



# CALISTHENICS VICTORIA

**Calisthenics Victoria Incorporated (CVI)  
By Laws**

## Version Control, Change History and Distribution

### Version Control

<b>Document Name:</b>	CVI By-Laws
<b>Prepared by:</b>	CVI CEO
<b>Endorsed by:</b>	CVI Board
<b>Date endorsed:</b>	19 January 2016
<b>Version:</b>	1.4
<b>Review Date:</b>	As determined by the CVI Board

### Change History

Amendment date	Version No.	Page No(s) replaced.	Description of change
23 April 2015	1.1		Add 11.1 to 11.3
23 April 2015	1.1		4.1 – defined name of First Aid Cert.
20 August 2015	1.2		Schedule B – added 1.5
20 August 2015	1.2		New Clause 2. (Renumber all subsequent clauses)
12 November 2015	1.3		11.2.5 - Amend age groups
12 November 2015	1.3		Schedule D -Insert paragraph 3
19 January 2016	1.4		Amend 11.2.6
18 March 2017	1.5		Amend 16.1 reference to CVI Constitution 8.5 (c) and (g) to 9.5 (c) and 9.5 (g)

### Distribution

Soft copy available on the CVI Website for download

## TABLE OF CONTENTS

<b>By Law</b>	<b>Detail</b>	<b>Page No.</b>
1	CVI Standing Committees	4
2	Eligibility for CVI Board Nomination	4
3	Affiliation of Clubs and Associations	4
4	Relocation of Clubs	5
5	Appointment of Coaches	6
6	Registrations	6
7	Transfers	7
8	Delegates	8
9	Official Badge, Colours and Dress	9
10	CVI Awards	9
11	Competitions	10
12	Grievances and Disputes	13
13	Awards and Trophies	13
14	Meetings	13
15	Authority to Make Public Statements	16
16	Proxy at CVI General Meetings	16
	Schedule A - Transfer Guidelines	18
	Schedule B - Life Member & Service Award Guidelines	19
	Schedule C - Rules for Debate	22
	Schedule D - Criteria for new Clubs, Relocation of existing clubs	24

# CALISTHENICS VICTORIA INCORPORATED

## BY LAWS

### 1 CVI STANDING COMMITTEES

1.1 The CVI Board and daily operations of CVI are assisted by the following committees:

1.1.1. CVI Competition Committee

1.1.1.1. Metro Competitions Committee\*

1.1.1.2. Solo Competitions Committee\*

1.1.2. CVI State Team Committee

1.1.3. CVI State Championships Committee

1.1.4. CVI Grading Committee

1.1.5. CVI Compliance Committee

Note: \* Metro and Solo Competitions Committees are not formal CVI Committees

1.2 Decisions made by committees relating to policies and procedures are to be presented as recommendations to the CVI Board for approval.

1.3 Committee tenure is contained within each committees Terms of Reference.

### 2 ELIGIBILITY FOR CVI BOARD NOMINATION

2.1 Nominations for all positions on the CVI Board are only eligible to be received from persons suitably skilled and who have not held a position on the ACF Committee of Management within the previous 5 years, prior to nomination.

### 3 AFFILIATION FOR CLUBS & ASSOCIATIONS

#### 3.1 Initial Application

3.1.1 Any Club wishing to affiliate with CVI for the first time shall make application on the form specified on Appendix 1 of the Constitution. In addition, a detailed application giving full details of the Proposed Club as per Schedule D of the CVI By-Laws and the “New Club Start-Up Kit” must be submitted.

3.1.2 At least six pupils must be submitted for registration prior to granting of affiliation. For Recreational Clubs, the minimum six pupils must not currently be registered with a competitive club.

3.1.3 No pupil of the club may take part in any CVI registered competition prior to the granting of affiliation.

### **3.2 Existing Clubs & Affiliated Organisations**

3.2.1 Clubs, who are affiliated organisations must by the due date provide each year to CVI the following documents:

- Completed Re-Registration Information
- Registration details of the club
- Annual affiliation fee as set by the CVI Board

3.2.2 The club or organisation shall be regarded as an affiliate, if financial, until such time as it resigns or its affiliation is withdrawn by CVI.

3.2.3 Affiliated Organisations must provide to CVI the Annual Affiliation Fee as set by the CVI Board.

3.2.4 The CVI Board may grant affiliation to the VCCA and ASCA and new/existing Calisthenics Clubs. When granted, they shall be subject to the Constitution and By Laws of CVI

3.2.5 Entitled Members, as defined in the Constitution, shall have speaking and voting rights at CVI General and Special meetings including the Annual General Meeting.

## **4 RELOCATION OF CLUBS**

Any existing Club wishing to relocate their practice venue(s) must make their application in accordance with Schedule D. The Affiliated Club MUST apply in writing to CVI to obtain approval before relocating.

## 5 APPOINTMENT OF COACHES

5.1 It is the responsibility of Clubs and Colleges to appoint Coaches for each Calisthenics' season and along with this responsibility goes the necessity to appoint appropriately qualified Coaches. An appropriately qualified Coach must have the following documentation:

- A current Australian Sports Commission (ASC) registration card
- Current Australian Calisthenic Federation membership card with an expiry date of 1st December of the current year
- Current Level 2 First Aid Certificate ( National Code HLTAID003)
- Current Working With Children Card

These documents must be viewed annually by the Club/College at the beginning of the year.

5.2 If a Club/College appoints an unqualified Coach or allows an unqualified Coach to practise in a sole supervisory capacity, the Club/College may be fined up to \$500.00.

5.3 The offending person, (unqualified Coach), will be referred to the VCCA for disciplinary action. The Senior Coach may also be sanctioned and disciplined by the VCCA.

## 6 REGISTRATIONS

6.1 Except as provided in this By Law, each club shall register all participants whether competitors or recreational participants and for each registered pupil and nominated volunteer shall pay CVI the prescribed registration fee.

6.2 Should clubs fail to pay the subscribed registration fees by 31 March (annually) they will be ineligible to vote at CVI General Meetings and will not be covered for insurance purposes.

6.3 Life Members of CVI need not be members of an affiliated club, and no CVI Registration fee is charged.

- 6.4 No person shall be considered registered with CVI until all registration details and the prescribed payment have been received by CVI. Pupil Registrations will not be accepted at any Competition venue.
- 6.5 Registration of Registered Pupils, registered volunteers and Clubs is due by March 31st in each year.
- 6.6 Solo/Duo Registrations
- 6.6.1 Registration of Solo/Duo participants (Registered Pupils) is required by the date determined by the Director of Competitions.
- 6.6.2 If the club has failed to lodge Solo/Duo registration details, a penalty fee as determined by the Competition Committee, may apply.

## **7 TRANSFERS**

- 7.1 A financial member of a club, defined as a "Registered Pupil", whose name has been recorded by the Membership Administrator shall be deemed to be a registered member of the club until 31st March next year.
- 7.2 CVI will not refuse approval of transfers when outstanding financial obligations are \$50 or less
- 7.2.1 A registered pupil may transfer to another club provided all obligations, financial and otherwise have been discharged to their prior club. The member must complete the "Transfer Form" and forward it to CVI after it has been signed by the new Club. CVI will then forward the transfer form to their prior club.
- 7.2.2 A former member of a club who has been a registered pupil within the past five (5) years will still need to complete a Transfer Form as described above.

7.3 A registered pupil who transfers during the currency of their registration shall have their registration fee credited to their new club.

7.4 The prior club must forward the application for transfer to CVI within 14 days of receiving same, whether the application is approved or not.

Should this By Law not be complied with, the Administration Officer, shall grant the transfer subject to the Guidelines listed in Schedule A

7.5 Any refusal of a transfer by a club shall be subject to acceptance by the CVI Administration Officer. Refer to Schedule A of these By Laws for acceptable grounds.

7.6 The exchange of pupils from class to class is unavoidable, but the practice of inviting pupils to leave one class and join another, is undesirable and unethical. No club shall offer, or knowingly permit any person associated with their club to offer, either directly or indirectly any inducement, financial or otherwise to a member to transfer from one club to another. If it is proven that a Club Official, Parent or Registered Pupil has made such an inducement, a penalty as adjudged by CVI will apply. If it is proven that a Coach has made such an inducement, the matter will be addressed through the VCCA.

## **8 DELEGATES**

8.1 The CVI Board shall appoint members of the CVI board or any other CVI member as Delegates to the ACF and any such other organisations as may be deemed necessary from time to time.

8.2 Delegates shall submit regular reports to the CVI Board on matters affecting CVI.

## **9 OFFICIAL BADGE AND COLOURS**



9.1 The CVI badge shall be as shown hereunder.



Calisthenics Victoria Inc.

9.2 The colours of CVI shall be

**Darker blue**

C: 94

M:71

Y:9

K:1

R:28

G:89

B:157

**Lighter blue**

C:15

M:12

Y:0

K:0

R:211

G:214

B:236

## 10 CVI AWARDS

### 10.1 Life Members

10.1.1 Persons eligible to be nominated for Life Membership shall have complied with the guidelines outlined in Schedule B.

10.1.2 Nominations shall be submitted to the Executive Officer not later than March 31st.

10.1.3 The CVI Board shall consider the nomination and present the award at the Annual General Meeting. If the CVI Board does not approve the nomination, then the reasons shall be conveyed to the proposer.

10.1.4 Life members shall have the same privileges as other Entitled Members of CVI, and are not required to be members of any affiliated club.

## 10.2 Service Award

10.2.1 Persons eligible for Service Award shall comply with the guidelines as outlined in Schedule B.

10.2.2 Nominations on the prescribed form shall be submitted to the Executive Officer by the 31<sup>st</sup> March.

10.2.3 Award recipients shall receive a Service Award Certificate.

## 10.3 Annual Service Awards

The criteria for these Awards are detailed in Schedule B and shall include:

- Club Development Volunteer
- Community Volunteer
- Club Volunteer

## 11 COMPETITIONS

### 11.1 Competitions

Competitions conducted in Victoria under CVI Rules are listed in the 'CVI Administration Folder'.

11.1.1 Victorian State Championships are conducted annually by the State Championships Committee.

## 11.2 Entries

- 11.2.1 All competitors in the State Championships shall be registered pupils of CVI. All competitors in other registered Victorian Competitions shall be registered pupils of CVI, or their State Associations if participating from interstate.
- 11.2.2 Applications for entry to an event registered by CVI shall be made on the prescribed form and shall comply with the conditions of entry published for the competition. The entries shall be lodged by the nominated closing date.
- 11.2.3 Late or incorrect entries may be rejected or may be subjected to a penalty fee.
- 11.2.4 Entry fees must accompany the entry. Refunds will only be made if teams are withdrawn within one month after the competition closing date and/or soloists are withdrawn within two weeks after the competition closing date.
- 11.2.5 Age Criteria - Age at each competition will be as at 31st December of the competing year.

All competitors/teams must meet the following age criteria:

- Tinies - 7 years and under
- Sub Juniors - 10 years and under
- Juniors - 13 years and under
- Intermediates - 17 years and under
- Seniors - 16 years and over

Solo competitions:

1. Graceful solo: minimum 11 years
2. Calisthenic Solo: minimum of 8 years
3. Calisthenic Duo: minimum 11 years

## 11.2.6 Grading

11.2.6.1 The CVI Board reserves the right to approve or otherwise the application for grading of a Club, or participant, registered in a state other than Victoria.

11.2.6.2 Interstate Clubs must have at least 80% of their members resident in the state in which the Club is registered.

11.2.6.3 All competitors / teams must compete in graded sections as indicated by the Final Grading List (Solo or Team) distributed each year by CVI.

### 11.3 Dates

By the prescribed date, the CVI State Championships Committee shall request Metro and Country Competition Committees to submit details of proposed competition dates for approval.

The CVI State Championships Committee has the right to withhold approval for a competition which clashes with (a major) the CVI competition.

11.4 Metro and Country Competition Committees must be approved by registration with the CVI Director of Competitions annually on the prescribed form and pay the prescribed affiliation fee as set by the CVI State Championships Committee.

### 11.5 Withdrawals

Clubs / soloists must notify the State Championships Manager or relevant Competition Secretary of their withdrawal 24 hours prior to the commencement of the competition.

Failure to do so may incur a fine. Any fine will be determined annually by the CVI Competition Committee.

If this fine is not paid within a prescribed period of the competition, the team/soloist may be disqualified from competing for the following 12 months.

## **12 GRIEVANCES / DISPUTES**

12.1 CVI may become involved in disputes and or grievances between registered pupils and members and entitled members – as identified in the CVI Constitution – where deemed necessary in the best interests of the sport.

12.2 In the instance where appeals arise from decisions relating to the operation of the CVI State Championships Committee, State Team Committee or Grading Committee, the CVI Competition Committee will arbitrate.

12.3 In the instance where the matter remains unresolved then the matter may be elevated to the CVI Board.

## **13 AWARDS AND TROPHIES AT CVI STATE CHAMPIONSHIPS**

13.1 Aggregate winners and reserve aggregate winners for each grade / age, except Tinies, will receive a trophy.

13.2 Participation Certificates or Medals are awarded to all participants in the Tinies Section.

13.3 Special Awards as donated may also presented from time to time.

## **14 MEETINGS**

14.1 Annual General Meeting

The time, place and agenda for the Annual General Meeting shall be determined by the CVI Board, (in accordance with the CVI Constitution), and shall include the following:

1. Welcome by the President
2. Apologies
3. Confirmation of Minutes of Previous AGM

4. Presentation of Annual Report
5. Presentation of Financial Report in accordance with the CVI Constitution and the Associations Incorporation Reform Act 2012.
6. Election of Committee of Management
7. Appointment of Officers (Rule 15 of CVI Constitution)
8. Amendments to the Constitution
9. Life Member and Service Awards
10. General Business of which due notice is given
11. Next Meeting

#### 14.1.1 Notices of Motion

Notices of Motion for consideration at any meeting must be in writing and shall be lodged with the Administration Officer at least twenty-eight (28) days prior to such meeting. Any Notice of Motion which has been circulated may be amended during the course of the debate by members present, provided that in the view of the Chairperson the substance of the motion is maintained.

#### 14.1.2 Motions Permissible Without Notice

The following motions may be moved without notice at any time:

- To elect a Chairperson
- Motion of Adjournment
- Notice of Amendment
- Motion of Dissent
- Motion of Thanks
- Motion “that the motion be put”
- Motions arising from reports or committee recommendations
- Motions to suspend Standing Orders
- Other motions that the Chair permits

#### 14.1.3 Accidental Omission

The accidental omission to give Notice of a meeting or the non-receipt of such notice shall not invalidate the proceedings of any meeting.

#### 14.2 CVI Board

The time, place and agenda for CVI Board Meetings shall be determined by the Board, and shall include the following:

1. Welcome by the President
2. Apologies
3. Correspondence
4. Confirmation of the minutes of the previous CVI Board Meeting.
5. Business arising from previous minutes
7. Reports
8. General Business
9. Next meeting

#### 14.3 Attendance Penalties

Elected and appointed members of the CVI Board who absent themselves from three consecutive meetings without acceptable reason may have their position declared vacant by the CVI Board

#### 14.4 Voting Majorities

All motions shall be decided by a simple majority, normally by a show of hands, unless a three fourths majority is required by the Constitution.

#### 14.5 Meeting Attendance

Any person may be invited to attend meetings but may not take part in such meetings without the permission of the Chairperson. They may not vote, and may be asked to leave at any time.

#### 14.6 Rules of Debate

The Rules of Debate shall be as laid down in Schedule C.

## **15 AUTHORITY TO MAKE PUBLIC STATEMENTS**

Authority to make public statements on behalf of the CVI is vested in the CVI Executive Officer or President/chair as prescribed in the CVI Board Charter

## **16 PROXY VOTING AT CVI GENERAL MEETINGS**

- 16.1 As per the CVI Constitution Rule 9.5 (c) and 9.5 (g) and in accordance with Appendix 3 proxy voting is permitted at CVI General Meetings.
- 16.2 Any proxy form which fails to nominate the name of the appointee or the appointee named is unable to attend then the proxy is deemed to be vested with the Chairperson of the meeting, who shall cast the proxy vote in accordance with the Entitled Members wishes.
- 16.3 A member entitled to attend and vote is only entitled to represent one additional vote (by proxy), excepting the Chairperson.
- 16.4 Only entitled members eligible to vote in accordance with the CVI Constitution may be appointed as proxies.
- 16.5 The proxy form and authority (if any) under which it is signed must be received by the recognised Returning Officer not less than two business days prior to the meeting. Proxies received after the due date are deemed to be invalid.
- 16.6 Entitled members attending a general meeting must register their attendance and declare any proxy they believe they may hold. The Returning Officer will confirm the validity of all proxies to the Chairperson prior to the commencement of the meeting.
- 16.7 No correspondence will be entered into between the Returning Officer and Entitled Members regarding the proxy.
- 16.8 It is the responsibility of the Entitled Member to ensure that any proxy submitted is valid. Unsigned forms will be deemed to be invalid.



- 16.9 The Returning Officer for CVI General Meetings will be the CVI Executive Officer and will maintain a register of all proxies received. The Returning Officer has absolute discretion in determining the validity of proxy votes lodged.

## SCHEDULE A

### TRANSFER GUIDELINES

By Law 6.5 states “Any refusal of a transfer by a club shall be subject to acceptance by the CVI Administration Officer. Refer to Schedule A of these By Laws for acceptable grounds.”

The Guidelines are:

1. Any financial member of a Calisthenic Club is considered to have contracted with their Club until the completion of the current financial year.
2. Where a Club refuses a financial member a transfer, CVI will arbitrate between the calisthenics club/college refusing the transfer and the member to establish a fair and reasonable outcome

Details should be shown on the Transfer Form. The above criteria will not absolve any outstanding financial obligation to the prior Club.

3. Where a Club can prove that a previous member has undischarged obligations, financial and/or otherwise, the CVI Administration Officer may suspend that member’s registration. The CVI Administration Officer shall immediately notify the Clubs involved.

## SCHEDULE B

### CVI Awards and Recognition

Calisthenics Victoria Inc. relies on the dedication and commitment of its extensive volunteer network to assist in the delivery of successful calisthenics programmes across the state. CVI is committed to recognising and rewarding the efforts of our volunteers through a series of annual awards including the following categories:

- CVI Life Membership
- Service Awards
- Annual Volunteer Service Awards

#### 1. CVI Life Membership

- 1.1. Persons eligible to be nominated for Life Membership shall have complied within the guidelines (see below).
- 1.2. Nominations shall be submitted to the CVI Administration Manager not later than March 31<sup>st</sup> of each year.
- 1.3. The CVI Board of Directors shall consider the nomination and present the award at the Annual General Meeting. If the CVI Board does not approve the nomination, then the reasons shall be conveyed to the proposer.
- 1.4. Life members shall have the same privileges as other Entitled Members of CVI, and are not required to be members of any affiliated club.
- 1.5. Life members are expected to act in the best interests of Calisthenics Victoria Inc. in all instances and where it is deemed they have acted

otherwise will be subject to the same sanction as any other member, as recognised under the CVI Constitution clause 7.8.

For Life Membership, the emphasis is on outstanding service or contribution to CVI and the sport of Calisthenics.

The nominee should already hold a Service Award.

For the CVI Board of Directors to consider a nomination, the nominee should have met one or more of the following guidelines

1. Served at least ten years as a member of the Committee of Management, CVI Board or its antecedent bodies.
2. Other service to CVI over a period of time and involvement considered comparable to the above.

## **2 Service Award**

- 2.1. Persons eligible for Service Award shall comply with the guidelines (see below).
- 2.2. Nominations on the prescribed form shall be submitted to the CVI Administration Manager by the 31<sup>st</sup> March.
- 2.3 Award recipients shall receive a Service Award Certificate and recognition at relevant ceremonies held throughout the season.

For the CVI Board of Directors to consider a nomination, the nominee should have met one or more of the following guidelines:

1. The nominee should have served or represented calisthenics for a period no less than seven years as:
  - a) Office Bearer or employee of CVI

- b) Other service that the CVI Board of Directors may consider comparable.
2. Competitors who have represented CVI for a minimum of 7 years may be considered.

### 3 Annual Volunteer Service Awards

3.1 Persons eligible for Annual Volunteer Awards shall comply with relevant award guidelines. These awards are broken into the following sections.

- Volunteer Service Award
- CVI Volunteer of the year award
- Male/Female Club Volunteer of the year award

For the CVI Board of Directors to consider a nomination the nominee should have met one or more of the guidelines outlined.

The guidelines will be outlined on the prescribed nomination form/s.

### NOMINATION FORMS

Nominations may be made by:

1. Any member of an affiliated Club or Organisation. For the nomination to be accepted for the Club Volunteer Award, the form must be signed by two registered members of the Club Committee/Principals
2. All other Awards may be completed by any recognised member of CVI; the nomination must be seconded by another affiliated member.
3. All nominations for Volunteer Service Awards are to be made to the CVI Administration Manager.

### SCHEDULE C

## RULES FOR DEBATE / STANDING ORDERS

1. Preference of speaking shall be given to the first member to attract the attention of the Chair.
2. Members must address their remarks to the Chair.
3. A proposal must be moved and seconded before it can be debated. Only one amendment may be received at a time, and must be disposed of before another is received. Any number of amendments may be proposed.
4. A motion will be put to the vote immediately unless a member rises to oppose the proposal. In this case the Chair should seek a sequence of those opposed to the proposal followed by a supporter of the proposal. When this sequence is completed the Chair should seek to put the motion to the vote.
5. Prior to putting the motion to the vote the mover has the right of final reply. After the reply the Chair will allow no other discussion before putting the motion to the vote.
6. At any time during a debate a member may propose “that the motion be put”. If this proposal is seconded and carried, the mover has the right of final reply, the Chair must then put the motion to the vote. The Chair will not permit any debate on this procedural motion.
7. Unless with the leave of the Chair, no member may speak:
  - more than once on any motion
  - for more than three minutes on any motion.
8. If formal Notice of Motion has been given, and the proposer is absent, the motion will proceed if moved and seconded from the floor of the meeting.
9. Ex-officio members of committees shall not have voting rights.

10. A motion of adjournment may be proposed at any time, without discussion, if seconded and carried it will be acted upon.

#### **AUTHORITY OF THE CHAIR**

1. Subject only to a motion of dissent from their ruling, the Chairperson shall have unlimited authority over any motion before the Chair, and shall be the sole interpreter of the Rules of Debate.
2. A motion of dissent from any ruling of the Chair must be made prior to any other business being commenced. No debate shall be permitted other than the mover and a right of reply by the Chairperson.

## SCHEDULE D

### CLUB ESTABLISHMENT / RELOCATION GUIDELINES, COACH TRANSFERS AND ADVERTISING

Guidelines for the commencement of a new club, (competitive or recreational), or the relocation of an existing club, (all or part competitive or recreational.)

To assist and educate proposers seeking approval to open a new Club, a “New Club Start-Up Kit” has been developed. The kit provides a number of resources to assist applicants in this process including assisting with the development of a business plan for their proposal. The relevant application forms and Appendix 1 – Affiliation Form of the CVI Constitution are located within the kit.

It is a requirement of any new club registering with CVI to obtain a Star Two rating within six months of establishment, and to obtain Star Three within eighteen months.

#### 1. Location/Relocation:

Provide the address of the principal venue\* of the Club and any other practice venues.

\*Principal venue is defined as the venue of the highest hourly use by teams of a Club.

It is optimal for Clubs to be located 5 kilometres from the principal venue of another Club as travelled in either direction. Variations to this guideline may occur in circumstances such as:

- The purchase of a venue or a long term lease (e.g. 5 years x 5years minimum)
- Areas of high population density
- There is no alternative venue
- Venue hire cost increases that are excessive in relation to the financial base of the club necessitating a move to less costly premises

CVI is willing to provide information on the area/location of your preference.

#### 2. Coaching Transfers

Any coach leaving an existing Club on their own volition, to coach at another Club, (but not establish that Club), which is within 5 kilometres, (by the shortest trafficable route), of the former Club, must first gain permission in writing, from the former Club.

Any coach leaving an existing Club to coach at another Club, (but not establish that Club), which is outside the 5 kilometres, may coach without the permission of the former Club.

Proceeding to transfer to another Club without first obtaining the relevant permission may result in sanctions from the VCCA. This applies to any registered coach/cadet.

Any new class/Club that is formed by a principal, co-principal or coach of an existing Club/College is to be 15 kilometres, (by the shortest trafficable route), from the former Club, unless written permission is granted by the principal coach/committee of management of the former Club.

A breach of the above rule will result in VCCA de-registration for one (1) year.



### 3. New Club Applications

The CVI office will accept new Club applications from a principal, co-principal or coach of an existing Club/College within 15kms on the following provisions:

- CVI deem the distance requirement to be excessive in circumstances such as regionally based areas or high population density; or
- Written permission is granted by the principal coach/committee of management of the former Club.

CVI reserves the right to deny or approve a new Club application based on a range of determining factors.

All new Club applications must be forwarded to the CVI Administration Manager, along with the Club and Community Development Manager, whereby a thorough review will be conducted which may include:

1. Interview with the applicant/s
2. Governance & Management Structure Review
3. Area/Location Assessment

Applications will be presented to the CVI Board for approval only during scheduled board meetings held on the third Tuesday of each month. Board papers are distributed one week prior to their meeting and any such application must be circulated one week in advance of such CVI Board meeting.

Applications will be accepted at all CVI Board meetings, other than those that fall within the months of June-October inclusive.

If previous Club approval is not required, coaches must notify their current Club of their intentions within 1 week of approval from the CVI Board.

### 4. Advertising:

There are no restrictions on advertising.

Previous limitations to advertise may have meant reduced exposure of the sport of calisthenics. Removal of restrictions should be seen by clubs as a way to promote the sport of calisthenics more broadly for the benefit of ALL clubs.