

ESTABLISHING A LITTLE ATHLETICS CLUB BOOKLET



CONTENTS

Welcome Message 2

About Little Athletics 3

What's Involved in Little Athletics? 4

Steps to Re-Establishing a Little Athletics Club 6

1.Express Interest & Discovery Meeting 7

2.Centre Feasability & Viability Proposal 8

3.Council / School Consultation 9

4.Form a Centre Establishment Committee 10

5.Source Community Interest 11

6.Special General Meeting 12

7.Apply for Incorporation 14

8.Plan / Organise Club Administration & Operations 15

9.Successful Club Establishment! 19

Club Re-Establishment Checklist20



WELCOME MESSAGE

Thank you for your interest in bringing a new Little Athletics club to your community! On behalf of Little Athletics SA, we are thrilled to welcome you and introduce you to the world of Little Athletics.

Our goal at Little Athletics SA is to expand the sport across the state, and by starting new clubs, we can give even more children the chance to enjoy the fun, fitness, and sense of belonging that Little Athletics is known for.

This booklet serves as a step-by-step guide to help you navigate the process of establishing a new club. Inside, you'll find our '9 Steps to Starting a Centre,' which offers clear, practical instructions for getting your centre up and running.

We are fully committed to supporting you throughout the entire process. Our team will be with you at each stage, offering guidance and ensuring that you reach every key milestone.

Should you have any questions or need further assistance, please feel free to reach out to us at 08 8352 8133 or contact our Club Development Manager at development@salaa.org.au. We're here to assist you!

We're excited to work together and hope this guide proves to be a valuable resource in bringing your new centre to life.

Yours truly,



A handwritten signature in grey ink, appearing to read 'SBaldas', positioned above the printed name.

Steven Baldas
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 all Little Athletics clubs affiliated to SALAA to develop children of all abilities by promoting positive attitudes and a healthy lifestyle through family, fun and fitness.

OUR VISION: Empowering our clubs to ensure their sustainability and growth for athletics to be the foundational sporting activity of choice for all 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	Reynella East
Barossa Valley	Ingle Farm	Salisbury
Campbelltown	Lyndoch & Districts	South Coast (Victor Harbour)
Coastal Districts (Brighton)	Magill	Southern (Noarlunga)
Eastern Districts (Glenunga)	Mid Coast (Tatachilla)	Southern Hills (Flagstaff Hill)
Enfield	Mt Barker	Strathalbyn & Districts
Gawler	Munno Para	Tea Tree Gully
Golden Grove	Northern Districts (Salisbury)	Torrens Valley (Birdwood Hills)
Hallett Cove	Plympton	Western (Henley)
	Port Adelaide	Woodville

REGIONAL

Riverland Region

Mannum
Mildura & Districts
Murray Bridge
Riverland: Barmera
Riverland: Loxton
Waikerie

South East Region

Bordertown
Millicent
Mount Gambier
Naracoorte & Districts
Penola & Districts

Eyre Peninsula Region

Central Eyre (Wudinna)
Far West (Ceduna)
Port Augusta & Districts
Port Lincoln
Whyalla

Yorke Peninsula Region

Adelaide Plains Giants (Pt Wakefield)
Mid North (Clare)
Northern Yorke Peninsula (Kadina)
Port Pirie

Other

Broken Hill

WHAT'S INVOLVED IN LITTLE ATHLETICS?

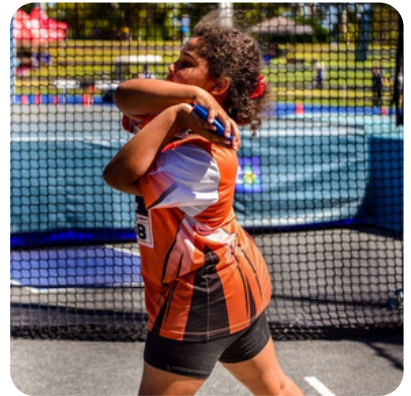
Little Athletics is a summer sport that consists of track and field events at local Little Athletics clubs and runs from September/October, right through until the end of March. The start and finish dates for each club can vary, pending on what suits the club and its members best! There is also a winter 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.

COLES 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 athlete's 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.

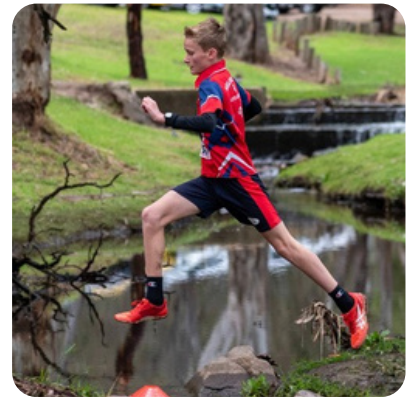


WHAT'S INVOLVED IN LITTLE ATHLETICS?

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 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 establish a Little Athletics club. Contact can be made to the Sport & 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:

- What area are you looking to start a club in?
- Is there community demand?
- Is another Little Athletics club nearby?
- Has there been a Little Athletics club in the area previously?
- Are other people interested in helping to establish the club?
- Do you or others in the community have experience with Athletics?
- What venue/facility can or will be available?
- Has the council been contacted about this? If so, are they willing to support?
- 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

CENTRE FEASABILITY & VIABILITY PROPOSAL

After initial consultation has been made with Little Athletics SA, a Centre feasibility & viability proposal will be conducted, with a focus on the following questions:

- a. Is another Little Athletics club nearby? NOTE: Little Athletics SA recommends clubs to not be within a 5km radius of each other.
- b. Is there community demand? If so, how has this been justified?
- c. Are other people interested in helping to start up the club? If so, what skillsets do they bring?
- d. What facilities are / could be available?

NOTE: Some of these questions may have been discussed in Step 1 however, will be focused on in-depth during Step 2. Little Athletics SA will guide you through this process and develop the proposal, which will be submitted to the Little Athletics SA CEO for consideration.

3

COUNCIL / SCHOOL CONSULTATION

Further on from conducting a Centre feasibility & viability study, the local council and/or local school(s) should be contacted to discuss the proposed establishment of a club. Key discussion points include:

- Potential facilities available
- Required equipment, maintenance and resources (e.g. line marking, storage shed, clubrooms)
- Council / School support

Initial consultation should be made, and Little Athletics SA can attend any meetings and provide additional support where required.

4

FORM A CENTRE ESTABLISHMENT COMMITTEE

Once it has been deemed a feasible and viable option to establish a new club, an Establishment Committee (involving 4-6 people ideally) should be formed to prepare the required information to successfully establish a club. The main tasks include:

- a. Centre Name
- b. Constitution
- c. Venue
- d. Competition Day/Time
- e. Budget
- f. Uniform
- g. Bank Accounts
- h. Postal Address
- i. Equipment

By having an Establishment Committee in charge of these tasks, it not only assists in spreading the workload amongst others, but also allows for healthy discussion to occur, instead of decisions being made by one individual.

The most important information from the list is the Constitution. This document is a set of rules and guidelines for the management and operation of the club. Although the Establishment Committee can draft their own constitution, Little Athletics SA strongly encourage the use the [Office of Recreation, Sport and Racing \(ORSR\) template](#). Little Athletics SA can assist in drafting a Constitution in consultation with the Establishment Committee.

Lastly, having an understanding of the assets and equipment that the club requires will assist with planning and budgeting requirements. Local schools, councils and community groups may have equipment that can be borrowed or donated to assist the start-up of the club.

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

5

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):

- 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 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:

- Parent Name
- Email Address
- Mobile Number
- Number of interested children
- Age(s) of interested children
- 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.

6

SPECIAL GENERAL MEETING

If sufficient interest is generated, a Special General Meeting (SGM) is required to officially form a committee.

Once a date, time and location of the SGM has been confirmed, communication must go out 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 part of the communication, the following items should be included:

- SGM Agenda
- Job Descriptions for committee roles
- Club Constitution

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). Any further matters for discussion can be included as part of the agenda and discussed.
- A matter for decision for the club to be established will be put to a vote. If majority is achieved, then the SGM can progress.
- A matter for decision for the club Constitution to be passed will be put to a vote. If majority is achieved, the Constitution is endorsed.
- 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.

6

SPECIAL GENERAL MEETING

- 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.

Following the conclusion of the SGM, minutes should be produced and distributed electronically (e.g. email) within seven (7) days to those who attended the meeting (including apologies) and to Little Athletics SA.

7

APPLY FOR INCORPORATION

Incorporation is a voluntary, simple and inexpensive means of establishing a legal entity, separate from the individual members. Incorporating separates the individual person (member) from the entity. Incorporation makes the group (body) a single entity with certain rights and legal protections, as well as some additional obligations.

This step is crucial in establishing the club and must be done as soon as possible, after the SGM has occurred and a Public Officer has been appointed. Obtaining a certificate of incorporation is also a requirement to affiliate with Little Athletics SA.

For guidance on how to become an Incorporated Association, please [click here](#). You will need to have the following available;

- Your club's Constitution
- The completed [Association Rules Checklist](#)
- Application fee

The website will step you through the process by clicking the start now button.

You will need to include information such as;

- Applicant details
- Purpose of the Association – for this application, include “for the purpose of promoting Little Athletics as a foundation sport in South Australia”
- Select (d) as the Association eligibility
- Complete the details for financial books and Public Officer and other details required
- Upload the Constitution and completed checklist
- Follow through the summary review and process to payment to finalise the application.

Once lodged, a confirmation email and receipt of payment should be received. A certificate of incorporation will be issued once the application is approved and is generally expected to take about 14 days. You may be contacted by the CBS to amend the Constitution and/or provide further information.

Once received, the incorporation certificate should be kept secure by the club. Little Athletics SA must be notified and provided with a copy of the certificate.

8

PLAN / ORGANISE CLUB ADMINISTRATION & OPERATIONS

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:
 - o 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 asterix (*).

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.

8

PLAN / ORGANISE CLUB ADMINISTRATION & OPERATIONS

National Police Certificate (NPC) – A valid NPC is mandatory for the President, Treasurer & Accredited Coach 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.

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 20, Hilton Plaza, Hilton 5033) 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 – The committee will need to create a bank account for the club. 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 account at the bank. NOTE: The club will need to be incorporated to open a bank account.
- Postal Address (PO) Box –PO Boxes are organised through Australia Post. There is no requirement for the club to have a PO Box, however it is highly recommended. Arranging a PO Box is done in-store and you may be required to provide documents such as signatories decided by the club, incorporation certificate and bank statements. The local post office will guide you through this process.
- Equipment – Given the club is new, there will be minimal equipment to begin with. Depending on the situation of the club, agreements may be made with local schools/community groups to use equipment and assist the club in getting started. An Asset list will need to be created to indicate what equipment the club owns and purchases, which is also important for insurance coverage. Little Athletics SA can provide a template for the Asset List and will support the committee in identifying equipment needs.

8

PLAN / ORGANISE CLUB ADMINISTRATION & OPERATIONS

- **Website & Social Media** – It is strongly encouraged that the club has a public Facebook page, which is a great tool for promotion and communicating to current and potential members. Other social media platforms such as Instagram, TeamApp and WhatsApp. Once affiliated, Little Athletics SA will provide your club with your own website login details for the committee to set up. It is important to ensure information on all sites are current and updated frequently. Furthermore, Little Athletics SA will create an Office 365 account for your club, which includes an official SALAA email address. This email address will be the main contact address for all major communication between Little Athletics SA and the club.
- **Uniform Design & Ordering** – Any club uniform design 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.
- **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)** – Depending 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. The club will also need to determine 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 directives 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.

8

PLAN / ORGANISE CLUB ADMINISTRATION & OPERATIONS

- **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). Coaching resources and training can also be provided to assist with the development of athletes and volunteers at the club.

Little Athletics SA also has developed a club-specific website called Centre Resource Centre, 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.

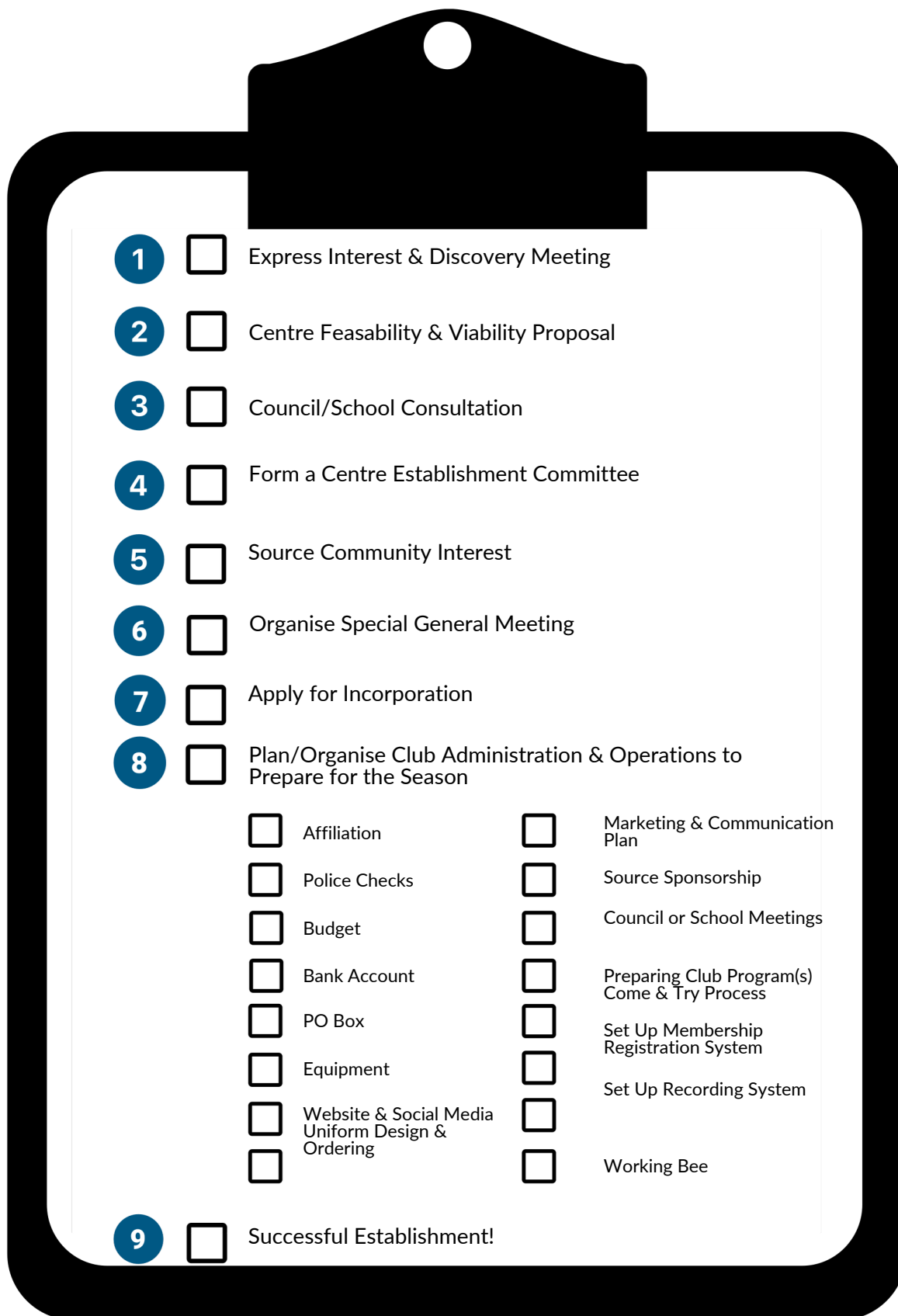
9

IT'S GO TIME!

Once the first session or competition meet rolls around, Little Athletics SA are pleased to announce that you have successfully completed the establishment of a new 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 ☐ Centre Feasability & Viability Proposal

3 ☐ Council/School Consultation

4 ☐ Form a Centre Establishment Committee

5 ☐ Source Community Interest

6 ☐ Organise Special General Meeting

7 ☐ Apply for Incorporation

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

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

9 ☐ Successful Establishment!



Foundation of all sports!

<https://salaa.org.au>