

**CALISTHENIC  
ASSOCIATION  
OF  
SOUTH AUSTRALIA INC.**

**GENERAL RULES & PROCEDURES**

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

*For*

*2019*

*Effective 1st January 2019*

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## REVISION HISTORY – What’s new or different for 2019

<b>VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>From</b>
Varied	Rule 2C Age limits altered to reflect ACF age change for intermediates	Dec 2018
Varied	Rule 12 Skills Prerequisites altered to allow Seniors to compete in Senior 26 years and over competitions (Graceful Competitor and solo/duo) without skill levels	Dec 2018
Varied	Rule 13 Graceful Solo Competitor Competition altered to remove reference to the competitors choice year	Dec 2018
Varied	Rule 13 Graceful Solo Competitor reference to masters altered to Seniors 26 years and over	Dec 2018
Varied	Rule 15 varied to allow black outs in fancy items at May Competitions for Sub-Junior and Junior Sections	Dec 2018
Varied	Rule16(3a) Music altered to provide for music on digital media e.g. USB’s	Dec 2018
Varied	Rule 16(8) altered with the reference to choice year being deleted	Dec 2018
Varied	Rule 17 Solo/Duo competitor altered to remove reference to the competitors choice year	Dec 2018
Varied	Rule 17 Solo/Duo Competition Rule reference to masters altered to Seniors 26 years and over	Dec 2018
Varied	Rule 16(17) altered to include digital media player	Dec 2018

## Definitions

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

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

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

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

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

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

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

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

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

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

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

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

*“Representative team” means any CASA National or State team, the Precision team and any other approved CASA team.*

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

## 1. Prohibition of competing against the Association

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

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

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

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

## 2. Consequences of competing against the Association

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

### 2A Composite Teams not to compete

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

Penalty: Deregistration / Suspension: 12 months.

## **2B Competing for another club prohibited**

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

Penalty: Deregistration / Suspension: 12 months.

## **2C Age Limits**

- (1) Effective from 1<sup>st</sup> January 2019 the following age sections/limits shall apply

Non Competitive Tinies	3 – 7 years
Competitive Tinies:	5 – 7 years
Sub Juniors:	8 – 10 years
Juniors:	11 – 13 years
Intermediates:	14 – 17 years
Seniors:	18 years & over (no maximum)
Masters:	26 years & over (no maximum)

- (2) Unless specified otherwise in another rule, ALL ages are as at 31<sup>st</sup> December.

## **2D Entry Forms**

- (1) deleted.
- (2) In the case of any form submitted electronically the checking of any option(s) and completion of fields required shall be deemed to comply with the requirements of this rule.
- (3) Entries & Entry forms are subject to any terms & conditions.

**UNLESS SPECIFIED OTHERWISE RULES 3 to 11 INCLUSIVE SHALL APPLY AT ALL COMPETITIONS AND DEMONSTRATIONS:**

## **3. Chairperson**

- (1) The Chairperson (or Stage Manager if appointed) shall be the sole arbiter and director for all back stage rules outlined in the ACF & Association Rules.
- (2) All persons must comply with any direction given by the Chairperson (or Stage Manager if appointed).



- (3) The chairperson (or Stage Manager if appointed) shall report the circumstances of any non-compliance with rule 3(2) to the Committee of Management.
- (4) Where a chairperson and stage manager are appointed, the stage manager shall assume responsibility pursuant to clause (1)

#### 4. Side Stage Access

- (1) An approved Level 1 Coach must be present side stage at all times when a team or competitor(s) are competing on stage
- (2) The following persons in addition to a Level 1 coach are permitted side stage during competitions:
  - (a) Approved Trainee Level 1 Coaches and
  - (b) An approved assistant accompanying the above
- (3) For the **control of access**, unless directed otherwise by the Chairperson:
  - (a) deleted
  - (b) Competitors, coaches, & assistants shall only access the side stage area from the OP side 'green room'.

The 'green room' is accessed via the external metal staircase at the rear of the theatre and is located above the dressing room toilet area. Entry to the 'green room' is via the landing and is through the 1<sup>st</sup> door on the right. The 2<sup>nd</sup> door is for photography, stage properties and in some circumstances exiting side stage. There is no access for coaches or competitors to the side stage via that 2<sup>nd</sup> door.

- (c) Competitors shall only access the OP side stage area when directed to do so via the red/green indicator lights located above the side stage door.
  - (d) Competitors shall not enter the OP side stage area or open the door whilst the red indicator light is illuminated.

From time to time, for safety reasons, there may be short delays after a team departs the side stage area until the red indicator light is extinguished and replaced by the illuminated green light permitting persons to enter. This may occur while stage dressing is being removed and/or set on stage or when cleaning or maintenance is occurring.
  - (e) All persons accessing the 'green room' shall remain quiet at all times whilst the red indicator light is illuminated.
- (4) Side Stage is defined as the Opposite Prompt (OP) side (tape deck side) and Prompt side (dressing room side) and includes behind the rear curtain and in between the stage curtain legs.

- (5) Access to the stage, side stage and dressing room areas is not permitted from the auditorium.

## **5. Coaches Accreditation**

- (1) Approved Level 1 Coaches and Trainee Level 1 Coaches must wear the appropriate badge to be permitted access to the side stage area.
- (2) Any badge required to be worn must be clearly visible at all times.

## **6. Recording of Competition**

- (1) All State Championships (teams & solo/duos) shall be recorded by the CASA appointed video camera operator.
- (2) All such recordings may be used by the competition adjudicator(s) for reviewing any item and also be used by the Committee of Management in the case of resolving any right of review.

## **6A Digital Light Projector (DLP)**

- (1) Permitted as per the ACF rules.
- (2) Usage shall be governed by any restrictions or conditions of the Committee of Management

## **7 Side Stage Assistants**

- (1) The number of approved side stage assistants must not exceed eight (8) (not including the coach or assistant coach, but including any persons present to handle stage dressing)
- (2) Approved side stage Assistants must comply with the following:
  - (a) Are not permitted to stand side stage, except in the item(s) that they are required for, and
  - (b) Will leave the side stage area, if necessary during the item, when they have performed the duties they were required for, and
  - (c) Are not permitted to enter the side stage area through the entrances of the auditorium, and
  - (d) Must enter and leave via the entrance to the stage dressing storage area on the OP (tape deck) side, and
  - (e) Are not permitted to stand in the stage curtain legs, unless they are performing the duties for which they are required, (i.e. handing items on/off stage.) and

- (f) They shall not prompt.
- (3) A registered participating member (under 18) may assist as a side stage assistant without the necessity to be the holder of a screening to work with children (National Police Clearance Certificate or other permitted screening types).
- (4) A registered participating member may assist backstage with centre back curtains, subject to sub-rule 8. (Members aged 18 yrs. or over preferred)

## **8. Backstage attire**

- (1) Approved side stage Assistants, Back Stage crew, Coaches and Coaches Assistants (if they are performing centre back entry or exits, or handing items on/off) shall wear dark clothing and footwear.
- (2) deleted

## **9. Visibility of Coaches**

- (1) Coaches presenting teams shall remain at all times on the carpeted area on the opposite prompt (OP) side and remain within clear view of the chairperson from the chairpersons normal position at the sound system.
- (2) This shall not apply at any time when the coach is required to perform centre back entry or exits or hand items on/off stage.
- (3) Coaches and assistant's side stage when performing the duties of a side stage assistant shall comply with Rule 7(2)(e) and 7(2)(f).

## **10 Blackouts**

- (1) Blackouts shall be used for all competitions unless specified otherwise in the terms and conditions of the respective competition entry.

## **11. Stage Safety**

- (1) Forward of the proscenium arch, the stage area is marked by a yellow continuous line. For safety reasons, competitors must remain completely inside the yellow lines.  
**Penalty: 10 Points**
- (2) The above penalty shall not apply when a competitor is recovering a dropped rod or club.
- (3) The stage area forward of the arch is that area behind the front tape and inside the side tape.

## 12. Skills Prerequisites

- (1) All members must comply with the prerequisites concerning skills for Calisthenic Solo's, Duo's and Graceful Competitor competitions (other than Seniors 26 and over competitions) conducted by CASA.

<b><i>Introduction of ACF requirements in SA</i></b>		
<b>Age (in year of competition)</b>	<b>Prerequisite</b>	<b>Effective from</b>
8	Test 1	1 <sup>st</sup> January 2014
9	Test 2	1 <sup>st</sup> January 2014
10 & 11	Test 3	1 <sup>st</sup> January 2014
12 & 13	Grade 1	1 <sup>st</sup> January 2014
14 & 15	Grade 2	1 <sup>st</sup> January 2014
16	Grade 3	1 <sup>st</sup> January 2014
17 and above	Grade 4	1 <sup>st</sup> January 2014
<b><i>Skill level must be achieved by the <u>closing date</u> for each competition to be eligible</i></b>		

- (2) For persons with a disability, the "Grade" prerequisites in the above table may be replaced with "Standard Grade" prerequisites as per the ACF Calisthenic Skills syllabus (where provided).

Disability: as defined in the Equal Opportunity Act 1984.

- (3) For the purpose of Rules 17A, 17B and 17C, a member with a disability that has achieved a standard grade level will be regarded as achieving the prerequisite grade level.
- (4) Members with a disability entering a competition that requires a prerequisite skill level should advise CASA in writing of their disability status. A notation "disability" on an entry form will be acceptable. Members may be required to supply further information.

### 13. Graceful Solo Competitor Competition

- (1) Refer to Entry Forms for Graceful Competitor closing dates, entry fees and any other conditions. Additional fees apply for late entry.
- (2) All persons entering this competition shall comply with the following:
  - (a) deleted
  - (b) deleted
  - (c) Sub-Junior, Junior and Intermediate competitors shall compete in all items at that year's CASA State Championships.
  - (d) Senior competitors (under 26 yrs) shall compete in at least 3 items at that year's CASA State Championships.
  - (e) Participants (26yrs & over) can be a minimum of Level 1 coach, or a participating member.
  - (f) Where a competitor does not compete in all required items at that years CASA State Championships then they will be ineligible for the following years Graceful Calisthenic Competitions, provided that such non-appearance in the State Championships was due to an injury or other medical grounds or other just cause, which is accepted by the Committee of Management.
  - (g) Competitive tinies must comply with the ages specified in the terms and conditions of the relevant competition and must compete in all items in that year's CASA State Championships
    - (1) Any claim made due to injury or medical grounds must be supported by a medical certificate signed by a legally qualified medical practitioner
- (3) deleted
- (4) Rule 16(16A) applies to all entrants.
- (5) deleted.
- (6) Rules 13(2)(c), 13(2)(d) and 13(2)(f) do not apply to members from Country Clubs.
- (7) Must meet requirements of Rule 12 (skills prerequisites).

## **14 Selection process for National Graceful Solo Competitors**

- (1) The following process shall apply for selection of National Graceful Solo Competitors
- (2) To be a representative, members must comply with all the requirements of Rule 17A.
- (3) National Graceful Solo representatives shall be determined by finishing order in the CASA Graceful Solo competitor competition from an age section specified in Rule 17A.
- (4) Members specified below must compete in the higher age section in lieu of the lower age section if they wish to be eligible for National Graceful Solo Competitor.
  - (a) Junior 11 years must compete in Junior 12/13 years age section.
  - (b) Intermediate 14 years must compete in Intermediate 15/16 years age section.

Note: Members not wishing to compete at National Competition must compete in their correct age section.
- (5) South Australia shall be represented by the four (4) highest ranked members in each age section referred to in rule 17A 1(c).
- (6) In the event of a tied panel result for a fourth National representative position, the position will be awarded to the competitor who received the higher placing from the centre (main) adjudicator (the side adjudicators results shall be disregarded).
- (7) If a member subsequently withdraws, then the next highest ranked eligible competitor from the CASA competition shall fill the vacant position.

## **14A Selection Process for National Solo or Duo Competitors**

- (1) Elimination competitions referred to in rules 17B and 17C shall be conducted in the following order and manner:
  - (a) Solo's
  - (b) Duo's
- (2) The following shall apply to all Age Sections:
  - (a) An elimination competition shall be held for all items referred to in 14A(1) for the purpose of determining who shall represent South Australia at the National Competition.
  - (b) CASA shall give written notice of the time, date and venue of the elimination competitions to all National team members.
  - (c) Interested National team members shall submit an entry into the relevant elimination competition(s) by completing the CASA National Solo/Duo Competitor Elimination Entry Form and lodging it in accordance with any

conditions contained on the form.

- (d) Elimination competitions shall be open for viewing, and be subject to any other CASA requirements.
- (e) Elimination competitions will be conducted in accordance with the ACF and CASA rules for solo or duo competitions and will be adjudicated by a panel of three.
  - (1) For the purpose of this competition the adjudicators shall use the standard panel process as used in the CASA Graceful solo competitor competition.
- (f) An elimination competition shall be conducted in each age section where the number of entries received in that section exceeds the number of positions allocated to South Australia by the ACF.
- (g) In any elimination competition, the selection of the representatives shall be determined by finishing order.
- (h) South Australia shall be represented by
  - (1) In Solo's: the highest ranked solo competitors in each age section,
  - (2) In Duos: the highest ranked duo teams in each age section.being the number of teams being accepted by the ACF into the respective competition as determined by them from time to time.
- (i) The panel's decision is final.
- (j) If a selected representative subsequently withdraws, then the next highest ranked entrant (not selected) from the elimination competition shall fill that vacant position as if they were selected.

## **15 MAY Competition**

- (1) This rule is to be read in conjunction with Rule 16 and is in addition to that rule. Where there is an inconsistency between the two rules, for May competition, the variations contained in this rule shall apply:
- (2) Refer to Entry Forms for May Competition closing dates, entry fees and any other conditions. Additional fees apply for late entry. Entry dates must be adhered to or further fees and penalties may apply.
- (3) The front curtain may be used for entry and exit with all items.
- (4) Normal competition lighting applies to Intermediate and Senior age sections. For all other age sections, the only lighting permitted is a Black out at the start and finish of a "fancy" item

- (5) The minimum number of participants in any item is four (4).
- (6) Notwithstanding anything else contained within this rule or any other rule, other than at opening or closing, a team must present with and maintain a minimum of 4 competitors on stage to be deemed competitive.
- (7) Time limit rules issued by the ACF will apply to all items. Normal timing penalties will be incurred for breaches of the time limit rules.
- (8) Uniform – Plain Black Leotard, no added trims, sequins or beads. Black or flesh tights and a plain black crossover are optional. Aesthetic skirts or plain folk practice skirts permitted.  
  
PENALTY: 10 POINTS
- (9) Footwear rules issued by the ACF will apply to all items.
- (10) Stage Dressing is not permitted in any items in any section.
- (11) There shall be no Tinies demonstration or competition at May competitions
- (12) Entry into this competition is compulsory for Metropolitan clubs to be eligible to enter and compete in the Association State Championships that same year.
- (13) Hair / Makeup Restrictions: Pending

## **16 STATE CHAMPIONSHIPS**

To be eligible for the State Championships, an affiliated club must have complied Rule 15(12)

The following rules apply to the Association State Championships, **and except as provided for in Rule 15 also apply to the May competitions.**

### **(1) Entry Conditions**

Refer to Entry Forms for State Championships for closing dates, entry fees and any other conditions. Additional fees apply for late entry. Entry dates must be adhered to or further fees and penalties may apply.

### **(2) Registrations**

See Rule 24 Application for Affiliation

### **(3) Team Lists**

- (a) Team Lists must be received at the CASA Office not less than 14 days prior to the commencement of a teams age section.
- (b) Team lists shall only be submitted electronically on the form provided.
- (c) No alterations are permitted to team lists after submission except as allowed



below:

- (1) To remove a member who is suffering illness, injury or who will be absent and/or
  - (2) To add an additional member to the list
- (d) An administration fee, payable by the Club, shall apply for team lists received late.
- (1) List received 7 to 13 days before competition: \$50.00
  - (2) List received less than 7 days before competition: \$100.00
- (e) Teams cannot compete unless a team list has been submitted.

**(3a) Music**

- (1) Digital media to be used in that days/nights competition must be lodged with the Chairperson not less than 30 minutes before the scheduled commencement of competition.
- (2) No digital media shall be accepted in the 30 minute period before the scheduled commencement of competition or after the commencement of competition.
- (3) After the commencement of competition no other digital media may be used except where there has been an equipment or media failure. Any backup media (if available) may then be used.
- (4) CD's must be clearly marked as specified in rule 16(17)(1)(b).  
Note that the chair person may reject any CD not correctly marked.
- (5) CASA is not responsible for incorrect labelling
- (6) Cassette tapes are no longer permitted.
- (7) Digital media includes CD, DVD where a DVD is required for DLP purposes and other devices such as USB sticks etc as advised by CASA.
- (8) Coaches should check the compatibility of their digital media type with CASA

**(4) Over Age Competitors.**

Over-age competitors will not be allowed to participate in any section **except as allowed by Rule 22**

Penalty: DISQUALIFICATION

**(5) Under Age Teams.**

A complete under age team cannot compete in a higher age section.

Penalty: DISQUALIFICATION

See sub rule (10) for team composition requirements

**(6) Competing more than once.**

(1) A competitor shall not compete more than once in any item in any age section

Penalty: DISQUALIFICATION

(2) ACF Rule 1.5e prohibiting a competitor or team from competing in two (2) age sections in the same item shall not apply to the CASA State Championships or May Competition.

**(7) Working Up.**

(1) A competitor shall not work up more than one age section. Penalty applies

(2) This rule shall not apply if the competitors club has not entered a team in the next age section, in a competition.

(3) If 7.2 applies then a competitor shall not work up more than two age sections. Penalty applies

(4) A seven (7) year old Tinie (as at 31<sup>st</sup> December) may work up in Sub Juniors

(5) Working up into Masters is prohibited.

**(8) Choice year.**

(1) deleted

**(9) Minimum Number**

(1) Teams with less than the minimum number will incur a penalty of five (5) points (Breach of Rules) in accordance with ACF Rule 1.6b.

(2) Notwithstanding the ACF rule specifying that Teams with more than two (2) less than the minimum number are not permitted to perform, any team presenting with more than two less than the minimum number may still participate but shall be non-competitive.

(3) The minimum number of participants is determined as below:

(a) Where a club only enters one team in an age section, then a minimum number is not specified.

- (b) Where a club enters multiple teams in an age section, the minimum number for all teams other than the lowest team is eight (8) and the minimum number for the lowest team is four (4).
- (4) Where a minimum number is not specified, the actual minimum number applicable to a team for an item shall be as follows:
  - (a) If there are less than 8 persons indicated on the team sheet as participating in the item, then the actual number of participants indicated shall be the minimum number, and
  - (b) If there are 8 or more persons indicated on the team sheet as participating in the item, then the minimum number for that item is 8.
- (5) Notwithstanding anything else contained within this rule or any other rule, other than at opening or closing, a team must present with and maintain a minimum of 4 competitors on stage to be deemed competitive.

See Rules 16.11 and 16.13 for exclusions from minimum number requirements.

**(10) Team Composition**

- (1) Where a club enters more than one team in any age section, then only participants of true age for that age section are permitted in the first team.

**Penalty: DISQUALIFICATION**

- (2) Where a club enters only one team in an age section, then that team must have at least one competitor of true age.

**Penalty: DISQUALIFICATION**

- (3) Where a club enters a second or subsequent team in an age section and the team is to include under-age participants, the following shall apply:

- (a) An under-age participant must only compete in the lowest ranked team.

**Penalty: DISQUALIFICATION**

- (b) There must be at least four true aged participants in any team with an under-age participant.

**Penalty: 5 points**

- (4) deleted

**(11) Injuries and Illness etc.**

The following applies to members with an injury or illness:

- (1) Competitors appearing with an existing injury or illness, do so at their own risk as their **INSURANCE WILL BE NULL AND VOID**. The Association actively discourages members from participating while injured or unwell.
- (2) If a member sustains an injury during an item and that member leaves the stage area then they shall not be counted for the purposes of minimum number unless that member returns to the stage area during that item.
- (3) Any member who has sustained an injury during the competition and who subsequently fails to appear in the next programmed item that they are on the team list to appear in, shall not be counted for the purposes of minimum number for that item or any subsequent item.
- (4) Any member not so counted for the purpose of minimum number shall not be permitted to compete in any further item.
- (5) If a member competes when not permitted to do so then the team shall be **disqualified** from every item the member competed in.
- (6) This rule applies at all times, notwithstanding that a team's number does not drop below the minimum number of competitors allowed.

**(12) Pregnancy**

- (1) Competitors are not encouraged to compete after the fifth month of pregnancy, and do so at their own risk.

**(13) Non attendance**

Non-attendance for any reason including injury or illness on the day of the Competition, which leaves a Club or team with less than the minimum number of participants, is not a reason for the Club or Team to compete without Penalty.

However:

- (1) An absentee will not be counted for the purpose of determining minimum number upon production of a medical certificate signed by a legally qualified medical practitioner.
- (2) Alternatively, a club in circumstances where it is impractical to have obtained a medical certificate can complete the appropriate CASA form (attachment D) certifying that a member due to circumstances will be absent.

Note: At least three members of the committee of management and who are present at the competition must agree that the circumstances certified justify the lack of a medical certificate before the circumstances can be accepted.

- (3) Members referred to in medical certificates or on the certification form shall not be permitted to compete in any item.
- (4) If a member competes when not permitted to do so then the team shall be **disqualified** from every item the member competed in.

**(14) Tinies Section**

- (1) Age Limit: Seven (7) years and under.  
Minimum age to participate is 3 years old as at 30<sup>th</sup> December
- (2) Tinies under 5 years of age as at 30<sup>th</sup> December cannot be competitive (i.e. for demonstration only).
- (3) A seven (7) year old tinie may work up in Sub Juniors. See also working up rule.
- (4) Tinies competition shall only be four (4) items, which shall be March, Exercises, Rods and a dance item (as advised).
- (5) Tinies do not have to appear in all items.
- (6) There is no aggregate result applicable to the tinies competition.

**(15) Registration and Entry Forms**

See Rules 2D and 24

**(16) Centre Back entry/exit:**

- (1) Only 2 competitors at any one time may enter or exit through the black/back curtain in any item. Penalty applies
- (2) From **1<sup>st</sup> January 2010** ACF Rule 1.1e) iv) shall apply, and **the Standard back curtain may not be brought forward of the taped markings on the floor.**

**(16A) Cyclorama**

Intentional contact with the Cyclorama (the painted wall at the rear of the stage area) shall be disqualification.

**(17) Music Equipment**

- (1) A digital media player will be provided for all sections subject to the following:
  - (a) Coaches are to provide their own digital media and should check that their media type is compatible
  - (b) Digital media must only contain one track and be clearly marked with club's name, section/division, and the item number

- (c) Digital media must be correctly cued, and
  - (d) For fancy items must also include the title of the item.
- (2) Failure to comply with sub-rule (1)(b) may result in a CD/DVD being rejected by the Chairperson.
- (2a) Digital media includes CD/DVD and USB.

NOTE: The CD player is MP3 compatible. Cassette tapes are not permitted.

- (3) **From 1<sup>st</sup> January 2011 live music accompaniment from side stage is not permitted.** The piano and standard drum set will no longer be provided.

NOTE: Tambourines and other aids used by a coach sidestage are not classified as live music.

### **(18) Lighting**

- (1) A maximum of 12 cues or less per item.
- (2) Only theatre provided stage lighting may be used.

Penalty applies

- (3) Side (wing) lighting is not permitted

Penalty applies

### **(19) Balloons**

- (1) Helium filled balloons are not permitted on stage at any time.

Penalty applies

### **(20) Smoke Machines**

The use of smoke machines is permitted subject to the following.

- (1) The user must supply a minimum of 3 laminated warning signs, bearing the words "WARNING smoke machine in use"
- (2) Signs to be not less than A4 size and of a font size so as to be clearly visible to all patrons upon entry.
- (3) Such signs must be supplied at a time so as to be displayed prior to the auditorium being opened for public access.
- (4) Signs shall be prominently displayed by CASA staff at or near the auditorium entrances, advising patrons of the use of the machine.
- (5) The chairperson shall advise patrons at commencement that a smoke

machine will be in use and should remind patrons before the item using the machine commences, allowing any patrons to leave the auditorium if they so desire.

- (6) Smoke machines shall not be taken onto the stage area unless they are of a hand held type or on a wheeled trolley. Machines may not be dragged, slid or pushed across the flooring.

**(21) Damage**

- (1) Where any damage occurs through use of any smoke machine used other in accordance with rule 16.20.1.6 the club shall be responsible for the cost of repairs and repainting of the stage area.
- (2) Clubs shall be responsible for any damage caused to the stage floor or to the cyclorama during the setup or removal of stage dressings, including making good the damage and repainting the area concerned to an acceptable standard.

**(22) Stage Dressing etc.**

- (1) **Notwithstanding the definition of stage dressing in ACF Rule 1.1i**, stage dressing for the purpose of this rule includes items introduced to the stage area at any time.
- (2) Stage dressing must comply with this rule and Attachment G and H.
- (3) Stage dressing shall not be permitted to be set (placed on the stage) or be held behind the black rear curtain for team items.
- (4) For Senior Minimal Rules the following applies:
  - (a) Each team may have stage dressing in three (3) items only.
  - (b) The items to incorporate stage dressing shall be nominated on the competition entry form.
  - (c) A team shall be disqualified if stage dressing is used in any item not nominated or used for more than 3 items.

**(22a) Flys**

Not permitted

**(23) Presentations**

All competitors and coaches are required on stage at completion of competitions for the presentation of awards.

**(24) Footwear to be worn at rear of Theatre**

- (1) All competitors and coaches are required to wear footwear at all times when accessing the rear of the theatre. Persons will be refused access if footwear is not worn.
- (2) This shall not apply:
  - (a) when accessing the side stage area via the outside stairs from the dressing room, or
  - (b) when accessing the dressing room from the side stage area via the outside stairs from the side stage area

**(25) Throwing articles**

- (1) Nothing is permitted to be thrown from the stage area to any area off stage, including into the audience.

**10 point penalty.**

**(26) Aggregate Trophy**

- (1) ACF rule 1.2) To be eligible for the aggregate a clubs first team or a clubs only team in an age section must compete in all items programmed.

**(27) Penalties**

- (1) Where a penalty is provided within Rule 16, each rule breached unless specified otherwise will be penalised by a deduction of 10 points with the exception of minimum number (5 points).
- (2) Penalties apply in addition to ACF rule breaches except where the ACF rule and CASA rules are duplicated, in which case a penalty shall only be applied once.

**(28) Dressing Room**

- (1) Clubs shall be responsible for keeping their designated area clean. Clubs may be charged a cleaning fee or areas left in an unacceptable condition, including dirty marks, makeup or lipstick on walls, mirrors etc.

Minimum cleaning fee \$250.00

- (2) It shall be the responsibility of the club to check their designated area for cleanliness upon arrival and bring to the attention of the dressing room supervisor any marks or damage. Clubs not complying with this requirement shall be deemed to have caused any marks/damage etc.



**(29) Photography Restrictions**

- (1) There shall be no photography of any kind in the dressing room or warm up area adjacent to the dressing room including still, flash and video taken by any device including cameras or mobile phone.

Penalty: \$300 minimum. This penalty may not be reduced or mitigated.

- (2) If any person including any participant, coach, helper or parent breaches this rule, the club shall be deemed responsible for the taking of the photograph, regardless of whether the club had taken steps or not to prevent the taking of photographs.

**(30) ACF Disability Notification Form (advice of competitor with a disability)**

Must be submitted 30 minutes prior to commencement of the competition.

**16A Application of ACF Minimal Rules**

The ACF minimal rules (as varied by these rules) shall apply to Senior Section.

**16B Stage Dressing Setup & Removal Time**

1. For the purposes of ACF rule 1.9 a) ii) the following time limits shall apply in relation to Fancy items.
  - a) Set up - 3 minutes and
  - b) Removal - 3 minutes.
2. For the purposes of ACF rule 1.9 a) iii) the following time limits shall apply in relation to minimal rules items.
  - a) Set up - 3 minutes and
  - a) Removal - 3 minutes.

NOTE: Any breach of ACF rule 1.9 will incur a timing penalty.

**16C MASTERS COMPETITION**

- (1) A Masters competition may be run in conjunction with the State Championships each year.
- (2) Where a Masters competition is conducted the following shall apply:
  - a) Team members must be 26 years of age or older
  - b) **From 1<sup>st</sup> January 2016** members may not compete as a Senior and a Master.
  - c) Items will be as advised for each competition

- d) There shall be placing's only for individual items and NO aggregate points.
- e) To be eligible for the competition, teams must be entered in at least 3 items
- f) Time limits as per ACF rules.

Reminder: Rules 2A, 2B, 23 and 24A apply.

- (3) Entries into any Masters competition will only be accepted from
  - a) affiliated clubs who have members registered in any age section including Masters ,or
  - b) affiliated clubs consisting solely of members who are registered as masters.

Note: Pursuant to Clause 5 of the Constitution, only Clubs & Associations may affiliate with CASA. - affiliation does not and cannot be extended to teams.

- (4) To be eligible for entry, any standalone Masters team must affiliate themselves with or amalgamate with a CASA affiliated club and the members who are Masters must register at the club the team affiliates or amalgamates with.
- (5) A masters team entered by an affiliated club may nominate and be recorded in any official competition programme under an assumed name which may or may not include the affiliated clubs name. Any assumed team name should be included on the entry form.

## 17. Solo/Duo Competition Rules

- (1) Please refer to Entry Forms for Solo/Duo Competition closing dates, conditions and entry fees. Penalties apply for late entry.
- (2) To be eligible to compete in the Solo/Duo Competition members shall comply with the following:
  - (a) Competitors shall be registered with and attending an affiliated Club, and
  - (b) Competitors shall have competed in all items in that year's State Calisthenic Championships.
  - (c) Senior competitors (under 26 yrs) need only compete in a minimum of 3 items to be eligible.
  - (d) Participants (26 yrs and over) can be a minimum of Level 1 coach, or a participating member
- (3) Rule 17(2)(b) does not apply to members from Country Clubs
- (4) deleted
- (5) Where a competitor does not compete in all required items at that years CASA State

Championships then they will be ineligible for the Solo /Duo Competitions, provided that such non-appearance in the State Championships was due to an injury or other medical grounds or other just cause, which is accepted by the Committee of Management.

- (6) Any claim made re injury or medical grounds referred to in (5) above, must be supported by a medical certificate signed by a legally qualified medical practitioner.
- (7) Tinies may participate in this competition for demonstration purposes only.  
Time Limit – 1½ to 2½ minutes
- (8) Rule 16.16A (Cyclorama) applies
- (9) Must meet requirements of Rule 12 (skills prerequisites)

### **17A. National Graceful Competitor**

Eligibility to compete at the National competition shall be subject to the following:

- (1) Members:
  - (a) must be a member of the current year's National Team, and
  - (b) must have achieved the relevant ACF Calisthenic skills level necessary, and
  - (c) must have competed in one of the following Graceful Competitor age sections at that years CASA Graceful Solo Competitor competition.
    - a) Junior 12/13 years, or
    - b) Intermediate 15/16 years, or
    - c) Seniors.
- (2) In the event that there is no team competition offered by the ACF in a particular age section, sub rule 1(a) shall not apply to that age section

### **17B. National Solo Championships**

- (1) National solo competitors shall be chosen by participation in an elimination competition.
- (2) Entry into the elimination competition shall be subject to the following:

Competitors:

- (a) must be a member of the current year's National Team, and
- (b) must have achieved the relevant ACF Calisthenic skills level necessary to be considered for selection, and

- (c) must have completed and returned the competition entry form in accordance with any conditions, and
  - (d) must not have been selected for National Graceful solo competitor competition.
- (3) An invitation to attend an elimination process will be extended to all eligible National Team members
- Note: It is not necessary for a National team member to have competed in the CASA solo or duo competition to be eligible to enter this competition.
- (4) In the event that there is no team competition offered by the ACF in a particular age section, sub rule 2(a) shall not apply to that age section.

### **17C National Duo Championships**

- (1) National duo competitors shall be chosen by participation in an elimination competition.
- (2) Entry into the duo elimination competition shall be subject to the following:
- Both members of a duo team:
- (a) must be a member of the current year's National Team, and
  - (b) must have achieved the relevant ACF Calisthenic skills level necessary to be considered for selection, and
- (3) Either member of a duo team must have completed and returned the competition entry form in accordance with any conditions, and
- (4) Neither member of a duo team must have been selected for National Graceful competitor competition.

Note: It is not necessary for a National team member to have competed in the CASA solo or duo competition to be eligible to enter this competition.

- (5) An invitation to attend an elimination process will be extended to all eligible National Team members
- (6) In the event that there is no team competition offered by the ACF in a particular age section, sub rule 2(a) shall not apply to that age section

### **18 National & State Team Rules**

- (1) All affiliated clubs which have competed in the Association's State Championships are eligible to have members chosen in a CASA National or State Team, subject to the

following conditions:

- a) The members club must have competed in the current year's championships.
  - b) Members must have no outstanding payments to either their club or CASA.
  - c) Members must not be suffering from any illness, injury, condition or disability that may prevent them from performing their duties in a National or State team
  - d) Members standing for selection must have participated in all items in the current year's State Championships (except Senior Competitors who can compete in a minimum of 1 item or Level 1 Coaches who are not required to compete)
  - (e) Members must demonstrate their ability in all items of Calisthenics.
  - (f) Members must in their National/State team year be a registered participating member of an affiliated club and must compete in all required items at the May competitions and that years State Championship.
- (2) All members selected to teams shall be required to sign the CASA Team Standards of Behaviour document (Attachment E) and comply with its contents.
  - (3) Notwithstanding sub-rule (1)(d) a member who did not compete in the required number of items as a result of circumstances related to Rule 24A.2 is eligible for selection.

## **18A Precision Team Participation Criteria**

Members must be currently registered at an affiliated club.

## **19 National / State Teams**

- (1) Age limits for National / State Team Members as at 31st December in the year of Competition:

Sub-Junior	9 years or older
Junior	13 years and under
Intermediates	16 years and under
Senior	17 years and over

- (2) Members standing for selection in a National or State Team must submit an expression of interest form to CASA (and comply with any/all conditions) by the closing date. Forms must be:

- (a) certified by their Club Secretary/Principal Coach, confirming they competed in

all required items in the current year's State Championships, and

- (b) they have no outstanding payments to their club
- (3) Members returning from injury or members who did not participate in all required items at the State Championships due to illness/injury, must attached a Full Medical Clearance Certificate relating to that injury/illness, condition or disorder along with any management plan.
- (4) Members with outstanding payments to CASA are not eligible for form submission or selection.

See rules 14, 17A & 17B re National Graceful / Solo / Duo selections and eligibility.

## **20 Development Team & Other CASA Representative Teams**

- (1) Age limits for Team Members as at 31st December:

Sub-Junior	9 years or older
Junior	13 years and under
Intermediate	16 years and under (unless otherwise specified)
Senior	17 years and over (unless otherwise specified)
- (2) Members standing for selection, in a Development or other CASA Representative Team must comply with the following:
  - a) Members shall be currently registered at an affiliated club, and
  - b) Members shall remain registered throughout their period of participation, and
  - c) Shall submit an expression of interest form to CASA by the closing date.
  - d) Forms must be:
    - (1) certified by their Club Secretary/Principal Coach, confirming they competed in all required items in the current year's State Championships, and
    - (2) they have no outstanding payments to their club-
- (3) Members returning from injury or members who did not participate in all required items at the State Championships due to illness/injury, must attached a Full Medical Clearance Certificate relating to that injury/illness, condition or disorder along with any management plan.
- (4) Members with outstanding payments to CASA are not eligible for form submission or selection.
- (5) The following restrictions apply to Development team selections from 2<sup>nd</sup> April 2014:
  - (a) A development Team member cannot do more than two (2) consecutive years

in the same age section in a Development Team – regardless of the age section.

- (b) National Team members are not eligible for the Development Team in the same age Section, e.g. if a member has ever competed at Sub Junior National they are not eligible for any Sub Junior Development team.
  - (c) National team members are not eligible in the next age section of a development Team until the 2<sup>nd</sup> year, e.g. a member who has done Sub Junior National is not eligible for the Junior development Team until they are a 2<sup>nd</sup> year Junior.
- (6) Teams selected pursuant to this rule are not State teams unless declared so by the committee of management. Only State team members shall be eligible wear the CASA 'official' tracksuit.

## **21 National / State Team Personnel Criteria**

- (1) Only approved accredited Level 1 Coaches from a competitive affiliated club who is actively coaching a competitive team or teams (excluding Tinies) which competed at that years State Championships may apply to be appointed as National or State Team Coach.  
  
Verification of club coaching appointment required.
- (2) Only approved accredited Level 1 Coaches from competitive affiliated clubs actively coaching a competitive team or teams (including Tinies) may apply to be appointed as National or State Team Assistant Coaches (includes both 1<sup>st</sup> and 2<sup>nd</sup> Assistant)  
  
Verification of club coaching appointment required.
- (3) Persons applying for a position as a National or State Team Coach or Assistant Coach must only apply on the current Association Coaches application form and comply with any / all conditions on the form or the application shall be deemed invalid and the person shall not be considered for a position.
- (4) Any coach or Assistant Coach, after appointment to an Association coaching position, unless extenuating circumstances apply, must continue to actively coach a competitive team at a competitive affiliated club.
- (5) Extenuating circumstances include a temporary illness or injury and any other circumstance beyond the control of the person other than dismissal whereby they are no longer actively coaching a competitive team at a competitive affiliated club.
- (6) Any appointed coach or assistant coach who does not meet the requirements of 21(4) will be required to vacate their position and such direction to do so may be given at any time by the committee of management
- (7) Only approved members from an affiliated club who have attained the minimum

qualification of cadet coach can apply to be considered for the position of Demonstrator to a National or State team.

- (a) The Association may require certain essential qualifications or skills which shall be listed on the application form.
  - (b) Demonstrators shall be at all times either a registered participating member or an Associate member of CASA.
  - (c) Members failing to comply with 21.5.2 may be required to vacate their position.
- (8) All Coaches (Team/Soloists) must have a minimum of level 1 accreditation.
- (9) Any approved Associate member may apply to the Committee of Management for appointment as a National or State Team Manager or Chaperone.
- (a) The Association may require certain essential or desirable skills which shall be listed on the Team Manager / Chaperone application form.
- (10) Only members of the Committee of Management may apply to be appointed as a National team Official.
- (11) Prior to commencement as a National or State Team Coach, Assistant Coach, Chaperone or Team manager, the person must sign the relevant Association agreement (contract) and abide by its content.
- (12) The Association shall not cause or permit any appointed Coach, Assistant Coach, Chaperone, Team manager or Demonstrator to fulfil any of the required duties of those respective positions unless the person has duly signed their relevant Association agreement (contract)
- (13) All personnel shall sign the CASA Team Standards of Behaviour document (Attachment E) and comply with its contents.
- (14) All coach selections shall be carried out in accordance with the CASA Coaches selection policy and Coach Appointment & Rotation policy.

## **21A CASA Representative Team Selections**

- (1) All CASA Representative Team selections shall be conducted in accordance with the CASA Representative Team Selection Policy.

## **22 Special Rule: Age Limits**

(This rule is made in accordance with the ACF Disability Policy and ACF flexible rule for Ages)

The following shall apply to any competition or demonstration.

- (1) Where a participating members actual age places them in one age section and there medically assessed mental age would place them in a lower age section then that



member may be registered in and compete in that lower age section.

- (2) For the above to apply, the committee of management must be supplied with a brief written request from the club accompanied by any supporting medical documentation.
- (3) The committee of management after due consideration of the matter shall, if justified, approve the request.
- (4) For the purposes of rule 16(4) (over-age competitors), the following shall apply to all clubs
  - (a) Where a club has two (2) or less participants registered in an age section then those participants shall be permitted to participate in team items in the age section below the participant's true age section, subject to (c), provided that no team is entered by the club in the true age section.
    - (1) True age section means the age section that a member must be registered in, to comply with Rule 16(2)
    - (b) For the purpose of rule 16.10 a permitted over age competitor shall be deemed to be of true age.
    - (c) A Senior may not be turning or have turned more than 18 years of age.
    - (d) Subclause (c) does not apply to country clubs.

### **23. Location of affiliated clubs**

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

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

### **24 Application for affiliation**

- (1) Any South Australian club applying for affiliation after the 31<sup>st</sup> of March shall not be entitled to participate in the Associations State Championships that year.
- (2) Participating member applications must be made no later than 31st March.
  - (a) This rule does not restrict the Association accepting applications for participating membership after the 31<sup>st</sup> March.
- (3) Applications for Associate membership close on 31<sup>st</sup> March.
- (4) A fee applies for Affiliation: See Fees Schedule
- (5) All applications shall only be made on the forms provided.
  - (1) Participating member forms shall be signed by the Team Coach and the Club Secretary certifying the correctness of the information therein.
  - (2) In the case of any form submitted electronically the checking of any option(s)

and completion of required fields shall be deemed to comply with any signature or certification requirements of this rule.

- (6) Applications for affiliation (membership) cannot be accepted from any individual, Club or other body until any outstanding payment(s) or debts are paid to the Association.

**(7) Registrations**

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

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

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

**24A Transfers**

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

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

Note: 2 A member who was not registered at any time during the previous Calisthenic year and who returns to the sport does not require a transfer.

Note: 3 Eligibility to transfer is subject to having no outstanding monies owing to the club

Note: 4 See Transfer form for completion and submission criteria

- (2) A member who has their current club membership/registration involuntarily terminated/cancelled by their club during the prohibited period shall be eligible to change clubs and be re-registered and compete.
- (3) A member who resigns or cancels their club membership/registration during the prohibited period is not eligible to change clubs and to be registered at another club until after expiration of the prohibited period.

- (4) From 1<sup>st</sup> January 2018, all transfer forms shall only be submitted online to CASA. No hardcopy forms accepted.
- (5) Upon receipt of the transfer form and applicable fee CASA will contact the club that the member is transferring from to ascertain the financial status of the transferee.
- (6) The transfer will be processed by CASA when there is an acknowledgement that the transferee is debt free.
- (6) An Administration Fee of \$15 applies to all transfers and must be paid at the time of submission of the form.

## **25 Member Protection Policy**

- (1) All members shall comply with the requirements of the Member Protection Policy.
- (2) In addition to the requirements of the Policy, any person who is to be appointed to an executive committee position of any club shall be the holder of a current National Police Clearance Certificate (NPC) or DCSI Screening check for working with children except as otherwise provided by these rules and must be approved prior to being appointed to their position.
- (3) For the purpose of this rule, an executive committee position includes any or all of the following:
  - President,
  - Vice President,
  - Secretary,
  - Treasurer, and/or,
  - Any other position that performs the normal tasks or functions associated with any of these positions regardless of the positions title
- (4) All members of the CASA committee of management and every coach from an affiliated Club from the 31<sup>st</sup> March 2018 shall be the holder of a current Department for Communities and Social Inclusion (DCSI) Screening for working with children..
- (5) An affiliated club shall not fail to meet its obligations pursuant to this rule.
- (6) Any club that fails to comply with this rule in so far that it relates to an executive committee member not being approved before being appointed to their position or remaining in a position while not the holder of a current NPC, or in the case of a coach not holding a current DCSI Screening shall have its affiliation with the Association suspended.
- (7) Such suspension shall remain in force for a period either specified by the Committee of management or until the club and/or coach complies with its obligations.

- (8) Where a clubs affiliation has been suspended, a re-affiliation fee of \$100 shall apply.
- (9) The following classes of persons are exempt from providing an NPC, subject to acceptance by the Member Protection Information Officer:
- Teachers: upon presentation of the original or a certified copy of their current Teachers Registration Board of SA Certificate.
  - Persons, upon presentation of an original or certified copy of a letter from the Professional Standards Office, Catholic Diocesan Centre, Adelaide.
  - Current serving members of any Police service upon presentation of their police identification from their relevant jurisdiction or a certified copy.
  - Persons, upon presentation of an original or certified copy of a letter from an authority (including religious bodies) that conducts criminal history checks which are equivalent to those conducted for an NPC as a condition of the person's employment or volunteering.
  - Persons holding a current DCSI screening check for working with children.
- (10) Approvals based upon the above mentioned letters shall be valid for 3 years from the date of the letter.

## **25A Child Safe Officers**

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

## **26 Royalty Theatre**

All clubs shall comply with the following:

- (1) Royalty Theatre Fire Safety Requirements Stage Dressing Management procedures document (Attachment A) as varied from time to time. Penalties apply
- (2) Stage dressing requirements (Attachment G)
- (3) All applicable venue procedures and rules
- (4) Supplied Equipment

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

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

## 27. Grading Rules

The following shall apply in relation to clubs team grading.

- (a) Club grading's shall be advised before 1<sup>st</sup> December.
  - (b) Notwithstanding anything else contained within this rule, a grading may be varied at any time prior to a team competing in May (subject to 27.4) by notice given in writing.
  - (c) Grading's shall not be altered for any reason, except in exceptional circumstance, after a team has competed in May.
  - (d) These rules do not apply to Tinies Section.
- (1) New Clubs
- (a) Any Calisthenic club or college that applies for affiliation with the Calisthenic Association of SA (CASA) that was not either affiliated with CASA in the previous year or did not enter a team in any age section in the previous year's State Championships shall be deemed a new club
  - (b) All teams from newly affiliated clubs shall be graded into the lowest Division of each age section.
  - (c) Any non-South Australian club from an ACF affiliated association that applies for entry to compete in a CASA competition that did not compete in the corresponding CASA competition in the year previous to its application for entry shall be deemed a new club.
  - (d) All non-South Australian club teams from an ACF affiliated association shall be graded at the sole discretion of the Committee of management.
    - (1) The Committee of Management may delegate the grading to be determined at sub-committee level for final approval by the Committee of management.
  - (e) Where rule 27(1)(d) applies, the Committee or sub-committee shall make all endeavours to not relegate an SA club from that age section into a lower division
  - (f) The numbers of non SA clubs admitted to each age section of the State Championships shall be determined by the Committee of Management as and when required.
- (2) New Teams from affiliated clubs
- (1) If an affiliated club enters a first team in an age section in a CASA competition that they did not have a team entered in the previous year's State Championships, then that club team shall be graded into **the lowest Division**

of that age section.

**(3) Promotion & Relegation**

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

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

**(1) Promotion**

- (1) All Divisional winners, other than Championship Section, shall be promoted to the next Division
- (2) The Committee of management may for the purposes of ensuring the required numbers of teams in age sections as specified in 27(7)(1) promote teams other than those mentioned in 27(3)(1)

**(2) Relegation**

- (1) All club first teams in every age section, other than a team in the lowest Division, finishing last shall be relegated to the next division
- (2) deleted

**(3) Variation**

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

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

**(4) Procedure**

- (a) Upon receipt of request for a review of a grading, the **committee of management** shall discuss the merits of the application.
- (b) If the application is approved in principle, the Secretary

shall notify the club to be affected by the possible alteration of a grading.

- (c) If the club to be affected by the alteration of grading does not wish to be promoted, then the application for variation of grading submitted to CASA shall not occur.
- (d) The Secretary shall notify the club that requested the review of grading of the outcome in writing.

**(4) Exceptions for Promotion & Relegation**

- (1) If a club does not apply to the Association for affiliation or does not enter a team in the May competition, or withdraws from the May competition more than 28 days prior to appearing then a further (the next highest placed) team from the previous year's State Championships shall be promoted in order to maintain the club team numbers in a particular Division.
  - (1A) For the purpose of this sub-rule, the next highest placed team shall be the team relegated from the Division above followed by the team that finishes 2<sup>nd</sup>, then 3<sup>rd</sup> etc.
  - (2) The method of back-filling teams in 27(4)(1) continues to operate until such time as there is the required number of teams in a Division as required by rule 27(7)(1)
  - (3) Clubs affected by a change of division 28 days or less from their scheduled May competition date may choose to compete in May in either division.

**4A Transitional Arrangement for 2009**

Deleted

**4B Regrading of New Teams from New Clubs**

- (1) An alteration in grading pursuant to rule 27b for any new team from a new club shall be based solely upon merit.
- (2) The Secretary upon becoming aware that a team from a new club is being entered into a competition shall contact the team coach or club and advise that they may apply in writing within 7 days for a regrading of any/all of their new teams.
  - 1. If regrading is sought: the club/coach shall submit a written request to the CASA Secretary for regrading within 7 days of being advised. The application should include the reasons why regrading is sought.

2. The Secretary upon receipt of a written request for regrading shall advise the committee of management, and
3. The committee of management shall appoint two qualified persons to attend the club and view the team(s) for which regrading has been sought, and
4. The persons appointed shall report to the committee of management who will then make a decision concerning the matter.
5. A qualified person for the purpose of 27.4B.2.3 is an adjudicator or a coach or skills examiner.
6. New teams from new country clubs may be required to submit a video of their work in lieu of the qualified persons attending personally.

- (3) The Secretary shall advise the club/coach in writing of the committee's decision.

**(5) Team Order (Grading)**

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

**(6) Limit of team numbers**

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



to exceed a safe limit as determined from time to time.

- (b) The safe limit for the downstairs dressing room has been determined at 120 persons.
- (c) The safe limit for upstairs (second floor studio) is 50 persons

**(7) Restrictions on number of teams and team members**

- (1) The actual number of team members in each competition shall be as follows:
  - (1) Tinies: 6 teams of up to 16 members maximum
  - (2) Sub-Juniors 6 teams of up to 18 members maximum
  - (3) Juniors: 6 teams of up to 18 members maximum
  - (4) Intermediates: 6 teams of up to 18 members maximum
  - (5) Seniors – Championship 6 teams of up to 22 members maximum
  - (6) Seniors – other divisions 6 teams of up to 18 members maximum
  - (7) Masters 6 teams up to 18 members
- (1a) Where a team exceeds the maximum number, Clubs may apply in writing to the **Committee of management** for a variation of numbers and dependent upon total numbers in their respective competition and with regard to the safe limit the committee may grant an increase of up to six (6) extra members.
- (1b) Where total numbers of persons may exceed the dressing room safe number, the committee of management may invoke special arrangements concerning dressing room areas.
- (2) Each team is limited to 1 coach and 1 assistant in the dressing room.
  - (1) Tinies and sub-juniors may have an additional assistant.
  - (2) For the purpose of dressing room numbers a trainee level one coach will be counted as an assistant.
- (3) Any variation to actual numbers allowed by CASA shall be advised in writing.

**(8) Alteration to Promotion and Relegation**

- (1) CASA shall at intervals of not less than three years and not more than five years review the process and may alter promotion and relegation to two or more teams promoted and relegated.
- (2) Where at any time two or more teams are unable to be separated on results as provided by Rule 27(5), CASA may promote or relegate teams as required.

**27A Grading By Video**

The following shall apply in relation to grading for the following competitions:

- A. Graceful Competitor and
  - B. Solo/Duo
- (1) Video means VHS tape, DVD or USB.
  - (2) An entrant may be graded by the supplying of a video of their performance only in the following circumstances.
    - (1) The member is registered at a country club, or
    - (2) The member is registered at a metropolitan club and will be, at the actual time of their age section grading be participating in a legitimate and verifiable Educational, Cultural or Sporting event being held Interstate or Overseas that will prevent them from participating in their grading session.
    - (3) Examples of events referred to in 2.2 include: State or National representative sporting events, overseas school language study tours, Interstate or International dance, music or choir events, and Student exchange programs. Family holidays and trips or where the entrant will be a spectator only do not qualify.
  - (3) The competition entry form shall be completed as appropriate, clearly indicating that the entrant is or is not applying for grading by video and in the case of a metropolitan member applying for grading by video, the entry form must be accompanied by a completed Event Information form (available from the CASA office or website).
    - (1) The penalty for providing false or misleading information on an Event Information form shall be disqualification.
  - (4) Any entry form not completed in accordance with sub rule 3 means that the entrant has chosen not to be graded by video but attend the relative grading session. Upon receipt of that entry form, such entrant shall not then be permitted to be graded by video.
  - (5) The recording of the performance must be as professional as possible.
  - (6) Multiple entrants are not permitted on a video.
  - (7) Video's must be clearly marked with the entrants' name, age section and a description of their costume.
  - (8) Videos must be received at the CASA office no later than the close of business on the day of commencement of all grading's. Videos may not be lodged at the theatre ticket box.
    - (1) If grading commences on a Saturday or a Sunday, the video must be received before the close of business on the preceding Friday.

- (2) Responsibility shall lie with the entrant to ensure that their video is received on time.
9. A video shall not be received by CASA other than in accordance with sub-rules 6, 7 and 8.
10. Video grading shall be conducted at the sole discretion of the adjudicator. (Generally this will be at the conclusion of the final grading session for that age section.)
11. The critique paper and the video will be returned on the entrant's finals night/day unless other arrangements are made for the return.
12. Coaches are encouraged to contact CASA and supply a facsimile number or email address for the critique sheet to be forward to.

## **28 Nomination of Delegates & Proxies For A.G.M.**

### **Failing to Nominate Delegates**

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

### **Failing to Nominate Proxies**

- (2) Where an Affiliated Club is entitled pursuant to Clause 28.15 of the Constitution to appoint two members as its proxies by notice given to the Secretary no later than seven (7) days prior to the date of the close of nominations for the Executive and Committee of Management fails to appoint two members as its proxies then that Affiliated Club, unless it has complied with rule 1 will be subject to a penalty.

- (1) A country club may appoint the Association President and Association Secretary as its proxies.

- (1) In the absence of either the Association President or Secretary at an AGM, then those proxies shall be allocated to the person presiding over the AGM and the person fulfilling the role of Secretary at that particular time.

### **Penalty**

- (3) For a breach of either sub-rule 1 or 2 the penalty may include a monetary penalty, suspension or cancellation of affiliation (including in the following year), exclusion from future CASA competition or any other penalty or a combination of any of these.
- (4) The minimum penalty for a breach of sub-rule 1 or 2 is \$1.50 per registered participating member of that Affiliated Club as at the closing date of nominations

for the Executive and Committee of Management.

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

**Attendance at AGM is compulsory**

- (13) All nominated delegates or proxies shall attend the AGM.
- (14) Where an affiliated club has complied with rules 1 or 2 and the nominated delegates or proxies fail to attend the AGM then the Affiliated Club will be subject to a penalty.
- (15) Any penalty provided for by sub-rule rule 14 shall be the same as provided in sub-rules 3 and 4 for failing to comply with either sub-rule (1) or( )2.

- (16) If, for any reason, a nominated delegate or proxy is not able to attend at the AGM then the delegate or proxy must advise the Secretary prior to the scheduled commencement time of the meeting so that a notation may be made in the minutes of the meeting as an 'apology'.
- (17) An additional penalty of \$50.00 shall apply to a club whose delegate or proxy fails to attend the AGM and also fails to comply with sub-rule 16.
- (18). The membership entitled to vote at an AGM may impose an additional penalty (as provided in rule 3) for any club that fails to comply with sub-rule (16).

## **29 Exemptions from CASA rules**

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

### **29A Review of Rules**

- (1) The Committee of management shall review the Rules each year.
- (2) Any alterations to the Rules shall be made prior to the 30th of June in each year and such alterations shall not become effective until the 1<sup>st</sup> of January the following year.
- (3) Notwithstanding sub-rule 1, the committee may amend or add to the Rules at any time to be effective immediately or at some other time.
- (4) Where such changes are made in accordance with sub-rule (2) to be effective immediately or at some other time, the Secretary of each affiliated club shall be notified within 14 days of such alteration and provided with a brief explanation as to why such change has been invoked.
- (5) All affiliated clubs shall receive a revised copy of the rules at the beginning of each year.
- (6) For the purpose of sub-rule 4 it shall be sufficient for the Association to publish the rules on its website.

## **30 Appeals**

### **(1). General**

- (1) These rules are made pursuant to Clause 31.8 of the Constitution of the Calisthenic Association of South Australia Incorporated and are in addition to the requirements of Clause 31 of the Constitution.
- (2) These rules shall apply to all appeals and any tribunal held pursuant to Clause 31 of the Constitution.
- (3) No tribunal shall be established unless these rules and the provisions of Clause 31 have been complied with.
- (4) The Associations representative(s) for the purpose of these rules shall be the Administrator or a Committee Member.

(1) The Administrator is a person appointed pursuant to Clause 32 of the Constitution. The position occupied by the Administrator is titled Administrative Officer.

(2) Committee member is as defined in Clause 2.7 of the Constitution.

**(2) Registered Office**

(a) The address of the registered office of the Calisthenic Association of SA is 65 Angas Street, ADELAIDE, S.A. 5000

(b) The office hours and normal business hours for the registered office are those that are published from time to time on the Associations website [www.calisthenicssa.com.au](http://www.calisthenicssa.com.au) and which are displayed on the office door.

**(3) Appeal Notice**

(1) For the purposes of Clause 31.2 of the Constitution “a notice” is the CASA form titled NOTICE OF APPEAL (hereafter referred to as “a Notice”).

(1) A Notice consists of a cover page (page 1 of a Notice), and up to two other pages (these are called the statement of facts and are pages 2 & 3 of a Notice)

(a) The cover page requires basic information concerning the appeal.

(b) The statement of facts will contain the discussion or argument in support of the ground of appeal.

(2) Nothing other than that allowed by these rules shall be written, printed or marked on the cover page.

(3) A Notice shall not be hand written.

(4) A Notice shall be in printed form.

(5) A Notice and Statement of facts shall be in Arial font of not less than size 12.

(6) The statement of facts shall not be printed on the rear of a cover page.

(7) The statement of facts shall be limited to two single sided A4 pages.

(8) Pages in excess of that allowed by 3.1.7 shall be disregarded.

(9) The statement of facts shall be securely attached to the cover page.

(10) The statement of facts pages shall have a left margin of not less than 2.5 centimetres (cm.), right margin of not less than 1.5 cm. top and

bottom margins of not less than 2 cm.

- (11) The statement of facts may be in single or double line spacing.
- (12) The statement of facts should be checked for spelling and grammatical correctness.
- (2) Supporting documentation (e.g. a photocopy of a Secretary's Bulletin) shall be submitted with a Notice and be securely attached to it.
- (3) A Notice and any supporting documents shall be compiled in the following manner and order.
  - (1) All pages shall be face up.
  - (2) All pages of a Notice shall be in Portrait orientation.
  - (3) Cover page shall be on top, followed by statement of facts (1<sup>st</sup> page), statement of facts (2<sup>nd</sup> page, if required), then any supporting documentation
- (4) A Notice shall not be lodged by email or facsimile.
- (5) A Notice shall nominate only one ground of appeal, which shall be either Clause 31.1.1, or 31.1.2, or 31.1.3 or 31.1.4 as the case may be.
- (6) A Notice shall specify the decision or action appealed against.
- (7) All required parts of a Notice shall be completed.
- (8) A Notice shall relate to one person, one body or one club only.
- (9) If a Notice relates to a committee run club, the Notice shall be signed by the President.
- (10) If a Notice relates to a Club, other than a committee run club, the Notice shall be signed by the Principal Coach.
- (11) A Notice relating to a person shall be signed by that person.
- (12) A Notice relating to a person who is under 18 years of age shall also be signed by one of that persons parents or their legal guardian.
- (13) The Secretary on receiving a Notice shall ensure that the Constitutional requirements and these rules have been complied with.
- (14) If it becomes apparent to the Secretary that any part of Clause 31 of the Constitution concerning Appeals, or these rules has not been complied with, a Notice shall be rejected.
  - (1) A decision made by the secretary pursuant to these rules to reject a Notice shall not be subject to Appeal, except if such decision was not

based on non-compliance with Clause 31 of the Constitution or these rules.

- (15) A Notice which has been rejected shall not be proceeded with.
- (16) The Secretary shall give notice in writing to the Appellant that a Notice has been rejected, and the reason for such rejection.
- (17) A person, body or club whose Notice is rejected shall not re-lodge that Notice.
- (18) A person, body or club whose Notice is rejected shall not lodge another Notice in reference to the nominated decision or action for which the rejected Notice was lodged.
- (19) The Secretary shall not accept a replacement Notice in reference to the nominated decision or action from an aggrieved party for which the originally submitted Notice was rejected.
- (20) The appellant shall be limited to the ground, decision or action nominated.
- (21) No alterations or additions to a Notice shall be accepted after a Notice is lodged.
- (22) After a Notice is lodged, no further documentation shall be accepted.
- (23) The following shall not be subject to appeal.
  - (1) Any decision or action of the Committee of Management to comply with (including upholding) the Constitution, an existing rule or by-law.
  - (2) Any decision or action of the Committee of Management to deny a request for variation of a rule or by-law.
  - (3) Any decision or action of the Committee of Management made in relation to a club grading.
  - (4) Any decision or action of the Committee of Management made to comply or substantially comply with an Australian Calisthenic Federation Policy, direction or recommendation.
  - (5) Any decision or action of the Committee of Management or a Committee Member in relation to any immediate, impending or suspected safety matter concerning anything and/or involving anyone at the Royalty Theatre.

#### **4. Tribunals**

- (1) The Secretary, upon receiving a valid Notice shall make all reasonable endeavours to establish a tribunal at the earliest opportunity.



- (2) Where possible, a tribunal should be conducted within 28 days and not more than 90 days from the 15th day after the decision or action to which a Notice relates.
- (3) A Tribunal may be conducted where there is or is not personal attendance of the parties required
- (4) A tribunal may be conducted by the submission of a Notice and any supporting documents.
  - (1) The Secretary shall decide whether a tribunal shall be conducted where personal attendance is or is not required.
  - (2) If the Secretary decides that personal attendance is required, the Secretary shall then determine the composition of the tribunal, i.e. whether the tribunal shall consist of one or three persons.
  - (3) In making a decision pursuant to sub-rule 4(4)(1) or 4(4)(2) the Secretary shall take into account the following:
    - (1) the time frame specified in 4(2) and
    - (2) the availability of a chairperson and
    - (3) the availability of any other tribunal members (if required) and
    - (4) anything else that is considered necessary for determining the matter in accordance with the Constitution and these rules and without undue delay for the parties concerned.
  - (4) Any decision of the Secretary to conduct a tribunal where personal attendance of the parties is or is not required shall not be subject to appeal.
  - (5) Any decision of the Secretary as to the composition of a tribunal shall not be subject to appeal.
- (5) If a tribunal is to be conducted by the submission of documents only, the Secretary shall forward such documentation to the appointed Chairperson by registered post.
- (6) If a tribunal is to be conducted where personal attendance is not required, the Secretary shall notify all parties of that decision.
- (7) A tribunal to be conducted where personal attendance is required shall be conducted at the registered office of the Association.
- (8) If the registered office of the Association is not available, then such tribunal may be conducted elsewhere, as determined by the Committee of Management.
- (9) When a tribunal is to be conducted where personal attendance is required,

the Secretary shall give written notice to all parties of the time, date and place of the tribunal and any details of the Chairperson, if known.

- (1) The time and date of a tribunal shall not be subject to conditions.
- (2) The time date and place of a tribunal shall not be subject to appeal.
- (10) Neither party to an appeal shall be represented or assisted by legal counsel
- (11) The Association may be represented by:
  - (1) No more than two members of the Committee of Management, or
  - (2) No more than two nominees, or
  - (3) A member of the Committee of Management and a nominee.
- (12) The appellant shall represent themselves.
- (13) Where the appellant is under 18 years of age, they shall be represented by one of their parents or their legal guardian.
- (14) A body or club, if committee run, shall be represented by the President.
- (15) A club, other than committee run, shall be represented by the Principal Coach.
- (16) No person, other than those allowed or specified in these rules shall be present at a tribunal where personal attendance is required.
- (17) No additional documentation, other than that lodged in accordance with these rules, shall be produced or placed before a tribunal.
  - (1) This shall not apply to any document requested by the tribunal.
- (18) Appeals may be heard jointly.
  - (1) The decision to hold a joint appeal shall be solely determined by the Secretary.
  - (2) Any decision made by the Secretary to hold an appeal jointly or separately shall not be subject to appeal.
- (19) If a tribunal is conducted, where personal attendance is required, and the Appellant or other person who is required to be present, has not personally appeared before the tribunal within 15 minutes of the scheduled start time, the appeal shall be dismissed and the tribunal closed.

## **5. Determinations**

- (1) A tribunal shall not make a decision that is contrary to the Constitution, an existing rule or by-law. However, this does not apply when the interpretation of the Constitution, rule or by-law is the subject of the appeal.
- (2) A tribunal shall in making a determination concerning the interpretation of a

part of the Constitution, rule or by-law, take into account the intent of the Committee of Management concerning the clause of the Constitution, the rule or the by-law.

- (3) A result of an appeal shall only apply to a member, body or club that has lodged a valid Notice and has paid the prescribed fee.
- (4) If two or more persons, bodies or clubs appeal the same decision or action, based on the same argument, and such appeals are not held jointly, then the result of the first heard appeal shall apply to the second and subsequent appellants.
  - (1) The tribunal chairperson shall make the sole decision, whether any second or subsequent appeal is based on the same argument. This shall be done by referring to the statement of facts contained in the Notice.
- (5) The chairperson shall dismiss any appeal without any further consideration, if there is insufficient detail contained in the statement of facts or supporting documents to make an informed decision.
- (6) The decision of the tribunal is final.

## **6 Fees for Appeals etc.**

- (1) Where a person, body or club lodges a Notice pursuant to Clause 31, such Notice shall be accompanied by the prescribed fee.
  - (1) Where a decision or action appealed against has aggrieved a person, the prescribed fee is **fifty** dollars.
  - (2) Where a decision or action appealed against has aggrieved a body or club, the prescribed fee is **three hundred** dollars.
  - (3) For the purpose of this rule, if the decision or action appealed against, involves or aggrieves a section or a team from within a club, then the fee mentioned in 6(1)(2) shall apply.
- (2) The Association shall provide Minutes of meetings for inspection at the registered office during normal business hours, free of charge.
  - (1) A person shall be permitted to make hand written notes from Minutes.
  - (2) Handwritten notes of Minutes shall not be acceptable for appeals.
- (3) If a person, body or club requests a copy of Minutes of meetings, the Association shall provide a complete copy after payment of the prescribed fee.
  - (1) The prescribed fee shall be payable for each separate set of Minutes.

Fees shall be paid upon receiving the copy.

- (2) The prescribed fee for the provision of a copy of Minutes of a meeting is five dollars per page, with a maximum fee of ten dollars per set.
- (3) The copy of Minutes shall be marked “copy” and signed and dated by the Associations representative.
- (4) The Association shall provide upon written request of the Appellant, and after payment of the prescribed fee, complete copies of other specified Association documents.
  - (1) The prescribed fee for the provision of other documents is five dollars per page, with a maximum fee payable of ten dollars per document, payable upon receiving the copy.
  - (2) For documents older than three months in addition to the fees mentioned in 6(4)(1) there shall be a search fee payable of fifteen dollars per document, payable prior to any search being done.
  - (3) Copied documents provided by the Association shall be collected personally by the Appellant.
    - (1) Where the appellant is an eligible person, body or club then the documents may be collected by another person. (Eligibility shall apply to those referred to in 7(3)(1) and 7(3)(2)
  - (4) The documents shall be marked “copy” and signed and dated by the Associations representative.
  - (5) For the purpose of rule 6.4, the Appellant is the person who is required to sign a Notice.
  - (6) Fees shall remain payable for any requested but uncollected document.
- (5) If the Associations representative is unable to locate for any valid reason any requested Association document the Association shall refund any search fee paid for that document.
- (6) The Secretary shall make written mention to be contained in any submission by the Association for an appeal of the fact that a specified Association document had been requested by an Appellant for an appeal and that it was not able to be located or produced and the valid reason for such.
  - (1) The non-production of an Association document for a valid

reason shall not be to the detriment of the Association.

- (7) Where an appellant is successful in an appeal, the Association shall repay the prescribed lodgement fee in full.
- (8) Where an appellant is unsuccessful in an appeal, the Association shall keep the prescribed lodgement fee.
- (9) Where an appellant withdraws an appeal, prior to the establishment of a tribunal they shall be refunded 90% of the prescribed lodgement fee.
  - (1) For a tribunal where personal attendance is required establishment shall be the setting of a time and date for the tribunal.
  - (2) For a tribunal where personal attendance is not required establishment shall be the confirmation of availability of the chairperson
  - (3) The Secretary shall be solely responsible for determining whether an appeal has or has not been withdrawn prior to establishment.
- (10) Where an appellant withdraws an appeal, after the establishment of a tribunal they shall be refunded 50% of the prescribed lodgement fee.
- (11) Where the Secretary rejects an appeal, a refund of 50% of the prescribed lodgement fee shall apply.
- (12) If a previously rejected appeal is re-lodged, a refund of 90% of the prescribed fee shall apply.
- (13) If an aggrieved party lodges a replacement Notice, a refund of 90% of the prescribed fee shall apply.
- (14) If an aggrieved party lodges an appeal against a matter that is according to these rules not subject to appeal then a refund of 100% of the lodgement fee shall apply.
- (15) Any amount to be refunded by the Association shall be done so within 28 days.
- (16) Cheques accompanying a Notice which are not met on first presentation shall render a Notice invalid.
  - (1) Dishonoured cheques shall be subject to a dishonour fee of thirty dollars.

## **7 Miscellaneous**

- (1) On receiving a Notice, the Associations representative shall mark the cover

sheet with the time and date received.

- (2) All notices shall be lodged personally by the Appellant at the registered office and lodged with the Associations representative.
- 3) Only eligible persons, bodies or clubs shall lodge a Notice other than in accordance with 7(2)
  - (1) Persons eligible to lodge a Notice, other than personally are those persons who normally reside outside a defined area bordered by the towns of Port Wakefield, Roseworthy, Tanunda, Callington, Echunga and Willunga.
    - (1) The CASA registration database may be used to verify a residential address.
    - (2) The Secretary may use any other means to establish a residential address.
    - (3) The Secretary may require a person to provide evidence in support of a claimed residential address.
    - (4) An eligible person may post a Notice to the Secretary at the registered office or cause a Notice to be hand delivered by another person to the Associations representative at the registered office.
  - (2) Bodies or Clubs eligible to lodge a Notice, other than personally, are those located outside a defined area bordered by the towns of Port Wakefield, Roseworthy, Tanunda, Callington, Echunga and Willunga.
    - (1) An eligible body or club may post a Notice to the Secretary at the registered office or cause a Notice to be hand delivered by another person to the Associations representative at the registered office.
  - (3) A Notice required to be lodged personally shall be lodged by the person who has signed a notice in accordance with these rules.
  - (4) The Associations representative who receives a Notice shall complete the acknowledgment portion and hand it to the Appellant.
  - (5) The Associations representative who receives a Notice, other than by personal lodgement shall complete and post the acknowledgment portion without undue delay to the Appellant.
  - (6) The Committee of Management shall not generally convene a special meeting concerning an appeal or tribunal. Matters shall be dealt with during the normal course of business at the next scheduled meeting.

- (7) The receiving of a Notice and the prescribed fee by the Associations representative is not an acknowledgment of the validity of a Notice. Validity shall only be determined by the Secretary of the Association.
- (8) The Secretary shall establish and maintain a list of suitably qualified persons who may be available to act as chairperson of a tribunal.
- (9) The Secretary shall establish and maintain a list of suitable persons who pursuant to Clause 31.5.3 of the Constitution may be available to assist on a tribunal.
- (11) Upon receiving a valid notice and after making enquiries in relation to the establishment of a tribunal the Secretary shall recommend to the Committee of Management
  - (1) A suitably qualified person to act as chairperson, and
  - (2) Two other suitable persons to sit on the tribunal if a 3 person tribunal is to be held where personal attendance of the parties is required.
- (12) The Committee of management pursuant to Clause 31.4 of the Constitution shall appoint the recommended person(s).
- (13) In the absence of the Secretary the powers and duties of the Secretary shall be assumed and performed by another member of the Executive Committee as determined by them.
- (14) For any matter where the Secretary has a conflict of interest, they shall disqualify themselves and (13) above shall apply.

### **31 Volunteers**

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

All CASA volunteers, and all persons who may be volunteering for a club etc. participating at a CASA competition.
- (2) In addition to the requirements of the Member Protection Policy (MPP), all volunteers shall sign an agreement (attachment C) signifying adherence to all relevant codes of conduct as required by the MPP and/or the CASA rules.
  - (1) There shall be separate agreements for each CASA competition.
  - (2) There shall be agreements for other CASA events e.g. National / State team selections, Revues etc.
- (3) No volunteer shall be permitted to access the rear of the Theatre or backstage areas of the Theatre, unless they have complied with this rule.

- (1). Theatre is not limited to Royalty Theatre.
- (4) Any person who fails to comply with this rule shall be required to leave the rear of the theatre and shall not be permitted entry, including re-entry during that days/nights competition, until such time as they have signed the agreement.
- (5) Any person who breaches a code of conduct may be required to leave the premises and if so shall not be permitted entry, including re-entry to that competition, except as a paying patron, if applicable.
- (6) A person need only sign the relevant CASA agreement specific to that year's competition or event once.
- (7) Any member of the Committee of Management or the person acting in the position of Competition Chairperson is authorised to give a direction pursuant to clause 4.
- (8) Any member of the Executive Committee or the person acting in the position of Competition Chairperson is authorised to give a direction pursuant to sub-rule 5.
- (9) CASA shall not be responsible for any consequence as a result of a volunteer failing or refusing to sign the volunteer agreement and being refused access or being required to leave the premises.

### **32 Access to rear of Theatre**

- (1) Access to the rear of the theatre shall be controlled by a person allocated that role.
- (2) Unless specifically allowed, no person other than 'approved' persons shall be allowed access.
- (3) Only the following persons shall be permitted access to the rear of the theatre during CASA competitions.
  - a) Members of the Committee of Management
  - b) The Member Protection Information Officer
  - c) Theatre staff
  - d) Lighting technicians
  - e) The official photographer and staff (if any)
  - f) Adjudicators
  - g) Approved Competition Secretaries
  - h) Approved Dressing Room supervisors.
  - i) Competitors competing in that competition session.
  - j) Approved Coaches of competitors competing in that competition session.
  - k) Approved assistants of teams competing in that competition session.



- l) Approved CASA Volunteers rostered for duty at that competition session.
- m) Approved persons acting as Club Volunteers e.g. persons assisting at that competition with stage dressing.
- n) Sponsors, Patrons etc. (generally accompanied by other officials)
- o) Other persons as approved by the Committee of Management.
- p) Adult female family members or Guardians of competitors competing in that competition session, subject to **limited access conditions**, when allowed.

### **33 Limited Access to the Dressing Room**

Limited access is granted to the dressing room on competition day subject to the following.

- (1). A person to whom limited access is granted shall comply with any direction given by the Dressing Room Supervisor, Competition Secretary or Chairperson.
- (2) Access is granted for Tinies and Sub-Junior age sections only.
- (3) Access is granted for the carriage of costumes, hand accessories etc.
- (4) Access shall be for no more than one person per competitor (as per the team sheet)
- (5) No other persons including children permitted.
- (6) Access is only for the time reasonably necessary to deposit costumes etc. in the dressing room.
- (7) No access shall be granted within 30 minutes of the scheduled commencement time of the competition.
- (8) All persons with limited access who are in the dressing room at a time 30 minutes prior to the scheduled commencement of the competition shall be required to leave the dressing room immediately.
- (9) Clubs must make their own arrangements (e.g. the coach) for competitor assistance (if required) in the 30 minute period prior to competitions commencing.
- (10) Notwithstanding that a person has been allowed into the confines of the rear of the theatre for limited access to the dressing room, the dressing room supervisor may prevent a person from accessing the dressing for the purpose of maintaining safe numbers in the room.
- (11) The Club shall be held liable for any person who has accompanied any of their team members and who fails to comply forthwith with a direction given pursuant to this rule to either leave or not enter the dressing room. Penalty \$100

### **34 No Access to the Dressing Room**

- (1) Male persons (including staff) are strictly prohibited from entering or remaining in the dressing room once the dressing room has been opened to competitors (approximately one hour before competitions) and until such time as the dressing room has been vacated by all competitors.

- (1) This rule shall not apply during Men of Royalty Competition.
- (2) **Participating members who will be assisting side stage with “hand accessories” etc. will not be permitted in the dressing room unless they are listed on the team sheet as a competitor.**

(Refer also to CASA Rule 7 for methods of access etc).

### **35 Access Passes**

- (1) All persons permitted to access the rear of the theatre, other than those with Limited access or accompanied by CASA officials shall wear an access pass in accordance with this rule.

- (1) Access passes shall be available for collection on the day of competition not more than 60 minutes before the scheduled commencement time of the competition.
- (2). To ensure passes are available, Clubs should notify CASA of the names of all persons requiring access passes at least 3 working days before the club is due to compete.
- (3). Passes will only be issued to persons who hold a **current** National Police Certificate (NPC) and that person has been ‘approved’ by the Member Protection Information Officer (MPIO) and their name is recorded on the approved persons list supplied by the MPIO.

Note 1: Participating members who are under 18 years of age and who are assisting side stage with hand accessories do not require a screening to work with children.

Note 2: Coaches who hold an ACF accreditation card must ensure that their DHS screening is **current** .

- (4) Volunteers who will access the rear of the theatre must sign in and therefore must collect their access pass personally.
- (5) Pre-arranged Access passes will be available for collection from the competition secretary or their delegate. Last minute access passes may not be available in a timely manner, if at all.
- (6). Passes other than those issued to members of the Committee of Management shall be valid on the day of issue only.
- (7). Persons shall only wear the access pass that has been issued to them.
- (8) An access pass shall be clearly visible at all times.
- (9) Any person not wearing an access pass in accordance with this rule shall be required to leave the dressing room, rear of theatre, or back/side stage area immediately.

### **36 Confidentiality**

- (1) The following persons must sign the CASA confidentiality agreement (Attachment I) and adhere to its specifications.

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

## **Appendix A**

### **STAGE DRESSING MANAGEMENT PROCEDURES**

(Effective from 21/8/07)

As a result of a recent Fire Safety Compliance audit the Royalty Theatre is under increased scrutiny

in relation to Fire Safety Issues. Of major concern is the matter of stage dressing management both indoors and at the rear of the Theatre. Random inspections may be conducted by the Metropolitan Fire Service for safety and compliance purposes.

Recent stage dressing management issues have arisen during the 2007 CASA State Championships. As a result of these issues, to reinforce our ongoing commitment to Fire Safety Compliance matters and to as much as possible ensure the future use of stage dressings the following instructions shall apply effective immediately (21<sup>st</sup> August 2007) and shall remain in place until advised otherwise.

Clubs are also reminded that **ALL** persons provided for stage dressing assistance, including delivery, storage and removal, which will be accessing the rear of the theatre, **MUST** be an 'approved' person pursuant to the CASA Member Protection Policy.

All persons shall forthwith comply with any direction given in relation to stage dressing storage, delivery or removal by ANY backstage CASA volunteer, member of the Committee of Management, Stage manager or the Chairperson.

By the using of stage dressing at the Royalty Theatre clubs are signifying agreement with the terms and conditions contained within this document.

Clubs must ensure that any persons delivering, storing or removing stage dressing from the Royalty Theatre are made aware of these instructions and comply with them at all times. Clubs shall be accountable for the actions or inactions of their respective persons concerning stage dressing.

- **NO PERSON IS APPROVED TO ALLOW DELIVERY, STORAGE OR REMOVAL OF STAGE DRESSING CONTRARY TO THESE INSTRUCTIONS.**
- There is absolutely no storage space whatsoever available for stage dressing within the Royalty Theatre or its surrounds outside of these instructions
- Stage dressing must only be delivered and removed from the Royalty Theatre through the double gates accessed via the laneway on the eastern side of the theatre.
- Vehicles must not be parked or stopped in the right of way (in front of the double gates) for any purpose including the delivering (unloading), or removing (loading) of stage dressing.
- Stage dressing must not be deposited, assembled, disassembled or stored in the right of way (on the outside of the theatre, in the space by the double gates, whether or not the gates are open)
- No overnight storage of stage dressing is permitted including even if it is to be re-used again the following day.
- Stage dressing left at the theatre and not removed by nights end may be deposited in the waste bins, destroyed or both. CASA is not be liable.
- Stage dressing may only be delivered to the theatre on the day of use.
- It is imperative that clubs check theatre access availability times for delivery purposes.

- It is highly recommended that club persons communicate with each other to reasonably determine stage dressing amounts and delivery times.
- Stage dressing shall be removed from the theatre on the same day or night they are used.
- No CASA assistance is available for helping with deliveries, or removal of stage dressing.
- Stage dressing shall not be left in any area marked with 'keep clear' or in areas marked with yellow paint or between yellow lines.
- Stage dressing shall not be left in any walkway, either inside the building or outside, including on the landing.
- Stage dressing, other than those provided by CASA shall not be left, placed or stored in the side stage room adjacent to the toilet. This room is designated a walkway to and from side stage.
- Stage dressing left for any reason in any unauthorised area will be disposed of immediately or as soon as reasonable practicable and the club shall irrespective of who placed or left the items in the unauthorised area be liable to a penalty of not less than \$250.00
- CASA shall not be held responsible for stage dressing damaged during disposal.
- CASA will provide **temporary** storage for stage dressing in the side stage storeroom (ex photographers' room). **This is the ONLY area authorised for the temporary storage of stage dressing.** All other areas are designated as unauthorised whether marked by markings, yellow paint or not.
- Stage dressing delivered to the theatre may be stored **temporarily** in the above room.
- Where time permits prior to the competition commencing, CASA backstage volunteers will assist with the stage dressing storage room (the rearward room on the OP side)
- Stage dressing must be stored in such a manner that there is no obstruction to either of the doors and be stored such that at least a 1.2m wide walkway is provided between the doors.
- Stage dressing must be stored in the order that they are to be used. E.g. For item 1, Competitor 1's stage dressings shall be closest to the side stage area door, followed by competitors 2, 3, 4, 5 etc.
- No stage dressing shall be admitted to the stage area until all the previous items stage dressing has been removed.
- Stage dressing shall not be removed until ALL competitors have left the stage area.
- Competitors shall not enter onto the stage area until all the previous competitors' stage dressing have been removed AND their teams' stage dressing have been fully erected and or set on the stage.

- At the conclusion of an item stage dressing shall not be returned to or be removed via the stage dressing storage room
- Stage dressing shall be removed from the stage area via the side stage access door to the side stage walkway area (removal by club persons from here).
- Stage dressing shall be **immediately** removed by the club from the side stage walkway to landing area at the rear of the theatre and then out of the theatre via the double gates in accordance with these instructions.
- Uncollected stage dressing shall be disposed of in the REMOVE ALL rubbish bins located at the rear of the theatre and the club will be subject to the penalty as if the stage dressing were left by them in an unauthorised area.
- Notwithstanding the above, it is entirely a clubs responsibility to ensure that their stage dressings are delivered, stored in the correct manner, orders etc. and removed in accordance with these instructions.
- Persons borrowing CASA stage dressing from the prop shed shall be responsible for the return of those items to the shed and shall not leave CASA stage dressing at the theatre. Borrowed CASA items left at the theatre will be treated as if the club left their own stage dressing in an unauthorised area.
- From when the stage dressing storage room becomes available for access and prior to the commencement of the Figure March section, any items to be used in a Figure March may be stored in the store room in order of usage as per the program.
- Subject to storage space, any stage dressing to be used in a Free Exercises item may now be stored after any Figure March stage dressings in the storeroom, again in order of usage as per the program
- Subject to storage space any items to be used in a Rod Exercises item may now be stored after any Free Exercises stage dressings in the storeroom, again in order of usage as per the program
- Subject to storage space, any stage dressing to be used in a Club Swinging item may now be stored after any Free Exercises stage dressings in the storeroom, again in order of usage as per the program
- Subject to storage space any stage dressings to be used in any further items may now be stored after the Club Swinging stage dressings in the storeroom, again in order of usage as per the program.
- As competitors stage dressings are used in sequential order, the remainder may be moved forwards by persons provided by the clubs to allow for further storage of stage dressings behind, again in order of usage

- No alterations or delays to the program will be made for stage dressing related matters. Stage dressings stored out of sequence or not delivered in time will result in their non-use.
- Competing clubs must provide adequate assistance to each other to allow for the above process to work to their mutual advantage.
- Persons delivering stage dressings shall check immediately prior to delivery that space is available for receiving and the temporary storage of the items.
- Stage dressings shall not be accepted for delivery when space is not available.
- A privately owned car park is available off Moore Street, beside the Royalty Theatre and it is recommended that this area be utilised. Car parking is at the user's expense.
- Parking in the laneway at the rear of the theatre (Lester Court) to access the double gates is at your own risk and clubs are reminded that parking restrictions apply.

## **Attachment B**

### **CASA CODE OF CONDUCT – Physical Contact**

The contents of this code of conduct shall apply in addition to the requirements of any / all other

codes of conduct contained within the Member Protection Policy which a person may be bound to comply with.

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

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

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

Volunteers, competitors, coaches and officials are required to refrain from all intentional physical forms of contact including but not limited to acts of touching, cuddling, hugging, kissing, tickling, poking, massaging or other like activities, **particularly when such acts involve an underage person.**

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

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

Attachment C





# VOLUNTEER AGREEMENT

GRACEFUL GIRL

MAY COMPETITION

STATE CHAMPIONSHIPS

SOLO / DUO COMPETITION

NATIONAL / STATE TEAM REVUES

NATIONAL / STATE TEAM etc. SELECTIONS

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

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

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

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

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

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

NAME	SIGNATURE	NAME	SIGNATURE

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

## Attachment D

(CASA Rule 16.13)



## CLUB CERTIFICATION FORM

### NON ATTENDANCE OF MEMBER DUE TO UNFORSEEN CIRCUMSTANCES

I .....

Of .....Calisthenic Club

advise that (full name) .....

A member of ..... Calisthenic Club

Listed to appear in (Age Section) .....

Division .....

Team .....

Date of competition .....

I CERTIFY THE FOLLOWING:

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

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

Brief description of circumstance .....

.....

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

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

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

Accepted YES / NO (only if no Dr Certificate)

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

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

Date: .....

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

**Attachment E**



**Calisthenic Association of South Australia**

**Team Standards of Behaviour**

**The requirements of this document apply in addition to the codes of behaviour contained with the ACF Member Protection Policy.**

CASA as guided by the ACF Member Protection Policy opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phones and computers. Some forms of harassment, discrimination and bullying, based on personal characteristics are against the law.

As a member of a CASA team and as a representative of CASA it is expected that you will:

1. Act respectfully towards others including team members & personnel at all times. Negative language & actions are unacceptable.
2. Avoid behaviour which may reasonably be seen by others as offensive or detrimental.  
  
This includes making comments about other members of the Association.
3. Be mindful that language or behaviour that you perceive as acceptable, may still be offensive to others.
4. Be mindful that information, comments & photos that you may post (or allow to be displayed) to social media, such as Facebook, can be seen by more than just your immediate friends. Such postings fall within these guidelines.
5. **Understand that there are serious consequences (including removal from a team) for failure to behave in an appropriate manner, as guided by the ACF member protection policy.**

I have read & understood the information above.

Signed: Team Member .....

I have read, understood and explained the above information to my child.

Signed Parent (If member u/18) .....

Witnessed: (Team Official).....

Date



CALISTHENIC ASSOCIATION OF SOUTH AUSTRALIA INCORPORATED.

## NOTICE OF APPEAL

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

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

**OR**

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

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

On ..... /..... /.....

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

The decision or action appealed against is:

.....  
.....

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

Signed: .....

Date..... /..... /.....

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

And that the prescribed fee accompanied the Notice.

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

\*Circle position held

Position: \* Administrator \* Committee member

**NOTICE OF APPEAL – Page 2**

**Statement of facts (in support of ground nominated)**

## STAGE DRESSING

- must be constructed in such a way to be safe for all who use it including performers, handlers and other bystanders.
- must be free standing or self-supporting
- must be safe from falling while being used on stage
- must not move while on stage (except if being pushed, pulled, open or closed etc.)
- must be manufactured taking into consideration the rake of the stage.
- must be handled in a safe manner at all times
- must be delivered, stored, used and removed in accordance with in The Fire Safety Requirements, Stage Dressing Management Procedures (Attachment A)
- must be placed on stage through the doorway of the rear room on the Opposite Prompt side (music deck side) of the stage unless they can be stored on the Prompt Side (dressing room steps) in a safe manner after permission granted by CASA.
- must exit via the doorway of the forward room on the OP side, of the stage only after the team that has just performed has exited the stage area and it is safe to do so
- that may have been stored on the PS, dressing room side, due to their size may be put back so long as it is safe to do so and removed from this area at the completion of the competition
- construction must take into consideration the weight of the items being handled on and off stage must be carried by no more than 2 persons. The 2 persons will need to carry the prop in a balanced and safe method so no damage or injury will occur.
- Must not exceed a maximum height of 3 metres.
- Stage dressing may not be set on stairs, blocks or platforms. It must only be set on the stage floor. Blocks etc. may not be stacked. E.g. a 600mm high block must be used in lieu of 2 x 300mm high blocks stacked on top of each other.
- Stage dressing used forward of the 'arch' must only be placed within the marked stage area.
- small items (commonly referred to as hand props) may be taken into the dressing room but teams are encouraged to store them side stage (with stage dressing) due to the lack of space in the dressing room. Small items include flags and swords etc. No chairs, tables or blocks are to be taken into the dressing room. Prohibited items brought up from the dressing room shall not be permitted to be used for stage dressing.
- must not be drilled, screwed, nailed, or stapled etc. together when they are on stage or side stage. Wing nuts, hinges, nut and bolt is acceptable. If assembled off stage, may only be

carried on by 2 persons. May not be unscrewed or disassembled on stage except for unbolting of wing nuts etc.

- larger / heavier items should be fitted with a caster type of system so they may be wheeled on stage easily and safely remembering all items will need to fit through the door frame of the side stage rooms and be carried/guided by no more than 2 persons.
- must not be placed on stage from the auditorium i.e. placed on stage over the front of the stage.
- All electrical equipment used in the theatre must be tagged with a current electrical tag from a licensed electrician and be inspected prior to use by Apollo Lighting (by appointment).
- must not be set up or removed while there are competitors on the stage.
- must be free of drawing pins
- must not be carried on, set up or removed by competitors
- must be secured by sand bags to stop movement and to avoid it falling where necessary. Clubs should provide their own sand bags for their own stage dressing.
- must comply with minimum standards as set out in Attachment H.
- shall at all times be the responsibility of the club using it and no responsibility will attach to CASA or any of its volunteers.
- should be assembled, placed on stage etc. and removed from the stage by club personnel, but may at the discretion of the backstage members present be handled by them on nights with fewer stage dressing items.
- must not be in contact with the cyclorama.
- All poles or frames whether on or off stage that are used for holding or supporting stage dressing must be free standing and self-supporting and must have any exposed feet, legs or base permanently covered, taped, fitted with rubber feet/tips/plugs etc. to prevent injury or splinters due to accidental contact.

NOTE: Merely placing a sandbag over the foot of a pole does not meet the safety standard required

- All exposed parts of any stage dressing (including the outer edge regardless of height) must be covered with tape or other material that is likely to prevent injury (including splinters) if contact is made with it.
- Persons are not permitted behind stage dressing that has been set on or behind the rear curtain line. Stage dressing includes any legs or supports.
- items not meeting the requirements of attachment G shall be rejected.

## SAFETY IS PARAMOUNT

Generally, CASA provides one sometimes two backstage crew members to assist with curtains and other miscellaneous duties that arise and need attending to at the direction of the stage manager or chair person.

A CASA backstage member in attendance shall be responsible for stage dressing safety and shall have the absolute discretion in conjunction with the chair person (if necessary) the power to reject an item of stage dressing and direct that it not be used or brought onto the stage or for it be removed from the stage or be altered/adjusted or secured in another manner as appropriate in their opinion.

CASA backstage personnel will conduct a safety audit of stage dressing to ensure all safety requirements are met.

A CASA backstage member present shall be responsible for ensuring that no stage dressing is brought onto the stage until all competitors have left the stage area AND that no competitors enter the stage area until all stage dressing is set. **Once competitors enter the stage area, no more items of stage dressing may be placed, moved or altered on the stage** except at the direction of the safety officer.

Club persons and participants shall forthwith comply with any direction given by the safety officer.

### **Penalty: Disqualification**

Any other CASA backstage members present may assist with the removal and set up of stage dressing so far as removing it from the stage area into the forward room on the OP side and from the rearward room on the OP side or storage area on the Prompt Side onto the stage area. Clubs are then responsible for the immediate removal of the stage dressing in accordance with Attachment A.

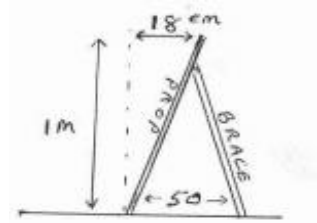


## Minimum Standards

### Examples of how to make stage dressing safe and secure

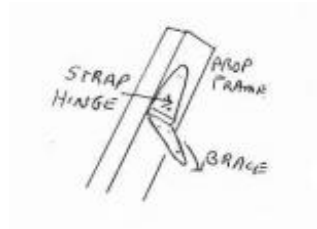
#### 1. TILT BACK.

All Flat stage dressings, measured when sitting on a level floor, should tilt at 18cm (or more) back from vertical measured at 1 metre up from the floor (or 9cm at ½ metre up etc.). If a brace (stay) is used to hold the prop, the brace should contact the floor about 50cm (or more) back from the prop face, per metre of prop height (depending on other stage dressings and choreography). This will provide adequate tilt for use on the sloping stage.



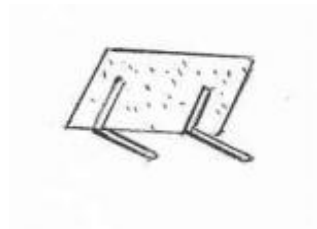
#### 2. The BRACE

The brace must be firmly attached to the prop panel/frame with a strong strap or back-flap hinge or similar (but not a standard butt hinge), such that the brace cannot collapse sideways. A Velcro strap should hold the brace flat and safe from twisting during transport. This brace must be sandbag able, as show to the right. Here are just some options:



#### 3. LITTLE FLAT stage dressings

Little flat stage dressings up to 30cm high, may only need 1 or 2 angle brackets (12 x12 cm) bent to achieve the correct angle, or a solid wood base. Either arrangement must be accessible for a sandbag.



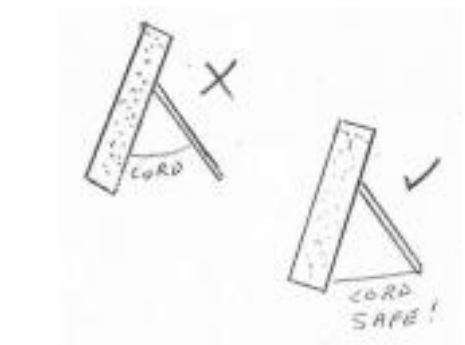
#### 4. NORMAL FLAT stage dressings

##### (a) Cord.

Stage dressings up to a metre or so high, usually have a brace at the back, held at the bottom by a cord.

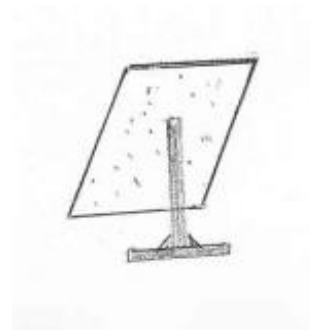
Cord strung part way up the brace is Unsuitable! (Unless modified as in b, c, or d)

Cord or a strong tape should run from (or very near to) the bottom of the brace to the bottom of the prop face. This allows a sandbag to hold it down properly.



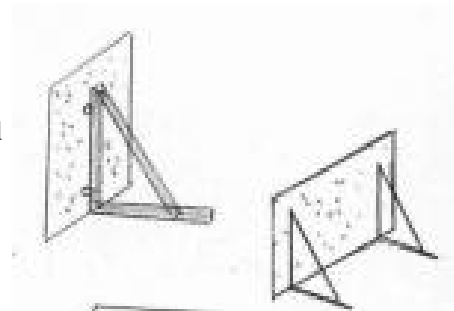
**(b) A Cross piece**

A cross piece about 20 - 30cm long, very firmly attached (screwed, glued, braced) to the lower end of the brace as a “T”, which can be held down by sandbags. A basic modification for all simple braces!\*\*



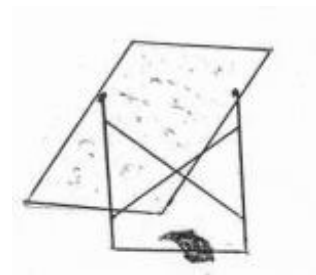
**(c) Larger Stage dressings: French Base**

For bigger stage dressings or any flat prop at all, it is much safer to use a French Brace. This is a rigid triangular timber brace, attached to the back of the prop frame with top and bottom hinges. The brace can be folded flat for storage. Removable hinge pins ok for storage and transport. The horizontal member should extend 10cm beyond the brace to take a sandbag. Highly recommended. Gives excellent stability!\*\*



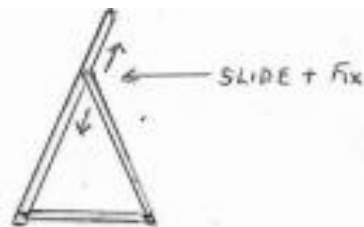
**(d) Large/wide panels and stage dressings**

For large / wide panel stage dressings, make the brace a suitably sized rectangle, cross-braced, with the bottom horizontal member clear to take sandbags. Alternatively use 2 French Braces as above



**(e) Variable angle stays.**

The brace is attached to the bottom of the prop back by a hinged rigid strut. The top of the brace can be moved up or down. Right up for transport, down to various positions to suit a level stage or a sloped stage. This is an excellent brace, but the top of the movable brace must be firmly attached to the prop e.g.) with a quick action catch, pin, bolt etc., such that it cannot come apart if knocked. Simply jamming the brace in a notch is not allowed.

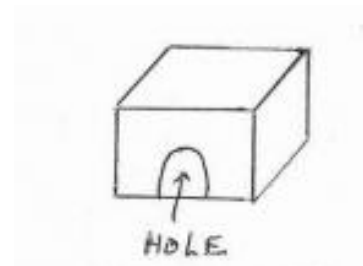


**5. Three-Dimensional Stage dressings**

Three dimensional boxes stage dressings include: drums, stands, pianos, fireplaces, houses, tree trunks, furniture, etc. These may be impossible to tilt back, but if so, only 3cm per metre in height. Just make sure they are stable on stage.

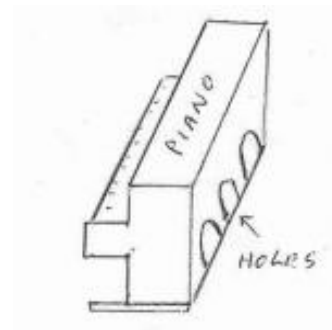
**(a) Boxes.**

Width should be 1.25 times the height if they are to be danced upon. Preferably to have a floor in them, and an 18cm diameter access hole in the lower back, through which sandbags can be placed inside the box.



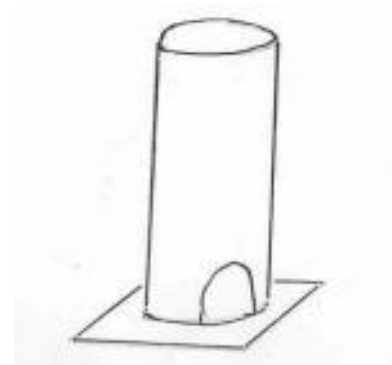
**(b) Pianos**

Should have a floor in them and 2 or 3 access holes (18cm diam.) along the bottom back of the prop, where sandbags can be inserted. If the piano is to be sat on, jumped from etc., consider attaching a length of timber to the bottom of the ends to give it more stability depth wise.



**(c) Columns, Tree trunks, Hat stands.**

Fix firmly to a base that is at least 12cm wider than the column in every direction, so that sandbags can be placed all round. Or, it must have a floor and access hole in the back through which sandbags can be inserted. If Tilt Back is possible, only 3cm per metre height.



**(d) Houses, Igloos, Fireplaces etc.**

Have a horizontal part of the frame at the back, available to take sandbags if necessary.

**6. LEGS**

Spindly table legs, narrow coffee tables, bassinet legs etc., If there is much activity with these stage dressings, consider attaching a horizontal piece of wood between the bottom of 2 legs, to take a sandbag.



**7. MOVABLE stage dressings.**

This includes prams, ships, cars, animals, etc.

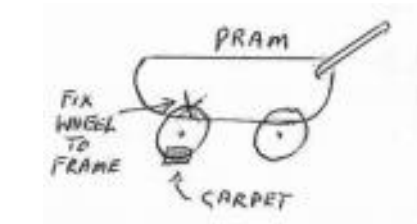
**(a) Always Hand Held.**

If the prop is constantly held/controlled by the performer, or taken side stage when not in use, then straight wheels are ok, but not swivel-in-all-directions furniture castors!



**(b) Only held while shifting.**

If the prop is moved by the performer to various positions then left unattended, do NOT use wheels. Push it around on little carpet pads stuck to the prop. If you really need wheels, life gets complicated. You must have a brake system, or lockable castors, or a portable sandbag, all of which have to be operated by the performer during performance! Prams could operate with normal rear wheels, but have the front wheels locked to the chassis and fitted with carpet pads.



## Attachment I



### CONFIDENTIALITY AGREEMENT

This agreement applies to the following persons.

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

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

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

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

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

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

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

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

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

Name: (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

