



National Technical Advisory Group Charter

Little Athletics Australia Limited

**Version 1.3
15 August 2023**

National Technical Advisory Group

Little Athletics Australia Limited

Charter

1.1 Purpose

- (a) The National Technical Advisory Group ("NTAG") is an advisory group of Little Athletics Australia Limited ("LAA").
- (b) The purpose of the NTAG is to assist LAA in fulfilling its responsibilities to its Affiliated Member Associations ("MA") and participants nationally, by providing recommendations on submissions that have been tabled for discussion at a NTAG meeting.
- (c) The NTAG are to ensure the LAA Standard Rules of Competition, Standard Events, and Equipment Specifications, reflect the modified nature, abilities, and relevant skills of the standard age groups of Little Athletics.

1.2 Membership

- (a) The NTAG shall consist of one representative nominated from each MA, a representative of the LAA Executive Team who will Chair the NTAG, and a Minute Secretary.
- (b) The members of the NTAG must collectively possess the appropriate expertise to perform their function.
- (c) Members are nominated by MAs for recommendation to LAA to be appointed for a two-year term until the conclusion of the second Annual General Meeting of LAA.
- (d) After Nomination LAA may at its absolute discretion not accept an MAs recommendation and request another nominee from that MA.
- (e) Members may only serve a maximum of three two-year terms (six years) unless an extension is approved by LAA based upon the technical expertise of the individual and it can be demonstrated no other nominee from that MA can be identified or is willing to be nominated.
- (f) All Members appointed at the time of this Charters adoption (February 2023) will be deemed to have commenced a two-year term to conclude at the end of 2024 Annual General Meeting of LAA.
- (g) Where a MA's nominated representative is to be replaced during a two-year term the MAs nominee subject to the approval of LAA will serve until the end of the two-year term they have filled.
- (h) No less than 30 days prior to the conclusion of the two-year term each MA is to submit to the NTAG Chair that MAs nomination for the next two-year term.
- (i) The NTAG and NTAG Chair may invite other parties to attend meetings to provide input and advice as necessary.

1.3 Chair

- (a) A representative of the LAA Executive Team, will act as the NTAG Chair.
- (b) Where the Chair is absent from a meeting, LAA will appoint another person to fulfil these duties for that meeting.

1.4 Meetings

- (a) The NTAG Chair will schedule the frequency of the meetings, confirming the date, time, and the method of meeting.

- (b)** The NTAG shall meet up to four (4) times per year online (remotely) unless it can be demonstrated no more than one in person meeting per year is required over an online meeting. The NTAG can determine if a change to the schedule is required, based on the needs of the NTAG.
- (c)** Where the meeting is conducted in person, LAA will cover all reasonable meeting costs, including travel, accommodation, and meals. LAA will book travel and accommodation on behalf of NTAG members.
- (d)** The NTAG Chair will organise for the Agenda and relevant pre-reading to be circulated no less than ten days prior to each meeting to enable the MAs NTAG representative to seek the view of that MA and with authority represent that view at the NTAG meeting.
- (e)** A quorum of the NTAG shall be the majority in numbers of NTAG members, excluding the NTAG Chair and Minute Secretary.
- (f)** The NTAG Chair and Minute Secretary do not vote on any submissions presented to the NTAG for consideration.
- (g)** Each NTAG member will have one vote on any submissions presented for recommendation.
- (h)** A simple majority of votes is required to become a recommendation. A tied vote is considered as lost.

1.5 Secretary

- (a)** The NTAG Chair will organise for a Secretary to take the minutes of each NTAG meeting.

1.6 Authority

- (a)** The NTAG is advisory in nature and has no delegated decision-making authority.
- (b)** The NTAG assists LAA by making recommendations which require further approval.
- (c)** Where a NTAG recommendation is related to an operational (non-strategic) matter, the LAA Executive Team will review the request and either seek more information, approve, or not approve the recommendation.
- (d)** Where a request submitted to the NTAG, and the subsequent recommendation is strategic in nature and related to the broader products and programs offered by LAA, the LAA Executive Team may refer it to the LAA Board for discussion and resolution.

1.7 Functions

- (a)** The NTAG has the following functions:
 - (i)** Review and provide advice and recommendations to LAA on all Competition matters.
 - (ii)** Review and provide advice on the modifications to the Competition rules to be age appropriate.
 - (iii)** Review and provide advice on the Standard Events and Equipment Specifications.
 - (iv)** Review and provide advice on the Technical aspects of Competition events, Equipment, and Officiating protocols.
 - (v)** Assist with implementation of the Inclusion & Multi-Class programs at all levels.
 - (vi)** Review and provide advice on changes to trends, environmental, social, cultural, religious, or gender issues that may impact the rules and participants experience in Little Athletics.
 - (vii)** Review and provide advice on innovations, or changes to technology that may improve the participant's experience.
 - (viii)** Review and provide advice or recommendations on other issues as requested by LAA.

1.8 Responsibilities

- (a) The NTAG members have the following responsibilities:
- (b) To ensure a properly integrated approach to all Competition decisions.
- (c) Develop and maintain a collective body of knowledge and expertise in all Competition related matters.
- (d) Review all agenda items received for consideration and seek endorsement from the relevant authority at the MA, to provide the advice to vote on the submission at the NTAG meeting.
- (e) Have the required delegation of authority from the MA they are representing to propose amendments or make modifications to submissions during a NTAG meeting.
- (f) Assist the NTAG to operate as a fully functional advisory group, in delivering its Purpose.

1.9 Reporting

- (a) Proceedings of all meetings are to be minuted and approved by the NTAG Chair and Members.
- (b) The NTAG Chair will organise for these minutes to be circulated, following each meeting. Minutes of the meetings will also be provided to the LAA CEO and may also be provided to the LAA Board
- (c) An action tracker will be maintained for all action items.

1.10 Submissions & Recommendations

- (a) All proposals must be submitted through the Affiliated MA in the first instance to be endorsed by the MA CEO.
- (b) The MA will then submit the proposal and supporting documentation to the LAA National Technical Advisory Group Chair, who will review it to determine if it is to be referred to NTAG.
- (c) The NTAG Chair or LAA Executive Team may seek further clarification on any proposals, prior to being added to the agenda.
- (d) The NTAG will review the matters referred to it and make recommendations.
- (e) Any changes to the rules, events, equipment, or processes, if approved, will be distributed to the NTAG members and Affiliated MAs, for dissemination to their members.
- (f) Submissions to the NTAG are sent to the LAA Office Admin email:

Email: admin@littleathletics.com.au (Attention: The Chair Coles Little Athletics Australia National Technical Advisory Group)

- (g) The NTAG Chair will acknowledge receipt of the submission and address it as soon as practical.

Charter Administration

1.11 Review And Approval

Owner	CEO
Effective Date	8 February 2023
Board Approval	8 February 2023
Date of Last Review	15 August 2023
Frequency of Review	Annually
Next Scheduled Review	February 2024
Regulator (if applicable)	N/A
Compliance Mechanism	N/A
Board Review	8 February 2023
Approval Body	LAA Board
Related Policies/Charters	N/A
Supporting Procedures/ Guidelines	Regulations & Constitution

Document History

1.12 Version Control

Date	Version #	Action Taken / Updates
January 2023	1.0	Initial draft for discussion
February 2023	1.1	Finalised and approved
February 2023	1.2	Further updates
August 2023	1.3	Further updates