SA MASTERS ATHLETICS INC

BY-LAWS TO SUPPORT THE CONSTITUTION

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INTRODUCTION

This formal set of documents outlines both our overall policies and the way we run our Club. In addition, the two guidelines at the end of the document, describe further how we operate.

Updated 2026

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SAMA BY-LAWS

BACKGROUND

The following clause in the South Australian Masters Athletics Incorporated (SAMA) Constitution states:

9. Powers of the Committee

(1) The affairs of SAMA are managed by the Committee, which has the following powers:

> *(g) To make By-Laws, which may be affirmed, amended or rescinded by the members in General Meeting.*

The following By-Laws made under this clause of the Constitution include previously adopted Policies as well as many operating protocols that require formalisation. SAMA will from time to time need to add to these By-Laws.

Clarification of the power of By-Laws

The Committee will use By-Laws as rules by which they will run the Club and its activities. However, there may be circumstances where it is reasonable to provide temporary exemptions to over-ride the By-Laws. The exemptions can be approved by the Club President or Secretary. These personnel may consider that a committee 'quorum' at the time be raised for approvals. Exemptions must be recorded in the next committee meeting minutes, where the by-law in question would be reviewed.

Members are to comply with all SAMA By-Laws. Disputations in specific circumstances can be raised with the Club President or Secretary, for a temporary or permanent review.

Promoting these By-Laws

Our Club will:

- Ensure these By-Laws are easily accessible via our website for members, volunteers and guests.

Non-compliance

SAMA members will uphold these By-Laws and any non-compliance will be managed according to the following process:

- Members and/or guests should notify the committee of any breaches of these B-Laws.
- A committee member shall provide an explanation of the policy/ rule to the person/people concerned, including the section of policy not being complied with.
- Continued non-compliance with the policy should be managed by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

Review

These By-Laws will be reviewed annually to ensure they remain relevant to Club operations and reflect both community expectations and legal requirements.

Guidelines described in the General Appendix indicate additional ways the Club operates. Variations from the guidelines can take place providing the 'non-compliance' is fed back to the committee at the next committee meeting.

1. MEMBERSHIP FEES

The committee determines the subscriptions for membership, subject to the approval of the members in General Meeting.

The prescribed fees from 1 October 2026 are:

Annual Renewal fees	
Ordinary Membership	$30
Life Membership	Nil
Associate Membership	Nil

A member whose subscription is in arrears ceases to be a member but may be re-instated on payment of outstanding fees. In October each year members who have not paid their subscription for the current year will be removed from the current membership database but will be retained in the database for the purpose of newsletter distribution.

Non-members over 30 years of age who sign waiver forms and agree to abide with the Club directions and By-Laws will be expected to join our Club after competing up to three times in each season unless they are visiting or have membership in another state.

2. CHAMPIONSHIP COMPETITION

All SAMA Championships shall be conducted in accordance with the rules of SAMA and where not covered, those of Australian Masters Athletics (AMA), World Masters Athletics (WMA) and World Athletics (WA), and while events may be combined athletes will compete in five-year age groups.

All athletes competing in SAMA Championships must be current financial members of SAMA, Athletics SA (ASA) or another Masters Club by invitation (in winter non-members may run in championship events but do not qualify for awards). Members of interstate or overseas Masters Clubs will not displace SAMA or ASA athletes in the placings, but will receive the equivalent duplicated placing.

All run and walk Championship events will be 'scratch' events. In running events, competitors must make a genuine effort to run and do so over the majority of the distance.

In track events longer than 1500m, the Competition Director/Coordinator may restrict competitors to the two outer lanes if he/she considers other events will be unduly delayed by allowing the remaining competitors to use the inside lanes.
In throwing events, large numbers may warrant allocation of competitors into smaller groups and the program timing may be adjusted to facilitate this.

For Jumps and Throws, no competitor will be allowed to enter the competition after the commencement of the fourth round. Competitors who need to leave during an event may compete out of turn for that round. On return, athletes may only continue at the round in progress (but may do so in that round even if their normal position in the round has passed).

An athlete shall compete in the age group for which they qualify on the day of a championship. This differs from the practice at most Championships and Masters Games where the age is counted on the first day of competition (or the end of the year in question). In the case of the SAMA T&F Championships, they are spread over several weeks so it is fairer to take the age on each individual day of competition.

Championship entry shall not be subject to any prior achievement or qualifying standard.

3. COMPETITION CANCELLATION

In general terms SAMA will always run a programmed competition (summer and winter). Rain never stops a meet and competition will still occur during storms. However, SAMA will delay competition during severe downpours, hail, lightning or exceptionally strong winds (where there is danger of falling tree branches). Field events and sprints at the track may be cancelled for safety concerns in heavy rain. If conditions deteriorate markedly during competition already underway (e.g. due to air pollution or sustained storms) SAMA would cancel the remaining events.

The only reasons SAMA would cancel competition in advance is for extreme predicted temperatures according to our Extreme Weather Policy – by-Law 18.

4. ADVERTISING

Advertising in the SAMA newsletter or on the SAMA website is not generally accepted but if someone offers our members a benefit (athletic related) at a discount it can be advertised. This will only occur once unless a contract for a period of time has been entered into. In addition, ongoing discounts would be listed in each newsletter.

5. LIFE MEMBERSHIP

Life membership is an honour given to members of SAMA who have performed exceptional service to the Club over a period of at least 10 years. Total numbers of living Life Members will not normally exceed 5% of the Club's membership.

6. WINTER PRIZES

Prizes are given for all races conducted on a designated prize week. To be eligible for a prize a competitor must be a financial member of SAMA, have completed the race and not been disqualified.

The number of prizes is determined by the number of SAMA member entrants in each race.

- one to three entries one prize
- four to seven entries two prizes
- eight or more entries three prizes

If a prize winner has left prior to the presentation the prize will be saved for that person. The exceptions to this are when prizes are awarded on the day of the Annual General Meeting (AGM) and/or the Winter Presentation. In these cases, the winner of a prize must

attend the function. Competitors (first time or members returning from illness/injury) using their own estimated handicap time are not eligible for prizes.

7. RECORDS

State Age Group (SAG) Records

- Any member of SAMA or ASA may set records
- All events in which records are set must be scratch events.
- For non-track events, courses must be accurately measured.
- One watch is sufficient for a SAG record. However, any strange looking results should be verified.
- For length measurements in jumps and throws, an official must verify the distance.
- Long and Triple Jumps must have a take-off board judge.
- For events 2km and over the correct number of laps must be verified.
- Walks must be judged and the competitor verified as not disqualified.
- Normally records are not accepted from Regional Masters Games.
- Track times are rounded up to 1/10th second.
- Road times are rounded up to one second.
- Jumps and throws are rounded down to the nearest centimetre.

National records

Requirements for National Records are the same as for SAG records except as follows:

- As much paperwork as possible should be collected to support an application.
- Electronic timing must be used for all distances up to and including 800m. A print of the photo finish is required.
- Three watches are required for distances above 800m if electronic timing is not available.
- A minimum of three competitors.
- Wind readings for sprints (200m or less), long jump and triple jump – max +2.0m/s.
- For throws, implements are required to be measured for weight and length. These measurements are to be certified by an appropriate technical officer.
- Length measurements for jumps and throws must be validated with a steel tape. Two people must verify the distance.
- Jumps must have a take-off board (preferably plasticine) and judge.
- Lap record sheets are required for events 2km and over. No more than four runners or six walkers per lap-scorer.
- Walks must be judged by a minimum of four judges and the competitor verified as not disqualified.
- The maximum variation in distance for a road circuit is 0.1% (i.e. 10m in 10km). An Association of International Marathons and Distance Races (AIMS) certificate less than five years old is required.

World records

Requirements for World records are as for National records with the additional need for:

- Proof of age (e.g. a copy of the applicants' birth certificate or passport).
- Ideally six walk judges (minimum of four including one at A grade).
- Referees confirmation that all statements are correct.
- Photo finish and Zero Control Test Image for all races of 800m and under.
- Names and signatures of three field judges for field events.

- Wind readings for the combined events. The **average** speed shall not exceed plus 2m/s. (Based on the sum of the wind velocities, as measured for each individual event, divided by the number of events).
- Complete race results.

Only records set at World Masters Athletics meetings do not require a form to be submitted.

8. UNIFORMS

The Club uniform consists of a top in red, royal blue, gold and white as shown (singlet or T-shirt), together with navy blue or black bottoms.

Crop tops in royal blue with red, white and gold may also be worn. SAMA encourages members to wear the uniform in all SAMA and other competition, but it is only mandatory in AMA National Championships.

9. WHO CAN COMPETE WITH SAMA?

The following categories of people can compete with SAMA:

- SAMA Members and other Masters Clubs' members
- Members of ASA
- Others over 30 years who sign waiver forms and agree to abide with the Club directions and By-Laws. These competitors will be expected to join our Club after competing up to three times in each season unless they are visiting.
- Others over 18 years and less than 30 years who sign waiver forms and agree to abide with the Club directions and By-Laws.
- Under 18s (10 years and over) with a parent or guardian present. Limits on distances and equipment apply for under 18 juniors (refer to table). Parents or guardians must sign waiver forms and agree to abide with the Club directions and By-Laws.

Note: Summer championship events will be for financial members of SAMA and ASA only (eligible participants can join on the day). Members of interstate or overseas Masters Clubs can compete but will not displace SAMA or ASA athletes in the placings.

Only SAMA members are eligible for prizes and trophies.

Wherever possible SAMA will arrange for juniors/non-members to compete in separate heats.

Limits on events, distances and equipment for under 20-year-olds

Age	Javelin Boys/Girls		Shot Boys/Girls		Discus Boys/Girls		Hammer	Weight	Triple Jump	Long Jump	High Jump	Max Distance
10	No	No	No	No	No	No	No	No	No	No	No	3000
11	No	No	No	No	No	No	No	No	No	No	No	3000
12	No	No	No	No	No	No	No	No	No	No	No	5000
13	No	No	No	No	No	No	No	No	No	No	No	5000
14	No	No	No	No	No	No	No	No	No	No	No	5000
15	700	600	4	4	1	1	4	4	OK	OK	OK	10000
16/17	700	600	5	4	1.5	1	5	4	OK	OK	OK	10000
18/19	800	600	6	4	1.75	1	6	4	OK	OK	OK	No Limit

Distances may be reduced by SAMA officials if weather conditions suggest its necessity and specifically when the temperature reaches 32 degrees - no under 10-year-olds may compete and at 36 degrees - no under 15-year-olds may compete.

10. MEMBER PROTECTION POLICY

Purpose

The objective of the SAMA Member Protection Policy is to maintain responsible behaviour and ethical and informed decision-making by participants in this Club. The policy informs everyone involved in SAMA of their responsibilities and the standards of behaviour that are required. It forms a framework policy for most of SAMA's other policies.

Scope and extent

The policy applies to everyone participating in SAMA's activities including members and volunteers. It covers decisions, compliance with other SAMA policies and behaviour at competition, meetings and social events organised or sanctioned by SAMA. In particular it covers any behaviour that brings or is likely to bring SAMA or the sport into disrepute and where there is suspicion of harm towards a child.

Club Responsibilities

SAMA will:

- implement, comply with and promote this policy to everyone participating in SAMA's activities;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under this policy promptly, fairly, and confidentially.

Individual Responsibilities

Everyone associated with SAMA must:

- comply with the standards of behaviour outlined in all SAMA policies;
- treat others with respect;
- be responsible and accountable for their behaviour;
- follow the procedures outlined in this policy if they wish to make a complaint or report a concern about discrimination, harassment, possible child abuse or other inappropriate behaviour.

Risk Management

SAMA has a risk management strategy covering all aspects of SAMA activities.

Code of Conduct

SAMA has a Code of Conduct that specifies standards of conduct and care.

Protection of Children
SAMA has a Child Safe Environment Policy and is committed to the safety and wellbeing of all children and young people accessing our services.

SAMA requires that all under 18s attending SAMA events, meetings and competition are accompanied and supervised by a parent or carer, who must agree to the conditions specified in the Under 18 Waiver of Appendix 4 in the SAMA Risk Management Plan.

SAMA requires that members or other persons taking photographs or videos at SAMA events, wherever possible, should obtain permission from a child's parent/carer before taking an image of a child that is not their own and ensure that the parent knows the way the image may be used.

Suitable Employees and Volunteers
SAMA will ensure that the Club takes all reasonable steps to ensure that it engages people who are suitable and appropriate for participation in SAMA activities.

Anti-harassment and Discrimination
SAMA opposes all forms of harassment and discrimination as set out in the SAMA Anti-Harassment and Discrimination Policy.

Complaints
SAMA takes all complaints about inappropriate behaviour seriously:

- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what has been alleged in the complaint and have the opportunity to give their side of the story;
- decisions will be unbiased and fair;
- any penalties imposed will be fair and reasonable.

More serious complaints may be referred to our State and/or National body.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then SAMA will report the alleged unlawful behaviour to the police and/or relevant government authority.

Complaint Handling Process
When a complaint is received by SAMA, the person receiving the complaint will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- explain the different options available to help resolve the problem;
- maintain confidentiality as far as is possible;
- if considered appropriate, ensure that a Confidential Record of Complaint is completed (Attachment 1).

Once the complainant decides on their preferred option for resolution, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:

- bringing all the people involved in the complaint together to talk through the problem (this may include external mediation);

- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from or referring to our State and/or National body or an external agency.

Disciplinary Measures
SAMA may take disciplinary action against anyone found to have breached its policies or made false and malicious allegations. Any disciplinary measure imposed must:

- *be fair and reasonable;*
- *be based on the evidence and information presented and the seriousness of the breach.*

Appeals
The complainant or respondent can lodge an appeal against the decisions of, or disciplinary measures imposed by our Club, to our State and/or National association.

Attachment 1: CONFIDENTIAL RECORD OF COMPLAINT

	□ Over 18 □ Under 18	Date Received: / /
Complainant's Name		
Complainant's contact details	Phone: Email:	
Complainant's role/status	□ Administrator/Official □ Parent/carer □ Athlete □ Spectator □ Coach □ Employee □ Other	
Respondent's Name		
Respondent's role/status	□ Administrator/Official □ Parent/carer □ Athlete □ Spectator □ Coach □ Employee □ Other	
Location of alleged issue		
Nature of complaint (Can tick more than one box)	□ Harassment □ Discrimination □ Physical abuse □ Verbal abuse □ Bullying □ Child abuse □ Other	
Description of alleged issue		
What information is Provided		
Resolution procedures followed		
Finding		
Resolution		
Completed by	Name: Position: Signature: Date / /	
Signed by:	Complainant: Respondent:	

11. CODE OF CONDUCT

All members of SAMA, together with officials and visitors present at SAMA competition, are expected to conduct themselves in a proper and professional manner so as to not bring themselves, SAMA or the sport into public disrepute or censure.

As a responsible participant in SAMA activities you will:

- Respect the rights, dignity and worth of every athlete and child competing with SAMA, coach, official and others involved in SAMA's activities, and treat everyone equally.
- Understand that discriminatory, offensive and violent behaviour is unacceptable and that complaints will be acted upon.
- Uphold the same values of sportsmanship off the field as you do when competing.
- Cooperate fully with others involved in the sport such as officials, volunteers, team managers and sports trainers, in the best interests of yourself and other participants.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time.
- Respect officials' decisions.
- Never argue with an official. If you disagree, have a SAMA committee member approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and other competitors and deliberately provoking an opponent are not acceptable or permitted behaviours.
- Show appreciation for volunteer officials and administrators.
- When acting as an official, be consistent, objective and courteous when making decisions.
- Ensure the safety of children competing with SAMA as outlined in the SAMA Child Safe Environment Policy.
- Observe the Club Rules to prevent injury to SAMA members and the general community and to avoid claims of negligence and limit liability on the part of SAMA.
- Avoid destructive behaviour and leave athletics venues as you find them.
- Report any suspected misconduct to a SAMA committee member as soon as possible.
- Understand that a breach of this Code or any other SAMA policy could lead to disciplinary action by SAMA.

12. CHILD SAFE ENVIRONMENT POLICY

Purpose

Every child and young person has a right to be safe from harm at all times. The wellbeing and best interests of children and young people (under18 years) are the responsibility of the entire community. As members of the wider community, we must act to ensure that every environment where children and young people are present is safe.

Child protection legislation in South Australia aims to ensure that all children are safe from harm and are cared for in a way that allows them to reach their full potential. Both the Children and Young People (Safety) Act 2017 (Safety Act) and the Child Safety (Prohibited Persons) Act 2016 (Prohibited Persons Act) contain obligations for people who work or volunteer with children.

As SAMA does not hold events for, work with or provide services or activities (including coaching) with a significant membership of, or involvement by children and young people,

and the attendance of children occurs incidentally or is not reasonably expected to occur, SAMA is not captured by the legislation for Child safe environments.

Whilst SAMA does not provide a service or undertake an activity that constitutes child-related work under the Child Safety (Prohibited Persons) Act 2016, this policy reflects our commitment to provide a safe environment where all children and young people are treated with respect and are protected from harm.

Scope
This policy applies to all people involved in the organisation, including:

- employees (permanent and casual)
- members
- volunteers
- any other individual involved in or with this organisation

Children's participation
Whether a child is accompanied or not does not negate an organisation's requirement to provide a child safe environment.

SAMA encourages and respects children and young people who participate in our events. We listen to and where possible act upon any concerns that children, young people or their families raise with us.

All children attending events, meetings or competition organised by SAMA have a right to feel and be safe at all times.

Reporting and responding to suspected child abuse and neglect
SAMA will not tolerate incidents of child abuse or neglect. Members, employees and volunteers must be aware of their duty to report any suspicion that a child or young person is at risk to the Child Abuse Report Line on **13 14 78** as soon as practicable, and to take other measures to establish, promote and ensure child safe and child friendly environments.

In addition to making a report to the Child Abuse Report Line, any incident must be reported to the President or other committee member of SAMA if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

In response to any report concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

Communication
SAMA will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

13. DISABILITY POLICY

SAMA supports the right of people with disabilities to be involved in all facets of masters athletics.

- SAMA will ensure that people with disabilities are afforded reasonable opportunity to participate in mature age athletics.
- All employees and volunteers of SAMA shall, within their areas of responsibility, take reasonable steps to remove any barriers which exist to programs and services in the physical, social, and virtual environment.
- People with disabilities who require services or adjustments have a responsibility to provide timely and appropriate information which assists SAMA to fulfil its obligations.
- Where help specific to the needs of the individual is required, then SAMA would expect that a carer would provide that help.

Note: The decision to include disabled competitors will not over-ride safety considerations. This is particularly relevant for wheelchair or frame-running inclusion amongst runners or walkers. This is only to take place where the Competition Director/Coordinator considers that the combined event has enough personnel available to monitor the safety aspects of the event (especially at the finish line where there are many congregated people).

14. CRISIS MANAGEMENT POLICY

Background

From time-to-time emergency or crisis situations may occur at a SAMA event. These may be simple situations or as distressing as the death of an athlete, official or spectator, or could involve extreme weather conditions that disrupt the event. SAMA has the responsibility to manage such situations (including effective communications), to ensure the safety of all other competitors, officials and spectators, and to ensure the situation results in the least disruption to the majority and the event.

Some emergency or crisis situations will automatically necessitate the involvement of local emergency services, who may be the primary incident manager. Nevertheless even where local emergency services are involved, management of an emergency or crisis is still required.

These SAMA crisis management guidelines assume that:

- relevant emergency services, Police, First Aid, and Ambulance etc. have been contacted where and as appropriate
- there is ongoing liaison with relevant local emergency services where necessary, and
- the requirements of local emergency services have been considered when following these guidelines.

Initial action

- Verify the accuracy of information and obtain all relevant details relating to the incident.
- Determine what information is to be shared, and with whom.
- Relay information of the emergency to the Competition Director/Coordinator as soon as possible.
- Schedule a meeting of key personnel as soon as possible.

Points to consider should include:

- management of the situation that will result in the least disruption to the majority whilst respecting those most closely involved. Continuation as scheduled may occur provided due consideration has been given to:
  - safety
  - respect for those closely involved
  - the number of others affected, and
  - the time of the emergency within the event program, i.e. day-one, lay day, closing ceremony, etc.
- the necessity to advise all present at the event of the situation
- whether or not rescheduling, postponement or even cancelling of events is necessary
- the ongoing safety of those present, and
- the need for a press release.

Roles

Competition Director/Coordinator – with assistance from the SAMA Committee

- To convene a meeting with key personnel this should include the First Aid Officer and may include relevant officials and members of the SAMA committee.
- To inform family members, team manager, and if deemed appropriate, all present at the event, of the situation.
- To appoint a designated spokesperson to be the sole point of contact should the media be involved. Where a press release is proposed all key personnel should view and be aware of its contents prior to its release.
- To liaise with the family and advise athletes and officials if a special ceremony of respect is to be held.
- If possible and appropriate, to provide counselling for family, fellow athletes, officials and others involved in the incident where required.
- Where appropriate make available a "crisis area or room" which should have an official continually present to respond to enquiries.
- To keep sponsors informed if any major changes are necessary.
- To compile signed documentation of the incident from everyone involved.
- To collect and secure all equipment and materials involved in the incident.
- To contact insurance providers if relevant.
- To make any mandatory notifications if required.
- To prepare a post-incident report for the SAMA.

First Aid Officer

- To ensure that adequate measures are taken to avoid any further dangerous situation.
- To make a written report if the emergency arose under the officer's jurisdiction to allow safeguards to be put in place for the future.

15. PRIVACY POLICY

Policy statement

SAMA respects the confidentiality and security of your personal information and is committed to its protection in all circumstances. SAMA only collects such personal information as is necessary to promote your participation in events and to communicate with you.

By completing a membership application form you consent to our use and disclosure of your personal information as outlined. If the information requested on the membership application form is not provided, SAMA may not be able to complete your registration.

Policy support

- SAMA holds information such as:
  - contact and personal information details
  - health information where relevant
  - financial information (membership fees)
- The main purposes for which SAMA uses this information are:
  - organising competition, including age graded competition
  - in case of emergencies during competition
  - sending member's Club information
  - sending member's information about pending local, state and national competitions
  - informing the State Peak Body (ASA) and the national body of our membership
  - potentially advising our insurers
- SAMA will not use this information to:
  - send members details to marketing organisations
  - send members advertising material unless it is athletics related
- SAMA keeps the information secure, accurate and up-to-date, and protects it from misuse, loss and unauthorised disclosure
- Requests for access to personal information and complaints about possible breaches of privacy can be made to the President of SAMA.

The Privacy Act 1988 protects the handling of personal information and SAMA must and ensures that it does comply with the National Privacy Principles as summarised below.

The National Privacy Principles

1. Collection of information

Ensure that the collection of personal information is necessary, that you use lawful and fair means and that it is collected directly from the individual.

Ensure that the individual is told your organisation's name, the purpose for collection, the types of organisations to which the information is usually disclosed and that the individual can access the information.

2. Use and disclosure

Use and disclose personal information only for the purpose that it was collected for, or for a related (or directly related if the information is sensitive) secondary purpose. Exceptions cover specified direct marketing, law enforcement and public safety purposes. Obtain consents for the uses or disclosures of personal information for other unrelated purposes.

3. Accuracy
Ensure that the personal information you collect, use or disclose is accurate, complete and up-to-date.

4. Security
Ensure that all personal information stored is safe from misuse, unauthorized access or disclosure. Where reasonable, destroy or permanently de-identify personal information if it is no longer needed.

5. Privacy Policy
Have a freely available policy summarising your personal information handling practices. Be able to provide more detailed information about those practices upon request.

6. Access and correction
Provide individuals with access to the personal information that you hold about them upon request. Give them a reasonable opportunity to correct that information.

7. Identifiers
Do not use or adopt identifiers assigned by Commonwealth government agencies to individuals, e.g. Medicare numbers.

8. Anonymity
Allow individuals the right to remain anonymous when it is lawful and practicable to do so.

9. Overseas Transfer
Ensure that personal information is transferred overseas only to a country with an equivalent privacy regime, or with the individual's consent, or if the transfer benefits the individual.

10. Sensitive information
Do not collect sensitive information without a person's consent (some exceptions apply) e.g. information about an individual's health, racial origin, political opinions or affiliations, religious or philosophical beliefs, professional/ trade union membership, sexual preferences or criminal record.

16. ANTI-HARASSMENT AND DISCRIMINATION POLICY

Policy statement

SAMA is committed to providing an environment where competition and other activities are free of harassment and discrimination.

Policy support

Harassment is any behavior by a person or organisation to whom this Policy applies which is offensive, abusive, belittling or threatening and which is directed at a person or a group of people because of a particular characteristic of that person or group of people. Whether or not the behavior is harassment is determined from the point of view of the person receiving the harassment.

Sexual Harassment

Sexual harassment includes an unwelcome sexual advance, an unwelcome request for sexual favours or any unwelcome conduct of a sexual nature (including a statement, orally or in writing, of a sexual nature), where the person being harassed felt offended, humiliated or intimidated. Examples of sexual harassment include:

- Uninvited touching, kissing, embracing, massaging;
- Smutty jokes and comments;
- Persistent or intrusive questions about people's private lives;
- Repeated invitations to go out, especially after prior refusal;
- The use of promises or threats to coerce someone into sexual activity;
- The display of sexually explicit material, e.g. Internet use, computer screen savers, calendars, posters;
- Getting undressed in front of others of the opposite sex;
- Invading the privacy of others while showering or toileting;
- Photographing others while undressing, showering or toileting.

Racial Harassment

Racial harassment includes harassment based on colour, descent, national or ethnic origin, cultural activity and sometimes religion. Examples of racial harassment include:

- Jokes in which race is a significant characteristic of the 'butt' of the joke;
- Hostile comments about food eaten, dress or religious or cultural practices;
- Inferences that all members of a racial or cultural group have negative characteristics, such as laziness, drunkenness, greed or sexual promiscuity;
- Parodying accents.

Sexuality Harassment

Sexuality harassment includes harassment based on actual or assumed homosexuality, heterosexuality, bi-sexuality or trans-sexuality. Examples of sexuality harassment include:

- Jokes in which sexuality is a significant characteristic of the 'butt' of the joke;
- Hostile comments about assumed sexual practices or social activities;

Disability Harassment

Disability harassment includes harassment based on physical, mental or psychological disability or harassment of an associate or aide of a person with a disability. Examples of disability harassment include:

- Jokes where a particular disability is a significant characteristic of the 'butt' of the joke;

- Interfering with a disability aid, (e.g. hearing aid);
- Obstructing a person in a manner that compounds his or her disability, (e.g. putting obstacles in the path of a person with a vision impairment);
- Mocking a person's disability;
- Hostility based on assumed AIDS or HIV infection.

Abuse

Abuse may be a form of Harassment. It includes physical and emotional abuse, (e.g. blackmail, repeated requests or demands, excluding someone or 'bastardisation' practices). It also includes abuse of power in relationships that involve a power disparity e.g. a coach–athlete or SAMA officer–member. People in such positions of power need to be particularly wary not to exploit that power. Examples of abusive behaviour include:

- Bullying and humiliation of athletes by coaches;
- Verbal abuse and insults directed by athletes or supporters at opposing participants;
- Verbal and/or physical abuse of officials by athletes.

Discrimination

Discrimination is treating or proposing to treat a person less favourably than someone else in certain circumstances on the basis of an attribute or personal characteristic they have.

Discrimination includes direct discrimination and indirect discrimination. Indirect discrimination occurs where a person imposes or intends to impose a requirement, condition or practice which on its face is not discriminatory, but has the effect of discriminating against a person(s) with a particular attribute. Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination, is also discrimination. The applicable attributes or characteristics of discrimination are:

- Age;
- Disability;
- Marital status;
- Parental/Carer status;
- Physical features;
- Political belief/activity;
- Pregnancy;
- Race;
- Religious belief/activity;
- Sex or gender;
- Sexual orientation;
- Transgender orientation.

Discrimination under this Policy is not permitted in:

- Employment (including unpaid employment) by SAMA;
- The provision of goods and services by SAMA;
- The selection or otherwise of any person for competition or a team by or on behalf of SAMA;
- The entry or otherwise of any person to any competition held or sanctioned by SAMA;
- Obtaining or retaining membership of SAMA.

17. RISK MANAGEMENT

A) INTRODUCTION

Litigation is broad and complex, and SAMA and its officers/members may be at risk in certain circumstances. A major line of defence against any such litigation is that "due diligence" was exercised in attempting to prevent adverse consequences. This concept arises in a wide range of legislation in varying forms. In essence it requires the establishment of a focussed management plan. A Risk Management Plan (RMP) is a formal management structure that is designed to be a major factor in the minimisation of adverse consequences to SAMA and other interested parties.

The major objectives of a RMP are to ensure SAMA's activities are conducted so that actual or potential risks are minimised, and compliance with legal obligations is achieved. Therefore the existence of a working RMP is fundamental to the establishment of a "due diligence" defence. The RMP is an active plan with working procedures and control mechanisms, and SAMA will be accountable for, and responsive to, issues identified by the RMP as requiring attention.

B) RISK POLICY

"SAMA is committed to providing a sporting environment which is safe, stable, and free of discrimination or harassment, and in which risks are minimised through proactive management."

SAMA accepts risk management as one of its prime responsibilities and will ensure it is an integral part of any decision-making process. Risk occurs not only within athletics, but also within the more general environment in which SAMA operates.

In formulating this policy, SAMA is mindful of the full range of risks which may impact on the viability of the organisation, and in turn on the current and future participation of the member associations themselves. Common risks at all organisational levels include membership, safety, financial viability, legislative compliance and image and reputation.

Such risks arise because of:

- the nature of athletics, and the potential hazards of the various events;
- the essential nature of masters athletics, in which more mature people are participants
- the low financial capital in the sport, given the volunteer basis upon which events are conducted.

To protect the organisation, its members and the wider community, SAMA will incorporate in its governance documents this management plan aimed at reducing the likelihood of risk arising. Where risk cannot be eliminated or minimised SAMA will ensure its operations are covered by adequate guidelines and insurance where appropriate.

C) RISK MANAGEMENT PROCESS

1. Risk Identification

An area of risk is defined as an element of SAMA's activities or organisation that could result in adverse consequences for SAMA, its members or the wider community.

Risks may relate primarily to: -

- Athletic activities e.g. injury to competitors or members of the public
- SAMA assets e.g. property damage, theft, vandalism
- Administration e.g. loss of records, failure to maintain licences
- Finances e.g. misappropriation of funds, bankruptcy
- Social activities e.g. injury to members or the public, damage to property.

And to: -

- Legislative compliance
- Public image
- Concerns of interested parties
- Natural events.

In reviewing activities and risks SAMA shall consider activities that may result in: -

- Direct risks over which control can be exerted
- Indirect risks over which control is less likely.

Consequences should be considered as a result of: -

- Normal situations
- Abnormal, emergency or accident situations (including possible negligent or wilful acts).

Risk identification is approached by identifying manageable activities that may have risks and in turn consequences, and creating and maintaining a register [Appendix 1].

2 Legislative and Other Requirements

SAMA shall ensure that all obligations relevant to its responsibilities are identified and recorded. Obligations can be legally binding or morally binding because of commitments to, requirements of and agreements with government, community groups or individuals, or because of policies or codes to which SAMA subscribes.

Some obligations may involve time related requirements such as notifications, reporting and lease renewals. SAMA maintains a diary reminder system to ensure compliance with these requirements.

3 Risk Analysis

It is not possible or necessary to manage all risks; therefore having developed a register as above, SAMA shall compile a list of significant risks and consequences that should receive attention.

Significance may relate to SAMA, or to other interested parties. For example promoting membership and health benefits and competition conditions are important to SAMA, and communication structures and legislative compliance may be important to other parties.

Significance is determined by allocating a risk ranking to all risks identified and is based on likelihood of occurrence and the possible consequences.

Likelihood of occurrence is evaluated in terms of: -

A -almost certain to occur
B -a better than even chance of occurring
C -an even chance of occurring
D -a less than even chance of occurring
E -unlikely to occur

Consequences relate to severity, duration, impact on SAMA image and stakeholder interest, and the magnitude is rated as follows: -

Ca-Catastrophic consequence e.g. death, bankruptcy
Ma-Major consequence e.g. loss of limb, significant fine
Mo-Moderate consequence e.g. hospitalisation, financial burden
Mi-Minor consequence e.g. medical treatment
In-Insignificant consequence e.g. minor abrasions

4. Risk Evaluation

A risk rating is determined for each area of risk identified as per the following matrix.

	Consequences				
Likelihood	**In**	**Mi**	**Mo**	**Ma**	**Ca**
A	Mod Risk	Sig Risk	High Risk	High Risk	High Risk
B	Mod Risk	Mod Risk	Sig Risk	High Risk	High Risk
C	Low Risk	Mod Risk	Mod Risk	Sig Risk	High Risk
D	Low Risk	Low Risk	Mod Risk	Sig Risk	Sig Risk
E	Low Risk	Low Risk	Mod Risk	Mod Risk	Sig Risk

Once each risk is evaluated it is checked against its current management control, rating each element strong management control (S), medium (M) or weak (W). This then enables priority actions to be determined.

The output of the risk evaluation is a priority list of risks requiring attention [Appendix 2]. While the items on this list will require active management, all other risks shall be monitored to ensure they remain acceptable.

D) RISK MANAGEMENT PLAN IMPLEMENTATION

1. Risk Treatment

Each area of risk is evaluated to determine existing controls and how it is managed, with the options in the following order of preference:

- Avoidance
- Reduction of the likelihood of occurrence
- Reduction of the consequences
- Acceptance
- Transference of the risk [to other organisations or insurance]

Risk treatment involves an action plan including objectives and targets [Appendix 3]. Risk objectives are the goals SAMA wants to achieve, based on its risk policy, its activities, legal requirements and stakeholder interests. Targets are more specific, measurable and time related. The action plan involves the how, who, when and resources required. It will also include a process for evaluating the risks and consequences of new activities.

2. Responsibility

As individuals, all SAMA members are responsible for ensuring that risks to themselves, others and SAMA, are minimised. The Committee of SAMA, however, has the ultimate responsibility for successful risk management and will:

- Ensure that appropriate communication and reporting structures are in place so that risk is actively minimised.
- Provide appropriate resources to SAMA officials to ensure that risk is minimised.
- Actively encourage reporting of risk, real and potential, and ensure that appropriate action is taken to minimise such risk.

Specific responsibilities are identified in the risk management action plan [Appendix 3]. All athletes entering events organised by, or on behalf of SAMA, will sign a waiver accepting their own responsibility {Appendix 4}

3. Awareness

Members, government and the public all have an expectation that SAMA will communicate matters to them on which they may be concerned and/or involved. SAMA's bi-monthly newsletter is the primary mechanism for this. The SAMA website will facilitate additional communication to interested parties.

SAMA will ensure all members are aware of this RMP and the rules recommended for athletic activities.

SAMA addresses safety/risk as an agenda item at all its committee meetings.

4. Documentation/Records

As a minimum SAMA will include the following: -

- Description of core elements of the plan [this document including its appendices]
- Listing of obligations (via the Yearly Planner)
- Risk incident register. All incidents impacting on SAMA's activities should be reported and a register kept to assist in identifying problem areas and situations of most frequent occurrence [Appendix 5].

5. Monitoring and Modification

Routine monitoring will be followed by modifications to the plan where necessary.

6. Review

SAMA will review the suitability, adequacy and effectiveness of the RMP as required by changes to activities and any necessary changes will be incorporated into the RMP.

The SAMA officer designated as the Risk Manager will chair the review and attendees should be invited/chosen from office bearers and other members of the Club.

6.1 Review agenda

- Review minutes of last meeting and matters arising from these minutes
- Review the key risks and major exposures to SAMA, its members and the wider community [Appendix 1] and how these are reflected in the RMP
- Evaluate the performance and context of the RMP by considering: -

  - changing legislation and other government initiatives
  - related bodies objectives and guidelines
  - public perceptions
  - action taken on previous risks or emergencies
  - complaints or other correspondence from interested parties
  - media reports

6.2 Minutes

The minutes of the meeting should include:

- Identified opportunities to improve the RMP
- Allocated responsibility and timeframe for any action point.
- Identified changes required to RMP documents.

APPENDIX 1

RISK IDENTIFICATION REGISTER

Likelihood of occurrence is evaluated in terms of:

- A -almost certain to occur
- B -a better than even chance of occurring
- C -an even chance of occurring
- D -a less than even chance of occurring
- E -unlikely to occur

Consequences are rated as: -

- Ca-Catastrophic e.g. death, bankruptcy
- Ma-Major e.g. loss of limb, significant fine
- Mo-Moderate e.g. hospitalisation, financial burden
- Mi-Minor e.g. medical treatment
- In-Insignificant e.g. minor abrasions

Each risk is evaluated against its current management control - strong management control (S), medium (M) or weak (W).

Activity	Risk	Likeli-hood	Consequence	Rating	Risk Rating	Management Control
A] Athletic Activity						
Competition Preparation	Lifting heavy weights	B	Strains etc	Mi	Mod	M
Competition in general	Inadequate preparation of participants	C	Various health impacts	Mo	Mod	M
	Congestion on the track	C	Collisions/injury	Mo	Mod	M
	Lack of first aid officers	E	Inability to treat injuries	Mo	Mod	S
	Insect bites/bee stings	D	Possible allergic reaction	Mo	Mod	M
	Inadequate knowledge of medication req By athletes/helpers	E	Inappropriate treatment in an emergency	Mo-Ma	Sig	S
	Failure to keep emergency contact details at events	D	Inability to inform contacts in an emergency	Mo	Mod	S
	Unclean public toilets	C	Possible infections	Mo	Mod	W
Competition in cold/wet weather	Hypothermia	D	Infections	Mi	Low	W
Competition in hot weather	Hyperthermia	D	Heat exhaustion	Mi	Low	M
			Heat stroke	Mo	Mod	M
			Death	Ca	Sig	M
	Sunburn	D	Burns	Mi	Low	M
Competition in stormy weather	Exposure to hail and lightning, falling tree limbs	D	Injury, burns	Mo	Mod	M
			Death	Ca	Sig	M

Activity	Risk	Likeli-hood	Consequence	Rating	Risk Rating	Management Control
Competition in dusty conditions	Inhalation of particulates	D	Respiratory problems	Mo	Mod	M
Other groups participating in SAMA functions	Inappropriate behaviour, positioning of equipment e.g. BBQ	C	Damage to reputation, accidents	Mo	Mod	M
Crossing the competition track	Collision with other competitors or others	D	Injury	MI	Low	M
Crossing the throwing area	Being struck by the throwing implement	E	Severe impact	Mo	Mod	M
			Death	Ca	Sig	M
Throwing events	Slipping/ falling	D	Sprains/strains	Mi	Low	W
	Failure of hammer or weight chain/wire	E	Various injuries	Mi	Low	M
Long/Triple Jump	Injury from objects in pit	E	Cuts, needle stick	Ma	Mod	M
	Jumper not landing in the pit	D	Sprains, fractures etc	Mo	Mod	M
Path/Cross-country racing (including pre and post racing)	Slipping on wet surface or debris [seeds, leaves etc], holes logs etc Falling tree limbs in windy weather	D	Sprains/strains Fractures/other injuries	Mi Mo	Low Mod	W W
		E	Fractures/other injury	Mo	Mod	M
	Strike by, bike, scooters, vehicles etc	E	Injury	Mo	Mod	M
			Death	Ca	Sig	M
	Encounters with dogs	E	Dog bites	Mi	Low	W
	Collision with people/inanimate objects	E	Injuries	MI	Low	M
	Encounters with snakes	E	Snake bite	Mo	Mod	W
Treatment of blood injuries	Contact with contaminated blood	E	Infectious diseases	Ma	Mod	S
COVID-19 or other pandemic	Infection	D	Hospitalisation	Ma	Mod	M
		D	Death	Ca	Sig	M
	Failure to follow Govn't requirements	D	Govn't sanction	Mo	Mod	S

Activity	Risk	Likeli-hood	Consequence	Rating	Risk Rating	Management Control
B] Finances						
Accounting	Bankruptcy	E	Closure of Club	Ca	Sig	S
	Misappropriation of funds	E	Loss of funds Legal action required	Ma Ma	Mod Mod	S S
	Failure to audit books	E	Possible legal action	Ma	Mod	S
Expenditure without approval	Poor cost control	D	Cash flow problems	Mo	Mod	M
Funds collected at events	Theft	D	Loss of funds	Mo	Mod	M
Sponsorship manage-ment	Failure to look after sponsors	D	Loss of sponsorship	Mo	Mod	M
C] SAMA Property						
Vandalism	Graffiti	C	Cost to remove	Mi	Mod	M
Storage in Container	Theft	D	Cost to replace	Mo	Mod	S
Property temporarily at members' homes	Theft	D	Cost to replace	Mo	Mod	M
Storage and transport of equipment	Theft Breakage	D	Cost to replace Cost to repair	Mo Mo	Mod Mod	S S
Use of equipment	Theft	D	Cost to replace	Mo	Mod	M
Natural Events	Damage to property by fire, flood etc.	E	Cost to repair/replace	Ma	Mod	S
D] Social Activities						
Social picnics, weekends, meals at hotels, get togethers at members houses etc	Property damage	D	Cost to SAMA	Mo	Mod	S
			Legal action	Mo	Sig	S
	Noise	D	Legal action	Mo	Mod	S
	Falls, collisions	D	Injury	Mo	Mod	M
			Legal action	Mo	Mod	M
	Swimming pool problems	D	Drowning	Ca	Sig	S
	Playing games	D	Being struck by balls etc	Mi	Low	W
Afternoon teas	Food provided by members could be contaminated	D	Food poisoning	Mo	Mod	W
			Legal action	Ma	Sig	W

Activity	Risk	Likeli-hood	Consequence	Rating	Risk Rating	Management Control
E] Administration						
Legislation	Failure to comply with relevant legislation	D	Fines/legal action	Mo	Mod	M
Record keeping	Loss of records	E	Inability to function correctly	Mo	Mod	S
Communicat-ion with members	Failure to ensure a member has access to key SAMA documents e.g. Club rules, and is aware of the Constitution and By-Laws	D	Possible injury because of lack of knowledge	Mo	Mod	S
			Legal liability	Ma	Sig	S
Risk Management Plan	Failure to implement required actions	D	Legal liability, ins risk, member dissatisfaction	Mo	Mod	S
Policies	Failure to Maintain Policies	E	Legal liability	Ma	Mod	M
Insurance	Failure to maintain liability insurance via AMA/ASA	E	Legal liability	Ma	Mod	S
Document control	Failure to obtain a signed waiver from members	D	Legal liability	Ma	Sig	S
	Failure to obtain a temporary waiver from newcomers and under 30s	D	Legal liability	Mo	Mod	M
SAMA organised events	Loss of personal property while at SAMA events	D	Legal liability	Mo	Mod	M
Newsletter	Defamation	D	Legal liability	Mo	Mod	M
	Failure to publish	D	Member dissatisfaction	Mo	Mod	S
	Failure to include sponsorship requirements/commit ments	D	Sponsors dissatisfaction	Mo	Mod	M
Loss of Adelaide Harriers or Western Districts key	Theft of Western's/Harriers gear damage, vandalism	D	Cost	Mo	Mod	M
Loss of SA Stadium keys	Possible damage to the facility	D	Cost	Mo	Mod	M
National/Inter national records	Failure to ensure correct procedures	D	Member dissatisfaction	Mo	Mod	S

APPENDIX 2

PRIORITY LIST OF RISKS REQUIRING CONSIDERATION

There are no risks with a High rating
All identified risks with the following ratings and management controls are included in the table below:

Risk Rating	Current Control
Significant	Weak
Significant	Moderate
Moderate	Weak

Activity	Risk	Worst Consequence	Risk Rating	Current control
Afternoon teas	Food provided by members could be contaminated	Legal action	Sig	W
Crossing the throwing area	Being struck by a throwing implement	Death	Sig	M
Path/Cross-country racing	Strike by vehicles, bikes, scooters etc	Death	Sig	M
	Slipping on wet surface or debris [seeds, leaves etc]	Injury	Mod	W
	Encounters with snakes	Snakebite	Mod	W
Competition in stormy weather	Hail, lightning	Death	Sig	M
Competition in hot weather	Heat stroke	Death	Sig	M
COVID-19 or other pandemic	Infection	Death	Sig	M

APPENDIX 3

RISK MANAGEMENT ACTION PLAN

Risk/ Consequence	Objective/Targets	Responsibility	Timeframe	Resources Required
Ill health, injury at winter competition	Pre-race check of the course for hazards	Winter coordinator	Each day of competition	Vehicle, bike broom, flags
	Notification to other users that competition is taking place, by placing signage at all course entrances	Winter coordinator	Each day of competition	Signage
	Raise awareness of snakes at certain times of the year	Winter coordinator	When required	N/A
	Assess medical needs and where appropriate administer first aid and or get help	First Aid Officer	Each day of competition	Mobile phone, Sports Medical personnel, first aid kit
	Maintain records of emergency contacts at all events	Registrar/ Secretary	Continuous	N/A
Bad weather	Cancel competition in	Summer and	When	N/A

conditions	conditions of potentially serious hail or lightning	Winter coordinators	required	
Hot weather	Ensure the Hot Weather Policy is adhered to	SAMA Committee	Continuous	N/A
Food provided at functions could be contaminated	Accept the risk but, minimise handling of food	Afternoon tea organisers	Continuous	N/A
Being struck by a throwing implement	Avoid the situation by preventing people crossing the throwing area	Summer Coordinator/ Safety Officer/ Throws Coordinator	Each day of competition	Club rules /ASA Signage
		Throws Coordinator		Fall judges to prevent people crossing the area
				Controller of throws to ensure the area is clear before allowing the throw to proceed
				Ensure the hammer cage is correctly adjusted for right/left handed throwers
Infection with COVID-19 or through other pandemic	Follow all Government requirements	SAMA COVID Marshalls or equivalent	Continuous	Safety Plan, sanitisers, wipes & sprays
Assessment of new risks	Maintain a current risk register and action plan	Secretary	Continuous	N/A

APPENDIX 4 – WAIVERS

MEMBER WAIVER

In accepting membership of SAMA, I acknowledge and understand that running/walking may involve considerable cardiovascular effort for extended periods of time: jumps may involve landings that could cause injury and throws involve heavy and/or hazardous implements. I declare that I am in good health and that I will be properly conditioned for the activities that I will enter and I will compete under the direction of SAMA officials. I agree to assume all risks of loss, damage, and injury including death that I may sustain as a consequence of my participation. I have received a copy of the SAMA Club Rules and acknowledge that I have read, understood and agree to compete according to these rules. I release SAMA and its officers from any claims, actions, suits or demands of whatever nature, arising out of or related in any way to my participation in SAMA organised events

I CERTIFY THAT I HAVE READ THIS WAIVER AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND I SIGN IT OF MY OWN FREE WILL.

Name

Signature **Date**

COME AND TRY REGISTRATION

Competitors over 30 are welcome to compete up to three times before membership of SAMA becomes mandatory

In wishing to take part in a SAMA event/function I declare that I am in good health and I am properly conditioned for the activities that I will participate in and I will compete under the direction of SAMA officials. I understand that running/walking may involve considerable cardiovascular effort for extended periods of time: jumps may involve landings that could cause injury and throws involve heavy and/or hazardous implements. I agree to assume all risks of loss, damage, and injury including death that I may sustain as a consequence of my participation. I release SAMA and its officials from any claims, actions, suits or demands of whatever nature, arising out of or related in any way to my participation in SAMA organised events. I understand that until I take out SAMA membership, I am not covered by personal accident insurance unless covered by ASA or another Masters Association. (Should an incident occur whilst on a Come and Try event and I take out immediate membership I am then covered!)

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND I SIGN IT OF MY OWN FREE WILL.

Name ..... **Date of Birth** .....
Address
.....
Phone .....
Email.....
Signature ..... **Date** .....
Any medical condition SAMA should be aware .....
.....
.
Emergency contact: Name ..... **Phone** .....
Trial 1 .....**Trial 2** .....**Trial 3** .....

CHILD OR GRANDCHILD OF A SAMA MEMBER (Or someone on a Come and Try)

Juniors/young adults aged 10 or over are permitted to compete in SAMA events when accompanied and supervised at all times by a parent/guardian (who must be a SAMA Member or a trial member at Come and Try) and subject to a waiver being completed, but are not eligible for medals, trophies or prizes. Children or grandchildren of members may compete without cost

Limits on events, distances and equipment for Under 20-year-olds

Age	Javelin Boys/Girls		Shot Boys/Girls		Discus Boys/Girls		Hammer	Weight	Triple Jump	Long Jump	High Jump		Max Distance
10	No	No	No	No	No	No	No	No	No	No	No		3000
11	No	No	No	No	No	No	No	No	No	No	No		3000
12	No	No	No	No	No	No	No	No	No	No	No		5000
13	No	No	No	No	No	No	No	No	No	No	No		5000
14	No	No	No	No	No	No	No	No	No	No	No		5000
15	700	600	4	4	1	1	4	4	OK	OK	OK		10000
16/17	700	600	5	4	1.5	1	5	4	OK	OK	OK		10000
18/19	800	600	6	4	1.75	1	6	4	OK	OK	OK		No Limit

I declare that the junior/young adult is in good health and is properly conditioned for the activities that he/she will participate in and will compete under the direction of SAMA officials. I understand that running/walking may involve considerable cardiovascular effort for extended periods of time: jumps may involve landings that could cause injury and throws involve heavy and/or hazardous implements. I agree to assume all risks of loss, damage, and injury including death that may be sustained as a consequence of their participation. I release SAMA and its officials from any claims, actions, suits or demands of whatever nature, arising out of or related in any way to their participation in SAMA organised events. I understand there is no insurance cover. **SAMA strongly recommends registration with Little Athletics or ASA to ensure insurance cover.**

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND I SIGN IT OF MY OWN FREE WILL.

Name of junior/young adult .....**D. o. B**.....
Name of Little Aths or ASA Club if applicable
.....
Name and Signature of parent or guardian
.....
Phone..... **Date** **.....**.....
Any medical condition SAMA should be aware of

.....

ASA MEMBER/INTERSTATE/OVERSEAS MASTERS VISITOR

In wishing to take part in a SAMA event/function I declare that I am in good health and I am properly conditioned for the activities that I will participate in and I will compete under the direction of SAMA officials. I understand that running/walking may involve considerable cardiovascular effort for extended periods of time: jumps may involve landings that could cause injury and throws involve heavy and/or hazardous implements. I agree to assume all risks of loss, damage, and injury including death that I may sustain as a consequence of my participation. I release SAMA and its officials from any claims, actions, suits or demands of whatever nature, arising out of or related in any way to my participation in SAMA organised events.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND I SIGN IT OF MY OWN FREE WILL.

Name ..... **Date of Birth** .....
Name of ASA Club/Masters Club.....
Phone .....
Email.....
Signature ..... **Date** .....
Any medical condition SAMA should be aware .....
.....
.
Emergency contact: Name ..... **Phone** .....

APPLICATION FOR REGISTRATION AS AN ASSOCIATE MEMBER OF SAMA

To ensure appropriate insurance cover, SAMA requires all helpers to register as Associate Members (**at no cost**).

All information on this sheet is confidential and will be treated in accordance with the club's privacy policy

DETAILS			
NEW ASSOCIATES [lease fill in yellow cells where relevant. RENEWING ASSOCIATES please fill in name and any changes.			
Surname:		**First Name:**	
Address & Postcode:			
Email Address:		**Mobile (or Home) Phone:**	
MEDICAL. Do you suffer from any medical condition that could result in unconsciousness (e.g. diabetes)? Are you on any **medication** or have **allergies** that medical staff should be aware of in the event that you become unconscious? **Yes or No** If Yes to either, please summarise relevant information below and also write it on a piece of paper, and seal this in an envelope with your name on the outside. Please give to a committee member. It will be held in case of emergency.			
Emergency Contact Name & Phone No:			

WAIVER / INDEMNITY
In accepting Associate membership of SAMA, I acknowledge and understand that assisting with athletic events may involve considerable effort for extended periods of time: I declare that I am in good health and that I will be properly conditioned for the activities that I will assist with. I agree to assume all risks of loss, damage, and injury including death that I may sustain as a consequence of my participation. I release SAMA and its officers from any claims, actions, suits or demands of whatever nature, arising out of or related in any way to my participation in SAMA organised events.

APPENDIX 5

INCIDENT RECORD SHEET

Date	Location	Reported by	Incident	Action taken	By whom	Date

18. EXTREME WEATHER POLICY

While the following policies and advice apply as a minimum, the program may be cancelled, suspended, delayed or modified if conditions are assessed as presenting a hazard. The decision to cancel a meet in advance will be made by the President, in consultation with the Summer or Winter Coordinator. Once the program has commenced, the decision to cancel, delay or modify competition will be made by the Summer or Winter Coordinator as appropriate to the type of event being held, and the particular extreme weather conditions encountered (e.g. air pollution, lightning, high winds, heavy rain, hail, heat).

AIR POLLUTION

Air pollution (including smoke from bushfires) can have detrimental effects on the performance and health of athletes. In particular, high-risk groups such as people over 65 and individuals suffering from medical conditions such as Asthma are advised to take precautions when the air quality is poor. The Australian Institute of Sport has published evidence-based position statements and best practice guidelines for 'Smoke Pollution & Exercise', which should be used as reference https://www.ais.gov.au/position_statements/best_practice_content/smoke-pollution-and-exercise

The Environmental Protection Authority (EPA) in South Australia monitors levels of air quality in Adelaide. Current levels can be found at: https://www.epa.sa.gov.au/data_and_publications/air_quality_monitoring

LIGHTNING

When lightning threatens the 30/30 guideline can be used. Generally the accepted safe distance from lightning is 10 kilometres. This means that as the time interval between observing the flash and hearing the thunder approaches 30 seconds, all those in exposed areas should be seeking or already inside safe shelters.

HIGH WINDS

High winds have the potential to create dangerous conditions for athletes, spectators and officials especially during winter events amongst trees. Consideration will be given to altering courses to avoid areas of possible tree branch falls.

HEAVY RAIN

Field events and sprints at the track may be cancelled for safety concerns in heavy rain.

HAIL

Hail is normally short-lived but can be dangerous, so competition may be postponed during such events.

HOT WEATHER

COMPETITION POLICY

Summer competition will normally be held in the evening to avoid the heat of the day. Further, as sprint event competitors are less affected by heat than those in endurance races, the longer races will be scheduled at the end of the meeting when temperatures should be lower. Where morning competition is held the reverse applies.

CANCELLATION POLICY

SAMA will not compete when temperatures are 38 degrees or above.

In temperatures between 32 and 38 degrees, the length of races above 1500m may be adjusted according to the temperature and humidity.

If the predicted temperature is 38 degrees or above, and an evening cool change is not predicted, the meet will be cancelled on the day before the meet.

If the predicted temperature is 38 degrees or above, but a cool change is predicted to come in by 6pm we may still plan to meet. In these circumstances the final decision will be made by 10am on the morning of the competition. A message will be posted on the SAMA website and Facebook page advising the cancellation. The website will also show the contact details for the person to be contacted for further information.

COMPETITION ABOVE 32 DEGREES (decisions made 20 minutes before race time*)

New competitors to be advised to only compete in shorter races. At 36 degrees and above no under 15s to compete.

The water table to be set up early and competitors advised to drink before, during and after competition.

Officials attend only if they are comfortable – competitors will have to assist more.

Reduction of Middle/Distance distances

Temp Up to 32	**Normal programs**
32 to 35	**5km races reduced to 3km and 4km races reduced to 2km at the Competition Director's/Coordinator's discretion**
36 to 38	**Maximum race distance 3km**

***Decisions to be made by the Summer Coordinator as appropriate.**

AN INDIVIDUAL'S RESPONSIBILITY

As athletics is an individual sport, it is SAMA policy to encourage all members to take a sensible approach to training and competition in hot weather. The decision to participate or not in competition on hot days is one that each member and official must make.

SAMA wishes to stress that those who decide to compete in hot weather should only do so if completely well, sufficiently fit, and acclimatised to hot weather. Normal precautions such as hydration, lightweight clothing, sunscreen and taking advantage of shade should be paramount.
Officials are frequently active for longer periods than competitors and therefore if officials feel that the conditions are too extreme they should not attend.

BACKGROUND

High temperatures or moderate temperatures and high humidity increase the risk of injury from heat stress. The body adapts to heat by sweating and the cooling effect of evaporation. Despite enormous amounts of sweat when exercising in hot weather, heat does not leave the body easily. This causes the body temperature to rise and there is a danger of dehydration, heat exhaustion and heat stroke.

As humidity rises, the cooling effect of sweating is reduced because the sweat cannot evaporate as fast and the apparent temperature or "Heat Index" [what the combination of humidity and temperature make it feel like] increases. At a Heat Index of over 32°C, heat stress is a possibility and all necessary precautions should be taken. When the Index tops 40°C it becomes dangerous to train or compete.

SAMA GENERAL RECOMMENDATIONS

In addition to our competition policy, SAMA recommends the following to all our members training and competing in hot weather and these recommendations apply whatever the time of year. In general athletes who are well nourished, adequately rested, hydrated and acclimatised to heat are at less risk of heat related illnesses.

Drink adequate amounts of liquids

Drinking adequate (i.e. to a degree appropriate to the likely fluid loss) fluids before exercise will improve cardiovascular function and temperature regulation during exercise when it is difficult to drink enough. The body absorbs fluid at less than the rate it sweats it out during hard exercise. The objective is to minimise the loss by taking in plenty of fluids before and during activity. However it is essential not to over hydrate and succumb to Hyper-hydration. Drinking fluids should ideally begin in the 24 hours prior to the event.

Thirst is not a good indicator of need – by the time you are thirsty it is already too late! Sports Medicine Australia recommends drinking at least 500mls of fluid before activity and 200mls for every 15 minutes of activity. Sports drinks with electrolytes will assist in retaining more fluid and cool water is absorbed more rapidly than warm water. (To determine more accurately how much you need to drink for a long race or training session in hot weather, weigh yourself before and afterwards. Every kilogram of change represents a litre of fluid you should have drunk [subtract any fluid taken during the session of course].)

Finally, re-hydrate after exercise [at least 500mls].

Acclimatise to hot weather exercise

If competition in hot weather is expected a period of 7-14 days gradual acclimatisation will facilitate adaptation and assist in performance and resistance to heat stress.

Race to your fitness level

Fitness definitely confers some protection. The less conditioned, those carrying a little more weight than desirable, asthmatics, diabetics, females and older athletes will generally be more susceptible to heat stress. In hot weather only race to your personal level of fitness, never over-extend yourself.

Slip-Slop-Slap

Be sun-smart, cover-up, use sunscreen and slap on hats and sunglasses.

19. SUN-SMART POLICY

The health and well-being of members and supporters is of primary concern to SAMA. SAMA acknowledges that skin cancer is a major public health problem in Australia with a majority of the population requiring treatment for some form of skin cancer during a lifetime.

SAMA recognises that skin cancer is preventable and treatable with early detection and in the interests of all members and supporters of the Club will actively promote and encourage sun protection at all meetings, training and competitions conducted by and for its members.

SAMA will:

- Schedule summer activities to avoid the peak UV period of 11am to 3pm wherever possible.
- Utilise existing shade at event venues and encourage members and spectators to provide their own shade structures.
- Provide sunscreen

SAMA also encourages athletes and officials to:

- Wear sun protective clothing.
- Use high value (SPF 50+) broad-spectrum water-resistant sunscreen.

20. ALCOHOL, SMOKING AND TRANSPORT POLICIES

PURPOSE

This policy outlines the position of SAMA on providing alcohol at Club related events and providing a smoke free environment to ensure our Club continues to provide a safe and healthy place for our members, volunteers and visitors who attend Club activities.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

20.1 ALCOHOL MANAGEMENT POLICY

1. PURPOSE

This policy outlines our procedures for a balanced and responsible approach to the supply, consumption and promotion of alcohol at Club training, games, special events, functions and other Club-related activities. It represents our Club's commitment to its members, volunteers and visitors, and acknowledges the role that sporting Clubs play in building strong and healthy communities.

This policy will help to ensure our Club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any Club training, games, special events, functions and other activities where alcohol may be consumed.
- Upholds the reputation of our Club, our sponsors and our partners.
- Understands the risks associated with alcohol misuse and our role in minimising this risk.

2. RATIONALE

While SAMA does not sell alcohol, we acknowledge that alcohol may be consumed at Club related events and activities including meetings, after training or games, end of season/presentation functions, sponsors' functions, trivia nights and other fundraising events. Our Club may also hold functions at licensed venues and may provide alcohol as prizes at Winter events.

Accordingly, the following requirements will apply to all members, volunteers and visitors where alcohol is consumed.

3. GENERAL PRINCIPLES

Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of our Club.

A risk management approach will be taken in planning events and activities involving the supply or consumption of alcohol. Such events and activities will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.

In addition, our Club will promote additional services that are available to members to deal with alcohol related issues if they arise. Such avenues include encouraging the Club member to:

- Contact a local community health provider e.g. local GP.
- Visit the Alcohol & Drug Foundation's 'Help & Support' section on the website http://adf.org.au/help-support/.

4. CONDUCT EXPECTATIONS

Whilst engaging in Club activities members, volunteers and visitors:

- Will accept responsibility for their own behaviour, use good judgment and take a responsible approach when alcohol is available.
- Will encourage and assist others to use good judgment when alcohol is available.
- Will not compete, train, coach or officiate if affected by alcohol.
- Will not provide, encourage or allow people aged under 18 years to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not provide alcohol only as an award to a player or official for any reason.

- Will not post images on social media of themselves or others drinking alcohol irresponsibly at Club-related activities.

5. INTOXICATED PEOPLE

For the purposes of this policy, a person is defined as being in a state of intoxication if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

- Intoxicated people will not be permitted to enter the premises where our Club operates.
- If a person becomes intoxicated (and is not putting other people at risk with their behaviour) the person will be provided with water and options for safe transport home, where available.
- If a person becomes intoxicated (and is putting other people at risk due to their behaviour) the person will be asked to leave the premises immediately and offered safe transport options, where available. Police may also be contacted to remove the person, if required.

5.1 Underage Drinking

- Alcohol will not be provided to persons aged under 18 years.

5.2 Availability of Non-Alcoholic and Low Alcohol Drinks

Our Club recognises that not all Club members may drink alcohol. Our Club actively encourages venues we use for Club activities and functions to have:

- Non-alcoholic and low alcohol drinks available and to provide drinking water free of charge (where available).
- Non-alcoholic drinks clearly visible and adequate in variety and supply.

6. FUNCTIONS

Our Club will encourage safe celebrations and events by:

- Not conducting functions where a minimum amount of liquor sales is required.
- Not promoting or hosting 'all you can drink' functions.
- Not providing alcohol-only drink vouchers for functions.
- Not including alcohol in the price of function tickets

Advertisements for functions will promote safe celebrations by:

- Not overemphasising the availability of alcohol or referring to the amount of alcohol available.
- Not encouraging rapid drinking or excessive drinking.
- Giving equal reference to the availability of non-alcoholic drinks.
- Displaying a clear start and finish time for the function.
- Including a safe transport message, where possible and relevant.

7. SAFE TRANSPORT

Our Club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community. Accordingly, our Club implements a Safe Transport Policy (see 20.3 below) that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they get home safely and avoid driving under the influence of alcohol.

8. CLUB TRIPS

Our Club will monitor and ensure any Club trips, strictly adhere to responsible behaviour and responsible alcohol consumption in accordance with the principles of this policy and the values of our Club.

9. AWARDS

Our Club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

10. PROMOTING THIS POLICY AND RESPONSIBLE USE OF ALCOHOL

Our Club will:

- Educate members, volunteers and visitors about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via our website.
- Actively demonstrate our attitude relating to the responsible use of alcohol and promote positive messages through our social media platforms.
- Pursue non-alcohol sponsorship and revenue sources.
- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to maintain the highest Good Sports accreditation.

11. NON-COMPLIANCE

Club committee members will uphold this policy and any non-compliance will be managed according to the following process:

- Club members and/or guests should notify the committee of any breaches of this Policy (for example, individuals turning up intoxicated or bringing their own alcohol to a Club activity).
- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be managed by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

20.2 SMOKING MANAGEMENT POLICY

1. PURPOSE

This policy outlines our procedures for tobacco, e-cigarette[1] use and Vaping in Club venues and at Club games, special events, functions and other Club-related activities. It represents our Club's commitment to its members, volunteers and visitors, acknowledging the role that sporting Clubs and associations play in building strong and healthy communities.

This policy will help to ensure our Club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend Club meets, special events, functions and other activities.
- Upholds the reputation of our Club, our sponsors and partners.
- Understands the risks associated with use of tobacco and associated products and our role in minimising this risk.

2. RATIONALE

SAMA recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Smoke free areas make smoking less visible and less acceptable, and contribute to reduced uptake of smoking among young people.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts.

[1] The term 'e-cigarettes' includes Electronic Non-Nicotine Delivery Systems and Electronic Nicotine Delivery Systems.

- Smoke free environments can help attract new members and positively promote our Club in the community.

3. GENERAL PRINCIPLES

Smoking restrictions for sporting Clubs differ from state to state and are strengthened regularly. Our Club will comply with all relevant state and local government smoking restrictions.

Our Club recognises the importance of educating Club members, particularly athletes, of the benefits of implementing a smoking management policy and will provide information to assist this process. In addition, the Club will promote resources for members wishing to quit, including the national Quitline (13 78 48, quitnow.gov.au), where appropriate.

The following policy shall apply to all Club members, volunteers and visitors:

- Smoking in this policy includes the use of any form of e-cigarette device and Vaping.
- Cigarettes, e-cigarettes, Vaping and any other tobacco products will not be sold, including from vending machines, at any time at or by our Club.
- Many young people hold parents, teammates and coaches in high esteem and smoking around them sends the message that smoking is okay. Therefore we expect that coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the Club, on and off the field.
- To foster our Club's reputation as a healthy environment, no images of Club volunteers, members, officials, coaches and players smoking at Club-related activities will be placed on social media.

4. SMOKE FREE AREAS

Our Club requires the following areas of any premises used by the Club to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering, eating and drinking areas.

Smoke free areas will be signed (where possible) and promoted in Club materials. A designated smoking permitted area will not be provided.

5. PROMOTING THIS POLICY

Our Club will promote this policy regularly by:

- Placing a copy of the policy in printed member information and on the website.
- Promoting positive smoke free messages through the Club's social media.
- Periodic announcements to members at functions.
- Ensuring that where possible, non-smoking signage is placed in prominent locations both indoors and outdoors.

6. NON-COMPLIANCE

All Club committee members will uphold this policy and any non-compliance will be managed according to the following process:

- Club members and/or guests should notify the committee of any breaches of this policy.
- A friendly approach will be made to the person smoking, explaining our Club policy, and directing them to any areas where smoking is permitted.
- Continued non-compliance with the policy should be managed by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the Club facilities or function.

20.3 SAFE TRANSPORT POLICY

1. PURPOSE

This policy outlines our procedures for safe transport after Club meets, special events, functions and other Club-related activities where alcohol may be consumed. It represents our Club's commitment to its members, volunteers and visitors, acknowledging the role that sporting Clubs and associations play in building strong and healthy communities.

This policy will help to ensure our Club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any Club meets, special events, functions and other activities.
- Upholds the reputation of our Club, our sponsors and partners.
- Understands the risks associated with alcohol use and driving, and our role in minimising risk.
- Educates our members about standard drinks.

2. RATIONALE

Ensuring members, visitors and guests getting to and from Club games, activities and events safely is an important part of being a responsible, healthy Club.

While SAMA wishes to avoid Club members becoming intoxicated and notes the recommendation by the National Health and Medical Research Council to consume no more than four drinks in one sitting, as part of our Club's duty of care we encourage our members to plan safe transport home. This will reduce the risk of drink-driving, injury or worse.

Alcohol and drugs affect pedestrians and drivers' abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Sporting Clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

3. GENERAL PRINCIPLES

Our Club recognises that:

- Drink driving is one of the main causes of road deaths in Australia.
- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.

4. TRANSPORT FOR CLUB ACTIVITIES

This safe transport policy applies for all activities undertaken by the Club that involve the serving and/or consumption of alcohol.

Our Club will:

- Promote strategies that encourage members to plan how they will travel home safely before they go out e.g. pre-arranged transport.

- Print safe transport messages on relevant Club activity and event invitations or flyers.
- Ensure the MC for events or Club committee members advise attendees that the Club is a Good Sports accredited Club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.
- Ensure telephone calls can be made free of charge to call a sober person to provide transport from the Club or venue.

Where available, our Club will also consider:

- Use of a Club or community bus (such as council, school or tourist buses) and:
  - The bus or transport provided will be an alcohol-free zone (i.e. no alcohol will be permitted on the bus).
  - The bus will not be used to transport members between licensed venues.
  - People who have consumed alcohol can get home safely from the bus drop off point

- Use a range of taxi or ride share strategies such as:
  - Free telephone calls to arrange a taxi to provide transport from the Club or venue.
  - The Club committee will pre-order taxis to arrive at a Club or venue at the conclusion of a Club event or function.
  - Encourage Club members to use a ride share service.

CONDUCT EXPECTATIONS

Whilst engaging in Club activities, members, volunteers and visitors will:

- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
- Encourage and assist others to use good judgment regarding alcohol consumption.
- Make alternative transport arrangements to get to and from the activity safely.
- Share a taxi or ride share (where available) with friends.
- Consider arranging overnight accommodation.

5. PROMOTING THIS POLICY

Our Club will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Implement strategies to create awareness of safe transport messages to Club members (e.g. display standard drink posters/ cards to help patrons recognise what standard drinks are and the implications on drink driving).
- Ensure this policy is easily accessible and will promote it via our website.

21. VOLUNTEER POLICY

SAMA recognises the critical role volunteers play within the Athletics community. Attracting and retaining dedicated volunteers is vital to the continued success of SAMA and our many programs and events and we are committed to providing volunteers with a challenging and rewarding experience.

SAMA will:

- Engage volunteers without discrimination.
- Provide volunteers with training appropriate to their task and where practical provide clear job descriptions.
- Provide volunteers with a healthy and safe workplace.
- Provide appropriate levels of support and management for volunteers.
- Ensure volunteers have access to all policies pertaining to volunteers including information on grievance and disciplinary policies and procedures.
- Ensure volunteers are not exploited.
- Acknowledge the rights of volunteers in accordance with any applicable laws and statutes.
- Reimburse volunteers for approved out of pocket expenses incurred on behalf of the organisation.
- Treat volunteers as valuable team members and acknowledge their contributions.

22. WORK, HEALTH AND SAFETY POLICY

SAMA is committed to protecting the health and safety of all persons in our competition environment, including employees, members, and contractors. In addition SAMA employees, members, and contractors have a duty of care including; the responsibility to work/participate safely, to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

SAMA will:

- Comply with all applicable health and safety laws, regulations, and standards.
- Provide equipment in an acceptable condition appropriate for events.
- Provide safe and hygienic facilities, including toilets, eating areas and first aid as far as SAMA has control.
- Implement risk management which is relevant and suitable for the organisation's risk exposure.
- Provide Health and Safety Training where appropriate.
- Maintain relevant policies and systems to support and communicate effective health and safety practices.
- Utilise appropriate internal and/or external expertise when required.
- Disseminate health and safety information to all employees.
- Maintain a positive safety culture by encouraging active participation, consultation and cooperation of all employees, members, and contractors in promoting and developing measures to improve health and safety at competition.
- Actively respond to and investigate all incidents.

23. CLUB RULES

Introduction

All members of SAMA when acting as officials in any capacity are volunteers, therefore for SAMA to function efficiently and effectively, individuals must accept responsibility for their own actions. To prevent injury to SAMA members and the general community and to avoid claims of negligence and limit liability on the part of SAMA we require all members to observe the following rules.

General

- Competitors must ensure they have an adequate level of fitness to compete.
- Any athletic activity involves inherent risks and may lead to over exertion, sprains, strains and even fractures. Competitors should compete with possible adverse outcomes in mind and take all reasonable precautions to avoid them.
- Competitors should notify SAMA of any medical condition that may be of importance when they are competing.
- Competitors must supply an emergency contact phone number
- Competitors should take notice of the SAMA Extreme Weather Policy.
- If a competitor sustains an injury or illness while participating, they authorise officials to organise medical attention as deemed necessary.
- Competitors are personally responsible for any expenses incurred as a result including transportation, hospitalisation, etc.
- Competitors and officials must not engage in any activities that may lead to harassment or discrimination.

Winter

- In inclement weather, precautions should be taken to avoid getting wet and cold when not competing.
- Competitors should take part in events with an awareness of the course conditions regarding any slippery areas, sections of uneven ground or possible traffic on a road circuit.
- When competing on road circuits competitors should:
  - observe traffic lights and/or Police
  - ensure vehicles sharing the road are aware of your intention to cross a road and only do so if it is safe
- When competing on footpaths/beaches/grassed areas, competitors should:
  - share the footpaths safely with other users including pedestrians, cyclists, rollerbladers, scooters, prams etc.
  - be aware of dogs and do nothing to antagonise them
  - at some venues, be aware that snakes may be present
- All precautions should be taken near the hot water facility provided for tea and coffee (if applicable).

Summer

- During most SAMA competition you will share the track with other athletes using the facilities for training – remember this and be courteous to others.
- Due care should be taken when crossing the track; both directions should be checked for competing athletes.
- Competitors going to other areas of the track should not cross throwing areas in use.
- Competitors in races conducted in lanes should not cross out of their lane at the end of the race, until it is safe to do so.

- After competing in a race, competitors should move out of the path of those still competing.
- Javelins, discus, shot, weights and hammers can be dangerous projectiles and competitors should only use them as directed and after having checked that the throwing area is free of people.

24. WALKING AS AN ATHLETIC EVENT

The following summarises the principles to be applied by SAMA when walking is conducted as an athletic event in its competitions.

SAMA introduced Club Walking into its program to encourage current walkers who struggle with bent knees, previous walkers who no longer compete for fear of disqualification and runners who might like to try walking without the pressure of full Race-Walking rules.

In Club Walking the only rule is that there should be no running; which for our purposes will be defined by the requirement to always have one foot on the ground (bent knees will not be an issue). Walkers in this category can still be disqualified if they break the contact rule!

Race Walking will be conducted under WA rules with the "No advantage" concept applied for older walkers (aged 65 and above).

Where older athletes are unable to fully comply with the required "straightened" leg but are not gaining any speed advantage because of a soft knee, then judges shall apply the No Advantage concept and not issue a yellow or red card.

The 'No Advantage' is there to allow for a **slight** bending of the knee, particularly in older walkers where a perfectly straight leg cannot be achieved but where these walkers are seriously trying to Race Walk correctly. It is not there to condone a distinct bent leg creep (which invariably occurs when trying to go too fast).

While still open to interpretation, as for all walk judging, it is expected that judges will show leniency towards older walkers. Older walkers should still look like race walkers with a largely straight leg and high toe in contact.

Both types of walking will have their own Club Championship events but there will only be records for Race Walking and only Race Walkers will be eligible for the SAMA Walks Award.

APPENDIX 6

GENERAL APPENDIX SAMA GUIDELINES

1. SAMA ATHLETICS AWARDS

These awards largely mirror the AMA awards and serve as part of the process in nominating SAMA members for these awards. Awards and runners-up certificates can only go to financial members.

While the basis for the SAMA Awards has changed as detailed below, there is still a requirement to submit nominations to AMA based on calendar year achievements and this must be done in January each year.

Each Awardee will receive a certificate and an individual engraved trophy.

Starting from 2022, the award period is aligned with the competition seasons, commencing at the completion of Summer season/commencement of Winter season in late April and concluding after the completion of the Summer Season in April of the following year. The awards ceremony will take place each year at a social event for all members either in conjunction with the Annual General Meeting (AGM) or separately at a similar time of the year.

The award categories are as follows:

- Sprints
- Middle Distance
- Distance
- Walks
- Throws
- Jumps
- Official (includes administrators)
- Most Outstanding Individual Performance
- Most Outstanding Male Athlete and winner of the Ruth and Jack Weber perpetual trophy
- Most Outstanding Female Athlete and winner of the Pat and Geoff Peters perpetual trophy

The awards for Sprints, Middle Distance, Distance, Walks, Throws and Jumps each consist of Male and Female athlete awards, with two trophies for each category. In determining the winners of the first five of these categories the following events are considered (others may also be considered):

- All SAMA Track & Field Championships
- All SAMA Summer scratch events days
- National Championships
- Oceania Championships
- WMA. Championships
- All SAMA Winter Championships
- All SAMA winter scratch event days
- Greenbelt 1/2 marathon
- Barossa 1/2 marathon
- Adelaide 1/2 and marathon

Times and distances are assessed by the SAMA Awards Committee for age group percentages at each of the events to help determine the most outstanding athlete in each category. (For each event, the best **three** age-graded performances are recorded.) Age grade percentages do not always clearly reflect the most outstanding athletes in each category. In addition to the age grade percentage the Committee should consider the spread of performance across the category. For instance; if a thrower rates at 95% in shot put but does not compete in other throwing disciplines then the Awards Committee may determine that another athlete whose age grade percentage is lower, but better represented across the discipline (Shot, Discus, Hammer, Javelin, Weight), is the winner. Similarly, the committee could consider the number of SAMA meets that are attended to help determine the winner in a particular category. In this instance special care needs to be taken not to disadvantage country members who may not be able to routinely attend SAMA meets.

It should be noted that the method of determining winners of all the awards is not purely a quantitative judgment. Subjective assessment is part of the determination by the SAMA Awards Committee. The SAMA Awards committee is a sub-committee of the SAMA committee. Once the sub-committee has made initial selections these must then be agreed to by the full committee. If not initially agreed then nominations will be reviewed until agreement is reached and the decision of the committee is final"

For the Most Outstanding Individual Performance category, this can be awarded for an individual event, for multiple successes on a single day or a single competition or for multiple successes in a particular style of event over the year.

The last two "Most Outstanding" categories are less regimented and while they may go to an outstanding athlete in one of the above categories, they are also subject to the discretion of the Committee. As age-grading within Australia favours the shorter races and older age groups, and disfavours some jumps and the throws events, it will only be part of the determination for these awards.

As examples, the award may go to an all-round athlete who may not excel at any one discipline or it may go to an athlete who showed particular determination and success under adverse conditions.

Responsibility
The SAMA Awards Officer.

2. HANDICAPPING

Handicapping provides an equal opportunity for the slower and faster competitors to win events. As a guide, events will normally be arranged to provide handicapped distance and middle-distance handicapped events approximately two weeks in four.

Estimated times used for handicapping.
The 'Event Manager' software applies pre-defined algorithms to the individual competitor's estimates based on the previous results for the same distance.

Competitors are encouraged to advise the handicapper when their estimated times are clearly wrong (after long term illness or injury) so that all competitors have the same chance of winning an event.

When a competitor goes faster than estimated, the new estimated time will be adjusted by 75% of the difference between the original estimate and the new result (e.g. ran 20 seconds quicker, change the estimated time to the old time minus 15 seconds).

When a competitor goes slower than estimated, the new estimated time will be adjusted by 25% of the difference between the new results time and the original estimate (e.g. ran 20 seconds slower, change the estimated time to the old time plus 15 seconds).

Distance events are always recorded as minutes per km (speed). The speed is based on a 5km run (i.e. if a runner completed 5km in 20 minutes, the speed will be recorded as four minutes per km. Estimates for different distances are calculated based on the mins per km speed by using a conversion table which allows for the fact that a competitor will normally reduce speed over a distance longer than 5km, or increase speed over shorter distances. The conversion table has been developed through trial and error over time.