

Socks

- Socks or compression socks are not considered part of the Centre uniform, however they must be worn below the knees

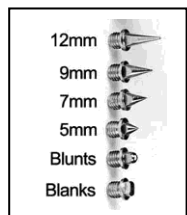
FOOTWEAR & SPIKES

- Shoes must be worn by all athletes while competing in any LAQ sanctioned track and field competition. Any person seeking exemption from wearing shoes must support their application with a relevant medical certificate on the day of competition, before competing.
STP 53 ('02)

- No competitor may wear football boots or cleats in an event.

Spikes

- At Centre level at the Centre Management discretion, athletes from U11 age group and upwards are able to wear spikes in appropriate events as detailed in the table below.
- Competitors in the U6 to U10 age groups may not wear spike shoes.
- Competitors in the U11 to U12 age groups may wear spike shoes in long jump, triple jump, high jump and javelin and in events run entirely in lanes. LAA ('15)
- Competitors in the U13 to U17 age groups may wear spike shoes in long jump, triple jump, high jump, javelin and in all track events (except walks).
LAA ('15)
- Spike shoes with spikes removed shall not be worn by any competitors in events where they are not able to wear spike shoes.
- Spike shoes must only be worn during an event and are not to be worn to and from an event
- Spiked shoes must not be worn in the stand or outer areas of the track.
- Spiked shoes must be carried in a suitable bag at all times and stored safely when not in use.
- On synthetic track: spikes must be no longer than 7mm.
- On synthetic field: spikes must be no longer than 9mm.
- On grass track or field: spikes must be no longer than 12mm.
- Any number of spikes up to 11 may be accommodated on each shoe, but the number of spike positions shall not exceed 11. LAA ('15)



- Spike shoes must be worn with all holes filled with a complete set of spikes, with no more than two blanks / slugs installed. LAA ('15) Any athlete not exercising care when using spikes may be disqualified from wearing them for the remainder of the competition.

CODES OF CONDUCT

ATHLETE

- Be a good sport. Respect all good performances whether from your Centre or the opponents and shake hands with and thank the opposing athletes and officials after the event – win, lose or draw.
- Participate for your own enjoyment and benefit.
- Always respect the official's decision.
- Never become involved in acts of foul play.
- Honour both the spirit and intention of the competition rules and live up the highest ideals of ethics and sportsmanship. Avoid gamesmanship and respect the traditions of the sport.
- Never engage in disrespectful conduct of any sort including profanity, sledging, obscene gestures, offensive remarks, trash-talking, taunting or other actions that are demeaning to other athletes, officials or supporters.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health. Don't use any illegal or unhealthy substances.
- Recognise that officials and coaches are volunteers who give up their time to provide their services. Treat them with the utmost respect.
- Do not bet or otherwise financially speculate, directly or indirectly, on the outcome or any other aspect of a Little Athletics event or competition in which you are involved.

COACH

- Actively discourage foul play and/or unsportsmanlike behaviour by athletes.
- Seek to maximise the participation and enjoyment of all athletes regardless of ability; avoid the tendency to over-use a talented athlete; treat all athletes as equals, regardless of their talent.
- Show concern and caution towards all sick and injured athletes. Follow the advice of a physician and/or sports trainer to the letter when determining when an injured athlete is ready to recommence training or competition.
- Teach athletes that an honest effort and competing to the best of their ability is as important as victory.
- Maintain a thorough knowledge of the rules of competition and keep abreast of current coaching methods. Maintain or improve your current accreditation level.
- Always consider the health, safety and welfare of the athletes.
- Teach young athletes to realise that there is a big gap between their ability and the professional athlete. Do not coach them as if they are professionals.
- Ensure that your coaching reflects the level of the competition being involved with and don't be a 'winner at all costs' coach.
- As coach, conduct yourself at all times, and in all situations, in a manner that shows leadership, respect for the sport of Little Athletics and respect for all those that are involved in the sport – athletes, officials, spectators, parents and the media.

OFFICIAL

- Be impartial! Also, be consistent, objective and courteous.
- Place the safety and welfare of the athletes above all else. Be alert to minimise dangerous physical play, fair or foul, especially competition days.
- Accept responsibility for all actions taken.
- Avoid any form of verbal contact with coaches, team officials, parents and spectators during competition.
- Avoid any situation which may lead to a conflict of interest, both on and off the field.
- Condemn all and every instance of unsportsmanlike, foul or unfair play.
- Set a good example by the way you dress, speak and act towards athletes, coaches, officials, parents and spectators.
- Show concern and caution towards sick and injured athletes.
- Officiate to the age and/or experience of the athletes.

PARENT / SPECTATOR

- Condemn all violent or illegal acts, whether they are by athletes, coaches, officials, parents or spectators.
- Respect the official's decisions. Don't complain or argue about actions or decisions during or after an event.
- Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.
- Encourage athletes to play by the rules and to respect opposing athletes and officials.
- Never ridicule or scorn an athlete for making a mistake, respect their efforts.
- Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final placing of an event.
- Participate in positive cheering that encourages the athletes in the Centre you are supporting.
- Don't engage in any cheering that taunts or intimidates opponents, their fans or officials.
- Remember that children participate in Little Athletics for their own enjoyment, not yours!
- At all times follow the directions of the Arena Manager and/or other competition day officials.
- Never arrive at a Little Athletics competition under the influence of alcohol. Never bring alcohol to a Little Athletics competition or training.

ZERO TOLERANCE POLICY

PREAMBLE

The Queensland Little Athletics Association Inc (QLAA) recognises the importance of providing a safe and enjoyable environment for all those who participate in Little Athletics in Queensland.

The QLAA seeks to eliminate all forms of unsportsmanlike behaviour and has developed this policy to clearly outline the processes and penalties to be applied.

A person to whom this policy applies will not indulge in any unsportsmanlike behaviour towards another participant, official or spectator involved in a recognised Little Athletics activity, including organised training, and will adhere to the relevant Code of Conduct/Ethics and Member Protection Policy.

It is recommended that this policy be adopted by all Affiliated Centres within QLAA to ensure a common acceptable standard of behaviour, processes and penalties.

The penalties associated with this policy are presented as guidelines for Centres to follow. Penalties may change and/or categories added at the discretion of the QLAA Board.

POLICY

A registered athlete, an official, or assistant in Little Athletics within Queensland, or any spectator will not indulge in any unsportsmanlike behaviour towards another participant, official, or spectator involved in a recognised Little Athletics activity, including organised training and will adhere to the relevant Codes of Conduct/Ethics.

OBJECTIVE

The objectives of this policy are to:

- Remove all forms of unsportsmanlike behaviour from all aspects of Little Athletics in Queensland.
- Protect all participants, officials and volunteers from exposure to unsportsmanlike behaviour.
- Provide a consistent application of processes and penalties for breaches of the Codes of Conduct/Ethics.

APPLICATION

This policy applies to:

- Administrators of Little Athletics in Queensland at State, Zone and Centre level, whether they be employed or a volunteer;
- Athletes in activities and events held by or under the auspices of QLAA and its Centres;
- Coaches of athletes in activities and events held by or under the auspices of QLAA and its Centres;
- Officials in activities and events held by or under the auspices of QLAA and its Centres;
- Managers of teams participating in activities and events held by or under the auspices of QLAA and its Centres;
- QLAA registered athletes when involved as a spectator of activities and events held by or under the auspices of QLAA and its Centres;
- Spectators of activities and events held by or under the auspices of QLAA and its Centres.

DEFINITIONS

“Centre” A Little Athletics Centre or an unincorporated Centre as defined under Rule 1.5 in the QLAA Constitution.

“CEO” A person appointed by the Board of Directors as Chief Executive Officer of the Association.

“Centre Manager” A person elected by the Centre members to act on behalf of the Centre in matters forthcoming to the Centre.

“Centre Team Manager” A person appointed by the Centre committee to manage the athletes representing the Centre at all approved competitions.

“Centre Secretary” A person elected by the Centre members to carry out duties as listed in the Centre constitution and the Associations Incorporation Act 1981.

“Category” Is the Category of Violation as listed in this Policy.

“Commissioner” Appointed by the QLAA Board of Directors to review reports and implement the penalties as required.

“Discipline Tribunal” Shall comprise three individuals appointed by the QLAA Board of Directors to deal with all matters relating to discipline of members of the Association and/or affiliated Centre, as shall be brought before it by the Association’s Secretary.

“Expulsion” Is to bring the individual’s membership to an end immediately such that it does not revive automatically with the passage of a stipulated period. Expulsion precludes the individual from enjoying the benefits of membership eg competition, officiating and coaching. Expulsion does not preclude entitlements of an ordinary citizen.

“Official” Is any person appointed to an official position of QLAA, its Zones or Centres.

“Penalty” Is the punishment imposed by the Commissioner or Discipline Tribunal in accordance with this policy.

“Registered Little Athlete” Is a child registered with a Little Athletics Centre or an unincorporated Centre affiliated with QLAA.

“Report” A report must include all relevant information relating to the incident eg. date, time, venue, persons involved in the incident.

“Spectator” A person observing at a Little Athletics event, or its associated activities, including training, from a position in the immediate vicinity of those activities.

“Suspension”

Is to debar an individual temporarily from membership.

Suspension precludes the individual from enjoying the benefits of membership eg competition, officiating and coaching for a specific period after which the membership is reinstated. Suspension does not preclude the individual from entitlements of an ordinary citizen.

UNSPORTSMANLIKE BEHAVIOUR

Unsportsmanlike behaviour can occur in both the instigation of and response to any incident and includes, but is not limited to:

- Verbal abuse and/or assault
- Physical abuse and/or assault
- Discrimination (as stated in the Member Protection Policy)
- Harassment (as stated in the Member Protection Policy)
- Making derogatory statements or gestures
- Cheating
- Non acceptance of the official’s decision in an inappropriate manner
- Equipment Abuse

CATEGORIES OF OFFENCE AND PENALTY

Unsportsmanlike behaviour has been broken up into a number of categories of violation to determine the most appropriate penalty to be applied for breaches to this policy. These penalties may change from time to time. Applicable penalties for each category of offence are shown below:

These categories are:

Category of Violation	Incident	Penalties		
		1st Offence	2nd Offence in any category within 2 years	3rd Offence in any category within 2 years
P1	Use of audible foul language Disputing judgment/decision of an official	Verbal Warning	Written Warning	Suspension 1 week

P2	Rough play, barging, pushing etc Displays of unnecessary aggressive behaviour Verbal abuse via telephone to Association/Centre personnel	Written Warning	Suspension 1 week	Suspension 2 weeks
P3	Prolonged verbal abuse of an official/athlete Deliberately barging with force Displays of excessive aggressive behaviour	Written Warning	Suspension 2 weeks	Suspension 4 weeks
P4	Provoking a fight, but no further involvement Fighting after being provoked	Suspension 2 weeks	Suspension 4 weeks	Suspension 8 weeks
P5	Provocation and involvement in fighting Threatening an official/trainee official or athlete	Suspension 3 weeks	Suspension 6 weeks	Discipline Tribunal
P6	Physically attacking an official, athlete or Association/Centre personnel	1 Season	Tribunal	Discipline Tribunal
P7	Other as determined by the Commissioner			

Note 1: The suspension applies to the next competition day, regardless of level of competition, including Association Competitions.

Note 2: Example: If an individual commits a P2 offence and within two (2) years commits a P1 offence it will be deemed a second offence and that individual will be liable for a written warning.

Note 3: Example: If an individual commits a P1 offence and within two (2) years commits a P2 offence it will be deemed as second offence and that individual will be liable for a suspension of one (1) week”.

Note 4: Any fourth or more offences within two (2) years will be referred directly to the Discipline Tribunal.

TRAINEE OFFICIALS

QLAA seeks to eliminate all forms of unsportsmanlike behaviour towards trainee officials.

Athletes will be advised at the commencement of the event that a trainee official is officiating at that event.

PROCESS AND HANDLING_QLAA:

A person witnessing any act of unsportsmanlike behaviour, or alleged breaches of code of conduct/ethics by any person to whom this Policy applies, may report the incident to the CEO.

Such a report should be lodged in writing to the CEO. On receipt of the report, the CEO will refer it immediately to the Commissioner.

PROCESS AND HANDLING_CENTRE:

QLAA seeks to eliminate all forms of unsportsmanlike behaviour towards Centre appointed officials.

A person witnessing any unsportsmanlike act/s, or alleged breaches of code of conduct/ethics by any person to whom this Policy applies, may report the incident to the Centre Manager or Centre Secretary for incidents at Centre level or Centre carnival.

Such a report should be lodged immediately in person, or in writing, to the relevant authority. On receipt of the report, an enquiry will be undertaken by a person appointed by the Centre.

The Centre official will investigate the complaint immediately following the procedures as set out by the Centre Committee. A report is to be provided to the relevant party, together with any recommendations.

ACKNOWLEDGEMENT AND ACCEPTANCE

Where an individual is reported for an offence under this policy, he/she may desire to accept the automatic penalty (as prescribed within the penalties) without a hearing or appeal. In these cases, the penalty may be modified at the discretion of the Centre Committee or Commissioner, with the exception of Category P6. The individual must provide written acknowledgement of responsibility for the incident and acceptance of the resulting penalty.

APPEALS

Appeals against penalties must be lodged and handled in accordance of QLAA Rule 5 of the QLAA Constitution. A person will remain suspended until the appeal against such finding has been adjudicated upon.

SERVING OF PENALTIES

Penalties not completed by the end of the current competition season shall carry over to the next and if necessary, to a subsequent competition season.

TRANSFER OF PENALTIES

Any penalty invoked by QLAA or an Affiliated Centre is transferable to another. Where an individual transfers to another Centre or State Association, a check must be completed on existing penalties during the clearance/transfer process to ascertain any outstanding penalties/suspensions. Any portion of a penalty NOT served at one Centre will be deemed to apply to the next Centre and the person under suspension must not be permitted to participate until the full suspension has been served.

REGISTER OF SUSPENSIONS/PENALTIES

The Commissioner, CEO and each Centre must maintain a register of penalties or suspensions which is to detail the person's full name and address, the category of offence, penalty invoked, the date invoked and the date the penalty will be served out. A copy of any penalty given at Centre level is to be forwarded to the Commissioner.

FRIVOLOUS OR MALICIOUS COMPLAINTS

Upon investigation of a complaint, should the person conducting the complaint find that it is frivolous; a warning will be given, in the first instance, to the person making the complaint.

If a complaint is deemed to be malicious, the person making the complaint shall be brought to appear before the Discipline Tribunal.

BLUE CARD POLICY

Background

Queensland Little Athletics has a member protection policy and regulations that are aimed at fostering growth and development of athletes in the organisation in a safe and nurturing environment. This policy is compliant with QLAA policies and State Government Legislation. The State Government Legislation ["Children and Young People Act (2000)] stipulates that all members of an organisation who are in contact with children, should have a "Blue Card".

All Centres are required to appoint a Volunteer Co-ordinator who is responsible for verifying details and signing off on their volunteer's applications.

The "Blue Card", which is issued by the Queensland Government, is evidence that a "Working with Children" Suitability Check has been undertaken by the Commission for Children and Young People and Child Guardian.

Any volunteers who do not have children registered and participating in the Centre activities must provide proof of their current Blue Card prior to, being allowed to volunteer their services to the Centre, Region and Association.

QLAA is primarily concerned with the protection of its members - principally children in this case. This Policy is not meant in any way to imply that those individuals who do not have a "Blue Card" must have a "Blue Card". This Policy is designed as a reasonable and responsible response to regular questions from QLAA Centres on who should have a "Blue Card".

Policy

The Association and the Commission for Children and Young People and Child Guardian advises that all Centre Management Committee members must have a Blue Card.

The Association strongly recommends that Canteen Convenors, Chief Officials and Team Managers should hold a Blue Card. The Association requires that all Region Committees, Competition Referees, Chiefs, Key Officials, Coaches, Course Presenters, CAPS Coordinators and State Team Personnel must provide evidence of their current Blue Card when applying for a position with the Association. No person will be appointed to such a position if this evidence is not provided.

As of 1st September 2004, all Centre Team Managers when signing on at Association competitions may be asked to provide evidence of their current Blue Card

