



***Pakuranga* Athletic Club**

Policies, Guidelines and Job Descriptions Document

Last Updated 9 December 2018



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Pakuranga Athletic Club



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 (31st 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.

BADGES

- Badges are ordered by the Club Historian.
- Plain badges are worn by any club member who wishes to purchase one.
- Badges with a bar 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 and Service Award recipients are not returned.

BANK ACCOUNTS

- Each section has its own separate bank account. The Management Treasurer will keep the original monthly statements and the Management Secretary will send copies to the Sectional Treasurers each month. No other accounts are to be opened by the sectional committees or any fund-raising groups.
- 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 for a cheque and to authorise online transactions. Ideally, signatories for each section should be Chairman, Secretary, Treasurer.
- For Management, signatories should be President, Vice President, Secretary, Treasurer.

BANNER

- The club banner and teary drop flags are kept in the clubrooms. Please return these after each use at outside events; they are there for all sections to use.
- Please sign the "Equipment Book" in the Clubrooms each time these are taken.

Section One: Operational Policies and Guidelines



BAR

See separate job description for Bar Manager.

- Users of the bar may be required to show their membership card as evidence of club membership before purchasing alcoholic drinks from the bar. Non-members must sign the 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). Please keep these spaces tidy.
- 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.

BROKEN WINDOWS

- Emergency numbers are by the phone. Arrange repair then let House Manager or Secretary know.

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. If there is voting to take place, then our quota of (3) voting delegates should be present.
- 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 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 completed a minimum of three club (Wednesday) nights 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.

Section One: Operational Policies and Guidelines



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.

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 \$1,000 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

- The Club Constitution is saved on a USB stick. A copy of the disk should be kept at the Club and another copy at the Management Secretary's home.
- 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.
- The incident book should be kept up to date.

Section One: Operational Policies and Guidelines



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.
- 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.
**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. Please do not fold away wet.
- Please sign the "Equipment Book" in the Clubrooms each time gazebos are taken.

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 Management 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 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.

GRANTS

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

HIRE OF CLUBROOMS

- It is not Club policy to hire the clubrooms to outsiders as it is constantly in use by our sections. However there can be exceptions at Management's discretion. All applications for hire are to be in writing (or via email) to the Management Committee.
- 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.

Section One: Operational Policies and Guidelines



- Smoking 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.
 - 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 bags to be removed by hirer.
 - Cleaning products, if required, are under the kitchen sink. Vacuum cleaner is in cupboard in 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.

IMMEDIATE PAST PRESIDENT

- Is an executive position for one year only.

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.
- Each section is provided with two sets of keys. Requests for additional sets can be made to the Management Committee.
- 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.

Section One: Operational Policies and Guidelines



LIFE MEMBERS

- Life members who do not attend the club on a regular basis to be sent a letter 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.
- To be invited personally to all club official events i.e. Reunions,
- A Life Member is presented with a badge and a wooden plaque. *
- 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 give 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.

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
 - Cleaner
 - Photo Co-ordinator

MARATHON SHIELD

- Centre column (Classic of Distance)
- A name can only be entered here if the person is an outright winner of their category i.e. 1st Masters Men home overall, not 1st in their particular age grouping. This shield covers all sections of the club.
- To be updated each year by the Historian. (Other than the centre column, the shields are now full and there are no plans for a new one)

MINUTES

- A copy of all Management and Sub-Committee minutes to be kept in the clubrooms, in book 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.

Section One: Operational Policies and Guidelines



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 provide assistance 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.

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 medallists from 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. The 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.

Section One: Operational Policies and Guidelines



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.
- Centre fees are not refundable except in exceptional circumstances. An application for refund must be made to Athletics New Zealand.
- Care should be taken if the refund is on a family membership.

REGISTRATIONS

- The registration year is from 1st April – 31 March
- The minimum age to register an athlete is two years or turning two in the current calendar year.
- The registration fee for the Junior Cross Country & Road and Junior Track & Field Sections includes a section levy. This levy will be reviewed annually.
- Reduced fees will not be given by Management to athletes who register part way through the season.
- 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 and Treasurer 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.

Section One: Operational Policies and Guidelines



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 14 years of age must be supervised in the clubrooms.

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 \$1000 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 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.
- All correspondence should come through the club's P.O. Box number, not private addresses.
- All outward correspondence to current or potential sponsors should be on the club's letterhead paper.

TIME CLOCKS

- We have two time clocks, an older (yellow) Seiko clock, which we hire out at \$50, and the newer Chronomix clock which we do not hire out, except in certain circumstances. The charge for the Chronomix clock will be determined by Management at the time of hire.
- 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.
- Please sign the "Equipment Book" in the Clubrooms each time the trailer is taken.

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.
- 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.



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 1st April to 31st 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

TOP 10

In photo:

- Junior Section Chairman - wear committee uniform
- Thirty two athletes
- Place Banner (if available)
- Club uniform to be worn by athletes - shorts & tops with age patch.

TRANS TASMAN

In photo:

- Junior Section Chairman – wear committee uniform
- Section Managers - First Aid Officer –Souvenir Salesperson. All wear Representative Track Suit. If no tracksuit issued they wear uniform tee or Polo shirt.
- Trophy if in the country and available.
- Athletes to wear representative shorts & tops.

GRADE 12 & 13, GRADE 14, UNDER 16 UNDER 18 INTERPROVINCIAL

In photo:

- Criteria as above.
- Include selector(s) in photo; to wear representative uniform.
- Athletes wear representative shorts & tops.
- Banner if available.

PACIFIC SCHOOL GAMES – NATIONAL SECONDARY SCHOOL CHAMPS

We do not recognise or photograph school events, regardless that they may use ANZ officials and selectors.

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.



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 (or Assistant 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
- Schools borrowing only single items of gear to take away will be asked to make a donation.
- 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.
- Schools do not have access to the clubrooms. Sometimes for a fee, exceptions are made, however it is teachers and parent helpers only in the clubrooms.
- A list of shot and discus weights to be on display in gear shed.

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: \$100 plus GST , plus cost of special licence.
- Schools and community groups: \$150 plus GST
- Non club members: \$500 plus GST, plus additional \$100 if special licence is required
- Service Clubs: Make a donation

Smoking

- Strictly NO SMOKING 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

Bar

- We do not hire out our bar facilities or give access to this area or to any of our alcohol.
- The hirer may use a table and set up their own bar, but you must have a liquor licence.
- If you provide keg beer, you will need to hire a pump.

Liquor Licence & related matters.

- We are classed as licensed premises and therefore are governed by strict rules set down by the South District Licensing Authority and the N.Z. Police.
- You must have a liquor licence and this can only be applied for through the Management Secretary. This licence is needed whether the hirer wishes to sell, give alcohol away, or BYO on licensed premises.
- The club holds a liquor licence, but this does not apply to outside hire.
- 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.

Section Two: Criteria



- The club is held responsible for any breaking of the above laws and could stand to lose its licence and face a heavy fine.

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.
- We do not lend our sound system.

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 outsiders for such a purpose.
- However, exceptions can be made for some members, providing there is a large amount of parental supervision.
- Drinking of the yard. Please do this outside for obvious reasons!

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 21st, it is a condition of your liquor licence being granted that you have security on the entrance door and car park at all times



POLICIES & GUIDELINES BOOK COORDINATOR

- The Policies & Guidelines rules, pages 4 to 14 in the booklet cannot be changed without the agreement of a 2/3 majority of members attending a management meeting.
- All sections of the club have a copy of the book, which should be held by either the Chairman or Secretary. Management Secretary holds a copy and another copy is kept in the clubrooms under the trophy cabinet for members use, making a total of seven copies.
- When there is a change to any rule, make the change on the master document and email that corrected page to the holders of the seven copies promptly, asking them to replace the page in their copy of the book.
- Arrange for updates of the job descriptions in the book to be done from time to time.
- All committee members, especially Management, should be familiar with the contents of the book.



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 in the second account on the EFTPOS machine. 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

- Beer in cans or bottles, spirits and wines can be purchased from your preferred supplier, either from a wholesaler or supermarket - whichever has the best prices.
- Keep all receipts for reimbursement.
- Order all Coke, Powerade, juice etc. We have an account with Coke or purchase specials at supermarket.
- 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. (The cleaner does not have access to the bar area)
- Take home towels and bar mats and wash weekly
- Keep steriliser clean and in working order. Order liquid as required from Craig Williamson
- 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
- Clean bottle pourers weekly.
- Clean beer lines frequently. Once a week in summer and at least every 2 weeks in winter. Order cleaner from Craig Williamson.

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 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.

Section Three: Job Descriptions



Special Licences

- Management Secretary will also apply for any special licences that may be needed.
- We do not lend our bar out for any private function.

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.
- Keep a deposit book of all banking. Bank weekly if possible. Our insurance only covers you for burglary at home of \$1,000.
- Give all receipts, delivery dockets to the Management Treasurer for checking against statement.
- 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.
- Be sure gas bottles are full. Have one in use and a spare.

Measuring Drinks

- Please use a measure for all spirits.
- The bottle pourers measure a double spirit.
- It is illegal to serve a double, double. (2 pours)

Keys

- Do not lend keys.
- Do not have any extra keys cut without authorisation from Management.

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. Domestos cleaner only to be used on rubber shower base.
- 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. Club will supply rubbish bags, paper towels, soap and toilet paper.
- 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. Domestos recommended for both surfaces.

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
 - Lawn Tractor
 - Stopwatches
 - Time Clock
 - Walkie Talkies
 - Loud hailers
 - any indoor furniture



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.
- Don't leave lying around the clubrooms for any length of time.

Badges

- Order as required. Takes about 6 weeks; they will courier when ready.
- Badges are kept in the filing cabinet lower lounge area.
- 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. There is only one key for this.
- 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.
- Marathon Shield is now full and we are only updating the centre column. These results are based on the calendar year and cover all sections of the club.

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 ClubNet 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.
- As online registrations are received, PK numbers will be assigned to competitive members in a timely way. 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.

Section Three: Job Descriptions



- Order registration numbers, age patches and transponders from Athletics Auckland. Registration numbers age patches and transponders will be given to Sectional Secretaries for distribution to members.
- Be aware that Life Members do not pay the club fee or the \$10 NZ levy. However, if they wish to compete at outside meetings, they must pay the Centre/NZ 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 Polices 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.



RULES FOR USE OF GEAR TRACTOR

- 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 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 18 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.
- Junior Track & Field are to return the vehicle to the gear shed before their meeting begins.
- 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
April 2018 to March 2019**

This Memorandum is for the period 1 April 2018 to 31 March 2019 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" (Mondays 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"
- 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.
- The Equipment Shed toilet is to be used ONLY by User teachers and coaches (and athletes from dusk onwards). The toilet is NOT TO BE USED by school students, children or other persons.
- 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.

Section Four: Policies and Codes of Conduct



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 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.



PAKURANGA ATHLETIC CLUB INCORPORATED

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.



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. Flickr, 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

Section Four: Policies and Codes of Conduct



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 October 1 2018, and will be reviewed annually

To achieve this we will:

- Proactively identify hazards and unsafe behaviour and take steps to manage these to as low a level as reasonably practicable.
- Communicate and actively promote participation with employees, contractors, members and volunteers to ensure they have the knowledge to maintain a safe club environment.
- 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
- Comply with relevant legislation and regulations.

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

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Emergency Procedures

In the case of an emergency event such as fire, earthquake or other event requiring evacuation, all occupants of any of the club's buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route (Assemble at designated area – which is clearly sign-posted).

Reporting Incidents

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. [Include details of any specific Club processes]

Reporting Hazards

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. [Include details of any specific Club processes]



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.

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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 make a determination 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

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person and ask any questions and call any evidence as the Disputes Committee in its absolute discretion 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.