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***The Association  
Resolutions & By-Laws***



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## DEFINITIONS

### Association Resolutions:

- Decisions made at a General Meeting of the Association and can only be changed by another General Meeting.
- The Association's Annual Conference is the only General Meeting each year at which Policy decisions are made.

### Association By-Laws:

- Decisions made by the Board of Directors.
- These can be changed either by the Board of Directors or an Association General Meeting (i.e. Annual Conference).
- By Laws are identified by numbers (year, month, number eg '89 11 01).

## CONFERENCE VENUES / HOSTS

1982	July 10	Redcliffe Hotel, Redcliffe	(Redcliffe)
1983	July 16, 17	Duthies Hotel, Rockhampton	(North Rockhampton)
1984	July 21, 22	The Palms, Alexandra Headland	(Maroochy)
1985	July 20, 21	Cedar Lake Country Club, Advancetown	(Gold Coast)
1986	August 9, 10	Gladstone Harbour Motor Inn	(Gladstone)
1987	August 1, 2	Kooralbyn Valley Resort	(Kenmore)
1988	August 6, 7	Ocean Blue Resort, Surfers Paradise	(Ashmore)
1989	August 4, 5	Latitude 19, Magnetic Island	(Magnetic Island)
1990	August 4, 5	Greenmount Resort, Coolangatta	(Centenary)
1991	August 2, 3, 4	Waterfront Hotel, Maroochydore	(Maroochy)
1992	July 31, August 1, 2	Bellevue Hotel, Brisbane	(Souths)
1993	August 6, 7, 8	Colonial Gardens, Townsville	(Ross River)
1994	August 5, 6, 7	Seaworld Nara Resort, Gold Coast	(Ipswich)
1995	August 4, 5, 6	Oasis Resort, Caloundra	(Maroochy)
1996	August 2, 3, 4	Oasis Resort, Caloundra	(Board of Management)
1997	August 1, 2, 3	Capricorn International Resort, Yeppoon	(Yeppoon)
1998	July 31, August 1, 2	Grand Mercure Hotel, Broadbeach	(Board of Management)
1999	June 25, 26, 27	Grand Mercure Hotel, Broadbeach	(Board of Management)
2000	June 24, 25	Emerald Memorial Club	(Board of Management)
2001	June 23, 24	Kondari Resort, Hervey Bay	(Board of Management)
2002	June 28, 29, 30	Mercure Inn, Townsville	(Townsville Central)
2003	June 27, 28, 29	Rydges Oasis Resort, Caloundra	(Board of Management)
2004	June 26, 27	Hotel Grand Chancellor, Brisbane	(Board of Directors)
2005	June 25, 26	Rydges Capricorn Resort, Yeppoon	(Board of Directors)
2006	June 24, 25	Legends Hotel, Surfers Paradise	(Board of Directors)
2007	June 23, 24	Bardon Conference Centre, Brisbane	(Board of Directors)
2008	June 21, 22	Twin Towns Clubs & Resorts, Tweed Heads	(Board of Directors)
2009	June 20, 21	The Hilton, Cairns	(Board of Directors)
2010	June 19, 20	Novotel Twin Waters, Sunshine Coast	(Board of Directors)
2011	June 18, 19	Surf Air Maroocha, Sunshine Coast	(Board of Directors)
2012	June 16, 17	Quality Hotel, Mermaid Waters, Gold Coast	(Board of Directors)
2013	June 15, 16	Novotel Palm Cove Resort, Palm Cove	(Board of Directors)
2014	June 14, 15	Mantra Legends, Gold Coast	(Board of Directors)
2015	June 13, 14	Quality Hotel, Mermaid Waters, Gold Coast	(Board of Directors)
2016	June 11, 12	Novotel Twin Waters, Sunshine Coast	(Board of Directors)

## GENERAL POLICY

### Administration

#### General

- BOD 2 ('08)** The operations of the Association be organized by reference to:
- the rules of competition set out in the Competition Handbook;
  - the rules for officiating events as set out in the Officials Handbook; and
  - the Policies and Guidelines in force from time to time, as contained in the QLAA Policies and Guidelines Manual, as published by the Association on its website from time to time, without limiting future policies to be developed and adopted
- The content of the Officials Handbook, the Competition Handbook and the Policies & Guidelines Manual be determined by:
- the Board from time to time; and
  - Resolutions passed at Conference (in which case no change may be effected to any such provision, without a further motion passed at Conference, subject to the Association Constitution, Resolutions & By-Laws.
- The Association Resolutions and By-Laws be amended such that:
- each Resolution or By-law which is underlined in the attached copy of the current Association Resolutions and By-laws (as presented at the 2008 Conference) be rescinded; and
  - The remaining Resolutions and By-laws as set out in the attached copy of the current Association Resolutions and By-laws (as presented at the 2008 Conference) continue in full force and effect.
- A3 ('91)** That no rule or regulation, or change to the rules or regulations of this Association which contravenes the **Constitution of the ALA( )** or its By-Laws set by the ALA( ) shall be valid without the express written approval of the ALA( ).

### Register of Members

- BOM 2 ('03)** Little Athletes shall be registered in age groups according to their age as at the 30th September each year. eg. a child who is 12 on 30th September but turns 13 on 1st October will be registered as an UNDER 13.
- '06 02 01 Athletes cannot register with two Centres concurrently.

### Supply of Copies of The Constitution

- BOM 3 ('03)** The Secretary shall supply two (2) copies of the current Constitution, amended pages, By-Laws and Standing Orders without charge to all new Centres. Additional copies may be obtained at nominal cost.

### Competition Year, Seasons and Ages

- BOM 4 ('03)** (Amended June '07)
- The Association's Competition Year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March, however Centres may choose their own competition period within that year, comprising a maximum 26 weeks of competition within a 30 week block, signing on at a date not more than two (2) weeks prior to the nominated competition period. The competition period must be concluded by the 31<sup>st</sup> March the following year, unless otherwise approved by the Board. The maximum competition period of 26 weeks is designed to include allowances for washed out meets.

## Control of other Little Athletics Bodies

- BOM 6 ('03)** All Centres or other agencies existing or proposed in the name of the Association shall be under the control of the Board of Directors and their existence subject to the Board's approval.

## Regions

### Meetings of Regions

- BOM 8 ('03)** A meeting of Region Representatives shall be held at least twice each twelve (12) months within the Region.
- The meetings to be held, where practicable, in meeting places within the Region.
  - Each Centre may send up to two (2) representatives to such meetings.
  - At least one (1) member of the Board of Directors or their representative may attend the meeting as considered necessary by the Region Committee.

### Regions: Formation and Control

- BOM 9 ('03)**
- (a) The division of Queensland into Regions is to be done provided that each grouping of Centres forms a discrete geographical area.  
Before any new Centre is established or any existing Centre is relocated in a Region or before any existing Centre in a Region is re-located, (into another Region) the Board of Directors consult all Centres in that Region and that the views of those Centres be taken into account in determining the matter.
  - (b) Each Region will have a "Region Committee" which will consist of a Region Competition Co-ordinator (who will be the Committee's chairman) and two delegates nominated by each Centre within the Region:- one of those delegates to be nominated by the Committee to perform the duties of Secretary.
  - (c) The powers and responsibilities of each Region Committee, shall be determined by the Board of Directors, and promulgated by means of By-Laws which shall be consistent with the Association Constitution.

## CENTRE GENERAL

### Structure

- BOM 5 ('03)** Little Athletics Centres affiliated to the Association shall pay an initial fee once only (affiliation) fee of \$22 (incl GST) and thereafter an annual Membership fee of \$55, (incl GST) which shall cover voting rights for up to twelve (12) members of the Centre's Management Committee named on the Centre Affiliation/Membership form lodged with the Association under Rule 1.5.2 of the Association Constitution.

### Centres: Formation and Control

- BOM 7 ('03)**
- (a) A new Little Athletics Centre shall be eligible for affiliation when it is deemed by the Board of Directors to possess sufficient administration for the successful conduct of the Centre.
  - (b) (i) Each affiliated Little Athletics Centre shall have a Management Committee of not less than six (6) members.  
(ii) Election of Members of Centre Committees.  
Elections shall take place as laid down in the "Model Constitution and Rules for Centres" which are attached to, but do not form part of, this Constitution.
  - (c) The powers and responsibilities of each Centre Management Committee shall be determined by the Association's Board of Directors and promulgated by means of By-Laws, which shall be consistent with this Constitution.
  - (d) No new Centre shall be formed without the prior approval of the Board of Directors after it has consulted Centres in the Region.

- (e) When a Centre is dissolved or closes or ceases to function for any reason whatsoever a Centre shall not be established in the same area without the prior approval of the Board of Directors.
- (f) When a Centre has serious organisational problems the Centre Manager and the Secretary shall immediately notify the Board of Directors.
- (g) If the Board of Directors considers that a Centre has:
  - (i) organisational problems of which the Centre Manager or Secretary has notified the Board of Directors,
  - (ii) closed or ceased to function for any reason whatsoever, other than by being properly dissolved pursuant to its Constitution as approved by the Office of Fair Trading.
  - (iii) failed to comply with the requirements of the Office of Fair Trading within such time, or extended time, as that Office has allowed,
  - (iv) failed or refused to meet its lawful financial obligations to the Association or to any other person whomsoever,
  - (v) a Centre Management Committee of less than six (6) members,
  - (vi) insufficient members to continue to operate as a viable Centre,
  - (vii) substantially neglected, disregarded or exceeded the objects or powers of the Centre,
  - (viii) operated in a manner which is, or could be, severely harmful to the best interests of Little Athletics as a whole, or
  - (ix) substantial need to be re-organised or revitalised, it may direct the Secretary of the Association to convene a meeting of the Board of Directors and the Centre Management Committee with a view to investigating and resolving the matters at a time and place to be mutually agreed and, failing agreement, at such time and place fixed by the Board of Directors.

Notice of the meeting shall be sent by the Secretary of the Association to the Secretary of the Centre and to every member of the Centre Management Committee shown in the records of the Association and of the Office of Fair Trading.

If a majority of the Centre Management Committee does not attend that meeting or, in the opinion of the Board of Directors, it is necessary so to do, the Board of Directors may direct the Secretary of the Association to convene a General Meeting of the Centre by giving not less than 28 days notice of such meeting to the members of the Centre.

The manner by which such notice shall be given shall be determined by the Board of Directors. Notice of the meeting shall clearly state the nature of the business to be discussed.

For the purpose of giving such notice the Board of Directors may call upon the Centre Management Committee to and the Centre Management Committee shall produce to the Secretary of the Association the register of members of the Centre or any similar records and, for that purpose, the Secretary of the Association is hereby empowered to take copies of any entries in the register or records.

The President, or in his absence the Vice-President, of the Association or, in the absence of both of them, a person appointed by the Board of Directors for that purpose shall preside at that meeting.

The meeting shall make such decisions and may give such directions including the calling of further General or Special General Meetings.

The purpose for calling such further meetings may include, but not be limited to, consideration of the question of whether the Centre should be dissolved and any other matter whatsoever as having regard to the matters discussed appears to be appropriate.

The further meeting may authorise the Board of Directors and the Secretary of the Association to take such action as is necessary to give full effect to those decisions and directions.

## Maintenance of Equipment

- BOM 10 ('03)** Little Athletics Centres using Association equipment shall be responsible for the repair and maintenance of such equipment.  
Should loss of or major damage to equipment occur, the event should be reported, through the Secretary, to the Association's Board of Directors which will arrange for repair or replacement and decide responsibility for payment of costs incurred.

## Relocation of a Centre

- '94 08 01 That in addition to the Centres within the Region, advice on **relocation** of a Centre or the location of a new Centre be sent to any Centres which are adjacent.

## Closed Centres

- '00 05 06 After a Centre has ceased operations for two (2) years, any cash returned to the Association may be used at the Board of Director's discretion for new Centre Development and any equipment held in trust by the Association may be sold with new centres having first option to purchase

## Centre Administration

- GC 1 ('12)** That all Centres must offer the option of a two week trial throughout the respective Centre's competition season to new members seeking registration. Centres have the option of nominating and setting the time period for the trial period each season. Centres may levy a maximum fee of \$10.00 per week. This fee is to be deducted from the individual's registration fee if registering. This fee is non refundable for individuals not wishing to register.
- '00 05 04 If Centres charge a parent levy, this fee may be no more than the cost of one Association U7 - U15 registration.
- '99 03 02 **(Amended June '05)**  
Except in special circumstances approved by the **Chief Executive Officer**, **sign on stationery** will only be distributed to Centres that have returned a correctly completed Centre Membership form and paid the Centre Membership fee.
- '97 01 02 That a \$2 fee apply for **replacement registration numbers**.
- '97 01 03 That any **registration number** not returned will incur a fee per number. The fee will be the registration fee which is payable for the U7 - U15 age group.
- A4 ('90)** **(Amended June '07)**  
That the duly completed Centre Membership forms be forwarded to the office by one month after the Centre's competition period is completed.
- P16 ('84)** That **Birth Certificates** or satisfactory evidence of date of birth be sighted by the Centre's Registrar within twenty eight (28) days, when first joining a Centre.
- JIM 35 ('99)** **(Amended June '07)**  
That the earliest allowable date for sign on be not more than two (2) weeks prior to the Centre's nominated competition period.

## Transfers Between Centres / Associations

- '87 01 02 **(Amended June '07)**  
Intrastate Transfers. That no Association registration fee is charged within the same competition year ie. 1<sup>st</sup> April - 31<sup>st</sup> March.
- ALA BL92/4** No Association registration fee be payable when an athlete transfers interstate.



## Centre Awards

- '00 05 05 Centres who provide trophies and awards must publish the full criteria in the Centre Handbook or via a handout if no handbook is produced.

## Centre Publicity

- '94 06 03 **(Amended July '02)**  
That should any Centre wish to issue an individual (promotional) leaflet it must include the contact number and website of the QLAA Office and a draft must be approved by the Association before printing.

## Specific Policies

- ALA BL85/4 That training sessions be limited to a maximum of 3 sessions per week. Only 6 full scale attempts per event per training session.
- '93 08 02 That all/any changes to centre uniforms are to be allowed a phase in period of two (2) seasons from the date of approval.

## Merchandise

- BLI 9 ('05) That the souvenir t-shirts for State Relays, State Championships and Winter Championships follow the QLAA SunSafe recommended guidelines for shirts to have collars on them.
- BLI 14 ('07) All QLAA events where shirts are supplied that the shirt must be a SunSafe shirt as per the QLAA SunSafe & Uniform policy.

## ANNUAL CONFERENCE

- '98 03 04 **(Amended October '08)**  
The Association will subsidise all Centres attending Conference on the basis of distance of the Centre from the conference venue as listed below: Effective from 2009 Conference:
- |               |                     |
|---------------|---------------------|
| 0km - 250km   | - \$0.00 / Centre   |
| 251km - 500km | - \$100.00 / Centre |
| 501km - 750km | - \$150.00 / Centre |
| 751km +       | - \$200.00 / Centre |
- '97 06 02 **(Amended June '05)**  
That payment to the Annual Conference for **new Centres** shall be met by the Association in the form of full subsidy, including accommodation for the 1st delegate and a loan for the 2nd delegate which is repayable by the end of the Financial Year.
- W5 ('93) The Association **not to adopt any changes** to specifications of events or changes to events during the competition season.
- P13 ('89) That every **fourth** Annual Conference be held in a Winter Season Centres area.
- P3 ('88) **(Amended June '12)**  
Decisions made at Conference, which affect the general aspect of Competition, excluding changes as specified in Rule 5.1.2 of the Competition Handbook, shall come into effect immediately.
- C1 ('86) That any **competition motion** passed by Conference shall not be **rescinded** within two years unless 80% of those eligible to vote are in favour.

## AWARDS

- '06 09 01 Nominations for Association awards are to be submitted only by affiliated Centres of the Queensland Little Athletics and, at the discretion of the Board, by the Association's Chief Executive Officer for consideration by the Board.

## BOARD OF DIRECTORS & STAFF

- '03 11 01 (Updated March '11)  
That a person, once elected to a position on the QLAA Board of Directors, must cease to a position of Centre Manager, Secretary or Treasurer within three (3) months of election or by the next AGM of the Centre whichever is the sooner.

### ALA Matters

- BOM 25 ('94) (Amended June '02)  
That the QLAA send **two (2) delegates to ALA meetings**, these being selected from amongst the Board Members and the CEO. One of these delegates should be the President.

## FINANCE

### Levies

- BOM 3 ('00) (Amended June '05)  
The State Team Levy be set at \$2.50 per registered athlete except when the ALAC is held in Western Australia or the Northern Territory when an additional \$1 levy will apply. If such amount so deposited shall be less than the amount required to finance the team, each Centre which has a team member/s will be levied by direct invoice by the Association Finance Director, a proportional amount of one/twenty sixth (1/26) of the shortfall, up to a maximum of \$500, for each team member from that Centre. Any credit balance must be retained in the Account to which the income derived from the fee from the next season is added.

## COMPETITION

For details of current equipment specifications refer to the Association's Competition Handbook.

### General

- '01 04 03 (Amended June '05)  
That endorsement be given to registered Little Athletes in the U8 - U15 age groups to compete in the QA Cross Country programme.
- '01 03 04  
That participation of QLAA members in the ANQ Race Walking and Cross Country Championships be endorsed, provided the event distances are in line with QLAA (ALA) standards.
- '06 06 01  
Awarding of prize money is not permitted for any Little Athletics competition from Centre to State level.
- '10 03 01  
At all Association competitions, no athlete shall be charged an additional nomination fee by a Centre or Region. The total nomination fee charged shall be the fee as set by the Association.

### Late Nominations

- BOM 48 ('99)  
Late nomination fee to be double the nomination fee.
- '03 11 02  
That if a Centres' nominations for QLAA Competitions are received by the Association Office, after the closing date, the Centre will be charged an Late Administration Fee of \$25 plus GST.

## CARNIVALS/CHAMPIONSHIPS SPECIFIC

### Winter Championships

- C18 ('84)** (Amended June '12)  
The Association will arrange for a Championships event for U9 - U17's and a Carnival for U7 - U8's to be held on a full weekend between April and September, that is open to all LAQ registered athletes & non-LAQ registered athletes.
- '02 09 01** (Amended July '07)  
Winter Championships be allocated to a venue in Tropical North, North Queensland or Central North with the necessary infrastructure and an all weather track. The Board will review the venues allocation annually with the intent that Winter Championships and State Championships should not be held at the same venue in the same calendar year.

### Regions General

- BOD 13 ('09)** The number of qualifying U9 - U17 athletes that may nominate from each of the Regional Championships to State Championships will be the first four (4) placegetters in each event.  
The number of qualifying U9 - U17 athletes that may nominate from Regional Relays to State Relays teams will be the first three (3) placegetter teams in each event.
- '12 07 01** The number of qualifying U9 - U17 athletes from Winter Regions that may nominate from each of the Regional Championships to State Championships will be the first three (3) placegetters in each event.
- MBRO 2 ('93)** The location of Region Championships within a Region be determined on a rotational basis.

### Regional Championships

- C29 ('87)** (Amended June '07)  
That eligibility for nomination to Regional Championships and State Championships include a requirement of prior participation in not less than four (4) Centre level meetings at the Centre where the athlete is registered, unless the committee of management of the nominating Centre considers that extenuating circumstances exist.
- BOM C39 ('03)** That at the QLAA Regional Championships, participation medals be provided for all competing U7 & U8 athletes.
- BOM C40 ('03)** That at the QLAA Regional Championships, competitors in the U9 - U17 age group who place 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in the finals be awarded medals for that event.
- BLI 52 ('99)** That the Centre hosting Regional Championship competitions be allowed to host it at grounds that have synthetic surfaces, if the majority of the Centres in that region approve.
- 78A ('83)** (Amended June '07)  
That the Zone InterCentre Games be henceforth referred to as Regional Championships.

## State Championships

- '07 06 01 A fee of \$55 (incl. GST) must accompany all compassionate grounds applications for State Championships when lodged. This fee will only be refunded if the application/s are accepted.
- BUND 21 ('05) (Amended June '07)**  
That State Championships are to be held in a venue in Region Tropical North, North QLD or Central North every fourth year, as long as an all weather track of suitable standard is available.
- BAL 24 ('95) (Amended June '13)**  
Abandoned Regional Championships  
Current year Best Performances from Centre level and any Association Competition Days with the exception of Relay days, must be used when selecting athletes to compete at State Championships. Athletes without a Centre Best Performance may not be considered for progression to the State Championships.
- a) In events where there are four or less competitors, athletes without a best performance may progress to the State Championships.
- WB 18 ('13)** As a trial at the LAQ State Championships, classified AWD (athletes with disabilities) are accepted to compete in limited events under their own classification up to State level as determined by the Competition Committee.

## STATE TEAM

### Team Criteria

- P14 ('84) (Amended June '16)**  
That eligibility for selection to the Queensland Team for the Australian Little Athletics Championships be limited to those children who have attended 50% of a Little Athletic actual Centre competition days (this does not include rain days or any QLAA Association Carnivals) in the year of selection unless on medical grounds supported by a medical certificate or on compassionate grounds. Note: 'Actual Centre competition days' is from the first week the Centre commences their competition period to the last week of their competition period or two weeks prior to State Championships (whichever comes first).