

QUEENSLAND ATHLETICS BY-LAWS

APPROVED BY THE QA BOARD ON 8TH FEBRUARY 2010

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1. DEFINITIONS AND INTERPRETATION

1.1 In these By-Laws unless the context otherwise requires:

“AA”	means Athletics Australia Limited (ACN 006 447 294).
"AGM"	means the Annual General Meeting of QA.
"Association"	means Queensland Athletic Association Limited (ACN 010 706 751).
“Board”	means the Directors in meeting.
“Chairman”	means the Chairman of the Association elected by the Directors pursuant to clause 49.1 of the QA Constitution.
“CEO”	means the person appointed by the Board to the position of CEO of the Association.
"Commencement Date”	means the date of commencement of the terms of members of a Commission.
"Commission"	means a commission established by the Board to assist it in the running of athletics in Queensland.
"Commission Member”	means a properly appointed member of a Commission.
“Constitution”	means the Constitution of the Association in force from time to time.
“Directors”	means the persons constituting the Board or any one of them as circumstances require.
“IAAF”	means the International Amateur Athletic Federation.
“Member”	means a member of the Association, other than Associate Members, Honorary Life Members and Individual Members.
"QA"	means Queensland Athletic Association Limited (ACN 010 706 751).
“Telecommunications Meeting”	means the contemporaneous linking together of persons in oral communication by telephone, audio-visual or other instantaneous means approved by the Board.
“Year”	means calendar year, unless otherwise stated.

1.2 Headings are for convenience only and do not affect the interpretation of these By-Laws.

2. GENERAL ADMINISTRATION

- 2.1 The headquarters of the Association shall be at such place as the Board shall from time to time determine.
- 2.2 There shall be held such number of meetings each financial year as determined from time to time by General Meeting.
- 2.3 At General Meetings of the Association and at meetings of the Board, the Chairman shall take the Chair, unless he or she is unable or unwilling to do so, in which case the Vice Chairman shall take the Chair. If the Vice Chairman is unable or unwilling to do so, the meeting will appoint a person to take the Chair.
- 2.4 Elections shall be conducted in such manner as is determined by the Chairperson of each meeting and may include a show of hands or secret ballot.

3. COMMISSIONS AND COMMITTEES

- 3.1 The following Commissions shall be established to assist with the management of athletics in Queensland:
 - (a) Track and Field Commission
 - (b) Non – Stadia Commission
 - (c) Officials Commission
 - (d) Education Commission.
- 3.2 The Board shall have the right to form new Commissions or terminate existing Commissions for the betterment of the sport, as it sees fit.
- 3.3 Subject to anything hereinafter contained, the Board shall appoint such persons and in such number as it thinks fit to the Commissions. In selection of QA Commissions, QA recognises the importance of balance in terms of gender, geographical location, age, ethnicity and athletics background. Nominations for more than one Commission are allowed.
- 3.4 For each Commission, the Board shall nominate a Commencement Date, which shall be used as the starting date for the terms of members of the relevant Commission.
- 3.5 Commission members will normally remain in place for two years from the Commencement Date for the relevant Commission.
- 3.6 At the expiration of their term, Commission Members shall be eligible for re-appointment.
- 3.7 The Board has the authority to remove and/or replace any Commission member at its discretion without giving a reason therefore.
- 3.8 Should a Commission member resign prior to the finalisation of his/her term, the Commission may make a recommendation to the board in respect to a replacement.
- 3.9 Where the By-Laws do not provide for the CEO to be a member of any Commission or Committee, the person holding such position shall be an ex-officio member of any Commission or Committee.

Track and Field Commission

3.9 The role of the Track and Field Commission is to:

- a) Oversee Queensland Athletics' sanctioned track and field events throughout Queensland.
- b) Oversee the successful delivery of Queensland Athletics' Track and Field Championships.
- c) Provide guidance and counsel to the Board and staff of Queensland Athletics.

The responsibilities of the Track and Field Commission include the following:

- a) To make recommendations to the Board regarding scheduling of State Track and Field Championship events, including the location, timing, rules, budget and format of Championship events.
- b) To arrange all aspects of State Championships, including but not limited to venues, programming, entries and medals.
- c) To liaise with the Officials Commission in regards to the appointment of officials for State Championships.
- d) To assist in the delivery of metropolitan and regional track and field events and to assist local clubs in arranging such events.
- e) To assist in the preparation of a competition handbook for each season.
- f) To work with the CEO to form any sub-committee structures required to fulfil the above responsibilities.
- g) To work with any sub-committee established to oversee track and field events and development in a particular region or discipline.

3.10 The meeting procedure and administrative guidelines for the Track and Field Commission are to be as follows:

- a) The Track and Field Commission will meet as a minimum, every six weeks to coincide with Board Meetings. That is, Commission meetings shall be held 2 weeks prior to each Board Meeting.
- b) Board Briefing Notes are to be prepared immediately after each Commission meeting and provided to the QA Chairperson at least seven days before the Board meeting. The Board Briefing Notes are to include summaries of those issues discussed at the Commission Meeting and any decision reached by the Commission. The Board will have the power of veto of any decision made by the Commission but will not do so unreasonably or without consultation with the Commission Chair.
- c) A quorum must be present either in person or via a telephone hook-up, for decisions to be made. A quorum will consist of a simple majority of the members of the Commission.
- d) Nominations to join the Track and Field Commission will be called for by the CEO, who will make recommendations to the Board for approval.
- e) The Track and Field Commission must have a minimum of five members.

- f) The Board will appoint a Chair. The Chair will run the Commission meetings and ensure that the Board Briefing Notes are prepared and provided to the QA Chairperson seven days prior to the Board Meeting.
- g) The Commission Chair shall appoint a member of the Commission to act as Secretary of the Commission to assist the Chair in preparing the Board briefing Notes and ensuring that the Board Briefing Notes are provided to the QA Chairperson seven days prior to the Board Meeting.
- h) The QA CEO may take part in any Commission meeting, to provide advice to the Commission on issues such as finance. Any such attendance is purely in a non-voting capacity.

Non-Stadia Commission

3.11 The role of the Non-Stadia Commission is to:

- a) Oversee Queensland Athletics' sanctioned non-stadia events throughout Queensland.
- b) Oversee the successful delivery of Queensland Athletics' Non-Stadia Championships.
- c) Provide guidance and counsel to the Board and staff of Queensland Athletics.

The responsibilities of the Non-Stadia Commission include the following:

- a) To make recommendations to the Board regarding scheduling of State Non-Stadia Championship events, including the location, timing, rules, budget and format of Championship events.
- b) To arrange all aspects of State Championships, including but not limited to venues, programming, entries and medals.
- c) To liaise with the Officials Commission in regards to the appointment of officials for State Championships.
- d) To assist in the delivery of metropolitan and regional non-stadia series' and events and to assist local clubs in arranging such series' and events.
- e) To assist in the preparation of a competition handbook for each season.
- f) To work with the CEO to form any sub-committee structures required to fulfil the above responsibilities.
- g) To work with any sub-committee established to oversee non-stadia events and development in a particular region and/or discipline.

3.12 The meeting procedure and administrative guidelines for the Non-Stadia Commission are to be as follows:

- a) The Non-Stadia Commission will meet as a minimum, every six weeks to coincide with Board Meetings. That is, Commission meetings shall be held 2 weeks prior to each Board Meeting.
- b) Board Briefing Notes are to be prepared immediately after each Commission meeting and provided to the QA Chairperson at least seven days before the Board meeting. The Board Briefing Notes are to include summaries of those issues discussed at the

Commission Meeting and any decision reached by the Commission. The Board will have the power of veto of any decision made by the Commission but will not do so unreasonably or without consultation with the Commission Chair.

- c) A quorum must be present either in person or via a telephone hook-up, for decisions to be made. A quorum will consist of a simple majority of the members of the Commission.
- d) Nominations to join the Non-Stadia Commission will be called for by the CEO, who will make recommendations to the Board for approval.
- e) The Non-Stadia Commission must have a minimum of five members.
- f) The Board will appoint a Chair. The Chair will run the Commission meetings and ensure that the Board Briefing Notes are prepared and provided to the QA Chairperson seven days prior to the Board Meeting.
- g) The Commission Chair shall appoint a member of the Commission to act as Secretary of the Commission to assist the Chair in preparing the Board briefing Notes and ensuring that the Board Briefing Notes are provided to the QA Chairperson seven days prior to the Board Meeting.
- h) The QA CEO may take part in any Commission meeting, to provide advice to the Commission on issues such as finance. Any such attendance is purely in a non-voting capacity.

Education Commission

3.13 The role of the Education Commission is to:

- a) Oversee Queensland Athletics' development programs into schools and other education sectors.
- b) Oversee Queensland Athletics' coaching education programs.
- c) Provide guidance and counsel to the Board and staff of Queensland Athletics and, in particular, its development officers.

The responsibilities of the Education Commission are as follows:

- a) To make recommendations to the Board regarding the promotion of "athletics education" in the various Queensland education sectors.
- b) To make recommendations regarding, and assist in, developing links between the various educational sectors and Queensland Athletics' clubs.
- c) To liaise with the education authorities across all education sectors to enhance the relationship between Queensland Athletics and Queensland School Sport.
- d) To assist development officers to strengthen Queensland Athletics' links with education institutions.
- e) To assist, where requested, in the delivery of coach education courses and liaising with the ATFCA Queensland Branch on coach education initiatives.

- f) To assist in the operation of Queensland Athletics' National All Schools teams, including advising on the selection of team managers and the selection criteria applicable to the teams.
- g) To work with the CEO to form any sub-committee structures required to fulfil the above responsibilities.
- h) To work with any sub-committee established to oversee athletics education in a particular region.

3.14 The meeting procedure and administrative guidelines for the Education Commission are to be as follows:

- a) The Education Commission will meet as a minimum, every six weeks to coincide with Board Meetings. That is, Commission meetings shall be held 2 weeks prior to each Board Meeting. The Commission is free to meet more often should it wish.
- b) Board Briefing Notes are to be prepared immediately after each Commission meeting and provided to the QA Chairperson at least seven days before the Board meeting. The Board Briefing Notes are to include summaries of those issues discussed at the Commission Meeting and any decision reached by the Commission. The Board will have the power of veto of any decision made by the Commission but will not do so unreasonably or without consultation with the Commission Chair.
- c) A quorum must be present either in person or via a telephone hook-up, for decisions to be made. A quorum will consist of a simple majority of the members of the Commission.
- d) Nominations to join the Education Commission will be called for by the CEO, who will make recommendations to the Board for approval.
- e) The Education Commission must have a minimum of five members.
- f) The Board will appoint a Chair. The Chair will run the Commission meetings and ensure that the Board Briefing Notes are prepared and provided to the QA Chairperson seven days prior to the Board Meeting.
- g) The Commission Chair shall appoint a member of the Commission to act as Secretary of the Commission to assist the Commission Chair in preparing the Board Briefing Notes and ensuring that the Board Briefing Notes are provided to the QA Chairperson seven days prior to the Board Meeting.
- h) The QA CEO may take part in any Commission meeting, to provide advice to the Commission on issues such as finance. Any such attendance is purely in a non-voting capacity.

Officials Commission

3.15 The role of the Officials Commission is to:

- a) Oversee the training, development and recruitment of officials in Queensland.
- b) Appoint officials to officiate at QA sanctioned events.
- c) Provide guidance and counsel to the Board and staff of Queensland Athletics.

The responsibilities of the Officials Commission are as follows:

- a) To make recommendations to the Board regarding the training and development of officials in Queensland.
- b) To make recommendations to the Board in regard to increasing the number of officials throughout Queensland.
- c) To make recommendations for officials to officiate at State Championships and to liaise with the Track and Field and Non-Stadia Commissions in regard to this.
- d) To assist QA with the supply of officials to organisations and associations requiring officials at meets.
- e) To work with the CEO to form any sub-committee structures required to fulfil the above responsibilities.
- f) To work with any sub-committee established to develop, train or recruit officials in a particular region or discipline.

3.16 The meeting procedure and administrative guidelines for the Officials Commission are to be as follows:

- a) The Officials Commission will meet as a minimum, every six weeks to coincide with Board Meetings. That is, Commission meetings shall be held 2 weeks prior to each Board Meeting. The Commission is free to meet more often should it wish.
- b) Board Briefing Notes are to be prepared immediately after each Commission meeting and provided to the QA Chairperson at least seven days before the Board meeting. The Board Briefing Notes are to include summaries of those issues discussed at the Commission Meeting and any decision reached by the Commission. The Board will have the power of veto of any decision made by the Commission but will not do so unreasonably or without consultation with the Commission Chair.
- c) A quorum must be present either in person or via a telephone hook-up, for decisions to be made. A quorum will consist of a simple majority of the members of the Commission.
- d) Nominations to join the Officials Commission will be called for by the CEO, who will make recommendations to the Board for approval.
- e) The Officials Commission must have a minimum of five members.
- f) The Board will appoint a Chair. The Chair will run the Commission meetings and ensure that the Board Briefing Notes are prepared and provided to the QA Chairperson seven days prior to the Board Meeting.
- g) The Commission Chair shall appoint a member of the Commission to act as Secretary of the Commission to assist the Commission Chair in preparing the Board Briefing Notes and ensuring that the Board Briefing Notes are provided to the QA Chairperson seven days prior to the Board Meeting.
- h) The QA CEO may take part in any Commission meeting, to provide advice to the Commission on issues such as finance. Any such attendance is purely in a non-voting capacity.

4. OFFICE BEARERS AND APPOINTMENTS

- 4.1 The Board may appoint any additional office bearers to assist with the operation of athletics in Queensland. The list of possible office bearers includes but is not limited to, statistician, equipment officer and registrar.

Statistician

- 4.2 A statistician may be appointed by the Board and be responsible for the following:
- a) to maintain and distribute, as directed by the Board, the current official list of Queensland Records in accordance with the record events listed in General Rules of AA and such other age groups and/or events as from time to time decided by the Board including historical records maintained by QA; the records always remain the property of QA
 - b) to examine each record application to ensure that all necessary requirements are met and to seek further information where necessary
 - c) to make recommendations to the Board on any matter relating to records including the acceptance of applications
 - d) any other duties in relation to records as the Board may from time to time direct.

Equipment Officer

- 4.3 An equipment officer may be appointed by the Board and be responsible for the following: to assist with the storage and maintenance of Association equipment; to help maintain the condition of the equipment; to make reports back to the Association regarding equipment on hand and any requirements to secure additional equipment.

Registrar

- 4.4 An Honorary Registrar may be appointed by the Board each year should it be considered necessary for such appointment. A job specification shall be provided to the person appointed.

Queensland Team Managers and Officials

- 4.5 The Board shall appoint Athletics Managers and other officials for Queensland Teams.
- 4.6 The Board shall have the power to replace any manager so appointed for any reason without being required to disclose the reason.

Delegates

- 4.7 The Board shall appoint delegates to other organisations if and when it considers it desirable to do so.

5. CHAMPIONSHIPS

General

- 5.1 Queensland Championships shall be held in the age groups and events as decided from time to time by the Board but must include all events conducted as Championships by AA.

- 5.2 Host clubs and venues for Queensland Country Championships shall be determined by the Board for the championships to be held two years hence.
- 5.3 Age groups and events and rules for Queensland Country Championships shall be those decided by the Board.
- 5.4 Queensland Country Championships shall be conducted for registered athletes who are members of Queensland Country Clubs or are Country Independents. Registered athletes whose primary place of residence is the Brisbane Metropolitan area shall not be eligible to compete at such Championships. The Brisbane Metropolitan area is defined as being 50 km or less from the Brisbane GPO, unless the Board decides otherwise. The Organising Committee may permit other athletes to compete by invitation if time and the numbers in the particular events permit. Such athletes shall not be eligible to win any championship or medal.
- 5.5 Age groups and events and rules for North Queensland Championships shall be those decided by the Board.
- 5.6 Recommendations on championships will be provided to the Board by the Competition Commission or by the agent appointed for a region as appropriate.
- 5.7 At each State Championship meeting there may be conducted unless otherwise directed by the Board or General Meeting, an opening ceremony, a closing ceremony and victory ceremonies. The format for the opening ceremony shall be as determined by the Board and may include the opening by the Chairman or his/her nominee. The Chairman or his/her nominee may declare each Championship meeting closed.

Administrative and Financial Responsibility

- 5.8 Financial responsibility for all Championships of Queensland shall rest with the Board.
- 5.9 In the case of Championships other than State Championships the Board by agreement may transfer all or part of the administrative and financial responsibilities to the host club or body.
- 5.10 Clubs hosting Championships shall be required to submit progress reports on the Championships including budgets, equipment needs and a report on facilities available; and prior to the circulation of same, submit copies of proposed entry forms, programs and details of the schedule of events to the Competition Commission for recommendation to the Board for approval.
- 5.11 Clubs hosting Championships shall submit a final report of such championships to the Board within two (2) months of the conclusion of such championships setting out the matters relevant to the conduct of the championships including a profit and loss statement of such championships.

Uniforms

- 5.12 Association uniforms, officials' uniforms and athletes' representative uniforms shall be of a design approved by the Board.
- 5.13 The Board may authorise other persons, who have rendered suitable service, to wear an appropriate blazer and uniform.

Clothing

- 5.14 One identification of the manufacturer (logo, name or combination) may appear on each article of clothing worn by athletes, officials or judges (vests, shorts, track-suits, socks, etc.), the maximum area and height of which shall be determined by the Board.

Competitors' Number Cards

- 5.15 The overall size of the number cards shall be in accordance with the applicable Rules of the IAAF and AA.
- 5.16 The name of a sponsor may appear on a competitor's number card in accordance with the applicable Rules of the IAAF and AA.
- 5.17 The same style of number shall be issued to and worn by all competitors, and such numbers shall not be cut or folded in any way.

Competition Rules

- 5.18 Athletics shall be conducted under the Competition Rules of the IAAF as published in the IAAF Handbook from time to time with such modifications as are determined by AA or as are necessary for Association purposes; and local competition rules including the system of point scoring for the various seasons, ie Track and Field, Cross Country, Road Events and Road Walking shall be those approved by the Board following recommendations from the Competition Commission.

Prizes

- 5.19 Championships prizes shall be as decided by the Board from time to time. Where any such prize is presented to a visiting (not registered with the Association) athlete the equivalent prize shall be presented to the Association's registered athlete who would otherwise have won that prize.

6. STATE SQUADS

- 6.1 State squads may be selected for particular purposes and approved by the Board from time to time and may be subsidised or offered other inducements by the Board if it so deems it appropriate to do so.

7. ELIGIBILITY

- 7.1 The Board may from time to time determine matters regarding the eligibility and reinstatement of athletes.
- 7.2 A registered athlete who abides by the laws of the Association as defined in the Constitution and By-Laws of the Association shall be eligible to participate in competition over which the Association claims jurisdiction. For the purpose of these By-Laws such a person shall be referred to as an eligible athlete.
- 7.3 An athlete may be declared by the Board ineligible for competition under the rules of the Association by contravening or failing to comply with the Rules of the IAAF or AA concerning eligibility.
- 7.4 For the purposes of age at Championships or competitions, an athlete's age shall be that at the 31st December in that year.

8. DOPING CONTROL

- 8.1 QA recognises AA's anti-doping policy, which is outlined within the AA by-laws.
- 8.2 The Association may, where practicable, conduct in accordance with the General Rules, Regulations and Procedures of AA doping control, a report of which shall be submitted to AA from time to time.
- 8.3 The Association may conduct doping control at all State or District Championships and at Inter-club meetings or any other events conducted under the auspices of the Association.
- 8.4 The Association shall permit Australian Sports Drug Agency or AA to conduct arbitrary doping control at any event conducted under its auspices when requested to do so.
- 8.5 Every registered athlete shall submit to doping control and provide all samples as and when requested to do so.
- 8.6 Every registered athlete shall answer such questions and undergo such further tests as required by the Association or the Australian Sports Drug Agency.

9. SPONSORSHIP

- 9.1 If the Board agrees, a commercially sponsored club may be registered in the name of the sponsor. Alternatively if the Board agrees, the name of not more than one sponsor may be added to, or incorporated within, an existing established club name. Such Clubs shall comply with the applicable Rules of the IAAF and AA.
- 9.2 Athletes may accept assistance in the form of equipment and services only in accordance with the Rules of the IAAF and AA.

10. MEMBERSHIP AND REGISTRATION

Life Membership

- 10.1 Honorary Life Membership, in accordance with the Constitution of the Association, may be bestowed upon persons who have given outstanding service to the Association for a significant period. For the purpose of satisfying this criterion, it is expected that over 20 years of outstanding service will be required as a minimum.
- 10.2 The nominee must have been a person registered with the Association for the specified service period.
- 10.3 Nominations, which may be made by any registered member, must be in writing accompanied by a Statement of Qualifications to support the nomination and prove that the requirements have been met.
- 10.4 The Board shall after its deliberation submit any nomination, with its recommendation, to the AGM for its consideration. A three quarters majority vote in favour by voting delegates at an AGM is required for the bestowal of Honorary Life Membership.
- 10.5 Privileges afforded to Honorary Life Members are outlined in Article 7.9 of the constitution.

Associate Membership

- 10.6 Applications for affiliation as Associate Members may be accepted by the Board provided the Club's constitution, including its colours, is acceptable to the Board.

- 10.7 Members of Associate Members registered with the Association may also be members of Members but are only required to pay one registration fee to the Association. They must, however, only compete in Association competitions for the club which is registered as a Member with the Association.
- 10.8 Fees for Associate Members shall be determined from time to time by the Board.
- 10.9 Associate Members are not eligible to appoint delegates to General Meetings and shall have no voting rights. Two appointed spokesmen may attend General Meetings and speak with the permission of the Chairperson but cannot speak on motions or have voting rights.
- 10.10 An Associate Member must be affiliated before athletes of that club are eligible to register with the Association.
- 10.11 Associate Member athletes registered with the Association are permitted to compete in Association events.
- 10.12 Associate Member athletes registered with the Association are eligible for selection in State Teams and for travel subsidies.
- 10.13 Associate Members are eligible for Inter-club points.
- 10.14 Registered athletes of Associate Members are eligible for Championship Awards.

Affiliations

- 10.15 The Board may, at its absolute discretion, decide which clubs are to be accepted as affiliates under the heading of Members. The board will typically apply the criteria set out below. However these criteria are a guideline only for the Board to make a decision regarding affiliation. When considering applications for affiliation the Board may disregard points listed here or consider additional points not listed.
 - a. The Constitution of the Club must be acceptable to the Board.
 - b. The club must not be servicing an area already serviced by an existing club. (In metropolitan areas - 5km from an existing club. In centres with populations 15,000 to 70,000 – 15km from an existing club. In centres with populations below 15,000 – 50kms from an existing club.)
 - c. The membership of the club must exceed 50. (Special consideration may be given to clubs based in low population areas).
 - d. The club must have an appropriate training venue.
 - e. The club must have one ATFCA accredited coach for each 10 athletes and have a coaching and development plan ready to be implemented.
 - f. The club must have formed a management committee that includes at least the following positions: President, Secretary, Treasurer, Committee members.
- 10.16 A general meeting of the association may nevertheless accept as Members clubs which do not fully meet these criteria.

Registered Athlete

- 10.17 Members of Clubs, unless otherwise specified, and independent athletes must register with the Association using the procedure adopted by the Board from time to time. Except in particular circumstances agreed to by a General Meeting or the Board, unregistered athletes are not permitted to compete in Association or Association approved competitions.

Registered Officials, etc

10.18 Members of the Management Committee of Clubs must be registered with the Association.

Transfers

10.19 Transfers may be approved by the CEO upon the receipt of properly documented Papers of Transfer and the required fee which will be determined by the Board from time to time. A list of such transfers shall be presented at the next Meeting of the Board. In the case of any problem arising with any application for transfer the transfer shall not be approved but shall be notified to the Board for determination.

Suspended Or Expelled Persons

10.20 No person who has been suspended or expelled by the Association shall be entitled to attend or vote at any Board or General Meeting until such time as the suspension or expulsion of such person has been cancelled and full rights of such person restored.

Fees and Levies

10.21 The current schedule of fees and levies and the required dates of payment are as follows:

Club Fees

To be registered with Queensland Athletics, clubs must pay an annual affiliation fee and a registration fee for all club members in the categories of athlete, technical official, coach and volunteer. Clubs must pay their affiliation fee no later than 1 October to be considered affiliated with Queensland Athletics. The annual affiliation fee (including GST) is as follows:

1.	Club Affiliation Fee	\$450
2.	Online Club Affiliation Fee	\$350
3.	Remote Club Affiliation Fee	\$250
4.	Remote Online Club Affiliation Fee	\$200

To affiliate as an online club, a club must fulfill the following conditions:

1. Provide to QA a current email contact for the club, be registered for online registrations and have an active website. It is the club's responsibility to ensure alterations to this address are passed on to QA and that the email recipient is distributing the information in the required manner.

To affiliate as a remote club, a club must fulfill the following conditions:

1. Be based in a centre that has a low population. (8000 or less)
2. Have no options to amalgamate with a neighbouring club. (Have no other club within 75km)

Athlete Registration Fees

The annual registration fee for the October 1 to September 30 period per athlete (including GST) is as follows:

1.	Full Athlete Fee (Covers athletes for all competition)	\$80
2.	Non-Stadia Athlete (Cross Country & Road Events Only)	\$40

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| 3. | Technical Official, Volunteer & Coach Fee
(Does not allow member to take part in competition as an athlete) | \$10 |
| 4. | Social Club Athlete
(Covers athletes that only compete in club events and cannot compete in QA events or Queensland State Championships) | \$20 |
| 5. | Winter Only Athlete
(Does not cover athlete for the QA / AA summer competition period) | \$40.00 |
| 6. | Dual Registration Athlete
(LAQ U/13-U/15 only) | \$0 |
| 6. | Independent Athlete
(Not registered through a QA club - Must reside 100km or more from the nearest QA club) | \$91 |

11. AWARDS

System of Awards

- 11.1 The Queensland Athletics awards system comprises two streams – one focused on recognizing outstanding performances by athletes, and one focused on recognizing outstanding service by officials, administrators, coaches etc.

Awards Focused on Athletes

Award Name	Qualification	Recognition	Number Per Annum
Cathy Freeman Award	Exceptional performance by a female athlete in that year, eg: <ul style="list-style-type: none"> • medal at the Olympic Games, World Championships, World Indoor Championships, Commonwealth Games, World Cup, World Cross Country Championships • World or Commonwealth record • other exceptional performance. 	Trophy Framed certificate Name on honour board	Unlimited
Michael Hillardt Award	Exceptional performance by a male athlete in that year, eg: <ul style="list-style-type: none"> • medal at the Olympic Games, World Championships, World Indoor Championships, Commonwealth Games, World Cup, World Cross Country Championships • World or Commonwealth record • other exceptional performance. 	Trophy Framed certificate Name on honour board	Unlimited
Junior Excellence Award	Medal won by a male or female junior athlete at a major championship, eg World Junior Championships or other noteworthy performance.	Trophy Framed certificate	Unlimited

Awards Focused on Officials, Administrators etc

Award Name	Qualification	Recognition	Number Per Annum
The Tom Blue Service Award	This is the pinnacle of the QA Awards System. It will only be awarded to a nominee who has provided outstanding and dedicated service to athletics in Queensland. To be eligible for this award, a nominee will have served above and beyond the call of duty over a substantial period of time and the quality of the service will be of a standard befitting the pinnacle of the QA Awards.	Framed certificate Name to be placed on perpetual trophy plus replica to be given to recipient	Rarely awarded – no more than one per annum
Honorary Life Membership	Honorary Life Membership may be bestowed upon persons who have given outstanding service to the Association for a significant period. For the purpose of satisfying this criterion, it is expected that over 20 years of outstanding service will be required as a minimum.	Framed certificate Badge	Unlimited
Merit Awards	Merit Awards may be bestowed upon persons who have given outstanding service to the sport of athletics in Queensland. Nominees must have given at least 10 years of outstanding service to the Association.	Framed certificate Badge	Unlimited

Approval Process

- 11.2 Nominations for awards can be made by Members or by the Board. Nominations must be in writing, be received by the CEO by 31 March each year, and be accompanied by a Statement of Qualifications to support the nomination and prove that the requirements have been met.
- 11.3 The election of an Honorary Life Member is determined by a three quarters majority of votes cast at a General Meeting of Members. Other awards are determined by the Board.
- 11.4 Awards will be announced and presented at each Annual General Meeting, or at a suitable function.

12. STATE RECORDS

- 12.1 Queensland Records will be recognised for all events which are for the time being included in the list of events for which World Records are recognised by the IAAF and for those events (if any) which are not on the World Record list but are included for the time being in the Queensland Track and Field Championships and any other events or events which the Board may decide to recognise from time to time.
- 12.2 QA will also recognise as Queensland Under Age Records, record performances recorded by male and female athletes as determined by By-Law 30.1 for the under age categories

listed below and for such other events as the Board will from time to time determine:

- a) Under 20 years
- b) Under 19 years *
- c) Under 18 years
- d) Under 17 years *
- e) Under 16 years
- f) Under 15 years *
- g) Under 14 years
- h) Under 13 years*

* Schools Championship meet Records only.

12.3 Provided all the usual conditions have been compiled with, it is not necessary for the applicant for a Queensland Under Age Record to be the winner of the particular event.

12.4 Queensland Records will be one of the following two classes:

- a) A Queensland Allcomers Record will be one established by a person or relay team at an accredited meeting in Queensland.
- b) A Queensland State Record will be one established at an accredited meeting conducted under IAAF rules by a person who is a Queensland resident or a team, the members of which are Queensland residents.

12.5 Under Age Records will be maintained in only the category of Queensland State Records. To be recognised as the holder of a Queensland Under Age Record, the athlete must be under the specified age as at 31 December in the year of the performance.

13. APPEALS

13.1 The Board must establish an Appeals Tribunal in accordance with the Constitution. Members, Associate Members, Honorary Life Members, and Individual Members may refer to the Appeals Tribunal any decision of the QA Board, one of its Commissions, a staff member, or a volunteer.

13.2 The Board will appoint a Panel of four persons from which an Appeals Tribunal for each hearing will be constituted. The Panel will consist of:

- a) one person who is a barrister or solicitor of not less than five years standing, who will be appointed by the Board as the Chair of the Panel
- b) one athlete who has retired from international competition
- c) one persons with experience in the administration of sport
- d) one other person.

- 13.3 The CEO on behalf of the Board may ask Members to submit nominations for persons to be appointed to the Tribunal. However the Board is not obliged to appoint any such nominee, and may should it see fit appoint persons from outside those nominations.
- 13.4 All referrals of matters to the Appeals Tribunal:
- a) must be in writing
 - b) must be lodged in person, sent by post, transmitted by facsimile, or transmitted by electronic mail
 - c) must be received by the CEO within 14 days of the day on which the applicant was advised in writing of the decision being the subject of the referral
 - d) must be accompanied by a fee of \$100.00.
- 13.5 Upon receipt of a referral, the CEO will promptly provide a copy thereof to the Chair of the Panel and to any person named in the referral as a party or person who may be adversely affected by the determination of the Appeals Tribunal. The Chair of the Panel will then appoint from the Panel up to three members to constitute the Tribunal to hear and determine the matter. No person appointed to the Tribunal may participate in any hearing before that Tribunal if that person could not reasonably be considered to be impartial by reason of his/her relationship with any party to the matter to be considered by the Tribunal. In the event that there are insufficient members of the Panel available to hear any matter, the Chair of the Panel may appoint an independent person or persons not on the Panel to the Tribunal for the sole purpose of hearing and determining the matter in question.
- 13.6 The Tribunal will convene a hearing as soon as is practicable after receipt of the referral by the CEO. At this first hearing the Tribunal may reach a decision on the matter or may give directions as to the further conduct of the matter including, but not limited to, the provision of written submissions by the parties, the joinder of any person who may be adversely affected by the determination of the Tribunal, the provision of documents and the manner of taking evidence.
- 13.7 Each matter before a Tribunal will be dealt with as a new hearing and the Tribunal will reach its own decision regarding the matter irrespective of any prior decision in respect of which appeal may have been made.
- 13.8 Each Tribunal:
- a) must give reasonable notice of hearings to persons or bodies reasonably entitled to receive such notice
 - b) must provide any person whose interest will be directly and adversely affected by its decision a reasonable opportunity to be heard
 - c) must hear and determine the matter or matters before it in an unbiased manner
 - d) must give due consideration to the QA Constitution and the QA By-Laws and the Constitution and all relevant By-Laws and Laws and Rules of AA and the IAAF
 - e) must make a decision that a reasonable body could honestly arrive at
 - f) is not obliged to give reasons for its decision concerning the appeal

g) is governed by the laws applicable in the State of Queensland.

13.9 Subject to the Constitution and By-Laws:

- a) any procedure or requirement regulating the function of a Tribunal is directory in nature and any decision of a Tribunal is not invalid by reason of that procedure or requirement not being fulfilled
- b) each Tribunal may regulate any proceedings brought before it in such manner as it thinks fit.

13.10 A hearing before a Tribunal will be:

- a) inquisitorial in nature
- b) conducted with as little formality and technicality and with as much expedition as the proper consideration of the matter permits.

13.11 Each Tribunal is not bound by the rules of evidence or by practices and procedures applicable to courts of record, but may inform itself as to any matter in such manner as it thinks fit.

13.12 The applicant in any matter before a Tribunal:

- a) bears the onus of showing on the balance of probabilities that his, her or its application or appeal (as the case may be) should be decided in his, her or its favour
- b) may only be represented by a barrister or solicitor with the prior leave of the Tribunal. Such leave will be given:
 - i. to Members in matters concerning suspension of or expulsion from membership of the Association
 - ii. to persons in matters concerning breaches of the AA Anti-Doping rules or otherwise where a person may be suspended from the right to compete or officiate in or coach an athlete participating in athletic meetings or events for a period exceeding six months, or
 - iii. in matters considered by the Tribunal to be of sufficient import to warrant such representation.

13.13 A Tribunal may proceed to hear and determine a matter notwithstanding the failure of any party to attend a hearing.

13.14 All parties to a hearing before a Tribunal will bear their own costs of and incidental to the hearing.

13.15 Each Tribunal will give its decision as soon as practicable after the hearing of the matter in question provided that any decision will be given before a date and time which may be imposed by the Board, AA, the IAAF, the Australian Olympic Committee or the Australian Commonwealth Games Association in respect of the nature of the matter in question. The decision of the Tribunal must be communicated in writing to the Board by the Chair of the Appeals Panel. The Board must reconsider the matter which is the subject of the appeal at its next meeting after the recommendation. The Board's decision will then be final and binding on all parties.

13.16 All communications (other than those during the course of a hearing) between the parties and the Tribunal will be transmitted through the CEO.

13.17 The fee will only be refunded to the applicant if the Tribunal so directs.

13.18 The Appeals Tribunal will also hear appeals related to membership. In such cases the Tribunal will report its findings to a general meeting of the association rather than the Board. Otherwise the procedures set out above will apply.

14. **DETERMINATIONS**

14.1 On matters where the Constitution, By-Laws or other rules of the Association are silent, the Board may determine the issue.