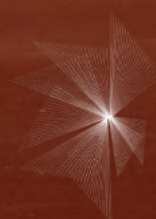


# AFFILIATE REGULATIONS 2020



CALISTHENICS  
VICTORIA

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## 1. INTRODUCTION

The purpose of this document is to guide new and existing affiliated competitions to become, and remain recognised and affiliated competitions of Calisthenics Victoria. The Calisthenics Victoria Competition Affiliation Regulations outlines the responsibilities and obligations of all affiliated competitions.

This document should be read in conjunction with all Calisthenics Victoria policies and competition rules.

## 2. OBLIGATIONS

Competitions must apply for affiliation with Calisthenics Victoria each year on the prescribed **Affiliation Form** contained in this document.

Each affiliated competition shall:

- Be subject to the jurisdiction and direction of Calisthenics Victoria in respect of conduction; calisthenics competitions;
- Support Calisthenics Victoria in the encouragement and promotion of its Objects; and
- Abide by all Calisthenics Victoria policies and procedures.

Calisthenics Victoria and each Affiliated Competition agree:

- They are bound by the Constitution, By-Laws, policies and rules as they create uniformity in the way in which competitions are to be conducted, promoted and administered; and
- Should an Affiliated Competition be having administrative, operational or financial difficulties Calisthenics Victoria may act to assist that Affiliated Competition in whatever manner it considers appropriate.

### 2.1 Affiliation Approval

The Affiliate application process can take 4-6 weeks. Once affiliation has been approved the affiliation invoice will be generated, once paid certificates of insurance and affiliation will be distributed.

### 2.2 Affiliation Fees

The Calisthenics Victoria Competition Affiliation fees are set yearly and provide the competition with the following;

- Official Calisthenics Victoria Affiliated Competition Status
- Public Liability Insurance
- Use of Calisthenics Victoria rules and intellectual property
- Ability to profit from the Calisthenics Victoria membership
- Calisthenics Victoria administrative support
- Calisthenics Victoria marketing and promotion
- Use of Calisthenics Victoria property as set out in this document

Competition Affiliation fees will be communicated to competitions in the November preceding the next competition season.

Non payment of fees will result in cancellation of affiliation.

### 2.3 Intellectual Property

- a. The Affiliated Competition shall not make use of Calisthenics Victoria Intellectual Property without the prior written consent of Calisthenics Victoria which may be given or withheld at Calisthenics Victoria's discretion.
- b. The Calisthenics Victoria logo or other branding material will be made available to the Affiliated Competition for the term of affiliation to use for advertising or promotional purposes deemed suitable.
- c. Calisthenics Victoria requires Affiliated Competitions to use the Calisthenics Victoria logo and/or branding materials in original format to ensure the best possible quality is maintained and used when promoting the link to the organisation.

### 2.4 Meeting Attendance

All Affiliated competitions must ensure at least one representative attends the applicable competition meeting(s) at set out by Calisthenics Victoria. Non-attendance will result in cancellation of affiliation.

## 3. AFFILIATE COMPETITION RULES

All Affiliated Competitions must operate under ACF Rules and Victorian Competition Rules.

### 3.1 Fees and Prize Money

All Competitions agree to charge the entry fees and pay the prize money set annually Calisthenics Victoria (Country Competitions excluded).

### 3.2 Competition officials

- a. Competition officials (eg Stage Manager/MC, Supervisor, Front Desk, Timers) must be at least 18 years of age. Volunteers under the age of 18 must be under the control of an adult
- b. All Competition officials, coaches, and backstage crew must hold a valid Working With Children Check / VIT Registration

### 3.3 Confidentiality Agreements

Must be signed by any nominated competition officials who are involved in the Right of Review Process and any timers/assessors.

Confidentiality agreements are valid for 5 years.

### 3.4 Program Order

All Competitions agree to adhere to the programmed order of items

### 3.5 Adjudicators

Adjudicators/Writers must be paid for the scheduled sessions times, even if they finish a section early. Payments must be made within a two week period.

### 3.6 Timetables

- Competitions must not be conducted on Mother's Day, Father's Day, or at Easter and only after 1.00pm on Anzac Day
- No Competition to commence before 9.00am, unless prior permission has been given by Calisthenics Victoria prior to timetable release.
- No Competition to commence before 6.00 pm on a Friday evening, unless prior permission has been given by Calisthenics Victoria prior to timetable release (State Championships exempt).
- All competitions for these age groups must be finished by the following times (excluding school holiday periods):

Sub Juniors	9.00 pm	6.00 pm Sunday
Juniors	10.00 pm	8.00 pm Sunday
Intermediates	10.30 pm	
Seniors	10:30 pm	

- Tinies must not be scheduled for weeknights or Sunday nights
- There must be a minimum of 6 solo entries per age group otherwise that section must be cancelled. (Country Competitions excepted where 2 age groups may be combined)
- Novice, Elementary, Open Reserve and Open sections must be provided if there are at least 6 Open, Open Reserve, Elementary and Novice competitors, according to Calisthenics Victoria Grading.

### 3.7 Timing

- Two timers are required for all competitions except for Tinies where one timer is allowed.
- Timing penalties should be handed to Adjudicators on the appropriate penalty form, immediately following the item, with the recorded time on the sheet

### 3.8 Grading

- All competitions must follow the Calisthenic Victoria grading
- Competition results should be forwarded to the applicable Grading Manager within one week of the conclusion of your competition, or if a competition held over multiple weeks, at regular intervals throughout the competition.

### 3.9 Mid Curtain

- Where the distance is less than 75cm from cyc to back curtain at any venue, the mid curtain may be used for a reveal.
- Coaches and adjudicators should be informed of the availability of this prior to the commencement of the competition

### 3.10 First Aid

Competitions must have a First Aid Kit available at each venue throughout the length of competition.

## 4. AFFILIATE COMPETITION PROCEDURES

### 4.1 iPads

Each Affiliate competition has access to the Calisthenics Victoria iPads to loan for their competition. Up to 5 iPads are available for each competition venue, with Calisthenics Victoria holding the right to reduce this amount should more venues be required to house calisthenic competitions.

It is the responsibility of the Affiliated Competition to arrange for collection and return of the iPads with a loan form required to be signed. Affiliated competitions will be responsible for any damage or missing equipment. Collection of iPads can take place on the Thursday/Friday prior to competition and return must take place on the Monday/Tuesday after completion.

### 4.2 Communications

Communication between Calisthenics Victoria and Affiliated competitions will be via email and other Calisthenics Victoria communication channels eg: Microsoft Teams platform. Any exemption or special request must be made in writing via email.

### 4.3 Competition Information

Each Affiliated Competition must send to Calisthenics Victoria by the date specified, their conditions of participation/competition information for publication on the Calisthenics Victoria website.

### 4.4 Schedules

- a. Affiliated competitions must forward to Calisthenics Victoria a copy of their draft schedule by the date specified
- b. At least one competition convenor must attend the scheduling meeting on behalf of their competition (country competitions exempted)
- c. Final schedules must be forwarded to Calisthenics Victoria on the date specified
- d. Schedules will be released by Calisthenics Victoria on behalf of the competitions

### 4.5 Adjudicator Appointment

Adjudicator appointments must follow the process set out by Calisthenics Victoria.

Solo competitions must not approach adjudicators prior to the date specified in the timeline provided by Calisthenics Victoria.

## 5. AFFILIATED COMPETITION REPORTING

To ensure we can accurately represent Calisthenics Victoria with our government and corporate partners Calisthenics Victoria requires the following reports from affiliated competitions:

- a. Audience attendance, ideally broken down into pensioner, adult, and child tickets purchased;
- b. Performer numbers, broken down into sections; and
- c. A summary Profit and Loss statement.

## 6. BREACH OF REGULATIONS

- a. In the instance where an Affiliation competition is deemed to have breached a Rule/Regulation they will be requested to provide information/explanation to Calisthenics Victoria with regards to the alleged breach.
- b. Following investigation of the alleged breach and considering any extenuating circumstances, Calisthenics Victoria may or may not determine to impose a penalty for the alleged breach as follows:
  - i. On the first occasion the Competition will incur a \$500 fine
  - ii. On the second occasion (within 3 years) the competition will incur a \$1000 fine
  - iii. On the third occasion (within 3 years) the competition will be stripped of affiliation
- c. Competitions so penalised shall have a right of appeal to the Calisthenics Victoria Board consistent with the Calisthenics Victoria Constitution, By Laws and Grievance Policy whose decision shall be final. If the penalty is deemed to be upheld, any and all fines shall be payable within 14 days from the date of the decision.
- d. Failure to pay any fine(s) imposed will result in the competition being unaffiliated for the following calendar year.

## 7. Competition Affiliation Application Form 2020

Name of Competition \_\_\_\_\_

### CONTACT DETAILS

Convenor 1 Name \_\_\_\_\_

Convenor 2 Name (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_

Competition Email \_\_\_\_\_

Secondary Email (optional) \_\_\_\_\_

### COMPETITION VENUE(S)

Venue 1 Name \_\_\_\_\_

Venue 2 Name \_\_\_\_\_

Venue 3 Name \_\_\_\_\_

### COMPETITION BANK ACCOUNT DETAILS

Account Name \_\_\_\_\_

Account BSB \_\_\_\_\_

Account Number \_\_\_\_\_

Bank \_\_\_\_\_

### DECLARATION

By signing this form, the applicant and its officials agree to comply and be bound by the Regulations, Rules, policies and directives of Calisthenics Victoria. Failure to do so may result in disciplinary action.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Upon receipt of this affiliation form Calisthenics Victoria will then issue an invoice for affiliation fees (\$750 + GST per competition). Upon payment of invoice insurance certificates will be provided to competitions.