

# **BY-LAWS** (CHANGES MADE ON THE 25 JULY 2016)

## **1. Rights to Privileges**

1.1 Only persons who are Individual Registered Members as athletes in the relevant category:

(a) may be recognised as having set a Tasmanian Record in any event recognised by the Association for that purpose;

(b) may represent Tasmania in events controlled by Athletics Australia, with the exception of All Schools Events;

(c) may be nominated for Tasmanian Athlete of the Year in the various categories;

(d) may participate in a Tasmanian Championship, win a State Championship Medal or hold the title of State Champion. A State Championship Medal may however be awarded to any athlete competing in and placed in the first three in a state championship who is registered under the auspices of Athletics Australia and/or the IAAF.

(e) obtain points for the affiliated body of which they are members in any event held under the auspices of the Association.

## **2. Tasmanian Records**

2.1 Tasmanian Records shall be maintained in the following categories for each gender:

- (a) Tasmanian Open
- (b) Tasmanian Allcomers (Open)
- (c) Under 20
- (d) Under 19
- (e) Under 18
- (f) Under 17
- (g) Under 16
- (h) Under 15
- (i) Under 14
- (j) Under 13

2.2 With the exception of Tasmanian Allcomers records, a record must be set by a person currently registered as an athlete in the relevant category with the Association. The record must be achieved in valid conditions but may be set anywhere in the World in a competition under the jurisdiction of the Association, Athletics Australia or any national federation then recognised by the IAAF.



2.3 Tasmanian Allcomers records may be set by a person currently registered as an athlete in the relevant category with the Association or with any other member association of Athletics Australia or a member of any national federation then recognised by the IAAF. The record must be achieved in valid conditions in Tasmania in an event conducted under the jurisdiction of the Association.

2.4 Age is determined on the day on which the performance is achieved and in the case of a combined event held over more than one day, on the day on which it concludes.

2.5 Any performance set in valid conditions that is equal to or better than the listed Tasmanian record in the relevant category shall be considered by the Association's Records Officer(s) as follows:

(a) where it is made in a championship or international permit competition under the jurisdiction of the Association, Athletics Australia, the IAAF or any area association or national federation then recognised by the IAAF, without the need for any specific application other than notification by the athlete to the Records Officer(s) of the existence of the performance; or

(b) in any other circumstances, upon the receipt from or on behalf of the athlete making the performance, of the application form at that time approved by the Association (and available on its website).

2.6 Unless the Board resolves that special circumstances apply no application in accordance with By-Law 2.5(b) will be considered where it is received more than three calendar months after the date of the performance.

2.7 No record shall be approved other than by the Board upon the recommendation or otherwise of the Association's Records Officer(s).

2.8 The events for which records shall be recognised in each age group and category shall be as determined by the Board from time to time but shall at least include each event in which a state or national championship is contested in that age group.

### **3. Tasmanian Championships**

3.1 Tasmanian Championships shall be conducted annually in each event set out in Appendix A to these By-Laws.

3.2 The Board shall approve Regulations for the conduct of each Championship.

3.3 The Board or the Executive on its behalf shall appoint a Technical Delegate and/or Competition Director for each State Championships who will assume overall responsibility for the meet. This person will have sole and final responsibility for the implementation of the Championships Regulations and any decisions relating thereto concerning the running of the competition.

3.4 Confirmation for Track and Field Championships - it is the responsibility of each athlete to confirm for each event in which they intend to compete no later than thirty (30) minutes before the scheduled starting time of the first round of the event as listed in the final timetable on the Association website. After close of confirmation for each event, heat allocations and lane draws will be conducted for those events requiring them. Draws for all events will be advised as soon as they become available. Where heats were provided for in the final timetable and subsequently they are not required after confirmation, then in such cases the final will be held at the time scheduled for the heats – except in the open age group, where finals will always be held at the time scheduled for the final.

The following Regulations apply to late confirmations:

(a) athletes who are in line at the time confirmation closes for their event, will be able to confirm. Prior to closing off the event the judge in charge shall announce in the confirmation area only that the confirmation for the particular event is closing and calling on an athletes who have not yet confirmed to come forward;

(b) athletes seeking to confirm at any later time, will be permitted to do so upon the payment of a late confirmation fee of \$2.00. Such athletes will be placed in the case of track events in any available lane. There will be no re draws. In the case of field events, athletes will be compete in their original position;

(c) where a round was cancelled by virtue of there being insufficient confirmations to warrant it, only athletes confirmed at that time may compete in the next round (which will usually be the final). No late confirmations will be accepted in such circumstances;

(d) where an event was cancelled by virtue of there having been no confirmations at confirmation time, late confirmations (upon the payment of the fee) will only be accepted where it remains practicable to restore the event to the programme.

#### **4. Management and Administration of Tasmanian Championships**

4.1 The Board, or the Executive on its behalf, shall make arrangements to ensure the proper conduct of each Tasmanian Championships meeting or event, national championships and events held in Tasmania and any other event conducted by the Association. It may conduct any such meeting

directly either alone or in conjunction with another party, appoint a local organising committee to do so on its behalf or delegate same to a Member Branch or other Affiliated Body.

4.2 [FURTHER PROVISIONS TO BE INSERTED]

## **5. Committees, Commissions and Working Groups**

5.1 The Board shall appoint one or more selection committees to assist the Chairman of Selectors in the selection of representative athletes or teams of athletes and for such other purposes as it may determine.

5.2 Until otherwise determined such committees shall be appointed as follows:

- (a) Track and Field
- (b) Cross Country, Road and Mountain Running
- (c) Race Walking - Road

5.3 The selection committees shall for each team develop and present to the President for his approval, a set of selection criteria.

5.4 Upon the finalisation of any selection, the Chairman of selectors shall present the list of selected athletes to the President for his approval, after which the list of selected athletes shall be posted on the Association website and otherwise announced.

5.5 [By-Law relating to Commissions to be inserted]

5.6 The Board may in its absolute discretion or at the direction of the Association in general meeting, establish a Working Group in accordance with Rule 33 for such purposes, in such manner and for such period of time as it deems appropriate.

## **6. Tasmanian Representative Teams**

6.1 The Board shall appoint a State Team General Manager who shall be responsible to the Board in association with the Association staff for the proper organisation and administration of all representative teams.

6.2 The Board shall cause to be made an annual call for expression of interest from those wishing to be considered as officials for representative teams.

6.3 In respect of each team the State Team General Manager shall determine whether the appointment of officials is required and if so, make recommendations to the President for the appointment of same from amongst those who have expressed interest or any other person whom he deems suitable for such a role.

## **7. Association Policies and Position Papers**

7.1 The Board shall cause to be developed, approved and published such policy documents, strategic plans and position papers as it deems appropriate for the good governance and administration of the Association or as may be required by the Tasmanian Government or other funding agencies or by Athletics Australia or any other body with which it is affiliated.

7.2 Until otherwise determine such policy documentation shall include:

- (a) Member Protection Policy
- (b) Anti-Doping Policy
- (c) Risk Management Policy
- (d) Privacy Policy
- (e) Social Inclusion Policy

## **8. Affiliation**

8.1 A Club seeking membership or renewal under Rule 5.1 (a) shall:

(a) be incorporated either in accordance with the Associations Incorporation Act or in some other manner acceptable to the Board;

(b) have appropriate constitutional documentation and shall provide same to the Board at its request;

(c) have conducted an annual general meeting in the previous year and shall have in active office at least half of office bearers and committee members as required by its constitutional documents;

(d) in the case of a renewals, shall have had in the previous Association year:

- at least ten Individual Registered Members under By-Law 9.1 (a); and
- either at least an additional ten such members or twenty Individual Registered Members under By-Law 9.1 (b) or combination thereof;

(e) in the case of a new application, shall have:

- at least ten Individual Registered Members under By-Law 9.1 (a); and
- either at least an additional ten such members or twenty Individual Registered Members under By-Law 9.1 (b) or combination thereof;

none of whom shall be, or have been in the previous Association Year, a member of any continuing Full Member Club;

(f) shall be, or undertake to become, affiliated with the Member Branch (if any) which has jurisdiction over the telephone district in which the Club conducts its activities

8.2 A Branch seeking membership or renewal under Rule 5.1(c) shall:

(a) be incorporated either in accordance with the Associations Incorporation Act or in some other manner acceptable to the Board;

(b) have appropriate constitutional documentation and shall provide same to the Board at its request;

(c) have conducted an annual general meeting in the previous year and shall have in active office at least half of office bearers and committee members as required by its constitutional documents;

(d) in the case of a geographical branch, shall have at least two Full Member Clubs which have or have undertaken to affiliate with it and agrees to affiliate with it all Full Member Clubs operating within the telephone district within which it has jurisdiction.

8.3 A Club or body seeking membership or renewal under Rule 5.1(b) shall:

(a) either be incorporated in accordance with the Associations Incorporation Act or in some other manner acceptable to the Board or be an entity of such a body or have a clearly defined organisational and/or committee structure;

(b) have appropriate constitutional or operational documentation and shall provide same to the Board at its request;

(c) in the case of a constituted body or an entity thereof have conducted an annual general meeting in the previous year and have in active office at least half of office bearers and committee members as required by its constitutional documents or in other cases, have clearly identified officers or persons responsible for the conduct of the event(s);

(d) if the events proposed to be conducted by it have previously been conducted, that such conduct has been to the satisfaction of the Association and where not, that undertakings have been given to rectify identified deficiencies.

8.4 A Club or body seeking membership or renewal under Rule 5.1(d) shall:

(a) either be incorporated in accordance with the Associations Incorporation Act or in some other manner acceptable to the Board or be an entity of such a body or have a clearly defined organisational and/or committee structure;

(b) have appropriate constitutional or operational documentation and shall provide same to the Board at its request;

(c) in the case of a constituted body or an entity thereof have conducted an annual general meeting in the previous year and have in active office at least half of office bearers and committee members as required by its constitutional documents or in other cases, have clearly identified officers or persons responsible for the conduct of the body's activities;

(d) if any events proposed to be conducted by it have previously been conducted, that such conduct has been to the satisfaction of the Association and where not, that undertakings have been given to rectify identified deficiencies.

8.5 The Board may seek any further information or impose any conditions on an application under this By-Law as it deems appropriate in the interests of the Association.

## **9. Registration**

9.1 Until otherwise determined by the Board, Individual Member Registration will be offered in the following categories which may further be sub-categorised by age groups:

(a) Individual athlete membership - Full Season – available to any person who turns ten years or older in the calendar year of registration and which provides full access to rights and benefits as an individual member of the Association and the right to participation in all forms of competition. A part season registration will also be available for athletes registering after 1 January for the period up until 31 March;

(b) Individual athlete membership – Out of Stadium Competition – available to any person who turns nine years or older in the calendar year of registration and which provides full access to rights and benefits as an individual member of the Association and the right to participation in out of stadium competition (cross country, road and mountain running and road race walking) only;



(c) Individual athlete membership – Carnival Running - available to any person who turns fifteen years or older in the calendar year of registration and which provides full access to rights and benefits as an individual member of the Association and the right to participation in carnival running only;

(d) Individual athlete membership – Full Season (joint with Tasmanian Little Athletics) - available to any person who turns ten, eleven or twelve years in the calendar year of registration and provides full access to rights and benefits as an individual member of the Association and the right to participation in all forms of competition. A part season registration will also be available for athletes registering after 1 January for the period up until 31 March;

(e) Individual athlete membership – Out of Stadium (joint with Tasmanian Little Athletics) - available to any person who turns nine, ten, eleven or twelve years in the calendar year of registration and provides full access to rights and benefits as an individual member of the Association and the right to participation in out of stadium competition (cross country, road and mountain running and road race walking) only;

(f) Individual athlete membership – Restricted (joint with Tasmanian Masters)

(g) Individual athlete membership – Overseas Residents – available to any person who has been a member of the Association at any time during the previous five years, who is residing or studying overseas for an intended period greater than 12 months and who turns fifteen years or older in the calendar year of registration and which provides full access to rights and benefits as an individual member of the Association and the eligibility to participate in competition held outside Australia.

(h) Individual official or administrator membership - available to any person who turns ten years or older in the calendar year of registration and which provides full access to rights and benefits as an individual member of the Association

(i) Individual coach membership – which shall be effected only by an applicant whose is normally resident in Tasmania seeking registration as a recognised coach through the National Registration System. Upon payment of the relevant fee and acceptance by Athletics Australia, the coach automatically becomes a member of the Association

(j) Running Australia membership – any person who is within any Association Year a Running Australia member and who provides as part of their membership details a place of normal residence in Tasmania, is deemed to be a member of the Association in this category or who wishes to take up Running Australia membership through the Association either directly or through a recreational running affiliate.

(k) Short period individual athlete membership – which may be granted on the recommendation of the Executive Officer by the Executive at its discretion and on any terms it deems fit to an athlete ([including an athlete registered under (g) above] residing in Tasmania for a period not more than six weeks and who wishes to access competition, including championships.

9.2 The following general regulations will apply:

(a) No athlete may compete in any club, branch, TAL or AT event without being registered; [Note: that special arrangements apply to bona fide public fun runs, that are specifically notified to AT by clubs and branches.]

(b) Athletes who have not been registered with the Association during the previous three Association years may compete for up to two competition days during the track and field season (other than TAL events) without registering, upon payment to the applicable branch or club of a “Trialling Athlete” registration fee of \$10 (including GST) per competition. Athletes who are currently registered as Out of Stadium may compete upon one such occasion during the season upon the payment of the fee.

(c) Current members of Tasmanian Little Athletics who are not currently or have not previously been registered as a member of AT in any category as set out in bylaw 9.1, may compete in any branch competition until 30 November without effecting any form of AT registration but upon payment to the applicable branch or club on the first such occasion only of an “LAT Trialling Athlete” registration fee of \$5 (including GST) in order to access the required insurance;

(d) Athletes who have not been registered with the Association during the previous three Association years may compete on one occasion in out of stadium competition without registering, upon payment to the applicable branch or club of a “Trialling Athlete” registration fee of \$10 (including GST) per competition.

Any athlete seeking to compete in out of stadium competition on a second or subsequent occasion must be registered with AT regardless of whether they have previously been registered or not.

(e) the exemptions contained in By-Law 9.2 (b), (c) and (d) shall not apply to Tasmanian Championships (other than all schools championships) in track and field, cross country or road walking or in any national or international competition in any discipline without being registered with AT for that season.

(f) Non-registered athletes may compete in individual Tasmanian Championships in road running (including 5km series, 10km series, half marathon and marathon) and mountain running by effecting a day registration upon payment of the relevant non-registered fee for that event. This will have the effect of making such athletes fully eligible under bylaw 1.1 (d) for the purposes of that competition.

(g) An administrator or official who also takes Individual Member Registration as an athlete is not required to separately register as an administrator or official.

9.3 The following regulations will apply to Individual Member Registrations:

(a) Individual Members within By-Law 9.1 (a), (d) and (f) must also be a member of a Full Member Club and the Member Branch (if any) of which that Club is affiliated;

(b) Individual Members within By-Law 9.1 (b), (e), (g) and (h) may also be a member of a Full Member Club and the Member Branch (if any) of which that Club is affiliated;

(c) any Individual Member who in accordance with By-Law 9.3 (b) chooses not to take membership of a Full Member Club will be designated "Unattached". In the case of such an athlete Individual Member, whose place of normal residence is in the 62 or 63 phone district will be required to become a member of the relevant Member Branch;

(d) Individual Members within By-Law 9.1 (c) will be deemed to members of the Member Branch responsible for Carnival Running;

9.4 Members of the Tasmanian Masters Association (TMA) shall have the option to take full membership of the Association in addition to their TMA membership. Under this option any TMA member may take Individual Member Registration and register, either as a member of the TMA Club or as a member of another Full Member Club. Such registration results in the full benefits of AT membership being extended to the athlete and applies to both Out of Stadium or Full Season membership to the relevant extents.

Any TMA member wishing to compete in out of stadium competition conducted by AT, any of its branches or the TRWC must take out at least Out of Stadium membership of AT.

The following specific arrangements will apply to any other TMA Member, who will be deemed to have Individual Member Registration under By-Law 9.1 (e):

(a) TMA shall pay per head fee (to be agreed annually between the Board and TMA) for each TMA member who has not taken out a current full season membership with AT;

(b) This option is only available to TMA members who have attained their 35<sup>th</sup> birthday. Athletes not yet 35 years must register as full members of AT in order to receive any benefits including those of a restricted member;

(c) Restricted membership entitles TMA members to:

- athlete insurance cover for training and competition under the national insurance plan
- compete in branch track and field athletic competition only (subject to any competition fee levied by the applicable branch)
- score points in branch competition as determined by the applicable branch
- compete in any "masters only" event conducted by the Tasmanian Athletic League (subject to any entry fee payable for such events)

Restricted membership does not entitle TMA members to enter or compete:

- in AT events, state or national championships
- in any TAL event which is not restricted to masters only athletes
- in any AA event including grand prix or Tour events or national championships
- in any event conducted by another AA member association

or to be selected in any state or national team.

TMA members wishing to access any of these benefits must take out the applicable full membership of AT.

9.5 Social Membership  
[By-law to be inserted]

## **10. Association Honours and Awards**

In addition to Life Membership, the Association recognises the following honours and awards:

10.1 Merit Award – may be made by the Association to any person to recognise outstanding service to athletics in Tasmania:

(a) there is no restriction on the number of Merit Awards that may be made each year;

(b) a person nominated for the award shall have recorded at least twelve (12) years of service to athletics, however it is not necessary that this service be continuous;

(c) a person nominated may have served as a competitor, official, administrator, coach or other capacity, or any combination of these, during the period of service;

(d) a nomination must be received in writing on the appropriate application form and under such terms and conditions as are set down by the Association from time to time;

(e) the application for nomination should be detailed, including relevant dates, the contribution made by the nominee to the sport and should also list any outstanding achievements over and above regular service to athletics.

10.2 Special Award – may only be made by the Association to any person who would not be eligible for Life Membership or for a Merit Award but who has assisted or served athletics in Tasmania in an outstanding manner:

(a) there is no restriction on the number of Special Awards that may be awarded each year;

(b) a person nominated will normally not have been a member of the Association but may have assisted or served the sport in any capacity;

(c) a nomination must be received in writing on the appropriate application form and under such terms and conditions as are set down by the Association from time to time;

(d) the application for nomination should be detailed, including relevant dates, the contribution made by the nominee to the sport and should also list any outstanding achievements over and above regular service to athletics.

10.3 President's Appreciation Award – one or more awards may be made in any year at the discretion to recognise quality service to the Association over the preceding year.

10.4 Coach Recognition Awards – shall be made in conjunction with the Australian Track and Field Coaches (Tasmanian Branch) each year in the following categories:

(a) The Max Cherry Memorial Award for Coach of the Year

(b) Emerging Coach Award

(c) Service to Coaching Award

10.5 Athlete of the Year Awards – shall be made each year in the following categories for each gender:

- Open
- Under 20
- Under 18
- Under 16
- Under 14 (Emerging Talent Award)
- Sprints and Hurdles
- Middle and Long Distance Running and Walking
- Jumps and Combined Events
- Throws
- Para
- Out of Stadium for distances above 10km and to include road walking, road championships, half and full marathons

The following procedures and criteria will apply:

(a) nominations will be prepared by a Member Club, submitted to the AT office by a defined date. The chair of the Nomination Panel shall present to the Executive and full member clubs the list of nominated athletes. The Executive will finalise the list of nominated athletes to present to selectors.

(b) nominations should be in writing and may be supplemented by any additional written or photographic material nominators may wish to present. However accuracy and quality of information presented (rather than quantity) will assist more greatly in the selection process.

(c) athletes may be nominated in one age category only. This must be the age group of the athlete as at 31 December in the applicable Association year;

(d) athletes of any age may be nominated in the event categories provided that the performances for which they are nominated are achieved where applicable with standard event specifications relating to the open age group. Athletes may be nominated in more than one event category as well as in their applicable age category;

(e) Nominations should relate to achievements and contributions made during the applicable Association year (1 April to March 31) but including any Australian Championships relating to that season held in the month thereafter and should detail at least the following, where applicable:

International level representation and achievement during the period, national level representation and achievement during the period, state level achievement during the period, club level achievement during the period and records set during the period. Other contributions made by the athlete

to the sport in any way during the period that the nominator(s) believes may assist the Selection Panel.

The final list of nominees complete with supporting information should be forwarded to all full member clubs prior to being submitted to the Selection Panel. Where more than four nominations are made in any category, the Panel may (at its discretion) first reduce the list to four nominations for final consideration;

(f) in making nominations, nominators should not restrict themselves to achievements made by the athlete in the age group for which they are eligible. Achievements made in any other age group shall be considered relevant and will be taken into account, including where the athlete moved to a higher age group for the last three months of the eligibility period;

(g) Athletes must be registered within Tasmania at the time the results were achieved for such results to be considered;

(h) the selection of the recipients shall be made by a Selection Panel nominated by the Executive. Members of the Panel will have expertise in athletics statistics, media or high performance;

(i) the Executive reserves the right not to submit any nomination to the Selection Panel where it is of the view that the nominee is either ineligible or the nomination would not be in the interests of athletics in Tasmania. The Executive will advise in writing the Nomination Panel and the nominee's registered club, the reason such a decision was made;

(j) all other nominations shall be submitted to the Selection Panel for consideration. Where more than four nominations are made in any category, the Panel may (at its discretion) first reduce the list to four nominations for final consideration;

(k) the Selection Panel shall take into account all relevant and validated achievements and contributions made by the nominees during the relevant period as provided in the nominations, as well as any other achievements or contributions of which it is otherwise aware;

(l) the Panel shall submit to the AT Office by a defined date, the names of the final list of considered nominees in each category and the winners. The Panel should make every effort to select only one winner in each category.

Where it is of the opinion that there should be joint winners, it may submit no more than two such names as winners;

(m) where any question as to process or otherwise arises during nomination or selection, the matter shall be referred to the Executive, who shall appoint an independent referee to adjudicate;

## **11. Area Competition Committees**

11.1 The Association may appoint area committees in such areas that a Member Branch does not have jurisdiction, as it shall deem appropriate to co-ordinate athletic competition to be conducted by the Association in such areas.

11.2 An area competition committee shall present the Board by no later than 30 November in each year in relation to road running, road walking and cross country competition, and 30 June of each year in relation to track and field competition, their proposals for competition for the ensuing season, together with a budget for the conduct of same, which shall include all costs in respect of the provision of competition venues and equipment.

11.3 An area competition committee shall comprise a chairman appointed by the Board on the recommendation of the clubs which are affiliated bodies in each such area, and two delegates from each such club, and such other persons appointed by the Board in its absolute discretion.

## **12. Tribunals**

12.1 Where under the Rules or these By-Laws or for any other purpose the Association is required or determines it appropriate for a Tribunal to be formed, it shall in the absence of any other specific provisions be established and operate in accordance with this By-Law.

12.2 [Further provisions to be inserted]

## **13. Transfers**

Where pursuant to Rule 6.4 an athlete is required to lodge transfer documentation with the Association the following procedures shall be applied:

13.1 the athlete shall make application to join their proposed new club using the *Club Transfer Application Form* approved by the Executive from time to time. All transfer applications must be made using this form and passed to the new club which will then request a transfer release via the on line system. The new club must email the transferring club and to [membership@tasathletics.org.au](mailto:membership@tasathletics.org.au) the transfer request has been loaded. Email requests may be used between clubs and AT should the transfer not be able to be actioned on line following receipt of the *Club Transfer Application Form*;

13.2 applications will normally be granted by the Association upon approval being received from the Club from which the athlete is transferring;



13.3 if the transfer is not approved within seven days of the request being submitted, the transfer will automatically be granted by the Association unless the transferring Club provides valid reasons for its refusal. Such reasons, in the absence of other unforeseen circumstances would normally only be considered valid if the athlete is in debt to or in possession of property of the transferring Club or is in breach of any signed undertaking made with the Club;

13.4 the Executive Committee on the recommendation of the Executive Officer will determine each case where approval is not granted and may approve the transfer subject to one or more conditions being met;

13.5 applications for transfer may only be made as follows:

(a) at any time prior to an athlete being registered and having competed in any new registration year;

(b) at any time prior to an athlete competing after 1 October in any registration year, irrespective of whether the athlete has been registered and or competed previously in that registration year;

(c) in any exceptional circumstances which at the discretion of the Executive would demand that a transfer be granted. Such circumstances as change of domicile, coaches, training squad or friendships would not normally alone be sufficient to justify the granting of such a transfer.