



Athletics New Zealand (Incorporated)

Incorporated Society No. 216839

ADMINISTRATION REGULATION

Issued 12 September 2018

(Amended [February 2022](#), changes made within 12 months are identified in [blue](#).)

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Athletics New Zealand (Incorporated)

Administration Regulation

PART I – GENERAL

1. Purpose

- 1.1 The purpose of this Administration Regulation is to set out various matters where the Constitution provides for requirements to be in Regulations, which are not otherwise specified in other Regulations.
- 1.2 This Administration Regulation covers:
- a. Voting at General Meetings;
 - b. Board Appointment Panel responsibilities;
 - c. Life Membership;
 - d. Awards; and
 - e. Intellectual Property and Athletics NZ uniforms.

2. Status

- 2.1 This Regulation was made by the Board under rule 31 of the Constitution.
- 2.2 This Regulation replaces the Athletics NZ By-Laws (Administration) (June 2014) with effect from the Commencement Date.
- 2.3 This Regulation is binding on all Members and other persons who agree to be bound by it.

3. Commencement Date

- 3.1 This Regulation shall come into force with effect from 12 September 2018.

PART 2 – SPECIFIC MATTERS

4. Voting

- 4.1 Rules 23.5 and 23.6 of the Constitution provide that any specific requirements for proxy voting and remote voting at General Meetings shall be set out in the Regulations.
- 4.2 Except to the extent set out in the Constitution, there are no specific requirements applicable to proxy voting or remote voting.

5. Board Appointment Panel Responsibilities

- 5.1 Rule 18.7i of the Constitution provides that in addition to the responsibilities of the Board Appointments Panel set out in Rule 18.7a to h, there may be responsibilities for other related matters set out in a Regulation.
- 5.2 Except to the extent set out in the Constitution, there are no responsibilities of the Board Appointments Panel for other related matters.

6. Notices

- 6.1 The requirements in clause 6.2 and 6.3 shall apply for the purposes of:
- a. notices to be given in accordance with Rule 39.2c of the Constitution;
 - b. any notification in writing required under any Regulation; and,
 - c. any correspondence with any Member, including any Member Club or Associate Member.
- 6.2 Subject to Rule 39.2c, any notice, notification or correspondence to be given to a Member, including an Individual Member, Life Member, Member Club or Associate Member, must be sent or delivered to the address (physical, postal, email or facsimile address) as specified in the Member Database (as specified in the Athletics NZ Membership & Database Regulation), unless the Member specifies otherwise or it is for a group of Members in which case it may be communicated via the Athletics NZ website.
- 6.3 Any notice, notification or correspondence to be given to Athletics NZ, must be sent to the Chief Executive at the registered office of Athletics NZ.

7. Honours and Awards Sub-Committee

7.1 Rule 8.3 of the Constitution provides that the Athletics NZ Honours & Awards Sub-Committee shall receive and assess nominations for Life Membership of Athletics NZ for recommendation to the Board. It also provides that the composition, powers and responsibilities and procedures of the Honours & Awards Sub-committee shall be set out in the Regulations.

7.2 Composition

- a. The Honours and Awards Sub-Committee shall comprise of:
 - i. four (4) persons appointed by the Board ("Appointees"), including the Chairperson.
- b. In considering who the Appointees will be on the Honours and Awards Sub-Committee, the Board shall take into account the following factors about potential Appointees:
 - i. their knowledge of Athletics;
 - ii. their networks within the Athletics membership;
 - iii. their years of experience at a local and national level;
 - iv. their availability and capability;
 - v. their integrity and reputation;
 - vi. the collective diversity of the Sub-Committee, including but not limited to gender and geographical location;
 - vii. their independence; and
 - viii. they should all be Life Members of Athletics NZ.
- c. No person who is a current member of the Board may be an Appointee.
- d. The Board shall appoint the Appointees no later than six months prior to each AGM.
- e. The term of office for a member of the Honours and Awards Sub-Committee shall be from the date of their appointment until the conclusion of the second AGM after their appointment. A member of the Honours and Awards Sub-Committee may be re-appointed by the Board for further subsequent and consecutive terms of office.

The Board shall determine a schedule of rotation so that there is the retirement of one Appointee annually.

7.3 Responsibilities and Powers

- a. The responsibilities and powers of the Honours and Awards Sub-Committee are to:
 - i. consider nominations and make recommendations to the Board of persons it considers should be granted Life Membership;
 - ii. consider nominations and make recommendations to the Board of persons it considers should be granted Merit Awards and Long Service Awards
 - iii. consider and make recommendations to the Board from time to time of persons it considers should be nominated for any external honours.

7.4 Procedures

- a. The Sub-Committee shall undertake their responsibilities by meeting in person, deliberations by telephone and/or by email, as decided by the Chairperson.
- b. The quorum for any meetings and decisions of the Sub-Committee is three (3) members.
- c. Members of the Sub-Committee may only undertake enquires about particular nominees with the prior approval of the Chairperson.
- d. All nominations, documents and deliberations of the Sub-Committee shall be strictly confidential to the Sub-Committee, except to the extent set out in this Regulation.
- e. An Athletics NZ staff member will be appointed by the Chief Executive to assist with the administration of the Sub-Committee and the process for nominations of Life Membership, Merit or Long Service Awards or any external honours as appropriate.

8. Awards

8.1 Life Membership

- a. No later than 90 days prior to each AGM, the Chief Executive will call for nominations for Life Membership via the Athletics NZ website, including specifying the process and date by which nominations must be received.
- b. The Board or any Member (including a Member Club) may nominate a person for Life Membership using the procedure prescribed by Athletics NZ. A Member,

Member Club, Associate Member and the Board may only nominate one person each year for Life Membership.

- c. All nominations will be referred to the Honours and Awards Sub-Committee for consideration against the criteria set out in Rule 8.1 of the Constitution (i.e. recognition of exceptional service rendered to Athletics NZ and/or to Athletics).
- d. The Honours and Awards Sub-Committee, through its Chairperson, a member or the Athletics NZ staff member, as agreed, may undertake such enquiries as it considers necessary to verify, or obtain further, information about any nominee.
- e. Following its deliberations, any nominations which are recommended for Life Membership shall be submitted to the Board, by no later than 40 days prior to the AGM.
- f. The Board shall consider the recommendations of the Honours and Awards Sub-Committee and make its recommendations from amongst those proposed by the Sub-Committee (if any) to each AGM. Any such recommendations shall be made orally at the AGM.
- g. If the Board make any recommendations for Life Membership at an AGM, such recommendation must be approved by Special Resolution at that AGM.
- h. There is no limit to the number of nominations for Life Membership which can be recommended for consideration and approval.
- i. In the event a member of the Honours and Awards Sub-Committee or the Board has or has had a close relationship with a nominee (whether personal or professional), the member shall disclose such interest to the Chairperson and stand down from consideration of that nominee.

8.2 Merit Awards

- a. The Board may, on the recommendation of the Honours & Awards Sub-Committee, award to any person an Athletics NZ Merit Award subject to the following conditions:
 - i. The person shall have demonstrated a sustained and substantial contribution to the sport as an official and/or administrator and/or coach at regional and national level;
 - ii. The person shall be currently involved in the Athletics;
 - iii. A Life Member of Athletics NZ shall not be eligible for a Merit Award

- b. Nominations for Merit Awards shall be made by Individual Members, Member Clubs or Associate Members on or before a date specified by the Board each year.
- c. Normally no more than three (3) awards shall be made each year, but in exceptional circumstances the Board may approve up to five (5) awards.
- d. The awards shall be announced at the AGM.
- e. Recipients shall be presented with an Athletics NZ Merit Award badge of approved design.

8.3 Long Service Awards

- a. The Board may, on the recommendation of the Honours & Awards Sub-committee, award an Athletics NZ Long Service Award to any person who has rendered significant service to the sport at either club, regional or national level, or a combination of them, for a period of not less than twenty (20) years.
- b. Nominations for Long Service Awards may be made by Individual Members, Club Members or Associate Members and shall be forwarded to Athletics NZ on or before a date specified by the Board each year.
- c. The awards shall be announced at the AGM.
- d. Recipients shall be presented with an Athletics NZ Long Service badge of approved design.

PART 3 – INTELLECTUAL PROPERTY & UNIFORMS

9. Use of Athletics NZ Intellectual Property

- 9.1 Rules 9.5d and 10.5d of the Constitution provide that the Intellectual Property of Athletics NZ shall be used and protected by Member Clubs and Associate Members in accordance with the Regulations and any directions of Athletics NZ.
- 9.2 The Intellectual Property of Athletics NZ may not be used by any Member unless the prior written approval of the Chief Executive or the Board is given to that Member. Where such approval is given, the Intellectual Property of Athletics NZ must be used in a manner consistent with guidelines published by Athletics NZ and amended from time to time.

10. Uniform for National Representatives

- 10.1 The uniform will consist of black singlet and shorts, together with a badge to be worn on the chest. The singlet and badge (a silver fern emblem with words "NEW ZEALAND") shall become the property of the athlete.
- 10.2 The uniform shall be worn only by athletes who have been selected by Athletics NZ to represent New Zealand, or who have received Athletics NZ's permission to wear the uniform:
- a. The uniform may be worn by athletes selected to compete in international competition, either in New Zealand or overseas, as part of an official "Athletics New Zealand team";
 - b. With the specific approval of Athletics NZ, the uniform may be worn by athletes who have previously been selected by Athletics NZ to represent New Zealand and who wish to compete in an international event, either in New Zealand or overseas, or at an overseas event approved by Athletics NZ;
 - c. The Athletics NZ uniform may also be worn by such athletes on other occasions with the specific approval of Athletics NZ.

11. Definitions

- 11.1 The words and phrases used in this Regulation shall have the same meaning as defined in the Constitution, unless specified otherwise.