

Burns Association of Physical Culture

Incorporated



By-Laws

CONTENTS

<i>SECTION 1 – Teachers.....</i>	<i>3</i>
<i>SECTION 2 – Syllabus/Music.....</i>	<i>4</i>
<i>SECTION 3 – Age Sections.....</i>	<i>5</i>
<i>SECTION 4 – Ladies Sections.....</i>	<i>6</i>
<i>SECTION 5 – Grooming.....</i>	<i>7</i>
<i>SECTION 6 – Teams.....</i>	<i>8-9-10</i>
<i>SECTION 7 – Judges.....</i>	<i>11</i>
<i>SECTION 8 – Medals/Trophies/Awards.....</i>	<i>12</i>
<i>SECTION 9 – Competitions.....</i>	<i>13-14</i>
<i>SECTION 10 – Registration and Insurance of Members.....</i>	<i>15</i>
<i>SECTION 11 – General.....</i>	<i>16</i>
<i>SECTION 12 – Breach of By-Laws.....</i>	<i>17-18</i>
<i>SECTION 13 – Alterations to the By-Laws.....</i>	<i>19</i>

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 Syllabus Co-ordinator/s if unable to attend. Each circumstance will be considered on each individual merit by the Syllabus Co-ordinator/s.
- 1.4 Only qualified teachers or relief teachers are to take classes when the regular teacher is unavailable. The 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 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 must wear a competition style leotard.
- 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
 - i) The body of the leotard must be made with fabric/s that are solid in appearance.

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 girls, Open Senior girls, Advanced Senior girls, Ladies Division 1 and 2.

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, as nominated by the teacher in accordance with Section 6 of the By-Laws.

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 where applicable.

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 in the same competition section, the teams must be entered by the name of the leader.

6.7 **8 member teams:**

- (a) No more than TWO pupils per club may be used down an age group within the same syllabus section.
- (b) Any number of pupils may be taken up an age group within the same syllabus section.
- (c) No more than TWO pupils compete twice in the same syllabus section.
- (d) 2 members may be used twice in either another 8 member team or 1 member each into 2 x 6 member teams, providing the 3 teams are not all in the same age section or division.

6 member teams:

- (a) No more than ONE pupil per club may be used down an age group within the same syllabus section.
- (b) Any number of pupils may be taken up an age group within the same syllabus section.
- (c) No more than ONE pupil competes twice in the same syllabus section.

6.8 (a) 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.

6.8 (b) All members available in the relevant age group must be used in a team before using any member up or down an age group.

6.9 Pupils can only compete within their syllabus section.

6.10 An application must be submitted to Management for a special exemption for any deviation from the above.

6.11 Pupils used down an age group must not be used as leader or centre front.

- 6.12 The leader or centre front must not be used in the same position twice within the same syllabus section.
- 6.13 It is acceptable to borrow from another Club to form teams, however, when borrowing the substitute must be of the same syllabus section as the team in which they are being used.
- 6.14 The Secretary must be informed of any changes to teams occurring after submission of team lists – to then be approved by the Executive Committee.
- 6.15 In the instance of a registered member's unavailability for Teams, a letter of explanation from the member or parent/guardian for those under 18, must accompany the Team listings for approval if an exemption is required.
- 6.16 Only 5 & 6 year teams are permitted to start with left foot ready before marking time.
- 6.17 Teams must mark time for a minimum of 8 counts and for a maximum of 16 counts before proceeding a minimum of 16 counts across the diagonal.
- 6.18 64 counts of marching must be completed before department commences; this includes the 16 counts across the diagonal.
- 6.19 Junior and Intermediates 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.
- 6.20 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.
- 6.21 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.
- 6.22 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 who may exit the floor from a straight line.
- 6.23 Team draw to be carried out by Competition Organiser and teachers approximately 2 weeks prior to team competition date.
- 6.24 All clubs must have a team leotard approved by the Management Committee prior to competitions.
- 6.25 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.

6.26 In an 8 member team formation consists of 3 in the front row, 2 in the middle and 3 in the 3rd row.

6.27 Minimum number of teams to constitute a section – four (4).

6.28 In the event that 2 divisions are required for team competitions, the following formula shall be used:

Weightings

Beginner lady	1
1 st year lady	1
2 nd year lady	2
Open lady	4
Advanced lady	4
Open advanced lady	4
Senior advanced lady	3

Add the weightings for each team member together to gain a total.

Divide the total by the number of members in the team to obtain a score.

Teams will then be listed according to the calculated score.

- (a) Divisions will be created by dividing the numbers in half, according to the team scores gained from the above formula.
- (b) An uneven number of teams will see that division 2 be the largest section.

SECTION 7 – JUDGES

- 7.1 Syllabus Co-ordinator/s to supply dates of judging classes when required. Clarification of judging points to be discussed at judging classes.
- 7.2 All names of prospective judges to be submitted to the Secretary one month before the first Association competition of each year.
- 7.3 Judges are encouraged to have previous experience judging at a club level and are selected at the discretion of the Management Committee.
- 7.4 Selection of judges to be determined by the Syllabus Co-ordinator/s, Competition Organiser and Teachers Delegates. One (1) reserve judge must be selected for all sections where possible.
- 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 or email 24-48 hours prior to that competition.
- 7.6 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 Syllabus Co-ordinator/s.
- 7.7 The maximum number of Grand Finalists will be 12 per section. Any variation to be at the discretion of the Executive Committee.
- 7.8 One (1) reserve only for each Grand Final section may be selected.
- 7.9 Places at Grand Finals to be awarded according to the Judges' discretion. Competitors must be present at Grand Finals presentations to receive placing awards.
- 7.10 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.
- 7.11 Should a judge notice a breach of By-laws they are to raise the matter with at least two (2) members of the Executive Committee.

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 registered as a 5 year old and upwards are entitled to compete in competitions.
- 9.2 Members may only compete in their own Champion Girl/Lady age group or syllabus section unless there are no other competitors in that section in which case they may compete in the next age/section:
 - (a) The minimum number of competitors to make a competition is four (4). If the minimum is not reached, the competitor/s will be able to compete up an age/section.
 - (b) Any competitors that are required to compete up a section will revert to their relevant age section the following year.
- 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 competition hall before the first heat of their section takes the floor unless there are extenuating circumstances, which are to be approved by the Executive Committee.
- 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 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 All sections are to mark time and enter from side designated by Syllabus Co-ordinator/s.
- 9.9 Competitors MUST NOT enter the Teachers' or Judges 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 Syllabus Co-ordinator/s.
- 9.11 At the end of Champion girl/lady heats, a complete list of reserves must be given to the Syllabus Co-ordinator/s. Should a Grand Finalist be unable to compete, the Secretary must be notified as soon as possible by the teacher of the club concerned.
- 9.12 One (1) reserve only for each Grand Final section may be selected and the teacher concerned notified of this selection immediately.

9.13 Conditions of Entry to Competitions:

The Burns Association of Physical Culture Inc. would like to take this opportunity to remind all participants and members of the public, that they will accept the following conditions of entry as part of their attendance at this event;

1. The taking of video footage is strictly prohibited at all times with the exception of Grand Final competitions. This includes the use of either video camera or video enabled mobile devices.
2. The use of all photography during competitions is strictly prohibited at all times with the exception of Grand Final competitions.
3. Unauthorised entry to participant marshalling and changing areas is strictly prohibited at all times.
4. Any conduct of an abusive, derogatory or unsportsmanlike nature will not be tolerated and may result in ejection from the event, and/or disqualification of participants, related or otherwise.

The Burns Association of Physical Culture Inc. reserves the full and final right to make any decision in relation to matters pertaining to the above conditions of entry.

9.14 No requests for specific competition dates or times will be accepted or considered.

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 A member can only be registered with one (1) club at any time.
- 10.5 Members transferring clubs after 30th June cannot compete with that club that year unless special permission has been granted.
- 10.6 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.
- 10.7 Any transfer of registration is to be received as an application to the Secretary in writing from the member or parent if under 18 years. The Secretary to seek the approval from both teachers concerned and advise the applicant of the approval or otherwise.

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.
- 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 who will determine at which meeting the correspondence will be discussed. All correspondence will be noted and minuted at the general meeting.
- 11.7 All correspondence relevant to each meeting should be received by the Secretary 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 must be 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.
 - i) Should any person notice a breach of a By-Law, they are to raise the matter with a Teacher, Management or Executive Committee member.
 - ii) Should a teacher notice a breach of a By-Law they are to raise the matter with at least two (2) members of the Executive Committee.
 - iii) Should a judge notice a breach of a By-Law they are to raise the matter with at least two (2) members of the Executive Committee.
 - iv) At least two (2) Executive Committee members will discuss any breach of a By-Law with the teacher concerned and the team or individual will be spoken to and advised of the options available to them.
- b) 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 and if proven, the competitor will be stripped of any award including Grand Final medal, sash, trophy and certificate 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 and if proven, the team will be stripped of placings including medals and certificates and placings will be adjusted.

12.5 **General Breach of By-Laws:**

Any breach of general by-laws will be referred to the Executive Committee. The alleged offender may be asked to attend before the Executive Committee.

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.