



# Athletics Victoria Incorporated

## Incorporation Certificate No. A0007629M

### By-Laws

#### **1. Affiliation of Athletics Clubs**

##### **1.1 Affiliation of a New Athletics Club**

Any athletics club seeking membership of Athletics Victoria as an *Affiliated Athletics Club* will forward to Athletics Victoria:

- a) a completed *Club Affiliation Form*, together with the prescribed fee;
- b) a copy of its constitution, rules and/or by-laws, including details of the club's colours and uniforms and a copy of its incorporation certificate;
- c) a list of the names and addresses of the office bearers of the club, who will be *registered individual members* of Athletics Victoria;
- d) completed *Membership Forms* for at least 15 persons or a lesser number that may be determined by the Committee, those persons not being first-claim members of any other affiliated athletics club, together with the prescribed fee, and;
- e) any other information required by the Committee in respect to the application for affiliation.

##### **1.2 Affiliation of an Existing Athletics Club**

Any existing athletics club seeking to renew affiliation with Athletics Victoria will provide to Athletics Victoria:

- a) a completed application for club affiliation together with the prescribed fee;
- b) any changes to its constitution, rules and/or by-laws, including changes to club colours or uniforms, and;
- c) completed registrations for mandatory office bearers of the club.

1.3 An affiliation will be for the period 1 April to the 31 March of the following year subject to the granting of the application for affiliation.

1.4 Affiliation of an existing athletics club will only be granted where the affiliated athletics club had at least 20 Competing Eligible Athlete members (as defined in By Law 3.3) if participating as a Metropolitan Club or 15 Competing Eligible Athlete members if participating as a Regional Club. Registration numbers will be taken from the previous year's membership statistics.

1.5 Affiliated athletics clubs that do not complete re-affiliation procedures prior to the end of June will not be entitled to participate in any general meeting of Athletics Victoria nor will its members be entitled to compete in any event conducted by or under the auspices of Athletics Victoria until it re-affiliates with Athletics Victoria.

1.6 Affiliated athletics clubs that do not complete re-affiliation procedures prior to the end of June will cease to be affiliated members of Athletics Victoria and when seeking to renew affiliation will be required to make application for affiliation as per By-Law 1.1.

1.7 An affiliated athletics club will at least once in each year hold a general meeting of its members for the purpose of presenting an annual report and financial statement to the meeting. A copy of the



annual report will be forwarded to Athletics Victoria within 28 days, together with a list showing the names and addresses of the club's office bearers.

- 1.8 Affiliated athletics clubs will always conduct their affairs in the best interests of Athletics Victoria and athletics in general.
- 1.9 An affiliated athletics club will be bound by decisions of the Committee. Upon any affiliated athletics club refusing or neglecting to carry out any decisions of or instructions from the Committee, the matter will be referred to a sub-committee set up by the Committee to investigate and report to the Committee. The Committee will have the power to take any action it deems fit.
- 1.10 Every affiliated athletics club will be entitled to be represented at general meetings of Athletics Victoria. Affiliated athletics clubs will be entitled to the following number of delegates based on the number of registered Athletics Victoria individual members in the previous year:
 

More than 200 registered members	5 delegates,
151 to 200 registered members	4 delegates,
101 to 150 registered members	3 delegates,
51 to 100 registered members	2 delegates,
50 or fewer registered members	1 delegate.

## **2. Combine Teams, Specialist Groups and Associate Bodies**

- 2.1 The Committee may permit, on such terms and conditions as it deems fit, a number of affiliated athletics clubs to form a *combine team* for the purpose of competing.
- 2.2 Combine teams are not affiliated athletics clubs and do not have the right to be represented at general meetings of Athletics Victoria.
- 2.3 Affiliated athletics clubs wishing to form combine teams must submit in writing to Athletics Victoria their intent to form a combined team together with a copy of the proposed rules and regulations, and details of the team colours.
- 2.4 Competing athletes of affiliated athletics clubs participating in combine teams cannot obtain Second Claim membership of any other affiliated athletics club participating in the same competition as the combine team.
- 2.5 The Committee may permit, on such terms and conditions as it deems fit, a number of registered individual members to form a *specialist group* for the purpose of advancing their ability in that speciality.
- 2.6 Registered individual members wishing to form a specialist group must forward to Athletics Victoria a completed *Specialist Group Affiliation Form* together with a copy of the proposed rules and regulations of the group, and the names of any mandatory office bearers together with the prescribed fee..
- 2.7 Specialist groups are not affiliated athletics clubs but have the right to be represented at general meetings of Athletics Victoria but will not have a vote.



### **3. Individual Members**

3.1 There will be the following categories of individual membership:

- a) Life Member,
- b) Competing Eligible Athlete,
- c) Official,
- d) Coach,
- e) Recreational Runner, and
- f) Social Member.

3.2 A Life Member is a member of Athletics Victoria recognised by Athletics Victoria as having given outstanding service to Athletics Victoria as referred to in By-Law 14.2.

3.3 A Competing Eligible Athlete is a *registered individual member* of Athletics Victoria who is also a member of an affiliated athletics club. The Committee may categorise competing members for the purpose of setting fees and charges.

3.4 An Official is a member of Athletics Victoria who may or may not be a member of an affiliated athletics club and who officiates at athletic meetings of Athletics Victoria. An official who is not a member of an affiliated athletics club is referred to as an *Independent Official*.

3.5 A Coach is a member of Athletics Victoria who may or may not be a member of an affiliated athletics club who coaches athletes and holds the appropriate accreditation prescribed by Athletics Australia. A coach who is not a member of an affiliated athletics club is referred to as an *Independent Coach*.

3.6 A Recreational Runner is a registered individual member of Athletics Victoria who is also a member of an affiliated club, specialist group or the Victorian Running Network (VRN).

3.7 A Recreational Runner is not permitted to:

- a) attend (or appoint a representative or proxy to attend) any general meetings of Athletics Victoria,
- b) participate in events or championships conducted by Athletics Victoria (except as an invitational participant in all Athletics Victoria XCR events,
- c) be selected to represent Victoria in any competition, or
- d) claim a Victorian Record.

3.8 A Social Member is a person admitted to membership of Athletics Victoria and who is not covered by any of the above categories.

3.9 A Competing Eligible Athlete seeking renewal of membership with an affiliated athletics club different from the club of which they were a member at any time in the previous 2 seasons will be subject to the provisions of By-Law 5.

3.10 Life Members, Competing Eligible Athletes, Officials, and Coaches may seek membership in their own category and also any other of the categories 3.1(b), 3.1(c), and/or 3.1(d).

### **4. Competing Eligible Athletes**

4.1 There will be the following classification of Competing Eligible Athletes:

- a) Alternate First Claim

4.2 A Competing Eligible Athlete may be classified as an *Alternate First Claim* member of a nominated affiliated athletics club.

4.3 A Competing Eligible Athlete when registering may, with the permission of the nominated primary affiliated athletics club, nominate another affiliated athletics club to which they will be considered for



the purpose of competition to be an *Alternate First Claim* member for either of the periods 1st April - 30th September or 1st October - 31st March.

- 4.4 Competing Eligible Athletes in combine teams are not required to complete Alternate First Claim registration procedures for the combine team.
- 4.5 Competing Eligible Athletes nominating more than one affiliated athletics club as an Alternate First Claim will incur an additional fee.
- 4.6 Unless otherwise determined by the Committee, in all competition, all competing athletes must wear the official uniform of their club/team, to which must be firmly affixed at the four corners their registration numbers as supplied by Athletics Victoria. The whole of the numbers as issued, including any sponsor's name or logo must be clearly visible and legible at all times.

## **5. Transfers**

- 5.1 Any person who has been a Competing Eligible Athlete at any time within the previous two seasons and who wishes to register as a member of another affiliated athletics club will apply for a transfer of membership which will be endorsed by the affiliated athletics club to which they were previously registered and accompanied by the prescribed fee.
- 5.2 Any person who has been refused a clearance by an affiliated athletics club or whose application for a clearance has not been dealt with within 14 days of lodging the application, may lodge an appeal to the Committee. Any such appeal must be accompanied by the appropriate fee and either a letter of refusal of clearance by the affiliated athletics club concerned or evidence that the application was made to the affiliated athletics club 14 days prior to the lodgment of the appeal.
- 5.3 Such an appeal will be dealt with by the Committee or by a sub-committee of no less than three committee members. The CEO will give any party concerned with the appeal notice in writing of the hearing and such persons or affiliated athletics clubs will have the right to be heard at the hearing.
- 5.4 There will be no appeal against any decision made as a result of any hearing before the Committee or on its behalf.
- 5.5 An application for a transfer of membership to compete for another affiliated athletics club may be completed at any time throughout a season.
- 5.6 Upon receipt of a transfer a Competing Eligible Athlete will not be eligible to seek transfer to a further affiliated athletics club until the following athletic season.
- 5.7 Any person who has not been a Competing Eligible Athlete within the previous two seasons may seek membership of any affiliated athletics club without the need to obtain a transfer.

## **6. Penalties - Investigations and Appeals**

- 6.1 All allegations of a breach of a rule or by-law except those reported by meeting managers and/or team managers will be made in writing to the CEO within 7 days of the alleged breach.
- 6.2 Meeting managers will report in writing to the Committee within 7 days of the meeting any person whose conduct at any competition is unbecoming and/or not in the best interest of Athletics Victoria, or is in willful breach of a direction of the meeting manager.
- 6.3 Team managers will report in writing to the Committee within 7 days, any person whose conduct whilst under the team manager's jurisdiction is unbecoming and/or not in the best interests of Athletics Victoria, or is in willful breach of a direction of the team manager.
- 6.4 If, in the opinion of the CEO, such report does not disclose a *prima facie* case against the person, member or affiliated athletics club referred to therein, the CEO will dismiss the allegation.



- 6.5 If the CEO is of the opinion that a *prima facie* case exists, the CEO will determine whether the alleged report or breach will be dealt with in writing or orally.
- 6.6 If it is decided to deal with the matter in writing, the CEO's nominee will deliver to the person, member or affiliated athletics club concerned a copy of the report and request that person, member or affiliated athletics club to respond in writing within 7 days stating the facts relevant to the alleged breach, and any other relevant details.
- 6.7 The CEO or an *ad hoc* committee of not less than three nominees (nominated by the CEO) will consider such written evidence placed before it and may seek further information before making a decision. When the CEO/committee has considered all evidence the CEO will advise the parties involved of the decision(s).
- 6.8 If the matter is to be considered orally, the CEO will appoint a day for the hearing and deliver to the person, member, affiliated athletics club against whom the allegations are made, a copy of the report and a notice as to the date place and time of the hearing giving at least 7 days' notice. The person, member, or affiliated athletics club will be informed of the right to be represented at the hearing. In addition, the CEO may summon any other person as required to give evidence. The hearing will be before the CEO or an *ad hoc* committee of not less than three nominees (nominated by the CEO). When the CEO/committee has considered all evidence the CEO will advise the parties involved of the decision(s).
- 6.9 There will be no appeal against any decision made as a result of any hearing before the Committee or the CEO acting on its behalf.

## **7. Conduct of Elections**

- 7.1 The Committee will appoint a **returning officer** for the conduct of the elections required by the Rules of Athletics Victoria, and such elections will be conducted using processes that are consistent with those of the Australian Electoral Office.
- 7.2 The Committee will arrange for the preparation of a list of affiliated athletics clubs eligible to vote, such list being closed 21 days prior to the ballot. The Committee will determine the number of votes to which each club is entitled in accordance with Rule 21 of the Rules.
- 7.3 The Committee will arrange for the preparation of **ballot papers** which will show the names of candidates arranged in alphabetical order, and instructions as to how to cast a valid preferential vote.
- 7.4 At the close of the voting the returning officer, using processes that are consistent with those of the Australian Electoral Office, will determine and declare the outcome of the election.
- 7.5 At the conclusion of the counting the returning officer shall report to the President on the conduct of the ballot, the result of the ballot, and return in a suitably labelled sealed envelope, the ballot papers cast in the election.

## **8. Country Regional Centres**

- 8.1 The Committee will from time to time form **Country Regional Centres** comprising a minimum of three affiliated athletics clubs in a rural area, and in so doing decide the boundaries of that regional centre.
- 8.2 The **management committee** of the country regional centre will comprise two representatives of each affiliated athletics club attached to that centre, unless an alternative arrangement is approved by the Committee of Athletics Victoria.
- 8.3 The management committee will have the responsibility for promoting, encouraging and conducting track and field and cross country/road running/mountain running competition, and for the



recruitment, encouragement and education of officials to assist at both the regional centre and other fixtures conducted under the auspices of Athletics Victoria.

- 8.4 The management committee will elect an **executive** comprising a chairman, a secretary, a treasurer and a convenor of officials plus others as the committee may deem appropriate.
- 8.5 The chairperson will only have a casting vote. The affiliated club of which the chairman is a member will be entitled to nominate another member to represent it and vote on its behalf.
- 8.6 Other members of the executive will have the choice of representing or not representing their affiliated athletics club. If they choose not to represent their club they will not have a vote but the club will be entitled to nominate another member to represent it and vote on its behalf.
- 8.7 The committee will be responsible to and subject to the Committee.

## **9. Zone Committees**

- 9.1 The Committee will from time to time decide **Zones** at which track and field competition is to be conducted, and allocate clubs and teams to those zones.
- 9.2 The **Zone Committee** will comprise one representative of each affiliated athletics club attached to the zone.
- 9.3 The committee will have the responsibility for promoting, encouraging and conducting track and field competition at the zone.
- 9.4 The committee will elect a **chairman, vice-chairman, a secretary, a treasurer, and a convenor of officials**. These will constitute an **Executive Committee** and no club will have more than two persons on the Executive.
- 9.5 At any meeting the chairman will only have a casting vote. The affiliated athletics club of which the chairman is a member will be entitled to nominate another member to represent it and vote on its behalf.
- 9.6 The secretary, treasurer and convenor of officials may each represent their affiliated athletics club. If they choose not to do so they will not have a vote but the affiliated athletics club will be entitled to nominate another of its members to represent it.
- 9.7 The management committee may impose penalties on any affiliated athletics club competing at that venue provided that the committee approves the penalty by a special resolution passed by a majority of members present representing at least two thirds of eligible affiliated athletics clubs.
- 9.8 An affiliated athletics club may appeal to the Committee within 30 days any penalty imposed by a metropolitan zone management committee. In this case the Committee will deal with the matter according to the by-laws in section 6.
- 9.9 The Board will determine the fee to be charged to a zone taking into account all the direct and indirect costs associated with athletic needs to be conducted by the zone.
- 9.10 The zone management committee will be responsible to and subject to the Committee and forward a report of the season to the Committee by the 30th April for the year ending 31st March which will include an audited statement of accounts.

## **10. Competitions**

- 10.1 The Committee will be responsible for the various athletic competitions in Victoria, including Victorian Championships, and the conditions under which they are conducted. (In accordance with the Rules, the Committee may delegate organisational and operational responsibility for competitions.)





10.2 The Committee will ensure that clubs and individuals have opportunity to provide feedback regarding competitions.

## **11. State Records**

11.1 Victorian Records will be granted in events and age groups as determined by the Committee.

## **12. Victorian Representative Teams and Team Managers**

12.1 Victorian athletic teams may be selected by Athletics Victoria for competition within or outside Australia as determined by the Committee.

## **13. Awards**

13.1 There will be a system of Awards as follows:

- a) Life Member
- b) Merit Award
- c) Distinguished Service Award<sup>1</sup>
- d) 50 Years Membership Award
- e) Metropolitan Region/Regional Centre Service Award (Amended August 2002)

13.2 The recipients and nature of the awards will be determined by the Committee. The Committee will appoint a sub-committee of not less than three to assess nominations and make recommendations to the Committee.

13.3 Life Members, Merit Award and Distinguished Service Award recipients will be elected on a special resolution of three-fourths of the votes cast at any Annual General Meeting provided that the notice of nomination and history of service of the candidates are circulated with the notice convening the meeting. The Committee if it so desires may attach its recommendations concerning such nominations to the notice.

13.4 An award may be withdrawn by the adoption of a special resolution carried by three-fourths of the delegates present and eligible to vote at any general meeting provided that notice of such motion is circulated with the notice calling the meeting.

13.5 Winners of individual Victorian Championships will, in the following registration period, be awarded registration numbers encircled by a full (Open Champion) three-quarter (Under Age Champion) or half (Over Age or Country Champion) laurel wreath. Winners of open championships will be awarded registration numbers commencing at one.

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<sup>1</sup> Distinguished Service Awards may be made to persons who are not members of Athletics Victoria who have rendered distinguished or special service to Athletics Victoria over a period.