

**THE ASSOCIATED PUBLIC SCHOOLS
OLD COLLEGIANS
AMATEUR ATHLETIC ASSOCIATION INC.
A0012254N**

**STATEMENT OF PURPOSES
RULES AND BY-LAWS**

27 November 2012

STATEMENT OF PURPOSES OF THE ASSOCIATED PUBLIC SCHOOLS OLD COLLEGIANS AMATEUR ATHLETIC ASSOCIATION INCORPORATED

The purpose of the Associated Public Schools Old Collegians Amateur Athletic Association Incorporated is to:-

1. Promote and encourage Cross Country Running, Road Racing, Race Walking and Track and Field Athletics;
2. Foster Amateur Athletics generally; and
3. Provide sporting and social contact with Old Collegians of the Associated Public Schools.

RULES OF THE ASSOCIATED PUBLIC SCHOOLS OLD COLLEGIANS AMATEUR ATHLETIC ASSOCIATION INCORPORATED

1. NAME

- 1.1 The name of the Association shall be the Associated Public Schools Old Collegians Amateur Athletic Association Incorporated.

2. INTERPRETATION

- 2.1 In these rules, unless the contrary appears:-
 - “Executive” means the Executive of the Association.
 - “the Act” means the Associations Incorporations Act 1981.
 - “the Regulations” means the regulations made under the Act.
 - “the Association” means the Associated Public Schools Old Collegians Amateur Athletic Association Incorporated.
 - “the By-Laws” means the By-Laws of the Association.
 - “AV” means Athletics Victoria.
 - “APSU” means APS United.
- 2.2 In these rules a reference to the Secretary of the Association is a reference:-
 - a. where a person holds office under these rules as Secretary of the Association, to that person, and
 - b. in any other case, to the Public Officer of the Association.
- 2.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act in force from time to time.
3. **OBJECTS**
- 3.1 The objects of the Association shall be to conduct athletic competition among the Old Collegian Clubs from the Associated Public Schools and to facilitate competition by

members of the Old Collegian clubs in the AV winter competition as members of a team called “APS United”.

- 3.2 The Association shall act in the best interests of athletics and shall abide by the rules and decisions of Athletics Victoria at all times.

4. **POWERS**

- 4.1 The Association shall have all such powers as set out in section 16 of the Act as required for the attainment of the objectives of the Association and such other powers as may be agreed to by the association and expressed in its Rules and By-Laws.

5. **MEMBERSHIP**

- 5.1 There shall be two categories of membership namely: Affiliate Members and Members.
- 5.2 Affiliate Members of the Association shall be such Clubs as are affiliated with the Association from time to time.
- 5.3 All Affiliate Members shall be entitled to be represented at any General Meeting of the Association by the number of Delegates as specified in the By-Laws. Delegates shall be Members of the Association and shall be nominated by the Secretary of the Affiliate Member, and shall remain a Delegate until written notice is received from the Secretary of the Affiliate Member to the contrary.
- 5.4 Members of the Association shall be such natural persons who are nominated and approved for membership of the Association as defined in the By-Laws.
- 5.5 There shall be categories of Members as defined in the By-Laws.

6. **APPLICATION FOR MEMBERSHIP**

- 6.1 An application for Affiliate Membership shall be made in the manner prescribed in the By-Laws.
- 6.2 An application from a natural person for Membership shall be made in the manner prescribed in the By-Laws and may be accepted by the Secretary subject to ratification of the Executive.

7. **FEES AND LEVIES**

- 7.1 All fees payable by Affiliate Members and Members shall be determined at a General Meeting of the Association.

- 7.2 A General Meeting may by special resolution resolve to charge Affiliate Members a levy, providing full details of the levy and the reasons for it are attached to the notice calling for the meeting.

8. REGISTER

- 8.1 The Secretary of the Association shall keep and maintain a register of members in which shall be entered the full name, address, and date of entry of the name of each Member.
- 8.2 The register shall be available for inspection at the address of the Secretary.

9. RESIGNATION

The resignation of an Affiliate Member or Member shall be effected upon the receipt by the Secretary of a written notice of resignation and acceptance by the Executive.

10. EXPULSIONS, SUSPENSIONS, REPRIMANDS AND FINES

- 10.1 A General Meeting of the Association may by special resolution passed by three-fourths of persons present and eligible to vote either expel, suspend, reprimand or fine an Affiliate Member or Member who in the opinion of the Association has refused or neglected to comply with these Rules or By-Laws, or has been guilty of unbecoming conduct or conduct prejudicial to the interests of the Association.
- 10.2 The motion for expulsion, suspension, reprimand or fine of an Affiliate Member or Member, and full details of the motion shall be circulated with the notice calling for the General Meeting.
- 10.3 Any Affiliate Member or Member expelled from the Association shall forfeit all claims to the property of the Association and shall still be liable for unpaid fees and levies owing at the date of expulsion.

11. EXECUTIVE

- 11.1 The Executive shall be responsible for managing the affairs of the Association.
- 11.2 The Executive shall consist of a President, a Treasurer, a Secretary, the Chief Official, the Executive Officer, the AV Convenor and four Elected Members at least one of whom shall be female, and subject to Rule 11.12, a Vice President.
- 11.3 The Executive shall provide the delegates of Affiliate Members and Life Members with a detailed report at the Annual General Meeting of the Association on its activities and financial affairs of the Association.
- 11.4 Any Member of the Association may be nominated for a position on the Executive. Such nomination shall be made and seconded by Delegates of the Affiliated Members at the Annual General Meeting.

- 11.5 All positions on the Executive shall be determined by a show of hands of those present and eligible to vote at the Annual General Meeting.
- 11.6 Should only one nomination be received for any of the positions on the Executive, that nominee shall be declared elected. Any unfilled positions shall be determined as prescribed in Rule 11.8.
- 11.7 The newly elected Executive shall take office at the closure of the Annual General Meeting and shall hold office until the close of the next Annual General Meeting.
- 11.8 Casual vacancies on the Executive shall be filled by conducting a postal vote. Notices calling for nominations shall be posted to Affiliate Members at least 14 days prior to the closure of nominations. Ballot papers shall be posted to those eligible to vote at a General Meeting of the Association as soon as practicable after the close of nominations so that there is at least 14 days in which to lodge a vote. At its discretion, the Executive may choose not to hold a postal vote to fill a casual vacancy in one of the Elected Members positions.
- 11.9 Members of the Executive shall be entitled to vote at General Meetings of the Association.
- 11.10 Members of the Executive shall be ex-officio members of all Association sub-committees.
- 11.11 The immediate past President shall be an ex-officio member of the Executive during the first term of office of the President.
- 11.12 Should the retiring President be nominated to serve a second term of office and is re-elected to that position at a duly convened General Meeting of the Association, the members may, if they so determine, nominate and elect a Member to the position of Vice President, who shall hold office until the next Annual General Meeting of the Association.

12 GENERAL MEETINGS

- 12.1 The President or Secretary may convene a General Meeting of the Association at any time.
- 12.2 The Executive, upon receipt of a request in writing signed by at least three Affiliate Members, shall convene a General Meeting within 28 days of the receipt by the Secretary of the requisition. The said requisition shall state the objectives of the required meeting.
- 12.3 The Secretary shall at least 14 days before the date fixed for a General Meeting circulate to the Secretary and Delegates of each Affiliate Member and to Life Members of the Association a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- 12.4 The quorum for a General Meeting shall be six delegates representing at least three Affiliate Members.
- 12.5 Any Member may attend a General Meeting, but the right to speak will be at the discretion of the Chairperson. Members of the Executive, Delegates representing Affiliate Members, and Life Members of the Association will be the only members permitted to vote. No members, however, whether having more than one qualification to vote shall be entitled to more than one vote.
- 12.6 If within one half hour after the appointed time for the commencement of a meeting, a quorum is not present, the meeting, if convened upon the requisition of Affiliate Members shall be dissolved; and in any case shall stand adjourned to the same day, time and place of the following week unless the Chairperson specifies otherwise or written notice is sent to Affiliate Members and those eligible to vote at a General Meeting prior to the date to which the meeting was adjourned. If at the adjourned meeting a quorum is not present within half an hour after the appointed time for commencement of the meeting, four delegates shall constitute a quorum at the adjourned meeting.
- 12.7 The President shall act as Chairperson at a General Meeting. If the President is absent or wishes not to do so, the meeting shall elect one of their number to chair the meeting.
- 12.8 The Chairperson of a General Meeting at which a quorum is present may, with the consent of a majority of those present and eligible to vote, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 12.9 Where a meeting is adjourned for fourteen days or more, a notice of the adjourned meeting shall be sent as prescribed in 12.3.
- 12.10 There shall be one specific General Meeting each year, namely the Annual General Meeting. Affiliate Members and Members wishing to have business conducted at the Annual General Meeting shall lodge notice of such business with the Secretary of the Association no later than 31st October.
- 12.11 Voting at General Meetings shall be by show of hands unless ten persons at the meeting request a secret ballot on the matter requiring resolution. The Chairperson of the meeting shall appoint a scrutineer/s to assist in the conduct of the ballot.
- 12.12 All votes shall be cast personally and no proxy votes will be permitted.
- 13. ANNUAL GENERAL MEETING**
- 13.1 The Annual General Meeting shall be held in November each year.
- 13.2 The business of the Annual General Meeting shall be:-

- (a) To confirm the minutes of the preceding Annual General Meeting and of any General Meeting held since that meeting and not previously confirmed.
- (b) To receive from the Executive reports upon the activities of the Association and APSU during the last preceding year.
- (c) To vote upon nominations for Life Membership and other Association Awards.
- (d) To receive and consider the statements submitted in accordance with section 30 (3) of the Act.
- (e) To elect the Executive of the Association.
- (f) To elect any Honorary positions in the Association as specified in the By-Laws from time to time.
- (g) To consider and make determinations with respect to alterations to these Rules and the By-Laws of the Association.
- (h) To consider any business of which notice has been given in accordance with these rules.

13A. AV COMPETITION COMMITTEE

- 13A.1 The Executive shall from time to time appoint an AV Competition Committee (“the AV Committee”).
- 13A.2 The AV Committee shall be responsible for the participation of the Association in AV winter competition.
- 13A.3 The AV Committee shall consist of the AV Convenor, a Secretary, a Delegate from each AV affiliated Affiliate Member and a Delegate appointed to represent the non-AV affiliated Affiliate members, or as appointed by the Executive.
- 13A.4 The AV Committee shall provide a report on its activities at each meeting of the Executive and make recommendations for support from the Executive to advance the Association’s participation in AV winter competition.
- 13A.5 The AV Committee shall appoint men’s and women’s team captains and any additional co-captains or vice-captains as it deems necessary.
- 13A.6 The AV Committee shall from time to time appoint APSU team managers.
- 13A.7 The AV Committee shall from time to time make recommendations to the Executive for trophies and/or awards to recognize individual and/or team performance and participation in AV competition.

14. FINANCE AND ADMINISTRATION

- 14.1 The funds of the Association shall be derived from fees, levies, subscriptions, donations and other such sources as determined by the Association and specified in the By-Laws.

- 14.2 The financial year of the Association shall commence on October 1st each year and end on September 30th each year.
- 14.3 The Executive shall ensure the safe custody and control of all books, documents and securities of the Association.
- 14.4 The control of the assets of the Association shall be vested with the Executive.
- 14.5 The secretary shall be responsible for:-
- (a) The keeping of minutes of the resolutions and proceedings of each General Meeting and the names of all persons present at the General Meeting.
 - (b) The issuing of all notices pertaining to General Meetings.
 - (c) The conduct of all correspondence concerning the Association.
 - (d) Carrying out any duties of office as specified in the By-Laws from time to time.
 - (e) Implementing any resolution duly passed at a General Meeting.
 - (f) The safe custody of the Common Seal of the Association.
- 14.6 The Treasurer shall be responsible for:-
- (a) The collection and receipt of all monies due to the Association.
 - (b) The maintenance of correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 14.7 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer.
- 14.8 The books and accounts of the Association shall be available for inspection by a Member, authorized in writing by the Secretary of and Affiliate Member, at the address of the Treasurer.
- 14.9 The Common Seal of the Association shall not be affixed to any instrument except by the Authority of a resolution of the Executive and the affixing of the Common Seal shall be attested by the signatures of any two members of the Executive.

15 **ALTERATIONS TO THE RULES AND BY-LAWS**

- 15.1 The Rules and Statement of Purposes shall not be altered except by a special resolution passed by three-fourths of those present and eligible to vote at a General Meeting.
- 15.2 Proposed amendments to the Rules and Purposes of the Association must be circulated to Affiliate Members and those eligible to vote at a General Meeting not less than 21 days prior to the date of the Meeting.
- 15.3 The By-Laws of the Association shall not be altered except by a resolution passed at a General Meeting of the Association by:-

- (a) A majority of those present and eligible to vote at the meeting, where such proposed alterations are circulated not less than 14 days prior to the meeting, or
- (b) A majority of Affiliate Members and three fourths of those present and eligible to vote at a General Meeting, where such proposed alterations are circulated less than 14 days prior to the meeting or to alterations moved at a General Meeting.

16 WINDING UP THE ASSOCIATION

- 16.1 The Association shall not be wound up or dissolved except at a General Meeting convened for the purpose, of which not less than 21 days notice has been given to all Affiliate Members and those eligible to vote at a General Meeting of the Association.
- 16.2 Any motion that the Association be wound up or dissolved must be passed by a majority of Affiliate Members and a three-fourths majority of those present and eligible to vote.
- 16.3 In the event of the winding up of the Association or the Cancellation of the Incorporation of the Association, the assets of the Association shall be disposed of on accordance with the provisions of the Act.

BY-LAWS OF THE ASSOCIATED PUBLIC SCHOOLS OLD COLLEGIANS AMATEUR ATHLETIC ASSOCIATION INCORPORATED

1. AFFILIATE MEMBERSHIP

- (a) Affiliate Membership of the Association shall be restricted to Old Collegian Athletic clubs representing the following schools: Scotch College, Melbourne Grammar, Xavier College, St Kevin's College, Carey Grammar, Wesley College, Haileybury College, Caulfield Grammar, Geelong College, Geelong Grammar and Brighton Grammar.
- (b) Only one Old Collegian Athletic Club shall be permitted to represent a School and affiliate with the Association.
- (c) Clubs seeking affiliation must apply in writing to the Secretary of the Association requesting affiliation. Such Clubs shall be required to submit a copy of their Constitution, if any, details of the Club colours and uniform, a list of names and addresses of the office bearers of the Club, the nominated Delegate/s of the Club to represent it at General Meetings of the Association, and a letter of approval from the school or Old Collegians Associations of the school giving permission for the Club to operate under the name of the school or Old Collegians organization.
- (d) Interim affiliation may be granted by the Executive of the Association upon the completion of 1(c).
- (e) Ratification of affiliation shall be made at a General Meeting of the Association and requires a majority vote of those present and eligible to vote to approve affiliation.

- (f) Each Affiliate Member shall be entitled to be represented at General Meetings of the Association by two nominated delegates.
- (g) A delegate must be present at the meeting in order to cast a valid vote.

2. MEMBERS

- (a) There shall be the following categories of Members:-
 - (i) **Life Members**
 - (ii) **Competing Athletes**
 - (iii) **Officials and Administrators**
- (b) A Life Member is a member of the Association recognized by the Association as having given outstanding service to the Association.
- (c) A Competing Athlete is a member of an Affiliate of the Association who has been approved for membership of the Association and competes in running events conducted by the Association or AV.
- (d) An Official is a member of the Association who assists in the conduct of running events. An Administrator is a member of the Association who assists in the administration of the Association or an Affiliate Member.

3. LIFE MEMBERSHIP

- (a) Nominations for Life Membership may only be made by the Executive. Any member of the Association may recommend to the Executive another member for Life Membership.
- (b) The Executive's nomination may be put to any General Meeting of the Association. A three-fourths majority of those present and eligible to vote is required to approve the nominations.
- (c) The nomination must be circulated with the notice convening the meeting and the nominator shall be responsible for providing with the notice a history of service of the candidate.
- (d) A member nominated for Life Membership of the Association:-
 - (i) Shall have twenty years connection with the Association; and
 - (ii) Should have rendered outstanding service to the Association as a competing athlete, as an official, or on the Executive.

4. COMPETING ATHLETES

- (a) Competing athletes are classified as either Eligible or Invitation Athletes.
- (b) Only an Eligible Athlete shall be entitled to score points or gain awards either as an individual or as a member of a team.
- (c) An Invitation Athlete is one who is not an Eligible Athlete as defined below.
- (d) To be an Eligible Male Athlete, a male athlete must, at the date of competition, be a registered member of an Affiliate Member and:
 - (i) a former student of an Affiliate Member school ("an Old Collegian"); or
 - (ii) a current student of an Affiliate Member school; or

- (iii) a non Old Collegian who is not a registered member of any athletic club affiliated with a State or Territory Athletic Association in Australia other than an Affiliate Member club during the season of competition; or
 - (iv) a non Old Collegian who is a registered member of an athletic club affiliated with a State or Territory Athletic Association in Australia other than an Affiliate Member club, but is registered as a dual claim athlete with AV and competes for APSU in the AV winter competition.
- (e) To be an Eligible Female Athlete, a female athlete must, at the date of competition, be a registered member of an Affiliate Member.
 - (f) Any athlete who wishes to compete as an Eligible Athlete must by 6.00 pm on the Thursday prior to their first Association event of each season, complete the online registration process as prescribed by the Executive and pay the applicable registration fee. A duly appointed officer of the Association may permit an unregistered or ineligible athlete to run by invitation in any Association event upon the completion of a form prescribed by the Executive, but any such invitation athlete will not appear in the Association results of the event and will be ineligible for Association awards.
 - (h) Any athlete who receives a financial reward or like inducement from any source whatsoever, whether directly or indirectly, shall not be permitted to participate in any further Association event for the season then current and shall be disqualified from all events in which they have participated during the season.

5. OFFICIALS AND ADMINISTRATORS

- (a) The Annual General Meeting of the Association shall with their consent appoint the following officials:-
 - (i) **Handicappers**
 - (ii) **Time Keepers and Recorders**
 - (iii) **Physiotherapist and/or first aid assistants**
 - (iv) **Web master**
 - (v) **Statistician**
 - (vi) **Keeper of the Trophies**
 and such other classes of officials as the Executive shall recommend.
- (b) The Handicappers shall be responsible for the allocation of handicaps to Competing Members in the handicapped events conducted by the Association.
- (c) The Timekeepers and Recorders shall be responsible for the keeping of finish times and placings of all Competing Members in events conducted by the Association, the calculation of team placings, the determination of handicap winners and fastest times of events, and the starting procedure in calculated interval handicaps.
- (d) The Chief Official shall be the controlling Official at events conducted by the Association. The Chief Official may also hold an Official position of Handicapper, Timekeeper or Recorder.
- (e) An Official or Administrator who is not registered with the Association as a member as outlined in 3 and 4 shall be required to complete an “APSOC Membership” form which shall be handed to the Secretary for ratification by the Executive at their next meeting.

6. FEES

- (a) All registration fees shall be determined by the eligible voting members present and voting at a General Meeting, save that no fees shall be payable by:

- (i) Life Members;
- (ii) athletes aged under 20 as at the date of registration.
- (b) Any Affiliate Member may authorise the Association in writing to collect further fees on its behalf from any athlete using the online registration process.

7. EVENTS TO BE CONDUCTED

- (a) The Association will conduct in each calendar year a program of competitive events.
- (b) Events on the program shall be categorized in the following manner:-
 - (i) **Club Sponsored** i.e. those events where an Affiliate Member has accepted the invitation of the Association to be a host for the day. All Affiliate Members shall be entitled to host an event during the season, which has previously been submitted to and approved by a majority of delegates at a General Meeting of the Association.
 - (ii) **General** i.e. those events held during the season where the Affiliate Members and the Executive jointly take responsibility for their conduct.
 - (iii) **Other** i.e. those events arranged and notionally conducted by a member of the Association, with the approval of the Association, where Affiliate Members and selected athletes, who are not members of the Association, are invited to take part.
- (c) Those events listed and described in Appendix “A” attached to these By-Laws and presently conducted by the Association in any of the categories described in By-Law 7 (b) shall be approved events.

8. STARTING TIME

The Executive will determine the commencement time of each event after consultation with the host club.

9. RELAY EVENTS

- (a) Each Affiliate Member must place its best Eligible Athletes for a particular event in its Number One team, the next best in its Number Two team, and so on. The Chief Official (or his/her deputy) may make exceptions to this if an Affiliate Member wishes to enter all female and /or all schoolboy/girl teams; a request for such exemption must be made to the Chief Official (or his/her deputy) at least fifteen minutes prior to the proposed starting time of the event concerned.
- (b) In relay races the change-over of athletes shall be made by a tag of hands. The tag shall be made in an area approximately 5 metres either side of the finish line.
- (c) An athlete may run in only one team and one leg of that team. A second leg run by an athlete will render that team ineligible for a placing.
- (d) The Affiliate Member shall be responsible for the recording of intermediate times, progressive times and total times of their teams on the correct recording form. Incorrectly or inaccurately filled forms may result in the team’s disqualification.
- (e) The team whose last runner crosses the finishing line first shall be declared the winner of the race.

- (f) Each competitor, except those in composite teams, must be identified as to which team he/she belongs. The form of this identification will be determined by the Executive. Once a competitor has commenced his/her leg of the relay, he/she is not permitted to change teams.

10. **TEAM EVENTS**

- (a) In all team events, the first team of an Affiliate Member shall comprise the number of its Eligible Athletes as specified in Appendix "A" to first complete the race. The next team shall comprise the next appropriate number of its Eligible Athletes to finish and so on.
- (b) Points for the team shall be determined by the sum of the finish places.
- (c) The team with the lowest points score shall be declared the winner and subsequent team placings determined by ranking the teams from second lowest score to highest score.
- (d) Where two or more Eligible Athletes tie for a place, the points for the places concerned will be aggregated and divided equally among the Eligible Athletes so tying.
- (e) Where two or more teams tie on points, the team whose last scoring Eligible Athlete finished closer to first place shall be placed ahead of the other team.
- (f) In the Women's Teams Competition, the number of female Eligible Athletes comprising a team will be as specified in By-Law 25. In determining the sum of finish placings, only the placings of female Eligible Athletes relative to each other will be used.

11. **ELIGIBILITY FOR EVENTS**

- (a) Only Eligible Athletes and Invitation Athletes, as defined in By-Law 4, may compete in any of the Association's events.
- (b) Only the placings of Eligible Athletes, as defined in By-Law 4(b), can be used to calculate teams' scores in teams events.
- (c) To be given an official placing in relay events, a team can only be made up of Eligible Athletes from the same Affiliate Member.

12. **HANDICAPPED EVENTS**

- (a) There shall be the following three classes of handicap events:-
- (i) Fixed Interval
 - (ii) Calculated Interval
 - (iii) Sealed
- (b) In a Fixed Interval handicap, runners shall be ranked from slowest to fastest. The slowest runner is started first and subsequently ranked athletes are started at a fixed time interval. Only one runner may commence running at the completion of any time interval.
- (c) In a Calculated Interval handicap, runners shall have their predicted completion time calculated and the handicap will be based on this calculation. One or more athletes may commence on the same handicap time.
- (d) In a Sealed Handicap, all Eligible Athletes shall commence the race at the same time. Handicaps shall be of a calculated interval known only to the Handicappers and

Officials. The Eligible Athlete's handicap shall be subtracted from the finishing time of the Eligible Athlete to determine his/her adjusted handicap time. The Eligible Athlete with the fastest adjusted handicap time shall be the handicap winner.

- (e) The handicap for each runner will be at the sole discretion of the Handicapper against whose decision no appeal shall lie. Eligible Athletes must have completed at least five Association events to be eligible to win a handicap event. Invitation Athletes are not eligible to win a handicap event.

13. **UNIFORM**

- (a) Each competitor must wear the correct uniform of the Affiliate Member as specified in the affiliation application.
- (b) Any athlete not properly attired in the correct uniform shall face disqualification.
- (c) An athlete may not wear or carry any object which in his/her absolute discretion the Chief Official determines may compromise the safety of the athlete or any other person whether associated with the competition or a member of the public. Such objects may (without limiting the discretion of the Chief Official) include iPods and similar devices.

14. **REPORTING IN**

- (a) Competing athletes will be required in all races other than relay events, to wear an identifying tag as provided by the Association.
- (b) If the tag is not a bar-coded tag the athlete will be responsible for the writing on the tag of the following:-
 - (i) Name
 - (ii) Affiliate Member
 - (iii) If a Second Claim or Invited Competing Athlete
 - (iv) Computer registration number
 - (v) The time-after-go or handicap time where applicable.
- (c) In all races other than relay events, the Competing Athlete will be required to present the tag to the Chief Official at least 15 minutes prior to the advertised starting time. The Chief Official or assistants will be responsible for the notation of handicaps on the tag if required.
- (d) Failure to report in to the Chief Official or failure to carry a tag will result in immediate disqualification.
- (e) Athletes who present themselves to the Chief Official less than 5 minutes prior to the commencement of the race may be issued a different coloured tag and, in the case of calculated and fixed interval handicap events, shall be required to run off scratch. In all events, such athletes shall be permitted to figure in the placings.
- (f) Competing Athletes who do not complete a race or withdraw from the race shall inform the Chief Official as soon as possible after withdrawing from the race.

15. **CONDUCT OF RACE**

- (a) In all races, Competing Athletes shall follow the specified course. They shall obey directions of an official of an Affiliate Member; they shall negotiate any obstacle or

hurdle on the course, and follow flags and other markers, where these are used to indicate the course.

- (b) Failure to adhere to rule 15(a) shall result in disqualification.

16. **PROTEST**

- (a) A Competing Athlete or Affiliate Member may make a protest about the conduct of a race or a decision of the Chief Official.
- (b) Protests shall initially be made verbally to either the President or Secretary of the Association or the Chief Official within 15 minutes of the conclusion of the race.
- (c) Within 30 minutes of the completion of the race a written protest must be received by either the President or Secretary of the Association or the Chief Official for the protest to continue.
- (d) Upon receipt of the written protest, the Official or Administrator in receipt of the protest shall convene a jury to judge the protest.
- (e) The jury shall consist of at least three people, with no more than two of the jury from the same Affiliate Member. The Official or Administrator convening the jury shall chair the jury. Where possible the jury's decision shall be made verbally to the lodger of the protest on the day of the race.
- (f) There shall be no avenue of appeal on a jury's decision.
- (g) Protests against the eligibility of an athlete to compete in an event must be made in writing to the Chief Official or the Secretary no later than 28 days after the event.

17. **AWARDS**

- (a) The male and female Eligible Athletes with the fastest times in each event will each receive an award. In handicap events, the handicap winner will also receive an award, but only if he/she completed at least five Association events previously. The nature of these awards will be determined by the Executive. Such further awards may be made at the discretion of the Executive.
- (b) The Association shall award a trophy or memento to the male and female Athletes of the Year. The recipients of these awards will be the male and female Eligible Athletes who accumulate the most points in the current season in Association events and AV events (excluding the Coliban Ekiden Relay) when competing as a member of an APSU team. Points shall be awarded in the male and female categories as follows:
 - (i) in events in which all athletes compete over the same distance, 6 points will be awarded for the fastest time and then 5, 4, 3, 2, 1 in descending order of time;
 - (ii) in events in which athletes have a choice of distances over which to compete, each Eligible Athlete's time shall be calculated as a percentage of the course record standing prior to the commencement of that day's events for the course over which he/she competed, 6 points will be awarded for the lowest percentage time so calculated and then 5, 4, 3, 2, 1 in descending order of percentage time among all the competitors over the various distances;
 - (iii) where there is a tie on times or percentages, points will be equally divided between the tying athletes;
 - (iv) athletes' season points totals will be calculated by adding their highest ten scores in Association events and their highest five scores in AV events;

- (v) should there be a tie on points at the end of the season, the athlete who has gained the fastest or lowest percentage in the most number of events during the season will be declared the winner. Should there still be a tie, the tied athlete who has competed in the least number of events during the current season will be declared the winner.
- (c) In addition to the open age Athletes of the Year Awards, there shall be awarded a trophy or memento or award for each of the male and female Athletes of the Year in the following age groups:
Male - Over 40 years of age, over 50 years of age and over 60 years of age. Women - Over 40 years of age and over 50 years of age.
The recipients of these awards shall be determined in the same manner as the Athletes of the Year namely as set out in clause 17 (b) above.
- (d) **Marathon Awards**
There shall be awarded a trophy or memento or award to the male and female athletes who record the fastest marathon times in the Australian or Victorian Marathon Championships in each calendar year. To be eligible for the Award, an athlete must have competed in at least one Association event in the same year as the Athlete completed his or her marathon event.

18. **RESULTS**

The Secretary of the Association shall ensure that a nominated representative of the Affiliated Member is forwarded a copy of the results of each event conducted by the Association unless exhibited on the Association web site by the Webmaster.

19. **ANNUAL DINNER**

- (a) The Association shall conduct an Annual Dinner each year to be held on the night of the concluding event for the season.
- (b) The President of the Association shall be responsible for the organisation of the Dinner and shall where necessary form a sub-committee for the purpose and be empowered to co-opt members to this Sub-Committee.

20. **HANDBOOK**

The Association shall have produced each year a handbook of fixtures and records-

21. **AFTERNOON TEAS**

- (a) Affiliate Members responsible for the conduct of their sponsored event as detailed in Appendix 'A' are invited to provide afternoon tea for Competing Athletes, Officials, Administrators, Life Members and spectators.
- (b) At all other events, Competing Athletes are requested to supply items for afternoon tea.

22. **EVENT RECORDS**

The Association shall keep a list of best recorded performances in all events conducted. A list of these records shall be presented at the Annual General Meeting of the Association for ratification. The keeper of the Records, who shall be a member of the Association, shall be appointed by the Executive for that purpose.

23. **TROPHIES**

The trophies awarded to the athletes and Affiliate Members shall remain in the control of the Keeper of Trophies at all times who shall be responsible for their safekeeping, maintenance and availability of presentation when required. The Keeper of Trophies, who shall be a Member of the Association, shall be appointed for that purpose.

24. **DIVISIONAL COMPETITION**

- (a) In the events, the Dyson Relay, Alan Hooley Relay, the Geelong Relay, Alex Jamieson Teams Race, Williamson Teams Race and the Cooke McClelland Shield, teams shall be categorised into two divisions at the commencement of the season. Division One shall contain the nine best performed teams and Division Two all other teams.
- (b) On the results of the events listed in 24 (a), points shall be awarded in each division in the following manner:-
 - 1st team in the division 10 points
 - 2nd team in the division 8 points
 - 3rd 7, 4th 6, 5th 5, 6th 4, 7th 3, 8th 2, 9th 1, and 1 for all other finishing teams.
- (c) Points shall be aggregated during the season and the team in each division with the greatest number of points shall be declared the champion team of the division. Should there be tie on points, the team with the highest placing at the Cooke McClelland Shield race shall be deemed the winner.
- (d) The grading of teams into divisions shall be determined by the Executive and shall be presented for ratification at the Annual General Meeting of the Association.
- (e) At the conclusion of each season the champion team in Division Two is to be promoted to Division One and the bottom team in Division One is to be relegated to Division Two. However, at the discretion of the Executive a maximum of two teams may be promoted from Division Two to Division One with two teams being relegated from Division One to Division Two.

25. **WOMEN'S TEAMS COMPETITION**

- (a) There will be Women's Teams Competitions for the six events listed in By-Law 24 (a).
- (b) In the Alan Hooley Relay and the Geelong Relay the teams will each consist of three female Eligible Athletes. In the other events the teams will consist of four female Eligible Athletes.
- (c) The events will be conducted as outlined in By-laws 9 and 10.
- (d) Female Eligible Athletes will have their places counted in the Divisions 1 and 2 competitions as well as in the Women's Teams Competition in the non-relay events.

- (e) The Premier Women's Team for each season will be determined by the method outlined in By-Laws 24 (b) and (c) being applied to the Women's Teams.

APPENDIX 'A'

CLUB SPONSORED EVENTS

1. **The Frank Dyson Relay** shall be a relay event conducted on the Tan Track surrounding the Botanical Gardens or such other venue as may be determined by the Executive. The start will be opposite the Memorial Gates of Melbourne Grammar School or such other place as may be required by the responsible Municipal Authority. The winning team will be awarded the Dyson Shield. The athlete running the fastest lap will be awarded the Jack Newman Trophy. Old Melburnians shall be host Club for the day.
2. **The Alex Jamieson Handicap** shall be a five kilometre race conducted around the environs of Scotch College, Hawthorn. All athletes will start the race at the same time and a sealed or secret handicap will be conducted on the race. The athlete whose watch time less the handicap time is the fastest will be declared the handicap winner. A teams competition, each team comprises six athletes, will be conducted and the team scoring the lowest number of points (placings) when aggregated will be awarded the Alex Jamieson Trophy. Old Scotch Collegians shall be the host Club for the day.
3. **The Ken Orchard Memorial Handicap** shall be a ten kilometre event. The handicapping of the event shall be on a calculated interval basis. The first athlete across the line shall be the handicap winner of the event and he/she shall be awarded the Ken Orchard Trophy. Old Wesley shall be host Club for the day.
4. **The Lodge Handicap** shall be a sixteen kilometre race conducted around St Kevin's College and its environs or such other route as may be mutually agreed between the host Club and the Executive. The handicapping of the event shall be on a calculated interval basis and the handicap winner shall be awarded the Lodge Family Trophy. An eight kilometre race may be run in conjunction with the main event, and there will be a fastest time and handicap awards for the eight kilometre event. Those competing in the eight kilometre event will be eligible to receive points for the Athlete of the Year awards. St Kevin's shall be host Club for the day.
5. **Brighton-by-the-Sea Challenge Handicap** shall be a nine kilometre handicap teams race, each team comprising four athletes, conducted along the foreshore of Brighton. The handicapping of the event shall be on a calculated interval basis and the winning team shall be the team scoring the lowest number of points (placings) when aggregated. The winning team shall be awarded the Brighton-by-the-Sea Challenge Cup. Old Brighton Grammarians shall be host Club for the day.
6. **The Cooke-McClelland Shield** shall be conducted from the Burke Hall campus of Xavier College and it will consist of an eight kilometre race around the surrounding area. A teams competition, each team comprising six athletes, will be conducted and

the team scoring the lowest number of points (placings) when aggregated shall be awarded the Cooke-McClelland Shield. When possible this event shall be the concluding event of the season. Old Xaverians shall be the host Club for the day.

7. **The Williamson Event** will be a race around a campus of Haileybury College. Haileybury Athletics Club shall be host Club for the day.
8. **The Geelong Relay** will be hosted by the Old Geelong Collegians Amateur Athletic Club and shall be conducted every two years as a teams event based in Geelong or such other locality as may be mutually agreed between the host Club and the Executive. Open teams consisting of 4 athletes shall compete 4 laps of the course of approximately 6 km. Women's teams consisting of 3 athletes shall compete 3 laps of the course of approximately 6 km. The winning Open Team shall be awarded the Don Macmillan Trophy and the winning Women's team the Peter Cronk Trophy.

GENERAL EVENTS

1. **The Ken McPhail Handicap** shall be a sealed handicap race, where all athletes will be required to complete a distance of eight kilometres around such venue as may be determined by the Executive from time to time. The handicap winner shall be awarded the Ken McPhail Trophy.
2. **Churchill National Park Handicaps** shall consist of two races – six kilometres and twelve kilometres – to be conducted around the environs of Churchill National Park or other such locality as may be determined by the Executive. The handicapping of the events shall be on a calculated interval basis. Each participant shall indicate to the Recorder their choice of event before the event commences.

OTHER EVENTS

1. **Alan Hooley Relay Race** shall be conducted every two years as a teams event, each men's team consisting of four athletes and each women's team shall consist of three women athletes. The men's team shall be required to complete a total of eight laps and the women's team a total of six laps of a selected course of approximately 3.3 kilometres in the locality of Gilwell Park, Gembrook or such other venue as may be determined by the Executive.
2. **Hare and Hounds Handicap** shall be conducted at Berwick or such other venue as may be determined by the Executive. The course shall be a distance of approximately ten kilometres and the handicapping of the event shall be on a fixed interval basis. The winner of the handicap shall be awarded the Ian MacDougall Trophy.
3. **Graham Wise Mini-Marathons** will be an event consisting of half-marathon, 10 km and 5km races at a venue as may be determined by the Executive.