

**Australian Capital Territory
Athletics Association Incorporated**

By-Laws

Adopted by a Special General Meeting of the Association

**On
22 May 2007**

and

Incorporating amendments May 2016

AMENDMENTS TO BY-LAWS

Date	Forum	Description
22 May 2007	Special General Meeting	Adoption of initial by-laws document together with adoption of new Constitution
25 May 2008	Annual General Meeting	Membership fees updated for season 2008-09, Part 5, Section 18.
29 July 2008	Board Meeting	New clause added to Part 4, Section 16.5 (f) The Officials Committee
30 May 2014	Annual General Meeting	Added JTS as a club under 2.1
		Changes to 14.3 Changes to number of office bearers and committees. Deleted Honorary Solicitor, Honorary Surveyor, Technical Committee, Constitution Committee, Development Committee
		Changes to 16.2 makeup of the Track & Field Competition committee
		16.3 – updated (a), added (e),(f),(g),(h),(i)
		Deleted Technical committee
		16.7 – updated competitions that Track & Field Selection Committee select teams for
		Deleted Constitution Committee
		16.10 Added ‘Records’ to Records and Awards Committee, updated (a), added (d)
		18.1 – Added clause and deleted set fees
9 May 2015	Annual General Meeting	14.3 – Updated list of Committees
		16.2 – added to reflect who would chair each committee
		16.3 – Amended the membership and responsibilities of the competition committee
		16.4 - Amended the membership of the officials committee
		16.5 - Amended the membership and responsibilities of the selection committee
		Part 7 Competition – Amended to reflect the structure of the competition committee
28 May 2016	Annual General Meeting	2.1 Amended to ensure that only those clubs who meet the affiliation requirements each year are recognised as member clubs
		3.1 Amended to remove the ACT Veterans Club from the list of Associate members as they are now a member club as set out in by-law 2
		4.3 Amended to ensure that the affiliation of Clubs aligns with the commencement of the summer competition period each year
		6.1 Amended to reflect the new arrangements between AACT and LAACT in respect of dual registration

		7.1 Amended to reflect the fact that the ACT Veterans Club is now affiliated with AACT and that the competition rules allow those members to compete with their own specifications at High Noon meets but not during Summer Series and AACT Championship events
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BY-LAWS - MAY 2007

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ACT ATHLETICS ASSOCIATION INCORPORATED

BY-LAWS

Preface

These by-laws of the ACT Athletics Association Incorporated (AACT) are made in accordance with, and complement, the AACT Constitution. Section 25 of the Constitution provides for the Board to make, amend or rescind any by-law that it considers necessary or helpful to the ongoing conduct and management of the Association's functions. By-laws must not be inconsistent with or repeal anything in the Constitution, and any by-law may be set aside or amended by a resolution passed by a general meeting. All by-laws must be consistent with the Constitution, Laws and General Rules of 'Athletics Australia'.

During 2006 the then Constitution was reviewed as part of a major review of athletics in the ACT. A substantially rewritten Constitution was adopted by a general meeting of members on [DATE], and a new set of by-laws were endorsed at the same meeting. These by-laws incorporate many rules and procedures that had previously been part of the Constitution itself – and were therefore subject to the procedures for constitutional amendment. It is hoped that this separate set of by-laws will facilitate the flexible, efficient and effective conduct of athletics activities in the ACT and surrounding areas.

The date(s) of any additions or amendments to these by-laws will be indicated at the appropriate heading/sub-heading(s). A chronological list of these additions and amendments, and rescinded by-laws, appears at the beginning of this document.

Part 1: Preliminary

1. Definitions

In these By-laws unless the context otherwise requires:

"the Act" means the Associations Incorporation Act 1991 (ACT)

"regulations" means regulations under the Act

"the ACT" means the Australian Capital Territory

"AACT" is the acronym of the Athletics ACT Association Incorporated ("the Association")

"AA" is the acronym of the Athletics Australia

"IAAF" is the acronym of the International Association of Athletics Federations

“surrounding regions of New South Wales” means regions of south eastern New South Wales surrounding the ACT, for which Canberra is the nearest major centre of athletics competition, coaching or other athletics services

“the Board” means the Board of Directors of the Association

“Director” means an elected or appointed member of the Board

“Executive Officer” means the person appointed to that position, from time to time, by the Board

“the office” means the registered office of the Association

“general meeting” means an annual general meeting or a special general meeting of the Association

“member”, when used generally in the Constitution, means any class of member of the Association

A “special resolution”, in order to be passed, requires a majority vote in favour by three quarters of those members attending and entitled to vote at a general meeting

“By-Law” means any by-law, regulation or policy made by the Board under Clause 25 of the Constitution

“financial year” means the year ending 31 December in any year

Part 2: Membership of the Association

2. Member clubs, affiliated with the Association

- 2.1. The Association recognises those athletics clubs as member clubs who have met the requirements of affiliation as set out in by-law 4.1 to 4.3
 - (a) A list of member clubs will be published by the Association on 1 October each year.

3. Associate members

- 3.1. The Association recognises the following bodies as associate members of Athletics ACT:
- (a) School Sport ACT
 - (b) The ACT Little Athletics Association
 - (c) The ACT Branch of the Australian Track and Field Coaches Association
 - (d) The ACT Throwers Club
 - (e) The ACT Race and Fitness Walking Club

4. Member clubs: conditions for affiliation

- 4.1. An application by a club for affiliation as a member club of the Association shall be accompanied by:
- (a) a list of officers and members of the club;
 - (b) a declaration by the Secretary of the club and one other officer that at least 10 persons are financial members of the club at the date of application;
 - (c) a copy of the constitution adopted by the club; and
 - (d) a drawing or photocopy indicating the style and colour of the competition uniform of the club.
- 4.2. Changes to a member club's name, colours and or constitution are subject to the following conditions:
- (a) a member club may change its name or colours only after the Association gives its consent to the proposed change;
 - (b) the Association shall not give its consent to the proposed change if the effect of the change would be that the member club would have a name or colours identical with, or very similar to, the name and colours of another member club;
 - (c) an amendment to the constitution of an affiliated club shall be inoperative and of no effect unless it is approved by the Association;
- 4.3. If the Association at a general meeting determines an annual membership fee for member clubs, each member club shall pay such fee to the Association not later than 1 October in any year.

- 4.4. An affiliated club shall, except with the special permission of the Association:
- (a) hold a general meeting of its members before 1 June in each year for the purpose of presenting an annual report and financial statement;
 - (b) lodge a copy of the annual report and financial statement with the Association within 28 days following the club's general meeting.
- 4.5. A member club is not entitled to continue its membership of the Association unless, at all times, it has at least 10 financial members.
- 4.6. Each member club is subject to Clauses 10, 11, 12 and 13 of the Constitution relating to cessation of membership, rights and obligations of members, discipline and right of appeal. In particular, a member club may withdraw from the Association by:
- (a) giving the Association at least one month's notice in writing of its intention to do so;
 - (b) discharging all debts and liabilities due to the Association or to any other body or persons; and
 - (c) transferring all assets to the Association.

5. **Second claim status of athletes**

- 5.1. An athlete who belongs to a club in another State or Territory, not affiliated with Athletics ACT, may join a member club of Athletics ACT as a 'second claim member' under the following conditions:
- (a) the athlete must pay the full membership fee to the second claim Athletics ACT club;
 - (b) second claim athletes receive an ACT registration number and may compete for the second claim club in all Athletics ACT competitions except ACT Championships events;
 - (c) in ACT Championship events, the athlete must compete for his/her first claim club, displaying the appropriate uniform;
 - (d) second claim athletes may not represent the ACT at National Championships.

6. Participation of Little Athletes

6.1. Athletics ACT and ACT Little Athletics have in place a dual registration agreement whereby an athlete who belongs to clubs from both Associations pays only one association fee (but two club fees). The athlete pays the full registration fee to the first club joined, but only the club component of the fee to the second club. This agreement is subject to the following restrictions:

- (a) The athlete must be in one of the little athletics age group of under 12, under 13, under 14, under 15, under 16 or under 17 in the relevant registration year.
- (b) Athletes with dual registration are encouraged to wear their AACT club uniform for AACT competition

7. Veterans athletics

7.1. Registered members of ACT Veteran Athletics Club are welcome to compete in competitions conducted by Athletics ACT, under competition rules that apply to the particular competition.

8. Transfers

8.1. An athlete shall be permitted to transfer from one AACT member club to another AACT member club, provided an 'Application for Transfer' form for the athlete has been submitted the Association Office and the transfer has been approved by the Registrar.

8.2. The application form must contain a clearance from the departing club.

8.3. Any disputes relating to such a transfer should be brought to the attention of the Association Executive through the Executive Officer for consideration and determination.

9. Accreditation

9.1. An ACT athlete wishing to compete elsewhere in Australia in a competition that is within the jurisdiction of Athletics Australia, needs only to produce his/her current registration certificate.

9.2. An ACT athlete wishing to compete overseas, or join an overseas club that is outside the jurisdiction of Athletics Australia, must apply through his/her own Athletics ACT member club to Athletics ACT, who will in turn provide a letter of certification of membership. That certification will be forwarded to

Athletics Australia who will provide a letter of accreditation.

- 9.3. An athlete coming from overseas to compete in Australia must apply through his/her own governing body of athletics direct to Athletics Australia who will in turn advise the relevant Australian athletics association(s).

10. **Disciplining of members: actions incurring sanctions**

- 10.1. The Constitution at Clauses 12 and 13 lays down the rules for taking disciplinary action against members and the appeal procedures. The actions that may incur disciplinary action are stated in general terms in Clause 12.1 (a) and (b) of the Constitution.
- 10.2. Under Clause 12 of the Constitution, the sanctions that may be imposed are:
- (a) Expulsion of the member from the Association; or
 - (b) Suspension of the member from such rights and privileges of membership of the Association as the Board may determine for a specified period.
- 10.3. In addition, the IAAF Competition Rules provide for disqualification of a competitor from an event(s) or from the athletics competition for various infringements of the rules for the competition. Under these by-laws, it is determined that actions for which sanctions may be imposed include, but are not limited to, the following:
- (a) A member of the Association:
 - (i) competing in an athletic meeting not sanctioned by the Association;
 - (ii) infringing any law or rule of the Association;
 - (iii) being found guilty of any misbehaviour or unfair practice concerning athletics, whether or not this relates to competition;
 - (iv) competing in any event conducted by, under the control of, or with the consent of, the Association or conducted by an affiliated body while the member is under sentence of suspension or disqualification imposed by the Board or by any recognised association governing amateur sport that recognises suspension or disqualification imposed by the Association.

- (v) wilfully competing against a person who is under sentence of suspension or disqualification.
- (b) An affiliated body (member club or associate member):
 - (i) failing to take prompt action to suppress any known betting at a competition with which it is associated.

Part 3: Governance of the Association

11. Powers of the Association

- 11.1. The powers that the Association may exercise are subject to the Act and Regulations, the Constitution and any resolution passed by the Association at a general meeting. These powers may be exercised generally by the Board on behalf of the Association, and by the Association's committees and officers, except for those powers required by the Constitution to be exercised only by the members at general meetings.
- 11.2. The broad powers that the Board may exercise on behalf of the Association that are listed in the Constitution at Clause 16.1 may be interpreted to encompass, but be not limited to, the following specific powers:
- (a) To act alone, or with individuals or other bodies, in the interest of sport and in particular, of athletics;
 - (b) To institute and regulate athletic championships and competitions in such events as may from time to time be determined by the Association or by 'Athletics Australia' and to delegate to any of its affiliated bodies the organisation thereof;
 - (c) To establish uniform regulations for the management of athletic meetings;
 - (d) To establish and maintain authentic records of all matters pertaining to athletics in the Australian Capital Territory;
 - (e) To deal with any abuses in athletics;
 - (f) To hear and adjudicate upon appeals arising from decisions of affiliated bodies or officials;
 - (g) To uphold the rights and to enforce the obligations of all members of the Association, and to exercise discipline over members in accordance with the Constitution;

- (h) To obtain by purchase, lease, hire or otherwise, grounds, buildings, equipment and other items for the holding of athletic meetings or events or for training purposes or otherwise for the use, benefit and promotion of athletics and to lay down or provide tracks or other facilities as may be necessary;
- (i) To erect, maintain or alter any buildings or other premises of the Association necessary for promoting the objects of the Association;
- (j) To maintain such administrative offices as may be necessary for proper functioning of the Association and to equip such officer in a suitable manner;
- (k) To employ coaches, masseurs, trainers, caretakers, clerks, administrative officers and such persons who may be required for the furtherance of athletics;
- (l) To sell, hire, lease or otherwise deal with any land, buildings, equipment, or property for the benefit of the Association;
- (m) To take legal proceedings of any nature on behalf of the Association;
- (n) To invest any moneys of the Association in such manner as may from time to time be determined by the Association;
- (o) To impose and collect subscriptions, fees, levies and other charges from bodies, clubs, institutions, associations and individuals or to borrow or raise money with or without security, in accordance with the Constitution;
- (p) To make by-laws and general rules to further the objects of the Association, consistent with Clause 25 of the Constitution;
- (q) To apply all income and property of the Association to the promotion of the objects of the Association;
- (r) To select teams of athletes and other persons to represent the Association;
- (s) To arrange, whenever practicable, for visits to the Australian Capital Territory of athletes, coaches technical officials or administrators;
- (t) To make representations to Governments and authorities in relation to any matters affecting the interests of the Association;
- (u) To make loans, grants and subsidies to affiliated bodies of persons for the furtherance of the object of the Association;

- (v) To require affiliated bodies to furnish any information desired by the Association upon matters of interest to the Association;
- (w) To delegate, so far as is not expressly or implied contrary to the Constitution, any of its powers to Commissions/Committees of officers; and
- (x) To do all such other things that are conducive to the attainment of the objects of the Association.

12. Powers of the Board

- 12.1. The broad powers of the Board that are listed in the Constitution at Clause 16.1 may be interpreted as enabling the Board to give effect to the powers of the Association listed at Clause 11.2 above. These broad powers may be interpreted to encompass, but be not limited to, the following specific powers:
- (a) Finance and financial management;
 - (b) Promotion and marketing both the Association and the sport of athletics;
 - (c) Sponsorship;
 - (d) Relationship with Government;
 - (e) Relationship with AA and other State Associations;
 - (f) Planning, with particular reference to the Business Plan, and Policies;
 - (g) Development and relationships with the ACT Academy of Sport;
 - (h) Administration;
 - (i) Club development.

Part 4: General management of the Association

13. Executive Officer

- 13.1. The Board will be served by an Executive Officer who will be employed by the Association and who will be responsible for:
- (a) the day to day administration of the Association including correspondence on local, state and national levels and maintaining

efficient office practices and procedures;

- (b) implementing Association policy as directed by the Board and liaising with Athletics Australia and other State Officers/Directors as required in order to conduct the business of the Association;
- (c) maintaining accurate records of meetings of the Board and ensuring the timely dissemination of those records to Board Members and to affiliated bodies.

14. Association officers, committees and temporary appointments

- 14.1. The implementation and management of the Association's activities is the responsibility of several annually elected office bearers and committees. The Constitution authorises the Board to establish and determine the function and structure of these positions plus their precise reporting requirements, subject to any resolution passed at a general meeting.
- 14.2. Each office bearer and each committee shall provide a written report to each annual general meeting.
- 14.3. These by-laws establish the following officer positions and committees:

Office bearers:

- (a) Registrar
- (b) Records Officer
- (c) Media and Publicity Officer
- (d) Statistician
- (e) Honorary Auditor
- (f) Member Protection Officer (Male)
- (g) Member Protection Officer (Female)

Committees:

- (a) Competition Committee
- (b) Officials Committee
- (c) Selection Committee

Temporary appointments:

- 14.4. In accordance with Clauses 16.1 and 17.12 of the Constitution, the Board may appoint persons to hold positions or to form committees as it thinks

necessary in order to implement the objects of the Association.

- 14.5. A person holding an appointment under this Clause ceases to hold that appointment at the next annual general meeting of the Association following the meeting of the Board at which that appointment was made;
- 14.6. Where, under this Clause, the Board appoints persons to form a committee, the Board will, at the same time, appoint one of those persons to be the convenor of meetings of that committee;
- 14.7. From time to time the Board will appoint managers to manage teams selected to represent the Association.

15. Functions of office bearers

- 15.1. The Registrar shall register the names and addresses of all members of the Association and each year allot the competitors' registration numbers.
- 15.2. The Records Officer shall keep a record of all athletic records established in the Australian Capital Territory and shall submit records so established for the approval of the Board.
- 15.3. The Media and Publicity Officer shall be responsible for publicising activities of the Association and reporting to the Board on publicity activities.
- 15.4. The Statistician shall compile and maintain a list of all performances each year and shall publish, within the Association, the results of any interclub competition. The Statistician shall also, at the end of each season, produce a rankings list of the best performances of all athletes.
- 15.5. The Honorary Auditor shall:
 - (a) examine the accounts of the Association at least once in each year;
 - (b) prior to the Annual General Meeting of the Association, ascertain the correctness of the statement of income and expenditure and balance sheet furnished by the Finance Director;
 - (c) state whether or not the statement and balance sheet appear to be full and fair statements, properly drawn up so as to exhibit a true record of the state of affairs of the Association; and

- (d) at all times have access to the books and other documents of the Association.
- 15.6. The Honorary Auditor may be a member of an affiliated body, but an Officer of the Association or a member of the Board shall not be eligible for appointment as Honorary Auditor.
- 15.7. The Honorary Solicitor shall attend to all matters of a legal nature referred by the Association.
- 15.8. The Honorary Surveyor shall, at the request of the Association, survey athletic fields and courses used for competition by the Association and present such certificate as may be required from time to time.

16. Structure and function of committees

- 16.1. Unless the Board determines otherwise, each committee shall have three members, elected or appointed in accordance with the Constitution, which also provides that the President of the Association and the Finance Director shall be ex-officio members of all committees. The functions of these committees are set out below.
- 16.2. The Chairperson for each committee will be decided by the committee members themselves.
- 16.3. The Competition Committee, to consist of;
- Board Member (1)
 - Competition Manager
 - Cross Country Representative (1)
 - Officials Representative (1)
 - Club Representative (1)
 - Athlete Representative (1)
 - Race Walking Representative (1)
 - Coaches Representative (1)
- (a) Planning and conduct of the annual Summer Series and 'High Noon' Winter Track and Field competitions;
- (b) Planning and conduct of the ACT Track and Field Championship;
- (c) Planning and conduct of the cross country and road running competition;
- (d) Planning and conduct of the ACT Cross Country Championships and Road Running Championships;
- (e) The conduct of any special track and field or cross country competitions approved by the Association;
- (f) Planning and conduct of race walking competition not held in conjunction with summer interclub competition;
- (g) Planning and conduct of the Lake Burley Griffin walks carnival.
- (h) Liaising with the Officials Committee on matters affecting the provision of officials for track and field competitions.

- (i) Ensuring all technical arrangements for the conduct of Track and Field Championships and any other meetings that may be delegated to it by the Association have been properly carried out;
- (j) Ensuring competition venues are properly laid out and correctly marked and measured and is in good order;
- (k) Ensuring that equipment, implements and facilities accord with specifications and standards laid down by the Association;
- (l) Ensuring that competitions are conducted in accordance with the rules;
- (m) Making recommendations regarding technical equipment and the acquisition, maintenance and use of grounds and equipment.

16.4. The Officials Committee to consist of;

- Board Member (1)
 - Officials Representative (3)
 - Little Athletics Representative (1)
 - Coaches Representative (1)
 - Athletes Representative (1)
 - Competition Committee Representative (1)
- (a) Recruitment, production of information kits, mail out of requests for volunteers and publicising needs for technical officials;
 - (b) Training, examination and grading - arranging practical training or special courses, preparing sample examination papers, arranging tests, arranging accreditation and maintaining records of graded officials;
 - (c) Recognition - organising identification badges and uniform issues, devising appropriate rewards, conducting rotating rosters for event group officials;
 - (d) Appointments - liaising with the summer and winter competition committees concerning the appointments of officials for competitions; and
 - (e) Preparing an officials business plan and budget for inclusion into the Association's overall Business Plan and budget.

- (f) Allowance – to be allocated an allowance of \$300.00 cash to cover incidental costs. These costs will be included in (e) reporting.

16.5. The selection committee to consist of;

- Board Member (1)
- Track and Field Representative (1)
- Cross Country Representative (1)
- Race Walking Representative (1)
- Club Representative (1)
- Athlete Representative (1)
- Coaches Representative (1)

- (a) Selection of teams to represent the ACT on any occasion where the ACT will be represented by a selected team;
- (b) Development, review and publication of appropriate selection criteria for each team membership.
- (c) Processing of World, Commonwealth, Australian and ACT records,
- (d) Preparing, reviewing and publishing of the criteria for selecting recipients of Association Awards;
- (e) Coordinating the selection of appropriate recipients for all Association Awards.
- (f) The procurement of medallions and other award materials;

Part 5: Financial management of the Association

17 Revenue

17.1 The funds of the Association are derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting and subject to *section 114 of the Act*, such other sources as the Board determines.

17.2 All moneys received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account. The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt;

17.3 Subject to any resolution passed by the Association at a general meeting, the funds of the Association shall be used in pursuance of the objects of the Association as the Board determines.

17.4 No single Petty Cash transaction is to exceed \$50.00

18 Membership fees: levels and structure

18.1 The Board will determine the membership fee structure and publish each year.

Part 6: Association Identity and Symbols

Colours of the Association

The colours of the Association shall be saxe blue and gold.

Competition uniform of Athletics ACT

The competition uniform of the Association may comprise a vest, the upper part of which shall be saxe blue and the lower part gold, and shorts which shall be blue with vertical gold stripes down each side, or such other one piece or two piece uniform in these colours approved by the Board.

Seal of the Association

The seal of the Association shall consist of a circle within which are the words "ACT Athletics Association Incorporated".

The Constitution at Clauses 29.2 and 29.3 sets down the requirements for use and custody of the seal.

Association badge

The Association badge shall be the City of Canberra crest in colour on a gold shield with a saxe blue trim.

Association flag

The Association Flag shall be saxe blue with a gold border and the Association badge in the centre, with the letters "ACT" above the badge and the letters "ATHLETICS" below the badge, in gold.

Association blazer

The association blazer shall be navy with the Association Blazer badge on the breast pocket and may have such lettering on the breast pocket as the Board considers desirable.

The blazer may be worn by:

- a person who has represented the Association in an interstate athletic contest, whether as a competitor or official;
 - a person who has competed in an athletic meeting designated by the Association as one entitling the person to wear a blazer;
 - an officer of the Association or official who has given at least 3 years' service to athletics in the Australian Capital Territory; and
- the President, and the Executive Officer upon application to the Association.

Association tie

The Association tie shall be saxe blue with the Association badge in the centre.

Part 7: Competition

Planning and organisation

The planning and organisation of all athletics competitions under the auspices of the AACT are the responsibility of the competition committee.

The formal structure and functions of this committee appears in these by-laws under Part 4: General Management.

The decisions and work of the competition committee is subject to any Association guidelines and/or directions that may be determined by the Board or by general meetings of the Association. Within any such guidelines and/or directions, the competition committee is expected to exercise a broad scope of responsibility to facilitate the success of competition meetings. These responsibilities include, but are not limited to:

Determining the competition rules, consistent with IAAF Competition Rules and any Athletics Australia and/or AACT dispensations;

Working/liasing with the Officials Committee to ensure the provision of the necessary numbers of officials;

Working/liasing with the Competition Manager, Technical Manager and other senior officials as appropriate in determining the competition program and other matters relevant to the meeting;

Production of a comprehensive and informative competition program handbook.

Competition uniforms

The competition uniform of the Association may be worn only by a competitor selected by the Association to represent the Australian Capital Territory at an Australian Championship meeting or any other meeting approved by the Association.

In Australian Capital Territory competitions:

A registered athlete who is a first-claim member of an affiliated club shall wear the approved uniform of the club and the current registered numbers of the member;

A registered athlete who is a second-claim member of an affiliated club shall wear the approved uniform of the club affiliated with another member Association of Athletics Australia of which the athlete is a registered member and the current registration number issued to the member by that Association.

Subject to the discretion of Board, in all competitions, other than competitions referred to in Clause 27.2 (a) above, that are conducted by the Association or by an affiliated body, a registered member of an affiliated club shall wear the approved uniform of the club including current registration numbers.

