

RE-ESTABLISHING A LITTLE ATHLETICS CLUB BOOKLET



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WELCOME MESSAGE

On behalf of Little Athletics SA, we would like to welcome you to the wonderful world of Little Athletics and thank you for your interest in re-establishing a Little Athletics club within your community.

Little Athletics SA is committed to growing the sport across our state and bringing back former clubs means more children will have access to the family, fun and fitness experience of Little Athletics.

Within this booklet, you will find the process involved in re-establishing a club. Our six (6) 'Steps to Re-Establishing a Club' provides a clear blueprint for interested parties and stakeholders to get the ball rolling.

Little Athletics SA is committed to providing support and guidance throughout the entire process. Dedicated staff from our organisation will work alongside you every step of the way and ensure each important milestone is accomplished to achieve a successful result.

If at any time you have questions or need further support, please do not hesitate to contact our office on 08 8352 8133 or email our Club Development Manager on development@salaa.org.au. We are here to help!

We look forward to working with you and trust this document will provide a valuable contribution in the re-establishment of the Little Athletics club.

Yours in health,



Sue Bowman

Sue Bowman
CEO- Little Athletics SA

ABOUT LITTLE ATHLETICS

The South Australian Little Athletics Association (SALAA), also known as Little Athletics SA, was formed in South Australia in 1972 and is affiliated with Little Athletics Australia.

OUR MISSION: To lead and support affiliated South Australian Little Athletics clubs to develop children of all abilities by promoting positive attitudes and a healthy lifestyle through family, fun and fitness.

OUR VISION: For athletics to be the foundation sporting activity of choice for all children between the age of 3 and 17 within the South Australian community.

Little Athletics is a modified athletics program for children of all abilities aged 3 – 17 years. It is based on a wide range of track and field events including: running, jumping, throwing and walking. There is no standards or requirements that have to be met to be able to participate in Little Athletics activities, meaning children of ALL abilities are more than welcome to join in.

There are over 50 metropolitan and regional Little Athletics clubs affiliated to the Association (refer to the list below). Each club is made up of volunteers consisting of; parents, coaches, officials, athletes and individuals interested in administering and delivering Little Athletics to the community.

METROPOLITAN

Adelaide Harriers (CBD)	Hills	Salisbury
Barossa Valley	Ingle Farm	Northern Districts (Salisbury)
Campbelltown	Lyndoch & Districts	South Coast (Victor Harbour)
Coastal Districts (Brighton)	Magill	Southern Hills (Flagstaff Hill)
Eastern Districts (Glenunga)	Mid Coast (Tatachilla)	Tea Tree Gully
Enfield	Mt Barker	Torrens Valley (Birdwood Hills)
Flinders	Munno Para	Port Adelaide
Gawler	Noarlunga	Westerns (Henley)
Golden Grove	Plympton	Woodville
Hallett Cove	Reynella East	

REGIONAL

Riverland Region	South East Region	Eyre Peninsula Region	Yorke Peninsula Region
Mannum	Bordertown	Central Eyre (Wudinna)	Adelaide Plains Giants (Pt Wakefield)
Mildura & Districts	Millicent	Far West (Ceduna)	Central Yorke Peninsula (Maitland)
Murray Bridge	Mount Gambier	Port Augusta & Districts	Mid North (Claire)
Riverland: Baramba	Naracoorte & Districts	Port Lincoln	Northern Yorke Peninsula (Kadina)
Riverland: Loxton	Penola & Districts	Whyalla	Southern Yorke Peninsula (Minlaton)
Waikerie			

WHAT'S INVOLVED IN LITTLE ATHLETICS?

Little Athletics is a summer sport that consists of track and field events at local Little Athletics clubs and runs from September/October, right through until the end of March. The start and finish dates for each club can vary, pending on what suits the club and its members best! There is also a winter season that consists of Cross Country and Race Walking programs and runs from April through to July. All members from all clubs are able to participate, however there is no obligation for clubs to operate and deliver these winter season programs.

Below is a summary of what programs and products are involved in Little Athletics for both the summer and winter season.

TINY TOTS PROGRAM (Summer Season): Children aged 3-4 (sometimes 5) will be in an age group called 'Tiny Tots'. This age group participates in the Tiny Tots Program, which is delivered by a designated Tiny Tots Coordinator at the club. It is a modified program that is designed to develop the children's fundamental movements of running, jumping and throwing through fun and enjoyable activities each week. The aim of the program is to improve the physical, social, emotional and cognitive development of children through a play-based approach that is engaging and stimulating. This program is where children commence their Little Athletics journey and is actually one of the largest age group for most clubs in South Australia!



WEEKLY CLUB MEET COMPETITIONS (Summer Season): Weekly competition meets is the major program that all clubs will run during the summer season. All children/teenagers between 5-17 years of age are grouped into their own age brackets (Under 6, Under 12 etc.) and will participate in different track and field events (e.g. 100m, 400m, Long Jump, Shot Put etc) on a week to week basis. Results are recorded and entered into a recording system called ResultsHQ, which formulates each athletes weekly performance and displays whether they achieved a "Personal Best" (PB). Dependent on club facilities, programs can be modified accordingly to offer more or less events, pending on what works best for the club and its members.



SKILL DEVELOPMENT PROGRAMS (Summer Season): Skill development programs have been developed for clubs to adopt and deliver to supplement the current competition product offering. There are a number of skill development programs available that clubs can elect to offer. The programs are designed to teach the basic fundamental movement patterns of the events experienced in a Little Athletics competition through the utilisation of games and skill development activities. The program sessions are usually delivered by a club coach for 45-60 minutes each week, with up to 3 competition events (run, jump and throw) conducted before, during and/or after the session. The programs are most beneficial for Under 6 to Under 8 age groups, however can be adapted for older age groups if desired. If interested, please discuss with Little Athletics SA.



WHAT'S INVOLVED IN LITTLE ATHLETICS?

18+ RECREATIONAL ATHLETICS – “REC ATHS” (Summer Season): Little Athletics SA, in partnership with Athletics SA, provide an offering for individuals that are over the age of 17 that want to or still wish to be involved in athletics at a local level. This offering is called Recreational Athletics ‘Rec Aths’! Rec Aths is a participation entry point for members to take part in friendly competition and/or training at Little Athletics SA clubs. The membership entitles members to participate in clubs athletics training sessions and/or competition meets to test their ability and aim to achieve personal best results! This offering is not mandatory for clubs to provide, however if interested, please discuss with Little Athletics SA.



CROSS COUNTRY PROGRAM (Winter Season): The Cross Country program is provided for all club members from 3-17 years of age and is hosted by a different Little Athletics club each week at various locations around South Australia. The program involves weekly competition races on Sundays (unless otherwise arranged), concluding with a State Championship. It is a great opportunity for athletes to run a distance race over different courses and terrain, which includes creeks, mud, and hills. There are no requirements for clubs with this program, other than to promote it to members, unless the club nominates to host a meet.



RACE WALKING PROGRAM (Winter Season): The Race Walking program is provided for all club members from 5-17 years of age and is delivered entirely by the South Australian Race Walkers Club (SARWC) in the Adelaide City Parklands. The program involves fortnightly competition races on Saturday afternoons, concluding with a State Championship. It is a great way for athletes to practice and work on their race walking technique in a relaxed and friendly environment. The course utilises a paved pathway through the parklands, and is not conducted on a public road. There are no requirements for clubs with this program, other than to promote it to members.



CLUB TRAININGS (Both Seasons): Clubs can choose to offer training to athletes to develop their skills for various athletics events. These trainings are delivered by coaches, usually on one or two afternoon/evenings, and helps athletes to improve their skills so that they can achieve personal best results at the weekly club meet competitions during summer season or at cross country and/or race walking meets during winter season.



STEPS TO RE-ESTABLISHING A LITTLE ATHLETICS CLUB

A guide for any interested parties to make this possible!



1

EXPRESS INTEREST & DISCOVERY MEETING

To initiate discussions, Little Athletics SA must be contacted to express interest and intent to re-establish a Little Athletics club. Contact can be made to the Club Development Manager via email at development@salaa.org.au or by contacting the office on 08 8352 8133.

Once contact has been made, a discovery meeting will be arranged for Little Athletics SA to obtain a further understanding of your plans and discuss the possible next steps. This meeting can be in person at the Little Athletics SA's offices at the SA Athletics Stadium (145 Railway Terrace, Mile End) or at an agreed external location/venue (e.g. café, school etc), or via video call (e.g. Zoom) if necessary.

As part of the meeting, the following questions will be discussed:

- Which club are you interested in re-establishing?
- Is there community demand?
- Are other people interested in helping to re-establish the club?
- Is the former venue/facility still available? If not, what other venue/facility can or will be available?
- Has the council been contacted about this? If so, are they willing to support?
- Is the club equipment still in storage and appropriate to use?
- Ideally, what month/year is your aim to commence the season?
- Is the intention to run a short or full season?
- What type of program offerings will be considered as per pages 4 and 5 of this document?
- Do you, and others, have Working With Children Checks (consent to work with children) and a National Police Check (review and assess criminal history)?

***NOTE:** Please understand that Little Athletics SA does not expect you to know the answer to all the questions listed, however the more information we are provided, the better the understanding we have to further progress discussions and provide more personalised support.*

2

SOURCE NECESSARY CLUB INFORMATION & DOCUMENTS

Once the initial discovery meeting has been complete, sourcing of information relevant to the club being re-established is necessary. This information includes:

- Constitution
- Incorporation Certificate
- Former Committee Contact Details
- Bank Accounts & Financial Records
- Asset List

Little Athletics SA will support you throughout this process and may have some of the above information that can be provided promptly. Any further information would need to be sourced by contacting the previous President or any other former committee members.

The most important information from the list is the clubs most recent Constitution. This document is a set of rules and guidelines for the management and operation of the club, which also stipulates the principles and process for the election of a new committee. This will provide an understanding of what steps need to occur to ensure the committee formation is successful.

Furthermore, confirmation of the club being an incorporated entity is also critical to ensure any future liability falls on the club, not an individual. If the club is not incorporated, an application to be incorporated must be actioned immediately through the [Office for Consumer and Business Services \(CBS\) website](#). Alternatively, if the club is incorporated, however an Incorporation Certificate cannot be sourced, a copy can be requested from CBS. To do so, visit www.cbs.sa.gov.au/associations-cooperatives, select "Request A Document" and follow the prompts accordingly. There will be a fee required to be paid at the conclusion of the application.

Lastly, having an understanding of the assets and equipment that the club possesses and the existing status of the clubs bank account(s) and finances will provide clarity of the clubs current position and determine the level of resource and/or financial support that may be required in the future.

***NOTE:** Little Athletics SA are committed to providing necessary financial support and will assess each situation independently to determine the appropriate support level required.*

3

SOURCE COMMUNITY INTEREST

To ensure a successful outcome, community interest and demand is necessary. Understanding the number of potential members is very important, however recruitment (or desire) of individuals to join the committee is also critical for the club to be operational.

To source community interest, there are a number of promotional methods that should be considered (which Little Athletics SA can also assist you with):

- Emailing previous club members.
- Creating flyers/posters and providing these electronically (and hard-copy too if possible) to all the schools and kindergartens in the area for them to share with their families. It is also recommended to provide these to the local council and local Members of Parliament (MP) to share with the wider community and put up any posters around the town/area where appropriate (e.g. community noticeboards, shopping centres etc). Lastly, flyers/posters could also be considered to be provided to local winter sport clubs.
- Promote on the clubs social media page/group.
- Promote on local community and other relevant social media pages/groups.
- Promote in local media publications (e.g. newspaper, magazines etc).

To maintain a record of community interest, Little Athletics SA strongly recommends setting up a basic online form that requests the following information:

1. Parent Name
2. Email Address
3. Mobile Number
4. Number of interested children
5. Age(s) of interested children
6. Whether the parent(s) or guardian(s) would be interested in joining the committee.

The online form can be created using any website/application. Suitable free options that could be used are Microsoft Forms, Google Forms and Survey Monkey. Ensure the link is provided to the online form on all emails, social media posts and any flyers/posters. A QR code could also be considered on the flyers/posters to automatically direct people to the form (rather than providing the whole link) and can be generated for free on www.qr-code-generator.com. In addition, it is critical that contact details such as name, email address and mobile number are provided on all promotional material to answer any questions.

Lastly, during the period of obtaining community interest, it is also important to approach any known individuals to encourage them to join the committee. Recruiting a number of people prior to the official formation of the committee provides greater likelihood that the minimum positions required to be filled will be achieved.

4

ORGANISE A SPECIAL GENERAL MEETING TO FORM A COMMITTEE

If sufficient interest is generated, a Special General Meeting (SGM) is required to officially form a committee. To organise an SGM, the clubs Constitution conditions must be adhered to, which includes ensuring that sufficient notice of the meeting is provided to all and specifies the minimum number of people needed to attend (also known as the quorum) for the meetings proceedings to be considered valid.

A date, time and location must be set and promoted, along with a call for nomination of committee roles, to all those who expressed an interest, as well as the general wider community (if desired). Little Athletics SA has job description templates for all committee roles that can be used to provide clarity of what each role entails for anyone interested. Lastly, an agenda for the SGM should also be detailed, which Little Athletics SA can provide the template for.

As per the SGM proceedings and agenda, the following will occur:

- Acknowledgement of those in attendance, as well as noting any apologies.
- Matters for discussion will occur first, which will involve providing an overview about what the future plan and intention of the club is (e.g. program offerings, season length, location etc), and providing transparency regarding the clubs current financial position. Any further matters for discussion can be included as part of the agenda and discussed.
- A matter for decision for the club to be re-established will be put to a vote. If majority is achieved, then the SGM can progress.
- To ensure the club can operate, all “Executive” committee roles (President, Secretary & Treasurer) MUST be filled first. A call for nomination per role will be requested, with each role to be moved and seconded to be officially endorsed.
- Pending success of the Executive positions, election of other committee roles will occur. These do not need to be filled for the club to progress, however is highly recommended to distribute workload and responsibilities. A call for nomination per role will be requested, with each role to be moved and seconded to be officially endorsed.
- If any committee roles has more than one nomination, then a voting election must occur.

4

ORGANISE A SPECIAL GENERAL MEETING TO FORM A COMMITTEE

- As per the Associations Incorporation Act 1985, the club **MUST** appoint a Public Officer. The Public Officer performs an important role as the central contact person for the general public and the Consumer and Business Services (CBS), and must sign most of the forms and returns lodged with CBS. This role must be fulfilled by a person over the age of 18 years and be an Australian resident. It is preferable for a person elected to the committee to fill this position. A call for nomination will be requested, with it moved and seconded to be officially endorsed. CBS must be notified by no later than one month after the SGM about the change in Public Officer.
- If necessary, a special resolution for any specific changes (e.g. updated Constitution, change in uniform etc.) can occur. Notice of any changes must be made prior to the meeting (as per the Constitutions conditions). The special resolution will be put to a vote and pending on the Constitutions conditions (e.g. majority vote, minimum of 75% etc), then the special resolution will be passed.

Following the conclusion of the SGM, minutes should be produced and distributed electronically within seven (7) days.

5

PLAN/ORGANISE CLUB ADMINISTRATION & OPERATIONS TO PREPARE FOR THE SEASON

Shortly after the formation of the committee, a meeting day/time/location and meeting frequencies (e.g. fortnightly, monthly etc) needs to be determined. Regular meetings, especially early on, are necessary to rapidly progress the planning and organising of clubs administration and operations in preparation for the season.

Below is a list of most operational tasks that the committee must complete to be prepared for the commencement of the season. These include:

- **Affiliation** – Fulfill all set requirements to officially affiliate with Little Athletics SA. This is the most important task to complete initially. Affiliate membership provides national insurance cover, as well as access to a wide range of resources, services, products, and state and national events. Affiliation is required to be completed every year, prior to each season.
- **Police Checks:**
 - Working With Children Check (WWCC) – To be on a club committee, it is a legal requirement to have a valid WWCC. To affiliate with Little Athletics SA, committee members WWCC details must be provided as part of affiliation so it is important that this is arranged as soon as possible. Additionally, for any volunteers (e.g. coaches, officials, canteen managers etc.) involved with the club, a WWCC is also required. WWCC's are valid for 5 years and are free for volunteers. More information is available at <https://screening.sa.gov.au/types-of-check/working-with-children-check>.

Individuals can apply for their own WWCC online through the Department of Human Services website. To start an application simply visit:

<https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>. On this webpage, the individual needs to complete the sections with a red asterisk (*). The role description should include the individuals title or duty and must include the name of the Little Athletics Club. For screenings(s) required, please select 'Working With Children Check', and the applicant type, select 'Volunteer' to ensure the check is free. Once finalised, click 'Start Application' and an email will be received with questions to answer – this needs to be completed in order to finish the application process.

- National Police Certificate (NPC) – A valid NPC is mandatory for the President and Treasurer of the club and the certificates must be provided as part of affiliation too. The NPC is extremely valuable in highlighting any past criminal history of individuals that the club should be aware of, which is not alerted through a WWCC clearance. The WWCC only recognises the risk that an individual has to a child, which an offence such as theft, is not deemed a risk to children and therefore, the individual would still attain a WWCC clearance as a result. The NPC is encouraged for other committee members and volunteers, but this is not mandatory and is at the clubs discretion.

5

PLAN/ORGANISE CLUB ADMINISTRATION & OPERATIONS TO PREPARE FOR THE SEASON

Individuals can apply for their own NPC and it is provided free of charge to volunteers if applying through Little Athletics SA using the Volunteer Organisation Authorisation Number (VOAN). NPC's are valid for 3 years. To apply for an NPC, please visit <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>. Individuals need to simply complete the application form (ensuring their proof of identity documents have been verified appropriately) and post them to Little Athletics SA (PO Box 146, Torrensville Plaza 5031) or drop it off at the office. Little Athletics SA will complete the VOAN section and then post the application to SAPOL on behalf of the individual.

- **Budget** – The Treasurer needs to formalise a budget that forecasts the clubs income and expenses. This must be reviewed by the committee and approved at a committee meeting.
- **Bank Account** – If the committee wishes to retain the clubs previous bank account, a decision on signatories must be made at a committee meeting and specified in the minutes. The elected signatories will then be required to authorise the change at the bank. Alternatively, the committee can elect to close the previous bank account and create a new one. A similar process applies, and any remaining funds would need to be transferred across.
- **Postal Address (PO) Box** – Same process as 'Bank Account', except PO Boxes are organised through Australia Post. There is no requirement for the club to have a PO Box, however it is highly recommended.
- **Equipment** – Conduct a stocktake of club equipment and review/update the asset list. Consider servicing and replacement of equipment if necessary. The most up to date asset list needs to be provided to Little Athletics SA for insurance cover.
- **Website & Social Media** – For any active websites and social media accounts, change of account users is required. This may need to be organised with former committee members. Once access is attained, ensure information on all sites are current and updated frequently.
- **Uniform Design & Ordering** – Any club uniform design, whether new or old, must comply with the current Little Athletics SA Club Uniform Regulation Policy, which can be viewed at <https://salaa.org.au/uniform-regulations/>. The design must also be sent to Little Athletics SA for review and formal approval. Once approved, the committee need to determine an appropriate quantity of sizes to order and place the order accordingly (can take up to 4-8 weeks). Little Athletics SA does have a preferred uniform supplier that can be provided upon request.
- **Marketing & Communication Plan** – The committee should formulate a marketing and communication plan to determine what, when and where for external promotion of the club (e.g. flyers to schools, promotional booth at shopping centres etc), as well as planning frequent communication to club members prior to and during the season.

5

PLAN/ORGANISE CLUB ADMINISTRATION & OPERATIONS TO PREPARE FOR THE SEASON

- **Source Sponsorship** – Develop a club sponsorship proposal and source financial and in-kind sponsorship from local businesses. The proposal must be reviewed by the committee and approved at a committee meeting before any approaches are made.
- **Council or School Meetings** – The President should consider establishing frequent meetings (e.g. fortnightly, monthly etc) with the premise owners (council or school) to discuss venue/facility requirements, any issues, and potential opportunities.
- **Preparing Club Program(s)** – Pending on what program(s) the club offers, these need to be thoroughly planned and organised to increase the likelihood of member recruitment and satisfaction for retention. Little Athletics SA can provide templates, resources and guidance with this. Also it needs to be determined if training will be provided and if so, how often and when?
- **Come & Try Process** – Establish a process for Come & Try that is simple and easy for new families. Provide clear information and directive through various communication channels on what they need to do when they arrive and what would be involved. Showcasing your club and creating a positive first impression and experience will increase the likelihood of converting Come & Tries into financial members.
- **Set Up Membership Registration System** – The membership registration system is facilitated through a Timing Solutions product called 'RegistrationHQ'. Prior to the season, the club is required to set up their system to enable registrations of memberships and must manage the system regularly during the season. The clubs Registrar has primary responsibility for this.
- **Set Up Recording System** – The recording system is facilitated through a Timing Solutions product called 'ResultsHQ' and works in conjunction with RegistrationHQ. The system helps the club to manage event results (if delivering the weekly club competition meets) more efficiently. Prior to the season, the club is required to set up their system to have their week by week event program scheduled and must input and review results throughout the season. The clubs Recorder has primary responsibility for this.
- **Working Bee** – The committee should arrange a date for a working bee at the club and invite other volunteers to attend and help. This will involve tidying the facilities (i.e. clubroom, canteen, equipment shed etc) to ensure the club is presentable and organised.

Little Athletics SA will provide guidance, resources and support throughout this process and offer necessary training to individuals for specific responsibilities (e.g. recording and registration system). Little Athletics SA also has developed a club-specific website called [SALAA Clubs Hub](#), which is the one stop shop for all affiliated clubs and their committee members to find any information, resources, and templates they need to support their club administration and operational duties. This website will assist significantly with successfully completing all tasks, including those above.

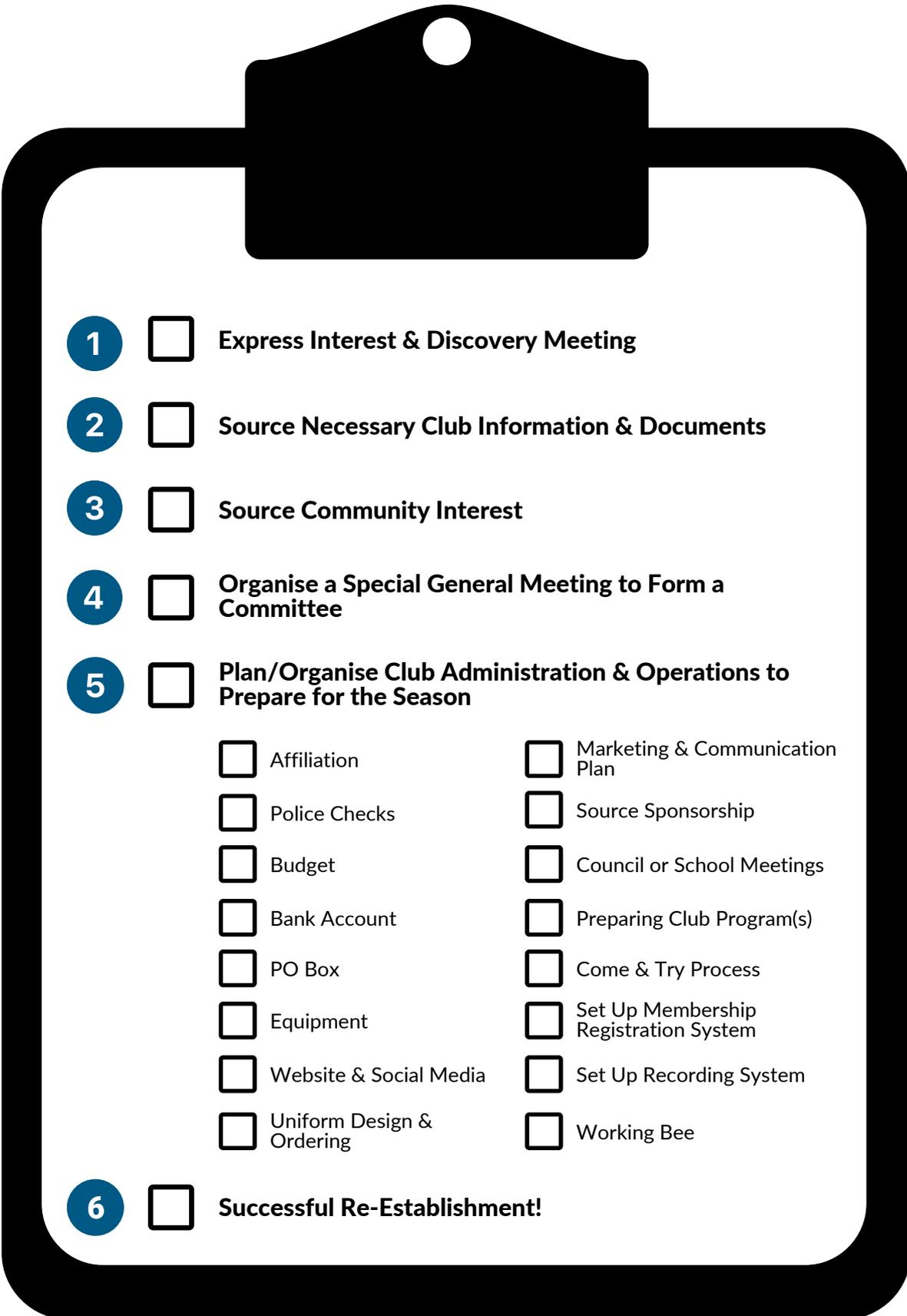
6

SUCCESSFUL RE-ESTABLISHMENT!

Once the first session or competition meet rolls around, Little Athletics SA are pleased to announce that you have successfully completed the re-establishment of the Little Athletics club. The hard work, dedication and effort is all worth it when you see the members participate and enjoy the activities that Little Athletics offers! The Association is grateful and appreciative to any volunteers who are involved in a Little Athletics club, as without you and them, this opportunity for the community would not be possible.



CLUB RE-ESTABLISHMENT CHECKLIST



1 Express Interest & Discovery Meeting

2 Source Necessary Club Information & Documents

3 Source Community Interest

4 Organise a Special General Meeting to Form a Committee

5 Plan/Organise Club Administration & Operations to Prepare for the Season

<input type="checkbox"/> Affiliation	<input type="checkbox"/> Marketing & Communication Plan
<input type="checkbox"/> Police Checks	<input type="checkbox"/> Source Sponsorship
<input type="checkbox"/> Budget	<input type="checkbox"/> Council or School Meetings
<input type="checkbox"/> Bank Account	<input type="checkbox"/> Preparing Club Program(s)
<input type="checkbox"/> PO Box	<input type="checkbox"/> Come & Try Process
<input type="checkbox"/> Equipment	<input type="checkbox"/> Set Up Membership Registration System
<input type="checkbox"/> Website & Social Media	<input type="checkbox"/> Set Up Recording System
<input type="checkbox"/> Uniform Design & Ordering	<input type="checkbox"/> Working Bee

6 Successful Re-Establishment!



Foundation of all sports!

www.littleathletics.sa.com.au