

**NEW ZEALAND CHILDRENS ATHLETIC ASSOCIATION  
INCORPORATED**

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**ADMINISTRATION BY-  
LAWS & GUIDELINES**

These guidelines are intended to be helpful to members of the Administration Committee. The lists are by no means exhaustive and should be read in conjunction with the New Zealand Children's Athletics Association's Constitution.

# NEW ZEALAND CHILDRENS ATHLETIC ASSOCIATION INCORPORATED

## 1 ADMINISTRATION COMMITTEE

- (a) Composition - see Constitution par 8(a)
- (b) Functions - see Constitution par 8(b) and 7.3(a).
- (c) Meetings: The Committee should meet:
  - (i) prior to the Easter Executive Meeting
  - (ii) on the Friday evening prior to the Annual Meeting
  - (iii) at other times if required.

At these meetings, the Committee should formulate recommendations, where necessary, to put before the Executive. The Committee should receive briefings from the Treasurer, or Secretary/Treasurer, concerning budgeting and finance.

## 2 DUTIES OF THE PRESIDENT

### (a) Colgate Games

- To ensure preparations are made on schedule by the Local Organising Committee, using the scheduled reports from the Competitions Committee (See Clause 8 [B]) and the Local Organising Committees.
- To attend the North & South Island Games where possible and the Administration Committee shall discuss and approve accommodation and travel arrangements at the Annual General Meeting each year.
- To participate in Opening Ceremonies and Presentations when required.
- To represent the Association to the media if the situation arises.

### (b) Inter-Provincial Event

- To ensure preparations are made on schedule by the Local Organising Committee, using the scheduled reports from the Competitions Committee (See Clause 8 [B]) and the Local Organising Committee.
- To attend the Inter-Provincial Event. NZCAA will pay fares and reasonable accommodation costs.
- To participate in the Opening Ceremony.
- To officiate at the Presentations on the Sunday evening.

### (c) Easter Executive Meeting

- To convene a Meeting of the Administration Committee during the Easter weekend and prior to the Executive Meeting itself.
- To work with the Secretary or Secretary/Treasurer to prepare an agenda beforehand.

- To chair the Executive Meeting.
- To ensure that resolutions are carried out.

**(d) Annual Meeting**

- To convene a Meeting of the Administration Committee, prior to the Annual Meeting, on the Friday evening.
- To work with the Secretary or Secretary/Treasurer to prepare an agenda beforehand.
- To arrange for any visiting speakers, reports, discussion papers etc.
- To chair the Annual Meeting
- To ensure that resolutions are carried out.

**(e) General**

- To welcome delegates to Executive Meetings and to assist new delegates in particular.
- To ensure the Association pursues its objects.
- To keep in touch with Athletics New Zealand and NZSSAA affairs, particularly as they affect children's athletics.
- To work closely with the Association's sponsors, to ensure mutual benefit for both organisations.

**3 DUTIES OF THE VICE-PRESIDENT**

- To stand in for the President when necessary.
- To assist in general administration, while preparing for a possible term as President.

**4 DUTIES OF THE SECRETARY**

- To carry out the duties listed in the Constitution.
- To assist in the preparation of agendas, etc.
- To keep Administration Committee members informed about correspondence, and other developments.

**5 DUTIES OF THE TREASURER**

- To carry out the duties listed in the Constitution.
- To assist in the preparation of budgets etc.
- To keep Administration Committee members informed about finances.

**6 DUTIES OF THE SECRETARY/TREASURER**

(If Appointed)

- To carry out the duties listed in the Constitution.
- To assist in the preparation of agendas, budgets etc.

- To keep Administration Committee members informed about correspondence, finances and other developments.

## **7 DUTIES OF THE ACCOUNT SIGNATORY**

- To sign cheques for the Secretary/Treasurer, after receiving an explanation or perusing the accounts.
- To examine the cashbook, bank statements, cheque books, deposit books etc at any time the signatory deems appropriate.
- To immediately inform the President of any suspected discrepancies or deficiencies.

Note: The Account signatory must reside in the Treasurer's Centre or Secretary/Treasurer's Centre

## **8 FURTHER SUB-COMMITTEES**

### **A TECHNICAL COMMITTEE**

- (i) A Committee of three Members are to be elected from nominations received from Centres Children's Committees, 40 days before the AGM, and circulated to Centres Children's Committees 30 days before the AGM.
- (ii) Such persons will serve a term of three years with one retiring by rotation each year, the retiring member will be entitled to stand for re-election.
- (iii) The Committee to continuously review the NZCAA Constitution, By-Laws and Competition Rules etc. bringing any suggested amendments to the Association's Annual General Meeting.
- (iv) To set the Technical Specifications for all Track and Field Events for Grade 7 to Grade 14 Girls and Boys belonging to clubs affiliated to Athletics New Zealand.
- (v) To bring to the NZCAA AGM a review of changes made to IAAF Rules (when applicable) that will effect Children's Athletic Competition.
- (vi) Oversee the delivery of the NZCAA Technical Instruction Sheets, the NZCAA Result Sheets and the NZCAA 5 Star Awards Scheme.
- (vii) To work with the Competitions Committee, regarding the Technical details for the Colgate Games and the Easter Inter-Provincial Teams Meeting.

### **B COMPETITION COMMITTEE**

- (i) The Members (and the number of Members) of this Committee are to be recommended by the Administration Committee, from persons forwarding expressions of interest to the Secretary 40 days prior to the AGM, to the Executive and require majority approval by those entitled to vote.
- (ii) Such persons shall serve a term of three years with one (or more, if more than three on the committee), retiring by rotation each year, the retiring members shall be entitled to stand for re-election.
- (iii) The Committee to oversee in a governance capacity, the North Island Colgate Games, the South Island Colgate Games and the Easter InterProvincial Teams Meeting.
- (iv) To work with the Local Organising Committees to ensure that all aspects of these meetings are carried out, to the standard required by both the Sponsor(s) and NZCAA.

- (v) To monitor the progress by the Local Organising Committee and the Competition Committee using the agreed “templates” towards the successful staging of all aspects of the Games.
- (vi) To arrange the supply of the “awards” for Presentation.
- (vii) To arrange the supply of the ‘standard’ souvenirs for sale
- (viii) To provide the Meeting Programme, arrange supply of the printed programmes and ensure the Electronic Timing, Control Room Personal and the appropriate Senior Officials are appointed.
- (ix) Keep the Administration Committee up to date with progress

**(C) ORGANISING COMMITTEE – PACIFIC SCHOOL GAMES**

- (i) The Members (and the number of Members) of this Committee are to be recommended by the Administration Committee, from persons forwarding expressions of interest to the Secretary 40 days prior to the AGM, to the Executive and require at least majority approval by those entitled to vote.
- (ii) The Committee shall consist of personnel to cover the following areas.

- Overall Team Manager
- Overall Coordinator
- Travel
- Accommodation
- Sponsorship
- Finance
- Clothing Etc.

- (iii) All financial transactions to be handled by the NZCAA Treasurer, as required by the NZCAA Constitution.
- (iv) A full report of progress shall be presented at the appropriate AGM and a final written report be presented to the AGM following the Games.

**D PROCEDURE FOR SELECTION OF A TEAM TO THE PACIFIC SCHOOL GAMES**

The following procedure will be used regarding the call for nominations, selection and notification of Members of a Team for the Pacific School Games

- (i) The NZCAA Selection Panel, via the NZCAA Secretary, shall circulate a set of standards to all Centres Children’s Committee at the appropriate time and call for nominations through the NZCAA Secretary, giving a closing date.
- (ii) Selection of the Team, after receiving nominations by the date required, shall be made by the NZCAA Selectors.
- (iii) Notification (including the events selected for) of the Team Members to be made in writing by the NZCAA Secretary. A letter is to be mailed at the same time to the un-successful applicants.

The following procedure will be used regarding the call for nominations, selection and notification of Team Managers for the Pacific School Games

- (i) The Overall Team Manager to be elected at the appropriate NZCAA Annual General Meeting or Easter Executive Meeting after receiving nominations, complete with a C.V’s by the date required.

- (ii) The number of Assistant Managers required will be decided by the Administration Committee, in conjunction with the Overall Team Manager.
- (iii) Any Member of the Administration Committee, nominating for an Assistant Manager Position, cannot be involved in the selection process. If there are less than 5 Members of the Administration Committee eligible to be involved in the selection process, other experienced Members of the Executive not nominating, shall be co-opted to bring the number to 5.
- (iv) The Administration Committee, in consultation with the Overall Team Manager, after receiving nominations complete with C.V's, by the date required, appoint the Assistant Managers.
- (v) Notification of the appointment of Assistant Managers to be made in writing by the NZCAA Secretary. A letter to be mailed at the same time to the un-successful applicants.