

Ku-ring-gai Little Athletics Centre

Parent Participation Policy

2026/27 Season

Effective from 1 August 2026 | Approved by the KLAC Committee

1. Purpose

Ku-ring-gai Little Athletics Centre (KLAC) is a volunteer-run community athletics centre built on the values of family, fun, friendship, and fitness. It exists because families give their time to make Saturday mornings work for every child at the centre. Parent participation is a condition of membership to ensure Saturday's operational load is distributed equitably across all families.

This policy sets out the parent participation requirement for the 2026/27 season. It explains what families are agreeing to at registration, why participation is required, exemptions and what happens if a family is unable to fulfil their commitment.

KLAC operates under the Associations Incorporation Act 2009 (NSW) and aligns with Little Athletics NSW (LANSW) policies.

2. Core Expectations

All KLAC registered families agree to the following:

Expectation	What it means
Athletes 14 and under — parent in attendance	A parent or carer must be present on site for the full duration of every session their athlete participates in. This applies to all Saturday morning and Friday night sessions.
Weekly on-field support — all parents and caregivers	All parents and caregivers are expected to assist age managers in running Saturday competition events.
Operational Duties (Pre-allocated)—all parents and carers	Every Family completes two rostered Operational Duty sessions per season; for Set Up, BBQ/Canteen, Pack Down.
Representative Events—relevant parents and caregivers	A parent or carer must be present on site for the full duration of every session their athlete participates in. This applies to all Saturday morning and Friday night sessions.

3. The Requirement

3.1 Contribution

Parents pitch in on-field during the Saturday competition.

Each family completes two Operational Duties per season.

Families with multiple children may be allocated additional Operational Duties depending on age group needs.

Parents of representative athletes must volunteer at those events.

3.2 Parent Attendance

A parent or carer must be present on site for all athletes 14 years of age and under for the full duration of every session. If no parent or carer is present when competition begins, the athlete will not be permitted to participate until a parent or carer arrives. This applies to all Saturday morning and Friday night sessions.

3.3 On-field Weekly Support

Weekly on-field help is required from all families.

Events will not run if insufficient volunteers are present.

All on-field volunteers must sign in and wear an orange vest.

The Ku-ring-Gai Septathlon requires full parent support across all age groups.

3.4 Operational Duties–Session Types

The three types of Operation Duties session are:

Session type	What it involves
Set up	7:00am arrival at Equipment Shed. Assist with oval and equipment for competition to begin.
BBQ and canteen	Assist with the BBQ and canteen. Duties include preparing and serving food, float handling, and keeping the area clean.
Pack down	From 11:00am to 12:30pm. The age group that finishes last on a field event area is required to pack down that area as part of the program. The rostered pack down team covers all remaining equipment, BBQ, tents, and general oval clearance.

3.2 How Operational Duties are allocated

- Each Family will be allocated two Operational Duties before the start of the season based on their child's age group.
- Families will be notified of their dates, times, and roles by their age group manager via WhatsApp.
- Families with more than one child registered may be required to complete additional sessions.
- Families may swap their allocated session date with another family within the same age group. Swaps must be confirmed with the age group manager.

3.4 Representative events

Families of athletes competing at representative events are required to volunteer at those events. This Includes:

- NSW Relay Championships (8s to 12s)
- NSW Relay Championships (13s to Masters)
- Zone Championships
- Regional Championships
- NSW State Little Athletics Championships
- NSW State Junior Championships

Representative event volunteering is additional to season duties.

3.5 Working with Children Check Requirement

All committee members, coaches, and age managers aged 18+ must hold a valid Working With Children Check (WWCC), verified by KLAC through the NSW Office of the Children's Guardian.

Parents assisting their own child are exempt.

4. Exemptions

4.1 Committee members, Age Managers, and the Permanent Set-up Team

The ongoing contribution of these individuals is recognised in lieu of the Operational Duties and On-field help.

4.2 Tiny Tots

Parent Presence at every Tiny Tots session counts as a family's contribution to Tiny Tots> If the family has older children, standard requirements apply for those age groups.

4.3 Genuine Circumstances preventing Parent Participation

KLAC recognises that some families face genuine circumstances that prevent them from completing physical volunteering duties. Exemptions may be considered in the following categories:

Category	Criteria	Evidence required	Alternative contribution?
Medical or disability	Parent or guardian unable to perform physical duties due to medical condition, disability, injury, or pregnancy	Short written explanation. No medical certificate required.	Yes, unless condition prevents all contribution
Essential service work	Rostered shift work in essential services preventing Saturday attendance	Brief description of role and roster	Yes
Single parent household	Sole carer with no other adult available	Written confirmation	Yes
Temporary hardship	Short term crisis including illness, injury, bereavement, caring responsibilities, or sudden unemployment	Short written explanation	Yes — time limited
Physical limitation	Unable to perform physical duties but able to contribute administratively	Written explanation	Yes — conditional
Work commitments	Work prevents physical attendance but allows administrative contribution	Written explanation	Yes — conditional
Multiple children or capacity	Parent managing multiple children alone on competition days	Written explanation	Yes — conditional
Short term situational	Temporary transport or short term caring responsibilities	Written explanation	Yes — time limited

The following are not accepted as grounds for exemption:

Reason provided	Outcome
I am too busy	Declined — not a recognised exemption
I do not want to volunteer	Declined — volunteering is a condition of registration
I do not want to do BBQ, set up, or pack down	Declined — families may request alternate duties, not exemption
I work full time	Declined — not an essential service exemption
I prefer to watch my child compete	Declined — not a valid exemption
I did not realise volunteering was required	Declined — the requirement is disclosed at registration
I am new to the club	Declined — all families must contribute
I have multiple children	Declined — unless sole parent with no alternate adult available

How to apply

- All exemptions must be listed on the Exemption register.
- Exemption requests must be submitted using the KLAC Parent Helper Exemption Request Form: <https://forms.gle/323swchRZDsv7VG87> . This link is additionally available at the point of registration.
- Requests are reviewed by two committee members, one of whom is the President.
- The family will be informed of the outcome in writing within five business days.
- Where a physical exemption is approved, families may be asked to complete an equivalent non-physical contribution such as administrative support, communications, equipment maintenance, or sponsorship coordination. The nature of the alternative contribution will be agreed between the family and the committee.

7. Non-Compliance

7.1 Refusal to agree at registration

If a family does not tick the parent participation agreement at the point of registration, their membership application is not accepted. Families who are unable to agree to the requirement may apply for an exemption.

7.2 Failure to complete allocated duties

Where a family ticks the agreement at registration but does not complete their allocated sessions and has not been granted an exemption or arranged a swap, the following process applies.

Stage	Trigger	Committee Action
Reminder	Duties not completed	Friendly reminder, with the offer of a new duty date.
Warning	Second duty not completed	Formal written warning issued by the Parent Help Coordinator with oversight of the Registrar.
Suspension	No response or refusal	Athlete suspended from competition until duties are completed or an exemption is granted.
Cancellation	Persistent refusal	Registration cancelled (rare). Refund issued on a pro rata basis less the cost of registration set up and any uniform items received. Family not eligible to re-register the following season.

All consequences are applied at the committee's discretion. Families are given the opportunity to respond at each stage before further action is taken.

8. Appeals and Complaints

Families may appeal any decision made under this policy, including exemption decisions and non-compliance consequences, within 14 days.

- Appeals must be submitted in writing to the President of KLAC at president@klac.org.au
- Where the President was involved in the original decision, the appeal will be heard by a panel of 2 committee members who were not involved in that decision.
- The President or panel will respond within 10 days.

Complaints follow KLAC's grievance procedure:

- In the first instance, email the Member Protection Information Officer (MPIO) at president@klac.org.au with details.
- If a satisfactory response is not received, the matter may be escalated to the Member Protection Information Officer for NSW Athletics at www.nswathletics.org.au/about/reporting-concerns

9. Who This Policy Applies To

Family situation	Requirement
Families with one or two children in U6 to U14	Minimum two pre-allocated operational sessions per season, plus weekly on-field support as an expectation of all families.
Families with three or more children in U6 to U14	Minimum two pre-allocated operational sessions per season in total. Additional sessions may be required depending on the number of children and the needs of each age group.
Families with a Tiny Tot only	Parent or carer presence at every session counts as the family's participation contribution. On-field support is still encouraged.
Families with athletes aged 14 and over	The same minimum session requirement applies. All parents and carers are required to complete pre-allocated operational duties and are expected to provide on-field support each week.
Committee members, age managers, and permanent set up team	Contribute extensively to the running of the centre. Noted on the exemption register. Not required to complete additional pre-allocated operational duties.
Families whose child competes at a representative event	Required to volunteer at that event. Applies to NSW Relay Championships, Zone, Regional, NSW State Little Athletics Championships, and NSW State Junior Championships. This is in addition to pre-allocated season sessions.

10. Contact

For any questions about your participation requirement, duty allocation, exemption application, or this policy, please contact us through the details below.

Role	Contact
Registration and parent help enquiries — Keri Garnys	registrar@klac.org.au
Exemption applications and appeals — Michael Hooton, President	president@klac.org.au
General enquiries	info@klac.org.au

By ticking the parent participation agreement at registration, families confirm they have read and understood this policy and agree to fulfil their participation obligations during the 2026/27 season.

Exemption request form: <https://forms.gle/323swchRZDsv7VG87>

Registration enquiries: registrar@klac.org.au

Exemption and appeals: president@klac.org.au