

16 November 2015

## **PROCESS FOR SUBMISSION OF FEEDBACK BY OFFICIALS**

It is recognised that Officials are a valued member of the athletics community and a necessary part of running quality athletic events. These men and women dedicate their time to help support the sport and Athletics New South Wales is very grateful for their contribution.

By and large, officials at ANSW events are volunteer rather than paid resources. While volunteers have their own motivations for involvement and are under no formal obligation to participate, at the same time it is acknowledged that structures and processes must be in place to ensure that events are conducted efficiently.

From time to time a situation may eventuate in which an Official desires to propose a change to one aspect of ANSW events. These situations may include suggestions with respect to event management or meet presentation, issues with respect to Officials appointment, or any other concerns an individual Official may wish to raise. It is important that all parties are aware of the process in place for the raising of such issues.

If any Official has a matter which he or she wishes to bring to the attention of Athletics New South Wales, the first step is for that Official to raise the matter in writing with the Chair of the Officials Advisory Panel. This correspondence should detail the matter of concern to the Official as well as proposed alternatives to the current situation.

It is the prerogative of the Chair of the OAP to determine whether to progress this matter. If the Chair, in his or her discretion, determines not to progress the matter then he/she will advise the Official who lodged the concern of this decision in writing. In that case there is no further action required from Athletics New South Wales.

If the Chair determines that further attention is required, the options are as follows:

1. The Chair can seek further information from the Official who has raised the matter and, thereafter, re-assess the matter;
2. If the matter relates specifically to the duties and role of Officials, the Chair will table the matter to be considered at the next meeting of the Officials Advisory Panel;
3. If the matter relates to ANSW events but not specifically the role of Officials, the Chair will table the matter to be considered at the next meeting of the Competitions Advisory Panel;



**Athletics**  
New South Wales

4. Should the Chair determine the matter to be of sufficient importance or urgency, the Chair should immediately raise the matter in writing with the Competition Manager of ANSW, requesting the matter be considered as a matter of urgency; and
5. If the matter relates to the management or conduct of the Competition Manager, the Chair should immediately raise the matter in writing with the Chief Executive Officer of Athletics New South Wales.

If the relevant matter is a complaint about the conduct of the Chair of the OAP, then the matter should be raised in writing immediately with the Chief Executive Officer of Athletics New South Wales.

The exception to the above process occurs if the Chair determines that the matter is one which could be considered a Member Protection issue. In such a case the Chair should immediately raise the matter in writing with the Member Protection Officer of Athletics New South Wales. In this situation there is no role for the Chair in determining whether the matter requires further investigation, rather the Chair's role is to forward the matter to the MPO for his or her consideration.

It is requested that all stakeholders within Athletics New South Wales respect this process.

Duncan Tweed  
CEO  
16 November 2015

**Athletics NSW Limited** ABN 11 330 775 869  
Sydney Olympic Park Athletics Centre  
Edwin Flack Drive, Homebush NSW 2129  
PO Box 595, Sydney Markets NSW 2129

Telephone +61 2 9746 1122  
Facsimile + 61 2 9746 1168  
Email [Info@nswathletics.org.au](mailto:Info@nswathletics.org.au)  
Web [www.nswathletics.org.au](http://www.nswathletics.org.au)

