



**CALISTHENIC
ASSOCIATION
OF
SOUTH AUSTRALIA INC.**

GENERAL RULES

(To be read in conjunction with ACF Rules)

For

2010

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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 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.

1. PROHIBITION OF COMPETING AGAINST THE ASSOCIATION

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.

1.1 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. Such 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

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).

- 1. 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: CLUB DEREGISTRATION 12 months.

2B COMPETING FOR ANOTHER CLUB PROHIBITED

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: SUSPENSION 12 months

ALL COMPETITIONS

The following 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.
3. The chairperson shall report the circumstances of any non-compliance with rule 3(2) to the Committee of Management.

4. SIDE STAGE ACCESS

Side Stage is defined as the Opposite Prompt (OP) side (tape deck side) and Prompt (dressing room side) side and includes behind the rear curtain and in between the stage curtain legs.

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, and if required
 - (c) Two approved musicians – 1 drummer and 1 pianist

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 official video camera operator and such recordings will not be available for distribution or sale in any manner whatsoever.
2. All such recordings shall only be used by the competition adjudicator for reviewing any item and the Committee of Management in the case of resolving any right of review.
3. The recordings shall be erased 30 minutes after the completion of each competition.

7. SIDE STAGE (PROP) 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 props)

Approved side stage (Prop) 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) (1) Are **not** permitted to enter the side stage area through the entrances of the auditorium, and
(2) Must enter and leave via the entrance to the prop storage area on the OP (tape deck) side, and
- d) Are **not** permitted to stand in the stage curtain legs, unless they are performing the duties for which they are required, (i.e. handing props on/off stage.) and
- e) They shall not prompt.

8. BACKSTAGE ATTIRE

1. Approved Prop Assistants, Back Stage crew, Coaches and Assistants (if they are performing centre back entry or exits, or handing props on/off) shall wear dark clothing and footwear.
2. Any person not suitably attired, as described above, will not be permitted to perform those duties.

9. VISIBILITY OF COACHES

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

10. BLACKOUTS.

The following shall apply in relation to blackouts.

1. The front of house curtain will be used for all items commencing/ finishing in a black out.
2. The front of house curtain will be closed; the stage lights will be turned on to allow girls to be positioned in a safe manner to avoid any accidents/injury.
3. When all girls are in their correct position, as advised by the coach, the stage lights will be turned off, the house curtain will be opened and the item announced.

11. STAGE SAFETY RULES

1. For safety reasons, it shall be a BREACH OF RULES, if, at any point forward of the proscenium arch any portion of a participants body is outside of the marked stage area.
Penalty: 10 Points
2. The above penalty shall not apply when a competitor is recovering a dropped rod, club or hand held accessory.
3. The stage area forward of the arch is that area behind the front yellow tape and inside of the side yellow tape.

12. SKILLS PREREQUISITES

1. **All members must comply with the prerequisites concerning skills for Calisthenic Solo's, Duo's and Graceful Competitor competitions conducted by CASA.**

<i>Introduction of ACF requirements in SA</i>		
Age (in year of competition)	Prerequisite	Year of Introduction
8	Test 1	2009
9	Test 2	2009
10	Test 3	2009
11-12 and above	Grade 1	2009
13-14 and above	Grade 2	2010
15 and above	Preparatory Grade 3	2011
16 and above	Grade 3	2012
17 and above	Grade 4	2013
<i>Skill level to be achieved by the closing date for each competition.</i>		

13. GRACEFUL COMPETITOR COMPETITION

Refer to Entry Forms for Graceful Competitor 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.

All persons entering this competition shall comply with the following:

1. All competitors in the Graceful Calisthenic Competitor section shall be currently registered with and attending an affiliated Club.
2. In the year of a competitor's 16th birthday, during which they may choose to compete as either an Intermediate or Senior, the competitor shall be registered and compete in the same age section for both the Graceful Competitor Competition and State Championships.
(See also State Championship Rule 16.8)
3. Sub-Junior, Junior and Intermediate competitors shall compete in all items at that year's CASA State Championships.
4. Senior competitors shall compete in at least 3 items at that year's CASA State Championships.

5. Masters (25yrs & over) can be a minimum of Level 1 coach, or a participating member.
6. 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.
 - 6.1 Any claim made due to injury or medical grounds must be supported by a medical certificate signed by a legally qualified medical practitioner
7. The following time limits shall apply in relation to Tinies demonstration and Masters.
 - a. Tinies Section time limit is 1½ to 2½ minutes
 - b. Masters time limit is 3 to 4 minutes
8. Rules 13.3, 13.4, and 13.6 do not apply to members from Country Clubs.

14 ELIMINATION COMPETITIONS FOR NATIONALS

1. Elimination competitions referred to rules 17A, 17B and 17C shall be conducted in the following order and manner:
 1. Graceful competitor
 2. Solo's
 3. Duo's
2. The following shall apply to all Age Sections:
 1. An elimination competition shall be held for all items referred to in 14.1, for the purpose of determining who shall represent South Australia at the National Competition.
 2. CASA shall give written notice of the time, date and venue of the elimination competitions to all National team members.
 3. Interested National team members shall submit an entry into the relevant elimination competition(s) by completing the CASA National Graceful/Solo/Duo Competitor Elimination Entry Form and returning the tear off portion in accordance with any conditions contained on the form.
 4. Elimination competitions shall be open for viewing, and be subject to any other CASA requirements.
 5. All elimination competitions will be conducted under normal CASA Graceful, solo or duo competition system & rules and be adjudicated by a panel of three.
 6. An elimination competition shall be conducted for each age section regardless of the number of entries received.
 7. In each elimination competition, the selection of the representatives shall be determined by
 - (a) finishing order, and
 - (b) whether the item presented was, in the opinion of the panel, of National standard.

- 8 South Australia shall be represented by
 - (a) In Graceful competitor: the four (4) highest ranked competitors in each age section,
 - (b) In Solo's: the two (2) highest ranked solo competitors in each age section,
 - (c) In Duos: the two (2) highest ranked duo teams in each age section.
9. The panel's decision is final.
10. If a representative subsequently withdraws, then the next highest ranked entrant (not selected) from the elimination competition shall fill that vacant position, subject to 7(b) as if they were selected.

15. MAY COMPETITION

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:

1. 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.
2. The front curtain may be used for entry and exit with all items.
3. No lighting may be used in any item except Senior Minimal Rules.
4. The minimum number of participants in any item is six (6). Teams with less than the minimum number will incur a penalty of 5 points.
5. Teams must consist of at least 4 members to participate in this competition
6. 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.
7. Uniform – Plain Black Leotard, no added trims, sequins or beads. Black or flesh tights and a plain black crossover are optional. Aesthetic skirts or folk practice skirts permitted.
8. Footwear rules issued by the ACF will apply to all items.
9. Stage Dressing is not permitted in any items in any section.
10. There shall be no Tinies demonstration at May competitions
11. Entry into this competition is compulsory for Metropolitan clubs to be eligible to enter and compete in the Association State Championships that same year.

16 STATE CHAMPIONSHIPS

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

1. Entry Conditions

- 1.1 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

- 2.1 All competitors must be registered in their correct age group by **31st 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:
 - 2.1.1 A late fee of \$15.00 per member shall apply to all registrations submitted/received between the 31st March and 15th July for other than new members. A new member is a person who was not registered with the Association in the previous year.
 - 2.1.2 A late fee of \$30.00 per member shall apply to any registration submitted/received after the 15th July but before the due date for the submission of team lists as required by rule 16.3
 - 2.1.3 A late fee of \$50.00 per member shall apply to all registrations submitted/received after the due date for the submission of team lists.
 - 2.1.4 A late fee of \$75.00 per member shall apply to registrations submitted/received on the day of scheduled competition of that member.

3 Team Lists

- 3.1 Team Lists must be submitted to the CASA Office 14 days prior to date of competition for checking and approval of maximum allowed number of competitors.

3A Music

- 1 **CD's and / or cassette tapes 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.**
 - 1.1 **No CD or Cassette tape shall be accepted in the 30 minute period before the scheduled commencement of competition or after the commencement of competition.**
 - 1.2 **After the commencement of competition no other CD or Cassette tape may be used except where there has been an equipment, disc or tape failure. Any backup CD or tape (if available) may then be used.**
 - 1.3 **CD's and tapes must be clearly marked with the Clubs name, the item number and section.**
 - 1.4 **CASA is not responsible for incorrect labelling of CD's or tapes.**

4 Over Age Competitors.

- 4.1 Over-age competitors will not be allowed in any section **except as allowed by Rule 22**
Penalty: DISQUALIFICATION

5 Under Age Teams.

- 5.1 A complete under age team cannot compete in a higher age section.
Penalty: DISQUALIFICATION

6 Competing more than Once.

- 6.1 A competitor shall not compete more than once in any item in any section (age group).
Penalty: DISQUALIFICATION
- 6.2 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.

7 Working Up.

- 7.1 A competitor shall not work up more than one age section.
- 7.2 This rule shall not apply if the competitors club has not entered a team in the next age section, in a competition.
- 7.3 If 7.2 applies then a competitor shall not work up more than two age sections.

8 Choice year.

- 8.1 In the year of a competitor's 16th birthday, during which they may choose to compete as either an Intermediate or Senior, any competitor who has participated in the CASA Graceful Competitor competition shall compete in all required items in the same age section.

9 Minimum Number

- 9.1 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.

NOTE: **Maximum of two less competitors permitted to perform.**

- 9.2 The minimum number for each age section is determined as below:

- 9.2.1 For clubs with eight (8) or more registered participants in an age section, the minimum number of participants in any or all of that clubs teams in that age section is eight (8).

NOTE: Teams with less than six (6) participants are not permitted to perform.

- 9.3 This Rule (16.9.3) only applies to clubs that have less than 8 registered participants in an age section:

- 9.3.1 For clubs with less than 8 registered participants in an age section, the minimum number is the actual number of participants registered by that club in that age section or six (6) whichever number is greater.

NOTE: Teams with more than two (2) less than the minimum number are not be permitted to perform

Example 1: A club only has 4 registered participants in a particular age section; their minimum number is 6 (as per 9.3.1). They will be penalised 5 points (see also 9.3.2 for a team supplemented with underage participants)

Example 2: A club only has three (3) registered participants in a particular age section. The minimum number is six (6) and the team will not be permitted to perform due to having more than two (2) less than the minimum number. (see also 9.3.2 for a team supplemented by underage participants)

Example 3: A club has 6 registered participants in a particular age section; their minimum number is 6 (as per 9.3.1). They will not be penalised for only having 6 participants. (see also 9.3.2 for a team supplemented by underage participants)

9.3.2 The minimum number as determined in 9.3.1 for any team supplemented by underage participants is increased by one for each underage participant up to a minimum number not exceeding eight (8).

Example 1: A club only has 4 registered participants in a particular age section; their minimum number is 6 (as per rule 9.3.1). If the team numbers are supplemented by 2 underage participants in a particular item, then the minimum number for that team's item is increased by two (2) from six (6) up to eight (8) and they will still be penalised 5 points. This team would need to have a total of 8 members to avoid the penalty.

Example 2: A club has six (6) registered participants in a particular age section. The club has a number of choices:

1. The team may compete with only those 6, without penalty as their minimum number is six (6), as per rule 9.3.1 above.

2. The team number may be supplemented by one (1) underage participant making the team's minimum number seven (7). If for some reason a participant did not appear then there would be a 5 point penalty applied.

3. The team number may be supplemented by two (2) or more underage participants making the team's minimum number eight (8). If for some reason less than eight (8) appeared on stage then there would be a five (5) point penalty applied.

NOTE: The minimum number is increased for supplemented teams to prevent any team from gaining an advantage over another team that may not be in a position to supplement team numbers.

9.4 The following information is provided as a quick reference guide only. Any inconsistency between this information and the written rules, the written rule shall take precedence.

Table 1: Teams which are not supplemented by underage participants

Number of True age Competitors Registered in the age section	Minimum Number for every team that a club enters in the age section	Penalty for having less than the minimum number (as specified in column 2)	Must have at least this number to perform	Permitted to perform
8 or more	8	5 points	6	Yes
7	7	5 points	5	Yes
6	6	5 points	4	Yes
5	6	5 points	4	Yes
4	6	5 points	4	Yes
3 or less	6	N/A	4	NO*

*may perform with underage participants to supplement numbers

*if a 2nd or subsequent team: must have 4 true age competitors in team (see 16.10.4.2)

Table 2: Teams which are supplemented by underage participants

No. of True age Competitors Registered in the age section	Minimum Number for every item based only on true age numbers	Number of underage competitors participating in the item	Minimum number is increased by the number of under age	ACTUAL MINIMUM NUMBER FOR COMPETITION PURPOSES	Penalty for having less than the minimum number as specified in column 5	Must have at least this number in every item to perform	Permitted to perform
8 or more	8	1 or more	0	8	5 points	6	Yes
7	7	1 or more	1	8	5 points	6	Yes
6	6	1	1	7	5 points	5	Yes
6	6	2 or more	2	8	5 points	6	yes
5	6	1	1	7	5 points	5	Yes
5	6	2 or more	2	8	5 points	6	Yes
4	6	1	1	7	5 points	5	Yes
4	6	2 or more	2	8	5 points	6	Yes
3 or less*	6	1	1	7	5 points	5	Yes
3 or less*	6	2 or more	2	8	5 points	6	Yes

*Frst teams only (see 16.10.2)

Second teams must have at least 4 true age competitors (see 16.10.4.2)

10 Team Composition

- 10.1 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.
- 10.2 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.
- 10.3 Any registered participating member who will not be participating in the CASA State Championships but is participating in the Precision or other CASA representative team (not including a National or State team) shall not be included in the numbers of true age participants registered at a club.
- 10.3.1 For rule 16.10.3 to apply, an affiliated club shall have notified The Association Secretary in writing by the 31st of March or any other date specified by the Committee of management of the details of any participating member that is referred to in rule 16.10.3
- 10.4 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:
- 10.4.1 An under-age participant must only compete in the lowest ranked team.
Penalty: DISQUALIFICATION.
- 10.4.2 There must be at least four true aged participants in any team with an under-age participant.
Penalty: DISQUALIFICATION.

16. Injuries and Illness etc

- 11.1 Competitors appearing with an existing injury or illness, do so at their own risk as their **INSURANCE WILL BE NULL AND VOID.**
- 11.2 A member who sustains a significant and obvious 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.
- 11.3 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.
- 11.4 Any member not so counted for the purpose of minimum number shall not be permitted to compete in any further item.
- 11.5 If a member competes when not permitted to do so then the team shall be disqualified from every item the member competed in.
- 11.6 This rule applies at all times, notwithstanding that a teams number does not drop below the minimum number of competitors allowed.

12 Pregnancy

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

13 Non attendance

- 13.1 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

- 14.1. Age Limit: 6 years and under
- 14.2 Tinies items for demonstration only.
- 14.3 Under no circumstances may Tinies appear in any other Section.
Penalty: DISQUALIFICATION

15 Registration and Entry Forms

- 15.1 Registration forms shall be signed by the Team Coach and the Club Secretary certifying the correctness of the information therein.
- 15.2 All entry forms must include a signed declaration by the Coach that they (or the club for which they coach) owns a copy of the ACF 'Banned Movements' video and that the Coach has viewed this video in full.

16 Centre Back entry/exit:

- 16.1 Only 2 competitors at any one time may enter or exit through the black/back curtain in any item.
- 16.2 From **1st 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.**

17 Music Equipment

- 17.1 A CD/Tape deck will be provided for all sections. Coaches are to provide their own CD/Tape. ONE ITEM per CD/Tape clearly marked and correctly cued.
 - 17.2 Failure to comply with 17.1 may result in a CD or Tape being rejected by the Chairperson.
- NOTE: The CD player is not MP3 compatible.
- 17.3. A standard drum set will be provided for all sections and must be used by any team using an approved drummer.

17.3.1 Approved Drummers must supply their own drumsticks.

18 Lighting

- 18.1 A maximum of 12 cues or less per item.

19 Balloons

- 19.1 Helium filled balloons are not permitted on stage at any time.

20 Smoke Machines

- 20.1 The use of smoke machines is permitted subject to the following.
 - 20.1.1 The user must supply a minimum of 3 laminated warning signs, bearing the words "WARNING smoke machine in use"
 - 20.1.2 Signs to be not less than A4 size and of a font size so as to be clearly visible to all patrons upon entry.
 - 20.1.3 Such signs must be supplied at a time so as to be displayed prior to the auditorium being opened for public access.

- 20.1.4 Signs shall be prominently displayed by CASA staff at or near the auditorium entrances, advising patrons of the use of the machine.
- 20.1.5 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.
- 20.1.6 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.
- 20.1.7 All machines must be inspected and tagged by Apollo Lighting before use.

21 Damage

- 21.1 Where any damage occurs through use of any smoke machine used other than in accordance with rule 16.20.1.6 the club shall be responsible for the cost of repairs and repainting of the stage area.
- 21.2 Clubs shall be responsible for any damage caused to the stage floor or to the cyclorama during the setup or removal of stage properties, including making good the damage and repainting.

22 Stage Dressing

- 22.1 Stage dressing, as defined in ACF Rule 1.1i shall not be permitted behind the black rear curtain for team items.

23 Presentations

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

24 Rear of Theatre

- 24.1 **All competitors and coaches are required to wear footwear at all times when accessing the rear of the theatre.**

24.1.1 This shall not apply when accessing the dressing room via the outside stairs from the side stage area.

25 Throwing articles

- 25.1 **Nothing is permitted to be thrown from the stage area to any area off stage, including into the audience.**

The act of throwing anything into the audience will incur a 10 point penalty.

26 Aggregate Trophy

- 26.1 **(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.**

16A APPLICATION OF ACF MINIMAL RULES

The ACF minimal rules shall apply to Senior Section.

16B PROP SETUP & REMOVAL TIMING

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
 - b) Removal - 3 minutes.

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

17. SOLO/DUO COMPETITION RULES

1. Please refer to Entry Forms for Solo/Duo Competition for closing dates and entry fees. Penalties apply for late entry. Entry dates must be adhered to or further penalties may apply.
2. To be eligible to compete in the Solo/Duo Competition members shall comply with the following:
 1. Competitors shall be registered with **and attending** an affiliated Club, and
 2. Competitors shall have competed in all items in that year's State Calisthenic Championships.
 - (a) Senior competitors need only compete in a minimum of 3 items to be eligible.
 - (b) Rule 17.2.2 does not apply to members from Country Clubs
 - (c) In the year of a competitor's 16th birthday, during which they may choose to compete as either an Intermediate or Senior, they shall compete only in the age section in which they are registered.
- 17.3. Where a competitor does not compete in all required items at that year's 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.
- 17.4. Any claim made due to injury or medical grounds must be supported by a medical certificate signed by a legally qualified medical practitioner.
- 17.5. Tinies may participate in this competition for demonstration purposes only.
Time Limit – 1½ to 2½ minutes

17A. NATIONAL GRACEFUL COMPETITOR

Entry into the elimination competition shall be subject to the following:

1. Competitors:
 - (a) must be a member of the current year's National Team, and
 - (b) must have reached the relevant pupil skill level necessary to be considered for selection, and
 - (c) must have completed and returned the competition entry form in accordance with any conditions.

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

17B. NATIONAL SOLO CHAMPIONSHIPS

Entry into the elimination competition shall be subject to the following:

1. Competitors:
 - (a) must be a member of the current year's National Team, and
 - (b) must have reached the relevant pupil skill 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 competitor competition.

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

17C. NATIONAL DUO CHAMPIONSHIPS

Entry into the duo elimination competition shall be subject to the following:

1. Both members of a duo team:
 - (a) must be a member of the current year's National Team, and
 - (b) must have reached the relevant pupil skill level necessary to be considered for selection, and
2. Either member of a duo team must have completed and returned the competition entry form in accordance with any conditions, and
3. 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.

18. NATIONAL & STATE TEAMS 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 injury or disability that may prevent them from performing their duties in a 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.
- g) Members must not have transferred in their 'service year' pursuant to Rule 24A.6.

18A PRECISION TEAM PARTICIPATION CRITERIA

Members must be currently registered at an affiliated club in accordance with rule 20.

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 and under
Junior	12 years and under
Intermediates	16 years and under
Senior	16 years and over

2 Members standing for selection in National or a State Team must submit an expression of interest form to CASA by the closing date. Entry Forms must be certified by their Club Secretary, confirming they competed in all required items in the current year's State Championships and are a financial member of the club.

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

20 OTHER CASA REPRESENTATIVE TEAMS (INCLUDING THE PRECISION TEAM)

1. Age limits for Team Members as at 31st December:

Sub-Junior	9 years and under
Junior	12 years and under
Intermediate	16 years and under (unless otherwise specified)
Senior	16 years and over (unless otherwise specified)

2. Members standing for selection, in a CASA Representative Team must comply with the following:

- 1. Members shall be currently registered at an affiliated club, and
- 2. Members shall remain registered throughout their period of participation, and
- 3. Shall submit an expression of interest form to CASA by the closing date.
- 4. The expression of interest forms shall be certified by their Club Secretary, confirming they are a financial member of the club.

3. Members already participating or selected in a CASA representative team to which this rule applies shall be currently registered and remain registered at an affiliated club throughout their period of participation.

21 NATIONAL/STATE PERSONNEL CRITERIA

1. Only approved accredited Level 1 Coaches from a competitive affiliated clubs actively coaching a competitive team or teams may apply to be appointed as National or State Team Coaches.
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 1st and 2nd Assistant)
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.
 1. 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.
 2. Any appointed coach or assistant coach who does not meet the requirements of 21.4 may be required to vacate their position at any time at the direction of the committee of management
5. Only approved affiliated members 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.
 1. The Association may require certain essential qualifications or skills which shall be listed on the application form.
 2. **Demonstrators shall be at all times either a registered participating member or an Associate member of CASA.**
 3. **Members failing to comply with 21.5.2 may be required to vacate their position.**
6. All Coaches (Team/Soloists) must have a minimum of level 1 accreditation.
7. Any approved **Associate member** may apply to the Committee of Management for appointment as a National or State Team Manager or Chaperone.
 1. The Association may require certain essential or desirable skills which shall be listed on the Team Manager / Chaperone application form.
8. 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.
9. 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)

21A CASA REPRESENTATIVE TEAM SELECTIONS

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

SPECIAL RULES

22 AGE LIMITS (This rule is made in accordance with the ACF Disability Policy)

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.

23. LOCATION OF AFFILIATED CLUBS

Clubs applying for affiliation with the Association must comply with this rule:

1. A new club can not open so that it is or any of it's' practice halls are located within a 5 kilometre radius of an existing club or any of its practice halls.
2. An existing club can not move to or practice on a regular basis to any premises located within a 5 kilometre radius of another existing club.
Penalty: DEREGISTRATION
3. An existing club is any club that is already affiliated with the Association or was affiliated (last year) but has not yet applied for affiliation (this year)
4. A new club is any club that was not affiliated with the Association in its previous year (last year)
5. Rule 23.2 does not apply if a practice venue is not available due to renovations/upgrading etc and only for as long as those works are being conducted which actually prevents the use of the venue.
6. Rule 23.2 does not apply to any country club
7. In the event that a venue is closed or no longer available to an existing club on any day or night of the week, then a club may move to another venue, which is either,
 - (a) not located within a 5 kilometre radius of an existing club, or
 - (b) Is within a 5 kilometre radius of an existing club, but only after approval of the committee of management.

8. If Rule 23.7 (b) applies; the committee of management may impose conditions or restrictions upon the club in relation to the use of the venue.
 - 8.1 The Secretary shall advise the club in writing of any conditions or restrictions imposed under rule 23.8
9. A club shall comply with a condition or restriction placed upon it under rule 23.8
Penalty: DEREGISTRATION
10. 'Another venue' mentioned in Rule 23.7 must not be any venue that is being used on any day or night of the week by another existing club

24 APPLICATION FOR AFFILIATION

1. Any South Australian club applying for affiliation after the 31st 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. (See also State Championship Rule 16.2 for late registrations)**
 - 2.1 **This rule does not restrict the Association accepting applications for membership after the 31st March.**
3. **Applications for Associate membership may be made at any time.**

24A TRANSFERS

1. Members shall not transfer between the following dates: 1st August to 1st November inclusive.

Note: This rule does not prohibit participation in Calisthenic activity at another club; however it does prevent the ability to compete for that club.
2. National / State team members are required to give a minimum of one additional years service to their club after their National / State year before becoming eligible to transfer.

For example: A 2008 National team member will not be eligible for transfer until the first day of January 2010

Note: Service means actual participation and competing. Participating Members will be deemed to have completed a full calendar year of service only if they have participated as required by the club in the May competition, the club's mid year concert or progressive display, the State championships and the clubs end-of-year concert. The Participating Member also must have attended at least eighty percent (80%) of the club's scheduled practice sessions unless a medical certificate is produced certifying an illness or injury that would reasonably prevent the member participating in a practice session.

- 2.1 Rule 2 does not apply to the following:
 - 2.1.1 A country member may transfer to a metropolitan club.
 - 2.1.2 A metropolitan member may transfer to a country club.
- 2.1a A member may not, pursuant to rule 24A.2.1, be entitled to transfer in a twelve (12) month period from a metropolitan club to a country club and then back to a metropolitan club or other similar movements.
- 2.1b A transfer does not extinguish a National / State team members service requirements pursuant to Rule 24A 2.

- 2.1c Where a metropolitan member transfers to a country club without fulfilling their service requirements and that member subsequently wishes to transfer to a metropolitan club they shall be bound to the club to which the service is owed unless they have been registered at a country club for a period totalling twelve (12) months or more.
- 2.2 Rule 24A.2.1 only applies when a transfer form is accompanied by some form of documented evidence of change of place of residence, e.g. a change of address on a drivers licence or school enrolment acceptance form etc.
- 2.3 The Association shall only record a transfer pursuant to rule 24A.2 if it is satisfied that 24A.2.2 has been complied with.
- 2.4 The Association may require further evidence of change of place of residence etc before recording a transfer.
- 2.5 A club may waive the one year's service requirement by notice given in writing to the Association Secretary.
3. In addition to 24A.2 all members shall be eligible for transfer only when they have paid all monies due to their club.
4. A Club shall provide within 14 days, a signed transfer form to any club member who is eligible for a transfer in accordance with these rules and who has requested, either personally or in writing that a signed transfer form be provided to them.
Penalty: **\$50.00**
5. Any transfer is only effective from the **next business** day after it is actually lodged with the Association or received at the Association's business address.
6. Any State or National team member that is granted a transfer without fulfilling the service requirements under 24A.2 may not be eligible to stand for selection for any representative team for a period of twelve months from the date of transfer.
 - 6.1 Eligibility of a member for a representative team under 24A.6 shall be at the sole discretion of the club granting the transfer.

25 MEMBER PROTECTION POLICY

1. All clubs 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) **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 eg Director of finance

4. All members of the CASA committee of management shall be the holder of a current National Police Clearance Certificate **except as otherwise provided by these rules.**
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, 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 complies with its obligations.
8. Where a club's 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 equivalent to those conducted for an NPC as a condition of the person's employment or volunteering.

Approvals based upon the above mentioned letters shall be valid for 3 years from the date of the letter.

26 ROYALTY THEATRE

1. All clubs shall comply with the Royalty Theatre Fire Safety Requirements Prop Management procedures document as varied from time to time.
2. Clubs shall be subject to any penalties contained within that document for failing to comply with requirements.

27. GRADING RULES

The following shall apply in relation to clubs team grading.

- a) Club gradings shall be advised before 1st December.
- b) Notwithstanding anything else contained within this rule, a grading may be varied at any time (subject to 27.4) by notice given in writing.
- c) These rules do not apply to Tinies Section.

1. NEW CLUBS

- 1 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 years State Championships shall be deemed a new club
- 2 All teams from newly affiliated clubs shall be graded into the lowest Division of each age section.
- 3 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.
- 4 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.
- 5 Where rule 27.1.4 applies, the Committee or sub-committee shall make all endeavours to not relegate an SA club from that age section into a lower division
- 6 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 years 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 27.3.1.1

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 Teams finishing last in a Division shall not be eligible to be promoted to make up minimum numbers as specified in 27.4.1 until such time as all other teams in the Division have been promoted, if required.

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

- 1 If a club does not apply to the Association for affiliation or does not enter a team in the May competition or the State Championships, or withdraws from the State Championships more than 28 days prior to appearing then a further (the next highest placed) team from the previous years State Championships shall be promoted in order to maintain the club team numbers in a particular Division.
- 2 The method of backfilling 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

4A Transitional Arrangement for 2009

1. Notwithstanding Rule 27.3.2.2, a team that has been relegated to a lower Division may be promoted back into the Division from where they came, after the team that won that Division has been promoted.

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 not exceed the following:
 - 1 Senior Championship Division shall not exceed **six (6)** teams.
 - 2 Senior section other than Championship Division shall not exceed 6 teams
 - 3 All other age Sections, excluding the lowest division shall not exceed 6 teams
 - 4 The lowest division in each age section shall include at least 4 teams.
- 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.
 - 1 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.
 - 2 The safe limit for the downstairs dressing room has been determined at **120** persons.

7. Restrictions on number of teams and team members

1. The actual number of teams in each section 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

Where a team exceeds the maximum number, Clubs may apply in writing for a variation of numbers and dependent upon total numbers in **their respective competition and** with regard to the safe limit may be granted an increase of up to six (6) extra members.

Where total numbers of persons may exceed the dressing room safe number, CASA 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

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.

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 or DVD.
2. An entrant may be graded by the supplying of a video of their performance only in the following circumstances.
 - 2.1 The member is registered at a country club, or
 - 2.2 The member is registered at a metropolitan club **and** will be, at the actual time of their 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.
 - 2.3 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 programmes. 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 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 (available from the CASA office or website).
 - 3.1 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. A video 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 gradings. Videos may **not** be lodged at the theatre ticket box.
 - 8.1. If grading commences on a Saturday or a Sunday, the video must be received before the close of business on the preceding Friday.
 - 8.2. 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 or 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 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.

2.1 A country club may appoint the Association President and Association Secretary as its proxies.

2.1.1 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.
 - 4.1 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.

- 7.1. 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.
 - 8.1 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.
 - 11.1 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.

Penalty

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 REVUE OF RULES

The Committee of management shall revue the Rules each year.

- 1 Any alterations to the Rules shall be made prior to the 31st of December in each year and such alterations shall not become effective until the 1st of January the following year.
- 2 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.
3. 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.
- 4 All affiliated clubs shall receive a revised copy of the rules at the beginning of each year.
- 5 For the purpose of sub-rule 4 it shall be sufficient for the Association to publish the rules on its website.

30 RULES FOR APPEALS

1. General
 - 1.1 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.
 - 1.2 These rules shall apply to all appeals and any tribunal held pursuant to Clause 31 of the Constitution.
 - 1.3 No tribunal shall be established unless these rules and the provisions of Clause 31 have been complied with.
 - 1.4 The Associations representative(s) for the purpose of these rules shall be the Administrator or a Committee Member.
 - 1.4.1 The Administrator is a person appointed pursuant to Clause 32 of the Constitution. The position occupied by the Administrator is titled Administrative Officer.
 - 1.4.2 Committee member is as defined in Clause 2.7 of the Constitution.
2. Registered Office
 - 2.1 The address of the registered office of the Calisthenic Association of SA is 65 Angas Street, ADELAIDE, S.A. 5000
 - 2.2 The office hours or normal business hours for the registered office are those that are published from time to time on the Associations website www.calisthenicssa.com.au and which are displayed on the office door.

3. Appeal Notice
- 3.1 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”).
 - 3.1.1 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)
 - 3.1.1.1 The cover page requires basic information concerning the appeal.
 - 3.1.1.2 The statement of facts will contain the discussion or argument in support of the ground of appeal.
 - 3.1.2 Nothing other than that allowed by these rules shall be written, printed or marked on the cover page.
 - 3.1.3 A Notice shall not be hand written.
 - 3.1.4 A Notice shall be in printed form.
 - 3.1.5 A Notice and Statement of facts shall be in Arial font not less than size 12. NOTE: This sub-rule rule is in Arial font size 12.
 - 3.1.6 The statement of facts shall not be printed on the rear of a cover page.
 - 3.1.7 The statement of facts shall be limited to two single sided A4 pages.
 - 3.1.8 Pages in excess of that allowed by 3.1.7 shall be disregarded.
 - 3.1.9 The statement of facts shall be securely attached to the cover page.
 - 3.1.10 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.
 - 3.1.11 The statement of facts may be in single or double line spacing.
 - 3.1.12 The statement of facts should be checked for spelling and grammatical correctness.
- 3.2 Supporting documentation (e.g. a photocopy of a Secretary’s Bulletin) shall be submitted with a Notice and be securely attached to it.
- 3.3 A Notice and any supporting documents shall be compiled in the following manner and order.
 - 3.3.1 All pages shall be face up.
 - 3.3.2 All pages of a Notice shall be in Portrait orientation.
 - 3.3.3 Cover page shall be on top, followed by statement of facts (1st page), statement of facts (2nd page, if required) then any supporting documentation
- 3.4 A Notice shall not be lodged by email or facsimile.
- 3.5 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.
- 3.6 A Notice shall specify the decision or action appealed against.
- 3.7 All required parts of a Notice shall be completed.

- 3.8 A Notice shall relate to one person, one body or one club only.
- 3.9 If a Notice relates to a committee run club, the Notice shall be signed by the President.
- 3.10 If a Notice relates to a Club, other than a committee run club, the Notice shall be signed by the Principal Coach.
- 3.11 A Notice relating to a person shall be signed by that person.
- 3.12 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.
- 3.13 The Secretary on receiving a Notice shall ensure that the Constitutional requirements and these rules have been complied with.
- 3.14 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.
- 3.14.1 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.
- 3.15 A Notice which has been rejected shall not be proceeded with.
- 3.16 The Secretary shall give notice in writing to the Appellant that a Notice has been rejected, and the reason for such rejection.
- 3.17 A person, body or club whose Notice is rejected shall not re-lodged that Notice.
- 3.18 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.
- 3.19 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.
- 3.20 The appellant shall be limited to the ground, decision or action nominated.
- 3.21 No alterations or additions to a Notice shall be accepted after a Notice is lodged.
- 3.22 After a Notice is lodged, no further documentation shall be accepted.
- 3.23 The following shall not be subject to appeal.
- 3.23.1 Any decision or action of the Committee of Management to comply with (including upholding) the Constitution, an existing rule or by-law.
- 3.23.2 Any decision or action of the Committee of Management to deny a request for variation of a rule or by-law.
- 3.23.3 Any decision or action of the Committee of Management made in relation to a club grading.
- 3.23.4 Any decision or action of the Committee of Management made to comply or substantially comply with an Australian Calisthenic Federation Policy, direction or recommendation.
- 3.23.5 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
 - 4.1 The Secretary, upon receiving a valid Notice shall make all reasonable endeavours to establish a tribunal at the earliest opportunity.
 - 4.2 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.
 - 4.3 A Tribunal may be conducted where there is or is not personal attendance of the parties required.
 - 4.4 A tribunal may be conducted by the submission of a Notice and any supporting documents.
 - 4.4.1 The Secretary shall decide whether a tribunal shall be conducted where personal attendance is or is not required.
 - 4.4.2 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.
 - 4.4.3 In making a decision pursuant to 4.4.1 or 4.4.2 the Secretary shall take into account the following:
 - 4.4.3.1 the time frame specified in 4.2 and
 - 4.4.3.2 the availability of a chairperson and
 - 4.4.3.3 the availability of any other tribunal members (if required) and
 - 4.4.3.4 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.
 - 4.4.4 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.
 - 4.4.5 Any decision of the Secretary as to the composition of a tribunal shall not be subject to appeal.
 - 4.5 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.
 - 4.6 If a tribunal is to be conducted where personal attendance is not required, the Secretary shall notify all parties of that decision.
 - 4.7 A tribunal to be conducted where personal attendance is required shall be conducted at the registered office of the Association.
 - 4.8 If the registered office of the Association is not available, then such tribunal may be conducted elsewhere, as determined by the Committee of Management.
 - 4.9 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.
 - 4.9.1 The time and date of a tribunal shall not be subject to conditions.
 - 4.9.2 The time date and place of a tribunal shall not be subject to appeal.

- 4.10 Neither party to an appeal shall be represented or assisted by legal counsel
- 4.11 The Association may be represented by:
 - 4.11.1 No more than two members of the Committee of Management, or
 - 4.11.2 No more than two nominees, or
 - 4.11.3 A member of the Committee of Management and a nominee.
- 4.12 The appellant shall represent themselves.
- 4.13 Where the appellant is under 18 years of age, they shall be represented by one of their parents or their legal guardian.
- 4.14 A body or club, if committee run, shall be represented by the President.
- 4.15 A club, other than committee run, shall be represented by the Principal Coach.
- 4.16 No person, other than those allowed or specified in these rules shall be present at a tribunal where personal attendance is required.
- 4.17 No additional documentation, other than that lodged in accordance with these rules, shall be produced or placed before a tribunal.
 - 4.17.1 This shall not apply to any document requested by the tribunal.
- 4.18 Appeals may be heard jointly.
 - 4.18.1 The decision to hold a joint appeal shall be solely determined by the Secretary.
 - 4.18.2 Any decision made by the Secretary to hold an appeal jointly or separately shall not be subject to appeal.
- 4.19 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
 - 5.1 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.
 - 5.2 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.
 - 5.3 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.
 - 5.4 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.

- 5.4.1 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.
- 5.5 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.
- 5.6 The decision of the tribunal is final.
- 6 Fees for Appeals etc**
- 6.1 Where a person, body or club lodges a Notice pursuant to Clause 31, such Notice shall be accompanied by the prescribed fee.
- 6.1.1 Where a decision or action appealed against has aggrieved a person, the prescribed fee is **fifty** dollars.
- 6.1.2 Where a decision or action appealed against has aggrieved a body or club, the prescribed fee is **three hundred** dollars.
- 6.1.3 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.
- 6.2 The Association shall provide Minutes of meetings for inspection at the registered office during normal business hours, free of charge.
- 6.2.1 A person shall be permitted to make hand written notes from Minutes.
- 6.2.2 Handwritten notes of Minutes shall not be acceptable for appeals.
- 6.3 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.
- 6.3.1 The prescribed fee shall be payable for each separate set of Minutes. Fees shall be paid upon receiving the copy.
- 6.3.2 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.
- 6.3.3 The copy of Minutes shall be marked “copy” and signed and dated by the Associations representative.
- 6.4 The Association shall provide upon written request of the Appellant, and after payment of the prescribed fee, complete copies of other specified Association documents.
- 6.4.1 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.
- 6.4.2 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.
- 6.4.3 Copied documents provided by the Association shall be collected personally by the Appellant.

- 6.4.3.1 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)
- 6.4.4 The documents shall be marked “copy” and signed and dated by the Associations representative.
- 6.4.5 For the purpose of rule 6.4, the Appellant is the person who is required to sign a Notice.
- 6.4.6 Fees shall remain payable for any requested but uncollected document.
- 6.5 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.
- 6.6 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.
 - 6.6.1 The non production of an Association document for a valid reason shall not be to the detriment of the Association.
- 6.7 Where an appellant is successful in an appeal, the Association shall repay the prescribed lodgement fee in full.
- 6.8 Where an appellant in unsuccessful in an appeal, the Association shall keep the prescribed lodgement fee.
- 6.9 Where an appellant withdraws an appeal, prior to the establishment of a tribunal they shall be refunded 90% of the prescribed lodgement fee.
 - 6.9.1 For a tribunal where personal attendance is required establishment shall be the setting of a time and date for the tribunal.
 - 6.9.2 For a tribunal where personal attendance is not required establishment shall be the confirmation of availability of the chairperson
 - 6.9.3 The Secretary shall be solely responsible for determining whether an appeal has or has not been withdrawn prior to establishment.
- 6.10 Where an appellant withdraws an appeal, after the establishment of a tribunal they shall be refunded 50% of the prescribed lodgement fee.
- 6.11 Where the Secretary rejects an appeal, a refund of 50% of the prescribed lodgement fee shall apply.
- 6.12 If a previously rejected appeal is re-lodged, a refund of 90% of the prescribed fee shall apply.
- 6.13 If an aggrieved party lodges a replacement Notice, a refund of 90% of the prescribed fee shall apply.
- 6.14 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.
- 6.15 Any amount to be refunded by the Association shall be done so within 28 days.
- 6.16 Cheques accompanying a Notice which are not met on first presentation shall render a Notice invalid.

6.16.1 Dishonoured cheques shall be subject to a dishonour fee of thirty dollars.

7 Miscellaneous

7.1 On receiving a Notice, the Associations representative shall mark the cover sheet with the time and date received.

7.2 All notices shall be lodged personally by the Appellant at the registered office and lodged with the Associations representative.

7.3 Only eligible persons, bodies or clubs shall lodge a Notice other than in accordance with 7.2

7.3.1 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.

7.3.1.1 The CASA registration database may be used to verify a residential address.

7.3.1.2 The Secretary may use any other means to establish a residential address.

7.3.1.3 The Secretary may require a person to provide evidence in support of a claimed residential address.

7.3.1.4 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.

7.3.2 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.

7.3.2.1 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.

7.4 A Notice required to be lodged personally shall be lodged by the person who has signed a notice in accordance with these rules.

7.5 The Associations representative who receives a Notice shall complete the acknowledgment portion and hand it to the Appellant.

7.6 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.

7.7 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.

7.8 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.

7.9 The Secretary shall establish and maintain a list of suitably qualified persons who may be available to act as chairperson of a tribunal.

- 7.10 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.
- 7.11 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
 - 7.11.1 A suitably qualified person to act as chairperson, and
 - 7.11.2 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.
- 7.11 The Committee of management pursuant to Clause 31.4 of the Constitution shall appoint the recommended person(s).

31 VOLUNTEERS

- 1. This Rule shall apply to the following persons.
 - 1 All CASA volunteers, and
 - 2 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 eg 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 clause 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.
 1. Members of the Committee of Management
 2. The Member Protection Information Officer
 3. Theatre staff
 4. Lighting technicians
 5. The official photographer and staff (if any)
 6. Adjudicators
 7. Approved Competition Secretaries
 8. Approved Dressing Room supervisors.
 9. Competitors competing in that competition session.
 10. Approved Coaches of competitors competing in that competition session.
 11. Approved assistants of teams competing in that competition session.
 12. Approved CASA Volunteers rostered for duty at that competition session.
 13. Approved persons acting as Club Volunteers eg props persons at that competition.
 14. Sponsors, Patrons etc (generally accompanied by other officials)
 15. Other persons as approved by the Committee of Management.
 16. Mothers, Grand-Mothers 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 (eg 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 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: Participating members who are under 18 years of age and who are assisting side stage with hand accessories do not require an NPC.
 - Note: Coaches who hold an ACF accreditation card must ensure that their NPC is **current** and be aware that it may take up to 6 weeks to obtain a new certificate.
 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.
3. An access pass shall be clearly visible at all times.
 4. 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.

FIRE SAFETY REQUIREMENTS

PROP 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 prop 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 prop 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 prop items the following instructions shall apply effective immediately (21st August 2007) and shall remain in place until advised otherwise.

Clubs are also reminded that **ALL** persons provided for prop 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 prop storage, delivery or removal by ANY backstage CASA volunteer, member of the Committee of Management, Stage manager or the Chairperson.

By the using of props 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 props 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 props.

- **NO PERSON IS APPROVED TO ALLOW DELIVERY, STORAGE OR REMOVAL OF PROPS CONTRARY TO THESE INSTRUCTIONS.**
- There is absolutely no storage space whatsoever available for props within the Royalty Theatre or its surrounds outside of these instructions
- Props 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 props.
- Props 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 props is permitted including even if props are to be re-used again the following day.
- Props may only be delivered to the theatre on their day of use.
- It is imperative that clubs check theatre access availability times for delivery purposes.
- It is highly recommended that club prop persons communicate with each other to reasonably determine prop amounts and delivery times.

- Props 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 props.
- Props shall not be left in any area marked with 'keep clear' or in areas marked with yellow paint or between yellow lines.
- Props shall not be left in any walkway, either inside the building or outside, including on the landing.
- Props, 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.
- Props 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 props in the unauthorised area be liable to a penalty of not less than \$250.00
- CASA shall not be held responsible for props damaged during disposal.
- CASA will provide **temporary** storage for props in the side stage storeroom (ex photographers' room). **This is the ONLY area authorised for the temporary storage of props.** All other areas are designated as unauthorised whether marked by markings, yellow paint or not.
- Props 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 prop storage room.
- Props 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.
- Props must be stored in the order that they are to be used. E.g. For item 1, Competitor 1's props shall be closest to the side stage area door, followed by competitors 2, 3, 4, 5 etc.
- No props shall be admitted to the stage area until all the previous items props have been removed.
- Props 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' props have been removed AND their teams' props have been fully erected and or placed on the stage.
- At the conclusion of an item props shall not be returned to or be removed via the prop storage room
- Props 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).
- Props 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 props 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 props were left by them in an unauthorised area.
- Notwithstanding the above, it is entirely a clubs responsibility to ensure that their props are delivered, stored in the correct manner, orders etc and removed in accordance with these instructions.

- Persons borrowing CASA props from the prop shed shall be responsible for the return of those props to the shed and shall not leave CASA props at the theatre. Borrowed CASA props left at the theatre will be treated as if the club left their own props in an unauthorised area.
- From when the prop storage room becomes available for access and prior to the commencement of the Figure March section, any props to be used in a Figure March may be stored in the prop store room in order of usage as per the program.
- Subject to storage space, any props to be used in a Free Exercises item may now be stored after any Figure March props in the storeroom, again in order of usage as per the program
- Subject to storage space any props to be used in a Rod Exercises item may now be stored after any Free Exercises props in the storeroom, again in order of usage as per the program
- Subject to storage space, any props to be used in a Club Swinging item may now be stored after any Free Exercises props in the storeroom, again in order of usage as per the program
- Subject to storage space any props to be used in any further items may now be stored after the Club Swinging props in the storeroom, again in order of usage as per the program.
- As competitors props are used in sequential order, the remainder may be moved forwards by persons provided by the clubs to allow for further storage of props behind, again in order of usage
- No alterations or delays to the program will be made for prop related matters. Props 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 props shall check immediately prior to delivery that space is available for receiving and the temporary storage of their props.
- Props 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 ~~City of Adelaide~~ parking restrictions apply.

Attachment B

CASA CODE OF CONDUCT – Physical contact etc.

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 that a CASA Calisthenic activity is being conducted.**

Volunteers, competitors, coaches and officials are requested 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 under age 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.



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.....

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.

History

Rule	Title	Action	Effective
	Rules package – current form	approved	7/3/08
Definitions	National Police Clearance Certificate - valid for 3 years	varied	14/12/08
13	Graceful competitors must attend club	varied	14/12/09
14	Elimination competitions for Nationals (Solo/Duo & Graceful) – new rule	inserted	1/2/10
15	May Competitions – inconsistency between May and State Championships	Inserted	14/12/09
16	State Championship Rules – minimum of 5 team members only	varied	8/9/08
16	State Championship Rules – minimum number	inserted	8/12/08
16	State Championships – application of rules other than May	Inserted	14/12/09
16	State Championships – registrations – late fees	Inserted	14/12/09
16	State Championships – coaches forms altered to team lists	Varied	14/12/09
16	State Championships - music	Inserted	14/12/09
16	State Championships – overage competitors	Varied	14/12/09
16	State Championships – non attendance	Varied	14/12/09
16	State Championships – smoke machines and damage	Inserted	14/12/09
16	State Championships – footwear at rear of theatre	Inserted	14/12/09
16	State Championships – throwing articles	Inserted	14/12/09
16	State Championships – aggregate trophy	Inserted	14/12/09
16A	Minimal Rules – application of	inserted	31/3/08
16B	Set up and removal timing – stage properties	inserted	31/3/08
17	Solo/Duo competition rules – must be attending club	Varied	14/12/09
17A	National Graceful Competitor – elimination entry conditions	Inserted	1/2/10
17B	National Solo Championships – elimination entry conditions	Inserted	1/2/10
17C	National Duo Championships – elimination entry conditions	Inserted	1/2/10
21	National/State team personnel – 1st, 2nd assistant etc	varied	11/ 08
21	National/State Team personnel criteria –to be associate members	Varied	14/12/09
24	Application for affiliation – membership dates	Inserted	14/12/09
24A	Transfers – recording transfer and Association	Varied	14/12/09
25	Member Protection Policy – exemptions from providing NPC	Inserted	14/12/09
28	Nomination of delegates and proxies for AGM	inserted	31/3/08
24A 2	Transfers – expanded service definition	varied	8/9/08
24A 2.1a	Transfers – calendar year to 12 month period	varied	8/9/08
24A 2.1b	Transfers – service not extinguished by transfer	inserted	8/9/08
24A 2.1c	Transfers – period of transfer where service is extinguished	inserted	8/9/08
24A 6	Transfers – Ineligibility of transferring members for CASA teams	inserted	8/2/10
27	Grading Rules –clarification of next team to be promoted	varied	8/9/08
27A	Grading by video	Inserted	8/12/08
27	Grading Rules – teams increased, dressing room numbers increased and grading review suspended.	varied	27/3/09
27	Grading rules – grading to be advised by	Varied	27/3/09
27	Grading Rules – new injury/illness, non attendance, stage dressing, pregnancy	Inserted	14/12/09
27	Grading Rules – division changed to competition & 6 teams max for s/champ	Varied	14/12/09
27	Grading Rules – senior champ increased to 6 teams	varied	10/2/10
29A	Revue of Rules	inserted	14/12/09
31	Volunteers	inserted	5/09
32	Access to rear of theatre	inserted	5/09
33	Limited access to dressing room	inserted	5/09
34	No access to dressing room	inserted	5/09
35	Access Passes	inserted	5/09
Attachment A	Royalty Theatre – Fire safety Requirements – Prop management Procedures	inserted	21/8/07
B	Code of Conduct – Physical contact with volunteers, officials etc	inserted	5/09
C	Volunteer agreement	inserted	5/09
D	Club Certification form – non attendance of member for competition	inserted	10/2/10