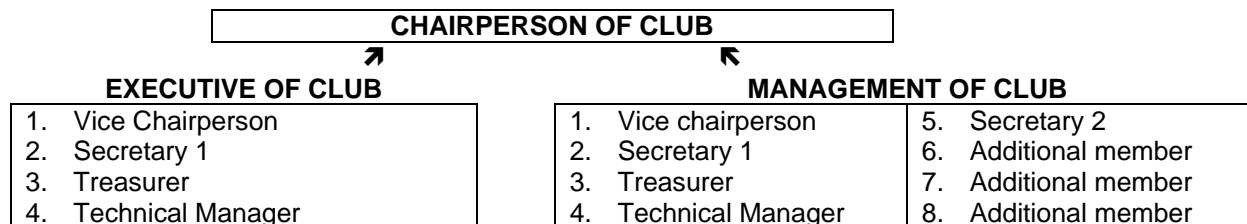


# ATHLETICS OMNIBUS – THE BASICS OF RUNNING AN ATHLETICS CLUB

From the Athletics Omnibus of Richard Stander, South Africa

## 1. ATHLETICS CLUB MANAGEMENT AND ADMINISTRATION

- 1.1. An Athletics Club is a social order of people who are dedicated to athletics.
- 1.2. Their first responsibility is to form and manage the club as an organization, constituted to play athletics, and offer members social amenities.
- 1.3. It is the most basic form of organized administration to ensure that the needs of the association of people dedicated to athletics are catered for.
- 1.4. If a number of people dedicated to athletics are actively involved in an area where no clubs exist, it is suggested that the athletes form their own club.
- 1.5. Any school or tertiary institution can operate as a club.
- 1.6. To form a club, it is suggested that the Club Management operate as follows:



- 1.7. The Chairperson, Vice-Chairperson, Treasurer, Secretary and Technical Manager form the executive and are responsible for the management of the club.
- 1.8. The additional members form part of the total management and are responsible to ensure a balance in the activities of the club. If the executive does not perform as desired, the act can be neutralised by voting against it. The vote of the additional members makes the difference.
- 1.9. The club members at the Annual General Meeting, which is held annually, elect all members.

## 2. DUTIES OF THE CLUB MANAGEMENT

### 2.1. DUTIES OF A CHAIRPERSON

#### 2.1.1. PLANNING

- 2.1.1.1. Formulation of both long and short term plans.
- 2.1.1.2. Formulation of policy.
- 2.1.1.3. Creation of constitution.

#### 2.1.2. ORGANISE

- 2.1.2.1. Liaison with outside organisations.
- 2.1.2.2. Structuring of committee – secretary, treasurer, etc.
- 2.1.2.3. Canvassing of correct and available new committee members.
- 2.1.2.4. Ensure representation on senior bodies e.g. provincial, local school sport structures, etc.

#### 2.1.3. LEADERSHIP

- 2.1.3.1. Must be Chairperson at club and general club meetings.
- 2.1.3.2. Must be able to adapt to changing circumstances.

#### 2.1.4. CONTROL

- 2.1.4.1. Ensure the correct implementation and execution of club activities and projects, and manage deviations from agreed principles in a constructive manner.
- 2.1.4.2. Be informed of what is going on within your club - talk to your members and address their needs.

#### 2.1.5. GENERAL COMMENTS

- 2.1.5.1. Ensure that the Vice Chairman is involved in executive duties.
- 2.1.5.2. Invest in your youth and junior athletes.
- 2.1.5.3. They are your future seniors.
- 2.1.5.4. Communicate with your members - newsletters, newspaper, etc.
- 2.1.5.5. The Secretary is the hub of the club and must know what is going on. The correct operations of the club rest on his/her shoulders.

- 2.1.5.6. Delegate the work to your committees. Committees must advise the Chairperson on what action to take and should be instrumental in implementing it once adopted.
- 2.1.5.7. Ensure regular activities e.g. competitions, social outings, etc.
- 2.1.5.8. Get members and families involved in activities of the club, such as officiating or marshalling at club meetings, etc. Make them feel they belong.
- 2.1.5.9. Remember that you cannot please all your members all the time. If the majority is happy, you are doing well.

## **2.2. DUTIES OF A VICE CHAIRPERSON**

### **2.2.1. PLANNING**

Help the Chairperson with the execution of both long and short term plans

### **2.2.2. ORGANISE**

- 2.2.2.1. Liaison with outside organisations when the chairperson cannot be there
- 2.2.2.2. Structuring of additional members' activities
- 2.2.2.3. Canvassing of suitable and available new committee members
- 2.2.2.4. Ensure representation in senior bodies e.g. provincial, local school sport structures, etc.

### **2.2.3. LEADERSHIP**

Must be Chairperson at club meetings if the Chairperson is not present.

### **2.2.4. CONTROL**

- 2.2.4.1. Ensure the correct implementation and execution of club activities and projects, and manage deviations from agreed principles in a constructive manner.
- 2.2.4.2. Keep the Chairperson informed of what is going on within the club.
- 2.2.4.3. Talk to members and keep them informed about activities in the club, province, etc.

### **2.2.5. GENERAL COMMENTS**

- 2.2.5.1. Ensure that additional members and committee members do their job correctly.
- 2.2.5.2. Ensure that all members of the club work together in harmony.
- 2.2.5.3. Ensure, in collaboration with the chairperson, regular activities e.g. competitions, social outings, etc.

## **2.3. DUTIES OF A TREASURER**

2.3.1. Responsible for managing financial matters in the club. He / she report to the Chairperson and Executive Committee only.

2.3.2. The Executive Committee cannot act or decide on the following matters if the treasurer is not available:

- 2.3.2.1. Increase of subscription rates
- 2.3.2.2. Amounts required for sponsorships e.g. races
- 2.3.2.3. Bonus incentives to be given to club members
- 2.3.2.4. Expenses to be incurred in the normal day to day running of the club

### **2.3.3. RESPONSIBILITIES**

- 2.3.3.1. Record all transactions affecting club finances.
- 2.3.3.2. Every cash amount received must be recorded in a receipt book. For every cash or cheque payment, a payment requisition form must be completed. Two responsible committee members must sign it, and the treasurer should be one of the signatories.
- 2.3.3.3. Ensure all payments are made after approval by management.
- 2.3.3.4. Ensure all amounts due to the club are received.
- 2.3.3.5. Compile budgets.

### **2.3.4. DOCUMENTATION**

- 2.3.4.1. Receipt book - to record all cash receipts.
- 2.3.4.2. Cash book - to record all payments and receipts.
- 2.3.4.3. General ledger - to appropriate payments and receipts to correct accounts.
- 2.3.4.4. Cheque book - if bank account is operated.
- 2.3.4.5. Bank deposit book - if bank account is operated.

## **2.4. DUTIES OF AN EXECUTIVE SECRETARY**

- 2.4.1. Collect information on forthcoming meetings and inform members of the club.
- 2.4.2. Collect results of meetings in which the club's athletes participate.
- 2.4.3. Prepare and distribute newsletters to club members on a regular basis.
- 2.4.4. Collection of subscription fees.
- 2.4.5. Issuing of licences.
- 2.4.6. Collecting of licences from provincial secretary and payment of licence fees.
- 2.4.7. Keep club records up to date e.g. change of address, best performances of athletes.
- 2.4.8. Keep an updated list of athletes who qualify for certain races e.g. National Championships, Comrades, etc.
- 2.4.9. Keep record of which athletes qualify for honorary colours.
- 2.4.10. Sent results of competitions to the Provincial Secretary to keep statisticians and selectors up to date with latest performances.

## **2.5. DUTIES OF A MINUTES SECRETARY**

- 2.5.1. To keep minutes of meetings.
- 2.5.2. To send out notices of meetings to members and management.
- 2.5.3. To file all previous minutes and have them available for later reference.
- 2.5.4. To point out to the management when they deviate from previous decisions.
- 2.5.5. To be available as race secretary to help with enrolments.
- 2.5.6. To prepare a newsletter based on information gathered from club minutes, and from the executive secretary.
- 2.5.7. To send out newsletters to members.

## **2.6. DUTIES OF THE TECHNICAL MANAGER**

- 2.6.1. Must be responsible and meticulous in his / her approach to matters of a technical nature.
- 2.6.2. If not, the activities of the club can be seriously hampered.
- 2.6.3. He / she is responsible for the:
  - 2.6.3.1. Maintenance of equipment of the club
  - 2.6.3.2. Buying new equipment as approved by the management.
  - 2.6.3.3. Co-ordination and supplying of equipment used during athletics meetings and other projects the club has organised.

## **2.7. DUTIES OF ADDITIONAL MEMBERS**

- 2.7.1. Additional members are used in the execution of projects organised by the club, e.g. administration of athletics meetings, fund raising projects, transport of athletes, etc. Using additional members effectively will ensure successful club activities.
- 2.7.2. Additional members are also used to represent certain groups within the club such as athletes, coaches, officials, etc.

## **3. HOW TO RAISE FUNDS FOR YOUR CLUB**

Appoint a full-time committee to organise fund-raising projects. It is here that additional members can be used effectively. Co-opt members (members without vote) on the committee, if the members are not enough to do the work. The following examples can be used to raise funds for the club:

### **3.1. ATHLETIC MEETINGS**

Organise a fun run, road race or Track and Field Meeting. Use the event to generate funds by:

- 3.1.1. Asking enrolment fees for the athletes to participate.
- 3.1.2. In exchange for marketing and advertising opportunities, ask sponsors to cover the cost of overhead expenses such as badges, medals, pamphlets and advertisements in the news media.
- 3.1.3. Sell refreshments during the event.
- 3.1.4. Allow other vendors to set up stalls for a submission fee and or a percentage of the profits.
- 3.1.5. Organize a motor show, drum majorettes, etc., to attract more people to the event.
- 3.1.6. Market the event by getting a greyhound to run against a well-known sprinter over 50 m at a shopping centre, or organise a high jump or pole vault competition inside a shopping centre.

3.1.7. Organise a 'Best Recipe' competition and sell the food after the competition.

### **3.2. OTHER WAYS OF FUND RAISING**

- 3.2.1. Organise Coaching Clinics, Technical Symposiums or life skills workshops. Ask a subscription fee or ask a sponsor to make a contribution as part of the company's social responsibility budget.
- 3.2.2. Take photos of national heroes, make duplicates, and get them signed by the national hero. Sell the photos to the public during athletics meetings or among club members.
- 3.2.3. Collect memorabilia and organize an auction to sell the memorabilia. Invite local community leaders such as the Executive Mayor to attend as well as members of the local business sector.
- 3.2.4. Ask sponsors to sponsor the documentation of the club such as letterheads, envelopes, etc and allow them to place an advertisement on it.
- 3.2.5. Send newsletters to the members and ask sponsors to place advertisements in the newsletters.
- 3.2.6. Organise social functions such as a hobo dance, discos, etc. Sell the tickets in advance. Make lucky draws during the function to ensure that the prizes are valuable prizes donated by the local business sector.
- 3.2.7. Organise a barbecue with venison such as lion, crocodile, snake, hippopotamus, baboon, mopani worms, etc. The meat can be ordered from the game reserves. This type of barbecue is very popular amongst businessmen, because they can invite their own guests. Let them 'buy' a stand for the day and let them erect their own stalls at own cost.

## **4 WHEN CAN A CLUB APPLY TO BE AFFILIATED**

A new club may apply for affiliation to the Athletics Federation any time during the year. The club will then operate under probation for the period leading up to the Annual General Meeting of the Athletics Federation. If the club at the time of the AGM adhere to all legalities of the Athletics Federation, the club will be constituted as a full member of the Athletics Federation.

### **4.1 WHAT PROCEDURE MUST BE FOLLOWED TO AFFILIATE AS A CLUB FOR THE FIRST TIME**

- 4.1.1 A new club may apply for affiliation to the Athletics Federation any time during the year.
- 4.1.2 The Athletics Federation will scrutinise the application using the Athletics Federation Constitution as point of reference.
- 4.1.3 The club will then operate under probation (supervision of the Athletics Federation) for the period leading up to the next Athletics Federation AGM.
- 4.1.4 If the club at the time of the AGM adhere to all the points in the provincial constitution, the club will be constituted as a full member of the Athletics Federation.
- 4.1.5 If the club at the time of the AGM does not adhere to all the points in the Athletics Federation constitution, the club will remain under probation for the period leading up to the next AGM. If the club at this point does not adhere to all the points in the Athletics Federation constitution, the application of the club to affiliate as a full member will be turned down.
- 4.1.6 The maximum period for a club to remain under probation is 18 months.
- 4.1.7 Club Affiliation fees will be determined by the Athletics Federation on an annual basis.

### **4.2 WHAT IS REQUIRED FOR A CLUB UNDER PROBATION TO BECOME A REGISTERED CLUB**

In order for a club to become a member of the Athletics "Family", the following minimum requirements must be adhered to:

- 4.2.1 The club must pay its registration fee.
- 4.2.2 The club shall be required to submit, before the Athletics Federation AGM an annual report, which includes the following information:
  - 4.2.2.1 Club's address, telephone, fax, e-mail, etc.
  - 4.2.2.2 List of Officers of the club
  - 4.2.2.3 A current copy of the Club Constitution and by-laws
  - 4.2.2.4 Active Membership of the club i.e. athletes, coaches, officials, etc.
  - 4.2.2.5 List of events organised during the probation period, e.g. competitions, courses, workshops, clinics, etc.

### **4.3 WHAT MUST A CLUB ADHERE TO, TO FUNCTION AS A REGISTERED CLUB**

Being duly constituted and a copy of the written constitution must be submitted to the Athletics Federation:

- 4.3.1 The content of the Club Constitution must contain the following information:
  - 4.3.1.1 The correct name of the club.
  - 4.3.1.2 The activities of the club.
  - 4.3.1.3 Where the head office and area of control are.
  - 4.3.1.4 The colours and badge.
  - 4.3.1.5 Goals and aims.
  - 4.3.1.6 Methods to achieve goals and aims, e.g. to, act according to BA rules, to affiliate with the provincial body, etc.
- 4.3.2 Powers of the club e.g.
  - 4.3.2.1 Changes, alterations or amendments to the constitution.
  - 4.3.2.2 Leasing of grounds.
  - 4.3.2.3 Borrowing, raising, or investing of money.
  - 4.3.2.4 To make donations or support other organizations.
  - 4.3.2.5 Pay honorariums.
  - 4.3.2.6 Take disciplinary action.
  - 4.3.2.7 Grant clearances to athletes.
- 4.3.3 Membership includes the following:
  - 4.3.3.1 Who are active members, donor members, and honorary members?
  - 4.3.3.2 How do you get leave to be absent?
  - 4.3.3.3 Duties of active members.
  - 4.3.3.4 Resignations, disciplinary actions, re-admissions, etc.
- 4.3.4 Executive management and office-bearers
  - 4.3.4.1 Who are the official office-bearers?
  - 4.3.4.2 How is somebody nominated and elected?
  - 4.3.4.3 How long is the term of office?
  - 4.3.4.4 Which vacancies must be filled?
  - 4.3.4.5 Who can be co-opted or exempted from his duties?
  - 4.3.4.6 Duties of office-bearers e.g. chairperson, secretary, etc.
- 4.3.5 When are meetings organised, e.g.
  - 4.3.5.1 The annual general meeting.
  - 4.3.5.2 Special and extraordinary meetings.
  - 4.3.5.3 General members' meetings.
  - 4.3.5.4 Management meetings.
- 4.3.6 How are meetings convened
  - 4.3.6.1 When is there a quorum?
  - 4.3.6.2 Who have voting rights and when can decisions be taken?
  - 4.3.6.3 What are the powers and duties of the management?
- 4.3.7 Finance
  - 4.3.7.1 How is membership fees collected?
  - 4.3.7.2 Who handles the income of meetings, donors, sponsors, etc?
  - 4.3.7.3 Who handles the financial transactions?
  - 4.3.7.4 When does the financial year end and who is the auditor?
  - 4.3.7.5 Who has signing rights?
  - 4.3.7.6 When are financial statements submitted?
- 4.3.8 Rules, regulations and by-laws
  - 4.3.8.1 Who are in the permanent committee?
  - 4.3.8.2 What are the duties of permanent and special committees?
- 4.3.9 How are adjustments made to the constitution?
- 4.3.10 How do you affiliate?
- 4.3.11 How do you dissolve the body?

### **4.4 OTHER POINTS A CLUB MUST ADHERE TO, TO FUNCTION AS A REGISTERED CLUB**

- 4.4.1 Having its constitution and club colours approved by the Athletics Federation as well as all subsequent changes thereto.
- 4.4.2 A list of the names and addresses of its office bearers for the time being submitted to the Athletics Federation.

- 4.4.3 Having at least twenty active licensed athletes or such number as the Athletics Federation may decide and submitting a list of members and/or prospective members to the Athletics Federation, stating which of these are active athletes.
- 4.4.4 Possessing, or providing access to, reasoning facilities and providing or coaching and participation and submitting a list of facilities for athletics, including facilities for coaching and competition available to the club, if any, to the Athletics Federation.
- 4.4.5 Fulfilling its financial and administrative responsibilities as stipulated in its constitution and those required by this Constitution.
- 4.4.6 The Executive Board of the Athletics Federation shall, upon consideration of written application, have the power to grant such club membership.
- 4.4.7 The Executive Board shall annually prior to the AGM review the continued affiliation of clubs. Where it finds that a club fails to meet the requirements of the Constitution it may at its discretion:
  - 4.4.7.1 Place the club under probation for 1 year.
  - 4.4.7.2 After the probation period, if the club does not adhere to the Constitution, a recommendation will be made to the next Council meeting of the Athletics Federation that the affiliation of the club be suspended or terminated.

#### **4.5 WHAT PROCEDURE MUST BE FOLLOWED TO CONTINUE FUNCTIONING AS A REGISTERED CLUB**

- 4.5.1 The clubs affiliated to the Athletics Federation must register annually.
- 4.5.2 Registration fees are due on or before the last day of every year.
- 4.5.3 If registration fees have not been paid on or before such date the defaulting member will be automatically suspended from all provincial affairs and shall only be re-instated when the cause for that suspension is removed and the Board has approved such reinstatement.
- 4.5.4 If the registration fee due is paid, including a penalty equal to half of the member's registration fee, the executive committee may lift the suspension.
- 4.5.5 Club registration fees will be determined by the Athletics Federation on an annual basis.

### **5 EVALUATION OF AN ATHLETICS CLUB**

An Athletics Federation reserves the right to evaluate the Athletics Clubs within its jurisdiction. The following points may form the basis of such an evaluation:

- 5.1 Is the Club affiliation fees paid to the Athletics Federation?
- 5.2 Is the Club Constitution submitted to the Athletics Federation?
- 5.3 Is the Club Annual Report submitted to the Athletics Federation?
- 5.4 Is the Audited financial statement submitted to the Athletics Federation?
- 5.5 Is the Office bearer's contact details correctly listed at the Athletics Federation?
- 5.6 Athletes' participation at National or Provincial events.
- 5.7 Athletes selected onto the National or Provincial representative Teams.
- 5.8 Does the club organize events for its members?
- 5.9 Does the club have active Coaches and Technical Officials?
- 5.10 Does the Club constructively contribute to the well being of the Athletics Federation?

### **6 CODE OF CONDUCT OF AN ATHLETICS CLUB**

An Athletics Club should ensure that its members act in the interest of the Athletics Club and its Members. The regulation of its Members can be done by means of a Code of Conduct. The Code of Conduct should contain the following information:

#### **6.1 TERMINOLOGY**

- 6.1.1 **ATHLETICS OFFICIAL:** An inclusive term for all Officials in the Athletics Structure that has the powers to influence other peoples lives, e.g. Athletics Executive Members, Commission members, Committee members, Club Executives, Coaches and Technical Officials.
- 6.1.2 **ATHLETICS MEMBER:** An inclusive term for all affiliated, associated or registered Members of ATHLETICS, e.g. Athletes, Coaches, Technical Officials and Administrators.

#### **6.2 AGREEMENT**

- 6.2.1 To remain loyal to Athletics and agrees to abide by its rules and regulations.

- 6.2.2 To diligently, faithfully and honestly serve Athletics and use his / her best endeavours to promote the sport and the good name and reputation of Athletics.
- 6.2.3 To be affiliated to a recognized athletics structure and to be subjected to, and abide by their athletics Code of Ethics.
- 6.2.4 Not to make any public statement without the prior consent of your recognized athletics structure.
- 6.2.5 Not to make any statement to the media (which shall include the press, television and radio), or any other public statement which would bring athletics, or their official sponsors / partners into disrepute.
- 6.2.6 Not to make any statement which is critical of Athletics or its affiliated members, officials, athletes and in particular to any event organised by an Athletics Member.
- 6.2.7 The word statement shall mean and include the writing of any article, book, pamphlet, commentary, or any other writing which is published, public speaking, broadcasting, and granting of interviews for use on television, radio and / or films.
- 6.2.8 To address all complaints, observations or requests which he / she may have observed, or which may arise from the implementation of this agreement, through athletics.
- 6.2.9 The provisions in this agreement shall be binding on the Athletics Member not only, before and during his / her Membership, but also for a period of six (6) months thereafter.

### **6.3 BREACH OF AGREEMENT BY THE ATHLETICS MEMBER**

- 6.3.1 Should the ATHLETICS MEMBER commit any illegality and /or become involved in any incident which brings himself/herself, ATHLETICS or the sport into disrepute, or which in the recognized athletics structure's sole opinion reflects unfavourably (including but not limited to the use or distribution of any illegal or prohibited drugs), then the recognized athletics structure, shall have the right to terminate this agreement with immediate effect upon written notice to the Athletics Member, or request that this matter be brought before an Athletics Disciplinary Tribunal.
- 6.3.2 Should the ATHLETICS MEMBER commit a breach of any term or condition of this Code of Conduct, or fail to comply with any direction given by the recognized athletics structure, or fail to abide by the Code of Ethics for the Athletics Member and/or the Rules and Regulations of the recognized athletics structure, the recognized athletics structure shall have the right to:
  - 6.3.2.1 cancel this agreement, and/or
  - 6.3.2.2 claim any funds already paid to the Athletics Member and/or
  - 6.3.2.3 impose a penalty and/or a monetary fine on the Athletics Member, and/or
  - 6.3.2.4 suspend the Athletics Member pending a Disciplinary Tribunal outcome.
- 6.3.3 The recognized athletics structure's duly authorised representative shall have the discretion and right to impose any or all the steps set out under this clause and his / her decision shall be binding until ratified or overruled by athletics.

### **6.4 CODE OF ETHICS THAT A MEMBER OF THE ATHLEICS "FAMILY" SHOULD FOLLOW**

#### **INTRODUCTION**

The role of an Athletics Official should at all times be to promote fair play or sportsmanship-like behaviours and attitudes among the Athletics Members. Fair play is defined as much more than playing within the rules. It is a way of thinking, not just a way of behaving.

Fair play in athletics can be expressed as a philosophy in all spheres of life and includes the concepts of friendship, respect for others and always participating in the right spirit.

This philosophy has built into it the elimination of cheating, doping, verbal abuse, violence, exploitation, unequal opportunities and corruption.

The privilege that an Athletics Official has to be involved in athletics activities comes with a certain amount of responsibility. Through the work of the Athletics Official, and how he/she carries out an image as Member of athletics, it is projected to all other Athletics Members and to those not directly involved in athletics.

In the modern society with all its relevant pressures that athletics are constantly faced with, it has put the role of the Athletics Official crucial as an ambassador of the ethical values of fair play in athletics.

## **THE CODE OF ETHICS**

The role of the Athletics Official should be to firstly focus on the development of athletics with his/her long-term interest as of greater importance than his/her short-term career considerations. The commitment of the Athletics Official should be realistic to the level of input that he/she is capable of. To be successful in this role, the Athletics Official must behave in an ethical manner along guidelines, which include:

### **6.4.1 RESPECT OF THE RULES**

- 6.4.1.1 The recognized athletics structure's Constitution and Rules should be respected and implemented by the Athletics Official.
- 6.4.1.2 Athletics Officials should be encouraged to respect the rules that apply. Behaviour towards opponents and other Athletics Members should be exemplary.
- 6.4.1.3 In providing judgement to ensure that the Athletics Business is conducted fairly, the Athletics Official's role should be accepted. Not only should it be accepted as judgement but also in the spirit of fair play.
- 6.4.1.4 Athletics Officials should encourage the independence and self-determination of each Athletics Member by their acceptance of responsibility for their own decisions, conduct and performances. The active leadership role of the Athletics Official should include the development of the Athletics Member's sense of fair play.

### **6.4.2 RESPECT OF HUMAN RIGHTS**

- 6.4.2.1 The basic human right; the equal rights of each Athletics Member with no discrimination on the grounds of gender, language, race, colour, religion, political or other opinion, national or social origin, association with a national minority, birth or status should be respected by the Athletics Official.
- 6.4.2.2 The Athletics Official should also respect the basic human right of each Athletics Member to compete in athletics with freedom from physical or sexual harassment, verbal violence, and freedom from inappropriate physical or sexual advances or behaviour.

### **6.4.3 RESPECT OF PROFICIENCY**

- 6.4.3.1 Athletics Officials should strive to be skilful in the execution of his/her duties and regard it as an ongoing commitment to upgrade his/her skills level. Attending accredited courses and gaining practical experiences should be a voluntary commitment on the part of every Athletics Official.
- 6.4.3.2 The psychological and physical challenges that Athletics Officials set for individual Athletics Members should be appropriate taking into consideration the age, maturity and skill level as well as the safety aspects.

### **6.4.4 RESPECT OF THE ATHLETICS OFFICIALS' IMAGE**

- 6.4.4.1 Through the work of the individual Athletics Official there is a strong sense of responsibility whereby an image of athletics is projected to the Athletics Member, other Athletics Officials and those not involved in athletics. The conduct of the Athletics Official (his/her manner of appearance and behaviour) should be in line with that of the National Athletics Federation and the IAAF.
- 6.4.4.2 Athletics Officials should realise that they influence the Athletics Members for life through athletics and should not be seen as merely doing their job.
  - 6.4.4.2.1 An Athletics Official should never smoke, have an alcoholic smell or consume alcohol while in the presence of Athletics Members or conducting the business of athletics.

### **6.4.5 RESPECT FOR THE ESPRIT DE CORPS**

- 6.4.5.1 The Athletics Official should give full co-operation to all individuals and relevant parties that could be meaningful to the Athletics Member. Athletics Officials should direct criticism, recommendations and issues observed with the greatest professionalism to the appropriate person or persons.
- 6.4.5.2 The Athletics Official should work openly with other Athletics Officials. Thereby sharing knowledge and practical experience gained to promote and develop athletics in his/her area.

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