



# ***Pakuranga* Athletic Club**

## **Policies, Guidelines and Job Descriptions Document**

*Last Updated March 2026*



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# CLUB POLICIES AND GUIDELINES FOR OPERATION

**These Policies and Guidelines may be added to, substituted or cancelled, by a resolution passed at a Management Meeting. Changes require the majority of 2/3 of the members attending the meeting for approval. They are to be held by the Secretary of each section, and to be made available when recalled by Management for alteration.**

## **ADVERTISING**

- Advertising of businesses/organisations/services in club publications, newsletters, sectional booklets, entry forms or displayed in the clubrooms, should be cleared by Management first, to prevent any conflict of interest between advertisers or sponsors.
- The club logo should be included in all advertising.
- The club's correct name – Pakuranga Athletic Club (Inc.) – must be used in all advertising.

## **AUDITING**

- If deemed necessary by Management, auditing of Management accounts for the fiscal year (31 March) to be completed by the Annual General Meeting (last Wednesday in May). Auditor (if required) to be appointed at the Annual General Meeting.
- A copy of the Financial Report to be forwarded to the Incorporated Societies within two months of the Annual General Meeting.
- A stocktake of uniforms is to be done by the Uniform Secretary at the end of Track & Field season and Cross Country & Road season.
- A stocktake of the bar is to be done by the Bar Manager prior to the end of the fiscal year (31 March).

## **BADGES**

- Badges are ordered by the Club Secretary.
- Committee badges are worn only by members of the Management Committee, President, Secretary & Treasurer and Sectional Chairman. On resignation or standing down, these badges are returned to management or handed on to the next office bearer.
- Badges awarded to Past President, Life Members, Service Award recipients and National Champions are not returned.

## **BANK ACCOUNTS**

- Each section has its own separate bank account. The Management Treasurer will keep the original monthly statements. No other accounts are to be opened by the sectional committees or any fund-raising groups without permission from the Management committee.
- All statements are to be mailed to the Club Post Office Box number or sent to section email addresses, not private addresses.
- All sections must have three signatories. Two signatures are required to authorise online transactions. Ideally, signatories for each section should be Chairman, Secretary, Treasurer.

## **BANNER**

- The club banner and tear drop flags are kept in the clubrooms. Please return these after each use at outside events; they are there for all sections to use.

## Section One: Operational Policies and Guidelines



### BAR

See separate job description for Bar Manager.

- Non-members must sign the Visitor Book at the bar before purchasing alcohol.
- Free Drinks – The President has the authority to “shout” at a club function without prior permission from the Management Committee, as can a sub-committee Chairperson. The person on bar duty should keep a record of the total drinks sold and notify either Management or the appropriate sub-committee for reimbursement.

### BASEMENT STORAGE & GEAR SHED

- Equipment is stored in the basement (Cross Country & Road) and gear shed (Track & Field).
- Do not leave these rooms unattended with the door open.
- Children 14 years or younger are not permitted to be in the basement or gear shed.
- Each section is to be responsible for keeping these spaces clean and tidy during their season.

### CANCELLATIONS

- Cancellations of any club event should be notified on the club’s Facebook page and via email and/or text message to section members.

### CAPITAL PURCHASE

- A capital purchase is \$1500.00. No section can purchase any item over \$1,500 from its funds, without permission from the management committee.

### CENTRE AGMS

*e.g. Athletics Auckland Incorporated*

- Every effort should be made for the club to be fully represented.
- Any remits should be discussed by the sub-committees first who then notify Management how they wish to vote. Management will make the final decision.

### CLUB CHAMPIONSHIPS – ELIGIBILITY

- All participants must be wearing correct club uniform for their age group to be eligible to place at Club Championships and to break a club record.
- All participants must complete a minimum of three events\* at or for the club as a registered club member, to be eligible for Cross Country, and Road Championships or Senior Track & Field Championships

*\*an event signifies **competing or officiating** at outside or club events.*

### Track & Field Juniors

- All participants must have previously completed a minimum of three club (Wednesday) nights as a registered member in the current season as a registered club member to be eligible to compete in Junior Track & Field Championships.

### CLEANING CONTRACT

- To be reviewed and renewed annually at the June/July management meeting.
- See separate Job Description/contract. The building is cleaned as required but at least once weekly.
- It is recommended that we hold a “working bee” annually to clean windows, light fittings, freezers, stove etc. and any jobs not included in the cleaner’s job description.
- All sections are to leave the clubrooms tidy after use.

### CLEANING EQUIPMENT / PRODUCTS FOR CLUBROOMS

- All purchases of the above, rubbish bags, toilet paper, anything relevant to the day to day running of the club are to be made by the House Manager or Cleaner. Sections using the clubrooms can make requests to the House Manager for purchases.

## Section One: Operational Policies and Guidelines



### CLUB ROOMS

- The clubroom furniture is not to be taken outside. We have tables and plastic chairs for outdoor use.
- A reasonable standard of dress is required in the clubrooms. Tops must be worn in the clubrooms at all times.

### COMPLAINTS

- Any member who is unhappy with any aspect of the club should put their concerns in writing to the Management Committee. Complaints should be dealt with promptly, within a period of 10 working days. They may be dealt with verbally but must be followed up by a letter of acknowledgement from the Management Secretary that action has been taken. (See also Disputes and Disciplinary action)

### COMPLIMENTARY MEMBERSHIP (also see SPONSORSHIP)

- Complimentary Memberships to be offered to the Club President, Life Members, and major sponsors (contributing \$2,000 or more per year) and their spouses.
- At the Management Committee's discretion, elite athletes may also be given a Complimentary Membership.
- Complimentary Memberships to be decided at the March Management Meeting.
- Sections can provide (and pay for) Complimentary Membership to athletes that are not given Complimentary Membership from Management.

### CONSTITUTION

- All sections have a printed copy with these guidelines
- President and Management Secretary to also have copies. A copy to be kept for members in the clubrooms (under trophy cabinet) and loaded onto the club website.
- If an item is not covered in our Constitution, refer first to Athletics Auckland Incorporated Constitution, then Athletics New Zealand Constitution. Copies are available on the shelf under the trophy cabinet. Please do not remove these from the clubrooms. Members are welcome to photocopy any relevant parts.

### DISHWASHER

- The dishwasher in the kitchen and the glass washer in the bar are owned by the Club.
- For service or repair inform the House Manager.

### DISPUTES & DISCIPLINARY PROCEDURE

- Refer any sectional disputes to the Management Committee first. Also refer to separate section of this document.

### FILES

- Financial records from all sections that are no longer in use must be given to the Club Historian for safe storage. They are then stored in a basement cupboard.
- No files should be removed without the knowledge of the Historian.

### FIRST AID CABINET

- The Health and Safety Officer or appointee to be responsible for checking contents of first aid kits monthly and replacing supplies as required. A check list should be kept in the cabinet.
- Copies of all health and safety incident reports should be provided to the club secretary for review.

### FLAGS

- We have 2 flags. - the N.Z. flag, and a club flag. These are kept on the shelf under the trophy cabinet for all sections to use.

#### Protocol

- The N.Z. flag is not flown at half-mast on ANZAC Day or on the death of a club member. It is only flown at half-mast for the death of a monarch or politician.
- The club flag is flown at half-mast on the death of a club member.

## Section One: Operational Policies and Guidelines



- If two flags are flown from the one pole, the NZ flag must be above the club flag

### FUNDING ATHLETES

- Sections may help fund athletes attending events.
- Each athlete travelling to represent the club at the same event will receive the same contribution from the Club.
- To be eligible for funding, athletes must be registered club members and have completed a minimum of three events\* at or for the club as a registered club member in the season of the competition  
*\*an event signifies competing or officiating at outside or club events.*

### GAZEBOS

- We have three club gazebos. These are kept in the basement or gear shed.
- All gazebos are available for use by all sections.
- They must be returned after being used as other sections may require them. It is the responsibility of the section(s) that use them to ensure they are cleaned before return and fully dry before being folded away.
- Any repairs necessary should be notified to the House Manager as soon as possible.

### GEAR

- A complete inventory of gear to be kept. This should be checked and brought up to date at the conclusion of the athletic season. A copy to be filed with the section secretary.
- All gear should be stored at the club, not members' homes.
- No equipment is to be loaned to anyone including club members or any other club, school or body without the sanction of the Management Committee first.

### GEAR CUSTODIAN

*See separate job description*

- Each section should have a person responsible for gear.

### GEAR SHED

- All users of the gear shed must adhere to the gear shed user guidelines (*see separate section*). Failure to do so may result in access to the gear shed being removed.
- All non-club members wishing to have access to the gear shed must sign the Gear Shed Users' Memorandum of Understanding prior to access being given. Non-club members will be charged to have access to the gear shed.

### GRANTS

- All applications for grants must be cleared by the Management Committee. Sectional Committees are not to apply for funding without approval from Management.

### GST REFUNDS

- Typically GST is not reimbursed to sections. However, where funding received by the section is exclusive of GST (particularly grant funding), reimbursement of the GST component of the expenditure for which the funding is used will be considered by Management on a case-by-case basis. Approval is more likely to be given where the GST component is \$500 or more, or the reimbursement is critical to the section's financial situation.

### HIRE OF CLUBROOMS

- Management Secretary or House Manager to handle bookings and liaise with the hirer.
- No hirer to turn out or inconvenience any permanent section of the club, unless under special circumstances.
- Smoking and vaping is not permitted in or around the clubrooms.
- If putting up decorations, no sticky tape, nails, staples or drawing pins to be used on any painted wall surface. (Please feel free to use the rafters for decorations). All decorations to be removed afterwards.
- No removal of club pictures or shields.

## Section One: Operational Policies and Guidelines



- No access to club bar facilities except at Management's discretion. If the bar facilities are used, the conditions of the Alcohol Licence must be strictly adhered to.
  - Fee, deposit, bond available on application to the Management Secretary.
  - Building to be vacated ASAP after 12.00am when all music and noise will cease.
  - Hirers must supply own tea towels and rubbish bags. All rubbish to be removed by hirer.
  - Cleaning products, if required, are under the kitchen sink. Vacuum cleaner is in the ladies changing rooms.
- See separate Terms of Hire contract.*

### HONORARIUMS

- The Club does not pay Honorariums.

### HONOURS BOARDS

- To be updated in May each year by the Club Historian.
- If a committee member does not complete a full year and is replaced, the person who served the most months is the name to go up on the board.
- Main Honours board is now done in computer lettering like the Marathon shield, not gold leaf.

### HOUSE MANAGER

*See separate job description*

- To organise all repairs and maintenance.

### INVOICING

- All invoices for income earned by the club should be issued by the Club Treasurer only.
- Where a section needs to issue an invoice for income they specifically have earned, the Club Treasurer should be copied in on the invoice email and/or sent a copy of the invoice for their records.

### KEYS

- Key holders to be reviewed each year by the Management Committee at the June meeting.
- List of key holders to be kept up to date. Key holders are not to lend or swap keys. At the end of their term, keys are to be returned to the Key Registrar.
- Keys can only be cut by the Key Registrar after clearance by Management.
- Signatories for the master key may include President, Secretary, Treasurer, House Manager and/or Key Registrar. A minimum of three signatories is required.
- The kitchen contains spare keys for all club facilities. These must be returned after use.
- Any person losing or not returning keys will be charged a minimum of the insurance excess cost as a replacement fee.

### LETTERHEAD STATIONERY

- Letterhead paper is ordered and held by the Management Secretary. Sectional Committees to obtain their supplies through the Management Secretary.
- All Sectional Committee letters must go out on official paper.
- Letterhead paper is not to be used for internal correspondence, newsletters etc.

### LIFE MEMBERS

- Life members who do not attend the club on a regular basis to be sent an email each year by the Management Secretary advising them they have been registered with the club for the year and advising them of the AGM date.
- Life Members will pay their own affiliation fees if they wish to register with Auckland Centre and Athletics New Zealand.
- To be invited personally to all club official events i.e. Reunions,
- A Life Member is presented with a badge and a wooden plaque.

## Section One: Operational Policies and Guidelines



- Life Members also receive a copy of their photograph taken for display.

### LIFE MEMBERS NOMINATIONS

- Criteria as per the Constitution.
- All nominations for Life Membership are to be received by the Management Committee by the April meeting and voted on at the May meeting.
- This gives members time for consideration. Late nominations will not be accepted.

### LLOYD ELSMORE PARK STADIUM

- Our club does not have exclusive rights to the track. Our Track & Field sections apply each year to Auckland Council for the dates they wish to use it.
- Any extra dates e.g. Open Days etc. must be booked online with Auckland Council. Schools make their own bookings with the Council. Requests to book the use of club equipment are made via the Club's website. A hireage fee is charged, the amount dependent on the amount and nature of equipment hired.
- Hireage charges to be reviewed annually by the Management Committee as part of the fee-setting meeting.
- *Also see Track Booking policy later in this document.*

### MANAGEMENT APPOINTED POSITIONS

- The following positions to be decided at the June Management Meeting. These positions do not necessarily have to be held by Committee Members.
  - Bar Manager
  - Health and Safety Officer/First Aid
  - Registration Secretary
  - Uniform Secretary
  - Club Patron Steward
  - Gear Custodian
  - Historian
  - House Manager
  - Key Registrar
  - Photo Co-ordinator

### MINUTES

- A copy of all Management and Sub-Committee minutes to be kept in the clubrooms, in a folder under the trophy cabinet for 3 months. It is the Sectional Secretaries and Management Secretary's responsibility to ensure this happens.
- All sections minutes should be circulated no later than 7 days prior to the next meeting.

### PARENTAL INVOLVEMENT AND RESPONSIBILITY

- Where a club member is under 15 years of age, a parent or guardian is required to help as required on a rotational basis with other parents. Activities may include marshalling, grade management, measuring and recording results, basic skills coaching and putting out/packing away equipment. Full training will be provided by committee members. Ongoing failure to assist may result in a reduced club night programme or the parent/guardian's child being excluded from club activities.
- All club members aged under 15 years must have a parent or a guardian/caregiver present at all club activities the athlete attends and is responsible for that child at all times. Non-attendance of a parent/nominated guardian or caregiver may result in an athlete being excluded from club activities for safety reasons.

## Section One: Operational Policies and Guidelines



### **PATRON**

- Patron(s) elected at the Club's Annual General Meeting
- All club liaison with the Club Patron should be through the Club Patron Steward unless otherwise agreed with the Club Patron.

### **PHOTO ALBUMS**

- Are kept up to date by the Club Historian. It is the responsibility of each section to save any photos, newspaper cuttings or any items of interest for these albums.
- Albums are available for display for AGMs, reunions etc.

### **PRINTER/COPIER**

- The printer/copier is only to be used by Sectional Committees or the Management Committee and only for the production of club-related materials.
- If a serviceman is needed, contact the Management Secretary or the House Manager to arrange this.
- All consumables are to be ordered by the Management Secretary.

### **PHOTOS ON WALL**

- If an individual athlete has a photo on the wall, each new title will be printed on the card. Cards will be updated at Management's discretion. If the wall is full, the photos of those who are not current club members will be removed to make way for current club members.
- Any competitors at World Championships, Olympic Games and Commonwealth Games should go on the wall, not just gold medallists.
- For team photos, each year the top row of older photos are taken down and all the other photos moved up a row leaving room on the bottom for the most current set of photos.
- Photos that are taken down are removed from the frame. Old photos are given to the Historian for filing in the archives and the frames kept to reuse for next season's photos.
- No photographs other than the official teams or individuals to be on display without the consent of the Management Committee

### **POST OFFICE BOX 51090 Pakuranga**

- Club President or Management Secretary to be the only key holder. She/he will be responsible for the distribution of the mail to the relevant sections.

### **PRESENTATIONS**

- Presentations to members or committee members for illness, service etc. to be at the discretion of the committees, taking into consideration involvement and length of service.

### **RECIPROCAL VISITING RIGHTS**

- All members of athletic clubs affiliated with Athletics New Zealand have reciprocal visiting rights at Pakuranga Athletic Club.

### **RECORDS**

- A record book to be kept by the sections and to be updated each season by the Section Secretary.

### **REFUNDS**

- Two trial sessions/club nights are offered before fees are required to be paid, so athletes can try before registering.
- It is club policy not to refund fees, except in exceptional circumstances.
- Any member requesting a refund should write to the Registration Secretary stating the reason.
- If the Registration Secretary, in consultation with the Section Committee, agree to a refund, they are to notify the Management Treasurer. He/she will give the amount to be refunded and adjust their records accordingly.

## Section One: Operational Policies and Guidelines



- Centre and national body fees are not refundable except in exceptional circumstances. An application for refund must be made to Athletics Auckland and/or Athletics New Zealand.

### REGISTRATIONS

- For athletes younger than 20 years, the registration year is from 1st April – 31 March.
- Athletes aged 20 years or older registered with Athletics New Zealand and Athletics Auckland have a 12 month membership, commencing on the day of their registration.
- The minimum age to register an athlete is two years or turning two in the current calendar year.
- The registration fee for the athletes aged younger than 20 years includes a section levy. This levy will be reviewed annually.
- Reduced club fees will not be given by Management to athletes who register part way through the season – with the exception of those registering under the Quarter 4 membership option.
- All registrations must be made via the online registration form accessible via the club's website. All registration fees must be paid online at the time of registration.

### REGISTER OF MEMBERS

- A register of members is to be kept by the Registration Secretary.
- A member address and phone list to be kept securely behind the bar in the clubrooms. This is to be used to fulfil Alcohol Licensing requirements and in the case of an emergency only. The list is not to be on display in the clubrooms or given to a club member.
- Requests from members for a copy of the registration list are to be made through the Management Committee.

### RUBBISH

- Rubbish is removed by the cleaner.
- Please tie all bags, no loose rubbish. Please break up cartons and place in the recycle bins in the clubrooms or take home for disposal.

### SAFETY ISSUES

- The club's health and safety policy is included as part of this document.
- Each Sectional Committee is to draw up their own safety procedures.
- A separate health and safety document may be required for specific events.

### SECTIONAL COMMITTEES

- Written reports from the Chairman should be provided at section AGMs. Verbal reports only are not acceptable.
- After each section's AGM, the new committee takes over straight away.
- Each month all Sectional Committees should submit a copy of their meeting minutes to the Management Secretary and a copy of their financial report to the Management Treasurer.
- A copy of the Chairman's report from the sectional AGMs as well as the AGM minutes and financial report should also be supplied to Management.

### SECURITY AND USE OF BUILDING

- A check list for securing the building is on the wall by the alarm. All key holders are to be familiar with this.
- Building is to be left clean and tidy by the individual sections.
- If any section uses the building other than during their normal times, they must book it with the House Manager or Management Secretary to avoid a double up.
- Children under 15 years of age must be supervised in the clubrooms.

## Section One: Operational Policies and Guidelines



### SECURITY GATE

- The gate across our driveway is locked each night by a security patrol. It is unlocked each morning by the Council. A spare key is hanging in the kitchen.

### SERVICE AWARD

*See separate criteria*

- All nominations must be received by the Management Committee by the April meeting and voted on at the May meeting. Late nominations will not be accepted.

### SPONSORS

- Any member who donates \$2000 or more in cash or product to the club annually will, along with their partner/spouse, receive complimentary membership for the following year.
- The Registration Secretary is to be given a list of these members by the Management Committee before the new registration year i.e. 1st April.
- The Management Secretary will send a letter to the sponsors advising of registration for that year and thanking them for their sponsorship.
- Complimentary membership applies only to the club fee; centre and national body fees are the responsibility of the member.

### SPONSORSHIP

- Any section seeking sponsorship should first notify the Management Committee of their intentions. Likewise, if the sponsorship is offered to the section and accepted, the Management Committee should be informed. This will prevent any conflict between sections seeking sponsorship from the same source.

### TIME CLOCKS

- We have two time clocks. All hire or loan of these clocks are to be authorised by the Management Committee.

### TRAILER

- The club trailer is to be stored in the basement.
- The trailer is for use by all sections.
- It must be returned after being used as other sections may require it. It is the responsibility of the section(s) that uses it to ensure it is cleaned (inside and out) before return if required.

### TRANSFERS

- Transfers from all sections are to be handled by Management and signed by the Registration Secretary. They must not be handled by the individual sections.

### TRIALS

- All athletes are entitled to two trial days/nights. As registration fees are non-refundable (except in exceptional circumstances), trials will allow those that are unsure an opportunity to participate before having to pay.

### TROPHIES

- Trophies that are not in use by the relevant sections are to be returned to the Club Historian and stored at the clubrooms for safe keeping. This also applies if a section is in recess.
- Trophies that have been filled/no longer have room, or are damaged are not to be replaced and renamed. There are many ways to extend the life of a trophy - mounting on a new base etc.
- Trophies/certificates not presented at prize giving due to absenteeism should be delivered to the recipients as soon as possible.

## Section One: Operational Policies and Guidelines



- The Club Historian should keep a book to record the recipient's names each year in case the trophy is lost. It is each section's responsibility to provide a list of trophy recipients to the Club Historian as soon as possible after the section prize-giving.

### TROPHY CABINET

- Trophy cabinet is for storing trophies that the club has won from other clubs or centres. It is not for our own trophies that may not be in current use, or trophies held by members that were not present at prize giving to receive them.
- The key for the trophy cabinet is in the kitchen.

### UNIFORMS

- All apparel items introduced by sections must be approved by Management. Use of the Club logo and any sponsors must also be approved.
- Ordering and stocktake of uniforms to be done by Uniform Secretary.
- Each section to have someone responsible for selling uniforms.

*See separate Job Description.*

### VOLUNTEERS DINNER

- Funds permitting, the Management committee will arrange and fund an annual volunteers' dinner. Invitation is typically extended to Management and all section committees, grade managers, activity leaders, club coaches, major sponsors – and their partners. Life members, club patron, members of the local board and Auckland Council, other local politicians, Athletics New Zealand and Athletics Auckland are also invited at Management's discretion.
- No additional club funds are to be used by committees for any food, beverages or entertainment that do not form part of an athletics-related event. Committee dinners, drinks etc must be self-funded by those attending, not from section funds.
- If sections are unsure whether they are permitted to use section funds for food and beverages, this should be checked with Management prior to purchasing.



## PRESIDENT'S CUPS

### History

Originally there were 2 cups, **Boys – Girls**. They were donated by the club's first President Ray Morrissey. At that time (1968), the club had only one section, Children's Track & Field.

As the club grew over the years and acquired other sections it became more difficult to make a fair decision regarding the cups. Children were competing with adults. In 1989 two new cups were introduced, those for **Men & Women**. This now gives us a total of 4 cups.

### Criteria

- The Boys-Girls cups are awarded to the Under 20 age group down and shared by all sections catering for those age groups.
- The Men's & Women's cups are awarded to the Seniors and Masters and cover all eligible sections of the club.
- The President's Cups are awarded to the club's top athletes on the previous season's performance. Selection period 1<sup>st</sup> April to 31<sup>st</sup> March.
- Sections must nominate their top athletes only. The top performing athlete should be nominated in writing with all details of the season's performances included.
- Nominations are to be received by the April management meeting.
- In the case of the Junior Cups, school performances do not count. Relay placings also do not count.
- The recipients are decided by the President after he/she has called for the nominations from the sections. If a section does not put forward someone for nomination who the President thinks may be deserving of the award, the President may contact that person personally for their results.
- The final decision is that of the President alone. He/she is not obliged to consult with anyone and the decision is kept confidential until the AGM where the cups are presented.
- The President will give the details for engraving at least 10 days before presentation to the Club Historian, who will arrange for the return of last year's cups and the engraving. The historian will also notify recipients to come to prize giving.
- Miniatures are also presented. These are kept by the recipient.



## SERVICE AWARD

### **Award**

A Service Award (in the form of a badge and recipient's name added to an honours board) may be awarded to any financial member who, over the years, has served the club unselfishly in time and effort. The award is to be presented at the Club Annual General Meeting.

### **Nominations**

- Nominations may be made to the Management Secretary by any financial member or sub-committee, in writing and outlining the reasons for the nomination.
- Nominations are to be received in time to be tabled at the April management meeting and decided on at the May meeting.
- The recipient/s will be decided on by a 2/3 majority vote of that committee and kept in confidence until the AGM.

### **Criteria Recommendations**

- The recipient must have been involved in administration or coaching for at least five (5) years.
- Not necessary to be awarded every year.
- No more than three awards per year.



## TEAM & INDIVIDUAL PHOTOGRAPHS

### HINTS FOR ORGANISING

- Give parents plenty of notice of the date of photo, preferably in writing and reminders via newsletters and speaker system.
- Avoid setting the date in school holidays.
- Front row remove shoes. Children to remove any item of jewellery that may reflect.
- Individual medals are not to be worn in team photos.
- Digital inserts are permitted for those not available for the team photo (no side inserts). This should be discussed with the photographer and athlete concerned prior to the photo being taken so a suitable gap can be left.
- Collect payment and take orders at the time photo is taken.
- Always check spelling of names with the parents and find out if they prefer full names or abbreviations e.g. Christopher / Chris.
- We also photograph World Champions, National Champions, National Representatives (excluding school-based teams), Commonwealth Games and Olympic Games representatives in athletics disciplines

## WEDDING AND BEREAVEMENT ALBUMS

### Criteria for Inclusion in Wedding Album

- The wedding album is for photographs of club members' marriages.
- Bride and groom must both be registered club members at the time of the wedding.
- A copy of the wedding invitation should be included if possible.

### Criteria for Inclusion in Bereavement Album

- On the death of a long-serving member, the Order of Service, a photograph and obituary is placed in the Bereavement album.
- Obituaries can be written by the Club Historian or someone close to the deceased. Obituaries should focus on the deceased's involvement with Pakuranga Athletic Club.
- Past Presidents, Presidents, Patrons and Life Members are included, regardless of when their involvement with the club ceased. Past members, depending on their years with the club, the positions held and their all-round involvement, are included at the discretion of the Management Committee in consultation with the Club Historian.
- A separate folder for any past members' order of service booklet is available for those whose criteria does not make the bereavement book.



## HIRE OF EQUIPMENT – SCHOOLS

- If the track is to be used it is the responsibility of the school to book with the Council.

Schools wishing to hire equipment must complete the booking form on the club's website. (The form is only able to be submitted if the school confirms that they have secured a booking for the track through Auckland Council). The Management Secretary will send a confirmation email to inform the school that the request has been received.

- Please note – we do not lend or provide the following;
  - starting pistols or caps for starting pistols
  - stopwatches
  - time clock
  - walkie talkies
  - loud hailers
- Management Secretary to notify the Gear Custodian of the booking date as early as possible.
- The Gear Custodian will meet the school at the gear storage shed at a time arranged with the school.
- All equipment requested will be checked off the inventory by the Gear Custodian then the shed will be locked.
- The sound system will then be set up if required.
- Gear custodian to arrange a time for checking the gear back in.
- When checking in/out, any damage should be noted.
- While schools are able to hire the clubrooms (outside the times when the building is being used by a section of the club), only teachers and parent helpers are permitted in the clubrooms.
- The club's health and safety guidelines for safe use of the track and athletics equipment will be provided to schools prior to their event. A copy is also provided in the gear shed for on-site reference.

### OTHER BODIES

- If lending gear to Service Clubs, other athletic clubs, or centres we do not charge. Service clubs usually make a donation.
- No equipment is to be loaned to anyone including club members or any other club or body without the sanction of the Management Committee first.



## HIRE OF CLUB ROOMS

### Charges

- Bond \$250. To be paid at time of booking
- Life Members & Management: Pay cost of special licence only.
- Sectional Committee & selected members: \$50 plus GST plus cost of special licence
- Club Members: \$200 plus GST , plus cost of special licence.
- Schools and community groups: \$200 plus GST
- Non club members: \$500 plus GST, plus additional \$100 if special licence is required
- Service Clubs: Make a donation

### Smoking/Vaping

- Strictly NO SMOKING or vaping inside building. If you use the area at the back or the front of the building **please provide a bucket for the butts or pick them up afterwards**. Please do not smoke near the doorways as the smell drifts inside.

### Cleaning

Please leave the clubrooms as you found them.

- Wipe tables after use.
- Clear up any spills.
- Buckets, mops vacuum cleaner are in the cupboard in the ladies changing rooms, cleaning products under kitchen sink should you need them.

### Rubbish

- Please provide your own rubbish bags and take your rubbish away when you go. This also applies to the empty bottles

### Alcohol Licence & Related Matters

- The club holds a club liquor licence, but this does not apply to outside hire.
- You will need a special alcohol licence if you are selling alcohol at your event or charging an entry fee or collecting donations where alcohol is being supplied for free. You do not need a special licence when you are supplying alcohol for free or guests are bringing their own alcohol, as long as it is not open to the public.
- If you require an special license, this can be applied for through the Management Secretary or Treasurer. Please allow sufficient time for this to be processed (Auckland Council processing time is at least 20 working days + the Secretary needs time to gather information and prepare the application)
- A certified manager, or a responsible person appointed by the Management of the club, must be on duty. This person is responsible for making sure guests do not become intoxicated or drink and drive, they need to be strong enough to be able to refuse to serve anyone they think has had enough. This person's name must be on display should an inspector call.
- Under the special licence, alcohol cannot be served to minors on our premises.
- There is no drinking allowed in the car park or outside the building. The deck and paved area at back is OK.
- Non-alcoholic and low alcohol drinks must be provided.
- Substantial food must be provided.
- The club is held responsible for any breaking of the above laws and could stand to lose its licence and face a heavy fine.

## Section Two: Criteria



### Decorations

- Do not remove anything from our walls.
- You may decorate but only use the rafters and remove afterwards. It is important that decorations are taken down at the end of the evening due to the sensitivity of our alarm system to movement.
- Do not put sticky tape, nails, staples or drawing pins onto any painted wall or surface.

### Music

- Please provide your own sound system & be considerate of the neighbours.

### Vacation of Building

- As we are a council-owned facility, all noise must cease and the building be vacated, (except for tidying up) by midnight.
- Serving of alcohol should cease at 11.30pm
- Car park should also be emptied of cars by midnight.

### 21sts

- We do not encourage 21st Birthday parties and we do not hire the clubrooms to any non-club members for such a purpose.
- Hireage for 21<sup>st</sup> birthdays is permitted to club members provided there is a large amount of parental supervision or security guards are provided for the entire evening.

### Key

- You will be issued with a key and the alarm code on the day of the event

### Gate Key

- A security company lock the gate to the car park around 9.00pm each night. If there is a function the security guard may come in to check and arrange to come back after midnight and lock the gate then.
- If they don't check and lock the gate anyway, there is an emergency key hanging behind the kitchen door.

### Tea towels & Table Cloths

- Supply own.

### Security

- Do a patrol of the car park at frequent intervals after dark.
- If holding a 21<sup>st</sup>, it is a condition of your liquor licence being granted that you have security on the entrance door and car park at all times



## UNIFORM SECRETARY

- Responsible for ensuring there is adequate stock of all uniform requirements.
- All prices to be approved by management for all uniforms.
- Uniform sales paid by EFTPOS should be recorded under 'UNIFORMS' on the EFTPOS machine and receipts retained. Cash payments should be left in the uniform cupboard for banking by the Uniform Secretary or Management Treasurer.
- All uniform sales should be record on the sheet in the uniform cupboard.
- A stocktake of uniforms should be taken at the end of the track and field season (March/April) and Cross-Country season (September) as a minimum.
- Each section should appoint a committee member to be responsible for the sale of uniforms to their section. Each section is responsible for notifying the Uniform Secretary if stock of particular sizes is low.
- It is each section's responsibility to keep the uniform cupboard tidy. The uniform cupboard should be locked at all times.



## BAR MANAGER

The Bar Manager is responsible for the running and overseeing of the bar and is directly accountable to the Management Committee. Duties include

### Purchasing

- All beverages can be purchased from your preferred supplier, either from a wholesaler or supermarket - whichever has the best prices.
- Keep all receipts for reimbursement.
- Make any extra purchases for special events.

### Prices

- Keep an eye on the prices we are paying and recommend any price changes to Management, amend accordingly. Management sets the prices on your recommendations.
- Keep prices updated and on display.
- Keep the pad on the till updated with product and price changes. There is a template available for this.

### Cleaning

- Keep the bar area and fridges clean & tidy.
- Take home towels and bar mats and wash regularly
- Keep steriliser clean and in working order. Order liquid as required
- Turn steriliser on at beginning of each day and make sure the temperature is up to max. Wash as many glasses as you can before you leave each week and put into the glass fridge

### Glass Disposal

- Wheelie bins (we currently have three) are in the back room and in the clubrooms next to the bar for glass disposal.
- These are to be put out fortnightly on a Wednesday for Thursday emptying.

### Bar Licence

- Keep the bar licence and manager certificates on display
- Auckland Council advises when the licence is due for renewal. Management Secretary and/or Treasurer will organise renewal.
- Last drinks on a Saturday are determined by the Bar Manager on duty (usually around 5.30pm).
- Under licence regulations the clubrooms should be vacated 30 minutes after the bar closes.

### Special Licences

- Management Secretary and/or Treasurer will also apply for any special licences that may be needed.

## Section Three: Job Descriptions



### Licensed Managers

- A list of licensed bar managers is kept behind the bar and should be updated as necessary.
- A Licensed Manager should be on the premises at all times when the bar is open. This is not always possible, so we appoint a Temporary Manager. The name of the Manager or Temporary Manager should always be on display.
- A Licensed Manager's phone number must be available to the Temporary Manager in case of problems.
- A visitor's book is available for non-members to be signed in by a member.

### Financial

- Keep a float for the till.
- The till must be used at all times.
- Make sure the till is operating and spare receipt rolls are on hand.
- Bank cash regularly.
- Do an annual stock take and give to the Treasurer.
- Do a report for Management monthly and show monies banked to date. Management meet the 3rd Thursday each month. The report should be emailed to the Management Secretary prior to the meeting.

### Miscellaneous

- Keep the fridge well stocked with product.
- Purchase new glassware as required.

## Section Three: Job Descriptions



Cleaning as following to be carried out on days and times mutually agreed to by both parties.

### Toilets

- Clean toilets, handbasins, ledges, mirrors, divider walls as required.
- Replace paper towels, toilet paper.
- Wash floors.
- Wash walls and doors when needed.

### Showers

- Wipe down seating and shelving.
- Clean shower linings, floors and divider walls.
- Clean soap dishes and replace soap as needed.
- Wash all floors.

### Bar and Back Room

- Wash sink and benches.
- Clean sluice tub, wipe down cupboards and dust ledges.
- Wash floors.

### Kitchen

- Dust ledges and shelves.
- Wipe benches, cupboards, roller door and wall by rubbish bin.
- Clean sinks.
- Wash floor.

### Hall

- Vacuum floor.
- Wipe down tables.
- Put all tables and chairs in tidy order, removing crumbs etc. from chairs

### General

- Floors to be buffed as required.
- Cleaning materials to be supplied by cleaner.
- All rubbish bins to be emptied and washed when necessary. Rubbish to be put in the outside bin for collection by contractor.
- Appropriate cleaning materials to be used at all times. NO abrasive cleaners to be used on shower linings or rubber base.

### Section Three: Job Descriptions



- A working bee for club members is held annually to tackle jobs that are not in the cleaner's job description – light fittings, stove, fridges, freezers, windows, mirrors, photographs, honours boards. Also building exterior and grounds, basement/gear shed.
- The cleaner's term will be renewed each year at the June Management meeting.



## GEAR CUSTODIAN FOR SCHOOLS

The Management Secretary will notify you of the dates you are required as early as possible.

- You will be required to meet the school representative at the gear shed in the morning at a pre-arranged time. You will also arrange a time with them for you to return in the afternoon to check the gear back in again.
- It helps save time if the gear is stacked on the lawn outside the gear shed as it is checked out, then your job is over and it can be taken on the track after you have gone. Likewise, in the afternoon when you arrive back, the gear should be waiting on the grass for you.
- You will be given a list of the gear the school wishes to borrow by the Management Secretary. Mark out all items as they leave the shed noting any damage.
- A list of shot & discus weights is in the gear shed.
- You do not have to help them set up or do any carrying out of equipment. It is the school's responsibility to have helpers available for this. Your job is solely to mark the gear in and out.
- Lock the gear shed before you leave – the key is not to be left with the school.
- If it is a Tuesday or Thursday, please ask that the driveway is kept clear for the Joggers & Walkers section. It is a good idea to cone the bottom of the driveway regardless of the day of week.
- You are not required to liaise with Auckland Council – this is done by the schools.
- Please note we do not lend or provide any of the following;
  - Starting pistols
  - Caps for starting pistols
  - Gator
  - Stopwatches
  - Time Clock
  - Walkie Talkies
  - Loud hailers



## HISTORIAN

### Albums

- Keep the photo albums updated.
- Check local papers weekly for articles featuring the club.
- Collect photos from members of club events.
- Purchase new albums and refill pages as required.
- Store albums in fire-proof safe.
- Make available for AGMs Reunions or on request.

### Badges

- Order as required. Takes about 6 weeks; they will courier when ready.
- Ensure that the retiring management members return their badges. Be responsible for handing out new badges to office bearers as required.
- Have Life Member and Service Award Badges laid out for President for AGM presentation.
- Badge Type (recipients to keep)
  - Life Member
  - Service Award
  - Past PresidentHave these in stock for AGM (May)
- Badge Type (to be returned)
  - President
  - Chairman
  - Secretary (Management)
  - Treasurer (Management)
  - Club Captain (XC&R)
  - Management
- We also have a plain badge for members to purchase. These badges can be made available to Trans Tasman athletes.

### Cups – President's

- In April recall the four presidents Cups for engraving.
- The President will give you the recipient's names for engraving which you will organise, along with a miniature for each cup.
- Keep this information confidential.
- These are presented at the AGM in May. Make sure someone brings a camera to the meeting to photograph the recipients.

## Section Three: Job Descriptions



### Files in Basement

- There is a large cupboard for storing files from all sections in the basement.
- Check with the sectional Secretaries and Treasurers annually for old files and store them. If anyone wants to borrow a file make a note and ensure it is returned.

### Filing Cabinet

- In the lower lounge area is a fire-proof safe for the Historian's use.
- Old team photos should also be stored in the fire-proof safe.

### Honours Boards

- Just before the AGM in May, update the Honours Boards. Only do this once a year.
- Check spelling of all names with the sections.
- Arrange for the sign writer to call the morning of the AGM & then cover any Life Member or Service Award until after the meeting.

### Life Member Plaques

- Life members are presented with an engraved wooden plaque.

### Memorabilia

- Save anything you think may be interesting in later years - ribbons, banners, spare photos that don't go in the album, extra newspaper clippings, registration forms, 10k entry forms, address lists etc.

### Reunions

- Keep your eye on the Clubs Birthday (founded October 1967) and inform Management if it warrants a reunion.
- Have memorabilia on display for these occasions

### Uniforms (Past)

- Save a sample of all uniforms T Shirts, Track Suits etc. When the uniform changes, take a new set from the Uniform Secretary and store in the fire-proof safe.



## PHOTO CO-ORDINATOR

The photo co-ordinator is appointed by the Management Committee. Responsibilities are as follows:

- Organise club photos. The photographer will come to the clubrooms.
- Arrange to get lists from the sections of athletes in teams, or individuals who meet the criteria. Notify them with an individual email, text or phone call.
- Collect money if members wish to order a photo and notify purchasers promptly once the photos arrive.
- Censor, with the aid of Management, what photos meet the criteria to be displayed on the walls (*see criteria in earlier section*)
- Update results on existing individual photos at Management's discretion.
- Arrange for the framed photos to be hung in the clubrooms.



## REGISTRATION SECRETARY

The Registration Secretary is appointed by the Management Committee.

- In January/February or when Athletics Auckland and Athletics New Zealand have set their fees, the Management Committee holds a separate meeting to discuss fees for the coming year. If the Registration Secretary is not on the Management Committee, he/she should be present at this meeting.
- The Registration Secretary is the club's key user of the GameDay registration system. The Registration Secretary should undertake sufficient training to be competent using this system. (Reasonable training expenses will be covered by the Management Committee).
- The Registration Secretary is responsible for updating the online registration prior to season registrations opening each year. This includes, but is not limited to, updating registration fees, adding or deleting membership categories, adding or deleting information fields and adding deleting or updating text/instructions. The Registration Secretary will inform all Sectional Secretaries once season registrations are open.
- Sectional Secretaries will be notified of new members on a regular basis and contact details provided.
- Lists of members' contact details are not to be handed out to members on request without the sanction of Management. Members entitled to updated lists are:
  - President
  - Management Secretary (and Assistant Secretary)
  - Sectional Chairman (section members only)
  - Sectional Secretary (section members only)
  - Handicappers (section members only)
  - Team Selectors (section members only)
  - Bar ManagerKeep these people updated with new members.
- The Registration Secretary will handle all transfers of athletes to other clubs.
- In collaboration with the relevant sectional committee (and the Management Committee where deemed appropriate), the Registration Secretary will make decisions on registration refund requests from members and notify the member concerned. The Registration Secretary will liaise with the Club Treasurer to have the refund payment made.
- Each section is responsible for purchasing age patches etc from Athletics Auckland and writing this up.

### Section Three: Job Descriptions



- Be aware that Life Members do not pay the club fee or the \$10 building levy. However, if they wish to compete at outside meetings, they must pay the Centre/ANZ levy.



## HOUSE MANAGER

Ideally this position is suited to a retired person or someone who is available during the day time.

- The House Manager is responsible for all use of the clubrooms. No other Office Bearer can give permission or take bookings with the exception of the Management Secretary (or Assistant Management Secretary). The Management Secretary (or Assistant Management Secretary) must also notify the House Manager. This is to avoid conflict between the sections and to avoid double bookings with outside bodies
- If sections wish to use the building outside of their regular hours they must notify the House Manager, not just assume it will be available.
- The House Manager to keep a diary with all bookings recorded; also to keep the daily planner (on wall by telephone) up-to-date.
- To organise working bees as required to – spring clean or tidy up grounds etc.
- To liaise with tradespersons, meter reader etc.
- To be responsible for keys to the occasional outside hire. A list of Terms for Hires is available from the Management Secretary or with the Policies and Guidelines Book from each section's Chairman.



## COACHING COORDINATOR

- Co-ordinating coaching activities within the club structure.
- Planning activities on annual basis for coaches.
- To provide learning environment for coaches and a contact for coaches at club level.
- Co-ordinating within annual budget and requirements for coaching staff.
- Report to the Management Committee on progress of the coaching structure and performance.
- To provide mentoring as to direction and contact with the high performance coach available from Athletics New Zealand.

### Pathways for coaches

- Pakuranga Athletic Club is to encourage coaches to develop within the club, accessible to all athletes and provide them with opportunities to develop with the athletes to the highest level.
- Provide ongoing coach education and recognition with the opportunities to coach at higher levels e.g. teams within New Zealand and overseas.
- To provide a system that effectively matches athletes with coaches in the club.
- To provide a strong link with secondary schools who will return athletes to coaches in the club.



## CLUB-ENDORSED COACH POLICY

A Club-Endorsed Coach is a coach formally recognised by Pakuranga Athletic Club Inc's Management Committee as authorised to provide coaching to club athletes and to work independently with club athletes within the scope of their accreditation and competence, under the club's governance. Club endorsement confirms that the coach meets required safeguarding, suitability, and conduct standards, and is approved by the Management Committee.

### Eligibility Requirements

To be recognised as a Club-Endorsed Coach, an individual must:

1. **Accreditation and Safeguarding**

- Hold current Athletics New Zealand Community Coach or Accredited Coach status – which includes having successfully completed the required World Athletics safeguarding course(s) and have a current Police vet conducted either by Athletics New Zealand or Pakuranga Athletic Club.

2. **Character and Conduct**

- Be considered a person of good character, with no history of conduct inconsistent with working safely and appropriately with club members, particularly children and young people.

3. **Club Affiliation**

- Ideally be a current registered member of Pakuranga Athletic Club; or
- Where not a member, formally agree to abide by the club's Constitution, policies, and procedures, including but not limited to safeguarding, behaviour, complaints, disciplinary and dispute resolution policies.

4. **Approval**

- Be formally approved by the Pakuranga Athletic Club Management Committee, with endorsement reviewed or renewed annually or at any time at the discretion of the Committee.

5. **Coaching Availability**

- Be willing to make themselves reasonably available to coach Pakuranga Athletic Club athletes, within appropriate age groups and abilities, safe coach-to-athlete ratios, and their area of competence and accreditation.
- Be willing to coach Pakuranga Athletic Club athletes beyond their own family members, and not limit their coaching activity solely to immediate/extended family and friends.

## Section Four: Policies and Codes of Conduct



### Ongoing Expectations

All Club-Endorsed Coaches are expected to:

- Act in a manner consistent with the values, reputation, and best interests of Pakuranga Athletic Club;
- Maintain current accreditation, safeguarding training, and Police vetting as required;
- Comply with all relevant club, Athletics New Zealand, and World Athletics policies;
- Comply with all relevant health and safety requirements, including risk management appropriate to their coaching activities;
- Use Pakuranga Athletic Club equipment responsibly and for approved coaching purposes only, ensuring it is used safely, shared equitably with other athletes and coaches, returned promptly after use, and not removed from club facilities without prior approval.
- Respect the scheduling and shared use of track space and club facilities, working within agreed timetables, giving priority to club programmes and events, and cooperating with club administrators and other coaches to ensure safe, fair, and effective use for all athletes.
- Work collaboratively with club administrators, other coaches, officials, athletes, and whānau;
- Promptly disclose any matter that may reasonably affect their suitability to remain endorsed.

### Limits of Endorsement (Authority & Representation)

Club endorsement does not confer authority to represent Pakuranga Athletic Club publicly, enter agreements, charge fees, select teams, or make policy decisions on behalf of the club, unless explicitly authorised by the Management Committee.

The use of Pakuranga Athletic Club's name, branding, or endorsement status in external communications or promotions requires prior approval from the Management Committee.

### Withdrawal of Endorsement

The Management Committee may suspend or withdraw endorsement at any time if a coach no longer meets these requirements or acts in a manner inconsistent with club policies, values, or athlete welfare.



## TRACK USE POLICY

Yvette Williams Track is a council-owned facility. It does not belong to Pakuranga Athletic Club, and the club does not have exclusive rights to the use of the track, in-field, or stadium facilities. Use of the track is subject to:

- Auckland Council's ownership and overarching policies;
- Any formal bookings made through council or authorised booking systems; and
- Agreements governing access, safety, and shared community use.

Pakuranga Athletic Club manages and coordinates club activities at the track; however, all users — including club members, visiting groups, and members of the public — must recognise that access and use may be restricted by external bookings or council requirements at any time.

### 1. Exclusive Use by External Organisations

Where the Yvette Williams Track and stadium facilities are booked via Auckland Council by an external organisation, that organisation has exclusive use of both the athletics track and the grass in-field unless specifically specified in the booking confirmation. This exclusive use is for the full duration of the confirmed booking period.

During an external booking, no Pakuranga Athletic Club members and no members of the general public may enter the fenced stadium area at any time during the booking period without the express permission of the booking organisation. This includes, but is not limited to, administrators, athletes, coaches, officials, parents, spectators, and informal users.

Wherever practical, the details of these exclusive bookings will be provided on the club's website – and can also be checked with the Club Secretary at any time.

### 2. Seasonal Club Bookings with Auckland Council

Pakuranga Athletic Club secures exclusive use of Yvette Williams Track through seasonal bookings made with Auckland Council, covering both the autumn/winter and spring/summer seasons. The Club Secretary is responsible for submitting these seasonal bookings on behalf of the club.

Prior to each seasonal booking being submitted, the proposed days and times for club use should be reviewed and agreed by the Management Committee; with input sought from relevant club sections and Club-Endorsed Coaches to ensure proposed bookings reflect programme needs and seasonal demands.

Once a seasonal booking has been confirmed by Auckland Council, the available track and field space will be allocated for club activities in accordance with this policy.

## Section Four: Policies and Codes of Conduct



### 3. Priority Use of Booked Club Time

Within confirmed club booking periods, **priority allocation** of track space is as follows:

1. Regular club-based programmes, including Junior Track and Field club nights and Senior Track and Field club nights.
2. Howick Pakuranga Special Olympics, which has priority use of the track on Saturday afternoons between 1:00 pm and 3:00 pm throughout the year.

Other priority allocations can be identified as the Management Committee sees fit.

All other training sessions, coaching activities, and casual club use must be scheduled around these priority commitments.

### 4. Allocation of Track Space During Club Booking Times

The allocation of track and in-field space not required by the priority uses above (including lanes, event areas, and the in-field) will be coordinated by the Club Secretary, or another such person appointed by the Management Committee. Allocations will take into account:

- Safety considerations;
- Equipment requirements;
- The number, age, and experience of athletes present;
- The need to ensure equitable access across sections and training groups.

The allocation of track space for training squads will be undertaken in advance of each season, to support clear planning and equitable use. Indicative timing for seasonal allocation is:

- Late March/early April for the cross country and road season; and
- Late September/early October for the track and field season.

Due to space constraints and the need to ensure health and safety of stadium users, allocation of track and in-field space will be prioritised to training squads facilitated by Club-Endorsed coaches. Club-Endorsed Coaches seeking allocated track space for their squads must provide the club with relevant details within the timeframe requested, including:

- Preferred days and times;
- Number and age range of athletes;
- Specific facility or event requirements (e.g. lanes, throws areas, in-field); and
- Any known constraints or flexibility.

Where competing needs or complexities arise, the club may facilitate a meeting or discussion with relevant coaches and section leads to support fair and practical allocation. The Management committee will have final sign-off on any and all decisions made.

## Section Four: Policies and Codes of Conduct



### In-Season Adjustments

Track space allocations are intended to support effective planning at the start of each season; however, they may be reviewed and adjusted during the season where required. In-season adjustments may be considered in response to:

- Changes in athlete numbers or age groups;
- Changes in squad numbers;
- Weather, daylight, or safety considerations;
- Competition, event, or programme requirements from particular sections;
- Temporary changes to track or in-field availability; or
- Unforeseen operational or Council-related constraints.

Club-Endorsed Coaches wishing to be allocated track or field space mid-season need to make a request to the Club Secretary in the first instance; for health and safety reasons, they should not commence independent training activity at the track until appropriate space has been formally allocated and confirmed.

Where practicable, the club will:

- Communicate proposed changes in advance; and
- Consult with affected Club-Endorsed Coaches or section leads before making material adjustments.

All in-season changes must continue to reflect:

- Safety
- Equitable access;
- Priority club programmes; and
- The overall best interests of Pakuranga Athletic Club.

### Individual Training During Allocated Club Use

Due to space constraints, particularly during the track and field season, it is often not safe for individual club members to train independently on the track or in-field during allocated club training times.

Where an individual club member wishes to train during a period of allocated club use, they must:

- First speak with the Club-Endorsed Coach or coaches allocated use of the track at that time; and
- Obtain the agreement of all relevant coaches before commencing any training activity.

Any individual training permitted under these circumstances:

- Must not interfere with allocated squad training; and
- Is subject to the direction and instructions of the Club-Endorsed Coaches, including restrictions on lanes, areas of use, and training activities, as required to ensure safety.

## Section Four: Policies and Codes of Conduct



Where agreement cannot be reached, individual training must be undertaken outside allocated club training times.

### 5. Responsibilities of Members and Coaches During Track Bookings

All Pakuranga Athletic Club members, coaches, and officials are expected to:

- Respect the terms and conditions of all confirmed bookings, including exclusive-use periods;
- Follow instructions from club administrators, Council representatives, or authorised booking organisations regarding access and use;
- Vacate the track and in-field promptly at the conclusion of a booking period;
- Not grant permission to non-members or members of the public to enter the fenced stadium area during exclusive-use periods unless authorised to do so; and
- Act courteously and cooperatively toward other users at all times.

Failure to comply with this policy may result in removal from the facility for that session and may be addressed in accordance with the club's policies and disciplinary procedures.

### Emergency and Safety Overrides

Club administrators, Auckland Council representatives or emergency services may require individuals or groups to cease activity, relocate, or vacate the track or in-field at any time where this is necessary to address immediate safety concerns, operational requirements, or Council directives.

### 6. Use of the Track Outside Confirmed Club Booking Times

Outside confirmed club booking periods, Yvette Williams Track operates as a shared community facility, subject to Auckland Council rules and any external bookings in place. During these times:

- Pakuranga Athletic Club members do not have priority access over other legitimate users;
- Club-Endorsed Coaches and athletes may train on the track only where it is not booked by another organisation and where such use complies with council requirements; and
- All users must be prepared to adjust or relocate activities if the track is required for a confirmed external booking.

Members and coaches are responsible for checking booking information where uncertainty exists and must not assume availability based on past practice or informal arrangements.



## RULES FOR USE OF GATOR

- All persons operating the machine must have first read the instruction manual. (This is hanging on the side of the gear cupboard, in the basement.)
- All sections are to appoint one person each season who is responsible overall. That person is responsible for buying and filling with gas, oil etc. and should familiarise themselves with the complete instruction manual.
- All sections to provide and pay for own petrol and keep can filled.
- Up to five persons can be nominated by each section to operate. Coaches may use but need to be familiar with these rules. Parents of Junior (under 16 members) may only drive, if they are the parent/guardian nominated on the child members' registration form. Other parents would not be covered under our insurance.
- No one under the age of 16 years is to operate the vehicle. The operator must hold a current NZ drivers licence.
- No persons other than the driver and one passenger are to ride in the vehicle. No persons are to ride in the tray of the vehicle.
- Strictly no children (under 16 years of age) are to be in or on the vehicle at any time.
- Ignition key is not to be left in the ignition under any circumstances when the machine is left unattended. This includes parked in the gear shed.
- Children should also be made aware of the dangers associated with the machine.
- Vehicle is to be driven with due care and attention, at a moderate speed and with regard to persons on foot.
- When driving up the bank from the athletic track, do not have anyone walking behind the machine. Machine could roll downhill.
- Do not go sideways along the banks of the athletic oval, drive only on the cutaway in the bank, to and from the track.



# MEMORANDUM OF UNDERSTANDING

## Between Pakuranga Athletic Club & Equipment Shed Users

### [Date]

This Memorandum is for the period [date] between:

- 1) Pakuranga Athletic Club (PAC)
- 2) Equipment Shed Users (Users)

This Memorandum is a statement of intent and should not be interpreted as a binding agreement. It does not create legal obligations between the parties.

### Background

This Memorandum will formalise the use of PAC facilities (including lights) and equipment by Users. Users include Coaches, Teachers and Schools.

### Amendments and Duration

This Memorandum may be amended at any time by agreement of both parties.

This Memorandum may be terminated at any time by either of the parties by issuing 14 days' written notice to the other party.

### Specific Items (Conditions)

PAC and Users agree to commit to the following:

- Users will share PAC facilities at all times where they are designated for athletics use, other than:
  - a) "Club Nights" (Tuesdays and Wednesdays October to March) where PAC will have exclusive use, or
  - b) Any other occasion when the facilities have been booked for an event organised by PAC where PAC will have exclusive use, or
  - c) Any other occasion when the facilities have been booked for an event organised by other users (e.g. schools, other sports clubs, community groups) where these other users will have exclusive use.
- Where necessary, PAC will communicate with Users regarding any facility use adjustments.
- Users, including teachers, coaches, athletes and other persons, will operate at all times within PAC's Health & Safety guidelines and will abide by all instructions of PAC or PAC personnel regarding health & safety matters.
- Users will ensure the safe and careful use of all PAC equipment (including track signs) and will be liable for any costs incurred by PAC due to misuse, mistreatment or damage caused either directly or indirectly by Users. All equipment (including track signs) is to be placed back in its original position after User use.
- Users will abide by the "Pakuranga Athletic Club Gear Shed Users Guide"

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- All day-to-day operational matters such as equipment use and storage, use of lights, etc. will be arranged between PAC and Users as and when required.
- Any breach of the conditions may result in termination of this Memorandum and loss of key access to PAC facilities as decided by the PAC Management Committee.

On behalf of  
Pakuranga Athletic Club

Signed by

Name

.....

.....

Signed by

Name

Date

.....

.....

.....

Equipment shed User



## GUIDELINES FOR GEAR SHED USERS

These guidelines are for all key holders and coaches who use the gear shed and the equipment of the Pakuranga Athletic Club.

- No children aged 14 years or younger are permitted in the gear shed at any time.
- Ensure all doors are secure before you leave the track area. This includes the first aid room and disabled toilet.
- Do not give your key to anyone else. This includes giving the key to your athletes if you are away or know you are going to be late to training.
- If you have finished training and other coaches are there, check that they have a key to lock up and let them know that you and your squad have finished.
- Control who has access to the gear shed while you are training on the track. Doors should be closed if you are too far away and control cannot be enforced.
- Ensure that all equipment is put back in its proper position. This includes chairs.
- Ensure no mess is left in the gear shed, toilet or first aid room.
- No equipment is to be taken from the park without consent from Pakuranga Athletic Club Management.
- All damage to equipment must be reported to the Management Secretary as soon as possible. Gear shed users may be liable for the cost of fixing or replacing damaged equipment.
- Equipment should only be used for its intended purpose. Mats and high jump / pole vault pads are not to be used for warm-ups, yoga etc.
- To minimise wear and tear on the track, squads should not train in Lanes 1, 2 or 3 of the track.

Do not be afraid to enforce these rules on other users. You have been given a key to benefit you, your athletes and Pakuranga Athletic Club. Do not let one user/group spoil it for other users.

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## CLUB CODE OF CONDUCT

Members are expected to maintain high levels of sportsmanship and conduct whilst representing the Club and to support the Club and its elected officers in a way that brings credit to both the Club and its members.

### Values

Pakuranga Athletic Club knows everyone involved in athletics is here because of a shared passion for the sport and care for the people involved. Pakuranga Athletic Club aims to provide a safe, inclusive and enjoyable environment for everyone involved in its activities. People are expected to show respect and courtesy in their interactions with others.

Children and young people in particular must be cared for, treated with respect and their welfare placed at the centre of everything we do in athletics. Everyone involved in the sport joins with good intentions and we are all expected to do our part responsibly and to comply with our policies and rules.

### Purpose

This code aims to:

- provide guidance on the behaviour expected of all people when participating in Pakuranga Athletic Club's activities
- Support an inclusive environment where all people are treated with dignity, respect and courtesy.

### Application

This code applies to anyone involved in Pakuranga Athletic Club and its regional and national organisations, where applicable. This includes volunteers, participants, supporters, club members, employees, service providers, and families/whānau of participants. It is to be read together with Pakuranga Athletic Club's policies and procedures.

### Expected Behaviours

Everyone involved with Pakuranga Athletic Club must obey the law, at all times. Everyone is expected to:

- Act in good faith towards Pakuranga Athletic Club
- Show commitment to Pakuranga Athletic Club's purpose
- Follow the principles of fair play, and encourage others to do the same
- Respect the rights, dignity and value of others
- Be considerate and treat everyone fairly and equally
- Be a positive role model
- Communicate with others in a way that is honest and considerate
- Be committed to providing a quality service and activity/sporting environment
- Behave professionally, responsibly and ethically, at all times
- Not behave in a way that is discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate towards others, in person or online
- Remain free of the influence of drugs, performance enhancing substances and alcohol while involved in Pakuranga Athletic Club's activities

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- Ensure safe and healthy practices at all times
- Follow this code, Pakuranga Athletic Club's policies and procedures, and any applicable rules issued by Athletics and/or Athletics New Zealand
- Report breaches of this code, Pakuranga Athletic Club's policies and procedures, and any applicable rules issued by Athletics Auckland and/or Athletics New Zealand in a timely and appropriate way.

### Participants

Participants are expected to:

- Play competitively and fairly
- Play by the rules of the event
- Be humble in both success and defeat
- Be respectful of officials/referees, coaches, team managers, teammates, and other competitors
- Refrain from arguing with or abusing officials/ referees, coaches, and team managers
- Be cooperative with officials/referees, coaches, team managers, teammates, and other competitors.

### Family/whānau

Family/whānau of participants are expected to:

- Lead by example
- Remember participant enjoyment of athletics is most important
- Encourage participants, not force them
- Focus on participant effort and performance, not the end result
- Never punish participants for making a mistake or not winning
- Encourage participants to play by the rules of the sport
- Encourage low-level resolution of disagreements
- Be appreciative of officials/referees, coaches, supervisors and team managers, and respect their decisions.

### Coaches/supervisors

Coaches/supervisors are expected to:

- Lead by example
- Respect and treat all participants fairly and equally
- Support participants to reach their full potential, keeping in mind their individual talents, developmental stages and sporting/activity goals
- Provide all participants with equal attention and opportunities
- Operate within the rules of the activity/sport, and the principles of fair play, while encouraging participants to do the same
- Advocate a sporting environment free of drugs, alcohol and performance enhancing substances, guided by Drug Free Sport New Zealand
- Display courtesy, respect, honesty and professionalism to everyone involved in the activities of Pakuranga Athletic Club including family/ whānau, other competitors, coaches, officials/ referees and team managers
- Remain professional and refrain from initiating a relationship with a participant, and discourage any attempts by participants to do so

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- Accurately represent all qualifications, experience, competence and affiliations they have
- Provide a quality service to participants, including:
  - maintaining qualifications as appropriate
  - seeking continuous improvement and development opportunities for themselves
  - providing structured training that is appropriate to participants' needs and goals
  - seeking advice and assistance where required.
- Provide a safe sporting environment, as far as possible by:
  - making sure all equipment and facilities meet health and safety standards
  - making sure all equipment, rules, training and environments are appropriate, considering participants' ages, maturity (physical and emotional), experience and ability
  - encouraging participants to seek medical advice when sick or injured
  - being considerate and proactive toward sick and injured participants
  - be alert to the abuse of participants, verbally, physically and emotionally.

### **Team managers/supervisors**

Team managers/supervisors are expected to

- be responsible and accountable for the overall management and wellbeing of the team/group
- create a collaborative and inclusive team/group environment
- have a good understanding of Pakuranga Athletic Club policies and other relevant athletics rules or guidelines, ensuring the team/group acts in accordance with them.

### **Organisation based officials**

Club-based officials are expected to:

- officiate events fairly and impartially, placing participant safety at the heart of their approach
- have a thorough understanding of athletics rules
- condemn unsporting behaviour and encourage respect for competitors
- support other officials and encourage respect for them
- treat all participants equally, and with dignity and respect
- conduct themselves in an ethical way.

### **Reporting a breach**

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure.



# AGREEMENT FOR ATHLETES SELECTED FOR OUTSIDE EVENTS

## GENERAL REQUIREMENTS OF ATHLETES SELECTED TO REPRESENT THE CLUB AT EVENTS

The athlete (and team management/volunteers as appropriate) will:

1. Sign and/or complete any documentation reasonably requested by the club in a timely manner.
2. Keep themselves physically and mentally fit to participate in the event to the best of their skill and ability.
3. Inform appointed team management of any illness and/or injury in the period following their selection for the event.
4. Contribute towards trip expenses if required. These will be made known upon selection and will be required to be paid by the advised due date.
5. Be entirely responsible for any excess baggage charges levied by the airline or carrier and for any customs duties levied in relation to the athlete's baggage.
6. Not breach any medical or doping obligations set out by Drug Free Sport New Zealand, World Anti-Doping Agency, and World Athletics.
7. Acknowledge they are representing Pakuranga Athletic Club when travelling and understands their participation in social media forums is subject to scrutiny. Team members should conduct themselves in an appropriate manner when using social media. If athletes have a personal blog or publicly accessible online presence (e.g. Facebook, Twitter), they should use a disclaimer that all opinions expressed are theirs. In line with the spirit of the sport, athletes must not make any comments that may reflect poorly on or damage the reputation of Pakuranga Athletic Club or anyone associated with Pakuranga Athletic Club. If anyone is found to have used any social media channels to bring disrepute to the team or the club, there will be possible disciplinary action.
8. Consent to all personal and medical information required being collected and retained by Pakuranga Athletic Club and distributed only to authorised team management, officials, or persons as may be necessary for the administration of the tour.
9. Bear full financial responsibility for any costs incurred should they not compete in the event or withdraw from the team for whatever reason after Pakuranga Athletic Club has confirmed these arrangements.

## ATHLETE OBLIGATIONS ON TOUR

All team members agree that he/she:

1. Will conduct themselves in alignment with Pakuranga Athletic Club's Code of Conduct and Child Safeguarding Policy and respect fellow athletes, coaches, managers, and officials both within the team and in other clubs' teams.
2. Agrees to conduct themselves in a proper manner so as not to bring the club into disrepute. Athletes must not indulge in unacceptable behaviour whilst representing Pakuranga Athletic Club, at any time with or away from the team, including on the course during the event, throughout build up, at place of accommodation and while travelling to and from the event.

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3. Ensure that they wear the correct club uniform (approved club singlet together with black or navy blue running shorts) when participating in events.
4. Keep their club uniform in good order and repair and not disfigure it in any way.
5. Should an athlete sustain an injury or take ill at any time during their representation of the club, the athlete must immediately advise team management.
6. Consent that any photographs taken during the event may be used by Pakuranga Athletic Club on their website, newsletters, media releases, social media or other such purposes.
7. Will comply with any reasonable competition curfew and behavioural requirements made or directed of them, by the team management while under the representation of Pakuranga Athletic Club.
8. Is expected to comply with the directions and reasonable requests of the appointed team management or other club representatives responsible for the club's teams.
9. In the event of a serious breach, an athlete representation in the event will be revoked and will not be allowed to continue at the event under the club's name. If such measure is deemed necessary by team management or the club's Management Committee and the athlete is required to return home, the athlete agrees to meet any additional costs, which accrue if the breach occurs while at an away event.

### **PAKURANGA ATHLETIC CLUB OBLIGATIONS**

Pakuranga Athletic Club agrees:

1. That selection for competitions and tours will be according to the conditions set out in the selection policy for the competition, except in the case that Pakuranga Athletic Club's Management committee determines that it is not safe, responsible or financially prudent to send a team(s).
2. That distribution of all relevant information collected by Pakuranga Athletic Club provided by the athlete for the purposes of their personal wellbeing and care will be distributed only to the appointed Pakuranga Athletic Club Management committee members and team management, for use in relation to a medical or health emergency or similar. All other information contained in these forms or submitted to Pakuranga Athletic Club for any other matter is otherwise confidential and can only be released with an athlete's consent.
3. To make best endeavours to obtain all relevant competition entry information needed from the athlete in a timely manner.
4. To arrange travel, accommodation, and transport between the appropriate venues for the period of the competition (except where an agreement has been made otherwise).
5. In relation to athletes under the age of 18, ensure the appropriate level of support is available to support a positive culture, and the wellbeing of Athletes. The club's Child Safeguarding Policy will apply.
6. To undertake any actions deemed necessary, on behalf of the athlete, within the competition to assist the athlete. i.e. raise protests, lobby organisers, etc.
7. To ensure an appropriate level of coaching, physiotherapy and medical support is available to athletes.

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**The Athlete acknowledges that by signing this Agreement they have read and understood the Agreement and its obligations and have agreed to be bound by it.**

**Signature (Athlete):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Guardian Signature (if athlete is U18):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# PREVENTING BULLYING AND HARASSMENT POLICY

## Values

Pakuranga Athletic Club values the diversity of the people involved in its activities. Pakuranga Athletic Club aims to provide a safe and enjoyable environment for everyone involved in its activities. People are expected to show respect and courtesy in their interactions with others.

## Preventing Bullying and Harassment Policy

Children and young people in particular must be cared for, treated with respect and their welfare placed at the centre of everything we do in athletics. Pakuranga Athletic Club recognises those involved in its activities cannot enjoy themselves or perform to the best of their abilities if they are being bullied and/or harassed. It is aware bullying and harassment affects the health, safety and wellbeing of people. Pakuranga Athletic Club will not tolerate bullying and harassment (sexual, racial or otherwise) of those involved in its activities.

## Purpose

This policy aims to:

- Support an environment where all people are treated with dignity, respect and courtesy, free from bullying and harassment
- Provide a process to deal with bullying and harassment by or toward those involved in Pakuranga Athletic Club.

## Application

This policy applies to anyone involved in Pakuranga Athletic Club and its community, regional and national organisations. This includes: volunteers, participants, supporters, club members, employees, service providers, and families/whānau of athletes. Anyone involved in the sport can raise a concern about bullying towards them or another person. We encourage people to speak up for themselves and for other people. If you see it, call it out.

## Bullying

Bullying is repeated, unreasonable behaviour directed towards a person or a group of people that can have a significant impact on them. It may create a risk to their physical and/or mental health and safety. The person or people acting in this way may not intend to cause harm or may not see their behaviour as bullying. The focus should be on stopping behaviour that is unreasonable and makes people feel bullied. Repeated behaviour can involve a range of actions over time. Some of those actions might be small and by themselves might not seem serious. Taken together over time, however, they can add up and undermine a person's self-confidence or make them feel unsafe. A single incident of unreasonable behaviour is not considered bullying, but it could escalate and should not be ignored.

Unreasonable behaviour means actions or behaviour that is not justified in the circumstances. The following are examples of some of the behaviours that may be bullying in the context of athletics:

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- Constant blaming for mistakes, whether real or not
- Unreasonable demands or orders
- Punishment that is out of proportion, unfair or dangerous
- Shouting and yelling where it is not necessary to be heard, or angry
- Constant criticism or nit-picking
- 'Rules' made up or enforced differently for different people
- Name-calling, insults, swearing, sarcasm
- Threats of violence or other inappropriate behaviour
- Ignoring accomplishments
- Taking credit for others' achievement
- Isolating, excluding from coaching, events, messages
- Physical violence, rough touching that is not justified in the course of a contact sport
- Spreading gossip or rumours, including on social media
- Frequent teasing or horseplay that goes too far and causes a person distress
- Sending intimidating or abusive emails or text messages, including via social media
- Withholding information, assistance or equipment that a person needs to perform
- Overloading a person with work/training and/or setting unrealistic deadlines
- Using unreasonable training or repetitions as a punishment.

### Harassment

Sexual harassment and racial harassment are defined in the Human Rights Act 1993 (and Employment Relations Act 2000). They are unlawful ways of treating other people. We will take any allegations of harassment seriously as it has no place in our sport. Behaviour that does not reach the legal standard of sexual harassment or racial harassment may still be inappropriate, unprofessional and hurtful and will be addressed. Pakuranga Athletic Club is committed to ensuring everyone is safe and treated respectfully.

### Sexual harassment

Sexual harassment means any form of sexual attention or behaviour that is unwanted and offensive to a person, whether it is a serious one-off incident or less serious behaviour that is repeated. The person who finds sexual behaviour offensive does not have any obligation to tell the person behaving this way that it is offensive or to stop. If someone does say they are finding behaviour unwelcome and offensive, that is a clear sign to stop and make sure it does not happen again.

Sexual harassment can involve a person in a position of authority (a coach, supervisor, referee, manager or official) asking a person for sexual activity, with a promise or threat (direct or implied) attached. The promise might be of selection or promotion, money, gifts or a benefit of some sort, in return for sexual activity. A threat might be about missing out on an opportunity, e.g. selection for an event, or a punishment, for the person or someone they know, if the sexual activity is refused. Other sexual harassment can be using words, language, pictures or physical behaviour that is sexual, unwanted and offensive to the person receiving it. It might be sending someone sexual pictures or recordings, having nude posters or screensavers visible, talking about or playing porn, making sexual jokes or comments, persistently asking someone out when they make it clear they are not interested, intrusive questions about sex, touching or sexual assault (rape).

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Someone who is experiencing unwanted sexual behaviour can find it embarrassing and intimidating, as well as annoying or confusing. They might find it difficult to ask the person to stop or tell them it is offensive. People sometimes will laugh at jokes or smile and say they don't mind, even though the behaviour is unwanted and offensive. These reactions do not mean the behaviour is okay. It will be sexual harassment if the person experiencing it finds it unwelcome and offensive, even if they say nothing at the time. Mutually agreed sexual behaviour between consenting adults is not unlawful and will not breach this policy. However, requests for sexual activity or relationships can be unprofessional or exploitative, especially if there is a power or age imbalance or a reporting line.

### **Racial harassment**

Racial harassment occurs when a person is subjected, for reasons of race, colour, nationality or ethnic origin to behaviour that might reasonably be perceived by the receiver to be offensive or unwelcome. Racial harassment can include any of the following:

- Telling offensive jokes involving race, colour, ethnic origin or nationality
- Teasing or comments about cultural differences
- Offensive labels
- Making derogatory remarks about groups or the attributes of groups on the basis of race, colour, ethnic origin or nationality.

Racist comments, jokes, stereotypes or insults, or abuse because someone is from another culture or religion are never acceptable. People might be feeling uncomfortable or unsafe, even if some people laugh or feel they can't call the behaviour out. It is up to everyone in athletics to take personal responsibility for stopping this behaviour by calling it out if they see it and also taking it on board if someone calls them on it. It is not the responsibility of people who feel they are being racially abused to correct the behaviour, but they can call it out if they feel safe and comfortable.

### **What isn't bullying or harassment?**

Occasional differences of opinion, conflicts and problems in relationships are part of life and do not necessarily represent bullying or harassment. Fair management, coaching, managing under-performance, or other legitimate actions in line with Pakuranga Athletic Club policies and procedures are not harassment or bullying. These are some examples of behaviours that are usually not seen as harassment or bullying:

- One-off or occasional instances of forgetfulness, rudeness or tactlessness
- Friendly, occasional banter, light-hearted exchanges, non-sexual mutually acceptable jokes and compliments
- Issuing reasonable instructions, in a reasonable way, and expecting them to be carried out
- Warning or disciplining someone in line with Pakuranga Athletic Club policies
- Insisting on high standards of performance; legitimate criticisms about activity/sporting or work performance (not expressed in a hostile, harassing manner)
- Giving honest feedback and requiring justified performance improvement
- Expressing opinions that are different from others
- Free and frank discussion about issues or concerns in Pakuranga Athletic Club, without personal insults

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- Targeted affirmative action policies or reasonable accommodation and provision of work aids for disabled people
- A single incident of low-level unreasonable behaviour.

If behaviour is not repeated or unreasonable and so might not be bullying, but it causes a person in the activity/ sport distress, there is still a problem to be discussed in a calm way, to stop it becoming a more serious problem. The behaviour might be affecting one person, but it could also be affecting many others, directly or indirectly.

### **Informal resolution**

Any person who feels they or someone else is being bullied or harassed can:

- Discuss the situation with family/whānau/other support person
- Following that discussion, decide how they would like to address the behaviour.

People are always encouraged to raise concerns directly with the person who has behaved in a way causing concern but only if that feels safe and likely to be helpful. Otherwise, asking an organisation official or family/whānau member to help raise the issue and seek a constructive conversation is a good idea.

Both parties involved should have a chance to be heard respectfully and feel safe to be able to say what they want to say, through both informal and formal processes.

If direct resolution isn't appropriate or successful, the issue should be raised with the relevant organisation committee, which, in consultation with the people involved, will put in place a culturally appropriate process to try to resolve it. This may include holding a facilitated meeting in a place and following a process that meets the needs of the people involved.

Informal processes might not be suitable, for example if the behaviour is violent or threatening, involves someone very senior or people are scared of being punished for raising a concern.

It is important any person involved in an informal resolution process is supported to feel safe in the process. Anyone involved can have family/whānau support throughout the process. If anyone changes their mind about being involved the process, that must be respected.

### **Making a formal complaint**

People who want to make a formal complaint about behaviour they are experiencing, or they see happening to anyone else should follow the complaints procedure outlined in the Complaints Policy and Procedure. People can also make a complaint about sexual or racial harassment to the Human Rights Commissioner. If behaviour is sexual or indecent assault, violent, threatening or cyberbullying, people can complain to the New Zealand Police. Employees can also raise a personal grievance in accordance with the Employment Relations Act 2000. Anyone in a position of authority in Pakuranga Athletic Club who receives a complaint or becomes aware of a serious issue of bullying or harassment needs to take steps to support the people involved, ensure everyone is safe and make sure the issue is addressed by the appropriate person or committee.

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## SOCIAL MEDIA POLICY

### Definition of Social Media

Social media is an umbrella term to describe interactive online platforms which allow people to produce and share content, including:

- Social networking sites, e.g. Facebook, LinkedIn;
- Video and photo sharing websites, e.g. YouTube;
- Micro-blogging sites, e.g. Twitter;
- Weblogs, including corporate blogs or personal blogs hosted on platforms such as WordPress or Blogger, or blogs hosted by traditional media publications.;
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups; and
- Online encyclopaedias such as Wikipedia.

### Policy for Use of Social Media

All Pakuranga Athletic Club members using social media platforms must:

- adhere to the relevant rules and terms of use of the social media platforms;
- not contravene any law, e.g. defamation, copyright infringement;
- adhere to all other current Pakuranga Athletic Club, Auckland Athletics Inc and Athletics New Zealand rules, policies and codes of conduct as they apply in the context of social media.

In particular, users must:

- ensure that their comments do not disparage Pakuranga Athletic Club or its members or sponsors or bring Pakuranga Athletic Club or any of its members or sponsors into disrepute;
- refrain from posting content which harasses, abuses, defames, discriminates, or in any other way infringes on the rights of another person;
- not use obscene, insulting or offensive language;
- protect their own personal privacy and that of others by not including personal information about themselves or others in their posts (for example, email addresses, private addresses or phone numbers);
- represent their own views, and not impersonate or falsely represent any other person;
- not imply that any personal comments are endorsed by Pakuranga Athletic Club unless approved in writing by the Management Committee
- not post multiple versions of the same view or make excessive postings on a particular issue;
- not promote their own commercial interests;
- not disclose confidential information obtained through involvement with Pakuranga Athletic Club;
- not use the Pakuranga Athletic Club logo or trademark without the express prior written approval of the Management Committee.
- coaches/officials/volunteers should avoid text and private messaging with minors without consent of parent and should avoid social chat

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Members wanting editing/administration rights to any of the club's social media platforms must be given permission by the Management Committee. If an editor/administrator's club membership lapses, their editing/administration rights should be revoked immediately.

### **Consequence of Breach of Policy**

Any reported breach of this policy will be investigated by the Management Committee. The Management Committee may remove content, or request users or social media site owners to remove content. The Management Committee may take disciplinary action.

Users who breach this policy may also be personally and financially liable for any breach of the relevant social media site's terms of use or any contravention of any law. e.g. copyright infringement, defamation.

### **Reporting Breaches**

Apparent breaches of the policy should be reported to the Club President.

### **Amendment/Interpretation**

Pakuranga Athletic Club reserves the right to amend this policy as it deems appropriate. The Management Committee is the final authority with respect to the interpretation and implementation of this policy.



## PRIVACY POLICY

Pakuranga Athletic Club ('the Club') recognises that privacy is important and that individuals have a right to control their personal information. The Club acknowledges that providing personal information is an act of trust and the Club takes this seriously. Unless an individual gives Pakuranga Athletic Club consent to act otherwise, the following Policy governs how the Club handles personal information of individuals.

### 1. Collection of Personal Information

Pakuranga Athletic Club will not collect personal information unless the information is necessary for one or more of its functions or activities. The Club will also only collect personal information by lawful and fair means and not in an unreasonably intrusive way.

At the time of collecting personal information, the Club will advise the individual of:

- its name and contact details;
- the fact that he or she is able to gain access to the information;
- the purposes for which the information is collected;
- other organisations to which the Club usually discloses information of that kind;
- the main consequences (if any) for the individual if all or part of the information is not provided.

### 2. Use and Disclosure

Pakuranga Athletic Club will not use or disclose personal information about an individual for a purpose (the **secondary purpose**) other than the primary purpose of collection unless:

(a) both of the following apply:

- i. the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
- ii. the individual would reasonably expect the Club to use or disclose the information for the secondary purpose; or

(b) the individual has consented to the use or disclosure; or

(c) if the information is not sensitive information and the use of the information is for the secondary purpose of direct marketing:

- i. it is impracticable for the Club to seek the individual's consent before that particular use; and
- ii. the Club will not charge the individual for giving effect to a request by the individual to the Club not to receive direct marketing communications; and
- iii. the individual has not made a request to the Club not to receive direct marketing communications; and
- iv. in each direct marketing communication with the individual, the Club draws to the individual's attention, or prominently displays a notice, that he or she may express a wish not to receive any further direct marketing communications; and

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v. each written direct marketing communication by the Club with the individual sets out the Club's business address and telephone number; or (d) the Club reasonably believes that the use or disclosure is necessary to lessen or prevent:

- i. a serious and imminent threat to an individual's life, health or safety; or
- ii. a serious threat to public health or public safety; or

(e) the Club has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or

(f) the use or disclosure is required or authorised by or under law; or

(g) the Club reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of an enforcement body:

- i. the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
- ii. the enforcement of laws relating to the confiscation of the proceeds of crime;
- iii. the protection of the public revenue;
- iv. the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct;
- v. the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.

### 3. Data Quality

Pakuranga Athletic Club will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

### 4. Data Security

Pakuranga Athletic Club will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. The Club will also take reasonable steps to destroy or permanently de-identify personal information that it no longer requires.

### 5. Access and Correction

Pakuranga Athletic Club will provide individuals access to their personal information on request by the individual, except to the extent that:

- a) providing access would pose a serious and imminent threat to the life or health of any individual; or
- b) providing access would have an unreasonable impact upon the privacy of other individuals; or
- c) the request for access is frivolous or vexatious; or
- d) the information relates to existing or anticipated legal proceedings between the Club and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- e) providing access would reveal the intentions of the Club in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- f) providing access would be unlawful; or

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g) providing access would be likely to prejudice an investigation of possible unlawful activity;

or

h) providing access would be likely to prejudice:

- i. the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
  - ii. the enforcement of laws relating to the confiscation of the proceeds of crime; or
  - iii. the protection of the public revenue; or
  - iv. the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or
  - v. the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders;
- by or on behalf of an enforcement body.

Pakuranga Athletic Club may impose reasonable charges for providing access to personal information.



# CLUB HEALTH AND SAFETY POLICY

Pakuranga Athletic Club has the health and safety of its members is a top priority and it is our intention to make the environment and activities as safe as possible for everyone who engages with our club. This policy applies to all club members, committee members, coaches, players, visitors and volunteers of the Pakuranga Athletic Club.

The policy is effective from July 1 2024, and will be reviewed annually.

## Health and Safety – Everyone’s Responsibility

Health and Safety is everyone’s responsibility, and everyone is expected to share in our commitment to work together to keep workers, volunteers, participants and anyone else engaged with our Club safe against harm to their health, safety and welfare by eliminating or minimising risk.

All members, workers, volunteers and officers have a duty of care to take all practicable steps to identify and control risks to ensure the safety of everyone involved. Working together we can ensure that any significant hazards to workers are minimized and ensure everyone goes home safely

### To achieve this we will:

- Have Health and Safety Plans that proactively identify hazards and unsafe behaviour and take steps to manage these to as low a level as reasonably practicable.
- Have systems in place to record all incidents, near misses or injury as well as systems to ensure these incidents are investigated and changes made to minimise or eliminate any ongoing associated risk.
- Our Club committee will have up-to-date knowledge of workplace health and safety. This will include understanding the operations of our club, and the hazards and risks associated with those operations.
- Ensure all activities at the club have appropriate levels of supervision.
- Review and continually improve our Health and Safety systems
- Ensure coaches/ officials/volunteers avoid unaccompanied and unobserved one-on-one activity with a minor when in a supervisory capacity or where a power imbalance exists
- Require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance
- Communicate and actively promote participation with employees, contractors, members and volunteers to ensure they have the knowledge to maintain a safe club environment.
- Comply with relevant legislation and regulations.

### Health and Safety Plans

This duty of care of all individuals engaged with the club includes the responsibility to stop any task they believe is unsafe or cannot continue in a safe manner and to report any hazards or risks that they see that may endanger others.

- Identifying potential hazards will be done through Event Health and Safety Plans

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- Reporting hazards – all new hazards found must be reported to the person in charge of the event who will pass on to the club committee.

### **Event Health and Safety plans**

- Athletics Club night - [2024 Pakuranga Event Health and Safety Plan.docx](#)
- Events –
- Training groups and coaching –
- Cross Country –
- Track and Field (Athlete Guidelines) - [Pakuranga Athletic Club Track User Health and Safety Document.docx](#)

### **Incident Reporting**

All accidents and incidents affecting visitors, members, volunteers or workers on site are to be reported to the Health and Safety Officer and recorded using the associated form within 24 hours.

Written with reference to:

[Health and safety for clubs | Sport New Zealand - Ihi Aotearoa \(sportnz.org.nz\)](#)

[NZ Health and Safety Reform \(sitesafe.org.nz\)](#)

[Event Management Plan Template and Guidance Notes \(nzssaa.org.nz\)](#)

[Health-Safety-revision-March-2023.pdf \(athleticsauckland.co.nz\)](#)

IAAF Competition Organisation Manual A Practical Guide



# Emergency Evacuation Plan

## Purpose

To establish a structured and effective response to emergencies, ensuring the safety of all members, visitors, and volunteers at Pakuranga Athletic Club.

## Scope

This plan applies to all types of emergencies, including fire, medical emergencies, natural disasters, hazardous material incidents, and other situations that may require evacuation.

## Key Roles and Responsibilities

1. **Evacuation Coordinator (EC). Role to be held by section chairperson:**
  - Responsible for overall coordination during an emergency.
  - Ensures communication with emergency services.
  - Makes the final decision on re-entry after an evacuation.
2. **Assistant Evacuation Coordinators (AECs). Role to be held by committee members:**
  - Assist the EC and oversee the evacuation of specific areas.
  - Ensure all individuals in their designated areas are evacuated safely.
3. **First Aid Officers (FAOs):**
  - Provide medical assistance during and after evacuation.
  - Maintain first aid supplies and equipment.

## Emergency Contact Information

- **Emergency Services:** 111
- **Club President:** Mike Trathen 021 229 8436
- **Local Hospital:** East Care Urgent Care – 260 Botany Road, Golflands

## Evacuation Procedure

1. **Raise the Alarm:**
  - In case of fire, activate the nearest fire alarm immediately.
  - For other emergencies, notify the EC or any club staff member without delay.
2. **Notification:**
  - EC announces the evacuation through the public address system or loudhailers.
  - Use clear and calm instructions.
3. **Evacuation Routes:**
  - Follow designated evacuation routes posted throughout the facility.
  - Move quickly but do not run.
  - Close doors behind you to prevent the spread of fire.
4. **Assembly Points:**

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- **Clubrooms Primary Assembly Point:** Club carpark
  - **Clubrooms Secondary Assembly Point:** Cricket/football pitch past the cobblestoned area at rear of clubrooms
  - **Track Primary Assembly Point:** Middle of the track
  - **Track Secondary Assembly Point:** Above the track next to the light tower
  - Proceed to the nearest assembly point and stay there until further instructions.
5. **Evacuation of Persons with Disabilities:**
- AECs will assist individuals with disabilities.
  - Use designated evacuation chairs or other necessary aids.
  - Ensure their safety and comfort during the evacuation process.
6. **First Aid:**
- FAOs to provide medical assistance as required.
  - Contact emergency services for serious injuries or health issues.
  - Maintain calm and reassure individuals in distress.
7. **Re-entry:**
- No re-entry to the building until clearance is given by emergency services and the EC.
  - Follow instructions from emergency personnel.

### Emergency Equipment

- **Fire Extinguishers:** Located throughout the facility, including hallways and near exits.
- **First Aid Kits:** Located in clubrooms (cupboard beside kitchen) and first aid room at the track
- **Evacuation Chairs:** Stored in first aid room at the track
- **Emergency Lighting:** Ensures visibility during power outages.

### Training and Drills

- **Committee Training:** Regular training sessions for all committee members on the evacuation procedures and use of emergency equipment.
- **Member Awareness:** Information sessions provided to members and event attendees on emergency procedures, posters displayed in clubrooms and at track and information in section newsletters.
- **Drills:** Annual evacuation drills to ensure readiness and familiarity with procedures.

### Communication Plan

- **Internal Communication:** Use of PA system, loudhailers, and verbal instructions to communicate during an emergency.
- **External Communication:** The EC will maintain contact with emergency services and provide updates as necessary.
- **Post-Evacuation Communication:** Updates to members and staff via email, club website, and social media regarding the status of the facility and any additional instructions.

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### Review and Update

- The evacuation plan will be reviewed annually or after any emergency event.
- Updates will be made based on drill feedback, changes in facility layout, or new regulations.
- All members and attendees will be informed of any changes to the evacuation plan.



# CHILD SAFEGUARDING POLICIES AND PROCEDURES

## Why is this important?

Athletics club teams managers and other volunteers are uniquely placed to see what is happening with children and young people. You have a vital role to play in their future and you can have an impact that lasts a lifetime. Childhood sporting experiences should be positive, and it is our responsibility to provide an environment that is safe, positive and enables children to flourish.

While we aim to provide a safe environment and have the necessary preventative measures in place, we acknowledge that concerns about a child or young person's wellbeing may still arise. These guidelines are part of a collaborative approach to creating safe environments for both children or young people and team managers and other volunteers. Our guidelines around safeguarding children and young people in athletics is based on core principles which align with Sport NZ's Safe Sport for Children policy and Athletics NZ's Member protection regulation:

- Children and young people have the right to have fun and be safe in their activities
- Children and young people should feel respected, valued, and encouraged to enjoy their participation in athletics and to reach their full potential
- Athletics New Zealand, Centres, member clubs, coaches, and team club managers, as leaders, organisers and deliverers of athletics, have a duty of care when it comes to children and young people and should take steps to ensure that children and young people can participate safely in the activities we provide
- Athletics activities are uniquely placed to contribute to safeguarding and the welfare of children. Club team managers and other team volunteers have a responsibility to be a good role model and to be a listening ear if a child or young person has a concern.

When working with children and young people in sport, we need to be aware of the position of trust we are in. There is a power imbalance between us as a person in authority and those who look up to us. We are role models, and we need to acknowledge this and have clear guidelines with personal and professional boundaries.

## What is appropriate behaviour and language when travelling with club teams?

When travelling with club teams, you should always conduct yourselves professionally around children and young people. We also need to be able to recognise and respond safely to signs of abuse and neglect of children and young people. Some guidelines to consider:

- Have all team administration sorted prior to travel. Before you depart on a trip with children or young people, you should know who you are dealing with.
- Make sure that you have the following information for each child or young person:
  - Any medical conditions that can impact the child or young person's health and wellbeing while on the trip, and awareness of any medical treatments that may be necessary

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- Parental or caregiver consent to photographs and videos being taken of the child or young person. Or if the parent or caregivers declines to give consent then this must be known too.
- If the child or young person have previously been involved in an incident while away on a trip that may affect the child or young person's performance or behaviour on the trip.
- Any concerns that the parent or caregiver may have about the child or young person attending this trip

Keep your personal life separate. Be mindful that you are a role model for the children and young people you interact with. Some information about your personal life is inappropriate for children and young people to be exposed to.

Maintain a friendly but professional manner at all times. This extends to social media. We recommend club team managers and other team volunteers do not add children or young people under the age of 16 as 'Friends' on social media and refrain from contacting or communication with children or young people for matters not relevant to the club team. If social media is your main form of communication with your training squad, it is more appropriate to add the child or young person's parents or caregivers and loop them in on the communication.

### Photographs and Video

Capturing photos and videos of children and young people is an established way of celebrating achievements and promoting the activity or sport. Club team managers and other team volunteers use photographs and videos to provide memories of the experience for both athletes and parents or caregivers of athletes. However, there are some important considerations when it comes to photographing and videoing children and young people. Key guidelines include:

- Written consent must be obtained from parents or caregivers before any filming or photography of anyone under the age of 18 can take place. Verbal consent alone cannot be accepted. Before travelling with a club team made up of children and young people, club administration should inform you if there are any children or young people who are not allowed to be photographed, otherwise be sure to check with them.
- Do not publish photographs with the full name(s) of children or young people unless you have written parental consent and you have informed the children, young person, parents, or caregivers and whānau how the photograph will be used.
- Do not use images of children or young people and detailed personal information in publications, including websites or blogs.
- Photography in changing rooms, toilets and showers is not allowed under any circumstances.
- Images should focus on the activity or technique, rather than individual children or young people.

### Supervision

Children and young people should not be left without reasonable supervision. Children under the age of 14 should not be left unsupervised, except in clearly defined circumstances and with the knowledge and permission of the children's parents. For example, going for a run in a controlled area with a set return time. Be aware that you need to do your best to supervise everyone, for example, positioning your body to enable

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you to see as widely as possible or using space where the children and young people will not be out of sight for long periods of time. Counting children and young people frequently will help effective supervision.

It is safe working practice to avoid being alone with a child or young person as much as possible. For example, if a child or young person follows you into the sports shed or changing rooms, move yourself as soon as possible out of that one-to-one situation. It may be helpful to have some rules in place in advance, for example, stating that children and young people can only come into an enclosed space with you two at a time. If one-to-one situations are unavoidable, take precautions such as leaving a door open, or telling another member what is happening. Even better, ask a parent or caregiver to stay for the session, so you are not the only adult present.

### **Overnight Accommodation**

Motels, hotels, and campgrounds accommodation place children and young people in a communal environment where they will interact with and be in the presence of the general public. This poses a risk to children and young people that must be assessed and action taken to reduce the risk. Rooming arrangement standards will be mandated:

- No sharing of a room with an adult.
- No bed sharing
- No mixed-gender room sharing.
- Privacy to get changed and use the bathroom.
- Children and young people will be made aware of these standards.
- Club team managers, volunteers, parents or caregivers will be informed of these standards.
- No one-to-one meetings in the club team manager's room. Team meetings to be held in a communal area or accommodation conference/meeting room preferably

Parents and/or Caregivers will be informed of the details of the team accommodation including; who their child or young person is sharing a room with, the address and contact of the accommodation, and the contact number of the club team manager and/or volunteer also staying at the accommodation.

### **Changing Rooms and Toilets**

All children and young people must be safe in changing facilities where they may be particularly vulnerable to bullying and abuse. We know that children and young people are particularly vulnerable in changing areas. Due in part to various stages of dress/undress and because they are often less supervised than at other times. There is a risk of child-to-child/young person to young person problems, such as bullying if the changing room is left unsupervised. The following procedures can help to reduce the risk of misconduct or abuse in changing facilities:

- Changing facilities should not be used by adults and children/young people at the same time. Where this is unavoidable, there should be access to separate changing, showering and toilet areas.
- Under no circumstances should adults be undressed in front of children/young people in changing rooms.
- If disabled children and young people need to use changing facilities, make sure they are accessible and that the disabled child or young person and their parent, caregiver or whanau are involved in

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deciding if and how they should be assisted. Make sure the child can consent to the assistance that is offered.

- The use of mobile phones and/or photographic equipment with video recording capabilities is not acceptable in changing facilities under any circumstance.
- Where no changing facilities are available, children/young people and their parents, caregivers or whānau should be made aware of this prior to the activity taking place.
- Parents, caregivers or whānau should be discouraged from entering changing facilities unless it is absolutely necessary.

### **Alcohol and Drugs**

Club team managers and volunteers should not consume alcohol or drugs in the presence of children or young people and must not offer alcohol or drugs to children or young people under any circumstances. Club team managers and volunteers must be fit to drive at all times when taking upon a responsibility to supervise children or young people and be free from any drugs, alcohol, or medicine which is likely to impair judgement and/or the ability to drive.

### **Signing children and young people out**

Clubs have a responsibility for the children and young people in their care that includes discharging that responsibility to an appropriate adult (the club team manager, other team volunteer, parent, and/or caregiver), therefore signing children and young people in and out makes it clear who has the duty of care over the child or young person. When travelling with club teams made up of children, the club team manager should be sure to have a process in place for every location throughout the trip. For example, children must pair up on trips to the bathroom on toilet stops during the trip. When working with teenagers and young people in a club team environment, ensure you have written parental permission advising that they are allowed to travel home from the competition by themselves, or with a named person.

### **Travel**

Travelling alone with a child or young person exposes you to risk as a volunteer. During any travel to and from a competition as part of a club team, children and young people should sit in the back seat.

Athletics NZ Child Protection Officer: Athletics NZ has an appointed Child Protection Officer, who is the person of contact for any concerns related to child safety.



# DISABILITY INCLUSION POLICY

## Values

Pakuranga Athletic Club values the diversity of the people involved in its activities, regardless of their abilities. Pakuranga Athletic Club will make itself accessible to, and include disabled people in our organisation, in both playing/taking part and non-playing roles/not taking part, as far as possible.

## Disability Inclusion Policy

Pakuranga Athletic Club aims to provide a safe, inclusive and enjoyable environment for everyone involved in its activities. People are expected to show respect and courtesy in their interaction with others. Pakuranga Athletic Club aims to ensure disabled people are supported to participate and have full access as part of the play, active recreation and sport community.

## Purpose

This policy aims to:

- To support the full and active participation of disabled people in athletics
- To provide for the social inclusion of disabled people through athletics.

## Application

This policy applies to anyone involved in Pakuranga Athletic Club and its regional and national organisations. This includes: volunteers, participants, supporters, club members, employees, service providers, and families/whānau of participants.

## What we will do

To support our aim to make Pakuranga Athletic Club as inclusive as possible, we will make no assumptions about what people are able to do. We will:

- Talk to, listen to and follow the lead of disabled people about ways our organisation and athletics can be made safe and accessible to them
- Focus on what disabled people can do, rather than what they cannot
- Treat all disabled people as individuals and consider their circumstances as they explain them
- Adjust our ways of doing things, including coaching, equipment, rules or environment, as far as possible
- Make modifications to our premises for accessibility (e.g. putting in a ramp, wheelchair lift or handrail), as far as possible
- Be up front if modifications, adjustments or other accommodations are not reasonably possible
- Communicate and share information in accessible ways and formats
- Ensure people of all abilities are recognised for their contributions and achievements
- Have strong policies to ensure disabled people can participate in our activities without being subject to discrimination, bullying and harassment.

## What we ask

If you are a disabled person, or you are the parent/guardian/whānau of a disabled person:

- Let us know what we can do to make sure you or your family member/whānau feel included and your

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needs met, including any modifications, adjustments or other accommodations. This can be by meeting with a relevant committee member.

- Understand Pakuranga Athletic Club will do its best to accommodate your or your family member/whānau's needs
- Always raise any concerns you or your family member/whānau are experiencing or ideas to make Pakuranga Athletic Club a more inclusive and welcoming place.

### **Making a formal complaint**

Individuals who wish to make a formal complaint, or where there is an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure. Individuals may also choose to make a complaint about discrimination to the Human Rights Commissioner. Employees may also raise a personal grievance in accordance with the Employment Relations Act 2000.



## HOST RESPONSIBILITY POLICY

THE APPLICANT/LICENSEE ADVISES THE DISTRICT LICENSING COMMITTEE THAT THE FOLLOWING STEPS WILL BE TAKEN TO MINIMISE THE HARM FROM ALCOHOL AND PROMOTE A SAFE ENVIRONMENT:

### Customers

- We will implement and communicate a policy requiring ID checks for all customers who appear to be under 25 years of age to verify they are 18 years or older. We will clearly define and communicate the types of identification that are acceptable.
- We will ensure that only club members and those with reciprocal club rights are permitted to consume alcohol on the premises. Lists of club members will be held at the bar for checking. Members from other clubs will be advised of the need to provide club identification and what forms of identification will be accepted
- Staff will be informed not to serve alcohol to disorderly patrons (riotous, offensive, threatening etc). The Duty Manager will remove these patrons from the premises if it is safe to do so. Otherwise, they will be put in a place of safety on the premises until they can safely be removed from the premises.
- *Steps to ensure intoxicated patrons don't consume alcohol are outlined below.*

### Minors

- Training of our staff will be conducted by holders of Managers Certificates. All new staff will be trained in what to do in dealing with minors who seek to buy or be supplied with alcohol. They will be trained to ask for identification as to age and will be trained that the only acceptable forms of ID are a passport, or a New Zealand Drivers Licence, a Kiwi Access Card or an HNZ R18+ card. If staff identify a minor trying to buy or access alcohol they will call the Duty Manager to deal with the situation.
- Staff will receive refresher training on a regular basis as and when necessary and we will keep records on the premises of the training delivered to each staff member and how staff members have been tested on their knowledge.
- To assist staff to work out customers' ages we will have available the Te Whatu Ora - Health Promotion Agency's date of birth cards clearly visible on the wall.

### Intoxication

- Training of our staff will be conducted by holders of Managers Certificates. All new staff will be trained in what to do in dealing with persons who seem to be exhibiting signs of intoxication. They will be trained to call a Duty Manager to deal with the situation. The Duty Manager will carry out an assessment of the person using the Speech, Co-ordination, Appearance, and Behaviour criteria. If a person is assessed as intoxicated they will be removed from the premises if it is safe to do so. Otherwise, they will be put in a place of safety on the premises until they can safely be removed from the premises.
- Staff will receive refresher training on a regular basis as and when necessary and we will keep records on the premises of the training delivered to each staff member and how staff members have been tested on their knowledge.

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- The duty manager and staff will circulate throughout the premises looking for minors and those who are intoxicated or may be approaching intoxication. Our staff will use the Te Whatu Ora/Health Promotion Agency, Intoxication Assessment Tool to assess intoxication.
- If a person is identified as approaching intoxication they will be pointed out to the Duty Manager who will ensure that steps such as offering free non-alcoholic drinks (including tea or coffee) and/or food, slow service, diverting attention to other activities and refusing to serve any more alcohol, are taken to limit that person's consumption of alcohol.

### Low And Non-Alcohol Options

- Low and non-alcohol options will always be available
- Low and non-alcohol beer options will be marked as such on the fridge
- We will ensure that all staff are aware of the low and non-alcohol options available and offer these where appropriate.

### Food

- We will have signage visible to customers of the food/meals we have available.
- Staff will be reminded at the start of their shift of the food/meals available that day.
- Patrons will be regularly reminded about the food/meals available that day.

### Managers

- We will always have appointed enough certificated, acting or temporary managers to cover the hours we are trading.

### Safe Alternative Transport Options

- We will have posters available at the bar and near the front door setting out the phone numbers of local taxi companies and other locally available forms of transport. Public transport timetables will also be available.
- We will also provide patrons access to a telephone to call a taxi or other locally available form of transport if they don't have a telephone. Telephones will also be made available to call family or friends to request to be picked up.
- All new staff will be made aware of the local transport options available, and we will update the staff on any changes. Staff will provide that information to customers on request.

### Safe Drinking Environment

- We will maintain a clean, well-lit, and comfortable environment to encourage responsible behaviour. We will regularly clear empty bottles and glasses from patrons' tables.
- We will ensure maximum building occupancy limits are adhered at all times.
- We will provide sufficient seating and ensure that the premises are not overcrowded to prevent altercations and discomfort.
- We will not tolerate disorderly or offensive behaviour.
- We will regularly check that the toilet facilities are clean, safe and free of drug taking and intoxication.
- We will arrange security staff to be on site during events where large volumes of patrons are expected.

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- We will ensure emergency and evacuation plans are in place, that these are communicated to both staff (through training) and patrons (through signage).
- We will ensure there is no smoking or vaping in the building or in the courtyard area.

### **Amenity & Good Order**

- The consumption of alcohol in the courtyard area will be strictly controlled.
- We will manage the noise from our premises so that it does not exceed Unitary Plan levels.
- We will not empty bottles into outside rubbish bins at a time that could annoy neighbours.
- We will ensure that the immediate exterior of our premises is free from rubbish and graffiti and cleaned regularly.
- We will maintain open lines of communication with our neighbours. We will notify them of any particular events where large numbers are expected and will establish a feedback system for them to voice concerns or suggestions.

### **Alcohol Promotions**

- All promotions will strictly adhere to the Sale and Supply of Alcohol Act 2012 and any other relevant regulations and guidelines.
- We will not run promotions that encourage the rapid or excessive consumption of alcohol.
- We will not run promotions that advertise free alcohol or the ability to win prizes from drinking alcohol.
- Promotions will not target minors, individuals who appear to be intoxicated or other vulnerable groups.
- Promotional material will include clear messaging about responsible drinking and the legal drinking age.
- We will ensure all information in promotions is truthful and not misleading about the effects of alcohol.



# DISPUTES AND DISCIPLINARY PROCEDURES

## 1. INTRODUCTION AND TITLE

1.1 This Grievance Procedure:

- (a) is made pursuant to the Constitution;
- (b) may be cited as the Pakuranga Athletics Club Disputes Procedure .

1.2 In order to facilitate the expeditious and orderly handling and resolving of disputes in accordance with the requirement of natural justice and procedural fairness, the following procedures will exclusively apply.

## 2. DEFINITIONS

2.1 In this procedure the following words have the following meanings:

- (a) *Adjudicator* means a member of the panel of the Disputes Committee as nominated under clause 3.1(a) of this procedure;
- (b) *Management Committee* means the Management Committee of Pakuranga Athletics Club Inc;
- (c) *Chair* means the chair of the Disputes Committee as appointed under clause 3.1(b) of this procedure;
- (d) *Code of Conduct* means the code of conduct of the Pakuranga Athletics Club Inc as amended from time to time;
- (e) *Complaint* means an allegation that a Member has breached the Code of Conduct;
- (f) *Constitution* means the constitution of Pakuranga Athletics Club as amended from time to time;
- (g) *Determination* means a determination of the Disputes Committee made under clauses 3.3 and 9 of this Procedure;
- (h) *Disputes Committee* means the disputes committee constituted under this procedure;
- (i) *Grievance* means a dispute between Members in relation to matters relevant to their membership of the Pakuranga Athletics Club raised clause 6 of this procedure;
- (j) *Investigation* means an investigation by the Disputes Committee into a Complaint or a Grievance;
- (k) *Mediator* means a mediator appointed under clause 7.2;
- (l) *Member* means a member as defined by the Article 6 of the Constitution;
- (m) *Secretary* means the Secretary of the Management Committee.

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### 3. **DISPUTES COMMITTEE**

- 3.1 Establishment and Composition: In the event of an application to the Disputes Committee for an Investigation, the Secretary will establish a Disputes Committee which will comprise:
- (a) Two Adjudicators who are members of the Management Committee but who shall not have previously been appointed under clause 7.2 to mediate the Grievance;
  - (b) The Chairman of the Management Committee.
- 3.2 Chair to preside: The Chair must preside over all Investigations of the Disputes
- 3.3 Determinations: All Determinations of the Disputes Committee will be made by majority vote.

### 4. **SECRETARY**

- 4.1 The Secretary must:
- (a) Convene the Disputes Committee and all Investigations of the Disputes Committee and, in circumstances where the Secretary believes an urgent Investigation is required, convene an urgent Investigation; and
  - (b) Attend to all other tasks prescribed by this Grievance Procedure and such other tasks necessary and incidental to ensure the smooth and efficient operation of this Grievance Procedure with the overriding aim that such Grievances and Complaints be resolved as expeditiously as possible.

### 5. **BREACHES OF THE CODE OF CONDUCT —PROCEDURE**

- 5.1 Where a Member ("the Complainant) believes that there has been a breach of the Code of Conduct by another Member (the Respondent"), then the Complainant may request the Management Committee to consider whether action should be taken under clause 5.2 below.
- 5.2 Where the Management Committee (whether on its own initiative or by reason of a complaint under clause 5.1) believes that there has been a breach of the Code of Conduct it may request the Secretary to convene a Disputes Committee for the purposes of an Investigation into the Complaint.
- 5.3 Upon such request being made by the Management Committee the Secretary shall send to the Respondent full details in writing of the alleged breach and notice of the date of the
- 5.4 Investigation (which shall be no earlier than 7 clear days after the Respondent is given such notice).
- 5.5 The Secretary shall then convene an Investigation into the Complaint on the date and time appointed in the notice to the Respondent.



**6. GREVANCES -PROCEDURE**

- 6.1 Initiation of Grievance: Where a Member ("the Initiating Party") is of the opinion that he or she has a Grievance with another Member (the Responding Party"), then the Initiating Party must, unless otherwise expressly stated and within 14 days of the day the subject of the Grievance arises, first discuss the Grievance with the Responding Party. If the Grievance is not resolved to the satisfaction of either as a result of such discussion, either Party may within seven days of the discussion with the other party. serve a written notice setting out the particulars of the Grievance on the other Party (with a copy sent to the Secretary).
- 6.2 Response: The Responding Party must notify the Initiating Party in writing of his or her response in relation to the Grievance within seven days after receipt of that notice under clause 5.1 (with a copy sent to the Secretary).
- 6.3 Strict Adherence to Time Limits may be waived: The time limits set out in clauses 6.1 and 6.2 are for guidance only and strict adherence to them may be waived by the Secretary providing there has not been unreasonable conduct by one party in discussing the Grievance which has prejudiced an orderly resolution of the dispute.
- 6.4 Escalation of Grievance: If the parties are unable to resolve their Grievance by informal discussion either party may make a request to the Secretary for the Disputes Committee to resolve the Grievance. Notice shall be given to the Secretary by a written notice setting out the nature of the Grievance and requesting either that the Grievance be mediated or that it proceed directly to a Investigation. After receipt of any written notice under this clause the Secretary must:
- (a) send a copy of the written notice to the other Party;
  - (b) enquire of the other Party whether it is prepared to mediate the dispute;
  - (c) where both parties consent to mediation then refer the grievance to mediation;
  - (d) where one or other Party does not provide its consent to mediation or its consent is subject to conditions which are not acceptable to the other Party), either refer the matter to mediation or directly to an Investigation depending on which method the Secretary believes at the time (in his/her sole discretion) is the most appropriate means of resolving the Grievance.

**7. MEDIATION OF GRIEVANCES**

- 7.1 Refusal to attend mediation: If either party to the Grievance refuses to attend mediation at the direction of the Secretary then:
- (a) where the party refusing to attend mediation is the Initiating Party. the Secretary may refuse to take any further steps in the Grievance Procedure; or
  - (b) the Secretary may refer the dispute direct to an Investigation.

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- 7.2 Appointment of a Mediator: The Secretary shall appoint a Member as a mediator in consultation with both Parties.
- 7.3 Mediation: In the event that the Grievance is referred to mediation, the Mediator must assess the Grievance with both parties in an attempt to settle the Grievance.
- 7.4 When mediation is successful: If the Mediator is able to bring about a settlement of the Grievance to the satisfaction of the parties, the terms will be final and binding.
- 7.5 When mediation is unsuccessful: If the Mediator is unable to bring about a settlement of the Grievance, the Mediator shall notify the Secretary and the Secretary must convene an Investigation of the Disputes Committee within fourteen days.

### 8. DISPUTES COMMITTEE INVESTIGATIONS

- 8.1 Investigation: In investigating a Complaint or Grievance, the Disputes Committee will have the right to determine all procedures to be adopted provided that it must give the Respondent the opportunity to be heard and to make submissions in relation to the issues of merit and penalty.
- 8.2 Non Attendance at investigation: Once an Investigation is convened, the Disputes Committee has power to decide upon the available evidence on the date set for the Investigation, or such later date, irrespective of whether a party attends the Investigation or makes written submissions.
- 8.3 Parties to discover documents: Not less than two days before the commencement of any Investigation, each party must serve on the other parties and the Secretary copies of all documents relevant to the Grievance. If anybody fails to serve such documents that party may not, without permission of the Disputes Committee, be allowed to submit such documents into evidence at the Investigation, and the other party will have the right to examine such documents at the Investigation and introduce those it desires in evidence.
- 8.4 The Disputes Committee may compel production of documents: Notwithstanding clause 7.1, the Disputes Committee may in the course of any Investigation call any relevant documentary evidence available to any party or person. Such relevant documentary evidence must be produced notwithstanding that it may be prejudicial to that party so producing the evidence, it being acknowledged by the parties that such production is necessary to ensure that the Disputes Committee receives all relevant information so that an informed decision can be made.
- 8.5 Documents to be treated as confidential: Any documents disclosed under clause 7.1 or 7.2 shall remain confidential to the parties to the dispute and the Disputes Committee and can only be used for the purposes of the Investigation before the Disputes Committee and resolving the Grievance or Complaint. Save where such disclosed documents have entered the public domain, any use of such disclosed documents for another purpose amounts to misconduct and shall be dealt with in accordance with the Code of Conduct.
- 8.6 Witnesses: The Disputes Committee may in relation to any Investigation order the attendance of any person and ask any questions and call any evidence as the Disputes Committee in its absolute discretion

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thinks fit. It is acknowledged that the Disputes Committee has no legal power to compel such witnesses to attend, other than Members who are contractually bound to do so.

- 8.7 Submissions: Any party to an Investigation may make any written submissions to the Disputes Committee provided that copies of such written submissions must be provided to the Chair, all sitting Adjudicators, the Secretary, and all other parties' prior to their presentation.

### 9. DETERMINATION

- 9.1 General justice and fairness: The Disputes Committee will determine all Grievances or Complaints by reference to considerations of general justice and fairness.
- 9.2 Written Reasons: The Disputes Committee will with as little delay as possible after the conclusion of an Investigation, provide a written Determination to the parties and the Secretary, which sets out the reasons for the Determination.
- 9.3 Determinations final and binding: All Determinations of the Disputes Committee will be final and binding on all parties.
- 9.4 Manifest error: The Disputes Committee may at any time correct, vary or set aside a Determination where there is a manifest error in the Determination.

### 10. APPEALS

- 10.1 Right of appeal: Any party to any matter which has been determined by the Disputes Committee may appeal ('the Appellant') such decision to the Management Committee.
- 10.2 Grounds of appeal: An appeal may only be made on one or more of the following grounds:
- (a) That natural justice was denied;
  - (b) That the Disputes Committee acted outside of its powers and/or jurisdiction (i.e. acted ultra vires).
  - (c) That substantially new evidence has become available after the decision, which is being appealed, was made;
  - (d) In respect of a decision relating to misconduct involving the Appellant, that the penalty was either excessive or inappropriate.
- 10.3 Time for appeal: Any such appeal shall be sent to the Secretary within 10 working days from the date the Appellant was notified of the Determination.
- 10.4 No further right of appeals: The decision of the Management Committee shall be final and there shall be no further right of appeal.



# A HISTORY OF THE CLUB

*Compiled by Linda Mitchell-Club Historian*

The Pakuranga Amateur Athletic & Harrier Club was founded in 1967. Pakuranga was then a new suburb of Auckland being settled by young families. Pakuranga Town Centre had been opened the year before and new subdivisions were mushrooming up around it.

A need was felt for a Children's Athletic Club. Several local residents got together and met with the Howick Jaycees, who called a public meeting. The outcome of which, was that an athletic club was formed on 19 October 1967.

Among those present at this public meeting were Yvette Corlette (nee Williams), gold medallist from the 1952 Helsinki Olympic Games, her brother Roy Williams and athlete Murray Halberg, who was guest speaker for the evening. Yvette became the club's first Treasurer and coach.

The first Track & Field meeting was held on 23 November 1967 at Ti Rakau Park. The uniform was white shorts with a red blouse for the girls and a red singlet for the boys; this had to be dyed by mothers as singlets only came in one colour – white! Subscriptions, (the first year of decimal currency) were set at 50c per child or 75c per family.

By 1980 the facilities at Ti Rakau Park were no longer suitable for our growing needs. Gear was stored in the toilet block over the summer and during the winter in Lloyd Elsmore's basement. Lloyd was at that time Mayor of Manukau City (he was later to be awarded a knighthood). Sir Lloyd had grandchildren who were early members of the club and his daughter was an early Treasurer.

In 1980, we moved a few kilometres up the highway to the newly completed Lloyd Elsmore Park, where Manukau City Council gave us a large metal shed to store our gear in. This became our base for the next 4 years until the club rooms were built and opened in 1984.

Over these formative years we grew in strength and numbers. During the 1980s, we had up to 700 children competing on Wednesday evenings. Sunfresh Juices became the club sponsor in 1980 making us the first sponsored Athletic Club in N.Z. when we changed our name to The Sunfresh Pakuranga Amateur Athletic and Harrier Club. This sponsorship continued until 1988 when Magness Fisher & Paykel took over the sponsorship which continued until March 2006. In March 2006, we changed our name to The Pakuranga Athletic Club Incorporated.

In 1977, the Harrier Section was formed with Saturday afternoon meetings taking place from the old Pakuranga Hall on the Highway. Our cross country course started in the cow paddock opposite (we stopped the traffic on the highway to allow members to cross the road en masse), where the Bowling Club now stands, and climbed the Pakuranga Hill, which was covered in gorse bushes and cabbage trees, up towards Bradbury Road. There were no clubrooms with showers to get rid of the mud and cow ---- afterwards, just a cold hose down outside, then inside for a cup of tea or a warm beer!

## Section Five: Background Information



In 1979, a fundraising committee was formed. After many different projects such as raffles (we had a car as first prize in one), fundraising nights at the Ace of Clubs Theatre Restaurant, tote tickets etc. we held our major event, The Buy a Brick Scheme. “Buy a Brick” was well received and supported by club members, local business and residents, who had the option of buying a brick from \$10 to \$100 in value. A feature wall can now be seen in the clubrooms with the names of those persons preserved for posterity on their personalised bricks. From this project alone we raised in excess of \$30,000. Manukau City Council then funded us with a loan under the then, Shared Responsibility Scheme, to build the clubrooms we have today.

A building committee was formed and it is interesting to note that this committee of nine stayed together unchanged from 1979 – 1984. Three members of that committee are still with the club today. Building commenced in November 1983 and Sir Barry Curtis officially opened our clubrooms on 28 May 1984. Present at this opening were many members who were there in the early days of the club.

A Senior Track & Field section was very active during the 1980s and after a break of several years was resurrected. In March 1982, the Joggers Group was formed, in its heyday before mums joined the workforce, it attracted up to 80 runners on Tuesday and Thursday mornings. Walkers were included in 1989.

1979 saw us stage N.Zs. first half-marathon, this was quite an event considering we had no permanent headquarters. Sunfresh Juices were the major sponsors of the race, which was held around the farming and industrial areas of East Tamaki, then back through residential Pakuranga. From 1988 – 1993, Continental Airlines were the major sponsors of the event, during which time there were several course changes. By 1994, half-marathons had lost popularity, so the annual fundraiser was changed to a 10k event. Panasonic, along with Magness Benrow, became the major sponsors and the course has remained much as it is today, along the Buckland’s Beach peninsular to Lloyd Elsmore Park.

Several of our club members have gone on to hold executive positions with Athletics Auckland and Athletics N.Z. and many of our athletes have performed with distinction both locally and internationally over the years. Today we have one of the largest memberships in the country; this includes pre-schoolers to members who are over 80. We are well known as a friendly, hospitable club, many of our members have been with the club since its early beginnings and we always strive to make new members feel welcome.

Our great ambition was to have an all-weather track to enable us to cater for all the talented athletes we have in our club and in local schools, this dream has now become a reality. In 2010, the Yvette Williams track was opened by Manukau Mayor Len Brown.