



**ARCHERY NEW ZEALAND
INCORPORATED**

ADMINISTRATION RULES

September 2016

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Administration Rules of Archery New Zealand Incorporated

1. INTERPRETATION

In these Rules and generally, the meanings that shall apply, unless the context states otherwise, shall be:

1.1. Association

Archery New Zealand Incorporated, otherwise known as ArcheryNZ or the Association.

1.2. Board

This is the Board of Archery New Zealand Incorporated.

1.3. Club

A group of archers/arbalsists operating under a constituted structure that has as one of its objectives to promote competitive archery through ArcheryNZ and World Archery sanctioned tournaments.

Furthermore, to receive Archery New Zealand support for grants and associated funding, a minimum of three affiliated archers are required to belong to that Club.

1.4. Member

An archer/arbalsist, accepted for affiliation to Archery New Zealand Incorporated.

1.5. Rewards

An archer may allow her/his person, name, picture or sport performance to be used for advertising purposes and may accept prizes and/or money without any restriction or limit. This provision is subject to any sponsorship arrangements negotiated by Archery New Zealand, and/or the New Zealand National Olympic Committee and/or at World Archery World Championships if the World Archery executive Board does not permit it.

1.6. Composition

Archery New Zealand, which is registered under the Incorporated Societies Act (1908), is an Association of the affiliated archers and arbalsists of New Zealand.

1.7. Colours

The colours of the Association are Black and White but other colours may be used for uniforms at the international level.

1.8. Badge

The badge of the Association is the Silver Fern with the date of award in white beneath, and shall be worn on a jacket. The Association jacket will be worn only by members of official New Zealand teams participating in international competition. This right shall extend to the manager and coach of those teams who may wear only the travel jacket at other times.

The President and Secretary of Archery New Zealand may also wear the Association jacket with their title and year(s) of office written under the badge.

2. OBJECTIVES

In addition to those objectives outlined in the Constitution, the Association shall:

- adopt, interpret and enforce rules for the practice of archery in New Zealand,
- hold annual tournaments to determine the national champions,
- recognise records and awards as provided for by the rules,
- arrange for New Zealand representation in international tournaments.

3. AFFILIATION

In keeping with the above objectives, the Association will affiliate with the NZOC, World

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Archery, Paralympics NZ, WSCA and with any other body that the Board of the Association deems fit.

4. MEMBERSHIP

4.1 Classes

The classes of members are named in the Constitution. Set out below are the descriptions of the classes of members and the rights of members.

4.2. Full Member

- a) Full membership is granted to all New Zealand archers/arbalsists who, having been accepted by Archery New Zealand, pay the appropriate affiliation fees, usually through their clubs.
- b) Any person whose application for affiliation is not accepted by Archery New Zealand may appeal the decision to the Appeals Committee.

4.3. Life Members

The nomination process for Life Membership is as follows:

- a) Nomination in the first instance must be moved and seconded at club level and receive the support of 75 per cent of the club members. The nomination must give full details of the contribution of the person to archery in New Zealand on a national basis.
- b) The nomination and full citation will then be submitted in writing to the National Secretary at least two months before a general meeting of the Association.
- c) The board will consider all nominations and present to the AGM those nominations that fulfil all aspects of the criteria.
- d) No person will be elected a Life Member unless the resolution for each election is carried by a 75% majority of those members present at the general meeting of the Association and who are eligible to vote.
- e) Every Life Member will, after her/his election, be entitled to all rights and privileges of membership but will not be liable for annual affiliation fees in respect of her/his membership of the Association.

A Life Member may attend and speak at any meeting of the Board, but not be entitled to vote unless she/he also holds an elected position on the Board.

There will be a maximum of ten (10) living Life Members.

4.4. Administrative Members

This class of membership is available, at a reduced fee, to any person who assists a club, and/or the national association but who does not shoot.

4.5. Postal event membership for seniors and youth members

These members may compete only in ArcheryNZ postal events.

4.6. Social members

These members will not enter competitions of any sort other than those permitted by their club/district rules.

4.7. Associate members

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These members will shoot only for their schools in the Archery in Schools competition.

4.8. Rights of Members

- a) Full members are entitled to:
 - (i) a membership card
 - (ii) participate in Archery New Zealand approved competitions
 - (iii) selection for New Zealand archery/crossbow teams
 - (iv) speak and vote at meetings of the Association
 - (v) hold office at any level of the Association
- b) Life Members are entitled to:
 - (i) all rights of full members
 - (ii) attend and speak at any meeting of the Board. The Life Member will not vote unless that person is also an elected member of the Board.
- c) Administrative Members shall be entitled to:
 - (i) a membership card
 - (ii) speak and vote at meetings of the Association
 - (iii) hold office at any level of the Association.
- d) Postal event members shall be entitled to:
 - (i) participate in specified Archery New Zealand competitions
 - (ii) a membership card
 - (ii) speak and vote at meetings of the Association
 - (iii) hold office at any level of the Association.
- e) Social members shall be entitled to:
 - (i) a membership card
 - (ii) speak and vote at meetings of the Association
 - (iii) hold office at any level of the Association.
- f) Associate members shall be entitled to:
 - (i) a membership card
 - (ii) participate in Archery in Schools competitions

4.9. Overseas domiciled non-New Zealand members

Once accepted for membership, these persons may become Full members or Administrative members and be entitled to the respective rights of such membership.

Criteria for membership for overseas domiciled non-New Zealanders are:

- must be of good character;
- able to make a positive contribution to Archery New Zealand;
- has never been subject to disciplinary action (including drugs) by own country Association;
- agreement to abide by the rules and policies of Archery New Zealand;
- must not use the move to Archery New Zealand for any form of political purpose (within archery or otherwise);
- must pay the appropriate affiliation fee and the cost of the overseas posting of The Archer rounded up as appropriate.
- The Board of Archery New Zealand reserves the right to revoke the membership at any time and at its sole discretion.

4.10. Fees

The fees to be paid by each class of membership shall be determined at the AGM of the Association and shall reflect the level of participation in ArcheryNZ events that each membership class is entitled to.

5. MEMBERSHIP OF THE BOARD

5.1. Commissions

As noted in the Constitution there are Commissions that form part of the Board.

5.2. Commissions Responsibility

These Commissions have the responsibility for organising activities and representing their members on the Board. The Commissions will be expected to advise the Association on all matters that affect their members and may initiate recommendations to change rules and or policies of the Association. These groups are as follows:

a) Athletes' Commission representative

All full members of the Association are members of the Commission in that they are affiliated to the Association and are actively involved in shooting.

Life Members of the Association who are still active archers/arbalists are also members of the Commission.

The country is divided into four Districts for the purpose of electing regional representatives. The North and South Islands will be divided as agreed by the athletes and approved by the Board.

The Athletes' Commission District representatives will each be elected for a two-year term, commencing in 2017 for WAA and ECBOPAA, and 2018 for ADAA and SIDAA. ADAA and SIDAA will elect a representative for a one year preliminary term commencing 2017. The individuals may stand for re-election.

The Athletes' Commission District representatives will be elected for a two-year period on a rotational basis.

At the Outdoor Nationals a meeting of the Athletes' Commission will elect the Convener of the Commission for a two-year period from 1999 and discuss issues of importance to the Commission.

The Convener will represent the Commission on the Board and be the spokesperson for the Commission.

b) Coaching Commission

Members of the Commission are those who hold a current Archery New Zealand recognised coaching award.

The Commission will elect its Coaching Convener

The Commission will elect/select other of its officials as required.

The Coaching Commission District representatives will each be elected for a two-year term, commencing in 2017 for ADAA and SIDAA, and 2018 for WAA and ECBOPAA. WAA and ECBOPAA will elect a representative for a one year preliminary term commencing 2017. The individuals may stand for re-election.

c) JAMA

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This group aims to foster and promote archery to children and young people aged from 5-20 years.

Each club will have a JAMA co-ordinator who will make up the JAMA Commission.

At the New Zealand Outdoor Nationals the Commission will elect its Convener, and any other positions the Commission deems necessary and which are approved by the Board.

The JAMA Commission District representatives will each be elected for a two-year term, commencing in 2017 for WAA and ECBOPAA, and 2018 for ADAA and SIDAA. ADAA and SIDAA will elect a representative for a one year preliminary term commencing 2017. The individuals may stand for re-election.

d) Judges' Commission

The full details of the Judges' Commission are set out below in these Rules. The convener elected by the Commission will participate fully in the discussions of the Board, provide interpretations of rules (New Zealand, World Archery and WSCA) as required and any other advice as requested by the Board.

The Convener of the Judges' Commission may initiate matters for Board consideration.

The Judges' Commission is made up of affiliated members who are qualified judges or judge candidates.

- (i) Members of the Judges' Commission shall be known as national judges.
- (ii) The convener of the Commission will submit a full report of the Commission's activities for the year at each Association AGM through the Annual Report.
- (iii) The Judges' Commission will have representatives in all geographic locations but not necessarily in even proportions.
- (iv) The objectives of the Judges' Commission are to:
 - to interpret and enforce rules for the practice of archery in all its forms;
 - to assist current Judges to remain up to date in all rules;
 - to train and examine prospective Judges;
 - provide Judges for all major tournaments;
 - provide changes to the Constitution and Rules as requested by Archery New Zealand and/or the Judges' Commission;
 - provide other services as agreed by the Commission and the Board.

(v) Judge Candidate

The applicant will make an application in writing on the required form available from the Judges' Commission Administrator. This application must be supported by the archery club of which the applicant is a member. If the applicant is not a member of an archery club, the application must be supported by an Archery New Zealand National Judge.

The Commission Administrator will within one month of receiving the supported application:

- Correspond with all Judges stating the name of the applicant and their area of residence and requesting feedback on the suitability of the person to be an Archery New Zealand Judge.
- Send to a National Judge in the same region as the applicant, an interview sheet requesting the National Judge to make contact with the applicant and arrange a convenient time for an interview. The interview will determine the applicant's knowledge of the New Zealand and World Archery rules, their reasons for wanting to be a Judge and their suitability for the position.
- The interviewing Judge will return the completed interview form to the Commission Administrator with their recommendation(s).

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- The Commission Convener will then review the application, seek additional information if required, then support or decline the application.

This will be followed with:

- A letter to the applicant advising them of the decision.
- Advice to all Judges of the decision.

If the applicant is successful the Commission Administrator will send the judge candidate a letter:

- Explaining the use of the log book, together with the log book.
- The requirements to be met to achieve National Judge status.
- The name and email address of the National Judge who is to mentor them.

Essential elements to achieve National Judge status:

- Complete satisfactorily all competencies in the log book.
- Attend as a non-shooting judge all events at the NZ Outdoor Nationals or other tournament approved by the Convener of Judges. This can be achieved in events over a number of years. For example the Judge candidate may be a shooting Judge for the target events and a non-shooting Judge on the field marked and unmarked events one year and in the reverse the following year.

(vi) Administration Officer

(a) The role of the Administration Officer includes responsibility for:

- minutes of meetings;
- general communications;
- major tournament forms;
- applications to World Archery registering Award shoots.

(b) The Administration Officer will be elected at the Commission AGM in alternate years to the Convener.

(vii) Executive Committee

(a) The executive committee will be the Convener and the Administrator of the Judges' Commission and two other Judges elected by the Commission at its AGM.

(b) These additional members of the Executive will each be elected for a two year period beginning in 2016.

(c) The committee will provide appropriate wording for rules changes and changes to the constitution as requested by Archery New Zealand or of its own initiation. The committee will also work together to provide for the on-going training and education of Judges and Judge Candidates.

(viii) Annual Meeting

(a) The annual meeting of the Judges' Commission will be held each year at the national outdoor championships.

(b) The Convener and Administrator will be elected on alternate years. Both positions have a two-year tenure.

(c) The Convener will be elected in alternate years to the National Secretary of Archery New Zealand.

(d) Any Judge holding office on the Board will be ineligible to be Convener of the Judges' Commission at the same time.

5.5. Selection Panel

The convener of the Selection Panel will be the Vice President of Archery New Zealand. The

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other members will be the Ranking List Administrator and a Coach.

6. DISCIPLINARY HEARINGS

6.1. Establishment

The Board will establish a Disciplinary Committee.

6.2. Composition

The Committee will be made up of three senior members of the Association, one of whom will be appointed Convener and who will be the spokesperson for the Disciplinary Committee.

6.3. Convener

The Convener of the Disciplinary Committee will be a member of the Archery New Zealand Judges' Commission.

6.4. Costs

Archery New Zealand will meet all reasonable costs incurred by the Disciplinary Committee, including, where so determined by the Committee, those of the subject of the hearing.

6.5. Function of the Committee

The functions of the Committee will include to hear and rule upon all charges of a disciplinary nature referred to it by the Board and to recommend to the Board such penalties as are appropriate to the circumstances.

6.6. Disciplinary Process

The process is as follows:

- 6.6.1. Charges may include specific alleged breaches of the Archery New Zealand Constitution and/or Rules, the Constitution, Rules or Codes of Conduct including misuse of drugs, set out by World Archery, WSCA, New Zealand National Olympic Committee and/or any other body to which Archery New Zealand is affiliated or associated; allegations of misconduct and/or bringing the sport of archery or the Association into disrepute:
- 6.6.2. The charges will be laid by the Board but may have been initiated by an individual or group of members of the Association, a club, Commission, or referred by World Archery, WSCA or other body to which Archery New Zealand is affiliated or associated;
- 6.6.3. The charges must be in writing to the National Secretary and must be notified to that officer within 14 days of the alleged offence(s) having occurred. The format of the written charges may be by electronic means and by a hard copy delivered by courier.
- 6.6.4. This letter of complaint must contain the details of the alleged offence(s), the date(s), time(s) location(s) and the names and addresses of any witnesses;
- 6.6.5. The Secretary will advise the Convener of the Committee within 14 days of receiving the charges;
- 6.6.6. Within seven days of receiving the charges, the Committee will determine whether or not there is a case to be heard. If, in the opinion of the Committee, there is no case to answer the National Secretary will so advise the complainant. If a case is to be heard by the Committee, the Convener will so advise the National Secretary. The National Secretary will inform the complainant and the subject of the complaint. At this time the Committee will recommend to the Board whether or not the subject of the alleged offence should be suspended while the hearing takes place;

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- 6.6.7. Within seven days of receiving the recommendation(s) of the Disciplinary Committee, the Board will decide and notify the subject of the alleged offence if a suspension is to be made.
- 6.6.8. Where a Disciplinary hearing is to take place (this may be face to face, via audio conference or other appropriate method selected by the Disciplinary Committee) the Convener of the Committee will advise the subject of the alleged offence of the date, time, place and/or method of the hearing.

The hearing will take place as soon as possible and will be completed not later than 28 days from the time the Committee advised the Board that a hearing would be held. Should the subject of the alleged offence choose to not appear or otherwise fail to comply with the requirements of the Disciplinary Committee, the Committee will continue its hearing and make its decision on the evidence available.

However, the committee has the power to adjourn the hearing in cases where the subject of the hearing is genuinely unable to participate or to continue to participate in the hearing.

- 6.6.9. The Committee will advise the Board of its decision and recommended penalties where appropriate. This will be done in writing and within seven days of completing the hearing;
- 6.6.10. The Board will meet (not necessarily face to face) to determine what penalties, if any, should be imposed;
- 6.6.11. The National Secretary will advise the subject of the decision of the Disciplinary Committee, the penalty imposed by the Board where appropriate and the right of the subject to lodge an appeal with the Appeals' Committee. This information will be conveyed in writing to the subject of the complaint within seven days of receiving the report of the Disciplinary Committee. The format of the notification may be by electronic means and by a hard copy delivered by courier.

The deliberations of the Committee will be confidential to the members of the Committee. In all cases reasonableness will be assessed in terms of ensuring natural justice for all concerned.

6.7. Penalties

Penalties that may be imposed by the Board include:

- suspension from all or some specified activities of the Association for a specified period of time;
- suspension from all or some specified activities of the Association until the offender has completed certain specified requirements of the Board;
- disqualification from certain tournament(s) and/or team(s) for a specified period of time or until certain specified requirements of the Board have been met;
- a monetary fine;
- disqualification from holding office at all/any level of the Association for a specified period of time and/or until specified requirements have been completed;
- expulsion from membership;
- payment of any costs or expenses incurred by witnesses or any other in relation to a hearing.

7. APPEALS COMMITTEE

7.1. Membership

The membership of the Appeals Committee will be determined by the Board as required from time to time. In determining the composition of the committee, the Board will have regard to a balance of gender, geographic location and any other circumstance relevant to the appeal. All reasonable costs incurred by the Appeals' Committee will be borne by Archery New Zealand. The appellant will bear her/his own costs unless (in extreme circumstances) otherwise determined by the Appeals' Committee.

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Reasonableness will be assessed in terms of ensuring natural justice for all concerned.

7.2. Number on Committee

There will be no more than three members on the committee including the Convener.

7.3. Appointment of Convener

The Board of Archery New Zealand will appoint the Convener of the committee on a biennial basis and appoint the other two members of the committee as appropriate. The Convener of the committee will make all announcements on behalf of the committee.

7.4. Role of Committee

The role of the committee is to hear and determine the fate of all appeals that may be lodged by members, clubs, Commissions or the Board through the National Secretary. This includes appeals related to membership of Archery New Zealand.

7.5. Process

The process is as follows:

- each appeal, accompanied by a \$250 deposit, must be sent to the National Secretary. The appeal may be against the action of the Board, the Commission(s), club(s) and/or member(s);
- the deposit will be refunded if the appeal is upheld by the Committee;
- the Board will appoint the other two members of the Committee;
- within 14 days of receiving the appeal the National Secretary will lodge the appeal with the Convener of the Committee who will immediately advise the other members of the Committee.

7.6. Committee Decision Period

The committee will decide within seven days of receiving the appeal whether there are sufficient grounds for an appeal and will inform the appellant and the National Secretary by letter. If an appeal is to be considered a date for the examination of evidence will be set at the same time.

The deliberations of the Committee will be confidential to the members of the Committee. Meetings of the Committee may be face to face. However, a conference telephone call or other technological link between the members of the Committee that may include verbal evidence required by the Committee, will be deemed to be a satisfactory means of communication.

The decision of the Committee will be announced in writing to the appellant and the National Secretary as soon as possible. The format of the announcement may be by electronic means and by a hard copy delivered by courier and in no case less than fourteen days after the hearing.

7.7. Powers of the Committee

7.7.1 The Committee may require any member, club or other group affiliated to Archery New Zealand, to provide evidence either written or verbal about the matter in hand.

7.7.2 The Committee may uphold or change in substance or detail any decision of the Board or other Archery New Zealand group.

7.7.3 The Committee may alter a disciplinary decision of the Board by:

- a) rescinding it, or
- b) changing any terms, conditions or fines including increasing any penalties.

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- 7.8. Decision of Appeals Committee
- 7.8.1. The decision of the Appeals Committee is binding on Archery New Zealand and all its members.
- 7.8.2. Where one or more of the following grounds have been met, an appeal may be made to the Sports Disputes Tribunal of New Zealand:
- a) natural justice was denied;
 - b) the Appeals Committee acted outside of its powers and/or jurisdiction;
 - c) substantially new evidence has become available after the decision being appealed was made;
 - d) any penalty or sanction imposed by the Appeals Committee was either excessive or inappropriate.
- 7.8.3. Any appeal to the Sports Disputes Tribunal of New Zealand must be lodged within 14 days of the appellant being notified of the decision of the Appeals Committee, and must conform to the rules of the Sports Disputes Tribunal of New Zealand (copies of which are available from the Association).
- 7.8.4. No shooting rule may be appealed to the Tribunal.

8. POSTAL BALLOT

- 8.1. Postal ballots
- 8.1.1. Postal ballots will only be used by resolution of the Board of Archery New Zealand Inc except that motions to amend the Constitution and Rules of Archery New Zealand will automatically be carried out by individual online ballot
- 8.1.2. Certified ballot papers or online survey platforms (e.g. survey monkey) will be made available by the Board to each member eligible to vote.
- 8.1.3. The method to be used may be by standard surface mail to clubs, sent to individuals by electronic means, completed online by individuals, standard surface mail to individuals where there is no email, or in combination, as determined by the Board.
- 8.1.4. The Board will appoint a Returning Officer.
- 8.1.5. The Board will set a closing date and for changes conducted by standard surface mail a period of not less than 30 days during which time the ballot is to be conducted. For any electronically conducted ballot the Board will set a voting period and closing date that are reasonable to the subject of the ballot. Those eligible to vote in such a ballot without access to the electronic vote will receive the material by standard surface mail and be subject to the same timeframe as the electronic vote.
- 8.1.6. Ballot papers received after the closing date will be declared invalid unless, because of circumstances beyond the sender's control, the Board determines otherwise.
- 8.1.7. The Board will appoint two Life and/or Board members to act as scrutineers.
- 8.1.8. A Constitutional change will require a two thirds majority of valid votes cast, otherwise a simple majority of the valid votes cast will determine the result.
- 8.1.9. The ballot papers will show:
- the text of the issue(s) to be voted on;
 - the questions to be answered by a simple "yes" or "no" in the space provided;
 - where an election of officers is required, the names of the nominees for each office with the number to be elected will be shown. Each of the names of the nominees for each office will be shown and there will be a for/against selection option provided against each name.

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8.1.10. The Returning Officer will provide to the Board, and subsequently to all members, the results of the ballot with whatever qualifying statements may be necessary.

8.1.11. Standard surface mail to Clubs

- a) Clubs will receive a supply of ballot papers according to the number of archers currently affiliated to the club in the records of the Membership Secretary.
- b) Clearance certificates will be sent to all club secretaries with the following details:
 - number of ballot papers issued to the club;
 - space for the number of ballot papers distributed;
 - space for the number of ballot papers returned;
 - space for the reasons for any discrepancies in the numbers;
 - space for the signature of the club secretary;
 - space for the signature and date received by the National Secretary.
- c) Clubs will be responsible for the distribution and collection of the completed postal ballot papers and to return them to the Returning Officer by the time set, along with a report detailing the reason for any discrepancies in the numbers.

8.2. Individual electronic ballot

8.2.1. The Returning Officer will send a ballot paper, complete with the club's name, to every affiliated member's email address as provided by the Membership Secretary.

8.2.2. For any email addresses that return a postmaster notification advising of inability to reach the recipient, the individual may be sent, by standard surface mail, a printed copy of the ballot.

8.2.3. The electronic ballot will show the date by which the ballot paper must be returned and the email address to which it must be returned.

8.2.4. The Returning Officer will provide the scrutineers with access to the electronic ballot papers returned by the due date. Those received after the due date may be considered according to clause 9.1.6 above.

8.2.5. In the case of any members not having email access they will receive a printed copy of the postal ballot sent via standard surface mail to them directly along with a stamped return address envelope.

8.3 Individual Online Ballot

8.3.1. The Returning Officer will arrange for an online survey link to be sent to every eligible affiliated member's email address as provided by the Membership Secretary.

8.3.2. The notification email of the ballot will show the date by which the ballot must be completed.

8.3.3. The Returning Officer must ensure that the online ballot is closed after the completion date.

8.3.4. The Returning Officer will ensure that the scrutineers are provided with access to the results.

8.3.5. In the case of any members not having email access they will receive a printed copy of the postal ballot sent via standard surface mail to them directly along with a stamped return address envelope.

9. REGISTERED OFFICE

9.1 The registered office of the Association is that of the National Secretary. Any change in this address must be notified to the Registrar of Incorporated Societies and to members.

10. MINUTES OF THE BOARD

10.1. Minutes

The National Secretary will ensure that one copy of the minutes of each Board meeting will be circulated as soon as practicable to each member of the Board,

Once the minutes have been approved as a correct record, they will be sent to Life Members and a copy posted on the ANZ web site.

The main points of the minutes of the Board meetings will be included in the next available edition of the New Zealand Archer.

11. THE ASSOCIATION MAGAZINE

11.1. Control of New Zealand Archer

The Association magazine the "New Zealand Archer" will be under the control of the Board. The Board will appoint the editor or editors.

11.2. Submission of Material

All Archery New Zealand members have the right to submit material to the editor of the Archer.

11.3. Publication

The magazine will be produced bi-monthly (that is six copies per year).

11.4. Publication Subscription

Archery New Zealand members may purchase copies by annual subscription at the rate determined by the Board.

11.5. Commercial Sale

The magazine may be sold through commercial outlets at the discretion of the Board.

11.6. Collection of Fees

The Editor will arrange the collection of fees and the distribution of the magazine.

11.7. Distribution of Copies

The Board may provide copies of the magazine to persons or organisations it deems of assistance to the Association.

12. AMENDMENTS

12.1. General

The process for amending the Constitution and the rules of the Association are detailed below.

12.2. Amendments

The Special General Meeting called for the purpose or postal /electronic ballot may amend the Constitution.

12.3. Process

To facilitate this activity, the following process must be followed:

12.3.1. Clubs must send their recommendation(s) to the National Secretary not less than three months before the date of the AGM (or two months for an SGM).

12.3.2. The National Secretary will circulate to all clubs the prepared recommendations not later than

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one month for a SGM or electronic ballot

12.3.3. Every recommendation must state which section of the Constitution it wishes to add to, amend or delete. It must detail the substance of the proposed change.

12.3.4. A brief explanation in support of the recommendation must be submitted.

12.4. Amendments by Board

The Board of Archery New Zealand may amend the Rules of the Association.

12.5. Amendments by Clubs or Commissions

Clubs, Commissions or Officers may recommend Rule changes by sending their proposal(s) to the National Secretary.

12.6. Proposal Format

Each proposal should specify the Rule or section of the Constitution to be amended, the substance of the amendment and a brief explanation to support the change.

12.7. Effective Date

All Rule changes will be effective immediately unless otherwise specified. Constitutional changes become effective following approval at an Annual General Meeting, Special General Meeting called for the purpose or electronic ballot.

12.8. Information to Clubs and Commissions

The National Secretary must inform all clubs and Commissions of any change as soon as possible and arrange for its publications in the "Archer" and on the ANZ web site.

12.9. Rules of the Association

The Rules of the Association will be kept in a register by the National Secretary.

12.10. Copy of Rules

A full copy of the Rules along with a copy of the Constitution will published on the ANZ website.

13. SERVICE AWARD

13.1. General

A service award may be presented by the Board at the A.G.M., to member(s) who have given meritorious service to the sport. This award is limited to three awards per year. The award will take the form of a framed certificate. Clubs will make submissions for the award to the National Secretary by 1 October each year.

14. NATIONAL TROPHIES

14.1. List of National Trophies

The Trophy Steward will keep a register listing all national trophies and the conditions attached to awarding them. At the presentation of these trophies the signature of each recipient, certifying that he or she is in possession of such trophy or trophies will be obtained.

14.2. Trophy Lost or Destroyed

In the event of any trophy being lost or destroyed while in the keeping of the holder, the holder may be called upon to replace the trophy with another of equal or similar value.

14.3. Ownership

All trophies belonging to Archery New Zealand will remain perpetual trophies and may not be won outright except where specified in the conditions of awarding the trophies.

14.4. Replace or Upgrade

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The Association may from time to time replace or upgrade any trophy as it sees fit.

15. NATIONAL COACH

15.1. Appointment

The Board may from time to time appoint one or more national coach(es) to work with members of the national squad(s) or teams. Appointments may be terminated or extended at the discretion of the Board on the advice of the Coaching Commission.

16. NEW ZEALAND REPRESENTATION

16.1. Eligibility

To be eligible to represent New Zealand either as a competitor or an official, an archer must be:

- a member of Archery New Zealand;
- the holder of, or eligible to hold, a current New Zealand passport; or
- where the member is not a New Zealand passport holder the member may represent New Zealand provided that he/she has been resident in New Zealand for at least one year prior to the start of the tournament to which selection is made and can produce a letter of clearance from the National Association of his/her own country.

16.2. Uniform

New Zealand teams competing overseas shall wear the shooting uniform approved by the Board.

16.3. Policy

The Board will present its policy for overseas representation to each AGM. This policy must include the minimum standard of performance for persons seeking NZ representative status.

16.4. World Championships and other Major Events

Representatives will be selected in the following manner:

- (a) The Board will set qualifying scores and will publish these in The New Zealand Archer magazine and on the ANZ web site.
- (b) On achieving the qualifying scores the archer may be required to enter a final selection trial or trials if and as necessary at some centrally located venue or venues. Any trial or trials will be held approximately six months before the departure date of the team.
- (c) Membership of a national squad will be a preferred position but not an absolute requirement either for or against an archer in selection for national representation.
- (d) It will be the responsibility of the Board to carefully consider any effect that adverse weather or any other contingency may have on archers at the final trial or trials or any other relevant shoot.
- (e) The Selection Convener will provide all the appropriate information about team/individuals wishing to represent Archery New Zealand in specified events and recommend to the Board the person(s) to be selected. The Board will then approve/amend the recommendation from the selection panel and announce the team/individuals.
- (f) In the event of there being no official team sent to an international event, any archer who wishes to finance her/his own way to a major international event, must furnish to the Board sufficient proof that she/he is up to the standard required before official New Zealand representation status may be gained. No New Zealand representative uniform may be worn by such archers

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- (g) Costs incurred by virtue of attending national squad training and/or selection trials will be borne by individual archers unless otherwise determined by the Board on the advice of the relevant Commissions.

16.5. Team Officials

- (a) Team officials will be selected by the Board from nominations received.
- (b) The Board will call for nominations for specified international tournament(s) from time to time and not less than six months prior to the tournament.
- (c) All nominations are to include a fully comprehensive list of information and relevant experience and skill of each nominee;
 - Name and contact numbers;
 - Experience in Archery including:
 - (i) number of years in specified facets of the sport;
 - (ii) description of relevant specialist skills;
 - (iii) competitive experience and success;
 - (iv) general knowledge of the rules; equipment etc;
 - (v) international experience (competitor/official);
- (d) Nominations are to include a statement by the nominee that they accept the nomination and they are, to the best of their knowledge, in sufficiently good health to undertake a commission as a team official.

17. RULES FOR CONTROL OF BANNED SUBSTANCES

17.1. Adherence to Rules

Archery New Zealand will abide by the rules and instructions regarding the use of banned substances and doping methods as set down from time to time by the New Zealand Olympic Committee/WADA and/or Drug Free Sport New Zealand and/or World Archery and/or WSCA as appropriate.

18. MATCH FIXING

- 18.1. Any and all allegations of match-fixing or attempted match-fixing of archery tournament or trials by anyone in New Zealand and/or Archery New Zealand members overseas, will be referred to the appropriate ArcheryNZ committee, New Zealand Police or other appropriate authority.
- 18.2. Match-fixing includes but is not limited to such activities as:
 - deliberately shooting low scoring arrows or misses to seek a score to obtain a better competition draw;
 - deliberately submitting score sheets that are incorrect;
 - attempting to persuade judges to call arrow scores higher/lower than accurate
 - attempting to persuade any official to apply rules incorrectly;
 - any official deliberately mis-applying the rules
 - interfering with the equipment of other athletes
 - attempting to persuade other athletes to participate in similar activities.
- 18.3. If a case of match-fixing is proved, in addition to any Archery NZ imposed penalty, the person(s) will be reported to appropriate authorities as required by New Zealand legislation and International sporting organisations.