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201. RULES OF COUNCIL

- 201.1. It shall receive reports from the Executive Committee, other Committees it may elect, the Secretary, and from its Delegates to other Bodies. Such reports shall be dealt with as the Council see fit.
- 201.2. It shall act as an Appeal Board to any action taken against a Club or Association or Club or Association Member by the Executive Committee.
- 201.3. Each affiliated Club or Association shall be entitled to delegates to the Council as laid down in the Constitution.
- 201.4. The authority of all delegates must be in writing and be received by the Federation prior to them taking their place as delegates.

201.5. Attendance.

- 201.5.1. Subject to the approval of the Council, any member of an affiliated Club or Association whose name has been registered with the Federation and/or any person invited by the Executive Committee or Council, may attend meetings. By resolution of the Council invited persons may be permitted to speak but have no voting rights.
- 201.6. The Chairman shall have authority on every question of order and shall be the sole interpreter of the rules for conduct of meetings.
- 201.7. An appeal against his ruling shall be to the following normal Council meeting, or the adjourned Council meeting at which the ruling was challenged. In cases of doubt or difficulty the usual mode of Parliamentary procedure will be adopted but no suspension of Standing Orders shall be allowed.
- 201.8. Should the Chairman wish to speak on any motion or question he shall vacate the Chair before speaking.
- 201.9. The Chairman shall have the right to vote on every motion and in the case of an equality of votes shall have a casting vote.

201.10. Annual Council Meeting

- 201.10.1. The first Council Meeting after the Annual General Meeting of the Federation shall be deemed the Annual Council Meeting.

201.11. Elections

- 201.11.1. The following elections shall be conducted at the Annual Council Meeting, by secret exhaustive allot:
 - 201.11.1.1. the Official Handicapper for the Federation.
 - 201.11.1.2. a Road and a Track Coach, both of whom shall be Nationally accredited. Both positions may be held by the same individual.
- 201.11.2. Nominations for the above positions must be received by the Federation not less than thirty (30) days before the Annual Council Meeting. Individuals nominated must be a financial member of a member Club or Association.

201.11.5. Auditors

- 201.11.5.1. The Annual Council Meeting will appoint one or two auditors, who may not necessarily be members of the Federation.

201.12. September Council Meeting

201.12.1. Following the receipt of a recommendation from the Executive Committee, Council shall fix the Affiliation Fees and Race Entry Fees (when applicable) for the coming year.

201.12.2. Special Committees

201.12.3. All special Committees shall include at least one Executive Committee member.

201.12.4. Committee Reports shall be regularly presented to Council. These reports shall be subject to discussion and may be rejected or referred back if not considered satisfactory.

201.13. Suspended Members

201.13.1. No person under suspension shall be permitted to sit on Council.

201.14. Suspension or Expulsion of Club or Associations

201.14.1. Should at any Council meeting a resolution be passed by a three-fourths majority of eligible members who vote, to the effect that a Club or Association has rendered itself unworthy to belong to the Federation, that Club or Association shall immediately cease to be a member.

201.14.2. This action shall be subject to:

201.14.2.1. Notice of Motion having been given in writing and read at the previous meeting.

201.14.2.2. A copy of the Notice having been forwarded by the Federation.

201.14.2.3. The motion is included on the Agenda Paper of the Meeting to decide the matter.

201.14.3. A Club or Association expelled in accordance with the above shall have the right of appeal to a General Meeting or Special General Meeting.

201.15. Convening of Meetings

201.15.1. Ordinary Meetings of the Council shall be held as determined, at a time and place agreed at the previous Council Meeting.

201.15.2. **Special Meetings** of the Council may be called as follows:

201.15.2.1. By resolution of the Council, passed by a simple majority at one of its Ordinary Meetings;
or

201.15.2.2. By direction of the Federation Executive Committee.

201.15.2.3. Special Council Meetings shall be held as soon as possible and on such dates as will allow at least fourteen clear days notice of the time and place and the reasons for the meeting to be forwarded to each delegate and each Club or Association Secretary.

201.16. Minutes

201.16.1. Minutes of all Council Meetings shall be recorded by the Secretary or in his absence by someone elected from the Meeting. Council Minutes shall be open to inspection by members and delegates of the Council.

201.17. Business of Meetings

201.17.1. An Agenda Paper for each Meeting shall be prepared by the Secretary and the Meeting shall be conducted in accordance with this Agenda.

201.17.2. Should any business which required a Club or Association vote be received after issue

of the Agenda Paper, it will be the duty of the Secretary (or by delegation, the Executive Officer) to notify all Club or Associations prior to the relevant meeting, using the telephone, email, or any other suitable means.

201.17.3. Business from the Executive Committee shall take precedence over all other business at any Ordinary Council Meeting.

201.18. Adjournment of Meetings

201.18.1. In the event of any Meeting being adjourned until the next Ordinary Council Meeting, the business that has not been dealt with shall be included on the Agenda Paper of the latter meeting taking precedence over any ordinary business.

201.18.2. No business shall be dealt with at an adjourned meeting which was not on the Agenda Paper of the original meeting.

201.19. Notices of Motion

201.19.1. Clubs or Associations wishing to move notices of motion at any Ordinary Council Meeting shall forward such notice in writing to the Secretary. It shall be read at the next Ordinary Council Meeting. The Notice shall be included on the Agenda Paper of the subsequent Council Meeting.

201.20. Motions without Notice

201.20.1. Motions Without Notice may be:

201.20.1.1. election of a Chairman;

201.20.1.2. adjournment of Meeting;

201.20.1.3. leave to withdraw Motion;

201.20.1.4. amendment of a Motion;

201.20.1.5. vote of thanks;

201.20.1.6. leave to speak by a non-delegate.

201.21. Motions

201.21.1. Every motion and every amendment shall require a proposer and a seconder.

201.21.2. When an amendment on any motion has been proposed and seconded, no other amendment shall be proposed until the former is disposed of, but a further amendment may be foreshadowed.

201.21.3. Any member or delegate may speak once only on a motion and once only on each amendment which may be proposed to it, with the exception of giving an explanation of a misinterpretation of statements made by him and as laid down in the following rule.

201.21.4. The proposer of any motion shall have the right of reply immediately before the final vote on his motion. He also has the right of speaking on any amendment to his motion before the vote, provided he has not already spoken on the amendment.

201.21.5. No delegate or member may move more than one amendment but anyone who has only spoken during the debate may subsequently move an amendment.

201.21.6. When all discussion on any amendment is ended the Chairman shall read the motion and the amendment and then say "the question is, shall the motion be amended?". Following

the voting on the question the motion in its amended or original form shall become the motion and shall be voted upon.

201.21.7. No delegate or member shall vote upon a question unless he is present when the question is put.

202. RULES OF THE EXECUTIVE COMMITTEE

202.1. Convening of Meetings

202.2. The Secretary shall convene all meetings as is considered necessary.

202.3. Absence from Meetings

202.3.1. Should any member be absent for three consecutive meetings without satisfactory explanation, his position may be declared vacant by the Committee. An appeal against such action shall be to the next Council Meeting.

202.4. Membership Vacancy

202.4.1. Any vacant position on the committee shall be filled by election at the Council Meeting following a resignation or the exhaustion of any Rights of Appeal. When a member's position has been declared vacant, notice of the election shall appear on the Agenda Paper on the relevant meeting.

202.5. Powers and Duties

202.5.1. The powers and duties of the Executive Committee shall include:

202.5.1.1. Acting as the Appeal Board

202.5.1.1.1. The final avenue of appeal in the ACT for actions taken against competitors, officials, Clubs or Associations members at Race Meetings by the Commissaires.

202.5.1.1.2. The second and final appeal in the ACT following action taken against a member by his own Club or Association, when the avenues of appeal within the Club or Association has been exhausted.

202.5.2. Any disputes difficulties and charges affecting Club or Association members and/or the Clubs or Associations themselves may be investigated by the Disciplinary and Appeals Committee.

202.5.3. Finance

202.5.3.1. The Executive Committee shall:

202.5.3.1.1. control the finance planning of the Federation; and

202.5.3.1.2. pass and endorse all accounts prior to their payment, no money being expended on behalf of the Federation without the sanction of the Executive Committee.

202.5.4. Executive Committee Report

202.5.4.1. A report covering relevant activities of the Executive Committee shall be submitted to each council meeting.

203. DISCIPLINARY AND APPEAL COMMITTEE

203.1. The function of the Disciplinary and Appeal sub-committee shall be to hear and adjudicate on all appeals of members coming under the control of the Federation as well as to hear and adjudicate on appeals from decisions of Clubs or Associations.

- 203.2. The Disciplinary and Appeal Sub-committee shall have the power to impose all or any of the following penalties on any Club or Association, Team, or any other member:
 - 203.2.1. Suspension from any competitions for any specified time;
 - 203.2.2. Monetary fines of any specified amounts payable within any specified period of time;
 - 203.2.3. Forfeiture of any competition prizes as specified;
 - 203.2.4. Any other disciplinary action in accordance with the Objects of the Federation as per Clause 104 of the Constitution.
- 203.3. A barrister or solicitor shall not be eligible to act as a representative.
- 203.4. All Disciplinary and Appeal Sub-committee resolutions shall be subsequently presented to the Council.

204. SELECTION COMMITTEE

- 204.1. The Selection Committee shall be comprised of the Handicapper, the Road Coach and the Track Coach, and should one member be both the Road and the Track Coach then another member shall be elected. The President will be the Chairman of the meeting, if not available the Committee will elect a Chairman.
- 204.2. All selections shall be submitted to the Executive Committee for ratification.

205. COLLEGE OF COMMISSAIRES

- 205.1. The College shall consist of members of the Federation who have gained UCI Commissaire diplomas or an ACF National Commissaire diploma or an ACT Commissaire diploma.
- 205.2. They shall:
 - 205.2.1. meet as required,
 - 205.2.2. decide the Commissaire roster,
 - 205.2.3. recommend to Council Rule changes relating to competition, and
 - 205.2.4. conduct State Commissaire Courses and Examinations.
- 205.3. They shall hold a meeting to elect a President, Secretary and ACT Chief Commissaire, for the following year.
- 205.4. They shall elect the other two members of the Technical Commission.

206. TECHNICAL COMMISSION

- 206.1. The Technical Commission shall be the President and Secretary of the College of Commissaires, the ACT Chief Commissaire, and two Commissaires duly elected by the College every year.
- 206.2. The Technical Commission shall:
 - 206.2.1. Conduct the Federation's Championships.
 - 206.2.2. Recommend all Technical Officials for the Federation's Championships; submit such recommendations to the Executive Committee for approval.

207. EXECUTIVE DIRECTOR - DUTIES

- 207.1. The Federation may appoint from time to time an employee who shall function as the Executive Director.

- 207.2. The Executive Director shall be responsible to the Executive Committee and will liaise closely with the President on day-to-day matters.
- 207.3. The Executive Director shall:
 - 207.3.1. supervise the operations of the Federation's Office;
 - 207.3.2. attend the meetings of the Executive Committee and Council as required;
 - 207.3.3. promote cycling as widely as possible and assist in the organisation of the Federation's Championships;
 - 207.3.4. seek sponsorship for specific projects, including Federation Championships;
 - 207.3.5. take control of books, records, equipment and property of the Federation as directed by the Executive Committee;
 - 207.3.6. submit details of financial transactions to the Treasurer as required;
 - 207.3.7. notify Clubs or Associations and Affiliates of the Council Meetings;
 - 207.3.8. assist in the preparation of the Development Programmes;
 - 207.3.9. prepare media releases; and
 - 207.3.10. assist in Budget and Government Submissions.

208. QUALIFICATIONS OF PATRONS AND OFFICE BEARERS

208.1. Patron and Vice Patrons

- 208.1.1. The persons appointed as Patron and Vice Patrons shall be prominent citizens of the ACT whose appointments may foster Cycling and assist the Federation.

208.2. Nomination of Office Bearers

- 208.2.1. Nominations of all Office Bearers signed by the proposer, seconder and nominee, must be received by the Federation not less than thirty (30) clear days before the date of the Annual General Meeting.

209. MEMBERSHIP OF OTHER BODIES

- 209.1. The Federation shall affiliate with the Australian Cycling Federation, the ACT Olympic Council, the ACT Division of the Australian Commonwealth Games Association, and any other organisation with which it is considered necessary that the ACT Federation be represented.

210. DELEGATES TO OTHER ORGANISATIONS

- 210.1. The President and Secretary or a Vice President shall be the Federation Delegates at any meeting of the ACF, ACT Olympic Committee and ACT Commonwealth Games Association and such other organisations.
- 210.2. The Executive Committee may appoint Delegates to represent the Federation when an emergency occurs.
- 210.3. The Delegates shall, within 14 days after attending the meeting, forward to the Federation a written report of the business transacted.

211. AFFILIATE ORGANISATIONS

- 211.1. An ACT organisation that in its structure represents a cycling discipline or activity may be

granted Affiliate Membership by the Council.

- 211.2. Any application by such an organisation to join the Federation must be accompanied by a statement indicating the purpose and objective of the applicant and a copy of its Constitution and Rules. Applications are to be forwarded to the Federation Office.
- 211.3. The application shall be placed on the Agenda for the next Council meeting for discussion. Copies of all relevant documents shall be forwarded to each Club or Association.
- 211.4. For any application to be successful, it must gain a three quarters majority vote at a Council Meeting.
- 211.5. An Affiliate Organisation may be represented at Council Meetings and express its views on general matters of concern, and its element of cycling or related sport in particular, but it shall not have any voting rights.
- 211.6. An Affiliate shall retain its autonomy over its membership and functions.
- 211.7. A cycling discipline shall include all forms of bicycle racing, artistic cycling, cycle ball, AUDAX activity, mountain trail riding, cyclo-cross and touring, etc.

212. CLUB OR ASSOCIATION ADMINISTRATION RULES

- 212.1. No Club or Association shall be a full member Club or Association of the Federation with less than ten members, although such organisations may qualify for Affiliate Membership
- 212.2. On applying for its initial affiliation a Club or Association will supply the following to the Secretary for the consideration of the Executive Committee:
 - 212.2.1. list of all Club or Association members, including their full names, addresses, telephone numbers, and in the case of racing members, their date of birth. Separate lists are necessary for each category of the Club or Association members;
 - 212.2.2. full name, address and telephone number of Club or Association President, Secretary, Handicapper and proposed Club or Association Delegates to the Council;
 - 212.2.3. total amount of affiliation fees;
 - 212.2.4. suggested Club or Association colours;
 - 212.2.5. copy of Club or Association rules which must not be inconsistent with the rules of the Federation.
- 212.3. The Executive Committee shall have the right to refuse any Club or Association application for and/or to reject registration of any Club or Association member without being required to give reasons.
- 212.4. All Club or Association members must be affiliated.
- 212.5. All Federation Club or Associations are required to re-affiliate annually. To do so they need to comply with rules 212.1 and 212.2. Except that the forwarding of Club or Association colours and rules will not be necessary unless changes are proposed.
- 212.6. Annual Fees and Club or Association membership lists must be received by the Secretary by the second Tuesday in January of each year in order that members may continue to enjoy full rights and privileges of the Federation. Notification and full details of Club or Association members, and the fees to cover their registration shall be forwarded to the Federation within 14 days of receipt.

- 212.7. Club or Association affiliation fees shall cover the period 1st January to 31st December or any part thereof in each year.
- 212.8. Federation Membership cards shall be issued to all Club or Association affiliated members. This card will contain sufficient details for them to be identified when competing interstate.
- 213. (DELETED)**
- 214. GENERAL RULES OF CLUB OR ASSOCIATIONS**
- 214.1. Club or Association Annual Meeting**
- 214.1.1. Clubs or Associations shall hold Annual Meetings to receive Annual Reports and Annual Financial Statements, and to elect Office Bearers for the ensuing year.
- 214.2. Club or Association Annual Reports**
- 214.2.1. Each Club or Association shall forward copies of its Annual Report and Financial Statements to the Federation within one week of them being adopted at the Club or Association's Annual Meeting. The Federation Executive Committee shall have the right to deal with them as it thinks proper and to call for any explanation it considers necessary.
- 214.3. Club or Association Race Results**
- 214.3.1. Following the conclusion of a Club or Association Race Meeting, an official programme showing the lists of riders, their handicap marks and the complete results of the event must be forwarded by the promoting Club or Association to the Federation Handicapper within seven (7) days of the meeting.
- 214.4. Defunct Clubs or Associations**
- 214.4.1. On deciding to terminate its affairs a Club or Association shall immediately notify the Federation and when finalised shall forward to the Secretary all Club or Association records and property to be held in trust for the possible future resumption of the Club or Association.
- 214.5. Suspension of Club or Associations**
- 214.5.1. Any Club or Association being three months in arrears with any monies due to the Federation may be struck off the list of affiliated Clubs or Associations until such time as its arrears are adjusted.
- 214.5.2. Any Club or Association violating the Rules of the Federation or neglecting to comply with directions of the Executive Committee or Council may be suspended.
- 214.5.3. Action in the above matter may be taken by the Executive Committee or Council but any such action shall be subject to the rights of appeal under By-Law 234.
- 214.5.4. A Club or Association under suspension shall forfeit all rights and privileges enjoyed under its affiliation with the Federation. Its delegates shall cease to serve on the Council and Executive Committee and its racing members and officials shall not be permitted to take part in any race meeting held under the auspices of the Federation.
- 214.6. Club or Association Membership Clearance**
- 214.6.1. Any member requesting a clearance must apply in writings enclosing his current membership card to the Federation who will confirm that such member is not under any suspension, cited to appear before his Club or Association or the Federation and is unencumbered. The Secretary will then issue a clearance in quadruplicate: one each for

the Club or Association he is leaving, Club or Association he is joining, the member applying and the Federation records. If changing Clubs or Associations within the year he will pay the prescribed rejoining fee to his new Club or Association to re-affiliate with the Federation.

- 214.6.2. Such clearance must be produced to the Secretary of the Club or Association he may apply to join. No application shall be considered without the production of this clearance and payment of Club or Association fees, which will include the Federation affiliation fee.
- 214.6.3. Should a member wish to join a Club or Association in another State, the procedure as in By-Law 214.6.1 will apply.
- 214.6.4. Advice of all resignations and returned membership cards must be forwarded to the Federation Secretary.

215. REGISTRATION OF CLUB OR ASSOCIATION COLOURS

- 215.1. Each Club or Association must register the design and colours that will be worn by its representatives in open races excepting as provided in By -Law 228.
- 215.2. Any change in design and/or colour must be lodged with the Federation Office for approval by the Executive Committee.

216. COMBINED CLUB OR ASSOCIATION RACE MEETINGS

216.1. Participation

- 216.1.1. Clubs or Associations will be free to invite riders from other Clubs or Associations, or individual riders visiting the ACT to compete in Club events sanctioned by the Federation under the same conditions as their own members.

216.2. Number of Club or Associations

- 216.2.1. In the case of Road events, two Clubs or Associations will normally be approved to combine but in special circumstances more Clubs or Associations may receive consideration.
- 216.2.2. Clubs or Associations wishing to combine for a Track Season on a particular track, shall make application prior to the commencement of the season.
- 216.2.3. The promoting Clubs or Associations shall be responsible for ensuring that applications to combine with it are forwarded to the Secretary.

216.3. Restrictions

- 216.3.1. Combined Club or Association Race Meetings shall not be held on the same day as Open Race Meetings, except with the approval of the Federation Race Committee.

216.4. Race Results

- 216.4.1. The promoting Club or Association shall be responsible for the forwarding of race results to the Handicapper, and the Federation Office.

217. CLASSIFICATION OF MEMBERS

- 217.1. A competitor, official, coach, motor pacer, mechanic or non racing member shall be registered with the Federation.
- 217.2. The respective age classification shall be as listed in the following table, based upon the commencement of the calendar year of their birthday unless otherwise specified:

Senior Men

19 – 34 Years of Age

Senior Women

19 to 34 Years of Age

Junior

Under 19

Under 17

Under 15

Under 13

Under 11

Junior riders must be under the age specified for each division for the entire year of membership.

Masters

Division 1 35-39

Division 2 40-44

Division 3 45-59

Division 4 50-54

Division 5 55-59

Division 6 60-64

Division 7 65 and over

217.3. Members reaching their 35th year may remain Senior member status if they desire.

217.4. When a member changes to a Master he shall remain in that classification.

217.5. Masters may not compete with any other classification, Club or Association and Club or Association combine races excepted. However, in special circumstances they may be permitted to compete in open events.

217.6. A Junior may compete with the Seniors provided such events are approved by the Federation.

217.7. When a member has competed in a higher age group classification, he shall not be eligible to compete in events of his former classification, except as provided for above.

217.8. When a postponement of an event causes a rider to enter a higher classification, then the rider shall be able compete in that event provided:

217.8.1. The postponement does not exceed 14 days or

217.8.2. The rider has not competed in a higher classifications during the period of postponement.

218. GENERAL RULES OF CATEGORIES

218.1. All normal transfers from one category to another shall take place on January 1st each year, but a member may relinquish his (or her) category status and transfer to an older

category.

218.2. Combined Club or Association Category Races

218.2.1. Should there be insufficient members to conduct a Club or Association race for any particular category, the riders concerned may be combined with another category to enable them to compete, championships excepted, without category - status being endangered.

218.2.2. Where there are insufficient Women to compete separately they may race with males according to their age category, championships excepted.

218.3. Forfeiture of Category Status

218.3.1. Seniors and Juniors forfeit their Category Status by competing in another category when separate races for their own category are held on the same programme. An exception to this rule applies when special sanction is granted by the Federation Executive Committee. Nomination for an event in a higher category is not in itself grounds for forfeiture of category status, actual competing being necessary.

219. LICENCES

219.1. Each Club or Association will issue a licence to its members on behalf of the Federation.

219.2. The following information must appear on the licence:

219.2.1. Full Names

219.2.2. Date of Birth

219.2.3. Home Address

219.2.4. Occupation

219.2.5. Name of Club or Association and Colours

219.2.6. Sponsor Category

219.2.7. Signature of the Bearer.

219.3. When a rider desires to compete overseas, he shall return the licence to the Federation with the following:

219.3.1. passport size photo

219.3.2. overseas address

219.3.3. name of countries in which the applicant may compete, and

219.3.4. duration of stay

219.3.5. details of personal and medical insurance cover, including

219.3.6. Third Party liability

219.3.7. the relevant Fee charged by the Federation .

219.4. On receipt of the licence, the Federation, if in agreement shall endorse the application and forward it to the ACF Secretary for endorsement, and issue a receipt to the rider. This receipt will act as a temporary licence until such time as the original licence is returned. The licence shall be endorsed by the signature of the ACF President and the seal of the ACF.

219.5. The ACF shall return the endorsed licence to the Federation, who will then return it to the

rider concerned.

219.6. Some foreign Federations require an official letter of approval from the ACF in order that Australian riders may compete in the countries, eg. Italy, Belgium, France.

219.7. Licences shall be issued in accordance with the classification (category) schedule.

219.8. The colour shall be similar to the International colour code for Amateur cyclists.

219.9. All licenses expire on December 31 each year.

220. ACT CHAMPIONSHIPS

220.1. The Track, Road and Mountain Bike Championships are the property of the Federation.

220.2. Control

220.2.1. The conduct and control of a Championship series and Test races shall be the responsibility of the officials appointed by the Federation.

220.3. Officials

220.3.1. The officials at a Championship series will be: Chief Commissaire, two principal Commissaires, Starter, Clerk of Course, Chief Judge, Chief Timekeeper, Jury of Appeal, Judges and Timekeeper panel (6). Recorders, Lap Scorers, Machine examiners, Medical Commissaire and other Assistant Commissaires as required, and a Doctor.

220.4. Qualifications of Technical Officials

220.4.1. A person who nominates for the position of Chief Commissaire should have had at least two years experience as a Federation Official and must be a qualified Commissaire.

220.5. Commissaires Diploma

220.5.1. A Diploma will be issued by the Federation to those persons who have successfully passed a written and oral examination that has been approved by the College of Commissaires.

220.5.2. The examination will be carried out by a person or persons appointed by the College of Commissaires.

220.5.3. Any person holding a Diploma as issued by the UCI is exempted .

221. RACE ADMINISTRATION RULES

221.1. Open Races

221.1.1. Definition

221.1.1.1. An 'Open' Race shall be a race for which all Federation affiliated Club or Association Members are eligible to enter.

221.1.2. Sanction

221.1.2.1. No Open Race may be conducted without the Sanction of the Executive Committee.

221.1.3. The Executive Committee shall decide the sanction fee payable and any other conditions of approval.

221.1.4. Advertising

221.1.4.1. No race, or race meeting shall be advertised as 'International', Interstate, Champion or Championship with the exception of Club or Association Championships, without the approval of the Executive Committee.

- 221.1.4.2. All advertised dates, times, distances, conditions etc., must be in accordance with the approval granted.
- 221.1.5. Nominations
 - 221.1.5.1. All entries must be forwarded to the Federation General Office under the conditions laid down on the granting of the approval, except those to be directed to promoting Club or Associations.
 - 221.1.5.2. No entries shall be accepted from cyclists who are not affiliated Federation Club or Association Members, or of other cycling authorities not recognised by the ACF.
 - 221.1.5.3. Nominations received after the closing date may be deemed void and returned to the sender.
 - 221.1.5.4. Any rider who requests someone else to enter him for a race, must accept full responsibility for any failure by that person to complete his nomination and such action will not be accepted as an excuse.
 - 221.1.5.5. A late entry fee will be paid plus the relevant entry fee from any rider stating they have been left off the programme, or desire a late entry. Entry by payment of a late entry fee shall close 30 minutes before the race start time. Fee to be refunded within 14 days if previous entry established.
 - 221.1.5.6. Late entries are not permitted for classics and/or handicap events; late entry at a track open enables a rider to participate in all races other than handicaps.
- 221.1.6. **Handicapping**
 - 221.1.6.1. On receipt of entries, the Federation Handicapper will carry out the handicapping and grading of riders forwarding the results of his work to the promoting authority.
- 221.1.7. Arrangement of the programme and printing of same shall be the responsibility of the promoter.

222. PRIZES

- 222.1. Prizes for all Open Races and Club or Association events shall consist of trophies, open orders or cash.
- 222.2. Cash prizes shall be paid in strict accordance with the ACF and UCI rules.

223. PROPER NAMES

- 223.1. Club or Association members must register with their correct names and competitors must at all times enter and compete under their proper names.

224. COMPETING AT OWN RISK

- 224.1. Cyclists competing in events held under the auspices of the Federation do so at their own risk.

225. KNOWLEDGE OF RULES

- 225.1. All competitors taking part in events on road, track or mountain trail must have a clear understanding of race rules and regulations. In the event of dispute, ignorance will not be accepted as an excuse.

226. PROOF OF AGE

226.1. A birth certificate or Statutory Declaration, pending production of birth certificate, as to the age of Master and Junior Club or Association members must be produced on demand to the Secretary.

227. ACT TEAMS

227.1. ACT Teams will be made of members as follows:

227.2. Team Managers

227.2.1. Nominations for the above position will be called for as the need arises. Written nominations to be submitted to the Secretary by the stated closing date with statement of relevant qualifications.

227.2.2. The Team Manager shall represent the teams in whatever events they enter and shall look after the interests and general welfare of the members of his team, including housing, food, transportation, uniforms, laundry and recreation. He shall be in sole control of the team once the team is assembled. He shall submit a written report to the Federation within 14 days of the event. He shall also enforce the rules of the Federation. The team members shall have the right of appeal against the enforcement of such rules.

227.3. Team Coaches

227.3.1. The Team Coach shall be the relevant ACT Coach. However, should the ACT Coach not be available to travel with the team, a replacement Coach may be appointed by the Executive Committee.

227.3.2. The ACT Team Coaches shall have the responsibility including but not limited to:

227.3.2.1. developing and conducting programmes to improve the competitive performance of cyclists;

227.3.2.2. setting up the training programme, practice competition schedule for the Team.

227.4. Team Personnel

227.4.1. All members of ACT Teams and all persons to whom a special uniform has been issued shall be subject to the jurisdiction of the Federation. They shall conduct themselves at all times and in all places as befits worthy representatives of the ACT and the Federation.

227.4.2. Competitors shall be under the strict supervision of the ACT Team Manager and Coaches. By accepting membership on the Team, athletes agree to do the following:

227.4.2.1. prepare and condition themselves for the events and specialties for which they have been selected as team members;

227.4.2.2. take part in all training sessions, camps and courses established for the team unless excused;

227.4.2.3. compete in designated events to the best of their ability when directed to do so by the Federation;

227.4.2.4. arrange their education, employment, and personal responsibilities to fulfill their obligations as team members as far as is reasonably possible;

227.4.2.5. abide by team regulations as issued from time to time by the Federation, including but not limited to any special curfew or rules of conduct established at training camps and

competitive programmes.

- 227.4.3. ACT Team personnel, including riders, trainers, coaches and mechanics, who do not adhere to the provisions of this By - Law may be dismissed from the team by the Team Manager or the Executive Committee.

228. ACT RACING COLOURS

- 228.1. The Racing Colours of the Federation shall be a combination of the colours of the ACT ie. Blue, White and Gold (Yellow).
- 228.2. A cyclist who has represented ACT in recognised events, including Schools Championships, may wear his representative colours in Open Races until the holding of the same event the following year.
- 228.3. He shall not be permitted to wear representative colours in a discipline (road, track or mountain bike) unless he has represented the ACT in that discipline.

229. COMPETITORS' UNIFORMS

- 229.1. Every rider starting a race shall wear a protective securely fastened helmet. It is the rider's responsibility to select and wear a helmet which offers sufficient protection against head injury and does not restrict the rider's vision (disqualification for failure to wear a helmet or for removing it during the race). The Federation makes no warranties or representations regarding the protective adequacy or fitness for competition of any helmets, and a rider, by entering an event conducted under these rules, agrees to hold the Federation from any and all claims arising from the use of any particular helmet.
- 229.2. The rider and uniform must be neat and clean at least at the beginning of a race. Helmets, shoes or clothes that are torn, dis-coloured, or in disrepair may not be used.
- 229.3. Racing jerseys shall cover the shoulders. Cycle knicks shall reach approximately mid -thigh. One-piece uniforms conforming to this colour scheme may also be used.
- 229.4. The only advertising that may appear on the uniform of a rider is that of the rider's Club or Association and team or individual sponsorship as described below.
- 229.5. Rules for the size of allowable advertising shall be as promulgated from time to time by the ACF.
- 229.6. The name of the Club or Association which is sponsored must appear on the racing jersey. The name may be abbreviated.
- 229.7. Sponsor's advertising may appear anywhere on the jersey, knicks or warm-up jacket. A sponsored Club or Association's name or abbreviation must appear on the front and back and may appear on the two sides of the jersey.
- 229.8. In competition, no rider shall wear the emblem, inscription, or uniform of any Club or Association or team which the rider is not eligible to represent.
- 229.9. When competing in an Australian Championship, a sponsored Club or Association's rider:
- 229.9.1. may wear clothing with the name of the Club or Association's or the individual's sponsor;
- 229.9.2. as an ACT representative, may wear knicks with the name of the Club, Association or the individual's sponsor.

230. DISCIPLINARY RULES - DEFINITIONS

- 230.1. "Official" means:
 - 230.1.1. the Federation Office Bearers
 - 230.1.2. Officials as defined within the By-Laws
 - 230.1.3. Managers of any ACT or National team if not included.
 - 230.1.4. any person who for the purpose of these Disciplinary Rules is deemed by the Executive Committee to be an Official.
- 230.2. "Misconduct". Without limiting the generality thereof, misconduct shall include:
 - 230.2.1. offences against the law of the Commonwealth of Australia or a State or Territory thereof;
 - 230.2.2. offences against the law of a Country, State, Territory, Province, Town or Village beyond the shores of the Commonwealth of Australia;
 - 230.2.3. conduct which, when committed beyond the shores of the Commonwealth of Australia (including conduct in aircraft or ships at sea) would, had it been committed within the Commonwealth of Australia, fall within paragraph 230.2.2. above;
 - 230.2.4. conduct which is deemed detrimental to the ACT Cycling Federation; or
 - 230.2.5. conduct which is deemed detrimental to the sport of cycling.
- 230.3. A member who at any time disobeys reasonable directions of an official, uses undesirable language, strikes or attempts to strike another person or otherwise misconducts himself, shall be guilty of an offence .

231. OFFENCES - PROCEDURE

- 231.1. The procedure for dealing with offences shall be as follows:
 - 231.1.1. an official may deal with an offence if:
 - 231.1.1.1. he observes conduct which in the opinion of the official constitutes misbehaviour;
 - 231.1.1.2. a complaint is made either orally or in writing to him by a third person;
 - 231.1.2. on observing misbehaviour or on a complaint being made to him by a third person, the official shall as soon as possible charge the member with an offence by informing the member of the offence and the facts constituting the offence. The member shall then be permitted to answer the charge;
 - 231.1.3. the official may then deal with the offence forthwith or may adjourn the further hearing of the charge to a time and place suitable to him;
 - 231.1.4. at the conclusion of the hearing the official shall dismiss the charge, or impose a penalty as prescribed by By-Law 232.

232. PENALTIES

- 232.1. The penalty for committing an offence shall be:
 - 232.1.1. admonishment;
 - 232.1.2. a fine; or
 - 232.1.3. suspension for such a period as the official thinks fit; or

- 232.1.4. suspension of the rider's racing licence; or
- 232.1.5. a combination of a fine, with all or any of the above penalties.
- 232.2. Penalties may be inflicted on any member by the Commissaire or Executive Committee.
- 232.3. Fines must be paid before members are allowed to race or officiate again.
- 232.4. Suspension periods must expire before a member is allowed to race or officiate again.
- 232.5. During suspension all membership rights are forfeited and the person concerned is not permitted to enter the race arena during competition periods.
- 232.6. The member's Club or Association, and/or a promoting Club or Association, is responsible for the terms of the penalty being carried out.

233. PROTESTS

- 233.1. A protest arising out of the conduct of a race must be in writing to the Chief Commissaire within fifteen minutes after the completion of the event, together with the fee as advised.
- 233.2. Should the protest be successful, the fee will be returned.

234. APPEALS

- 234.1. An appeal against a decision of the Chief Commissaire may be made to the Chairman of the Jury of Appeal. The appeal must be accompanied by the fee. Should the appeal be successful, the fee will be returned. The jury's decision shall be final.
- 234.2. Should it not be possible for the Jury to hear such appeals the appeal should be made to the Federation Appeals Committee.
- 234.3. A member who has suffered a penalty pursuant to By-Law 232 other than an admonition, shall have a right of appeal to the Disciplinary and Appeals Committee. Such an appeal shall be in writing in accordance with Rule 114 of the Constitution.
- 234.4. The provisions of By -Law 203 shall apply to appeals by a member.
- 234.5. When any action is taken by the Federation Executive Committee the right of appeal shall be to the Federation Council. Notification of the appeal shall appear on the Agenda Paper of the relevant Council Meeting.
- 234.6. In the case of action being taken by the Council, the right of appeal shall be to an Annual General Meeting or Special General Meeting within 14 days. Notification of the appeal shall appear on the Agenda Paper of the relevant meeting.
- 234.7. An appeal against any offence shall allow the rider, member, Club or Association concerned to continue to compete or operate until such time as the appeal is heard. The prescribed fee must be paid when lodging an appeal.

235. APPEALS TO ACF

- 235.1. Provided a Club or Association or a Club or Association member has exhausted all rights of appeal under these rules, a further appeal may be made to the ACF within 14 days.

236. UNREGISTERED RIDER

- 236.1. A rider who holds a valid licence issued by the Federation shall not be permitted to compete:
 - 236.1.1. with riders who are not registered with any cycling organisation unless approved;

- 236.1.2. with riders who are members of a cycling organisation that is not affiliated with the UCI; or
- 236.1.3. in any event that has not been approved by the Federation.
- 236.2. A rider who contravenes any sub-clause of By -Law 236.1 may be suspended and an appropriate penalty imposed.

237. LIFE MEMBERSHIP

- 237.1. Life Membership may be awarded to a person who has been a member of the Federation for a minimum period of 20 years and who has rendered outstanding services to the Federation. The recommendation for the award shall be made by the Executive Committee and submitted to a Council Meeting for approval.

There shall not be more than one award made annually.

- 237.2. Life Members have all the rights and privileges applying to ordinary financial Club or Association members.
- 237.3. On presentation of their badge, Life Members shall be granted free admittance to any race meeting the Federation or its Club or Associations conduct or is held under it auspices.

238. MEDAL OF MERIT

- 238.1. The Federation may award the Medal of Merit to any person who has been a member of an ACF affiliated Club or Association for 50 years, or more, in aggregate or to other persons in special circumstances. The recommendation for the award shall be made by the Executive Committee and submitted to a Council Meeting for approval.

239. PROOF IN LAW PROCEEDINGS

- 239.1. The production of the Minute Book signed or purporting to be signed by the Chairman of a meeting and containing the rules and proceedings of the Federation or Club or Association or any addition thereto, or amendment or alteration thereof, or production of a printed book, issued or purporting to be issued by or under the authority of the Federation, or of a printed book containing the Constitution, By-Laws and Technical Regulations or any addition, amendment, or alteration as aforesaid shall be prima facts evidence to any proceedings at law, or in equity, or otherwise, howsoever, that such rule, rules, proceedings or any additions, alterations, or amendments as aforesaid were duly passed and are still in full force and effect.

240. NO DOPING DECLARATION POLICY

240.1 No Doping Declaration Policy Definitions

- 240.1.1 ADP means the ACTCF Anti-Doping Policy as amended from time to time.
- 240.1.2 Anti-Doping Agency includes ASADA, the World Anti-Doping Agency (WADA) and any anti-doping agency operating in any country that is involved in identifying persons who have breached the World Anti-Doping Code or any country's anti-doping policies.
- 240.1.3 Anti-Doping rule violation has the same meaning as it has in Article 2 of the World Anti-Doping Code.
- 240.1.4 ASADA means the Australian Sports Anti-Doping Authority.
- 240.1.5 Athlete has the same meaning as in the ADP.
- 240.1.6 Athlete Support Personnel has the same meaning as in the ADP.

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- 240.1.7 Executive Committee means the Executive Committee of the ACTCF.
- 240.1.8 CA means Cycling Australia.
- 240.1.9 Disciplinary and Appeal Committee means the Disciplinary and Appeal Committee as set out in clause 114 of the ACTCF Constitution.
- 240.1.10 Limitation Period means the period prescribed under the Statute of Limitations in Article 17 of the World Anti-Doping Code.
- 240.1.11 Member has the same meaning as in the ADP.
- 240.1.12 Offence means a conviction for or an admission of an anti-doping rule violation.
- 240.1.13 Panel means the Ethics and Integrity Panel constituted and appointed by the Executive Committee.
- 240.1.14 Prescribed Role means one of the following roles:
- 240.1.14.1 management and coaches in the ACTCF high performance or representative teams, and any other elite development cycling programs overseen by the ACTCF;
- 240.1.14.2 membership of the Executive Committee of the ACTCF; and
- 240.1.14.3 any other role declared by the Board from time to time to be a Prescribed Role.
- 240.1.15 Statutory Declaration means a Statutory Declaration in the form set out in Appendix A to this Policy that complies with the legal requirements of the State or Territory where the declaration is made and which includes the applicable statement that the person understands that making a false statement is a criminal offence.
- 240.1.16 The Person means a person required to execute a Statutory Declaration or who has been referred to the Disciplinary and Appeals Committee.
- 240.2 Who does this Policy Apply to?**
- 240.2.1 This Policy applies to:
- 240.2.1.1 members of the Executive Committee;
- 240.2.1.2 employees of the ACTCF;
- 240.2.1.3 athletes and athlete support personnel in ACTCF high performance or representative teams, and any other elite development cycling programs overseen by the ACTCF;
- 240.2.1.4 contractors and consultants to ACTCF and such of their existing employees as are designated in writing by the ACTCF from time to time;
- 240.2.1.5 members of any committee, joint venture or any body that is formally associated with the ACTCF or with which the ACTCF has a legal relationship and such of their employees as are designated in writing by the ACTCF from time to time;
- 240.2.1.6 any other person specified by the Executive Committee or who has agreed to be bound by it; and
- 240.2.1.7 any person who is entering a new relationship with the ACTCF coming within any of the above categories, including persons previously elected, appointed, employed or engaged by or with the ACTCF whether they are returning to take up or renew their previous role or a different role.
- 240.2.2 This Policy does not apply to:

- 240.2.2.1 members and athletes of the ACTCF who do not otherwise come within Article 240.2.1;
- 240.2.2.2 employees or contractors of any organisation that has a sponsorship arrangement with the ACTCF other than employees designated under Article 240.2.1.5.

240.3 Obligations

- 240.3.1 Each person covered by Article 240.2.1 above is bound by this Policy as a condition of his or her initial and continuing employment, engagement, membership, participation or involvement by or with the ACTCF.
- 240.3.2 Each Statutory Declaration must have the formal parts required by the law of the State or Territory where the Statutory Declaration is being executed and this must include the applicable statement that the person understands that making a false statement is a criminal offence.
- 240.3.3 The Statutory Declaration must be executed by each person in the presence of a duly authorised witness, who may include but is not limited to, a justice of the peace or a legal practitioner.
- 240.3.4 Where a person making a Statutory Declaration attaches documents and/or a statement, each page attached must be numbered sequentially and signed by the person and the authorised witness.

240.4 When Statutory Declarations Are Required

- 240.4.1 The Executive Committee may at any time write a letter to a person covered by 240.2.1.
- 240.4.2 A person who comes within 240.2.1.7 will not be eligible to be elected, appointed, employed or engaged by or with the ACTCF until he or she provides an executed copy of the Statutory Declaration to the Executive Committee.
- 240.4.3 Where the Executive Committee is notified or advised by an Anti-Doping Agency that a person covered by By-Law 240 has committed an Offence, the Executive Committee must, by letter, require that person to make a new Statutory Declaration within 21 days.
- 240.4.4 Each person must fully complete, execute and return the Statutory Declaration to the Executive Committee (or other person nominated in the letter) within 21 days of the date of the letter.

240.5 Failure to Discharge Obligations

- 240.5.1 Where a person fails or refuses to provide an executed copy of the Statutory Declaration within the 21 days of receipt of a letter under clauses 240.4.1 to 240.4.4 without reasonable cause (the onus of proving which to the reasonable satisfaction of the Panel shall be upon the person concerned), then that person's relationship with the ACTCF will terminate immediately.
- 240.5.2 Subject to clause 240.5.3, if a person covered by clause 240.2.1 (other than a person in a Prescribed Role) ticks paragraph 2.2, or 2.3 of the Statutory Declaration, that person will be referred by the Executive Committee to the Panel.
- 240.5.3 If a person in a Prescribed Role ticks paragraph 2.3 of the Statutory Declaration, the person's relationship with the ACTCF will terminate immediately and the Executive Committee shall forthwith refer the person to the Panel to determine the period for which the person will be disqualified from holding a role or discharging a function covered by clause 240.2.1.

240.5.4 For abundant caution, if a person whose relationship is immediately terminated under this By-Law is an employee or a contractor of the ACTCF, then the employment or engagement of that person may, and in the case of a person in a Prescribed Office (other than an employee), must be terminated without notice on the grounds of serious misconduct.

240.5.5 Where a person alleges a reasonable cause for a failure to comply with Clause 240.5.1, the Executive Committee shall refer that issue to the Panel whose determination of the issue shall be final with no further appeal or review under this Policy.

240.6 Role of the Panel

240.6.1 The Panel will refer a person referred to it under clauses 240.5.1 to 240.5.5 to an Integrity Tribunal constituted under 240.6.2.

240.6.2 The Integrity Tribunal will be appointed by the Panel and constitute of no more than three persons (one of whom may be an Executive Committee member) having relevant skills experience and qualifications including in the operation of Anti-Doping rules in sport or seek relevant advice to assist in its deliberations.

240.6.3 Subject to the ACTCF Constitution and these By-Laws, the Ethics and Integrity Panel will determine its own procedure in accordance with the circumstances to be considered and having regard to the rules of procedural fairness.

240.6.4 The Integrity Tribunal shall consider all relevant matters and may invite the person to attend a meeting with the Ethics and Integrity Panel and to call witnesses relevant to the issues to be considered by the Integrity Tribunal.

240.6.5 The Integrity Tribunal will make a recommendation to the Panel of the outcome and this outcome may include:

240.6.5.1 immediate termination of the relationship;

240.6.5.2 cancellation of ACTCF membership;

240.6.5.3 suspension of ACTCF membership for a specified period or until a specified event has occurred;

240.6.5.4 imposition of conditions on ACTCF membership and subject to a review or for a specified period;

240.6.5.5 a warning;

240.6.5.6 counseling;

240.6.5.7 disqualification from a specific role referred to in clause 240.2.1 for a period or indefinitely;

240.6.5.8 any other sanction that the Integrity Tribunal considers appropriate; or

240.6.5.9 taking no further action.

240.6.6 The Panel will make a final determination of the outcome and the Executive Committee shall advise the person in writing as soon as practicable of that determination.

240.6.7 The person may, in writing, appeal in accordance with clause 114 of the ACTCF Constitution against the determination within 28 days of being notified of the determination.

240.6.8 The factors that will be taken into account when determining an outcome within clause 240.6.5 include:

240.6.8.1 the nature and gravity of the Offence;

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- 240.6.8.2 the person's culpability and degree of responsibility for the Offence;
- 240.6.8.3 the extent to which the person profited or was advantaged by the Offence;
- 240.6.8.4 whether the person pressured or encouraged other persons over whom he or she had any influence or control to commit an Offence;
- 240.6.8.5 the extent of the damage, including to reputation, caused to the ACTCF and to cycling in Australia by the Offence and from any publication of the circumstances and particulars of the Offence;
- 240.6.8.6 the person's previous character;
- 240.6.8.7 whether the person has shown any contrition;
- 240.6.8.8 any aggravating or mitigating factors or other relevant circumstances including rehabilitation or contribution to the promotion of an Anti Doping culture in cycling;
- 240.6.8.9 the extent to which the person has co-operated with the authorities including the provision of information about persons trafficking in Prohibited Substances or Prohibited Methods or other persons engaged in anti-doping rule violations;
- 240.6.8.10 the nature of the position to be performed;
- 240.6.8.11 the period of violation/s; and
- 240.6.8.12 the period of time since the last violation.
- 240.6.9 Where the Panel forms the view that there needs to be an independent investigation of any matter raised in a document or a report provided to it under this policy which, if proven, would constitute a breach of this policy or of the ADP outside the Limitation Period, the Panel must take all necessary steps to initiate such an investigation, including drafting appropriate terms of reference, appointing an investigator and receiving the investigation report.
- 240.6.10 An investigator appointed under clause 240.6.9 will act in accordance with the rules of procedural fairness.
- 240.6.11 If an investigator's report to the Panel includes a finding that a person covered by clause 240.2.1 has, on the balance of probabilities, breached this Policy or the ADP outside the Limitation Period, the Panel shall deal with the person under this clause as if they had been referred under clause 240.5.1 and as if the finding constituted an Offence.

240.7 Confidentiality

- 240.7.1 All information disclosed under this Policy which might reasonably be regarded as adverse to the interests of any person shall, subject to this clause and clause 240.7.2, be held by the ACTCF as confidential information until any investigation or proceeding under this Policy or by ASADA has been finalised.
- 240.7.2 Notwithstanding clause 240.7.1, the Executive Committee may, either generally in relation to a class of information or persons or, in a particular case or circumstance, release such information disclosed to the ACTCF under this Policy as it considers reasonably necessary to be disclosed to maintain public confidence in the integrity of cycling in the ACT and Australia.

240.8 Reporting Obligations

- 240.8.1 Where a person covered by clause 240.2.1 receives or obtains credible information or has a belief based on reasonable grounds that a person has made a Statutory Declaration which is false or incomplete or does not otherwise comply with the requirements of this Policy, that person is obliged to report all relevant information to the Executive Committee who shall refer the information to the police service of the State or Territory where the Statutory Declaration was made.
- 240.8.2 Where any person covered by clause 240.2.1 receives or obtains credible information or has a belief based on reasonable grounds that another person covered by clause 240.2.1 is committing or has committed an Anti Doping rule violation, the first mentioned person must report that information or belief to the Executive Committee.
- 240.8.3 Where a person in a Prescribed Role receives or obtains credible information or has a belief based on reasonable grounds that a person has failed to report information as required by clauses 240.8.1 – 240.8.5, that failure must be reported to the Executive Committee.
- 240.8.4 The Executive Committee shall refer a report made under clauses 240.45-240.47 to the Panel.
- 240.8.5 Where a Statutory Declaration or an investigation report discloses a possible Offence within the Limitation Period the Executive Committee must refer all relevant information to ASADA.

240.9 Letter

- 240.9.1 The ACTCF President will send a letter to each person coming within clause 240.2.1 in the form of the letter at Appendix B to this By-Law.

STATUTORY DECLARATION

[Form Of Declaration under The Statutory Declarations Act 1959 (Cth)]

I, *(Full Name)*

(Address)

(Occupation)

make the following declaration under the Statutory Declarations Act 1959:

1. I am aware of and understand:

(a) what constitutes an anti-doping rule violation as defined in Article 2 of the World Anti-Doping Code,

(b) that an anti-doping rule violation includes but is not limited to:

(i) using, attempting to use or possessing a Prohibited Substance,

(ii) using or attempting to use a Prohibited Method,

(iii) trafficking or attempted trafficking in any Prohibited Substance or Prohibited Method,
and

(iv) assisting, encouraging, aiding, abetting, covering up or any type of complicity involving an Anti-Doping rule violation or an attempted anti-doping rule violation,

(c) the Australian Capital Territory Cycling Federation's Anti-Doping Policy.

2. I have correctly and honestly ticked the box or boxes below that apply to me.

2.1 I am not now committing and never have committed an anti-doping rule violation when participating in or involved with cycling, or any other sport compliant with the World Anti-Doping Code, in Australia or elsewhere in the world.

2.2 I have one or more prior convictions from an Anti-Doping Agency for an Anti-Doping rule violation and attached to this declaration are the relevant documents including the notification of any and all sanctions that were imposed on me.

2.3 In addition to the anti-doping rule violation/s disclosed under paragraph 2.2, I have committed one or more additional rule violation/s when participating in or involved with cycling, or another sport compliant with the World Anti-Doping Code, in Australia or anywhere in the world and attached to this declaration is a statement by me setting out all the relevant circumstances of each and every such activity

including the dates, team membership and the substance/s or method/s I used. I have not been convicted by any Anti-doping Agency for any of those activities.

3. I have not committed any anti-doping rule violations other than those revealed in any documents or statement attached to this declaration.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Declared at

this..... day of.....20.....

.....

(Signature of Declarant)

Before me:

.....

[Signature of person before whom the declaration is made]

[Insert in legible writing or type or stamp the name of the person witnessing the signing of the declaration and their address]

Name:.....

Title:.....

Address:.....

APPENDIX B

Date

ACTCF letterhead

Dear Colleague,

Re: No Doping Declaration Policy

I am writing to you because of your involvement with the ACT Cycling Federation (ACTCF).

At the ACTCF Council meeting of 24 June 2013, in accordance with the Anti-Doping Policy or No Doping Declaration Policy adopted by the board of Cycling Australia (CA) on 11 November 2012, it was resolved that all senior staff and certain categories of persons closely associated with the ACTCF will be required to sign a Statutory Declaration that addresses the anti-doping rules and any violations. This is in accordance with the decision of the CA board on 16 February 2013, at which the “No Doping Declaration Policy” was adopted.

This important initiative is being taken to ensure that CA and the ACTCF meets their obligations to all Australians involved in or interesting in the sport of cycling. The ACTCF must demonstrate leadership and take strong and transparent steps to continue to promote an anti-doping culture within the sport of cycling.

You are required to make this Statutory Declaration. It must be executed and returned to the ACTCF Secretary by no later than 21 days from the date of this letter.

Copies of the ACTCF’s No Doping Declaration Policy and Statutory Declaration are enclosed or may be accessed via the ACTCF website (clause 240 of the ACTCF By-Laws). The CA Anti-Doping section of the CA website at www.cycling.org.au contains the CA policy on which the ACTCF policy is based.

If you do not understand the declaration or what you should do, please contact me directly and I will assist with any further information sought.

You are entitled to seek legal advice at your own expense.

I look forward to receiving your executed declaration and thank you for participating in this important CA and ACTCF initiative.

Regards

President
ACT Cycling Federation