



## ATHLETICS CANTERBURY

### BY-LAWS

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## **1. NEW CLUBS**

- (1) No new Club within the Centre District shall be recommended for affiliation with Athletics New Zealand unless it has at least fifteen actual members whose names shall be submitted to the Centre and of whom at least three-fourths shall not during the past twelve months have been competitive members of an existing local club.
- (2) New clubs shall be admitted to the Centre upon their affiliation with Athletics New Zealand in accordance with the rules thereof and upon payment of the prescribed affiliation fee.

## **2. SUB CENTRES**

- (1) Any group of not less than four clubs in any district under the control of the Centre may apply to the Centre to form a Sub-Centre and in such application shall state its reasons therefor, the geographical boundaries of the district over which it is proposed that the Sub Centre shall have jurisdiction. A copy of its proposed rules and written approval from all clubs within the proposed geographical boundaries shall be submitted therewith.
- (2) Such application shall be placed before a General Meeting of the Centre which shall determine whether the application shall be granted or not and if granted at what date the new Sub-Centre shall begin to operate.
- (3) To each Sub-Centre shall be delegated, subject to an over-riding control by the Centre, the administration of the affairs and business of the Centre in such district as the Centre may from time to time in General Meeting determine.
- (4) Each Sub-Centre may, subject to the approval of the Centre, adopt and amend its own rules and set up its own committees including an Executive Committee in such manner as it shall think fit.
- (5) Each Sub-Centre shall duly and promptly forward to the Centre minutes of all proceedings in general meeting and of all the proceedings of its executive committee.
- (6) Any Club under the control of a Sub-Centre may appeal to the Centre when aggrieved by the decision of its Sub-Centre or by the failure of its Sub-Centre to make a decision or take action on any matter affecting the club within a reasonable time.
- (7) An up to date Constitution of the Sub-Centre should be filed with the Centre so it can be referred to easily.

## **3. WORKING GROUPS OF THE BOARD**

- (1) The Board shall at its first meeting to be held as soon as possible after its appointment, appoint / review the current working groups covering the following areas:
  - Finance & Sponsorship,
  - Marketing & Communications
  - Athletes Pathway
  - Officials
  - Coaches
  - Nga Puna Wai Activation
  - And any other working groups as the case maybe
- (2) Such working groups shall consist of such number of persons as the Board may from time to time think fit.
- (3) The General Manager or Board Chairman shall *ex officio* be a member of every such working group and the Treasurer or the Secretary-Treasurer, as the case may be, shall *ex officio* be a member of any committee associated with Finance and Sponsorship.

- (4) Every such working group shall in addition to *ex officio* members include at least one member of the Board.
- (5) The Board, when appointing any such working group member, shall appoint one member (not being an *ex officio* member of such committee) to be convenor thereof.
- (6) Any person who by reason of special skill or knowledge is in the opinion of the Board fitted to serve upon such committee shall be eligible for appointment.
- (7) Such working groups shall act under the direction of the Board and shall be responsible to it for the efficient execution of duties.
- (8) At every meeting of the Board the convenor of every working group should provide a report on its activities.

#### **4. SPECIAL COMMITTEES**

- (1) The Board may from time to time appoint special committees with power to act for such purpose or purposes as it may determine.
- (2) By Laws 3 (2) to (8) inclusive shall apply to special committees.
- (3) Such committees shall continue to hold office for such time as the Board may determine.

#### **5. CENTRE UNIFORM**

- (1) The competition uniform of the Centre shall be predominately red and black in a style approved by the Board.
- (2) Such uniform shall be worn by athletes in competition only when representing and selected by the Centre or specially approved by the Centre for a particular meeting.

#### **6. CENTRE BLAZERS**

There shall be a Centre blazer which shall be black in colour with a pocket badge of approved design including the words "Athletics Canterbury" and "Track and Field", "Cross Country and Road Running", "Walking", "Life Member", "Board", or "Official" as the case may be.

- (1) Upon the Board resolving that any person is qualified to wear a Centre blazer, that person shall be notified by the Secretary.
- (2) The Board shall grant such permission to only such persons who have:
  - (a) Given outstanding service to the Centre in an administrative or official capacity,
  - (b) Being an athlete who is a competitive member of the Centre and competing in the Women, Women Under 20 (W U20), Women Under 18 (W U18), Men, Men Under 20 (M U20), or Men Under 18 (M U18) grades, has at least one of the following qualifications:
    - (c) Has gained a first, second or third place when representing the Centre at any New Zealand Championship Meeting.
    - (d) Has represented the Centre at not less than three New Zealand Championship Meetings.
    - (e) Has established a New Zealand or Canterbury record.
    - (f) Has been a member of a Centre team taking first place in any New Zealand Championship event.
    - (g) Has a performance at a meeting which in the opinion of the Board is of exceptional merit.
- (4) Application for the award of a blazer under By-Law 6 (3) may be made on behalf of any person by his or her Club or by a member of the Board.
- (5) Any person qualified to wear a Centre blazer may, as an alternative, wear the approved badge and designation specified in Clause 1 of this By-Law on a black jacket or sweater.

## **7. CENTRE CHAMPIONSHIPS**

- (1) The Centre should annually conduct Canterbury Championships in all New Zealand Championship events as set out in the Regulations of Athletics New Zealand and in such other events as the Board may from time to time decide.
- (2) The date, time and place of such Championships and the programme therefore shall be determined by the Track and Field Committee or the Cross Country and Road Committee as the case may be. Where appropriate a Centre Championships may be held in conjunction with a New Zealand Championships or other inter-Centre event.
- (3) Only athletes who are competitive members of the Centre may compete in any Championship event, PROVIDED that in special circumstances an athlete may, on the invitation of the Board, Track and Field Committee or Cross Country and Road Committee compete at a Championship Meeting but he or she shall not be entitled to be placed in any Championship event.

## **8. RECORDS**

- (1) The Board will appoint a Records Committee who shall be empowered to recognise Canterbury record performances for all Canterbury Championship events and for such other events as the Board may from time to time decide.
- (2) Any competitive member of the Centre, or member of a team of such competitive members shall be entitled to hold a Canterbury record where such performance was made at a meeting under the jurisdiction of the Centre, or at any meeting within New Zealand held under the jurisdiction of another Centre, or Athletics New Zealand, or outside New Zealand in a competition at a properly constituted athletic meeting held under World Athletics Rules that meets the requirements for the establishment of such record.
- (3) Any person wishing to have a performance in any event recognised as a Canterbury record shall on the day of the meeting notify the Referee and shall within twenty-one days thereafter apply in writing to the Centre or Sub-Centre for such recognition.
- (4) The Board shall recognise such a performance if in the opinion of the Records Committee, such performance:
  - (1) betters or equals the existing record, or in the case of a new event, is of sufficiently high standard to be recognised as a record, and
  - (2) has been certified by the proper officials at the meeting at which the performance was made as being in accordance with record requirements, and
  - (3) has been recommended for recognition as a record by the Records Committee.

## **9. TROPHIES**

Any trophies presented to the Centre shall be awarded as the Board thinks fit.

## **10. AFFILIATION FEES**

- (1) Each Club under the jurisdiction of the Centre shall forward to the Secretary of the Centre prior to the thirty-first day of (31<sup>st</sup>) May in each year an Affiliation Fee for the ensuing year. The amount of such fee shall be fixed from time to time by the Centre.
- (2) The Centre Fee shall be in addition to the Affiliation Fee payable annually to Athletics New Zealand.

## **11. CLUB UNIFORMS**

- (1) Every Club shall register its uniform with the Centre and a register of colours shall be kept by the Secretary of the Centre.
- (2) No Club uniform shall be deemed to be so registered until approved by the ~~Executive~~ Board.
- (3) The Board shall refuse to approve the uniform of any new Club or a change of uniform by any Sub-Centre or Club if in the opinion of the Board such new uniform is so similar in appearance or colour to any registered uniform as to be likely to cause confusion or difficulty.
- (4) An athlete shall compete at any meeting under the jurisdiction of the Centre, in a uniform compliant with Athletics New Zealand's Competition Regulation Rule STR5.

## **12. CLUB MEETINGS**

- (1) Every Club proposing to hold an athletic event under Athletics New Zealand rules where competition is not confined solely to the members of that Club shall apply in writing to the Centre or to its Sub-Centre (if any) for permission to hold such event and shall be forward with such application:
  - (a) The date, time and place of the proposed event or events.
  - (b) A list of proposed events
  - (c) A list of entry fees and trophies for each event.
  - (d) A list of proposed officials (Note: This may be forwarded prior to the day of the event).
- (2) The application for the proposed event shall be made at least 60 days prior to the event.
- (3) No such meeting shall be held without the prior written permission of the Centre.

## **13. CLUB ANNUAL REPORTS**

Every Club, upon the request of the Board, shall forward to the Centre a copy of its Annual Report and Balance Sheet together with a list of its officers elected at such meeting and the address of its secretary.

## **14. CLUB CONSTITUTIONS**

Every Club shall immediately upon the adoption thereof lodge with the Centre a copy of its constitution or of any amendment alteration or modification thereof and no such constitution amendment alteration or modification shall be deemed valid until approved by Athletics New Zealand.

## **15. TRANSFERS**

- (a) An Individual Member may be a Member of two (2) or more Member Clubs.
- (b) Where an Individual member is a member of more than one Member Club, that Individual Member will be due only one (1) membership fee to Athletics NZ per Membership Period. If the Individual Member's Category of Membership differs between Member Clubs, the Individual Member will pay whichever Membership Fee is more expensive.
- (c) An Active Member cannot compete for more than one Member Club at any one time.

- (d) If an Active Member wishes to change the Member Club for which they compete during a Membership Period, the Member must transfer their Membership from its previous Member Club to the other Member Club using the online process specified for Member Transfer in the ClubNet Portal.
- (e) An Active member may not change the Member Club for which they compete more than once during a Membership Period without prior consent of Athletics NZ. If an Active Member has a valid reason for requiring a second transfer during a Membership Period the Member must apply in writing, stating the reason for the request for a second transfer, to the Board of Athletics NZ

## **16. INTERPRETATION**

These By-Laws shall be applied and construed subject and according to the Rules of the Centre In the event of any conflict between these By-Laws and the Rules, the latter shall prevail.

## **17. TRACK AND FIELD COMMITTEE**

- (1) The following Officers shall be elected at the Annual Meeting of Delegates of Clubs participating in Track and Field Athletics.
- Chairperson
  - Secretary
  - Treasurer
  - Six (6) Committee Members (or such other number as the Annual Meeting from time to time shall decide)
  - Three (3) Selectors (The selection committee shall cover all grades)
- (2) The Track and Field Committee shall consist of the Chairperson, Secretary, Treasurer, six (or such other number as are elected at the Annual Meeting) Committee Members, plus a representative appointed by the Canterbury Children's Athletic Association (Inc) and a representative appointed by the Canterbury Masters Athletics (Inc).
- (3) Nominations shall be called and elections held for all Officers named in By-Law 17(1) as set out in Clause 23(b) of the Centre Rules.
- (4) A Committee meeting quorum shall be six (6), of whom four are elected officers. The quorum of six to be reduced by one if the positions of Secretary and Treasurer are held by one person.

## **18. CROSS COUNTRY AND ROAD COMMITTEE**

- (1) The following Officers shall be elected at the Annual Meeting of Delegates of Clubs participating in Cross Country and/or Road Racing.
- Chairperson
  - Secretary
  - Treasurer
  - Director of Racing
  - Race Secretary
  - Five (5) Committee Members (or such other number as the Annual Meeting from time to time shall decide)
  - Three (3) Selectors

- (2) The Cross Country and Road Committee shall consist of the Chairperson, Secretary, Treasurer, Race Secretary, Director of Racing and five (5) (or such other number as are elected at the Annual Meeting) Committee Members,
- (3) Nominations shall be called and elections held for all Officers named in By-Law 18(1) as set out in Clause 23(2) of the Centre Rules.
- (4) A Committee meeting quorum shall be six (6), elected officers. The quorum of six to be reduced by one if the positions of Secretary and Treasurer are held by one person.

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