



# **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. Many of the policies have been in place for several years and are necessary for an organisation like ours. Up to page 7 are the general rules by which the Club operates and have not previously been laid out. In addition the 2 guidelines at the end of the document, further detail how we operate.

Updated 2018

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# **SAMA BY-LAWS**

## **BACKGROUND**

The following clause in the South Australian Masters Athletics (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*(g) To make by-laws, which may be affirmed, amended or rescinded by the members in General Meeting.*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 handled 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 handled 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 each class of membership, subject to the approval of the members in General Meeting.

Annual Renewal fees		Pro rata Fees – New Members Only
Full	\$45	October-March
Concession	\$35	\$30
Country (Postcodes over 5200)	\$25	\$25
Couples living at same address	\$70	\$18
Social (Non competing)	\$15	\$50

In July each year members who have not paid their subscription for the current year, will be removed from the database and will no longer receive the newsletter or any other correspondence or benefits.

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 3 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 AMA, WMA and IAAF and while events may be combined athletes will compete in 5 year age groups.

All athletes competing in SAMA Championships must be current financial members of SAMA or another Masters Club by invitation (in winter non-members are allowed to run in championship events but do not qualify for awards). Members of interstate or overseas Masters clubs will not displace SAMA 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 1500 metres the Competition Director 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.

In long jump and triple jump, competitors will be allowed to re-enter competition and complete all jumps – providing the competition is still in progress.

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 certainly never stops a meet and competition would still occur during storms. However, SAMA would 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. The only reason SAMA would cancel competition in advance is for extreme predicted temperatures according to our Hot Weather Policy, which states:

**SAMA will not compete when temperatures are 40 degrees or above.**

**If the predicted temperature is 40 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 40 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 Wednesday morning. A message will be posted on the SAMA website, and for those without access to the internet they can call John Hore on 0417 858882 for information.**

Refer to the full Hot Weather Policy – By-Law 16.

### **4. ADVERTISING**

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

### **6. BAY SHEFFIELD ENTRIES**

The Club considers it a privilege to participate in the Bay Sheffield Carnival and strives to ensure a full field of quality entrants. Entry standards are necessary to ensure SAMA provides quality competition, ensure handicaps are realistic and to present SAMA in a professional way.

Minimum run standards are:

120m	70% age graded 100m
800m	60% age graded 800m

If fields are not full then runners with the following may be permitted to enter:

120m	65% age graded 100m
800m	55% age graded 800m

Entrants from SAMA must:

- be financial
- be reasonably certain of participating
- wear the Club Uniform
- complete as many races as possible with SAMA prior to December to facilitate handicapping (preference will be given to those with the most times posted).
- if unable to run, let one of the Club organisers know as soon as possible.
- be at Colley Reserve one hour before the actual race start time in order to warm-up, collect 'race colours' and be at the event start area ready to race.
- if a place-getter and given the microphone during the presentation - acknowledge the sponsors, The South Australian Athletic League and the SA Masters.

## **7. WINTER PRIZES**

Prizes are given nominally once a month during winter for all races conducted. To be eligible for a prize a competitor must be a financial member of SAMA. The competitor must have completed the race and not have been disqualified.

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

- 1 to 5 entries 1 prize
- 6 to 9 entries 2 prizes
- 10 or more entries 3 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 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.

## **8. RECORDS**

### **State Age Group (SAG) 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 1/10<sup>th</sup> second.
- Road times are rounded up to 1 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 up to the 800m. A print of the photo finish is required.

- Three watches required for distances above 800m if electronic timing is not available.
- A minimum of 3 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 4 runners or 6 walkers per lap-scorer.
- Walks must be judged by a minimum of 4 judges (1 at A grade) 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 AIMS certificate less than 5 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 6 walk judges (minimum of 4 including 1 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 3 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.

## 9. UNIFORMS



The club uniform consists of the top as shown (singlet or T-shirt), together with navy blue shorts or other bottoms.

Crop tops in royal blue with red and gold stripes down the sides 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.

## 10. WHO CAN COMPETE WITH SAMA?

The following categories of people can compete with SAMA:

- SAMA Members and other Masters Clubs' members

- Over 30 yrs 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 3 times in each season unless they are visiting.
- Over 18 yrs and less than 30 yrs who sign waiver forms and agree to abide with the club directions and by-laws.
- Under 18's with a parent or guardian present. Limits on distances and equipment apply for U18 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 only (eligible participants can join on the day). Members of interstate or overseas Masters clubs can compete but will not displace SAMA athletes in the placings.

Only SAMA members are eligible for prizes, trophies and records.

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		Shot		Discus		Hammer	Weight	Triple Jump	Max Distance summer	Max Distance winter
	Boys	Girls	Boys	Girls	Boys	Girls					
7	No	No	2	2	No	No	No	No	No	400	No
8/9	No	No	2	2	No	No	No	No	No	800	No
10	No	No	2	2	750	750	No	No	OK	3000	5000
11	400	400	3	2	750	750	No	No	OK	3000	5000
12	600	400	3	3	1	750	No	No	OK	3000	5000
13	600	400	3	3	1	1	No	No	OK	5000	8000
14	700	600	4	4	1	1	4	4	OK	5000	8000
15	700	600	4	4	1	1	4	4	OK	10000	10000
16/17	700	600	5	4	1.5	1	5	4	OK	10000	10000
18/19	800	600	6	4	1.75	1	6	4	OK	No Limit	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

## **11. MEMBER PROTECTION POLICY**

### **Purpose**

The objective of South Australian Masters Athletics (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 his or her 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 18's attending SAMA events, meetings and competition are accompanied and supervised by a parent or carer, who must agree to the conditions specified in the Under18 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 organisation takes all reasonable steps to ensure that it engages people that 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

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

### 12. CODE OF CONDUCT

All members of South Australian Masters Athletics (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, children 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 on the part of SAMA.

### **13. CHILD SAFE ENVIRONMENT POLICY**

#### **Purpose**

All children attending events, meetings or competition organised by South Australian Masters Athletics Inc. (SAMA) have a right to feel, and be, safe at all times. We are committed to the safety and well-being of all children and young people accessing our services.

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm. It complies with our obligations under the *Children's Protection Act 1993*.

#### **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**

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

#### **Recruitment practices**

SAMA seeks to attract and retain the best employees and volunteers. SAMA primarily runs competition for over 30 year old members and as such does not specifically engage people to work with children.

We are not required to conduct criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993* as we have no-one within our organisation that:

- works in close proximity to, or has regular contact with, children on a regular basis;
- has access to sensitive records relating to children or young people.

### **Code of Conduct**

All members of SAMA are made aware of, and must abide by, our Code of Conduct. Officials and visitors present at SAMA competition must also comply with the Code of Conduct.

### **Support for all persons at SAMA activities**

We provide support and supervision so people feel valued, respected and fairly treated.

### **Reporting and responding to suspected child abuse and neglect**

SAMA will not tolerate incidents of child abuse or neglect. Members, employees and volunteers should understand their obligation to notify the Child Abuse Report Line on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

In addition to making a report to the Child Abuse Report Line, the 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.

A Confidential Record of Child Abuse Allegation form (Attachment 1) should be completed. In response to any report concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

### **Strategies to minimise risk**

Risk Management regarding children and young people is managed within SAMA's Risk Management Plan.

### **Harassment**

Harassment and discrimination regarding children and young people is managed within SAMA's Anti-Harassment and Discrimination Policy

### **Communication**

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

### **Working With Children Screening Requirements**

*Exemptions from the requirement to conduct criminal history assessments*

In accordance with guidelines of Families SA all members and employees of SAMA are exempt from the requirement to undertake a criminal history assessment, since they all reflect one or more of the following:

- a person volunteering in an activity in which their child ordinarily participates.

- a person occupying a position in which all work involving children is undertaken in the physical presence of the child’s parents or guardians and in which there is ordinarily no physical contact with the children.
- a person who undertakes, or a position that only involves, work that is primarily provided to adults or the community generally and is not provided to any child on an individual basis.

### Attachment 1: Confidential Record of Child Abuse Allegation

Complainant’s Name	Date Received: / /	
Role/status in sport	<input type="checkbox"/> Administrator <input type="checkbox"/> Athlete <input type="checkbox"/> Coach Official/volunteer	<input type="checkbox"/> Parent/carer <input type="checkbox"/> Spectator <input type="checkbox"/> Employee <input type="checkbox"/> Other
Child’s name	Age:	
Child’s address		
Complainant’s reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport (of the person complained about)	<input type="checkbox"/> Administrator <input type="checkbox"/> Athlete <input type="checkbox"/> Coach Official/volunteer	<input type="checkbox"/> Parent/carer <input type="checkbox"/> Spectator <input type="checkbox"/> Employee <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details:  Name (2): Contact details:  Name (3): Contact details:	
Interim action (if any) taken (to ensure child’s safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	



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 it could be 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 situation 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 taken into account 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/Meet Manager 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 other persons who are affected, and
  - the time of the emergency within the event program, i.e. day-1, 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**

*Meet Manager – 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 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 situation arose under the officer's jurisdiction to allow safeguards to be put in place for the future.

## **16. PRIVACY POLICY**

### **Policy statement**

SAMA respects the confidentiality and security of your personal information and is committed to protecting it at all times. 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 registration of the applicant as a member.

### **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 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 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 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, unauthorised 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.

## **17. 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 particular 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.

## **18. RISK MANAGEMENT**

### **A) INTRODUCTION**

Litigation is becoming increasingly more common, 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 relatively 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 then 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 also 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.

Likelihood	Consequences				
	In	Mi	Mo	Ma	Ca
<b>A</b>	Mod Risk	Sig Risk	High Risk	High Risk	High Risk
<b>B</b>	Mod Risk	Mod Risk	Sig Risk	High Risk	High Risk
<b>C</b>	Low Risk	Mod Risk	Mod Risk	Sig Risk	High Risk
<b>D</b>	Low Risk	Low Risk	Mod Risk	Sig Risk	Sig Risk
<b>E</b>	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 generally 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 in particular 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 annually 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).

**A] Athletic Activity**

Activity	Risk	Consequence		Risk Rating	Management Control	
		Likelihood	Rating			
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
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	D	Sprains/strains	Mi	Low	W
			Fractures/other injuries	Mo	Mod	W
	Falling tree limbs in windy weather	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

## **B] Finances**

Accounting	Bankruptcy	E	Closure of club	Ca	Sig	S
	Misappropriation of funds	E	Loss of funds	Ma	Mod	S
			Legal action required	Ma	Mod	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 management	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	D	Cost to replace	Mo	Mod	S
	Breakage		Cost to repair	Mo	Mod	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

## 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
Communication with members	Failure to ensure a member obtains 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
Lack of policies	Failure to Maintain Policies	E	Legal liability	Ma	Mod	M
Insurance	Failure to maintain liability insurance via AMA	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 30's	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 reqs	D	Sponsors dissatisfaction	Mo	Mod	M
Loss of Adelaide Harriers key	Theft of 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/International 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

<b>Activity</b>	<b>Risk</b>	<b>Worst Consequence</b>	<b>Risk Rating</b>	<b>Current control</b>
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

**APPENDIX 3**

**RISK MANAGEMENT ACTION PLAN**

<b>Risk/consequence</b>	<b>Objective/Target(s)</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Resources Required</b>
Ill health, injury at winter competition	Pre race check of the course for hazards	Run and walk coordinators	Each Sat of competition	Vehicle, bike broom, flags
	Notification to other users that competition is taking place, by placing signage at all entrances to the course	Run and walk coordinators	Each Saturday of competition	Signage
	Raise awareness of snakes at certain times of the year	Run and walk coordinators	When required	N/A
	Assess medical needs and where appropriate administer first aid and or get help	President	Each day of competition	Mobile phone, Sports Medical personnel, first aid kit
		Registrar		
Maintain records of emergency contacts at all events	Registrar/ Secretary	Continuous	N/A	
Bad weather conditions	Cancel competition in conditions of potentially serious hail or lightning	Run and walk coordinators	When required	N/A
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 people crossing the throwing area	SSAMA committee	Continuous	Club rules /ASA Signage
Assessment of new risks	Maintain a current risk register and action plan	Secretary	Continuous	N/A
	Yearly planner to contain reminder of annual review	Secretary	Continuous	N/A

**APPENDIX 4**

**MEMBER WAIVER**

In accepting membership of SAMA I acknowledge and agree that I am fully aware of the risks and hazards inherent in participating in SAMA organised events. I declare that I am in good health and that I will be properly conditioned for the activities that I will enter. 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 Rules of Athletic Involvement 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.

<b>Name</b>	
<b>Signature</b>	<b>Date</b>

**TRIAL MEMBER\*\*/UNDER 30s COMPETITOR**

**ASA MEMBER/INTERSTATE MASTERS VISITOR**

**\*\*Competitors over 30 from SA are welcome to compete up to 3 times before deciding on membership of SAMA**

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 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 I am not covered by insurance.

<b>Name</b>	
<b>Signature</b> .....	<b>Date</b>
.....	
<b>Signature of parent or guardian if under 18</b>	
.....	
<b>Any medical condition SAMA should be aware of</b>	
.....	
<b>Emergency contact: Name</b> .....	<b>Phone</b>
.....	

# UNDER 18 COMPETITORS AT SAMA EVENTS

Juniors are permitted to compete in SAMA events but are not eligible for medals, trophies or prizes. Children or grandchildren of members may compete without cost and for others a \$3 fee applies during the winter competition.

**No one under 18 may compete without a parent or guardian supervising them and being responsible for that junior at all times on the day of competition. This particularly applies in winter as our courses use public spaces and we have no specific monitoring on these courses.**

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

Age	Javelin		Shot		Discus		Hammer	Weight	Triple Jump	Max Distance summer	Max Distance winter
	Boys	Girls	Boys	Girls	Boys	Girls					
7	No	No	2	2	No	No	No	No	No	400	No
8/9	No	No	2	2	No	No	No	No	No	800	No
10	No	No	2	2	750	750	No	No	OK	3000	5000
11	400	400	3	2	750	750	No	No	OK	3000	5000
12	600	400	3	3	1	750	No	No	OK	3000	5000
13	600	400	3	3	1	1	No	No	OK	5000	8000
14	700	600	4	4	1	1	4	4	OK	5000	8000
15	700	600	4	4	1	1	4	4	OK	10000	10000
16/17	700	600	5	4	1.5	1	5	4	OK	10000	10000
18/19	800	600	6	4	1.75	1	6	4	OK	No Limit	No Limit

### WAIVER

I declare that the junior indicated below, wishing to take part in a SAMA event is in good health and that he/she is properly conditioned for the activities that he/she will participate in and will compete under the direction of SAMA officials. I agree to supervise the junior and retain responsibility for his/her safety at all times. On behalf of the competitor I agree to assume all risks of loss, damage, and injury including death that may be sustained as a consequence of 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 participation in SAMA organised events.

I understand that there is no insurance cover.

***Please tear off and hand the section below to the SAMA officials***

.....

**Name of competitor** ..... **D. o. B.** .....

**Name and Signature of parent or guardian**  
 .....  
 .....

**Date** .....

**Any medical condition SAMA should be aware of**  
 .....  
 .....

**APPENDIX 5**

**INCIDENT RECORD SHEET**

Date	Location	Reported by	Incident	Action taken	By whom	Date

**19. EXTREME WEATHER POLICY**

While the following policies and advice apply as a minimum, the Competition Director may modify the program as he/she sees fit if conditions are assessed as presenting a hazard.

**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 40 degrees or above.**

**In temperatures between 32 and 40 degrees, the length of races above 1500m may be adjusted according to the temperature and humidity.**

**If the predicted temperature is 40 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 40 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 Wednesday morning. A message will be posted on the SAMA website, and for those without access to the internet they can call John Hore on 0417 858882 for information.**

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

**No under 10s to compete and 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  
32 to 35  
discretion  
36 to 37  
38 to 39**

**Normal programs  
5km races reduced to 3km at the Comp Directors  
  
Maximum race distance 3km  
Maximum race distance 2km**

**AN INDIVIDUAL 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 then 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.

### **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.

## **HAIL**

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

### **20. 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 (11am-3pm).
- 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 (at least SPF 30+) broad-spectrum water resistant sunscreen.

### **21. ALCOHOL, SMOKING AND TRANSPORT POLICY**

#### **PURPOSE**

This policy outlines SAMA's position 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.

#### **ALCOHOL**

SAMA is largely alcohol free. We understand alcohol misuse can lead to unsafe or unacceptable behaviour, drink-driving and other alcohol-related harm.

SAMA will ensure:

- Alcohol is not advertised or promoted at any club events, functions or other activities.
- Members and officials will not compete, train, coach or officiate if affected by alcohol or other drugs.
- Any person who comes to SAMA events and activities and seems intoxicated will be asked to leave and provided with options for safe transport from our club, where available. Police may be contacted to remove the person, if required. (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.)

- Alcohol sponsorship, brands and products are not sought, promoted or advertised by the club and are not placed on club apparel.
- Club organised trips strictly adhere to responsible behaviour in accordance with the principles of this policy and the values of the club.

## **SMOKING**

SAMA recognises the harmful effects of smoking on health, fitness and performance in sport and that passive smoking (secondhand tobacco smoke) is also hazardous to health.

**Smoking is prohibited** in any rooms used by SAMA and:

- Outdoor areas less than 20 metres distant from the rooms in use.
- Outdoor areas less than 20 metres distant from spectators and competitors at event venues.

Appropriate non-smoking signs will be displayed where possible.

## **SAFE TRANSPORT**

SAMA recognises mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely. Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.

If any members or officials are suspected of being under the influence of alcohol or other drugs SAMA will take steps to help them get home safely. For example, offer them a ride home or call a taxi or sober person to collect them.

## **22. 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.

## **23. 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.

## **24. 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 Hot 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, 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.

## 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.

## GENERAL APPENDIX    SAMA GUIDELINES

### 1. SAMA AWARDS

These awards largely mirror the Australian Masters Athletics (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. The award period is for a calendar year and categories are as follows:

- Sprints
- Runs
- 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

In determining the winners of the first 5 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
- W.M.A. 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 for age group percentages at each of the events to determine the most outstanding athletes in each category (for each event the best 2 age-graded performances are recorded).

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 disfavors 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.

## **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 3 weeks in 4.

### **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 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 4 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 slow down in speed over a distance longer than 5km, or speed up in shorter distances. The conversion table has been developed through trial and error over time.

### **Backmarker boosting for handicapped distance events**

One of the main reasons that computer generated handicaps may not work well (compared with manually managed systems) is because the slower competitors times vary by large amounts while the faster competitors only vary by small amounts. As a result, handicap events will favour slower runners who are having a good day. For example, a slower runner may swing 2 minutes or more in a 5km run, while a fast runner would normally be within 15 seconds of their previous times.

To help offset this, an adjustment is made to the calculated handicap values. The current setting is 4%. This value may be adjusted from time to time through trial and error adjustments. In this adjustment, the fastest competitor will receive the maximum adjustment (i.e. handicap is reduced by 4%). The adjustment is apportioned across all competitors so that the fastest competitor receives the maximum adjustment, and the slowest competitor receives a zero adjustment. Those in the middle receive half of the adjustment.

For example: The fastest runner receives a handicap of 10 minutes in a 5km race with an estimated time of 20minutes where the slowest competitor has an estimated time of 30 minutes. As a result, the handicap for the fastest runner will become 9:36 (i.e. 10 mins less 4%). Runners with an estimated time of 25 minutes would be adjusted by 2% and their handicap would become 4:48 (i.e. 5 mins less 4%/2). The front marker would retain the 0 sec handicap. In this example, the fastest runner would receive a benefit of 24 seconds, which would give the runner a better opportunity of winning a yacht handicap event.