



COMPETITION SUB-COMMITTEE

RULES

**Endorsed by CACTI on
5 August 2002**

CONTENTS

RULES FOR COMPETITION SUB-COMMITTEE

CONTENTS PAGE	2.
COMPETITION SUB-COMMITTEE – TERMS OF REFERENCE	
1. AIM OF THE COMPETITION SUB-COMMITTEE	3.
2. ROLE OF CACTI COMMITTEE	3.
3. REFERENCES	3.
4. SUB-COMMITTEE MEMBERSHIP	3.
5. CONVENOR	3.
6. CLUB DELEGATES	3.
7. CLUB DELEGATE SUBSTITUTE	4.
8. SECRETARY/THEATRE CO-ORDINATOR	4.
9. SUB-COMMITTEE RESPONSIBILITIES	4.
10. MEETINGS	4.
COMPETITION SUB-COMMITTEE – ADMINISTRATIVE PROCEDURES	
11. SUB-COMMITTEE RESPONSIBILITIES	4.
12. DECISIONS DELEGATED TO THE COMPETITION SUB-COMMITTEE	5.
13. RECOMMENDATIONS TO BE FORWARDED TO CACTI FOR APPROVAL	5.
14. COMPETITION DUTIES	5.
15. COMPETITION VENUE PREPARATION	6.
16. COMPETITION DRAWS	6.
17. REPORTING RESPONSIBILITY	6.
18. DUTIES OF MEMBERS	6.
19. CONVENOR	6-7.
20. SECRETARY/THEATRE CO-ORDINATOR	7.
21. CLUB DELEGATES	7-8.

RULES FOR COMPETITION SUB-COMMITTEE

COMPETITION SUB-COMMITTEE – TERMS OF REFERENCE

1. AIM OF THE COMPETITION SUB-COMMITTEE

The aims of the CACTI Competition Sub-committee are to promote, organise and conduct calisthenic competitions in the ACT on behalf of CACTI.

2. ROLE OF CACTI COMMITTEE

- . Appoint the Convenor and Secretary/Theatre Co-ordinator.
- . Provide general support.
- . Provide banking, budget and other financial support.
- . Provide liaison with the ACF.
- . Consider sub-committee recommendations and make appropriate decisions.
- . Arbitrate on any dispute between a Club and the Sub-committee.
- . Exercise any or all of the functions of the Sub-committee.

3. REFERENCES

- . **General** – CACTI Constitution and by-laws
- . **Sub-committee delegation** – CACTI constitution Clause 27
- . **Voting and Decisions** -CACTI constitution Clause 28
- . **Quorum** – more than half the total number of registered clubs.

4. SUB-COMMITTEE MEMBERSHIP

5. CONVENOR

- . The outgoing sub-committee shall be requested to recommend a convenor for the following calendar year.
- . The CACTI Committee shall appoint a person, with appropriate experience, to convene a Competition Sub-committee for a designated calendar year.
- . The appointment shall be made in sufficient time to allow the convenor to plan for the events of the designated year.

6. CLUB DELEGATES

Each CACTI registered club shall be entitled to nominate two delegates to represent their club's interests at Competition sub-committee meetings and co-ordinate their club's obligations to assist with the conduct of CACTI competitions.

7. CLUB DELEGATE SUBSTITUTE

A club delegate who is unable to attend a competition Sub-committee meeting or other event may nominate a substitute delegate to represent their club for one or more competition Sub-committee meetings or events. A substitute delegate does not assume any appointment held by the delegate being replaced.

8. SECRETARY/THEATRE CO-ORDINATOR

- . The CACTI Committee shall appoint a person, with appropriate experience, for a designated calendar year.
- . The appointment shall be made in sufficient time to allow for the S/TC to plan for the events of the designated year.
- . The outgoing sub-committee shall be requested to recommend a S/TC for the following calendar year.

9. SUB-COMMITTEE RESPONSIBILITIES

- . Promote, organise and conduct all CACTI competitions for a designated calendar year on behalf of CACTI.
- . Recommend policy and rules to the CACTI Committee for the fair, safe and orderly conduct of CACTI competitions.
- . Conduct all CACTI competitions in a manner that minimises the possibility of financial loss for CACTI.
- . Make recommendations and decisions as delegated by CACTI.

10. MEETINGS

- . All meetings shall be conducted as prescribed in the CACTI constitution.
- . All meetings shall be held in a place where all Club delegates are free to attend.

COMPETITION SUB-COMMITTEE – ADMINISTRATIVE PROCEDURES

11. SUB-COMMITTEE RESPONSIBILITIES

- . Arrange adjudicators for competitions early in year.
- . Roster writers to assist adjudicators (Writers shall be selected from suitable volunteers).
- . Arrange recommendations and decisions as delegated by CACTI.
- . Make recommendations and decisions as delegated by CACTI.
- . Set dates and book a suitable venue for the CACTI competitions in the following calendar year.
- . Ensure payments and entries are received by the deadlines set by the Sub-committee.

- . Request each club for an indication of entries for August and November comps by end of May.
- . Confirm and collect entry fees not later than 4 weeks prior to each competition.
- . Forward payments to CACTI Treasurer.
- . Finalise theatre dates by December (current year) for the following year.

12. DECISIONS DELEGATED TO THE COMPETITION SUB-COMMITTEE

- . Theatre etiquette.
- . Adjudicators.
- . Club Rosters
- . Competition draw
- . Trophies and Awards (as approved and within budget)
- . Decisions pertaining to competition rules.

13. RECOMMENDATIONS TO BE FORWARDED TO CACTI FOR APPROVAL

- . Competition dates
- . Competition venues
- . Budgets
- . Setting of Competition entry fee
- . Setting of Theatre admission fee
- . Election of Convenor
- . Team Grading
- . Club championship guidelines.

The sub-committee should ensure that all matters relating to competitions held within the designated year are finalised within two months of the last competition of that year.

14. COMPETITION DUTIES

- . Presenter
- . Stage Manager
- . Stage Technician
- . Lighting Operator
- . Video Operator
- . Writer/s
- . Announcer/s

- . Time keepers
- . Door keepers (delegated to Clubs)
- . Ticket sellers (delegated to Clubs)
- . Hospitality team (delegated to Clubs)
- . Allocate dressing rooms

15. COMPETITION VENUE PREPARATION

- . **Mark stage outline and centre**

Ensure the following:

- . Set up sound system
- . Set up public address system
- . Set up work tables
- . Set up item indicator
- . Set up communications
- . Set up lights
- . Set up Video equipment.

16. COMPETITION DRAWS

- . The order of contestants (individual and/or teams shall be decided by the Convenor and S/TC and two other delegates (ensuring all involved are from different clubs).
- . The ballot shall be held at least 21 days prior to the competition for which it applies.

17. REPORTING RESPONSIBILITY

- . A copy of the minutes of each Competition Sub-committee meeting shall be forwarded to the CACTI Secretary not later than fourteen (14) days after each meeting.
- . The Convenor of the Competition Sub-committee shall submit a written report to CACTI committee meetings.
- . The Convenor shall prepare a written report to be tabled at the CACTI Annual General Meeting following each calendar year in office.

18. DUTIES OF MEMBERS

19. CONVENOR

- . Convene the sub-committee and call meeting as required – (the convenor shall chair all meetings at which he/she is present).

- . Ensure all Sub-committee recommendations and decisions are forwarded in writing to the CACTI Committee.
- . Liaise with the CACTI Committee through the Competition Secretary on matters relating to CACTI Competitions.
- . Liaise with other CACTI Sub-committees on matters of mutual interest.
- . Attend all CACTI competitions.
- . Provide advice to the incoming Competition sub-committee for the following calendar year.
- . Act as contact for all matters pertaining to adjudicators.
- . Provide written reports to CACTI as required.
- . In consultation with CACTI Treasurer prepare budget estimates for following year to be submitted to CACTI by 28 February each year.
- . Ensure dissemination of information and reports to CACTI Committee.

20. SECRETARY/THEATRE CO-ORDINATOR

- . Maintain minutes of all competition sub-committee meetings.
- . Provide safe custody for all documents relating to Competition sub-committee business.
- . Distribute Competition sub-committee documents to its members and provide copies of the minute of sub-committee meetings to the Secretary of CACTI each month.
- . Assist the convenor with the administration of Competition Sub-committee business.
- . Responsible for Theatre bookings.
- . Liaise with Theatre staff re CACTI requirements.

21. CLUB DELEGATES

- . Assist with the promotion and conduct of CACTI competitions.
- . Two delegates are required from each club (preferably not a Team or Wardrobe Manager) to represent their club on all Competition sub-committee matters.
- . All delegates are required to be available for all competitions duties ranging from Stage Managing, Assistant Stage Managing, Time keeping, Videoing, Bio Box, Numbering of Music and Video tapes, meal preparation for adjudicator and committee and monitoring of In door and Theatre (New delegates will be trained).
- . Attend all meetings (at least one delegate must attend).
- . Make sure all Club entry forms (including payment of entry fees) lighting and request sheets are submitted on time.
- . At least one delegate must attend bump in at the theatre prior to competitions (times are set by the Convenor) and at least one delegate must stay for bump out after competitions.

- . On competitions weekends one delegate is expected to be rostered for one full day on each day of the weekend.
- . In the event that the delegate and someone else from the same club who specialises in Videoing or bio box and is fulfilling one of these duties, a club competition delegate is still required to be rostered at the same time.
- . Ensure club duties are fulfilled.