

CYCLING SOUTHLAND BYLAWS

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1.0 PATRONS

- 1.1 The Annual General Meeting or Special Meeting may appoint a Patron to Cycling Southland. A person appointed to this position shall be a prominent citizen of Southland whose appointment is likely to foster cycling in Southland and advance the interest of Cycling Southland.

2.0 DELEGATES TO OTHER ORGANISATIONS

- 2.1 The President and/or a Vice-President shall be appointed by the Executive of the Centre as delegates to any meeting of Cycling New Zealand Road and Track and such other organisations as required. The executive may appoint another executive member to attend if the President or Vice President is unable to attend.
- 2.2 The Executive Committee may appoint delegates to represent the Centre when an emergency occurs.
- 2.3 The delegates shall within 14 days after attending the meeting, forward to the Executive a written report of the business transacted.

3.0 LIFE MEMBERSHIP ENTITLEMENTS

- 3.1 Nominations for life membership of either Cycling Southland and or Bike Road and Track shall be presented to a Cycling Southland Executive meeting with appropriate supporting material
- 3.2 Awarding of life membership will be conducted at an Annual General Meeting or Special Meeting.
- 3.3 Life Members may attend the Annual General Meeting and express their views and are entitled to vote.
- 3.4 Entry to all Southland Championships and events conducted by Cycling Southland. Entry shall include VIP admission where available.
- 3.5 Life members shall be invited and provided admission to all Cycling Southland functions and events.
- 3.6 Any other entitlements that the Executive may decide on from time to time.

4.0 GENERAL MEETINGS

- 4.1 The Executive shall convene General Meetings in accord with Rules 11.1 to 11.4 of the Cycling Southland Constitution. The business to be transacted at General Meetings may include:
 - Apologies
 - Registration of Attendees
 - Minutes of previous General Meeting
 - Special resolutions proposed in accord with the powers of the Executive
 - Reports
 - General Business
- 4.2 One of the General Meetings of the Executive conducted each year shall be known as the Annual General Meeting (AGM).
- 4.3 The AGM shall be held no later than the end of July in any year.

- 4.4 The business to be transacted at the AGM shall include:
- Apologies
 - Registration of attendees
 - Minutes of previous AGM
 - President's Report
 - Annual reports from relevant office bearers
 - Audited Financial Report and Statements
 - Election of President
 - Election of Vice President
 - Election of two (2) executive officers
 - Election of Selectors
 - Appointment of Auditor
 - Appointment of Patron
 - General Business where a special resolution has been proposed for
 - An amendment to the Constitution, or
 - A nomination for Life Membership
 - or other business for which notice has been given
- 4.5 The audited financial report shall refer to the financial accounts of the preceding financial year.
- 4.6 The Cycling Southland office shall circulate advice to Members at least twenty-eight (28) days prior to the AGM, calling for:
- Nominations for election to executive office vacancies,
 - Notice of proposed special resolutions
 - Notice of items for general business
- 4.7 The office shall provide Members fourteen (14) days in which to respond to the information sought in 4.6 above after which, formal notice of the AGM and business to be conducted shall be advised within fourteen (14) days in accord with Rule 10.2 of the Cycling Southland Constitution.
- 4.8 The minutes secretary shall ensure that accurate minutes are recorded for all General Meetings and that these minutes are distributed to the Executive within one week after each respective meeting.

5.0 SUB-COMMITTEES

- 5.1 The Executive and/or General Manager has the power in pursuit of its objects, to install Sub-committees as it sees fit.
- 5.2 To be eligible for appointment to a Sub-committee, a person must be a member of Cycling Southland.
- 5.3 All correspondence relating to Sub-committees shall be circulated through the Cycling Southland office by the respective sub-committee delegate.
- 5.4 The Executive reserves the right to overrule a decision or directive of a Sub-committee when it determines that the Sub-committee has operated contrary to objectives of Cycling Southland, in particular the:
- Constitution or By-Laws
 - Strategic Plan
 - Budget

6.0 SELECTIONS

- 6.1 Selection for all Centre/Club teams shall be by the elected Selectors. Each selector will be appointed for a term of one year.
- 6.2 Where a member of a Selection Committee is unavailable or there is deemed to be a conflict of interest in considering the merit of a particular athlete, that member shall stand down from the committee and an alternate selector may be temporarily co-opted onto the committee as determined by the President and Convenor of Selectors.
- 6.3 A Cycling Southland competitor who is under consideration for team selection is ineligible for appointment to a selection committee.
- 6.4 The drafting of selection policy and criteria for all teams is the responsibility of the selectors. Such documentation shall be finally endorsed by the Executive.
- 6.5 It is the responsibility of the selectors to advise all athletes of their selection in Centre/club teams or squads.
- 6.6 The advice of selected centre/club teams or squads to the public can only be released with the approval of the General Manager.
- 6.7 To be eligible for consideration for selection to a Cycling Southland Squad/Team, each rider seeking selection must:
- Be a nationally licensed member of Cycling Southland;
 - Have read, signed, and returned to Cycling Southland the Rider Agreement by the due date;
 - Agrees to participate in and meet all competition, training and participation requirements as determined by Cycling Southland and or Cycling Southland Regional Coach;
 - Be available for sample collection and have provided accurate and up-to date whereabouts information on a regular basis as directed by the UCI and/or Drug Free Sport NZ pursuant to the Sports Anti-Doping Act 2006 and any rules, regulations and policies of the UCI, BikeNZ and the World Anti-Doping Code.
 - Not be in breach of the Sports Anti-Doping Act 2006, and/or the Antidoping rules or policies of the UCI and/or BikeNZ (including its Member Organisations) nor have had a sanction imposed which has not been completed. For the purposes of this clause a “breach” shall include:
 - a rider being under investigation for an alleged anti-doping rule violation (ADRV) under the provisions of the UCI and/or BikeNZ anti-doping rules or policies;
 - a failure to comply with an rider’s obligations under the UCI or BikeNZ anti- doping rules or policies, even if such a breach does not result in an ADRV;
 - a rider being suspended pending determination of an alleged ADRV.
- 6.8 This Policy, including the Selection Criteria, may be amended or supplemented, particularly where matters arise which have not been provided for. Cycling Southland will notify in writing any amendment or supplement and will endeavour

to give as much notice as possible to all persons affected by any such amendment or supplement.

- 6.9 Where more than the number of riders permitted by the Maximum Team Size achieve the specific selection criteria, the Cycling Southland Selection Panel shall make a determination on which riders are to be selected. For this reason achievement of the Specific Criteria does not guarantee selection to a Cycling Southland Team.
- 6.10 Where no riders or less than the number of riders permitted by the Maximum Team Size achieve the Specific Selection Criteria, then the Cycling Southland Selection Panel may consider the next best rider(s).
- 6.11 If the Cycling Southland Selection Panel considers it is too difficult to select one rider over another rider for selection in a Cycling Southland Team, the Cycling Southland Selection Panel may in its discretion conduct a “ride-off” between the riders concerned. This will occur in the form of an official trial conducted under race conditions at a nominated date prior to the announcement of the respective Cycling Southland Team.
- 6.12 Once a Cycling Southland Team is selected for any Track or Road Event, the Cycling Southland appointed squad coaches will determine from amongst the Team, the riders to start in each event on the basis of performances in competition and training leading into the event.
- 6.13 The determination and maximum number of riders to start in each event will be in accordance with the permitted starting numbers/quotas set out by the event organizers.

7.0 CODE OF CONDUCT

- 7.1 The Executive shall endorse a Code of Conduct and Integrity, which shall be applicable to all members.
- 7.2 Any breach of the Code of Conduct and Integrity by a member may be referred for disciplinary action in accord with Rules 10, 11, 12 and 13.
- 7.3 The Executive shall endorse a Member Protection Policy, which shall be applicable to all members.
- 7.4 Any breach of the Member Protection Policy by a member shall be dealt with in accord with the provisions of the Member Protection Policy.

8.0 ANTI DOPING POLICY

- 8.1 The Executive shall endorse an Anti Doping Policy, which shall be compliant with the World Anti Doping Code (WADA) and be applicable to all members (refer Cycling Southland’s Anti Doping Policy).
- 8.2 Any breach of the Anti Doping Policy by a member shall be dealt with in accordance with the provisions of the Anti Doping Policy.

9.0 DISCIPLINARY MATTERS – GENERAL PRINCIPLES

- 9.1 Pursuant to the provisions of Rule 5 (g,h,i) of the Cycling Southland Constitution, the Executive at its sole discretion may deal with any matter of discipline or complaint, broadly referred to as *misconduct*, in accord with the following procedures.
- 9.2 Allegations of *misconduct* by a member may be dealt with by;
- An *official* of the Centre as defined in By-Law 10.02.
 - A *disciplinary tribunal* appointed by the executive
- 9.3 In determining allegations of misconduct an official or disciplinary tribunal will provide all parties affected by the allegations a right to a fair hearing and will respect the following principles:
- a timely hearing;
 - a fair and impartial hearing;
 - the right to seek advice from counsel at the expense of each party;
 - the right to be fairly and timely informed of the allegations;
 - the right to respond to the allegations and resulting consequences;
 - the right of each party to present evidence, including the right to call and question witnesses;
 - a timely and reasoned decision
 - the right to an Appeal (Refer By-Law 14.0)
- 9.4 During a hearing of a disciplinary matter, in the case of minors it is mandatory that they are accompanied by an adult who can assist in representing their interests.
- 9.5 The disciplinary tribunal or an official shall have the power to impose all or any of the following penalties on any member or members
- A reprimand or warning
 - Suspension from any competition or termination of membership of a team for a specified period of time
 - Termination of membership of Cycling Southland and its affiliates for a specified period of time
 - Monetary fines of any specified amount payable within any specified period of time
 - Forfeiture of any competition prizes as specified
 - Any other disciplinary action in accordance with the objects of Cycling Southland.
- 9.6 During disciplinary proceedings a member may continue to participate in the sport.

10.0 DISCIPLINARY MATTERS – DEFINITIONS

- 10.1 "Misconduct": Without limiting the generality thereof, misconduct shall include:
- Offences against the law of the New Zealand;
 - Conduct which, when committed beyond the shores of the New Zealand (including conduct in aircraft or ships at sea) would, had it been committed within New Zealand, fall within paragraph 1 above;
 - Conduct, which is detrimental to Cycling Southland and/or contrary to the Code of Conduct of Cycling Southland;
 - Conduct, which is detrimental to the sport of cycling;
 - A member who at any time disobeys the reasonable directions of an official and where such disobedience may lead to a breach of the Code of Conduct;

or impede the conduct of the sport; or compromise the safety of members or other persons.

- 10.2 "Official": means any person who for the purpose of the Disciplinary Matter is endorsed by the Executive as an official, including;
- The Office Bearers or Executive members of Cycling Southland
 - The Chief Commissaire appointed to an event by Cycling Southland or an affiliated body
 - A Manager of a Centre/Club team
 - The General Manager of Cycling Southland
 - An employee or member of Cycling Southland who has been endorsed by the Executive to hold a position of authority or responsibility over the behaviour or actions of other members

- 10.3 "Disciplinary Tribunal": where an allegation of misconduct
- is unable to be dealt with by an official in accord with the principles of Rule 10.02; or
 - has been formally brought to the attention of the Executive in regard to an individual member or members or an affiliated entity the Executive will appoint a disciplinary tribunal to adjudicate upon the allegations.

The constitution of a disciplinary tribunal shall be:

- An individual with a high level of legal training and experience in arbitration; or
- A panel of two (2) or three (3) persons deemed suitable by the Executive whereby a chairperson shall be appointed with experience in legal process or dispute resolution. No member of the disciplinary tribunal pursuant to sub clauses 1 and 2 may have been a party to or directly interested in the matter under consideration
- Members of the Executive may be appointed to a disciplinary tribunal, subject to sub clause 3

11.0 DISCIPLINARY MATTERS – PROCEDURE

The procedure for dealing with allegations of misconduct shall be as follows when dealt with by:

11.1 An Official

An official may deal with an offence if;

- He/She observes conduct which in the opinion of the official constitutes misconduct
- A complaint is made either orally or in writing to him by a third person alleging an act of misconduct
- On observing misbehaviour or on receipt of a complaint being made to him/her by a third person, the official may 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.
- The official may then deal with the offence forthwith pursuant to the provisions of Rule 10.0.

- If, as the circumstances may be, the official is unable to deal with the matter within seven (7) days of the occurrence of the offence, they may then refer the matter to the Executive to be dealt with pursuant to the provisions of Rules 11.02.
- At the conclusion of the hearing the official shall:
 - Dismiss the charge, or
 - Find the charges proven and impose a penalty within the provisions of Rule 9.05; advise the parties of the reasons for the finding and penalty; and advise the person penalised of the right to an appeal.

11.2 A Disciplinary Tribunal

Formal advice to the Executive of complaint or allegations of misconduct shall be forwarded to the General Manager of Cycling Southland in writing. The General Manager of Cycling Southland will inform the Executive without delay.

- A disciplinary tribunal will be appointed in accord with Rule 10.03 within seven (7) days of formal receipt of the allegations.
- The disciplinary tribunal will schedule a date and venue for a hearing within twenty-one (21) days of receipt of the allegations. An extension beyond this period may be allowed with the mutual agreement of the parties.
- If, as the circumstances may be, any party is unable to be present at a hearing, they may participate by tele-conference or other medium as determined by the disciplinary tribunal.
- The parties will be advised of the charges brought as a result of the allegations and invited to lodge written submissions which must be received by the General Manager of Cycling Southland no later than two business days prior to the scheduled hearing.
- The General Manager of Cycling Southland shall ensure that all written evidence and submissions are distributed to all affected parties and the disciplinary tribunal in a timely manner prior to the hearing.
- The disciplinary tribunal may then deal with the offence forthwith pursuant to the provisions of Rule 9.0.
- The disciplinary tribunal may adjourn a hearing to obtain further information or evidence, or if a charge of misconduct has been found proven, to seek further submissions before imposing a penalty.
- At the conclusion of the hearing the disciplinary tribunal shall:
 - Dismiss the charges, or
 - Find the charges proven and impose a penalty within the provisions of Rule 09.05;
 - advise the parties of the reasons for the finding and penalty; and advise the person penalised of their right to an appeal.

- 11.3 An official or disciplinary tribunal must forward to the General Manager of Cycling Southland a written report outlining their determination of the matter within seven (7) days of the conclusion of the hearing.

12.0 DISCIPLINARY MATTERS – IN COMPETITION

- 12.1 In competition, the Chief Commissaire may issue a penalty to a member for an offence against the rules of racing (Technical Regulations) or in determining a protest in accord with Cycling New Zealand Road and Track Technical Regulations.
- 12.2 At a Centre Championship, a member who has suffered a penalty pursuant to Rule 12.0 during competition shall have the right of appeal to the Chairperson of the Appeal Jury.
- 12.3 For all other events where an Appeal Jury has not been constituted, an appeal against a penalty issued in competition must be directed to the Race Jury, consisting of the Chief and Principal Commissaires.
- 12.4 A member who has suffered a penalty pursuant to Rules 11.1 or 11.2 may appeal to the Cycling Southland Executive in accordance with the provisions and procedures of 14.0.

13.0 PENALTIES

- 13.1 As a result of disciplinary procedure in accordance with these By-Laws penalties may be imposed upon members found guilty of misconduct or breach of technical regulations pursuant to Rule 12.0.
- 13.2 Each case shall be determined on its merit and circumstances and penalties shall be imposed giving consideration to the degree of intent or malice or any extenuating circumstances associated with the act of misconduct or breach of technical regulations. (Refer schedule 1 and 2 for penalty guidelines)
- 13.3 A monetary fine may be imposed to a maximum amount as determined by the Executive.
- The payment of fines shall be forwarded to the Cycling Southland office by a date stipulated by an official or tribunal.
 - Any member who fails to pay a fine or penalty by the stipulated date will have their membership terminated for such period until the fine is paid.
- 13.4 Termination of Membership of Cycling Southland
- The start of a period of termination of membership shall commence from the date of the decision unless otherwise stipulated in accord with sub clause 2 below.
 - The period of termination shall be enforced during a period of normal activity for the party concerned. For that purpose the period of termination may be spread over a period or periods of the year as stipulated by an official or tribunal.

- A member upon receiving advice of a penalty including a termination of membership shall surrender their license to Cycling Southland.
- During the period of termination all membership rights are forfeited and the person concerned is not permitted to enter the field of play of a competition venue during competition periods.
- The period of termination of membership must expire before the person concerned is permitted to compete or officiate again at any level.
- If a further act of misconduct is alleged to have been committed during a period of termination of membership, the period of termination may be extended until the new allegations are dealt with in accord with the disciplinary provisions of these By-Laws.

13.5 Suspended Penalties

- Where an official or a tribunal deem an offence to be as a result of or influenced by extenuating circumstances, all or part of the penalty imposed may be suspended and the person be required to enter into a stipulated period of good behaviour. Any further act of misconduct committed during such a period will automatically invoke the original penalty in addition to any further penalty imposed as a result of the subsequent act of misconduct.

13.6 Cycling Southland will advise Cycling New Zealand Road and Track of any penalty imposed against that member as a result of a disciplinary process implemented in accord with these By-Laws.

14.0 APPEALS

14.1 An Appeal Tribunal may be appointed by the Executive to hear and adjudicate on any appeal lodged by a member or an affiliated entity against the decision of:

- An official or disciplinary tribunal established pursuant to Rules 2.09 and 2.10.
- An official or race jury regarding an offence in competition.

14.2 Grounds for an Appeal

- An appeal may only be lodged by a party directly affected by a decision and where such an appeal is based on the following grounds;
- A member or affiliated entity was not provided with a fair hearing or a proper process was not followed.
- New information or evidence can be presented that was not available at the time of the original decision being appealed against.
- Severity or leniency of penalty imposed.

14.3 Appeal Tribunal

The Executive will appoint an appeal tribunal to determine an appeal lodged in accordance with the provisions of this Rule. The constitution of an appeal tribunal shall be:

- An individual with a high level of legal training and experience in arbitration; or

- A panel of two (2) or three (3) persons deemed suitable by the Executive whereby a chairperson shall be appointed with experience in legal process or dispute resolution.
- No member of the appeal tribunal pursuant to sub clauses 1 and 2 may have been a party to or directly interested in the decision under appeal or the original matter brought for determination.
- Members of the Executive may be appointed to an appeal tribunal, subject to sub clause 3.

14.4 Appeals Process

- Formal advice to the Executive Committee of an appeal against a decision pursuant to Rule 14.01 shall be forwarded to the General Manager of Cycling Southland in writing within fourteen days of formal advice of the decision being appealed. The General Manager of Cycling Southland will inform the Executive without delay.
- The lodgement of appeal must be accompanied by payment of an appeal fee as determined by the Executive. The fee shall be funded if the appeal is successful.
- The Executive shall determine whether the appeal falls within the grounds for appeal pursuant to Rule 14.02. If satisfied, an appeal tribunal will be appointed within seven (7) days of formal lodgement of the appeal.
- The appeal tribunal will schedule a date and venue for a hearing as soon as possible and no later than twenty-one (21) days after formal lodgement of the appeal.
- If, as the circumstances may be, all parties are unable to be present at an appeal hearing, they may participate by tele-conference or other medium as determined by the appeal tribunal.
- The parties will be advised of the grounds for appeal and invited to lodge written submissions which must be received by the General Manager of Cycling Southland no later than two business days prior to the scheduled hearing. The General Manager of Cycling Southland shall ensure that all written submissions are distributed to all parties and the appeal tribunal in a timely manner prior to the hearing.
- The appeal tribunal may then deal with the offence forthwith adhering to the principles of a fair hearing as broadly outlined in Rules 09.03-04.
- The appeal tribunal may adjourn a hearing to obtain further information or evidence.
- At the conclusion of the hearing the disciplinary tribunal shall:
 - Uphold the appeal and rescind the original decision, or
 - Dismiss the appeal; or
 - Dismiss the appeal and review the penalty within the provisions of Rule 9.05;

- The decision of the appeal tribunal shall be final.
- The appeal tribunal must forward to the General Manager of Cycling Southland a written report outlining their determination of the matter within seven (7) days of the conclusion of the hearing.

15.0 FEES

- 15.1 The Executive shall determine and advise Members of a full list of fees by no later than 30 September of the year preceding that to which the fees apply. Such fees may include:
- The national component of membership fees by category, for each individual member who affiliates with Cycling New Zealand Road and Track through an affiliated club
 - Protest and appeal fees
 - Restricted and temporary permit fees for non-members
 - International licence fee
 - Entry fees for championships, where applicable
 - Maximum fine
 - Any other fee as may be required from time to time

Note: A fee schedule shall be advised to all members within seven days of determination.

- 15.2 The Cycling Southland office shall at the end of December invoice each member fees for that year.
- 15.3 If a member has amounts outstanding for unpaid membership due and payable, that member shall be deemed to be un-financial, and will not regain rights and privileges until such time as the amounts payable is paid to the Centre.

16.0 LICENCES

- 16.1 The licence is an identity document relating to the administration of the sport, which shall be required by all members of the Centre ie competitors, motor pacers, team managers, coaches, mechanics, handlers, promoters, delegates and any other person associated with a team, organisers and officials.
- 16.2 Any person who holds a position of office with Cycling Southland or an affiliated club must hold a licence.
- 16.3 The purpose of the licence is to indicate that the holder has undertaken to respect the Constitution, By-Laws and Policies of Cycling Southland.
- 16.4 Cycling Southland shall not incur any responsibility whatsoever upon the issue of a licence.
- 16.5 All members of Cycling Southland shall be issued with a licence annually and by virtue thereof, shall assume the following obligations:
- Respect all international and national statutes and regulations
 - Participate in cycling competition in a sporting and fair manner
 - Submit to any disciplinary measures taken in accordance with the

- regulations
 - Submit to any medical examination as provided for in the national and international regulations
 - Submit any appeals or disputes to the bodies provided for the national and international regulations for final settlement
 - Undertake to respect national and international licences for the duration of the period for which the licence is renewed
- 16.6 The following information must appear on a licence issued for domestic membership:
- Full name
 - Date of birth
 - Home address
 - Membership number
 - Name of club
 - Category
 - Signature of the bearer

The information printed on an international licence must be in accord with UCI Regulations.

- 16.7 Licences shall be issued in accordance with the Licensing of Members schedule (Rule 17.05).
- 16.8 It is the responsibility of the member to sign the licence on receipt thereof and maintain the licence in a respectable condition.
- 16.9 All licences shall expire on 31 December each year.
- 16.10 When a rider decides to compete overseas, he must complete a Cycling New Zealand Road and Track International Licence application form and forward to the Cycling New Zealand NZ Road and Track office for processing.
- 16.11 Cycling Southland shall return the endorsed licence to the rider and record its issue in the database.

Note: Foreign Federations may require an official letter of approval from Cycling New Zealand Road and Track in order for New Zealand riders to compete in their country.

17.0 LICENSING OF MEMBERS

- 17.1 Persons who wish to join the Centre or renew membership must complete a registration form which is issued by Cycling Southland or Cycling New Zealand Road and Track. Registration forms must be signed and must relate to the year for which they will be issued.
- 17.2 All competitors, officials, coaches, motor pacers, mechanics or non-racing members shall be registered on the Centre database and issued with a Cycling Southland licence.
- 17.3 Cycling Southland restricted competition permit may be issued for specific events as approved by Cycling Southland. Such fees as determined by the Executive shall be

charged for restricted permits. Such permits shall be the property of Cycling Southland and issued by the promoting entity.

17.4 Holders of restricted licences shall be eligible to compete in that specified race.

17.5 Licensing of Members: Schedule

The respective age categories shall be as listed in the following table, based upon the commencement of the calendar year of their birthday, unless otherwise specified

Category	Age
Elite	International Licenses only
Senior	Male 23-34 years Female 19-34 years
Under 23	Male 19-22 years
Under 19	17-18 years
Under 17	15-16 years
Under 15	Under 15 years
Master 1	35-39 years
Master 2	40-44 years
Master 3	45-49 years
Master 4	50-54 years
Master 5	55-59 years
Master 6	60-64 years
Master 7	65-69 years
Master 8	70+ years

Note BRT Track Race Category Variances below:

Category 1	Includes Master 1+2
Category 2	Includes Master 3+4
Category 3	Includes Master 5-8

17.6 A cyclist reaching masters age, may elect to have an elite license or a masters license. If so desired at any time the cyclist may relinquish either the masters' license or the elite license but can only use this option once in a membership year. At all Championships cyclists must only compete in the category which is endorsed on their license and can only compete in one New Zealand Championship in each event/discipline.

17.7 A cyclist may compete in an event of a different age category, older category in the case of junior and younger category in the case of masters, provided such events are approved by Cycling New Zealand Road and Track.

Where there is deemed to be insufficient entrants in women's categories then the events may be contested in divisions as follows:

- Masters Women
- Division 2 + 3 35 - 44
- Division 4 + 5 45 - 54
- Division 6 + 7 55 +

In Masters Championship events older age groups may compete with younger age groups in a younger age category when there are insufficient starters for a particular age championship category event.

- 17.8 At any National Championship in the junior under 15 age division for both men and women the age limit shall be that the cyclist must be attaining the age of 13 or 14 in that current year.
- 17.9 For summer track season competition, all members who are due to change category at the new membership year commencing 1 January of that respective season will compete in that track season in that higher age category from the commencement of that season, being 1 October.
- 17.10 Derny Riders: (track only)
- Members who compete in Derny events on a Derny machine must be issued an adult competitor licence (Derny riders are considered as competitors as they receive the same awards as a competitor.)
 - To qualify as a pacer/competitor in a Derny event that person must be competent to ride a Derny machine or motorbike and have undergone a Derny training session, which has been endorsed by Cycling Southland.
 - Before competing in a Derny event that person must produce his licence and a written document endorsed by Cycling Southland that he has attended and passed the training session before he may participate
 - Must wear an approved cycling helmet
- 17.11 Motor Pacer:
A Motor Pacer may be a person who:
- Paces a keirin or any motor paced event on the track (other than Derny events)
 - Rides a motorbike or Derny for training on the track
 - Rides a motorbike or Derny for warming up competitors prior to competition
 - A motorcycle rider must wear an approved motorcycle helmet when participating in all events and warm up competition prior to competition
 - A Motor Pacer must hold at least a Cycling Southland Non Racing Licence
 - A Motor Pacer must hold a current Motorcycle Licence
- 17.12 A rider of a motorcycle acting as a marshal or support vehicle in a road race or lead vehicle in a must hold a current motorcycle licence and wear an approved motor cycle helmet.

18.0 RESPONSIBILITY OF EVENT ORGANISERS

- 18.1 It is an offence to allow unlicensed competitors or non permit holders to participate in an event, which is sanctioned by Cycling Southland.
- 18.2 All parties under Cycling Southland's jurisdiction including but not only Licensed

Promoters, and their affiliates, licensees and officials who or which allow non licensed competitors to participate or compete in an event, which is sanctioned by Cycling Southland, shall be liable to disciplinary action under Cycling Southland rules.

- 18.3 Prize money won by a member when competing in any event shall be paid to the competitor on the day of the event, unless the event is subject to drug testing, where the prize money may be withheld subject to the results of the testing.

19.0 ILLEGAL EVENTS

- 19.1 An illegal event shall be defined as an event that has not been registered with and sanctioned by Cycling Southland.
- 19.2 An event shall be retrospectively declared illegal when it is known that competing riders do not hold a Cycling Southland licence.
- 19.3 The approval of an event by Cycling Southland shall be withdrawn (even after the event has concluded) when the promoter/organiser of an event has allowed knowingly or unknowingly, the participation of riders who do not hold a Cycling Southland licence or permit in an event under their control.
- 19.4 Constituent Associations and their affiliates, licensees and officials that conduct illegal events shall be liable to disciplinary action under Cycling Southland Rules. Furthermore an illegal event will not be insured under Cycling Southland's insurance policy.
- 19.5 No licence holder may participate in a competitive cycling event that has not been sanctioned by Constituent Associations. Cycling New Zealand Road and Track may grant special exceptions for races or particular events.
- 19.6 Breaches of any of these By-Laws may render the licence holder liable to suspension and or a fine.

20.0 CYCLING SOUTHLAND EVENTS

- 20.1 Southland Championships
The Track and Road Championships and Cycling Southland Points Series events in all age categories are the property of Cycling Southland.

The Junior Tour of Southland, Tour of Southland, Tour de Lakes, Corporate Pursuit, are the property of Cycling Southland

21.0 CENTRE TEAMS

- 21.1 Team Manager's Duties
- The Team Manager shall represent the team in whatever events the team enters and shall look after the interests and general welfare of the members of the team including accommodation, food, transportation, uniforms and recreation. The manager shall also enforce the rules of the Centre. The team members shall have the right to appeal against the enforcement of such rules.

- The Team Manager is responsible for final entry and registration of athletes at events. The Team Manager shall be the first point of contact and principal liaison between competition organisers and the team.
 - Where a Team Manager (or other team official) is issued Centre funds for purposes associated with team expenses a report and acquittal with relevant supporting documentation shall be submitted to the Cycling Southland office within sixty (60) days of the last day of competition for team members.
 - The Team Manager shall present a written report on the activities and performances of the team to the Cycling Southland Executive within 30 days of the last day of competition for team members.
- 21.2 Only persons approved by the Centre may coach the team during its preparation and competition.
- 21.3 The Regional team coaches shall have responsibilities including, but not limited to:
- Development and conduct of programs to improve the competitive performance of centre team members.
 - Setting up the training program, practice and competition schedule for the centre team.
 - Advising and coaching candidates for teams and members of teams in the techniques and strategies of their competition.
 - The team coach shall submit a written report on the performances of the team to the Cycling Southland Executive within 30 days of the last day of competition for team members.
- 21.4 To be eligible for selection in Centre Teams, cyclists must have:
- New Zealand citizenship.
 - A current licence issued by BikeNZ Road and Track
 - Complied with all obligations as set out in the Team Agreement and its appendices, including but not limited to the Selection Policy and Criteria.
- 21.5 All members of Centre teams and all persons to whom a special uniform has been issued, shall be subject to the jurisdiction of Cycling Southland. They shall conduct themselves at all times and in all places as befits worthy representatives of the Centre.
- 21.6 No licensee may be a member of a Centre team if that individual has a prior agreement, which requires the use of certain brands or types of equipment or clothing while functioning as a Centre team member.
- 21.7 Competitors shall be under the strict supervision of the Centre team managers and coaches. By accepting membership of the Cycling Southland team/squad, athletes agree to do the following:
- Have signed or sign Cycling Southland's Rider Agreement document accepting the conditions therein.
 - Conform to the Cycling Southland's Rider Agreement, Selection Policy and Criteria, Anti-Doping Policy, Code of Conduct and Integrity, Discipline Policy,

Member Protection Policy and other such policies as issued by Cycling Southland.

- Prepare and condition themselves for the events and specialties for which they have been selected as team members.
- Take part in all training sessions, camps and courses established for the team unless excused.
- Compete in designated events to the best of their ability when directed to do so by the Cycling Southland.
- Arrange their education, employment and personal responsibilities to fulfil their obligations as team members, as far as it is reasonably possible.
- Abide by team regulations as issued from time to time by the Centre, including but not limited to any special curfew or rules of conduct established at training camps and competitive programs.

21.8 Team Membership - Dismissal

- Cycling Southland squad/team personnel, including riders, trainers, coaches and mechanics, who do not adhere to the provisions as outlined in the Team Agreement as mentioned in 21.07 above, may be disciplined by the squad/team manager or the Executive. Such disciplinary action may include but not be limited to:
 - Admonishment
 - Dismissal from the team
 - A monetary fine up to a maximum as determined by the Executive
 - A combination of any of the above

21.9 Where a centre team includes female athletes, the official management of that team must include at least one female member.

22.0 SPONSORSHIPS

22.1 Sponsorships may be approved by:

- The Executive for Centre squads or teams and Centre events.
- A club for any competitor as:
 - An individual - Individual Sponsorship
 - A member of a group - Group Sponsorship
- A club member - Club Sponsorship
- Cycling Southland for special events or classics, where the conduct of such events relies on such support to conduct them.

22.2 Individuals, groups and clubs may enter into agreements with sponsors. The agreements shall allow for the wearing of advertising on the club's uniform as outlined in the Cycling New Zealand Road and Track Technical Regulations.

22.3 The sponsorship agreement must provide for some benefits to the competitor in either cash or in-kind.

22.4 No limit shall apply to the number of sponsors a rider or club may enter into agreements with. However, all sponsorships and advertising on club uniforms must be controlled and administered by the Cycling Southland.

23.0 PROXIES

- 23.1 Any member who is eligible to apply for a U19 licence or above may appoint a proxy to act and vote in his stead at a General Meeting. The proxy appointment shall be in writing on the appropriate form and handed to the Chairman prior to the commencement of the meeting.
- 23.2 No person may hold more than two proxies at any general meeting.
- 23.3 Proxies may only be held by members eligible to vote at a General Meeting.

24.0 LOGO

- 24.1 The Logo for the Cycling Southland is shown below.



25.0 REGISTERED TRADING NAME - TRADEMARK

- 25.1 The Registered Trading Name of the Centre shall be: "Cycling Southland"
- 25.2 The registered Trademark for Cycling Southland is shown below.
- 25.3 Both the Trading Name and Trademark of the Centre shall not be used without written authority of Cycling Southland.

SCHEDULES TO THE BY-LAWS:

- A. Guidelines for Imposing Penalties for Disciplinary Misconduct

ANNEXURES TO THE BY-LAWS:

1. Cycling New Zealand Road and Track Technical Regulations
2. Code of Conduct & Integrity
3. Anti-Doping Policy
4. Member Protection Policy
5. Selection Policy

SCHEDULE A

Guidelines for Imposing Penalties for Disciplinary Misconduct

Recommended range of penalties to be considered subject to By-Law 14.02:

Proven Act of Misconduct Recommended Range of Penalties

(One or more penalty within the range may be appropriate for each offence)

- A General misconduct by a member that brings Cycling Southland and/or the sport of cycling into disrepute
- Minor to medium level breaches of the Code of Conduct
 - Reprimand/Warning/Counseling
 - Termination of membership of Cycling Southland for a specified period of time within the range of 3 to 12 months
 - Fine: taking into account a members benefits or earnings from the sport
- B Misconduct – including failure to accept reasonable directions of management while a member of a team
- As per A above, plus
 - Termination of membership of team during current assembly
 - Withdrawal of eligibility for selection for a specified period of time up to (twelve) 12 months
- C Misconduct by accredited coaches or officials
- As per A above, plus
 - Termination of accreditation for a specified period of time
- D Serious breaches of the Code of Conduct & Integrity; including but not limited to criminal misconduct, acts of violence or abuse, sexual harassment

Where mitigating circumstances or provocation is proven:

- Termination of membership for a specified period within the range of (one) 1 to (four) 4 years

Where malice or intent is found:

- Termination of membership for a specified period within the range of (four) 4 years to life