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# **EASTERN PROVINCE ATHLETICS CONSTITUTION**

**Amended 2021/07/27**

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## 1. DEFINITIONS AND TERMS

ASA	Athletics South Africa
AFFILIATE (D)	A person/club who is registered with a club/EPA, in accordance with their respective rules and regulations.
AGM	Annual General Meeting, as formulated in clause 8.6.3.
ASSOCIATE MEMBER	Provincial Athletics Associations and Committees to which membership has been granted by an AGM
ATHLETICS MEETINGS	Meetings relating to Athletics
BOARD	The EPA Board will consist of the members elected at the AGM as specified in 8.2
COUNCIL	Council shall constitute all those persons as defined in 8.6.2
COMMITTEE/COMMISSION	A body established by the AGM to manage a discipline of athletics on behalf of EPA.
CONSTITUTION	The Constitution of EPA including all schedules and by-laws. Whenever reference is made to the Constitution, the schedules and by-laws shall be included in such a reference.
DISCRIMINATION	Unfair treatment based on prejudice.
EXECUTIVE	The executive will be the respective Commission / Committee members elected at the AGM
MEMBERS	All clubs and associate members of good standing affiliated to EPA.
ADMINISTRATORS	All personnel (Senior Administrator, Administrator, Junior Administrator) employed at the offices of EPA on a full-time or part-time basis.
SEASON	Period from January - December.
FO	Finance Officer
WA	World Athletics

## 2. NAME, AREA, HEADQUARTERS

### 2.1. NAME

The Association shall be called the Eastern Province Athletics [EPA]

#### 2.1.1 EPA shall:

- 2.1.1.1. exist in its own right, separately from its members
- 2.1.1.2. be able to own property and other possessions
- 2.1.1.3. be able to sue and be sued in its own name.

2.1.2. EPA shall continue to exist notwithstanding changes in the composition of its members and office bearers.

### 2.2. ADDRESS

The address of EPA shall be at the Westbourne Oval, Central, Port Elizabeth. All General, Board and Commission meetings of the EPA shall be held at the address.

### 2.3 AREA OF JURISDICTION

The area of jurisdiction governed by EPA shall be that as defined by ASA.

### 2.4 VARIOUS BODIES OF EPA

- 2.4.1 EPA may establish such bodies as are necessary from time to time to manage any discipline of Athletics on behalf of EPA.
- 2.4.2 Such bodies will function under the jurisdiction of EPA and shall be subject to the Constitutions of ASA and EPA.
- 2.4.3 Such bodies may be called Commissions, Committees or any other title EPA may decide upon.
- 2.4.4 EPA has the following Commissions: EPA Cross Country, EPA Track & Field, EPA Road Running and standing committees namely :
  - 2.4.4.1 EPA Disciplinary Committee,
  - 2.4.4.2 EPA Technical official's committee,
  - 2.4.4.3 EPA Coaches Committee,
  - 2.4.4.4 Development Committee,
  - 2.4.4.5 EPA Athlete's Committee

## **2.5 ASSOCIATE MEMBERS**

EP Schools Committee  
EP Masters Association  
EP Student Sports Union (USSA)  
Elite Athletes with Disabilities (EAD)

## **2.6 RULES WHICH SHALL APPLY**

Every Commission, Committee, member and/or affiliated athlete, as well as all Athletics Activities, shall at all times be subject to the rules of this Constitution and the rules and/or by-laws of EPA and those of ASA and the IAAF.

## **2.7 AMENDMENTS TO THE CONSTITUTION**

This Constitution may only be changed by a two-thirds majority at a Special General Meeting of EPA specifically called for that purpose.

## **2.8 AFFILIATION**

EPA shall be affiliated to:

2.8.1 ASA and

2.8.2 Any other bodies which EPA may decide upon at an AGM of EPA.

## **2.9 BY-LAWS**

The Board shall have the power to make, amend or rescind by-laws for the proper regulation of any of the affairs of EPA, provided these by-laws are approved by a two-third majority vote.

# **3. MISSION AND OBJECTIVES**

## **3.1 MISSION**

To create a unified, financially sound and professionally administered organization that is user-friendly to the athletics family. To focus specifically on development and marketing; in an environment of honesty, respect for individual rights and provision of equal opportunities to all, to become the sport of the people. In addition, it is to make a contribution towards national building and healing of South Africa, through the sport of athletics.

## **3.2 OBJECTIVES**

In the pursuit of the mission the following objectives are regarded as basic cornerstones of the program guiding the activities of EPA.

- 3.2.1 The maintenance and extension of a system of clubs and associations, and provision of access to registration, participation, coaching and other services of EPA to all members of the community, be it urban or rural, who wish, and are able to participate in athletics.
- 3.2.2 The continual striving to ensure that no form of discrimination, be it based on race, ethnicity, religion, politics, gender or otherwise, be permitted in athletics and to take all practicable measures to prevent possible discrimination.
- 3.2.3 The maintenance of the Rules and Regulations governing athletics and athletics competitions in accordance with the of IAAF, ASA and EPA constitution.
- 3.2.4 The encouragement and support of those Commissions responsible for the efficient administration of the main structures of athletics in such a way as to promote the best interests of participating athletes, clubs and the sport in general.
- 3.2.5 The training of EPA Technical Officials and Coaches by the presentation of theoretical, practical, refresher and advanced courses and examinations to all interested parties depending on the demand and needs. This program will be aimed at ensuring the availability of officials and coaches to adequately meet the demands of clubs, schools and communities for organized competition.
- 3.2.6 The co-ordination of athletics in EPA with regard to:
  - 3.2.6.1 Awarding of provincial colours
  - 3.2.6.2 External liaison and affiliation to ASA and other relevant bodies.
  - 3.2.6.3 Licensing of athletes.
  - 3.2.6.4 The control, under the Rules, of Athletes, Clubs, the Commissions, Meeting Directors and Athletes' Representatives.
  - 3.2.6.5 Determination of the provincial calendar.

- 3.2.7 The promotion of a spirit of dedication to the basic principles of fair competition and good sportsmanship in all respects, including the right of every athlete to strive to achieve provincial titles and colours.
- 3.2.8 The promotion of athletics meetings and competitions, Inter-Provincial Competitions and National Championships, through its members so as to ensure ample and equal access to competition free of discrimination to all athletes.
- 3.2.9 To provide encouragement and motivation to athletes to achieve their full potential.
- 3.2.10 The identification through members of local requirements with regard to facilities for training and competition to promote the provision of such facilities through representation to the appropriate authorities and other interested parties.
- 3.2.11 Full participation in the affairs of ASA and member associations.
- 3.2.12 Perseverance in earnest efforts to bring about and thereafter maintain unity in Athletics in EPA and South Africa through contact, negotiation, debate and co-operation.
- 3.2.13 To seek the necessary financial support and sponsorship for the various projects of EPA.
- 3.2.14 To liaise closely with the members of the Media in order to keep them informed of the projects of EPA.

#### **4. DISCIPLINARY AFFAIRS**

##### **4.1 DISCIPLINARY COMMITTEE**

The EPA Board shall be responsible for attending to disciplinary matters upon request from the Commissions. The EPA President and two other Board Members nominated will form the disciplinary committee when needed. The Board may consult with or appoint a legal representative to assist with the disciplinary matter if required.

This Committee shall be responsible for attending to disciplinary matters referred to it by the Senior Administrator.

##### **4.2 TO HOLD INQUIRIES AND HEARINGS**

The Commissions may hold inquiries and hearings on behalf of EPA, with regard to disciplinary matters as stipulated in the by-laws.

#### **5. COMPETITIONS AND SELECTIONS**

##### **5.1 STAGING OF ATHLETICS COMPETITIONS**

- 5.1.1 Any individual, sponsor or sports promoter wishing to become involved in athletics competitions may do so only under the direct jurisdiction of one of the Commissions of EPA, Standing Committees or one of its members and shall be subject to the rules of EPA. All members organizing competitions, leagues and/or championship competitions for any of the Commissions are obliged to sign a contract with EPA.
- 5.1.2 All athletics competitions shall be staged in accordance with the constitution of EPA.
- 5.1.3 The Commissions shall grant permission to members of EPA to hold athletics competitions on their behalf. The Commissions may levy a fee for any such athletics competitions. (By-Law 8)
- 5.1.4 EPA and its Commissions may declare, after consultation with the Board, an athletics competition as unauthorized throughout its area of jurisdiction if not held under the rules and regulations of EPA and ASA.

##### **5.2 EVENTS ORGANIZED BY BODIES OTHER THAN BONA FIDE CLUBS WITH A DEMOCRATICALLY ELECTED EXECUTIVE**

Any club which is not administered by an elected chairperson and executive but by an administrator appointed by the institution to which such club is attached shall present an audited financial statement of any athletics meeting it may organize to the Board of EPA.

##### **5.3 ANNUAL EPA CHAMPIONSHIPS**

The Commissions shall arrange annual Championship competitions, with the right to allocate championship status to approved members.

#### **5.4 PROVINCIAL REPRESENTATION**

The selection, management of competitors, team managers and coaches to represent EPA in their respective athletics disciplines, as well as the rules relating thereto, shall take place in accordance with the by-laws of EPA.

#### **5.5 INDIVIDUAL ATHLETES COMPETING OUTSIDE THE BOUNDARIES OF EPA AND ABROAD**

Clubs may be empowered to grant permission to their members to compete at competitions outside of the area of jurisdiction. EPA shall obtain permission from ASA for athletes wishing to participate abroad.

### **6. COLOURS**

#### **6.1 COLOURS OF EPA**

The colours of EPA shall be used by all competitors representing Eastern Province only at National Championships and Inter-provincial competitions. No athlete may wear the official vest at any other competition. If any athlete is not in compliance with this ruling, the athlete will be disqualified.

#### **6.2 BLAZER**

Black blazer with the Eastern Province emblem on breast pocket.

#### **6.3 EMBLEM**

The official EPA emblem, which consists of an elephant, is applicable to all the various bodies of EPA.

#### **6.4 TIE**

A tie approved by the Board will serve as the official tie.

#### **6.5 ATHLETICS VESTS**

Red top with the letters "EP" in white on chest and the Official EP Sponsors logo displayed.

#### **6.6 ATHLETICS SHORTS**

Black shorts or lycra pants.

#### **6.7 APPLICATIONS FOR EPA COLOURS**

The club of which the athlete is a registered member shall make application on behalf of the athlete for a colours award and shall forward such application to EPA. All applications for EPA colours must be forwarded to the EPA office one month preceding the annual EPA awards evening.

#### **6.8 EPA COLOURS COMMITTEE (Bylaw 5)**

6.8.1 The entire Board shall act in the capacity of a Colours Committee. The President of EPA will act as the chairman of this committee. The EPA Colours Committee shall award colours upon receiving an application for Colours based on performances achieved while representing the province in one or more of the bodies of EPA.

6.8.2 In the event of the member failing to make an application, the Colours Committee shall have the right to hold the necessary inquiry as to the reasons and to award colours if necessary.

#### **6.9 HONORARY LIFE MEMBERS/HONOURS FOR SERVICE AWARD**

##### **6.9.1 Honours for Service Award**

Nominations, with a proper Curriculum Vita shall be submitted to the Senior Administrator in writing at least six weeks before the AGM. Such persons nominated shall have served athletics with distinction over a period of years. Should the Board decline to approve a recommendation the affiliate who submitted it shall be advised in writing of the valid and proper reason for the decision, as well as guidelines for future procedures.

The Board shall submit to the AGM the name or names of any nominee received in the form of a notice of motion in the name of EPA. The notice of motion will be forwarded to the person nominated.

### **6.9.2 Honorary Life Members**

An award must have preceded any nomination for Honorary Life membership for Honours for Service. Honorary Life members must be elected at an AGM. Procedures for nominations and acceptance will follow the same procedure as in 6.9.1. Such elected Honorary Life members shall be entitled to attend all General Meetings of EPA, without a vote.

### **6.10 WORDING ON BLAZERS**

Colour awards shall be designated by the words:

LIFE MEMBER	ATHLETICS	MANAGER
ASSISTANT MANAGER	TECHNICAL OFFICIAL	COACH
MASTERS	EXECUTIVE MEMBER	HONORUS CAUSA
BOARD MEMBER		

## **7. FINANCE COMMITTEE**

### **7.1 FINANCE OFFICER**

The Finance officer will be elected at an AGM and will be the Chairperson of the Finance Committee. The Finance officer will identify 4 additional members to serve on the Committee, whom will be approved by the President and ratified by the Board at the first Board meeting held after the AGM. The Finance committee will be responsible for the financial affairs of EPA.

### **7.2 SIGNATURES ON CHEQUES**

The President, as well as one of either the Finance Officer or EPA staff member registered as a signatory at the bank shall sign all cheques.

### **7.3 APPROVAL OF PAYMENTS**

The Chairpersons of Commissions/Committees and/or EPA President may request the Administration Staff to issue a Payment requisition voucher. The PRV will be approved by a Board delegated nominee prior to payments being made.

Payments made via electronic banking will be loaded and released by appointed members of the finance committee.

### **7.4 METHOD OF PAYMENT**

Payment to be made by:

- 7.4.1 cheque
- 7.4.2 direct transfer
- 7.4.3 cash

Petty cash payments will be limited to R500 on the provision that there is sufficient cash available at the EPA office.

Cash amounts exceeding R500 require relevant authorization by means of an issued PRV and providing that there is sufficient cash available at the EPA office.

All non-budget expenditure of EPA funds in excess of R10 000 must be approved by two thirds of EPA present at a General Meeting of EPA. This ruling does not apply to expenditure for EPA Teams, events or projects, providing that the budget for the teams, events or projects was submitted to and approved by the EPA Board.

### **7.5 FINANCIAL AGREEMENTS**

The Board may enter into agreements of leases, borrow and/or lend and advance monies on such conditions, as it deems fit and on such security as it deems advisable.

### **7.6 TRUSTEES**

The Board shall be the trustees of EPA. The Trustees shall authorize payments in their respective capacity as such and shall be Trustees of, and for all intents and purposes, the legal holders of all monies, trophies and other property of EPA and shall deal with it as the Board may from time to time decide.

**7.7 GRANTS**

The Board may make donations and grants of aid in the interests of Athletics in the Eastern Province.

**7.8 FINANCIAL YEAR**

The financial year of EPA shall end on the 31<sup>st</sup> of December each year.

**7.9 AUDITORS**

The Auditors shall be appointed at EPA AGM.

**7.10 OPERATE BANKING ACCOUNTS**

The EPA shall open and maintain bank accounts in the name of EPA and draw, accept and enforce cheques or direct transfers and other negotiable documents in connection with the business of EPA. Sub accounts may be opened in the books of EPA for the various bodies of EPA. Such accounts to remain in credit except with the prior approval of the Board.

**7.11 INCOME AND PROPERTY**

7.11.1 The EPA may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for organization. The payment must be a reasonable amount for the work that has been done.

7.11.2 The members and office bearers of EPA shall have no rights in the property or other assets of EPA solely by virtue of their being members of office bearers (as the case may be)

**8. MANAGEMENT – ADMINISTRATION**

**8.1 THE EXECUTIVE COMMITTEE (S)**

The management of the affairs of EPA shall be in the hands and control of the Board. The Board shall have the power to carry out any matters falling within the objectives, rules and/or constitution of EPA.

Each Commission and Committee will have an Executive committee (Track & Field, Cross Country, Road Running), which will have the power to carry out any matters falling within the objectives, rules and / or constitution of EPA, if and when deemed necessary. Members of the various commissions and Committee's will form the Board as stipulated in the constitution of EPA.

The Board shall have the powers and duties as listed below:

- 8.1.1 Deal with urgent matters on behalf of EPA,
- 8.1.2 Determine the responsibilities of the members of the Board and inform all the members thereof,
- 8.1.3 Perform delegations as stipulated by General meeting of EPA,
- 8.1.4 Subject to the guidelines and instructions of the General Meeting and Council, do anything that it deems necessary or desirable to manage EPA in terms of the aims and powers stipulated.

**8.2 ELECTION OF OFFICE BEARERS**

A person nominated for the EPA Executive position must be registered as a member of EPA. Such a person must have a clear disciplinary record within EPA/ASA.

Nominations for the Executive of the respective commissions may be made by any member, Club, Commission or Committee of the various bodies of EPA and must be received by the Senior Administrator at least fifteen days before the AGM where elections will take place.

The following office bearers will be elected at the quadrennial meeting: A,

President  
Vice President  
Finance Officer  
Chairperson EPA Track & Field  
Vice-Chairperson EPA Track & Field



Chairperson EPA Cross Country  
Vice-Chairperson Cross Country  
Chairperson EPA Road Running  
Vice-Chairperson EPA Road Running

The composition of the Board, each member with full voting rights, will be as follows:

President  
Vice- President  
Finance Officer  
Chairperson EPA Track & Field  
Chairperson EPA Cross Country  
Chairperson EPA Road Running  
Chairperson EPA Technical Officials Committee

And two of the following standing committee members and associate members:

Chairperson EPA Coaches Committee  
Chairperson EPA Development  
Chairperson of EPA Athlete's Committee

And two of the EPA Associate members:

EPA Masters  
USSA  
EAD  
EPA High/Primary Schools

Chairpersons of the Associate Members are not elected at the AGM. The names of the chairpersons of the Associate members must be submitted to the EPA office prior to the AGM.

### **8.3 TERM OF OFFICE**

#### **8.3.1 BOARD**

8.3.1.1 Office Bearers will be elected at the Quadrennial General Meeting of EPA.

8.3.1.2 The President shall not hold office for more than two consecutive terms.(8 years)

8.3.1.3 If a Board member fails to attend three consecutive meetings without making a written apology, the Board will have the authority to liaise with the respective Commission / Committee/Associate Member body.

The Board, on recommendation of a member, will review continued membership of a board member.

### **8.4 NOMINATIONS**

#### **8.4.1 PRESIDENT**

Nominations for President may be made by any member of the various bodies of EPA and must be received by the Senior Administrator at least twenty-eight days before the AGM where elections shall take place.

#### **8.4.2 VICE-PRESIDENT**

Nominations for Vice-President may be made by any member of the various bodies of EPA and must be received by the Senior Administrator at least twenty-eight days before the AGM where elections shall take place.

#### **8.4.3 FINANCE OFFICER**

Nominations for Finance Officer may be made by any member of the various bodies of EPA and must be received by the Senior Administrator at least twenty-eight days before the AGM where elections shall take place.

#### **8.4.4 CO-OPTION OF DELEGATES**

After the conclusion of the AGM, the Council members may co-opt delegates into vacant positions on the respective Executive Committee/Commissions should it be deemed necessary.

## **8.5 DUTIES OF EPA**

### **8.5.1 PRESIDENT**

The President shall be the Senior Executive officer of Athletics in the Eastern Province. The President shall have unlimited authority on all questions of order.

The President shall have a deliberate and a casting vote at all EPA meetings.

### **8.5.2 VICE-PRESIDENT**

The Vice-President shall assist the President with tasks delegated by the President and will act as Chairperson of meetings in the absence of the President.

### **8.5.3 SENIOR ADMINISTRATOR**

The Senior Administrator shall be responsible for all administrative tasks. The Board, with the approval of a general meeting, shall have the right to appoint Office Administrators. He/she shall be responsible for the duties normally associated with an association's secretary.

The Senior Administrator/Office Administrators will be a paid official and as such will have no vote or any right to speak on behalf of EPA.

### **8.5.4 FINANCE OFFICER**

The Finance Officer will be responsible to draw up budgets for the next year. The budgets will be drafted in consultation with the chairperson of each Commissions/Committees and will be presented to the Board for approval. All budgets must be submitted by September of each year and must be approved by November of each year.

The Finance Officer will be responsible for reporting on financial matters at every monthly Board meeting.

The Finance Officer shall ensure that all monies due to EPA are collected and banked.

Any person associated with EPA, to whom payment must be made for services rendered, shall supply the Senior Administrator with his/her banking details, if requested, in order for payment to be made. Refusal to accept a direct transfer for any reason may result in a levy relating to bank charges being deducted from the payment due.

The Finance Officer may delegate certain duties to the Senior Administrator or Office Administrators.

## **8.6 MEETINGS OF EPA**

### **8.6.1 NUMBER OF EXECUTIVE MEETINGS**

The Board and Executive Committees shall meet when deemed necessary but not less than nine (9) times per annum.

#### **8.6.1.1 QUORUM AT EXECUTIVE MEETINGS**

Fifty percent plus one of all eligible shall form a quorum.

#### **8.6.1.2 COMMUNICATION WITH CLUBS**

The minutes of all meetings shall be distributed to all members.

Each club must forward the correct postal or e-mail address, where correspondence must be sent, to the EPA office. All correspondence sent to clubs regarding the application for fixtures will be either sent via registered post or by e-mail. It will be the clubs responsibility to request the fixture application form from the office. The club will submit the completed application form to the Senior Administrator of EPA on or before the due date for applications.

## **8.6.2 GENERAL MEETINGS**

### **8.6.2.1 COMPOSITION OF GENERAL MEETINGS**

General meetings shall consist of delegates from the Board, Commissions, Committees, Associate members and all clubs of EPA. Life members shall also be invited.

### **8.6.2.2 QUORUM AT GENERAL MEETINGS**

At the AGM and Special General Meetings a minimum of 50% plus 1 of all eligible shall form a quorum.

### **8.6.2.3 QUORUM AT ADJOURNED MEETINGS**

Should a quorum not be present, the meeting shall be adjourned for seven days for the same time and place as the original meeting. The delegates present at such a postponed meeting shall then form a quorum.

## **8.6.3 ANNUAL GENERAL MEETING**

The EPA shall hold an AGM at which an annual report by the President and by the Senior Administrator and Statement of Accounts prepared by the Financial Committee shall be presented and considered. The various Commissions and Committees of EPA shall present an Annual report.

### **8.6.3.1 DATE OF ANNUAL GENERAL MEETING**

The AGM of EPA shall be held within three months of the Financial Year-end of EPA, the venue to be Port Elizabeth. If, for any reason, the AGM can not be scheduled during the first three months after the end of the Financial year, notice of the AGM should be given within the allocated three months.

At least forty-five days' notice shall be given to the Board, Commissions, Committees, Associate members, all clubs of EPA and life members.

### **8.6.3.2 DEADLINE FOR ANNUAL GENERAL MEETING MOTIONS**

All motions must be submitted at least twenty-eight days prior to the AGM.

### **8.6.3.3 FOURTEEN (14) DAYS NOTICE OF AGENDA TO BE GIVEN**

The Senior Administrator shall give at least 14 days' notice of the agenda to the Board, Commissions, Committees, Associate members, all clubs and life members.

### **8.6.3.4 BUSINESS TO BE DEALT WITH AT THE ANNUAL GENERAL MEETING**

The Senior Administrator shall at the commencement of the meeting announce the exact number of votes which can be exercised by those present, in order to establish a quorum and those entitled to vote.

- 8.6.3.4.1 Welcome
- 8.6.3.4.2 Attendance Register and Apologies
- 8.6.3.4.3 Reading of the notice of the meeting
- 8.6.3.4.4 Presentation of credentials and establishment of a quorum
- 8.6.3.4.5 Ratification of new club/s
- 8.6.3.4.6 Auditing of Existing clubs
- 8.6.3.4.7 To read and approve the Minutes of the previous AGM and to deal with matters arising therefrom
- 8.6.3.4.8 To receive and approve the audited statements of accounts and the Financial Committee reports
- 8.6.3.4.9 Appointment of auditors
- 8.6.3.4.10 To receive and approve the President's Annual Report
- 8.6.3.4.11 Voting on motions in respect of Life Membership and/or Award for Service
- 8.6.3.4.12 Eastern Province colours awards
- 8.6.3.4.13 Motions
- 8.6.3.4.14 Closure

#### **8.6.4 BUSINESS TO BE DEALT WITH AT EVERY QUADRENNIAL GENERAL MEETING**

Every fourth AGM will include, after the Presidents Annual report,

- 8.6.3.4.11 The election of office bearers as stipulated in clause 8.2.
- 8.6.3.4.12 Voting on motions in respect of Life Membership and/or Award for Service
- 8.6.3.4.13 Eastern Province colours awards
- 8.6.3.4.16 Motions
- 8.6.3.4.17 Closure

#### **8.6.5 SPECIAL GENERAL MEETINGS**

##### **8.6.5.1 CALLING FOR SPECIAL GENERAL MEETINGS**

The EPA President or by a two-third majority of the Board shall convene a Special General Meeting of EPA upon:

- 8.6.5.1.1 A resolution of the Board,
- 8.6.5.1.2 or upon receiving a request in writing from at least three of the various bodies of EPA,
- 8.6.5.1.3 or a written request, signed by and on behalf of members comprising a minimum of 40% of the voting strength eligible to vote at a General Meeting.

The Senior Administrator upon request shall furnish the voting strength eligible to vote at a General Meeting.

##### **8.6.5.2 NOTICE OF SPECIAL GENERAL MEETING**

The Senior Administrator shall send out the notice for such meeting, within seven days of receipt of such request.

##### **8.6.5.3 DATE OF SPECIAL GENERAL MEETING**

The notice sent out shall call the General Meeting for a date not less than fourteen days or later than twenty-one days from the date of dispatch of the notice.

##### **8.6.5.4 NOTICE SHALL SPECIFY REASON FOR SPECIAL GENERAL MEETING**

The notice shall specify the agenda of all matters to be discussed or voted on at such meeting. Such notice shall be sent to all those eligible to vote as well as life members.

##### **8.6.5.5 PROCEDURE AT SPECIAL GENERAL MEETING**

At Special General Meetings, business shall proceed as follows:

- 8.6.5.5.1 Welcome
- 8.6.5.5.2 Attendance Register and Apologies
- 8.6.5.5.3 Reading of the notice of the meeting
- 8.6.5.5.4 Receive and approve delegates' credentials and establishment of a quorum
- 8.6.5.5.5 To read and approve the Minutes of the previous SGM
- 8.6.5.5.6 Deal with special matters of which due notice have been given.

#### **8.7 VOTING**

The voting on all questions shall be by show of hands, unless a ballot is demanded. The President has the right to order a ballot.

The majority of votes shall in all cases, bind the minority, except on changes to the constitution, where a two-thirds majority of votes is required. In the case of a tie of votes in respect of any matter, the President has a casting vote.

The voting rights of clubs are determined at the AGM of EPA. The Senior Administrator shall list the clubs eligible to vote prior to the commencement of the meeting.

## **8.8 PROXY VOTE**

Members and Associate Members may delegate their vote in writing to any person eligible to vote at an annual or special general meeting. Proof shall be presented to the Senior Administrator prior to the meeting. Proxy votes shall not apply to board members. Any person may only exercise one proxy vote.

## **9. COMMISSIONS**

### **9.1 THE COUNCIL**

The decision making body of each commission shall be the Council. Council meetings shall be attended by the executive and representatives of all members and associate members. Executive members shall not represent their clubs at council meetings. Members shall be given at least SEVEN days written notice of meetings. The quorum shall be those members present.

- 9.1.1 Council will be responsible for the appointment or replacement of an official or commission chairperson who resigns, is removed or cannot complete his/her term of office.
- 9.1.2 When applying for affiliation each year members and associate members shall declare which commission councils they wish to be members of.
- 9.1.3 A member or associate member who misses 3 meetings within a calendar year without written notice and justifiable cause shall lose voting rights. This rule shall apply to both annual and special general meetings and council meetings.
- 9.1.4 A member or associate member who loses voting rights in terms of clause 9.1.3 shall upon payment of a fine equal to their annual affiliation fee have such rights reinstated failing which they shall appear before the disciplinary committee.

### **9.2 EXECUTIVE**

The Executive of each commission shall manage the day to day affairs of such and shall effect the decisions taken by the council.

### **9.3 COMPOSITION OF THE EXECUTIVE**

The executive of each commission shall consist of :

- 9.3.1 Chairperson
- 9.3.2 Vice Chairperson
- 9.3.3 One member appointed by the Technical Officials Committee. The TOC Chairperson to inform the Executive in writing of the said person.
- 9.3.4 Four elected members

### **9.4 DUTIES AND POWERS OF THE EXECUTIVES**

- 9.4.1 The Executive shall meet as deemed necessary. Members shall be given at least SEVEN days written notice of meetings. The quorum rules 8.6.2.2 and 8.6.2.3 shall apply.
- 9.4.2 The Executive may delegate any of its powers to a subcommittee. Should a vacancy occur in a committee or subcommittee the Executive shall have the power to fill the vacancy. Such appointed member shall hold office until the next AGM.
- 9.4.3 A member shall cease to be a member of the Executive if he/she is absent from three consecutive meetings without written notice and justifiable cause.
- 9.4.4 Upon ceasing to be a member of the executive such member shall surrender any property belonging to EPA and return it to the registered office.

### **9.5 MANAGEMENT**

- 9.5.1 The council and executive shall between them hold 9 meetings per year.
- 9.5.2 The council shall delegate certain powers to the executive committee, namely:
  - 9.5.2.1 Approval of expenses for the administration of the office or projects approved by council subject to Clause 7.6 hereof.
  - 9.5.2.2 Such other matters as council may delegate from time to time.
- 9.5.3 Subject to council approval, the executive may make bye-laws for the conduct of members consistent with the spirit and aims and objectives of the constitution of ASA and EPA.
- 9.5.4 The council shall decide on the disbursement of funds allocated by a sponsor the details of which shall comply with the conditions of the funding allocation.

## **10. ATHLETES COMMITTEE**

- 10.1 Each member and associated member of EPA shall be entitled to send one male and one female representative to meetings of the EA Athlete's Committee. The committee shall meet as and when required but not less than five times every two years including a bi-annual general meeting which shall be held to elect one male and one female representative to attend EPA Board Meetings.
- 10.2 14 days written notice together with an agenda shall be presented to each member and associate member of EPA of any Athlete's Committee meeting. The athlete's committee board representatives shall be the chairperson and vice-chairperson of the committee.
- 10.3 The President of EPA shall preside at the bi-annual general meeting.
- 10.4 Other meetings may be called at the discretion of the chairperson and vice-chairperson or upon receipt of a written request from representatives of at least 3 members or associate members of EPA.
- 10.5 The quorum rules 8.6.2.2 and 8.6.2.3 shall apply.

## **11. DELEGATES TO ASA**

The delegates from EPA to ASA meetings shall be the President and if necessary additional delegates decided upon by the Board.

## **12. RESIGNATIONS AND/OR TRANSFERS**

Any athlete of an Eastern Province club wishing to resign from one club in order to join another Eastern Province club, must resign in writing and must obtain a letter of clearance from such club. A club may not delay or withhold such letter of clearance, unless the athlete is in poor financial standing with that club. No athlete may change clubs more than once a year unless for reasons of domicile.

The athlete concerned must be advised of the decision within ten days of the club having received the letter.

An affiliated club shall, within three days of receiving an athlete's resignation, advise the Senior Administrator of EPA in writing.

## **13. MEMBERSHIP**

### **13.1 WHO CAN BE MEMBERS**

Subject to the approval of the General Meeting, membership shall be open to any bona-fide Amateur Athletics Club or Association having as its objectives the fostering of athletics complying with the rules, regulations and by-laws of EPA. The criteria for clubs as stipulated in by-law 3.

Associate membership may be granted to the following Provincial Associations:

EP Schools Committee, Masters, USSA and EAD (Elite Athletes with Disabilities).

### **13.2 NEW CLUBS AND APPLICATION FOR MEMBERSHIP**

On applying for membership the following must be submitted to the EPA office:

- 13.2.1 Constitution
- 13.2.2 Details of club colours as in by-law 4 (colored sketch or photograph)
- 13.2.3 List of names and addresses of committee members
- 13.2.4 List of names and Identity numbers of affiliated members as stipulated for a level 1 club.

A club applying for affiliation after the AGM may be granted provisional membership by EPA until the following AGM, where their affiliation may be ratified. After approval by EPA, a club must be a paid up member for one year before enjoying voting power.

### **13.3 EXISTING CLUBS NOT MEETING CRITERIA**

The status of clubs will be assessed annually.

The following procedures will be followed in cases where existing EPA clubs do not meet the minimum criteria for membership:

13.3.1 Investigation by the Board.

13.3.2 Official notification to club of non-compliance to criteria listed under the by-laws.

13.3.3 Grant a period of six months from date of notification to meet all criteria.

13.3.4 Fate of defaulting club to be decided at the next AGM.

### **13.4 AFFILIATION FEES**

The annual fee payable by clubs shall be determined annually. The affiliation fees are due by the end of January each year and must be paid prior to the purchasing of license numbers for the year.

Should a club fail to pay its fees it shall forfeit its voting rights. All fees are to reflect in the EPA bank account 7 days prior.

If it shall be necessary for any reason for EPA to suspend a fee-paying affiliate, EPA shall have the right, as an interim measure, to administer the affairs of the suspended affiliate.

## **14. DISSOLUTION AND BINDING CLAUSE**

### **14.1 DISSOLUTION OF EPA**

If EPA is dissolved at any time the surplus funds and assets shall be handed to ASA, and if this is not possible to another sporting body or association, as may be determined by the serving Board.

14.1.1. EPA may be dissolved by a two-thirds majority at a Special General Meeting specifically called for that purpose.

14.1.2 If EPA is dissolved at any time surplus funds and assets shall be handed to ASA, and if this is not possible to another body or association, as may be determined by the serving Board.

### **14.2 BINDING CLAUSE**

In the event of a dispute involving interpretation of this Constitution, the most recent version shall be binding.

# EASTERN PROVINCE ATHLETICS BY-LAWS TO THE CONSTITUTION

## BY-LAW 1

### SELECTION AND MANAGEMENT OF EPA TEAMS

Rules and regulations governing the selection and management of EPA Teams

#### **1.1 Selection of EPA Teams**

- 1.1.1 All EPA selectors must adhere strictly to the respective criteria set for the selection of EPA Teams for each discipline. See Bylaw 2.
- 1.1.2 The relevant Executive Committees of the Commissions concerned will determine the number of team members. Available funds, athletics talent and the location of the event will be determining factors.
- 1.1.3 The relevant commission chairman must ratify all selected teams before the names are released to the press.
- 1.1.4 The composition of EP Teams should comply with the guidelines of ASA.
- 1.1.5 Where available talent does not warrant the selection of full teams, worthy individuals should not be overlooked.
- 1.1.6 Any competitor selected to compete by an Eastern Province Selection committee should compete at such a competition for which he/she has been selected. He/she may, however, withdraw no later than 7 days before the competition for personal reasons or in order to compete in another discipline of athletics on the same day. Any competitor, who without good or sufficient reason declines to represent Eastern Province, shall be debarred from competing at any other athletics competition on the same date.
- 1.1.7 Any athlete that fails to withdraw from a team within the time period given, will be liable to repay the full cost incurred for that Championship.

#### **1.2 Management of EPA Teams**

- 1.2.1 A competent Team Manager / s must manage all EPA teams participating on behalf of the Province.
- 1.2.2 Team managers for the various Commissions must be selected according to democratically accepted principles and procedures.
- 1.2.3 The size of the team and the composition of the team members (gender and age) will determine the number and composition of the management team.

#### **Guidelines are as follows:**

- 1.2.4 Managers are responsible for the well being of team members and for all arrangements regarding clothing, accommodation and transport for the team.
- 1.2.5 All communication with team members will be done via the team management.
- 1.2.6 All EPA Teams excluding Road Running teams will be accompanied by a qualified coach appointed by the EPA Coaches Committee.
- 1.2.7 Team Managers will ensure that a pre-stocked medical bag will be taken along.
- 1.2.8 Team managers must ensure that athletes sign the EPA withdrawal form when they withdraw from an official EPA team more than seven days before the event. Affected athletes must produce this form to the organizer of an event taking place on the same day as a scheduled provincial competition, before their entry can be accepted from competing. Athletes are, however, prohibited from competing in an event falling within the same discipline of athletics for which she/he has been selected.
- 1.2.9 All clothing orders will be directed via the EPA office, to ensure that clothing conforms to the relevant EPA criteria.
- 1.2.10 Team captain to be elected.
- 1.2.11 All team members to be furnished with an itinerary of the trip or program of events, even if the SA Championships is staged locally.
- 1.2.12 All team members to be furnished with a Team Manager's evaluation form, to be completed and handed in on completion of the tour.
- 1.2.13 Officially selected EPA teams are obligated to wear the official colours of EPA and those of the sponsors of the teams.
- 1.2.14 Team Managers will draw-up a proposed budget and itinerary, which the Team Manager will present to his/her respective Commission at either a council or executive meeting.



## **BY-LAW 2      SELECTION CRITERIA**

### **2.1      EPA Track & Field Selection Criteria:**

- 2.1.1 When athletes compete outside the borders of EPA, the responsibility will be on the athlete to provide his/her official results to the EPA office no later than 14 days after the competition. This is for selection, statistical and record purposes. Athletes taking part in a national competition on the same date of the EPA Track & Field Championships will be considered for selection
- 2.1.2 Only athletes who are members of EPA clubs and who possess a current permanent license may be selected for EPA teams as per ASA Rules.  
In terms of ASA rules only South African citizens may compete at the national championships and therefore be selected for EPA teams for those championships.
- 2.1.3 Eligible Age Groups for Selection:
- Senior age group. (20 and older)
  - Under 18 age group (Youth).
  - Under 20 age group (Junior).
- Sub-Youth athletes will *NOT* be selected for any EPA teams to compete at the ASA National Championships as per ASA Rules.
- 2.1.4 All athletes who wish to be considered for selection, **MUST** compete at EPA Championships in the events they wish to be considered for, unless a medical certificate, issued by a registered medical practitioner is submitted to the convener of selectors via the EPA office prior to the commencement of the Championships, setting out the medical reason why an athlete cannot compete during the Championships.
- 2.1.5 Athletes, who wish to be considered for selection, **MUST** compete in at least **TWO** EPA League events, between *September and March* other than the Championships, unless a valid medical certificate is presented showing inability to participate.  
Senior / Open category athletes can qualify from the **FIRST** EPA T&F League Meeting of the season until EPA Championships in March. Youth (U/18) and Junior (U/20) athletes can only qualify from 01 January until the EPA Championships in March. High School Track and Field results from district level to provincial level will be considered when selecting teams.
- 2.1.6 Athletes, who want to be selected for multiple events, can only qualify during a multiple event competition where the events are presented in terms of the rules of the IAAF and ASA.  
Scoring to be calculated in accordance with the IAAF points table.  
No wind-assisted times will be accepted, if wind measurement readings are available. Max allowable wind speed is + 2.0 m/s. Events affected: 90m Hurdles / 100m / 100m Hurdles / 110m Hurdles / Long Jump / Triple Jump & 200m
- 2.1.7 An athlete who reaches the "A" Qualifying Standard in any EPA League event during the stipulated period and competes at the EPA T&F Championships, ***WILL be selected automatically into the EPA Team.***  
An athlete who did not reach the "A" Qualifying Standard, but who **WINS** his / her event at the EPA T&F Championships, will have met the ***B-Standard and be selected automatically into the EPA Team.*** There will be no limit to the number of qualifiers selected per event.
- 2.1.8 Previous behaviour as part of an Eastern Province Athletics Team will also be considered during selection of the final team.
- 2.1.9 The Selection of EPA Track and Field Teams will be done by a selectors' panel according to these criteria and will be approved by the EPA T&F Commission and signed off by the EPA Board. The EPA T&F Commission reserves the right to request inclusion of deserving athletes in line with its goals for the development & growth EPA Track and Field.
- 2.1.10 ALL appeals should go **DIRECTLY** to the EPA Office within **THREE** days of the team announcement. ALL appeals will be dealt with by the EPA T&F Commission and will be signed off by the EPA President / EPA Board.

### **2.2      ROAD RUNNING – SENIOR AND JUNIORS**

- 2.2.1 Eastern Province Road running teams will be selected according at athletes' performances at official Trials or EPA Championship competitions determined in advance.
- 2.2.2 Athletes for the marathon team may be selected on performances over the year, current preparedness and general fitness and not necessarily from at any specific trials. Athletes need to comply with the qualifying standards of ASA as stipulated in the team manual.
- 2.2.3 Athletes competing overseas or representing South Africa or Eastern Province will be considered for selection if unable to participate in official Trials or Championship event.

- 2.2.4 Athletes for the marathon team may be selected on performances over the year, current preparedness and general fitness and not necessarily from at any specific trials.
- 2.2.5 Athletes for sub-marathon teams will only be selected at the official Trials or Championship events and non-participation, without a valid excuse, will result in non-selection.
- 2.2.6 Athletes who do not take part in the EP Trials and wish to be considered for selection must submit a medical certificate or valid written apology. This must be handed to the convenor of the selectors before the event.
- 2.2.7 In case of a medical certificate the selectors will consider whether the athlete will recover in time and be fit for the event.
- 2.2.8 The EPA Road Running Executive will determine the size of Road Running Teams. After the selection committee has selected teams, the EPA Road Running chairman must ratify the team before being announced.
- 2.2.9 EPA must notify athletes officially at least four weeks prior to the competition.
- 2.2.10 Selection for the 10km, 15km and 21km should be finalized and announced at least four weeks prior to the competition and for the 42,2km eight weeks prior to the competition.
- 2.2.11 Achieving standards set for Selection for EP Teams will not necessarily result in selection.
- 2.2.12 Behaviour and performance of the athletes in past championship events will also be taken into consideration for selection.

### **2.3 CROSS COUNTRY – SENIOR AND JUNIORS**

#### **2.3.1 INTER-PROVINCIAL TEAM (EASTERN CAPE USSASA TRIALS)**

- 2.3.1.1 Athletes must at least have taken part in two races as well as the EP Trials.
- 2.3.1.2 The results of the EP Trials will be decisive.
- 2.3.1.3 If an athlete could not complete the race at the trials as a result of an injury, the athlete will be considered for selection. The selectors must be convinced that the athlete will be fit for the Inter-provincial event.
- 2.3.1.4 Athletes who do not take part in the EP Trials and wish to be considered for selection must submit a medical certificate or valid written apology. This must be handed to the convenor of the selectors before the event.
- 2.3.1.5 In case of a medical certificate the selectors will consider whether the athlete will recover in time and be fit for the event.
- 2.3.1.6 All school athletes will be required to be in possession of an EPA licence upon selection to a EPA Team
- 2.3.1.7 Athletes must compete in their own age group. Athletes who do not abide by this will not be considered for selection.
- 2.3.1.8 Birth certificates or copies of ID-documents must be available when the team is selected. No athlete will be selected without proof of these documents.
- 2.3.1.9 The funds available and the time and venue of the competition will determine whether or not more than one team will be selected.

#### **2.3.2 EP JUNIOR AND SENIOR TEAMS TO ASA CROSS COUNTRY CHAMPIONSHIPS**

- 2.3.2.1 Athletes must at least have taken part in two races as well as the EP trials and EP championships
- 2.3.2.2 The results of the EP championships will be decisive.
- 2.3.2.3 If an athlete could not complete the race at the championships as a result of an injury, the athlete could be considered for selection. The selectors must however be convinced that the athlete will recover in time and be fit for the National Championships.
- 2.3.2.4 Athletes who do not take part in the EP championships and wish to be considered for selection must submit a medical certificate or valid written apology. This must be handed to the convenor of the selectors before the event.
- 2.3.2.5 In case of a medical certificate the selectors will consider whether or not the athlete will recover in time and be fit for the event.
- 2.3.2.6 No school athletes will be selected before their school has paid its affiliation fee.
- 2.3.2.7 Athletes must compete in their own age group. Athletes who do not abide by this will not be considered for selection.
- 2.3.2.8 In the U/12 to U19 age group athletes can be selected in a higher age group if their performance justifies it or if there is no provision for their age group.
- 2.3.2.9 Birth certificates or copies of ID-documents must be available when the team is selected. No athlete will be selected without proof of these documents.
- 2.3.2.10 The funds available and the time and venue of the competition will determine whether or not a team in each age group will be selected. If the standard in an age group is unsatisfactory, only individual athletes will be selected.

- 2.3.2.11 According to EPA constitution athletes selected will not be allowed to withdraw less than seven days before the competition for personal reasons or in order to compete in another disciplines of athletics on the same day. Any athlete who without good or sufficient reason declines to represent EP shall be debarred from competing at any other athletics meeting on the same date.
- 2.3.2.12 Athletes selected for EPA Cross Country teams are obliged to complete the EPA withdrawal form, obtainable from the team manager, irrespective of the time of withdrawal. Affected athletes must produce this form to the organizer of an event taking place on the same day as a scheduled provincial/regional competition, before their entry may be accepted.

### **BY-LAW 3**

#### **3.1 MEMBERSHIP AND APPLICATION FOR NEW CLUBS**

- 3.1.1 Clubs within EPA will be divided into two levels.

Level 0 All new clubs will be level 0 clubs for the first year of membership and must have a minimum of 20 licensed members, of which at least 25% must be senior licensed athletes. Level 0 clubs will have no vote at meetings of EPA. At the next AGM of EPA, new clubs will be accepted by Council and will then automatically receive Level 1 status for the following year.

Level 1 All existing clubs will be a Level 1 club.

A level 1 club must have a minimum of 20 licensed members, of which at least 25% must be senior licensed athletes, and will have one vote at meetings of EPA.

- 3.1.1.1 To stage a sanctioned event, a club or more than one club shall have a minimum of 30 licenced members.

### **BY-LAW 4**

#### **4.1 CLUB COLOURS - REGISTRATION OF CLUB COLOURS**

- 4.1.1 Clubs shall register its colours with EPA as specified in the constitution.
- 4.1.2 Club colours may not clash with those of an existing club.
- 4.1.3 Any changes to club colours shall be approved by the Board. Except where special provision has been made for competitors to do otherwise, club colours shall be worn at all competitions.
- 4.1.4 No costume may be adopted of which the basic colour can be confused with the Provincial colour(s).

### **BY-LAW 5**

#### **5.1 EPA COLOURS**

- 5.1.1 The EPA Colours Committee shall award EPA colours if they are satisfied that the applicant's record meets with the requirements laid down by EPA.
- 5.1.2 Good sportsmanship and conduct while representing EPA shall be a prerequisite for any award of Colours.
- 5.1.3 The Colours Committee shall be empowered to grant colours to a Technical Official/Coach in terms of criteria laid down by the respective member.
- 5.1.4 Any member elected to the Board or Executive Committee of EPA shall be awarded Colours after having completed the term of office for which he/she was elected, unless the Colours Committee decides that there are sufficient reasons for Colours not to be awarded.
- 5.1.5 Colours to Team Managers/Assistant Team Managers as recommended by the various bodies of EPA shall be awarded for accompanying a team to one national championship or three inter-provincial competitions.
- 5.1.6 The Colours Committee may award EPA Colours for a single outstanding performance in any of the three disciplines.
- 5.1.7 All applications must be forwarded with a record of service and performance.

### **BY-LAW 6**

## **6.1 QUALIFICATIONS FOR EASTERN PROVINCE COLOURS**

Athletes qualify by accumulating four credits in any of the disciplines of Athletics. A credit is defined as follows:

- 6.1.1 By representing Eastern Province at an Inter-Provincial Competition – One credit.
- 6.1.2 By representing Eastern Province at a National Championships- Two credits.
- 6.1.3 By finishing in the first three in a South African Senior Championships - equal to Four credits.
- 6.1.4 By representing a National A Team - equal to Four credits.
- 6.1.5 By representing a National B Team – equal to Two credits.
- 6.1.6 An athlete moves from one age category to another may carry his/her accumulated credits forward and would qualify for colours in the next category.
- 6.1.7 By representing Eastern Province at a South African Junior Championships – Two credits
- 6.1.8 EP Junior Colours shall be awarded to athletes who finish in the top eight (8) at an ASA National Junior Championships.

## **BY-LAW 7**

### **7.1 LICENSES**

#### **7.1.1 LICENSING OF ATHLETES**

If called on to do so by EPA, club secretaries shall submit a list of their licensed athletes to EPA.

Clubs will license their members directly with the EPA Licencing Officer. Licenses will only be issued once payment and relevant documentation have been received. Purchasing of licenses will only be allowed once the minimum licensing requirements have been adhered to.

Temporary licenses may be issued at athletic competitions to persons who are not an affiliated member or have no license numbers for participating in the competition. The temporary licenses to be monitored by the Licencing Officer of EPA.

#### **7.1.2 JUNIORS COMPETING IN OPEN EVENTS MUST BE LICENSED**

Juniors competing in senior open events at Road Running, Cross-Country and Track and Field competitions, shall, for licence purposes, be treated as seniors provided they have obtained a junior license.

#### **7.1.3 LICENSE FEES**

The license fee for the following year to be determined by not later than 31 October each year by EPA.

#### **7.1.4 LICENSE PERIOD**

The license period is from 1 January to 31 December of each year. The expiry date for the display of old license numbers is 31 December.

#### **7.1.5 SCHOOL GOING ATHLETES SHALL BE LICENSED WHERE REQUIRED FOR MEETINGS OUTSIDE NORMAL SCHOOL MEETINGS**

Clubs and schools shall ensure that all athletes must be licensed when competing in meetings outside normal school meetings.

## **BY-LAW 8**

### **8.1 FINANCIAL OBLIGATIONS IN RESPECT OF ATHLETICS MEETINGS UNDER THE AUSPICES OF EPA**

All fees will be reviewed annually and must be set by the end of November.

### **8.1.1 ROAD RUNNING**

Any Club organizing an event shall pay to EPA, within 30 days after the event,

8.1.1.1 A Race Staging Fee as determined by the Road Running Council

8.1.1.2 A set % of the total entry fees as determined by the Road Running Council, to be reviewed annually.

8.1.1.3 Temporary license fees as determined by EPA

8.1.1.4 An amount per finisher to EPA Technical Officials as determined by the Road Running Council

### **8.1.2 TRACK AND FIELD**

Any club organizing an event shall pay to EPA, within 30 days after the event the following fees:

8.1.2.1 Temporary License fees as determined by EPA

8.1.2.2 Meeting registration fee as determined by the Track and Field Council

8.1.2.3 An amount to EPA Technical Officials as determined by the Track and Field Council

### **8.1.3 CROSS-COUNTRY**

Any club organizing an event shall pay to EPA, within 30 days after the event,

8.1.3.1 Temporary License fees as determined by EPA

8.1.3.2 Meeting registration fee as determined by the Track and Field Council

8.1.3.3 An amount to EPA Technical Officials as determined by the Cross Country Council

### **8.1.4 DEVELOPMENT**

Any club organizing an event under the auspices of EPA Development will be subject to the same bylaws and criteria as those which apply to EPA Road Running, Track and Field and Cross-Country.

### **8.1.5 ASSOCIATE MEMBERS**

Any Associate member organizing an event will be subject to the same bylaws and criteria as those which apply to EPA Road Running, Track and Field and Cross Country.

### **8.1.6 GENERAL**

The club shall submit, within 30 days after an event a written report containing the information set out in the EPA Race Organizer's report.

Any due amounts not paid by the date of the AGM shall automatically exclude such clubs' delegates from voting or taking part in the meeting.

Any club, which fails to pay monies due to EPA by the due date, shall, at the Council's discretion, be required to pay interest on the outstanding amount. The prime bank overdraft rate plus TWO percent from the due date up to the time of payment shall be used to determine the interest payment. Portions of months shall be deemed to be full months.

Any club which has payments outstanding by the due date, will be required to submit financial statements, within 14 days after the due date, may, at the discretion of the Track and Field, Road Running or Cross Country Council be penalized by being denied a race date on the fixture list for the following year.