

Burns Association of Physical Culture

Incorporated



By-Laws

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SECTION 1 – TEACHERS

- 1.1 To be eligible to apply to become a teacher of the Burns Association, the applicant must be of Open Senior girl or above, Open Lady or above standard and approved by the Management Committee.
- 1.2 Teachers must wear appropriate attire at all times during Club and Teachers' classes.
- 1.3 Teachers are to attend a minimum of 80% of classes per Syllabus year. Teachers must inform the Chief Instructress/Syllabus Co-ordinator/s if unable to attend. Each circumstance will be considered on each individual merit by the Chief Instructress/Syllabus Co-ordinator/s.
- 1.4 Only qualified teachers or relief teachers are to take classes when the regular teacher is unavailable. The Chief Instructress/Syllabus Co-ordinator/s must be notified if the regular teacher is unavailable.
- 1.5 Any teacher wishing to compete in Burns Association competitions may do so under the following conditions:
 - a) Must be registered as a competing teacher of the Burns Association;
 - b) Any teacher who is teaching a class in their own syllabus section must compete for the club they are permanently teaching;
 - c) If they do not enter a team in their own syllabus section from the club they permanently teach, they may be lent to another club to compete, however 1.6a & b must still apply.
- 1.6 A teacher is permitted to be in a team provided that:
 - a) If they teach that syllabus section, they must not be centre front or leader;
 - b) If they do not teach that syllabus section they may be placed in any position within the team;
 - c) If they do not enter a team in their own syllabus section from the club they permanently teach, they may be lent to another club to compete.
- 1.7 Calculation of a teacher's years of service includes only those years they are actually teaching a club.

SECTION 2 – SYLLABUS/MUSIC

- 2.1 Chief Instructress/Syllabus Co-ordinator/s to compile, present and release the syllabus.
- 2.2 No alteration to the syllabus after 30th June.
- 2.3 Clubs must not deviate from set syllabus.
- 2.4 Syllabus cannot be used by any club for display, publicity etc., without permission of the Management Committee.
- 2.5 Music, as recorded by the Association, shall be used for all classes and competitions, including club competitions.
- 2.6 Each Club is required to purchase a set of syllabus music at the commencement of the syllabus year.

SECTION 3 – AGE SECTIONS

- 3.1 Age in all sections is taken from 31st December the preceding calendar year.
- 3.2 Children competing in 5 years Champion Girl competitions should have turned five (5) by 31st December the preceding calendar year. A pupil who has not turned five (5) by 31st December the preceding calendar year may compete, provided they are registered as a 5 year old.
- 3.3 **Champion Girl age groups will be as follows:**
5, 6, 7, 8, 9, 10, 11, 12, 13/14 years. 13 years remain in 13/14 section for 2 years, 14 years remain in 13/14 section for 1 year. Senior girls 15–17 years. Open Senior girls 18–21 years and Advanced Senior girls 22–25 years.
- 3.4 Open Senior girls move to Advanced Senior girls section.
- 3.5 Advanced Senior girls move to the Open Ladies section.
- 3.6 Once a member is registered as a lady they must remain in their relevant section and cannot revert to senior girls syllabus at any time in the future.

SECTION 4 – LADIES SECTIONS

- 4.1 **Beginner Ladies:** Persons (18 years and older) attending physical culture for the first time.
- 4.2 **1st Year Ladies:** Persons attending physical culture for the second year or, those who have learnt before as children up to and including 14 years of age, providing they have had a twelve (12) year break from physical culture.
- 4.3 Beginner and 1st year ladies will be combined for competitions. Beginner ladies remain in section for 2 years. 1st year ladies remain in section for 1 year.
- 4.4 **2nd Year Ladies:**
 - a) Persons attending physical culture for the third year or those who have learnt before as senior girls (15–17 years), providing they have had an eleven (11) year break will be a 1st year 2nd year lady.
 - b) Persons attending physical culture for the fourth year or those who have learnt before as senior girls (15–17 years), providing they have had a ten (10) year break will be a 2nd year 2nd year lady.
- 4.5 **Open Ladies:** Persons attending physical culture for the fifth year or up to the age of 35.
- 4.6 **Advanced Ladies:** This section is for persons 36–45 years.
- 4.7 **Open Advanced Ladies:** This section is for persons 46 years to 55 years.
- 4.8 **Senior Advanced Ladies:** This section is for persons 56 years and over.
- 4.9 The Burns Association acknowledges the years of experience of persons from other Physical Culture Associations.

SECTION 5 – GROOMING

- 5.1 All competitors from 5 years onwards may wear a competition style leotard with the exception of the following:
- 5.2 A competition style leotard must meet the following criteria:
- a) No metallic thread, sparkles, sequins or jewels
 - b) No two pieces (demi-tard) or G-string
 - c) No patterned lycra
 - d) No attachments
 - e) No cutouts below the bra
 - f) No branding from other Associations
 - g) Single coloured hologram lycra permitted
 - h) Any lining of lace/sheer fabric below the bra must not be skin coloured

All competition leotards must be approved by the Club teacher.

- 5.3 Leather ballets may be of any colour, with matching elastics as per Association approval.
- 5.4 All underwear worn must be plain and not visible.
- 5.5 Hair should be worn in any tidy style providing it does not obstruct the competitor's physical culture work.
- 5.6 5–8 years are not permitted to use skin colouring and make-up is not permitted.
- 5.7 Stockings are compulsory from 9 years upwards.
- 5.8 Light makeup may be worn from 9–12 years, false eyelashes are not permitted.

NOTE: Competitors must maintain the same standard of grooming from competition floor to presentation.

SECTION 6 – TEAMS

6.1 Team sections are as follows:

5 & 6, 7 & 8, 9 & 10, 11 & 12, 13 & 14 years, Senior, Open Senior, Advanced Senior, Beginner Ladies, 1st Year Ladies, 2nd Year Ladies, Open Ladies, Advanced Ladies, Open Advanced Ladies and Senior Advanced Ladies.

6.2 These sections may be varied due to numbers within the Association.

6.3 Syllabus teams to consist of six (6) or eight (8) members, at the discretion of Management.

6.4 The names and age/section of each team member must be submitted to the Secretary to be handed on to the Competition Organiser together with team exemptions on the date as set down by the Management Committee each year. Entry fee to accompany entry forms.

6.5 Team entries to show Centre Front (CF), Leader (L), Reserves (R) and age groups.

6.6 If more than one team from a club is entered, the teams must be entered by the name of the Leader.

6.7 In an 8 member team, no more than TWO pupils may be used down an age group within the same syllabus section, but any number of pupils may be taken up an age group within the same syllabus section, provided that no more than TWO pupils compete twice in the same syllabus section.

6.7 a) In a 6 member team, no more than ONE pupil may be used down an age group within the same syllabus section, but any number of pupils may be taken up an age group in the same syllabus section, provided that no more than ONE pupil competes twice in the same syllabus section.

6.8 Where possible pupils are to be selected from the next age group e.g., an 11-year-old should be used in preference to a 12-year-old to form a 9 and 10 year team.

6.9 Any deviation from the above MUST be granted as a special exemption by Management.

6.10 Pupils used down an age group may not be used as leader or pacemaker (centre front).

6.11 The leader and/or pacemaker must not be used in the same position twice within the same syllabus section.

6.12 It is acceptable to borrow from another Club to form teams, however, when borrowing the substitute must be of the same age group as the team in which they are being used.

6.13 The Competition Organiser must be informed of any changes to teams occurring after submission of team lists.

- 6.14 In the instance of a registered member's unavailability for Teams, a letter of explanation from a member or parent/guardian for those under 18, must accompany the Team listings for approval if an exemption is required.
- 6.15 Teams must mark time for a maximum of 16 counts or a minimum of 8 counts before proceeding 16 counts across the diagonal.
- 6.16 64 counts must be completed before department commences; this includes the 16 counts across the diagonal.
- 6.17 Department must be executed by squaring the corner. Seniors and Ladies department may be executed in any formation providing there is no deviation of syllabus.
- 6.18 After completing department, 7 and 8, 9 and 10 and 11 and 12 year old teams must continue to march down the left-hand side of the hall, across the front past the judges, to enter team places from either the right-hand side or the back, as desired. Entry to team places after department should take no more than 64 counts. 5 & 6 teams are permitted to go straight to team places immediately following department.
- 6.19 Teams should commence the syllabus in the CENTRE of the floor (centre front to be placed in front of the centre judge), and should try to maintain this position whenever possible. Spacing is all-important as well as the use of diagonal lines. Teams should not work too close to the stage and co-ordination between music, teacher and team is essential. If an error in music occurs a teacher may stop and re-start the team.
- 6.20 After reforming ranks, teams are required to march to the back right corner and continue across the back before exiting the floor via the back left diagonal, with the exception of 5 and 6 year teams.
- 6.21 Team draw to be carried out at Teachers' Class approximately 2 weeks prior to team competition date.
- 6.22 All clubs must have a team leotard approved by the Management Committee prior to competitions.
- 6.23 In a 6 member team formation consists of 3 in the front row, 2 in the middle and 1 in the 3rd row, positioned in centre back.
- 6.24 In an 8 member team formation consists of 3 in the front row and 3 in the 3rd row.
- 6.25 Diagonals are to be created.

SECTION 7 – JUDGES

- 7.1 Chief Instructress/Syllabus Co-ordinators to supply dates of judging classes by the last week in March each year.
- 7.2 All names of prospective judges to be submitted to the Chief Instructress/Syllabus Co-ordinator/s prior to judges' class.
- 7.3 Judges must be of Open Lady or Open Senior standard, or must have completed 5 years judging at Club level. Open Seniors must have at least 5 years experience competing at senior level. The decision to use these judging candidates is at the discretion of Management.
- 7.4 Selection of judges to be determined by the Chief Instructress/Syllabus Co-ordinator/s, Competition Organiser and Teachers Delegates. One (1) reserve judge must be selected for all sections.
- 7.5 Competition Organiser to notify all judges and reserve judges of their judging commitments, in writing as early as possible prior to the competition they have been selected to judge. Final confirmation must be made by telephone 24-48 hours prior to that competition.
- 7.6 Clarification of judging points to be discussed at Judging Classes.
- 7.7 Judging sheets are to be provided for use by judges at all competitions. The completed sheets to be sealed in an envelope provided and left for collection by the Chief Instructress/Syllabus Co-ordinator/s.
- 7.8 Representation to Grand Final at discretion of Judges.
- 7.9 One (1) reserve only for each Grand Final section may be selected and the Teacher concerned notified of this selection immediately. At the end of champion girl/lady competition heats a complete list of reserves must be given to the Chief/Instructress/Syllabus Co-ordinator/s. Should a Grand Finalist be unable to compete the Chief Instructress/Syllabus Co-ordinator/s must be notified as soon as possible by the teacher of the club concerned.
- 7.10 Places at Grand Finals to be awarded according to the Judges' discretion. Competitors must be present at Grand Finals presentations to receive placing awards.
- 7.11 Judges to be advised, in writing, that scoring is not to be divulged at the end of competitions. **NO DISCUSSION** with any teacher, pupil or parent regarding judging or scores is permitted.

SECTION 8 – MEDALS/TROPHIES/AWARDS

- 8.1 Medals will be provided to all competitors in Champion Girl/Lady competitions.
- 8.2 In Grand Final competitions, trophies will be provided to the winner of each Champion Girl/Lady age group/section. Also Champion of Champions trophies will be provided for Junior, Intermediate, Senior and Ladies sections.
- 8.3 Clubs must not provide medals, trophies or sashes to their members at an Association competition.
- 8.4
 - a) To be eligible for “Consecutive Grand Final” awards, the competitor must be selected as a Grand Finalist on the day of their age/section heats.
 - b) The competitor must take the floor on Grand Final Day **OR** submit a medical certificate covering the illness or injury, which prevented her from competing on Grand Final Day.

SECTION 9 – COMPETITIONS

- 9.1 All members of the Association from age 5 years and upwards are entitled to compete in competitions.
- 9.2 Members may only compete in their own Champion Girl/Lady age group or section unless there are no other competitors in that section in which case they may compete in the next age/section.
- 9.3 Extra practices to be allowed provided the Association incurs no expense.
- 9.4 Competitors for Champion Girl/Lady competitions must be at the hall before the first heat of their section takes the floor unless there are extenuating circumstances.
- 9.5 Rotation of lines during all competitions. Teachers to train pupils.
- 9.6 All competitors in Champion Girl/Lady heats must be available on Grand Final Day to be eligible to compete in their section.
- 9.7 Heat and calling duty and starting times for the day to be selected by the Chief Instructress/Syllabus Co-ordinator/s, Competition Organiser and Teachers' Delegates. Competition Organiser to be notified by Teachers if they are unavailable for calling or heat duty for any particular day or section.
- 9.8 5 and 6 year olds are to be placed around the room for marching and deportment. All other age groups and sections are to mark time and enter from front side. All age groups and sections are to forward march after deportment. All age groups and sections are to enter via the front diagonal at the Grand Final.
- 9.9 Competitors MUST NOT enter the Teachers' room.
- 9.10 In Champion Girl/Lady competitions the number of times a competitor competes will depend on the number in that particular section at the discretion of the Judges and Chief Instructress/Syllabus Co-ordinator/s.
- 9.11 The maximum number of Grand Finalists will be 12 per section, any variation to be at the discretion of the Executive Committee.

SECTION 10 – REGISTRATION AND INSURANCE OF MEMBERS

- 10.1 Registration and Insurance fees for the following year are set at the meeting held in August and are payable prior to commencing class each year. Registration and Insurance fees are non-refundable.
- 10.2 All members must be registered using the online system.
- 10.3 A de-registration form must be completed and forwarded to the Secretary/Treasurer.
- 10.4 Members transferring clubs after 30th June cannot compete with that club that year unless special permission has been granted.
- 10.5 All persons attending meetings of the Association must be a registered/financial member of the Association or representing a person under the age of 18 years.

SECTION 11 – GENERAL

- 11.1 Clubs must pay the fixed monthly levy to the Association Secretary Treasurer on, or before, the tenth day of each month, or a fine of \$5.00 per week shall be imposed.
- 11.2 Clubs holding pre-school classes, do not have to submit the fixed levy per head for these classes.
- 11.3 All other accounts which fall due during the year (i.e., music, registrations, insurance, team fees, medals, certificates, and other accounts, which may arise) will incur a fine of \$5.00 per week if still outstanding after 10 working days from advised date.
- 11.4 Teacher and club committees automatically receive minutes via email. Should any other member within the club require minutes sent by mail they must advise the Secretary of this request.
- 11.5 Teachers' Meetings should be held bi-monthly. These meetings should be held at a convenient time for the majority of Teachers.
- 11.6 All correspondence must be addressed to the Secretary.
- 11.7 All correspondence relevant to each meeting should be in at least 48 hours beforehand. Correspondence submitted after this time will be held over until the following meeting.
- 11.8 Any anonymous correspondence will not be dealt with.
- 11.9 All Clubs within the Association are invited to become a Sub-Committee of the Association.

SECTION 12 – BREACH OF BY-LAWS

12.1 General

- a) Any breach of the By-Laws will be investigated by the Executive Committee. Should any person notice a breach of By-Law, they are to raise the matter with a Teacher, Management or Executive Committee member. An Executive Committee member will discuss with the Teacher concerned and the team or individual will be spoken to and advised of the options available to them.
- b) Should a Teacher notice a breach of By-Laws, they are to raise the matter with the Chief Instructress/Syllabus Co-ordinator/s or a member of the Executive Committee. An Executive Committee member will discuss with the Teacher concerned and the Team or individual will be spoken to and advised of the options available to them.
- c) At no time should a Teacher, parent or member of the audience approach the Teacher of the alleged team or the individual concerned directly.

12.2 Consequences of Breach of By-Laws in Champion Girl competitions:

- a) **If noticed prior to competing:**
Upon investigation there will be a warning and if not rectified immediately, instant disqualification and unable to compete.
- b) **If noticed after competing:**
Upon investigation there will be a warning and if not rectified immediately, instant disqualification and unable to take the floor again.

12.3 Consequences of Breach of By-Laws in Grand Finals:

- a) **If noticed prior to competing:**
Upon investigation there will be a warning and if not rectified immediately, instant disqualification and unable to compete.
- b) **If noticed after competing but before presentation:**
Upon investigation the competitor will be ineligible for placings.
- c) **If noticed after competing and after presentation:**
Upon investigation the competitor will be stripped of award and placings will be adjusted.

12.4 Consequences of Breach of By-Laws in Teams competitions:

- a) **If noticed prior to competing:**
Upon investigation there will be a warning and if not rectified immediately, instant disqualification and unable to compete.
- b) **If noticed after competing but before presentation:**
Upon investigation the team will be ineligible for placings.
- c) **If noticed after competing and after presentation:**
Upon investigation the team will be stripped of placings and placings will be adjusted.

SECTION 13 – ALTERATIONS TO THE BY-LAWS

- 13.1 The Management Committee shall have the right to apply for a variation, alteration or amendment to the Association's By-Laws.
- 13.2 Any such application shall be made in writing to a General Meeting and shall be heard and determined at the following General Meeting or at a Special General Meeting specifically called for this purpose.
- 13.3 The By-Laws shall only be varied by a vote 'of a two third majority' of persons present and entitled to vote.
- 13.4 Notwithstanding the provisions of By-Law 13.2 above, alterations to the By-Laws may be determined at an Annual General Meeting providing the application is made in writing 21 days prior to the meeting.