



**CALISTHENIC
ASSOCIATION
OF
SOUTH AUSTRALIA INC.**

CLUB RULES & PROCEDURES

(To be read in conjunction with ACF Rules & Policies)

For

2021

Effective March 1st 2021

Definitions

Any words defined in the Association Constitution have the same meaning in these Rules. These Rules are of immediate and continuing effect.

“A.C.F.” means the Australian Calisthenic Federation.

“Approved” means that a person is the holder of a National Police Clearance Certificate and that the person has been acknowledged by the Association Member Protection Information Officer as being suitable to be appointed to and/or remain in a position.

“Association” means the Calisthenic Association of South Australia Inc.

“Association State Team” means any team selected under the Association’s rules to represent the Association as the official state team for Eisteddfods, regardless of grading or age group. There may be more than one Association State Team.

“Competitive affiliated Club” means an affiliated club that has entered a team or teams in the Associations State Championships that year.

“Competitive team” means a team whose entry has been accepted by the Association to enter the State Championships that year.

“Country Club” means a Calisthenic club as defined by the Constitution.

*“**Current** National Police Clearance certificate” means that a period of not exceeding **three** years from the Certificates date of issue has passed, or in the case of a teacher who is registered with the Teachers Registration Board of SA – 3 years from the date of the criminal record check listed on the registration certificate.*

“Eisteddfod” means any Calisthenic competition, championship, event, performance or eisteddfod, however described.

“Participant” means Affiliated Associations, Affiliated Clubs and any of their members, coaches or officials, including Participating Members.

“Participant Team” means a Calisthenic team organised or coordinated by a Participant.

“Representative team” means any CASA National or State team and any other approved CASA team.

“Screening” means a screening to work with or in close proximity to children undertaken by the authorised SA Government screening unit.

28 Prohibition of competing against the Association

- (1) Participants and Participant Teams shall not compete, perform or otherwise participate (including, but not limited to, as an athlete, coach or official) in the same Eisteddfod as the Association State Team, regardless of grading or age group.

For the avoidance of doubt, this means that if an Association State Team has been entered in at least one division or section of an Eisteddfod, no Participant or Participant Team shall compete in that or any other division or section of that Eisteddfod.

NB: - This rule may only be altered at an Annual General Meeting or Special General Meeting.

- (2) This rule does not apply to
 - (a) Affiliated clubs located outside of South Australia and whose membership is mainly outside South Australia, and
 - (b) South Australian country clubs provided that
 - (1) The distance between the club and State Team practice points is prohibitive for members, and
 - (2) All club members normally reside in the locality of the Club.

29 Consequences of competing against the Association

- (3) Any Participant who breaches Rule 1 by entering a Participant Team in such an Eisteddfod may be:
 - (a) Disciplined by the Association under its Constitution; or
 - (b) Otherwise disciplined as determined by the Committee of Management.
- (4) Disciplinary action shall include immediate suspension or deregistration from the Association of **all participants** for a period of not less than 3 years.

30 Composite Teams not to compete

- (1) Other than a CASA Representative Team, Composite Teams shall not compete, perform or otherwise participate at the Ballarat Eisteddfod or any other competition conducted by an association or other body that is affiliated with the Australian Calisthenic Federation (ACF).
- (2) A composite team means any team consisting of registered participating members who are not all registered members of the same club, and also includes any team that consists of a person who is not registered with CASA.

Penalty: Deregistration / Suspension: 12 months.

31 Competing for another club prohibited

- (1) Participants who are registered at a South Australian Calisthenic club shall not compete for another South Australian Calisthenic club in any competition whether held in this State or elsewhere.

Penalty: Deregistration / Suspension: 12 months

32 Location of affiliated clubs

Effective 8th February 2016 Clubs applying for affiliation with the Association may be located anywhere and operate from any venue at any time suitable for their purposes.

Any/all previous location restrictions or conditions imposed by the Rules or by the Committee of management on affiliated Clubs are revoked.

33 Application for affiliation

- (1) Any South Australian club applying for affiliation after the 31st of March shall not be entitled to participate in the Associations State Championships that year.
- (2) Participating member applications must be made no later than 31st March.
 - (a) This rule does not restrict the Association accepting applications for participating membership after the 31st March.
- (3) Applications for Associate membership close on 31st March.
- (4) A fee applies for Affiliation: See Fees Schedule.
- (5) All applications shall only be made on the forms provided.
 - (a) Participating member forms shall be signed by the Team Coach and the Club Secretary certifying the correctness of the information therein.
 - (b) In the case of any form submitted electronically the checking of any option(s) and completion of required fields shall be deemed to comply with any signature or certification requirements of this rule.
- (6) Applications for affiliation (membership) cannot be accepted from any individual, Club or other body until any outstanding payment(s) or debts are paid to the Association.
- (7) **Registrations**

All competitors must be registered in their correct age group by **31st March** each year in accordance with the CASA Constitution. However, prior to competing in the State Championships, late registrations will be accepted, subject to the following:

- (a) A late fee of \$15.00 per member shall apply to all registrations submitted/received between the 31st March and 15th July for other than new members. A new member is a person who was not registered with the Association in the previous year.

- (b) A late fee of \$30.00 per member shall apply to any registration submitted/received after the 15th July but before the due date for the submission of team lists as required by rule 16(3).
- (c) A late fee of \$50.00 per member shall apply to all registrations submitted/received on or after the due date for the submission of team lists.
- (d) A late fee of \$75.00 per member shall apply to registrations submitted/received on the day of scheduled competition of that member.

34 Transfers

- (1) Members shall not transfer between the following dates (the prohibited period): 31st March to 1st November inclusive.

Note: 1 This rule does not prohibit participation in Calisthenic activity at another club; however it does prevent the ability to compete for that club.

Note: 2 A member who was not registered at any time during the previous calisthenic year and who returns to the sport will require a transfer for up to 3 years.

Note: 3 Eligibility to transfer is subject to having no outstanding monies owing to the club. Ensure membership database is correct with unfinancial members at your club.

Note: 4 See Transfer form for completion and submission criteria.

- (2) A member who has their current club membership/registration involuntarily terminated/cancelled by their club during the prohibited period shall be eligible to change clubs and be re-registered and compete.
- (3) A member who resigns or cancels their club membership/registration during the prohibited period is not eligible to change clubs and to be registered at another club until after expiration of the prohibited period.
- (4) Removed.
- (5) Removed.
- (6) The transfer will be processed by CASA when there is an acknowledgement that the transferee is debt free.
- (7) An Administration Fee of \$15 applies to all transfers and must be paid at the time of submission of the form.

35 Member Protection Policy

- (8) All members shall comply with the requirements of the Member Protection Policy.

- (9) In addition to the requirements of the Policy, any person who is to be appointed to an executive committee position of any club shall be the holder of a current National Police Clearance Certificate (NPC) or DCSI Screening check for working with children except as otherwise provided by these rules and must be approved prior to being appointed to their position.
- (10) For the purpose of this rule, an executive committee position includes any or all of the following:
 - (a) President,
 - (b) Vice President,
 - (c) Secretary,
 - (d) Treasurer, and/or,
 - (e) Any other position that performs the normal tasks or functions associated with any of these positions regardless of the positions title.
- (11) All members of the CASA committee of management and every coach from an affiliated Club from the 31st March 2018 shall be the holder of a current Department for Communities and Social Inclusion (DCSI) Screening for working with children.
- (12) An affiliated club shall not fail to meet its obligations pursuant to this rule.
- (13) Any club that fails to comply with this rule in so far that it relates to an executive committee member not being approved before being appointed to their position or remaining in a position while not the holder of a current NPC, or in the case of a coach not holding a current DCSI Screening shall have its affiliation with the Association suspended.
- (14) Such suspension shall remain in force for a period either specified by the Committee of management or until the club and/or coach complies with its obligations.
- (15) Where a clubs affiliation has been suspended, a re-affiliation fee of \$100 shall apply.
- (16) The following classes of persons are exempt from providing an NPC, subject to acceptance by the Member Protection Information Officer:
 - (a) Teachers: upon presentation of the original or a certified copy of their current Teachers Registration Board of SA Certificate.
 - (b) Persons, upon presentation of an original or certified copy of a letter from the Professional Standards Office, Catholic Diocesan Centre, Adelaide.
 - (c) Current serving members of any Police service upon presentation of their police identification from their relevant jurisdiction or a certified copy.
 - (d) Persons, upon presentation of an original or certified copy of a letter from an authority (including religious bodies) that conducts criminal history checks

which are equivalent to those conducted for an NPC as a condition of the person's employment or volunteering.

(e) Persons holding a current DCSI screening check for working with children.

(17) Approvals based upon the above mentioned letters shall be valid for 3 years from the date of the letter.

36 Child Safe Officers

It is a condition of affiliation with the association that every club has at least one trained and approved Child Safe Officer (CSO).

37 Royalty Theatre

All clubs shall comply with the following:

(18) Royalty Theatre Fire Safety Requirements Stage Dressing Management procedures document (Attachment A) as varied from time to time. Penalties apply.

(19) Stage dressing requirements (Attachment G).

(20) All applicable venue procedures and rules.

(21) Supplied Equipment:

(a) CASA will provide, blocks for use by Clubs. These shall be kept at the theatre and will also be available for Club use at theatre practices. During competitions and Club practices Clubs may not supply or use ramps or steps other than those provided by CASA. Blocks are subject to Attachments G and H.

(b) At practices, clubs must have a supervising adult present side stage when the blocks are being transported on and off stage. For other than Senior section, transportation must only be undertaken by adults.

38 Grading Rules

The following shall apply in relation to clubs team grading.

(1) Club grading's shall be advised before 1st December.

(2) Notwithstanding anything else contained within this rule, a grading may be varied at any time prior to a team competing in May (subject to 38.4) by notice given in writing.

(3) Grading's shall not be altered for any reason, except in exceptional circumstance, after a team has competed in May.

(4) These rules do not apply to Tinies Section.

(5) New Clubs

- (a) Any Calisthenic club or college that applies for affiliation with the Calisthenic Association of SA (CASA) that was not either affiliated with CASA in the previous year or did not enter a team in any age section in the previous year's State Championships shall be deemed a new club.
 - (b) All teams from newly affiliated clubs shall be graded into the lowest Division of each age section.
 - (c) Any non-South Australian club from an ACF affiliated association that applies for entry to compete in a CASA competition that did not compete in the corresponding CASA competition in the year previous to its application for entry shall be deemed a new club.
 - (d) All non-South Australian club teams from an ACF affiliated association shall be graded at the sole discretion of the Committee of management.
 - (1) The Committee of Management may delegate the grading to be determined at sub-committee level for final approval by the Committee of management.
 - (e) Where rule 38(5)(d) applies, the Committee or sub-committee shall make all endeavours to not relegate an SA club from that age section into a lower division.
 - (f) The numbers of non SA clubs admitted to each age section of the State Championships shall be determined by the Committee of Management as and when required.
- (6) New Teams from affiliated clubs
- (1) If an affiliated club enters a first team in an age section in a CASA competition that they did not have a team entered in the previous year's State Championships, then that club team shall be graded into **the lowest Division** of that age section.

(7) Promotion & Relegation

The Calisthenic Association State Championships grading operates on a system of promotion and relegation between divisions based on the previous year's first team results. Such promotion and relegation shall be operated in accordance with these rules.

Other than in accordance with these rules there will be no other means of promotion or relegation.

(a) Promotion

- i. All Divisional winners, other than Championship Section, shall be promoted to the next Division.
- ii. The Committee of management may for the purposes of ensuring the required numbers of teams in age sections as specified in 38(7)(a)(i) promote teams other than those mentioned in 38(3).

(b) Relegation

- i. All club first teams in every age section, other than a team in the lowest Division, finishing last shall be relegated to the next division.
- ii. Deleted.

(c) Variation

Clubs may apply in writing to the Committee of management for a review of a grading.

- i. A club may only apply for a review of an age section grading provided that it has lost (for any reason) 75% or more of the participants from that age section from the previous year.

(d) Procedure

- i. Upon receipt of request for a review of a grading, the **committee of management** shall discuss the merits of the application.
- ii. If the application is approved in principle, the Secretary shall notify the club to be affected by the possible alteration of a grading.
- iii. If the club to be affected by the alteration of grading does not wish to be promoted, then the application for variation of grading submitted to CASA shall not occur.
- iv. The Secretary shall notify the club that requested the review of grading of the outcome in writing.

(8) Exceptions for Promotion & Relegation

- (a) If a club does not apply to the Association for affiliation or does not enter a team in the May competition, or withdraws from the

May competition more than 28 days prior to appearing then a further (the next highest placed) team from the previous year's State Championships shall be promoted in order to maintain the club team numbers in a particular Division.

- (a.1) For the purpose of this sub-rule, the next highest placed team shall be the team relegated from the Division above followed by the team that finishes 2nd, then 3rd etc.
- (2) The method of back-filling teams in 38(4)(1) continues to operate until such time as there is the required number of teams in a Division as required by rule 38(7)(1)
- (3) Clubs affected by a change of division 28 days or less from their scheduled May competition date may choose to compete in May in either division.

(9) Regrading of New Teams from New Clubs

- (1) An alteration in grading pursuant to rule 38b for any new team from a new club shall be based solely upon merit.
- (2) The Secretary upon becoming aware that a team from a new club is being entered into a competition shall contact the team coach or club and advise that they may apply in writing within 7 days for a regrading of any/all of their new teams.
 - (a) If regrading is sought: the club/coach shall submit a written request to the CASA Secretary for regrading within 7 days of being advised. The application should include the reasons why regrading is sought.
 - (b) The Secretary upon receipt of a written request for regrading shall advise the committee of management.
 - (c) The committee of management shall appoint two qualified persons to attend the club and view the team(s) for which regrading has been sought.
 - (d) The persons appointed shall report to the committee of management who will then make a decision concerning the matter.
 - (e) A qualified person is an adjudicator or a coach or skills examiner.
 - (f) New teams from new country clubs may be required to submit a video of their work in lieu of the qualified persons attending personally.
- (3) The Secretary shall advise the club/coach in writing of the committee's

decision.

Team Order (Grading)

- (1) The following years grading shall be determined by Team finishing order based on aggregate points from that years State Championship.
 - (a) In the event of a tie for aggregate points, then team finishing order shall be determined by grading points.
 - (b) In the event of a tie for grading points then team finishing order shall be determined by the highest placing's on count back

(9) Limit of team numbers

- (1) The numbers of teams in a competition shall be: 6
 - (a) Notwithstanding the above the lowest two divisions in each age section may have less than 6 teams, and the lowest division shall include at least 4 teams,
 - (b) There shall not be more teams in a lower division in an age section than there is in a higher division, except where a team has withdrawn and not been replaced in accordance with the grading rules.
- (2) Team numbers in divisions/sections may be reduced for safety reasons or any other valid reason as determined and approved by the Committee of management.
 - (a) Safety reasons include but are not restricted to where the total number of persons including registered team members, coaches, assistants, dressing room supervisor, fire wardens and persons of any other class who may be present will cause the allocated dressing area to exceed a safe limit as determined from time to time.
 - (b) The safe limit for the downstairs dressing room has been determined at 80 persons.
 - (c) The safe limit for upstairs (second floor studio) is 50 persons.

(10) Alteration to Promotion and Relegation

- (a) CASA shall at intervals of not less than three years and not more than five years review the process and may alter promotion and relegation to two or more teams promoted and relegated.

- (b) Where at any time two or more teams are unable to be separated on results as provided by Rule 27(9), CASA may promote or relegate teams as required.

39 Nomination of Delegates & Proxies For A.G.M.

Failing to Nominate Delegates

- (1) Where an Affiliated Club is required pursuant to Clause 28.12 of the Constitution to give notice in writing of the two delegates who are to attend on behalf of the Affiliated Club to the Secretary no later than seven (7) days prior to the close of nominations for the Executive and the Committee of Management fails to comply with that requirement then that Affiliated Club will be subject to a penalty.

Failing to Nominate Proxies

- (2) Where an Affiliated Club is entitled pursuant to Clause 28.15 of the Constitution to appoint two members as its proxies by notice given to the Secretary no later than seven (7) days prior to the date of the close of nominations for the Executive and Committee of Management fails to appoint two members as its proxies then that Affiliated Club, unless it has complied with rule 1 will be subject to a penalty.
 - (a) A country club may appoint the Association President and Association Secretary as its proxies.
 - i. In the absence of either the Association President or Secretary at an AGM, then those proxies shall be allocated to the person presiding over the AGM and the person fulfilling the role of Secretary at that particular time.

Penalty

- (3) For a breach of either sub-rule 1 or 2 the penalty may include a monetary penalty, suspension or cancellation of affiliation (including in the following year), exclusion from future CASA competition or any other penalty or a combination of any of these.
- (4) The minimum penalty for a breach of sub-rule 1 or 2 is \$1.50 per registered participating member of that Affiliated Club as at the closing date of nominations for the Executive and Committee of Management.
 - (a) Any further penalty shall be at the sole discretion of the Committee of Management.
- (5) The penalty shall be applied as per the CASA registration database numbers and shall not take into account whether any registered member still participates in the sport or not.
- (6) Any monetary penalty imposed under these rules shall be paid to the Association

within 28 days.

- (7) An Affiliated Club is entitled to apply to the Committee of Management, within 14 days of the penalty being imposed, for an extension of time in which to pay, not exceeding a further 28 days.
 - (a) The Committee of Management upon receipt of a written request from the Affiliated Club for an extension of time shall approve such request.
- (8). Any monetary penalty not received within the specified time shall incur a late payment fee of \$30.00.
 - (a) Any late fee imposed shall be paid within 14 days.
- (9) Any affiliated club that fails to pay any penalty and/or fee imposed by these rules within the required time period shall in accordance with Clause 10.1 of the Constitution be in arrears of payment and have its affiliation cancelled.
- (10) Any affiliation that is cancelled pursuant to these rules shall be effective 7 days following the date that payment of the late fee fell due.
- (11) Any Club after having its affiliation cancelled pursuant to rule 28, that applies for re-affiliation that same year or affiliation the following year shall be required to pay an additional sum of \$50.00.
 - (a) The additional fee shall only be payable once, following the cancellation of an affiliation.
- (12) Any monies received as a result of a penalty or a late payment fee imposed under rule 28 shall be allocated to the Royalty Theatre Levy Account.

Attendance at AGM is compulsory

- (13) All nominated delegates or proxies shall attend the AGM.
- (14) Where an affiliated club has complied with rules 1 or 2 and the nominated delegates or proxies fail to attend the AGM then the Affiliated Club will be subject to a penalty.
- (15) Any penalty provided for by sub-rule rule 14 shall be the same as provided in sub-rules 3 and 4 for failing to comply with either sub-rule (1) or(2).
- (16) If, for any reason, a nominated delegate or proxy is not able to attend at the AGM then the delegate or proxy must advise the Secretary prior to the scheduled commencement time of the meeting so that a notation may be made in the minutes of the meeting as an 'apology'.
- (17) An additional penalty of \$50.00 shall apply to a club whose delegate or proxy fails to attend the AGM and also fails to comply with sub-rule 16.
- (18) The membership entitled to vote at an AGM may impose an additional penalty (as

provided in rule 3) for any club that fails to comply with sub-rule (16).

40 Exemptions from CASA rules

In accordance with the Constitution of the Calisthenic Association of SA there are no exemptions from any CASA rules.

41 Review of Rules

- (1) The Committee of management shall review the Rules each year.
- (2) The committee may amend or add to the Rules at any time to be effective immediately or at any other time.
- (3) Where such changes are made in accordance with sub-rule (2) to be effective immediately or at some other time, the Secretary of each affiliated club shall be notified within 14 days of such alteration and provided with a brief explanation as to why such change has been invoked.
- (4) All affiliated clubs shall receive a revised copy of the rules at the beginning of each year.
- (5) For the purpose of sub-rule 4 it shall be sufficient for the Association to publish the rules on its website.

42 Appeals

(1). General

- (a) These rules are made pursuant to Clause 31.8 of the Constitution of the Calisthenic Association of South Australia Incorporated and are in addition to the requirements of Clause 31 of the Constitution.
- (b) These rules shall apply to all appeals and any tribunal held pursuant to Clause 31 of the Constitution.
- (c) No tribunal shall be established unless these rules and the provisions of Clause 31 have been complied with.
- (d) The Associations representative(s) for the purpose of these rules shall be the Administrator or a Committee Member.
 - i. The Administrator is a person appointed pursuant to Clause 32 of the Constitution. The position occupied by the Administrator is titled Administrative Officer.
 - ii. Committee member is as defined in Clause 2.7 of the Constitution.

(2) Registered Office

- (a) The address of the registered office of the Calisthenic Association of SA is 65 Angas Street, ADELAIDE, S.A. 5000.
- (b) The office hours and normal business hours for the registered office are those that are published from time to time on the Associations website

www.calisthenicssa.com.au and which are displayed on the office door.

(3) Appeal Notice

- (a) For the purposes of Clause 31.2 of the Constitution “*a notice*” is the CASA form titled NOTICE OF APPEAL (hereafter referred to as “*a Notice*”).
- i. A Notice consists of a cover page (page 1 of a Notice), and up to two other pages (these are called the statement of facts and are pages 2 & 3 of a Notice)
 - i. The cover page requires basic information concerning the appeal.
 - ii. The statement of facts will contain the discussion or argument in support of the ground of appeal.
 - ii. Nothing other than that allowed by these rules shall be written, printed or marked on the cover page.
 - iii. A Notice shall not be hand written.
 - iv. A Notice shall be in printed form.
 - v. A Notice and Statement of facts shall be in Arial font of not less than size 12.
 - vi. The statement of facts shall not be printed on the rear of a cover page.
- (7) The statement of facts shall be limited to two single sided A4 pages.
 - (8) Pages in excess of that allowed by 3.1.7 shall be disregarded.
 - (9) The statement of facts shall be securely attached to the cover page.
 - (10) The statement of facts pages shall have a left margin of not less than 2.5 centimetres (cm.), right margin of not less than 1.5 cm. top and bottom margins of not less than 2 cm.
 - (11) The statement of facts may be in single or double line spacing.
 - (12) The statement of facts should be checked for spelling and grammatical correctness.
- (b) Supporting documentation (e.g. a photocopy of a Secretary’s Bulletin) shall be submitted with a Notice and be securely attached to it.
- (c) A Notice and any supporting documents shall be compiled in the following manner and order.
- i. All pages shall be face up.

- ii. All pages of a Notice shall be in Portrait orientation.
 - iii. Cover page shall be on top, followed by statement of facts (1st page), statement of facts (2nd page, if required), then any supporting documentation.
- (d) A Notice shall not be lodged by email or facsimile.
 - (e) A Notice shall nominate only one ground of appeal, which shall be either Clause 31.1.1, or 31.1.2, or 31.1.3 or 31.1.4 as the case may be.
 - (f) A Notice shall specify the decision or action appealed against.
 - (g) All required parts of a Notice shall be completed.
 - (h) A Notice shall relate to one person, one body or one club only.
 - (i) If a Notice relates to a committee run club, the Notice shall be signed by the President.
 - (j) If a Notice relates to a Club, other than a committee run club, the Notice shall be signed by the Principal Coach.
 - (k) A Notice relating to a person shall be signed by that person.
 - (l) A Notice relating to a person who is under 18 years of age shall also be signed by one of that persons parents or their legal guardian.
 - (m) The Secretary on receiving a Notice shall ensure that the Constitutional requirements and these rules have been complied with.
 - (n) If it becomes apparent to the Secretary that any part of Clause 31 of the Constitution concerning Appeals, or these rules has not been complied with, a Notice shall be rejected.
 - i. A decision made by the secretary pursuant to these rules to reject a Notice shall not be subject to Appeal, except if such decision wasnot based on non-compliance with Clause 31 of the Constitution or these rules.
 - (o) A Notice which has been rejected shall not be proceeded with.
 - (p) The Secretary shall give notice in writing to the Appellant that a Notice has been rejected, and the reason for such rejection.
 - (q) A person, body or club whose Notice is rejected shall not re-lodged that Notice.
 - (r) A person, body or club whose Notice is rejected shall not lodge another Notice in reference to the nominated decision or action for which the rejected Notice was lodged.
 - (s) The Secretary shall not accept a replacement Notice in reference to the nominated decision or action from an aggrieved party for which the originally submitted Notice was rejected.

- (t) The appellant shall be limited to the ground, decision or action nominated.
- (u) No alterations or additions to a Notice shall be accepted after a Notice is lodged.
- (v) After a Notice is lodged, no further documentation shall be accepted.
- (w) The following shall not be subject to appeal.
 - i. Any decision or action of the Committee of Management to comply with (including upholding) the Constitution, an existing rule or by-law.
 - ii. Any decision or action of the Committee of Management to deny a request for variation of a rule or by-law.
 - iii. Any decision or action of the Committee of Management made in relation to a club grading.
 - iv. Any decision or action of the Committee of Management made to comply or substantially comply with an Australian Calisthenic Federation Policy, direction or recommendation.
 - v. Any decision or action of the Committee of Management or a Committee Member in relation to any immediate, impending or suspected safety matter concerning anything and/or involving anyone at the Royalty Theatre.

4. Tribunals

- (1) The Secretary, upon receiving a valid Notice shall make all reasonable endeavours to establish a tribunal at the earliest opportunity.
- (2) Where possible, a tribunal should be conducted within 28 days and not more than 90 days from the 15th day after the decision or action to which a Notice relates.
- (3) A Tribunal may be conducted where there is or is not personal attendance of the parties required.
- (4) A tribunal may be conducted by the submission of a Notice and any supporting documents.
 - i. The Secretary shall decide whether a tribunal shall be conducted where personal attendance is or is not required.
 - ii. If the Secretary decides that personal attendance is required, the Secretary shall then determine the composition of the tribunal, i.e. whether the tribunal shall consist of one or three persons.
 - iii. In making a decision pursuant to sub-rule 4(4)(1) or 4(4)(2) the Secretary shall take into account the following:
 - (1) the time frame specified in 4(2) and

- (2) the availability of a chairperson and
 - (3) the availability of any other tribunal members (if required), and
 - (4) anything else that is considered necessary for determining the matter in accordance with the Constitution and these rules and without undue delay for the parties concerned.
- iv. Any decision of the Secretary to conduct a tribunal where personal attendance of the parties is or is not required shall not be subject to appeal.
 - v. Any decision of the Secretary as to the composition of a tribunal shall not be subject to appeal.
- (5) If a tribunal is to be conducted by the submission of documents only, the Secretary shall forward such documentation to the appointed Chairperson by registered post.
 - (6) If a tribunal is to be conducted where personal attendance is not required, the Secretary shall notify all parties of that decision.
 - (7) A tribunal to be conducted where personal attendance is required shall be conducted at the registered office of the Association.
 - (8) If the registered office of the Association is not available, then such tribunal may be conducted elsewhere, as determined by the Committee of Management.
 - (9) When a tribunal is to be conducted where personal attendance is required, the Secretary shall give written notice to all parties of the time, date and place of the tribunal and any details of the Chairperson, if known.
 - i. The time and date of a tribunal shall not be subject to conditions.
 - ii. The time date and place of a tribunal shall not be subject to appeal.
 - (10) Neither party to an appeal shall be represented or assisted by legal counsel.
 - (11) The Association may be represented by:
 - i. No more than two members of the Committee of Management, or
 - ii. No more than two nominees, or
 - iii. A member of the Committee of Management and a nominee.
 - (12) The appellant shall represent themselves.
 - (13) Where the appellant is under 18 years of age, they shall be represented by one of their parents or their legal guardian.
 - (14) A body or club, if committee run, shall be represented by the President.

- (15) A club, other than committee run, shall be represented by the Principal Coach.
- (16) No person, other than those allowed or specified in these rules shall be present at a tribunal where personal attendance is required.
- (17) No additional documentation, other than that lodged in accordance with these rules, shall be produced or placed before a tribunal.
 - i. This shall not apply to any document requested by the tribunal.
- (18) Appeals may be heard jointly.
 - i. The decision to hold a joint appeal shall be solely determined by the Secretary.
 - ii. Any decision made by the Secretary to hold an appeal jointly or separately shall not be subject to appeal.
- (19) If a tribunal is conducted, where personal attendance is required, and the Appellant or other person who is required to be present, has not personally appeared before the tribunal within 15 minutes of the scheduled start time, the appeal shall be dismissed and the tribunal closed.

5. Determinations

- (1) A tribunal shall not make a decision that is contrary to the Constitution, an existing rule or by-law. However, this does not apply when the interpretation of the Constitution, rule or by-law is the subject of the appeal.
- (2) A tribunal shall in making a determination concerning the interpretation of a part of the Constitution, rule or by-law, take into account the intent of the Committee of Management concerning the clause of the Constitution, the rule or the by-law.
- (3) A result of an appeal shall only apply to a member, body or club that has lodged a valid Notice and has paid the prescribed fee.
- (4) If two or more persons, bodies or clubs appeal the same decision or action, based on the same argument, and such appeals are not held jointly, then the result of the first heard appeal shall apply to the second and subsequent appellants.
 - i. The tribunal chairperson shall make the sole decision, whether any second or subsequent appeal is based on the same argument. This shall be done by referring to the statement of facts contained in the Notice.
- (5) The chairperson shall dismiss any appeal without any further consideration, if there is insufficient detail contained in the statement of facts or supporting documents to make an informed decision.

- (6) The decision of the tribunal is final.

6 Fees for Appeals etc.

- (1) Where a person, body or club lodges a Notice pursuant to Clause 31, such Notice shall be accompanied by the prescribed fee.
 - (1) Where a decision or action appealed against has aggrieved a person, the prescribed fee is **fifty** dollars.
 - (2) Where a decision or action appealed against has aggrieved a body or club, the prescribed fee is **three hundred** dollars.
 - (3) For the purpose of this rule, if the decision or action appealed against, involves or aggrieves a section or a team from within a club, then the fee mentioned in 6(1)(2) shall apply.
- (2) The Association shall provide Minutes of meetings for inspection at the registered office during normal business hours, free of charge.
 - (1) A person shall be permitted to make hand written notes from Minutes.
 - (2) Handwritten notes of Minutes shall not be acceptable for appeals.
- (3) If a person, body or club requests a copy of Minutes of meetings, the Association shall provide a complete copy after payment of the prescribed fee.
 - (1) The prescribed fee shall be payable for each separate set of Minutes. Fees shall be paid upon receiving the copy.
 - (2) The prescribed fee for the provision of a copy of Minutes of a meeting is five dollars per page, with a maximum fee of ten dollars per set.
 - (3) The copy of Minutes shall be marked "copy" and signed and dated by the Associations representative.
 - (4) The Association shall provide upon written request of the Appellant, and after payment of the prescribed fee, complete copies of other specified Association documents.
 - (1) The prescribed fee for the provision of other documents is five dollars per page, with a maximum fee payable of ten dollars per document, payable upon receiving the copy.
 - (2) For documents older than three months in addition to the fees mentioned in 6(4)(1) there shall be a search fee payable of fifteen dollars per document, payable prior to any search being done.
 - (3) Copied documents provided by the Association shall be collected

personally by the Appellant.

- (1) Where the appellant is an eligible person, body or club then the documents may be collected by another person. (Eligibility shall apply to those referred to in 7(3)(1) and 7(3)(2)
- (4) The documents shall be marked “copy” and signed and dated by the Associations representative.
- (5) For the purpose of rule 6.4, the Appellant is the person who is required to sign a Notice.
- (6) Fees shall remain payable for any requested but uncollected document.
- (5) If the Associations representative is unable to locate for any valid reason any requested Association document the Association shall refund any search fee paid for that document.
- (6) The Secretary shall make written mention to be contained in any submission by the Association for an appeal of the fact that a specified Association document had been requested by an Appellant for an appeal and that it was not able to be located or produced and the valid reason for such.
 - (1) The non-production of an Association document for a valid reason shall not be to the detriment of the Association.
- (7) Where an appellant is successful in an appeal, the Association shall repay the prescribed lodgement fee in full.
- (8) Where an appellant is unsuccessful in an appeal, the Association shall keep the prescribed lodgement fee.
- (9) Where an appellant withdraws an appeal, prior to the establishment of a tribunal they shall be refunded 90% of the prescribed lodgement fee.
 - (1) For a tribunal where personal attendance is required establishment shall be the setting of a time and date for the tribunal.
 - (2) For a tribunal where personal attendance is not required establishment shall be the confirmation of availability of the chairperson.
 - (3) The Secretary shall be solely responsible for determining whether an appeal has or has not been withdrawn prior to establishment.

- (10) Where an appellant withdraws an appeal, after the establishment of a tribunal they shall be refunded 50% of the prescribed lodgement fee.
- (11) Where the Secretary rejects an appeal, a refund of 50% of the prescribed lodgement fee shall apply.
- (12) If a previously rejected appeal is re-lodged, a refund of 90% of the prescribed fee shall apply.
- (13) If an aggrieved party lodges a replacement Notice, a refund of 90% of the prescribed fee shall apply.
- (14) If an aggrieved party lodges an appeal against a matter that is according to these rules not subject to appeal then a refund of 100% of the lodgement fee shall apply.
- (15) Any amount to be refunded by the Association shall be done so within 28 days.
- (16) Cheques accompanying a Notice which are not met on first presentation shall render a Notice invalid.
 - (1) Dishonoured cheques shall be subject to a dishonour fee of thirty dollars.

7 Miscellaneous

- (1) On receiving a Notice, the Associations representative shall mark the cover sheet with the time and date received.
- (2) All notices shall be lodged personally by the Appellant at the registered office and lodged with the Associations representative.
- (3) Only eligible persons, bodies or clubs shall lodge a Notice other than in accordance with 7(2).
 - (1) Persons eligible to lodge a Notice, other than personally are those persons who normally reside outside a defined area bordered by the towns of Port Wakefield, Roseworthy, Tanunda, Callington, Echunga and Willunga.
 - (1) The CASA registration database may be used to verify a residential address.
 - (2) The Secretary may use any other means to establish a residential address.
 - (3) The Secretary may require a person to provide evidence in support of a claimed residential address.
 - (4) An eligible person may post a Notice to the Secretary at the

registered office or cause a Notice to be hand delivered by another person to the Associations representative at the registered office.

- (2) Bodies or Clubs eligible to lodge a Notice, other than personally, are those located outside a defined area bordered by the towns of Port Wakefield, Roseworthy, Tanunda, Callington, Echunga and Willunga.
 - (1) An eligible body or club may post a Notice to the Secretary at the registered office or cause a Notice to be hand delivered by another person to the Associations representative at the registered office.
- (3) A Notice required to be lodged personally shall be lodged by the person who has signed a notice in accordance with these rules.
- (4) The Associations representative who receives a Notice shall complete the acknowledgment portion and hand it to the Appellant.
- (5) The Associations representative who receives a Notice, other than by personal lodgement shall complete and post the acknowledgment portion without undue delay to the Appellant.
- (6) The Committee of Management shall not generally convene a special meeting concerning an appeal or tribunal. Matters shall be dealt with during the normal course of business at the next scheduled meeting.
- (7) The receiving of a Notice and the prescribed fee by the Associations representative is not an acknowledgment of the validity of a Notice. Validity shall only be determined by the Secretary of the Association.
- (8) The Secretary shall establish and maintain a list of suitably qualified persons who may be available to act as chairperson of a tribunal.
- (9) The Secretary shall establish and maintain a list of suitable persons who pursuant to Clause 31.5.3 of the Constitution may be available to assist on a tribunal.
- (11) Upon receiving a valid notice and after making enquiries in relation to the establishment of a tribunal the Secretary shall recommend to the Committee of Management:
 - (1) A suitably qualified person to act as chairperson, and
 - (2) Two other suitable persons to sit on the tribunal if a 3 person tribunal is to be held where personal attendance of the parties is required.
- (12) The Committee of management pursuant to Clause 31.4 of the

Constitution shall appoint the recommended person(s).

- (13) In the absence of the Secretary the powers and duties of the Secretary shall be assumed and performed by another member of the Executive Committee as determined by them.
- (14) For any matter where the Secretary has a conflict of interest, they shall disqualify themselves and (13) above shall apply.

43 Volunteers

- (1) This Rule shall apply to the following persons.

All CASA volunteers, and all persons who may be volunteering for a club etc. participating at a CASA competition.

- (2) In addition to the requirements of the Member Protection Policy (MPP), all volunteers shall sign an agreement (attachment C) signifying adherence to all relevant codes of conduct as required by the MPP and/or the CASA rules.
 - (a) There shall be separate agreements for each CASA competition.
 - (b) There shall be agreements for other CASA events e.g. National / State team selections, Revues etc.
- (3) No volunteer shall be permitted to access the rear of the Theatre or backstage areas of the Theatre, unless they have complied with this rule.
 - (a) Theatre is not limited to Royalty Theatre.
- (4) Any person who fails to comply with this rule shall be required to leave the rear of the theatre and shall not be permitted entry, including re-entry during that days/nights competition, until such time as they have signed the agreement.
- (5) Any person who breaches a code of conduct may be required to leave the premises and if so shall not be permitted entry, including re-entry to that competition, except as a paying patron, if applicable.
- (6) A person need only sign the relevant CASA agreement specific to that year's competition or event once.
- (7) Any member of the Committee of Management or the person acting in the position of Competition Chairperson is authorised to give a direction pursuant to clause 4.
- (8) Any member of the Executive Committee or the person acting in the position of Competition Chairperson is authorised to give a direction pursuant to sub-rule 5.
- (9) CASA shall not be responsible for any consequence as a result of a volunteer

failing or refusing to sign the volunteer agreement and being refused access or being required to leave the premises.

- (10) All volunteers are required to have a working with children check.

32 Confidentiality

- (1) The following persons must sign the CASA confidentiality agreement (Attachment I) and adhere to its specifications.
 - (a) Members of the CASA committee of management,
 - (b) Persons on CASA sub-committees who are not members of the committee,
 - (c) CASA competition officials including adjudicators, writers, competition secretary, chairperson, stage manager, timer etc.
 - (d) All persons involved in a CASA selection processes including chairperson, scrutineer or panelists.
- (2) Persons shall not be appointed to any position to which the confidentiality agreement applies unless the person has first signed the agreement.
- (3) New members of the CASA committee of management shall be required to sign the agreement (if they have not previously done so) at a time specified by the committee (e.g. at the members first committee meeting after being elected).

CASA CODE OF CONDUCT – Physical Contact

The contents of this code of conduct shall apply in addition to the requirements of any / all other codes of conduct contained within the Member Protection Policy which a person may be bound to comply with.

All Volunteers shall be bound by the General Code of Behaviour (Attachment D1) of the Member Protection Policy.

The Calisthenic Association of SA (CASA) actively discourages physical contact between volunteers, competitors, coaches and officials.

In keeping with maintaining an harassment free environment along with promoting a competitive atmosphere without the perception of bias or favouritism toward a person or team, **this code applies at all times at the Royalty Theatre or any other place at which a CASA Calisthenic activity is being conducted.**

Volunteers, competitors, coaches and officials are required to refrain from all intentional physical

forms of contact including but not limited to acts of touching, cuddling, hugging, kissing, tickling, poking, massaging or other like activities, **particularly when such acts involve an underage person.**

The use of publicly accepted methods of greeting is acceptable **in public areas** between family members, friends and acquaintances. This acceptance is also extended to 'on stage' where a coach may embrace a winning competitor and competitors may embrace each other etc.

CASA discourages the use of the terms 'uncle' and 'aunty' except where that family relationship actually exists.



VOLUNTEER AGREEMENT

GRACEFUL GIRL

MAY COMPETITION

STATE CHAMPIONSHIPS

SOLO / DUO COMPETITION

NATIONAL / STATE TEAM REVUES

NATIONAL / STATE TEAM etc. SELECTIONS

All volunteers (back stage and persons accessing rear of theatre, including competition secretaries must sign this document before access to the rear of the theatre will be granted. Access is also subject to any other CASA requirements or conditions.

All persons volunteering at Representative team selections who are not part of the 'official' selection process must sign this document before being allowed to assist at those selections.

In signing this agreement a volunteer agrees that they have read and understood the requirements of the applicable codes of conduct of the Member Protection Policy and/or casa rules and agree that they will to the best of their ability uphold those requirements.

Volunteers agree that should they allegedly not comply with a code of conduct or that they allegedly behave in any other manner that may reflect discredit upon the Calisthenic Association of SA that they will leave the premises immediately if asked to do so by an authorised person and not return until permitted by the Association, OR in the case of CASA team selections shall immediately cease involvement in that activity.

Volunteers agree that no liability shall be attached to any CASA representative who gives a direction for a person to leave the premises or cease assisting at an event.

Volunteers agree that access and/or assisting is granted subject to acceptance of all requirements.

NAME	SIGNATURE	NAME	SIGNATURE

NOTE: VOLUNTEERS MUST BE THE HOLDER OF A CURRENT CLEARANCE TO WORK WITH CHILDREN

Attachment D

(CASA Rule 16.13)



CLUB CERTIFICATION FORM

NON ATTENDANCE OF MEMBER DUE TO UNFORSEEN CIRCUMSTANCES

I

Of..... Calisthenic Club

advise that (full name)

A member of.....Calisthenic Club

Listed to appear in (Age Section)

Division

Team

Date of competition

I CERTIFY THE FOLLOWING:

THE ABOVE MEMBER WILL NOT BE APPEARING DUE TO UNFORSEEN CIRCUMSTANCES.

IT HAS NOT BEEN PRACTICABLE DUE TO THE CIRCUMSTANCES TO HAVE OBTAINED A MEDICAL CERTIFICATE.

Brief description of circumstance

.....

I UNDERSTAND THAT THIS MEMBER CAN NOT APPEAR IN ANY ITEM.

I UNDERSTAND THAT IF THIS MEMBER DOES APPEAR IN AN ITEM THAT THE TEAM WILL BE DISQUALIFIED.

I UNDERSTAND THAT THIS MEMBER WILL NOT BE COUNTED TOWARD MINIMUM NUMBER.

Accepted YES / NO (only if no Dr Certificate)

CASA committee member (1)..... (2)..... (3).....

Signed (1).....(2).....(3)

Date:

1. Only complete this form if the absence of the member will drop your team below minimum number and you do not want to be penalised 5 points.
2. This form must be signed by the team coach or principal coach/club executive committee member and be submitted before the scheduled commencement of the competition or at the latest before the commencement of the item the member referred to is due to appear in.



CALISTHENIC ASSOCIATION OF SOUTH AUSTRALIA INCORPORATED.

NOTICE OF APPEAL

To: The Secretary
Calisthenic Association of S.A. Inc.
65 Angas Street, ADELAIDE SA 5000

(Your name).....Age (if under 18)

OR

(Name of Body/Club)..... Calisthenic Club/College

Hereby appeal a decision or action of the Committee of Management which was made

On / /

You must nominate below the specific decision or action that has aggrieved you.

The decision or action appealed against is:

.....
.....

- | | | |
|---|--------|--|
| *The nominated ground of appeal is Clause | 31.1.1 | Grant of Membership |
| | 31.1.2 | Conduct of the Sport |
| <i>Circle one ground only</i> | 31.1.3 | Interpretation of Rule or Constitution |
| | 31.1.4 | Disciplinary action |

Signed:

Date..... / /

The Calisthenic Association of SA Inc. acknowledges receipt of your NOTICE OF APPEAL which was
Lodged atam / pm, on / / By

And that the prescribed fee accompanied the Notice.

Signed on behalf of the Association.....Name.....

*Circle position held Position: * Administrator * Committee member

NOTICE OF APPEAL – Page 2

Statement of facts (in support of ground nomination)

Attachment I



CONFIDENTIALITY AGREEMENT

This agreement applies to the following persons.

- Members of the Calisthenic Association of SA (CASA) Committee of Management
- Members of a CASA sub-committee (if not a committee member)
- CASA competition officials (as specified in Rule 36)
- Any person involved in a CASA team selection process (as specified in Rule 36).

It is the responsibility of all persons to who this agreement applies that they

- Read, understand and sign the Confidentiality Agreement.
- Adhere to the specifications of this Agreement at all times.

It is a condition of your position as a person to who this agreement applies that you will not divulge (directly or indirectly) any confidential information, except as allowed by the Committee of Management.

CASA expects that this condition will apply both during your current involvement with the Calisthenic Association of SA and also after your involvement ceases.

Confidential information refers to any information (verbal, written or electronic) which is not publicly available and which is pertinent to

- The committee of management
- Any sub-committee
- Any competition
- Any selection process.

I..... have read and understand the confidentiality terms outlined above and agree to abide by these terms.

I understand that I may be disciplined pursuant to the CASA Constitution for a breach of this agreement.

Name: (please print)_____

Signature_____

Date_____

