

CYCLING NEW ZEALAND ROAD AND TRACK INCORPORATED

REGULATIONS, PROCEDURES, SCHEDULES AND POLICIES

Updated 2016/2017

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SECTION ONE

REGULATIONS

1.1 Authority of Council

The Council authority includes:

- Arrange, regulate and control all meetings and events under its jurisdiction.
- Regulate and control the conduct of all affiliated officials and members.
- Inflict any penalty upon any Centre, Club, Official or Member found guilty of breaking any of the Rules By-laws or Regulations of the Federation or refusing to give effect
- To any resolution passed by the Federation or Council.
- Suspend at its pleasure otherwise penalise any official or member within its jurisdiction who is found guilty of improper, unfair or unsportsmanlike conduct in any matter connected with the affairs of the Federation.
- Call for the presentation of any books, documents or papers of any affiliated Centre or Club.
- Determine all questions and disputes as to the construction and meaning of these Rules or any expression therein, or to anything done or omitted by any affiliated Centre or Club or any member thereof in relation to the sport of cycling.
- Reprimand penalise fine or suspend any individual, Club or Centre for any offence against the Federation's Rules.
- Appoint any or such sub-committees as it requires.
- Enter into contracts (sponsorship or other).
- Make grants.
- Vote monies for services rendered as it may deem necessary.

1.2 Name

For the purposes of a single public brand for Cycling under Cycling New Zealand, the Federation shall generally be known as "Cycling New Zealand Road & Track", which can be abbreviated to **CNZRT or Road & Track**.

The Federations official registered name shall remain as **CYCLING NEW ZEALAND ROAD AND TRACK INCORPORATED**

1.3 Affiliated Associations

Associations of other cycling disciplines may be granted affiliation to the Federation, subject to their adhering to the principles as set out in Constitution Rule 4, whilst retaining their autonomy.

Affiliation shall be renewed on an annual basis; at the time any affiliation is due or some other date that may be agreed to in writing by the Federation and the Affiliate.

1.4 Membership

The structure for all membership shall be as follows

- Athlete or Official to Club
- Club to Centre
- Centre to Federation

and shall include such information as may be required by the appropriate body.

The only exception will be for Commissaires, who are licensed directly to the National Federation.

Athletes who are members of a Registered NZ Trade Team must be licensed via a Club, as above. (Refer [Cycling New Zealand Road & Track Racing Rules](#))

1.5 Cessation of Membership

Resignation will not be effective until all outstanding dues, fines and/or levies have been paid and all property of, returned to the affiliated body.

In the case of a Centre, either resigning or dissolving all money and material assets shall, after the discharge of all liabilities, be handed to the Council, with a statement of funds and property, for disposal as the Council shall determine.

In the case of a Club, the same apply save that the Council shall hold the surplus funds and property in trust for a period of ten (10) years and then hand them back to the affiliated Centre for disposal as it shall determine. Note that this clause applies only where a Club constitution has no clause in relation to winding up that organisation and will not override specific terms of a clubs registered constitution.

1.6 Licences and Club Membership

No unlicensed athlete, technical or club official may participate in any event, except as hereinafter provided. Any technical official, Club or Centre facilitating such participation will be deemed to have committed an offence under these Rules and will be liable to a fine and/or suspension imposed by Council.

A newcomer may be permitted two (2) weeks participation in the sport before this rule will apply.

1.6.1 Application

An athlete or technical official taking out a licence on or after [the nominated renewal date each year \(on or around 1 October\)](#) may be issued with a licence for the following year and may participate in the sport for the balance in the year in which the licence is issued.

No athlete or technical official will be deemed to be licensed until the application form and fee have been received at the Federation's Office, except that an athlete or technical official may participate in the sport for two weeks within his or her Club or Centre on the basis of an official Cycling New Zealand or Club receipt issued at the time the application is lodged.

An athlete or official can be a member of several clubs, but may only hold a licence with one of them.

1.6.2 Transfers

Athletes or officials may transfer from one Centre to another and to a Club within the new Centre is affected without fee provided it is a residential transfer in excess of six (6) months.

Transfer to another Club within a Centre when relicensing does not attract a fee. Transfer to another Club within a Centre during a licensing year attracts a fee payable in full to the Federation.

All transfers must be forwarded to the Federation's Administration Manager for processing and recording. No transfer is effective until recorded by the Cycling New Zealand Licence Registrar.

All transfer applications must be accompanied by written clearance from the previous Centre and/or Club, the persons existing licence and the required fee.

1.7 Review of Accounts

The council may elect that the books be reviewed by a suitably qualified independent account. The accountant may request the production of any books, paper, accounts and documents relating to the affairs of the federation. Reference Constitution Rule 14.4

1.8 Life Members

Nominations may be made by a Centre, shall be in writing and state the grounds on which the nomination is made and be submitted by 31 December, with reference to Constitution Rule 15.2

Council will require an indication from the nominating Centre that they have obtained the support of the country for the nomination.

Nominees must obtain a three-fourths affirmative vote at a Council Meeting before the nomination can proceed for voting at an AGM. Similarly, at the Annual Meeting, a three-fourths affirmative vote is required for the nominee to be elected.

Life Members shall be presented with a Life Member's badge.

They shall receive copies of Federation minutes, admission to all events conducted under the Federation's Rules.

SECTION TWO

PROCEEDURES

2.1 Annual General Meeting – Order of Business

- Roll Call
- Apologies
- Proxies
- Visitors (and any motion for them to have speaking rights)
- Mark of Respect
- Confirmation of Minutes
- President’s Report
- Annual Report
- Annual Accounts, Balance Sheet and Auditor’s Report
- Subscriptions and Fees.
- Notices of Motion (Rules and By-laws).
- Appointment of Patron
- Appointment of scrutineers
- Election of Officers
- Life Membership.
- Awards (Cyclists of the Year)
- Remits.
- General.

2.2 Proxies

Refer Constitution Rule 10

2.3 Quorums

As per Constitution Rule 6.5, three persons present in person shall form a quorum at any Council meeting

As per Constitution Rule 10.5, fifteen persons present in person or by proxy will form a quorum at any General Meeting

2.4 Elections

All valid nominations for elected positions shall be submitted to the vote. All elections shall be by the exhaustive voting procedure as detailed in Constitution Rule 7 and Rule 11. All elections require a candidate to receive greater than fifty per cent (50%) of votes cast to be elected.

2.5 Voting

The Patron shall be entitled to vote only if a Life Member, Officer, Councillor or Delegate.

Votes cast for each candidate or option shall be declared upon request.

An affiliated Centre which is unfinancial, shall not exercise any vote whilst unfinancial.

All voting papers shall be destroyed at the conclusion of the meeting.

2.6 Majorities [Voting]

Required majorities are:

Two-thirds - Additional Business at Meeting
- Amendments Rules
- Amendments to By-Laws

Three-fourths - Borrowing
- Life Membership

2.7 Bank account

The Council may hold a bank account and per Constitution 14.1 must maintain proper records.

Cheque drawn on the account must be signed by two authorised signatories.

Council or the General Assembly may authorise the transfer of funds from the General Account to any other General, Special or Investment Account in the name of the Federation, from time to time.

The Council or the General Assembly may borrow but only in pursuance of a resolution passed by a three-fourths (3/4) majority at a meeting.

2.8 Fees

Any Centre, Club or Member not complying with fee requirements shall be automatically suspended until such fees are paid, as per Constitution Rule 12.3. In the case of the suspension of a Centre or Club, it is the officials who are suspended and an athlete (provided he is not an official) may continue to participate with a current licence.

Fees that may be set include:

Annual Subscription - Centre to Federation
- Club to Federation

Appeals

Entry Fees - Championships
- Other events

Licences International
National
Club
Duplicate/Replacement
Junior Under 17
Technical Official
Other

Record Applications

Levies may be imposed for special purposes by a majority resolution of the General Assembly.

2.9 Club & Centre Annual Returns to Cycling New Zealand

Each Club and Centre shall forward to the Federation copies of Annual General Meeting minutes, Finance Report, Chairman Report along with a list of elected Officers of the organisation. Full contact details for the Chairman/President and Secretary shall be provided, including email address.

Other information may be requested by Council from time to time, as per Constitution Rule 5.5

2.10 Ultra-distance Achievements

National Records will only apply for UCI Recognised events and race distances and are subject to the conditions outlined in the Road & Track Racing Rules.

Any other timed or endurance event (such as 24hr attempts at Velodromes or multiple laps of Lake Taupo) may be admitted by the Council for recording purposes as “Ultra-Distance Achievements” National Record certificates will not be issued. Any such attempts must be under the observation of Officials approved by the Technical Panel and application for recording as an official result must be made on the approved paperwork.

2.11 Sanctions

The following sanctions may be imposed on members:

- *warning*
- *reprimand*
- *relegation*
- *disqualification*
- *fine*
- *suspension*
- *withdrawal of licence*

2.12 Misconduct

2.12.1 In all cases of misconduct by individual members under the direct control of the Federation, the Federation will hold an inquiry in accordance with the CYCLING NEW ZEALAND Complaint and Disciplinary Procedure and impose such penalty as it deems suitable, and the ruling of the Federation will be observed by each Centre and each Centre will use its best endeavours to ensure that the ruling is observed by each Club in its District.

2.12.2 In all cases of misconduct during any competition, the Commissaire or Commissaires Panel will hold an inquiry and impose such penalty as it considers appropriate under the BT Racing Rules and UCI Regulations.

2.12.3 Without limiting clauses 2.12.1 and 2.12.2, the Federation will adopt regulations governing the control of drug abuse by individual members, which will be consistent with the guidelines set by Cycling New Zealand, the International Body, The New Zealand Olympic Committee Inc, ~~Sports NZ Sport and Recreation NZ (SPARC)~~, and ~~Drug Free Sport NZ~~. The Federation and the centres will be responsible and implementation of such regulations.

2.13 Application of Sanction

Where any Club has passed, a resolution suspending or disqualifying any individual member or Club for any reason whatsoever, such resolution and the reasons for it will be reported to the Federation for the purpose of being made general in its application throughout the jurisdiction of the Federation. The President will communicate such disqualification to all Centres and Clubs, and the disqualification will be observed by each Centre and Club from the date it receives the advice.

The term “penalty” includes any punishment imposed by resolution of any Centre or by the Federation and, so long as such penalty remains in force, any individual member, Club or Centre wilfully acting in defiance of the terms of such penalty will be disqualified/ enforced by the Federation.

Should the Federation have reason to believe that any Centre has failed to make full inquiries into any case of misconduct or any other matter within the Centre’s jurisdiction calculated to bring discredit upon the sport, it may require the Centre concerned to complete the inquiry and, failing compliance with such requests, it will be the duty of the Federation to obtain evidence and take such action as it deems fit.

2.14 Appeals

Refer also to Complaints and Disciplinary Procedure (**NB to rename Complaint and Disciplinary Procedure**)

The Federation will furnish its rulings to any Club or Centre upon points of law or matters in dispute, when requested to do so by the Secretary of a Club or Centre. Pending decisions of an appeal all disqualifications accorded will be operative.

The Federation will be a Court of Appeal for every Centre on all questions affecting the interpretation of the laws of the Sport, provided that a further appeal may, if the applicant so desires, be made to the International Body through the Federation. Any appeal whatsoever will be made within 14 days of the Court of Appeal’s decision, and will be accompanied by a deposit of [\$500] to be forfeited should the final Court of Appeal so decide. An appeal will also lie, subject to the provision of the notice and deposit mentioned above, to the Court of Appeal from Centres on questions other than those affecting the interpretation of the laws of the Sport, and in any such case the decision of the Court of Appeal will be final.

2.15 Testing Banned Substances

Refer to Cycling New Zealand Policy and UCI Regulations.

2.16 Changing Club or Centre Uniforms

All Club and Centre uniforms must be officially registered with the Federation. The approved basic colours for uniforms are listed in the Schedules in Section 3.

Any changes or updates to uniforms must be approved by the Cycling New Zealand Road & Track Technical Panel. Artwork for uniform shall be submitted to the Cycling New Zealand office.

Once approved and registered, that is the only uniform that may be worn at National Championships.

Advertising is not permitted on Club or Centre jerseys, except where the company is officially registered with the Federation as a Club sponsor

SECTION THREE SCHEDULES

2.17 National and Centre Colours

Official colours are:

Federation: White and black with Silver Fern/New Zealand.

(Note. Trade logos and/or names may be added or deleted from time to time depending on sponsorship contracts, without Rule change).

Northland: Dark and light Blue

Auckland: Blue and white.

Waikato- Bay of Plenty: Black, red and gold.

West Coast N.I: Green and white.

East Coast N.I: Orange and white.

Wellington: Gold and black.

Tasman: White, red, gold, dark blue and light blue.

Canterbury: Red and black.

Mid South Canterbury: Yellow green and white.

Otago: Blue and yellow.

Southland: Red, gold and white.

2.18 Club Colours

Full list held by Cycling New Zealand Office.

2.20 Life Members

CYCLING NEW ZEALAND FEDERATION INCORPORATED

LIFE MEMBERS

* J Fitzsimmons	Wellington	24/11/38
* A W Gooder	Auckland	09/06/51
* P N Robinson	Wellington	09/06/51
* C Stagpoole	Palmerston North	09/06/51
* I M Plimmer	Wellington	13/06/53
* C E Chainey	Wanganui	14/06/58
* D T Woodfield	Wellington	14/06/58
* C J Cronk	Auckland	09/06/62
* G H T Keighly	Wellington	09/06/62
* W Pidwell	Wanganui	06/06/64
* A Pennington MBE	Wellington	21/06/69
* H R Dutton OBE	Wellington	27/06/70
* L Wilson	Auckland	19/06/71
* J H Cattermole	Canterbury	15/06/72
* R W Morris	Wellington	15/06/74
* R J Carruthers	Canterbury	15/06/74
* Geo Anderson	Hawera	09/07/77
* A H Walker	Waikato	08/07/78
* J W Partridge	Auckland	30/05/80
* A G Haslett	Wellington	04/07/81
* Mrs N Oakley MBE	Masterton	05/07/85
* Theo D Cuff	Palmerston North	05/07/85
* N W Watts	Palmerston North	21/06/86
W J Main OBE	Wanganui	11/07/87
* G W Sharrock OBE	Wanganui	02/07/88
Mrs B J Howe (Levido) OBE	Wellington	14/07/90
B E Dawe QSM	Canterbury	23/05/98
G J Sycamore	Southland	21/05/99
B H Goldsworthy	Auckland	17/05/02
R D Cheatley MBE	Wanganui	21/05/04
A A Rice	Wellington	17/05/08
* A E McConnell	Auckland	15/05/10
J McDonnell	Cambridge	11/06/11
Bev May	Morrinsville	
Garry Bell	Whitianga	22/05/16

NZPCA LIFE MEMBERS

* D F Bond MBE	New Plymouth
* H C Stewart	Timaru
L H Peters	New Plymouth
B McCarthy	Papakura
* B Smith	Manurewa
J Tate QSM	Tinwald

* Denotes deceased

2.21 National Records

Refer to Cycling New Zealand for the full list.

2.22 Trophies (Draft Info at this stage)

Club Road Nationals

N.Z.A.C.A. ROAD CHAMPIONSHIP CUP (U19 Men)

Presented by Dunlop (N.Z) Ltd

To be competed for annually at the National Road Championships held under the rules of the N.Z.A.C.A (Inc) and shall be awarded to the winner of the Junior Road Championship.

N.Z.A.C.A. JUVENILE ROAD CHAMPIONSHIP CUP (U17)

Donated by Mr David Gee

To be competed for annually at the National Road Championships' held under the rules of the N.Z.A.C.A. (Inc) and shall be awarded to the winner of the Juvenile Road Championship.

NAN WALKER CUP (U17ITT)

Donated by Mrs N Walker, Otorohanga

To be competed for annually at the National Road Championships held under the rules of the N.Z.A.C. (Inc) and shall be awarded to the winner of the Junior Individual Tim Trial Championships.

Hazel Summers Cup (U19)

Junior Women Cycling New Zealand

Bill Summers Cup (U17)

Novice Girls Cycling New Zealand

N.Z.A.C.A. ROAD CHAMPIONSHIPS POINT SHIELD

Donated by the Wellington Centre, N.Z.A.C.A.

To be competed annually at the National Road Cycling Championships for Centres of the N.Z.A.C.A. (Inc).

Points shall be awarded for placing on the following basis: 3,2,1, for Championships: and 3,2,1 for Teams Tim Trials.

In the event of the points being equal the team securing the most first places shall be declared the winner. In the event of a tie occurring in the number of first places, the team securing most second or third places shall be declared the winner. In the event of points being equal at the conclusion of the 'count-back', the award shall be shared.

Decisions need to be made about the following trophies:

Alf Haslett Challenge Trophy

NZ Veteran Cat 3 Road Cycling Champ

OAKLEY MEMORIAL TROPHY (Vet One)

Donated by Mrs Oakley, Masterton

Veterans (35-44 years)

To be competed for annually at the National Road Championships held up the rules of the N.Z.A.C.A. (Inc) and shall be awarded to the winner of the Veterans (over 35-44 years) Road Championship. I cannot locate this trophy.

OAKLEY MEMORIAL TROPHY (Vet Two)

Donated by Mrs Oakley, Masterton

Veterans (over 45 years)

To be competed annually at the National Road Championships held up the rules of the N.Z.A.C. (Inc) and shall be awarded to the winner of the Veterans (over 45 years) Road Championship. I cannot locate this trophy.

Elite Road Nationals from 2010

N.Z.A.C.A. ROAD CHAMPIONSHIP CUP (Senior men)

Presented by Dunlop (N.Z.) Ltd

To be competed for annually at the Elite National Road Championships held under the rules of the N.Z.A.C.A (Inc) and shall be awarded to the winner of the Elite Road Championship.

BEV MAY TROPHY (Senior Women)

Donated by Bev May, Morrisville