

## **Boxing ACT By-law 1 – Administrative OfficerB**

1.1 There shall be a position of Administrative Officer, which position shall report to the Committee of the association, and which shall provide administrative support to the Committee and any other committees and appointed officials of the association. The duties of the position shall include the following, unless delegated by the Committee to another officer:

- clearing and processing mail and email, actioning relevant material and forwarding to appropriate officials as required
- preparing and circulating the agenda for Committee and general meetings
- taking minutes of meetings and circulating minutes thereof promptly
- assisting the Treasurer to maintain the association's financial records and preparing transactions for payment
- processing membership applications including boxer and coach registrations
- maintaining the association's records

1.2 The Committee may by resolution appoint and dismiss the occupant of the position as and when it wishes. The appointee shall not be a member of the Committee.

1.3 The Committee may determine a monetary amount to be paid to the Administrative Officer from time to time.

1.4 The Committee shall issue an instrument delegating to the occupant of the position of Administrative Officer such functions as are specified in the instrument.

1.5 The Committee may appoint the occupant of the position of Administrative Officer as an administrator and signatory for the association's bank account(s) and may authorise the occupant to operate a corporate credit/debit card on the association's behalf.

1.6 The Administrative Officer shall not take part in debate for or against any proposal at a Committee meeting, but shall attend for the purposes of taking minutes and providing information upon request.

1.7 The Administrative Officer shall refer to the Committee any matter requiring a policy decision, or any uncertainty as to protocol or procedure.

1.8 The Administrative Officer may undertake expenditure of association funds up to \$250 without prior approval, subject to the normal requirement for receipts to be kept. Expenditure over \$250 must be authorised by the President or Treasurer. This clause does not restrict the payment of invoices for goods or services authorised by the Committee, such as ongoing rental payments, and affiliation fees to Boxing Australia.

*This By-law was adopted by the Committee of Boxing ACT on 16 May 2021*

## Boxing ACT By-Law number 2 - Representative Teams

- Persons selected for an ACT Representative Team have provisional membership of the team, and may be withdrawn from the team by the Team Manager or the Committee at any stage, in accordance with this By-Law.
- In respect to behaviour, attendance and any management requirements, members of any ACT Representative Team come under the control and direction of the Team Manager appointed by the Committee;
- Team boxers will come under the direct and exclusive control and direction of the Head Coach appointed by Boxing ACT for the team in respect of all aspects of team training and preparation for the competition for which they are seeking selection;
- Team boxers will train only under the appointed coaching staff at the direction of the Head Coach during all team preparation activities;
- Prior to & during any event for which an ACT Representative Team is selected, all team members must conduct themselves in accordance with Boxing ACT's Code of Conduct, and a team member who fails to do so may be withdrawn from the team;
- Team boxers must abide by the team weight management policy in the full understanding that they may be withdrawn from the team if not on track;
- A boxer may be withdrawn from the team because of injury, ill-health, medical conditions, or failure to meet the fitness and performance standards laid down by the team management.
- The Team manager may require production of medical evidence of a team boxer's fitness to train and compete, as a condition of team membership;
- A boxer may be withdrawn from the team if it appears to the Team Manager or the Committee that it would be in the boxer's medical interests to so do;
- Team boxers must attend & actively participate in all team training sessions;
- If an athlete withdraws or is withdrawn from the team, any expenses already incurred by the athlete are solely the athlete's responsibility. Boxing ACT has no liability for such expenses;
- If, after the finalisation of the team's travel and accommodation bookings, a team member is removed because of poor progress, failure to attend team training sessions, failure to adhere to weight management, or unsatisfactory conduct, he or she may be held liable to pay any outstanding charges incurred by Boxing ACT on their behalf;
- In the event that a team member fails to attend the Australian Championships, or fails to carry out the duties and responsibilities required of them at the Championships, without cause acceptable to the Committee, he or she may be held liable to pay any outstanding charges incurred by Boxing ACT on their behalf;
- At the Australian Championships only the official ACT Team coaches may corner ACT Team boxers.
- Athletes and team coaches must make themselves familiar with the Anti-Doping policies & requirements of ASADA & co-operate with any random drug testing required by ASADA.
- If a person is withdrawn from an ACT Team by the Team Manager or the Committee, such termination will be final and absolute.

Adopted 17<sup>th</sup> February 2015.

## **Boxing ACT By-Law number 3 - Code of Conduct**

Boxing ACT aims to operate in an environment where people show respect for others and their property, and where members are free from harassment or discriminatory behaviour. Accordingly, the following are actions which violate our Code of Conduct:

- Abusing, denigrating, harassing or attempting to intimidate any athlete, coach or official, whether verbally or in writing, including via social media.
- Discriminatory or offensive conduct towards a person related to the race, colour, religion, age, sexual orientation or gender of that person.
- Disputing, criticising or interfering with the decisions of any referee or judge.
- Failing to follow the directions of the Head Coach and Team Manager, or acting in a way that undermines the authority of those officials, whilst a member of an ACT Team.
- Creating a public disturbance at any meeting, tournament or event organised or sanctioned by Boxing ACT, or at any time and in any place during an interstate or overseas trip where the person is a representative or supporter of Boxing ACT.
- Consumption of alcohol or illicit drugs by an athlete, coach, referee or other official, on the day of a tournament prior to the conclusion of that person's duties.
- Consumption of alcohol by any member of a Boxing ACT team to an interstate or overseas destination for the duration of the event including all travel to and from that destination; excepting that the head coach may authorise a limited quantity of alcohol consumption as part of a team social event following the conclusion of the competition.
- Use of, or encouragement to use, banned substances to enhance or inhibit performance.
- Recklessly causing damage to another person's property during the conduct of a tournament or when representing Boxing ACT.
- Sexual relations between a coach or official or any adult member, and a junior athlete, (aged under 18).
- Failing to respect the confidentiality of personal information which a person obtains in the course of their duties or activities as an official or coach or athlete.
- Failure to act in accordance with the lawful directions of the Boxing ACT Committee.
- A conviction in any jurisdiction for any assault (including a sexual offence) against a child.
- A conviction in any jurisdiction for assault against a current or former spouse or partner.
- Any conduct by a member, whether or not resulting in police charges, where the Committee considers that conduct to be seriously prejudicial to the sport.

Adopted 17<sup>th</sup> February 2015.