

**CONSTITUTION  
OF  
ALPHA CENTURION ATHLETICS CLUB**

CONSTITUTION:  
Alpha Centurion Athletics Club  
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## ABBREVIATIONS

<b>Abbreviation</b>	<b>Definition:</b>
AGM	Annual General Meeting
ACAC	ALPHA CENTURION ATHLETICS CLUB
AGN	Athletics Gauteng North
ASA	Athletics South Africa
EC	Executive Committee
MC	Management Committee
SGM	Special General Meeting

## DEFINITIONS

<b>Name:</b>	<b>Definition:</b>
Act	The Income Tax Act, 1962
Athletics	Road Running, Race Walking, Cross Country Running, Trail Running and any other related, supported by AGN and ASA.
Club Name	Alpha Centurion Athletics Club duly constituted in terms of this Constitution
Committee and committee member	A selected and voted in group of ACAC members delegated to consider matters on behalf of club members
Calendar year	Jan 01 to 31 December of each year
Code of Conduct	A policy, which lays out the Clubs principles, standards, norms and ethical expectations.
Disciplinary Action	A reprimand or a corrective action, sanctioned and imposed by the Disciplinary Committee, in response to an act of misconduct or breach of the Code of Conduct.
Disciplinary Committee	The panel appointed in terms of this constitution
Honorarium	A small amount of money paid to someone for a service for which no official charge is made.
Management Committee	The management committee consists of the Executive Committee (See 9.1) and all additional portfolios as confirmed at the yearly AGM.
Member	An individual who has been accepted to be part of the Alpha Centurion Athletics Club.
Member in good standing	A member of the Club who is not in a period of probation for any reason and who is fully paid-up.
Standing Committee	A group of persons appointed by the ACAC Committee to perform a specific function.

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Ad-Hoc Committee

A group of persons appointed by the ACAC Committee to perform short-term projects.

## CONSTITUTION

### 1 NAME:

- 1.1 The club is known as ALPHA CENTURION ATHLETICS CLUB, hereafter referred to as 'ACAC'.
- 1.2 ACAC is a registered Recreational Club as defined in Section 30(1) duly approved by the "Commissioner" and is governed in terms of the prescribed requirements thereof.
- 1.3 ACAC is a non-profit organisation and shall be registered and operated as such in accordance with the provisions of the laws of South Africa, in particular the Income Tax Act and the Companies Act.
- 1.4 Members or Office Bearers do not have rights to property or other assets of ACAC.
- 1.5 The registration number being: NPO 268-580
- 1.6 The club will have its own legal identity and responsibility and will:
  - 1.6.1 Exist independently from its Members, Office Bearers and Officials.
  - 1.6.2 Be entitled to acquire, encumber, or dispose of movable or immovable property.
  - 1.6.3 Incur legal obligations and liabilities independently of its Members, Officials and Office Bearers.
  - 1.6.4 Continue to exist even when its membership or office bearers change
  - 1.6.5 Not distribute income or property to its members or office bearers, except as reasonable compensation of services rendered.

### 2 COMMUNICATION:

- 2.1 The preferred method of communication will be email.
- 2.2 The Club may make use of other appropriate avenues of communication.
  - 2.2.1 The Newsletter and social media and any other form of communication will be encouraged but will not be considered as official communication.
- 2.3 Relevant communication and documentation will be made available to the broader public and potential future members on the official Club Website.

### 3 OBJECTIVES:

The objectives of the club are:

- 3.1 To develop and foster the sport of Athletics amongst its members.
- 3.2 To promote athletics in all its disciplines within the limits of the regulations as laid down by ASA and other relevant controlling bodies.

- 3.3 To ensure that no discrimination, either on the grounds of race, language, religion, gender or political view takes place within activities under the club's control.
- 3.4 To execute other functions towards the advancement of athletics in general, which might be required under certain circumstances.
- 3.5 To acquire and to receive funds in the name of the club and to fulfil duties for the execution of any of the club's activities.
- 3.6 To make funds available, where deemed appropriate, to fulfil the clubs' initiative towards social responsibility, community goodwill and donations towards training and promotion of disadvantaged athletes.

#### **4 ACHIEVEMENT OF OBJECTIVES:**

To achieve the aforementioned objectives the Club is entitled to:

- 4.1 Acquire suitable facilities and apparatus which are required to promote athletics.
- 4.2 Appoint persons and/or suppliers required for the execution of the club's objectives in accordance with ACAC Constitution.
- 4.3 Negotiate, finalise contracts and agreements, which might be required to promote athletics activities.
- 4.4 Respond to and investigate any violation/breach of the constitution.
- 4.5 Present colours, trophies, medals and certificates within the framework of prescribed standards which will be adjusted periodically.
- 4.6 Cooperate with other clubs and organisations to promote athletics in Gauteng North and other provinces where mutual benefit to the sport of Athletics can be achieved.
- 4.7 Collect funds and receive donations in order to achieve the aforementioned objectives in accordance with prescriptions laid down by the committee.

#### **5 COLOURS:**

- 5.1 ACAC Club colours are red, blue, green and white.
- 5.2 The official ACAC Running apparel is:
  - 5.2.1 Tops:  
Official club vest, T-shirt or Crop-Tops with the Club emblem, a running Tortoise with the Number seven (7) on its chest.
  - 5.2.2 Bottoms:  
Red shorts, skorts are to be worn over ski-pants should the ski-pants not be red.
- 5.3 No athlete will represent the club unless he/she wears the prescribed attire.
- 5.4 Logos and/or motifs may NOT appear on the official Club colours except as prescribed by ASA and other controlling bodies

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- 5.5 Colours and design of other club clothing will be determined by the ACAC Management Committee (i.e. T-shirts, track suits etc. do not require SGM or AGM approval).
- 5.6 Any changes to the club colours or the logo will require SGM or AGM approval.

**6 MEMBERSHIP:**

- 6.1 Members agree to comply with this Constitution and with the Rules and Regulations of the ACAC, Athletics Gauteng North (AGN) and Athletics South Africa (ASA), inclusive of age category.
- 6.2 Members will sign a Code of conduct yearly with their renewal of membership.
- 6.3 Memberships, with the exception of honorary membership, expires at the end of each calendar year.
- 6.4 If an athlete is or was a member of another athletics club their application for membership must be accompanied by a clearance certificate from their previous club.
- 6.5 The Management Committee may provide membership at no cost or at a reduced rate at its discretion.

**7 CATEGORIES OF MEMBERSHIP:**

- 7.1 Full Membership
  - 7.1.1 Any individual, who is a citizen, temporary or permanent resident of the Republic of South Africa and who is domiciled within the official borders of AGN is eligible to be a Member of the ACAC.
  - 7.1.2 Full Members are required to be AGN Licenced and wear full club colours as set out in this Constitution when representing ACAC in any AGN or other ASA sanctioned event.
- 7.2 Social Membership
  - 7.2.1 Social Members may participate in socials, training activities and make use of the ACAC facilities at races. A Social Member shall not be AGN licensed through the ACAC, neither have voting rights in any of the meetings of the ACAC.
- 7.3 Honorary Membership
  - 7.3.1 Honorary Membership is the highest honour that ACAC can bestow on a person in accordance with the SOP on Guidance for Nomination as an Honorary <sup>1</sup> Member.
  - 7.3.2 Honorary Members shall be entitled to all the privileges of a Full Member without payment of annual membership fees, excluding AGN license fees.

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<sup>1</sup> Annexure A: Honorary Membership

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- 7.3.3 An Honorary Member shall be subject to the Rules, Regulations and the Constitution of ACAC. The Management Committee reserves the right to terminate the Honorary Membership if the member does not adhere to the constitution, norms and values of ACAC.

**8 MEMBERSHIP FEES:**

- 8.1 Membership Fees associated with an application for membership:
- 8.2 The fee must be paid in advance, annually in full or as per arrangement with the Management Committee on acceptance of such membership.
- 8.3 Membership fees are to be reviewed and fixed at the Annual General meeting.
- 8.4 Any member who fails to pay their membership fee or any other debt to the club within the stipulated period set by the Committee shall be regarded as “not being in good standing” and shall no longer participate as a member of the club until such debt is paid.
- 8.5 Members joining the club during the course of the year shall pay a pro-rata membership as denoted and agreed to at the AGM.

**9 COMMITTEE MEMBERS:**

- 9.1 The committee will consist of the following portfolios, which will be the Executive Committee. The balance of the committee will consist of portfolios as deemed necessary by the Executive Committee.
- 9.1.1 Chairperson
- 9.1.2 Vice Chairperson
- 9.1.3 Club Captain
- 9.1.4 Secretary
- 9.1.5 Treasurer
- 9.2 Assignment of additional portfolios for non-executive committee members will be determined at the last Committee meeting in September.

**10 COMMITTEE TERM OF OFFICE:**

- 10.1 The Chairperson may not serve for a continuous period of more than three years.
- 10.2 He/she may however be re-elected after a period of absence from the position for twelve (12) months.
- 10.3 Should a suitable candidate for chairman not be available a member of the Executive Committee will act as the chairman until a suitable candidate is appointed. The Executive Committee can sanction such appointment and noted by the members accordingly.
- 10.4 The period of service of other committee members is not restricted.

**11 COMMITTEE VOTING RIGHTS:**

- 11.1 A committee member has one vote.
- 11.2 The chairperson has the deciding vote in the event of a tie.

**12 COMMITTEE MEETINGS:**

- 12.1 Meetings will be held once per month. Meetings may be held more frequently if needed where, when as decided upon by the committee. A minimum of seven (7) days' notice and an agenda of the meeting must be given to each committee member.
- 12.2 All meetings will be chaired by the chairperson or in their absence, the vice chairperson, or in the absence of both, any member elected by the floor.
- 12.3 50% +1 of the management committee must be present to form a quorum for a committee meeting.
- 12.4 Voting to be done by the raising of hands or ballot.
- 12.5 Minutes:
  - 12.5.1 To be taken at each meeting and to be circulated within seven (7) days, read and approved at the next meeting.
  - 12.5.2 Be stored in the cloud (Google Committee Drive) to be accessible to all committee members.
- 12.6 Any vacancy arising in the committee will be filled by the committee co-opting a member to the vacant position.
- 12.7 Any committee member absent from three (3) consecutive committee meetings without apologies can be removed from the committee.
- 12.8 A member must have been a member of the club for at least six (6) months before being eligible for nomination to the committee.
- 12.9 The committee controls and manages all club finances and will provide an audited statement of income and expenditure together with the chairperson's annual report at the Annual General Meeting.
- 12.10 The committee controls all club activities but will have the power to set up ad-hoc committees to appoint representatives and delegates. These committees and nominated persons will remain under the jurisdiction of and report to the Executive Committee.

**13 ELECTION PROCEDURE:**

- 13.1 Each nomination must be in writing and be signed by the nominator, the nominee and a second – all must be members.
- 13.2 The nominations will be invalid if incomplete or incorrectly filled in.
- 13.3 In the case of two or more nominations received for a committee position, club members will vote by ballot or show of hands at the AGM.

**14 POWERS AND DUTIES OF COMMITTEE:**

The committee is the highest authority of the club. Its decision is final. The committee has the power to-

- 14.1 Accept or obtain funds or donations which will be of advantage to the club.
- 14.2 Collect monies that could be necessary, e.g. Membership fees or as the committee approves of.
- 14.3 Listen to differences between members and act as an arbiter.
- 14.4 Delegate its authority with discretion.

**15 DISCIPLINARY COMMITTEE:**

- 15.1 Any three (3) members of the Management Committee can form a disciplinary committee.
- 15.2 Should there be a breach of the Code of Conduct<sup>2</sup> the matter is referred to the disciplinary committee for mediation and remedial action.
- 15.3 The person that has allegedly breached the code of conduct will be given an opportunity to present his/her case at the disciplinary committee and submit mitigating circumstances.
- 15.4 The disciplinary committee has the right to reprimand a member, suspend membership temporarily or for life.
- 15.5 The right to appeal will be made available if required.

**16 STANDING / AD-HOC COMMITTEES:**

- 16.1 The Management Committee may establish as needed:
  - 16.1.1 Standing Committees  
Considered to be one dealing with long-term requirements (E.g. Races and in particular, the Wally Hayward Marathon).
  - 16.1.2 Ad-Hoc Committees  
Tasked to provide specific services/briefs as needed. Short-term projects.
- 16.2 Voting takes place by raising of hands, except where two (2) or more members request a ballot.
- 16.3 Members will be co-opted, as required, from ACAC members and non-members.
- 16.4 At least two (2) members will form a quorum at ad-hoc committee meetings.

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<sup>2</sup> Annexure B: Code of Conduct

**17 THE WALLY:**

- 17.1 The Wally Hayward Marathon is owned by Alpha Centurion Athletics Club
- 17.2 Reference The Wally Hayward Operating Model, Roles and Responsibilities documents <sup>3</sup> for an in depth procedural overview.

**18 FINANCES:**

- 18.1 All club finances are the responsibility of the Executive Committee.
- 18.2 A current and/or savings account will be managed by the treasurer.
- 18.3 A budget will be drawn up, agreed upon and approved at the Management Committee Meeting.
- 18.4 The financial year will be from 1 October to 30 September.
- 18.5 The treasurer and two other members of the executive committee will have authority to process and approve budgeted transactions on behalf of the club within limits as agreed upon at a committee meeting.
- 18.6 The committee must approve all purchases/payments outside of the budget.
- 18.7 Club funds received must be deposited directly into the club's account and may not be used directly by the receiver.
- 18.8 The club's annual financial statements, compiled and independently reviewed by an accredited and licenced Chartered or Professional Accountant, must be presented at the AGM.

**19 REMUNERATED POSITIONS:**

- 19.1 The club committee may recommend certain positions as remunerated positions based on the financial position of the club for the previous year and the following financial year.
- 19.2 Remunerated positions will only be considered if services rendered and time spent are deemed excessive.
- 19.3 Once the club committee has identified a remunerated position, a formal recruitment process will be followed. The term of office will be for a period of 3 years.

**20 HONORARIUMS:**

- 20.1 Honorariums recommended are considered and approved at the AGM.

**21 MEMBER MEETINGS:**

- 21.1 ANNUAL GENERAL MEETING (AGM)

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<sup>3</sup> Annexure C: The Wally Hayward Marathon Operating Model

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- 21.1.1 The annual general meeting of all members is held each October and will be known as the Annual General Meeting.
- 21.1.2 Members are to be given 14 days notice in writing of the AGM. The notice will include the previous AGM minutes and proposed changes to the Constitution if any.
- 21.1.3 A quorum consists of 20% of its fully paid up members present on the proviso that conditions of paragraph 21.1.2 have been met.
- 21.1.4 The secretary will send out the Agenda, which includes a list of club committee nominations and proposed honorary membership nominations at least 7 days before the AGM.
- 21.1.5 Email and notices on the club notice board will constitute the written notifications referred to above (Notifications will not have to be posted).

**21.2 SPECIAL GENERAL MEETINGS (SGM):**

- 21.2.1 A special general meeting may be called by the committee at their own initiative or at the written request of 50% plus 1 of the adult members (members over 18)
- 21.2.2 All members to be given 14 days notice in writing of the SGM. The notice will include the previous SGM minutes and proposed changes to the Constitution if any.
- 21.2.3 A quorum for the SGM will consist of 20% of its fully paid up members present on the proviso that conditions of paragraph 21.2.2 have been met.
- 21.2.4 Email and notices on the club notice board will constitute the written notifications referred to above (Notifications will not have to be posted)

**22 VOTING RIGHTS FOR AGM/SGM:**

- 22.1 All full members over the age of 18 will have voting rights.
- 22.2 Each member has only one vote.
- 22.3 Voting will take place by in person votes or by proxy. Proxy votes will be allowed under the condition that the proxy form is completed and submitted 7 days prior to the AGM.
- 22.4 No proxy may represent more than 3 people.

**23 INTERPRETATIONS OF THE CONSTITUTION:**

- 23.1 The decision of the committee with respect to the meaning, interpretation and application of any of the clauses of this constitution is binding and is so noted.

**24 CHANGES TO THE CONSTITUTION:**

- 24.1 The constitution may only be changed at an AGM/SGM .
- 24.2 Written notice and summation of proposed changes is required at least 14 days prior to the event.

24.3 Amendments must be approved by at least 75% of the members present provided the quorum is met at the AGM/SGM.

**25 DISSOLUTION OF THE CLUB:**

25.1 In the event that the club ceases to function in terms of the objectives of the constitution, the club can be dissolved at a special general meeting by a majority vote of those members present. Assets remaining after its liabilities have been met, are to be distributed amongst organisations for the benefit of athletics.

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**26 REVISION SUMMARY:**

Rev. No.	Paragraph/Summary of changes	Pages Affected	Approval Date
01.000	New Constitution drafted and implemented.	All	2006/10
02.000	Section 1.1. Name changed from Alpha Centurion Runners to Alpha Centurion Runners and Walkers as per decision made at the AGM in terms of section 19.1	2	2009/10
03.000	Section 5.1. Change the official Running attire to include the new RunningT and changing of the 'red ski-pants' clause.  Change all club abbreviations in the constitution from 'ACR' to 'ACRW'.	All	2013/10
04.000	Section 4.1.7 and 6.1.5 were amended to include the referral to Annexure A, which contains the details and criteria of the nomination and election of honorary members.  Annexure A, as well as the nomination form for honorary members were added as new documents.	All	2015/09
05.000	Point 9: Committee Term of Service was changed to allow the Chairman to serve for 3 plus ONE years.	All	2015/11
06.00	Change to the name of the Club: <ul style="list-style-type: none"> <li>• Alpha Centurion Runners and Walkers (ACRW) changed to</li> <li>• Alpha Centurion Athletics Club (ACAC)</li> </ul> <ol style="list-style-type: none"> <li>1 Name: Detail added to the name of the club to bring it in line with legislated requirements of the government.</li> <li>2 Abbreviation added</li> <li>3 Definitions added</li> <li>4 Communication: Section updated to make it applicable to the periodization of present.</li> <li>5 Objectives and Achievements Duplications removed and updated to be applicable to present.</li> <li>6 Clothing: Red ski-pants added along with additional club colours clarification.</li> <li>7 Membership: Category of membership outlined – Full versus Social membership. Honorary membership outlined Membership Fees clarified</li> <li>8 Committee Members Clarification added to endorse makes up the committee, their function, what powers and duties they perform with in their mandated scope of responsibility.</li> <li>9 Disciplinary Committee A members Code of Conduct has been added to govern the expectation of all ACAC members'.</li> <li>10 Standing /Ad-Hoc Committee Defined what each is and the responsibility they have when operational.</li> <li>11 Finances</li> </ol>	All	June 2021

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Rev. No.	Paragraph/Summary of changes	Pages Affected	Approval Date
	<p>Section updated to delete old irrelevant banking operations and to include modern day technology used and the process followed to action club transactions.</p> <p>Remunerated positions defined together with the process to be followed to action such a position within the club.</p> <p style="padding-left: 40px;">12 AGM/SMG Meeting:</p> <p>Section updated to clarify the difference and what % of full members need to be present to vote in a change to the constitution and/or a ruling of kind.</p> <p>The Proxy vote: Defined and included.</p> <p style="padding-left: 40px;">13 Change to the Constitution</p> <p>Process of change added with clarification.</p> <p style="padding-left: 40px;">14 Administrative changes, grammar and formatting of document done throughout.</p> <p style="padding-left: 40px;">15 Addition of Annexures A – H to the Constitution.</p>		
07.00	<p>Main Document</p> <p><b>1.5</b> Add definition for Management Committee.</p> <p><b>3.6</b> To make funds available, where deemed appropriate, to fulfil the club's initiative towards social responsibility, community goodwill and donations towards training and promotion of disadvantaged athletes.</p> <p><b>4.2</b> Appoint persons and/or suppliers required for the execution of the club's objectives in accordance with ACAC Constitution.</p> <p><b>12.3</b> 50% +1 form a quorum.</p> <p><b>18.8</b> The club's Annual Financial Statements, compiled and Independently Reviewed by an accredited and licenced Chartered or Professional Accountant, must be presented at the AGM.</p> <p>Annexure C:</p> <p>3 The Chairman may not be a member of the Wally Committee.</p> <p>5 Compensation model</p> <ul style="list-style-type: none"> <li>o The ACAC Committee will set a realistic expected return, in consultation with the Race Director, as a basis from where The Wally committee can start their budget process, which will be reviewed annually.</li> <li>o Add additional bullet point: ACAC committee will be involved in the final interviews should there be external applicants.</li> <li>o 10% of each entry will go towards funding The Wally Committee's compensation as approved by the ACAC committee.</li> <li>o The 10% division of the compensation be determined and presented every year to the ACAC committee once the Wally Committee has been structured and appointed.</li> </ul>	All	26 October 2022

This constitution was approved at the ACAC AGM/SGM held on the

26th day of October 2022

at the ACAC Club house, Edinburg Avenue, Clubview, Centurion.

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Chairperson.....*RA*..... Date..... 5 December 2022.....

Secretary.....*BA*..... Date..... 5 December 2022.....

## **ANNEXURE A: HONORARY MEMBERSHIP**

- Honorary Membership is a special form of membership and is the highest honour that ACAC can bestow on a person.
- Honorary Members shall be entitled to all the privileges of membership without payment of annual membership fees.
- An Honorary Member shall be subjected to the Code of Conduct of ACAC. The ACAC Committee reserves the right to terminate the Honorary Membership if the member does not adhere to the code of conduct of ACAC and/or does not honour the norms and values of ACAC.
- The right to nominate and vote at the AGM / SGM is automatically conferred on present active Honorary Members.

### **Honorary Membership is awarded in recognition of either:**

- Services to ACAC and the sport (Club members and Independent members)
- Sporting Achievement (Club members only)

### **Honorary Member (Service)**

- Anyone who has rendered distinguished and valuable service to or on behalf of ACAC and contributed to the aims and objectives of ACAC, over a protracted period, may be considered.
- Honorary Membership can be awarded to:
  - Club Members of ACAC
  - Non-club Members

### **Honorary Member (Sporting Achievement)**

- Any Club Member, who has demonstrated outstanding achievement or performance in their sport (running or walking) at any level in one or more instances, may be considered.
- To be awarded an Honorary Membership (Sporting Achievement), Club Members need to have been a member of ACAC for at least two years.
- Only achievements gained in ACAC (or National or Provincial) colours will be taken into consideration.
- Honorary Membership for Sporting Achievements can thus ONLY be awarded to Club Members of ACAC.

### **Nomination**

- Nominations for Honorary Membership (Service and Sporting Achievement), together with an appropriate support statement specifically detailing the nominee's involvement within ACAC and contributions to it, or sporting achievement(s), must be submitted in writing to the ACAC Committee at least four (4) weeks prior to the AGM of ACAC. A member of ACAC must make the nomination.

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- The nomination must be made on the prescribed nomination document. All relevant sections must be completed and no other form of nomination shall be acceptable.

Complete different sections for:

- Service to ACAC
- Sporting Achievement(s)

**Process to be followed:**

- Upon receipt of any nomination for this award, the Chairperson of ACAC shall refer the nomination to the ACAC Committee. The Committee shall consider the merit of the application against the criteria, and make its recommendation to the AGM for acceptance, unless any objections to the nomination has been received.
- No more than four Honorary Members can be elected in any one calendar year.

**Symbol of Award**

- The recognition of this achievement will be engraved on the Honorary Member Board.

**Guide to Nomination Criteria: Honorary Membership (Service)**

- Honorary Membership (Service) may be recommended for any meritorious contribution to the sport or ACAC. The following do not attempt to be exhaustive guidelines, but rather to give ideas and scope to the types of contribution that could be rewarded.
- Honorary Membership (Service) may be granted by the ACAC Committee on recommendation and may be awarded to:
  1. A Chairperson who has served for at least three (3) years, plus a minimum of three (3) years as a Committee Member and who has rendered distinguished and valuable service to or on behalf of ACAC.
  2. Any Committee Member who has served on the Committee for at least ten (10) years.
  3. Any Club Member who has been a member for at least twenty (20) years and who has rendered distinguished and valuable service to or on behalf of ACAC.
  4. Any Club Member who has rendered exceptional service to the Club but who does not qualify under Clauses 1 to 3, as nominated by a fellow member or Committee Member and approved by the Committee.
  5. Any Club Member who has made a significant contribution to the sport as a referee, technical official, or delegate of the club over an extensive period of time (perhaps 10 years).
  6. Any Club Member who has made a significant contribution to the Club as a coach over an extensive period of time (perhaps 10 years).

All details of the history of his/her contribution should be included on the prescribed nomination document.

**Guide to Nomination Criteria: Honorary Membership (Sporting Achievement)**

- Honorary Membership (Sporting Achievement) may be recommended for any Club Member who has achieved an exceptionally high standard in their sport (running or walking). The following do not attempt to be exhaustive guidelines, but rather to give ideas and scope to the types of sporting performance that could be rewarded.
- Honorary Membership (Sporting Achievement) may be granted by ACAC Committee on recommendation and may be awarded to:
  1. A Club Member who has obtained National Colours in any discipline of running and/or walking.
  2. A Club Member who has obtained a gold medal at any National Championship (running and/or walking).
  3. A Club Member who has obtained a gold medal in any one of the following competitions:
    - Comrades Marathon
    - Two Oceans Marathon (56km)
  4. A Club Member who has obtained special achievement(s) such as:
    - 25 Comrades Medals
    - 25 Two Ocean Medals

A minimum of ten of these medals must be obtained in the colours of ACAC. Also the 25<sup>th</sup> medal must be obtained in the colours of ACAC.

All details of the history of sport achievements should be included on the prescribed nomination document.

## **ANNEXURE B: CODE OF CONDUCT**

The Alpha Centurion Athletics Club (ACAC) is a club with a purpose to promote running, as a sport and as a healthy activity, among our members and in our community. To achieve that purpose, ACAC seeks to build and maintain a community in which every member feels welcome, safe, and supported in all their club activities, running activities, and beyond. In addition, ACAC seeks to represent itself and running in a positive light, in the running and in the general community at large.

This effort requires that all ACAC members act in accordance with the highest social and ethical standards, and with certain basic principles. While ACAC does not seek to dictate all relationships and interactions between its members or between its members and the community, these standards and principles should govern those relationships and interactions at all times.

In keeping with our purpose, all ACAC members shall follow this Code of Conduct in all ACAC activities and in any other activities in which they may be seen as representing ACAC. This includes in-person interactions, telephone communications, mail, e-mails and similar media, social media, and any other modes of action or communication. Some rules of conduct are recommended strongly; others, if regularly flaunted, will imperil an individual's continued membership; while others are strictly mandated, such that even a single violation would be cause for immediate termination.

This Code of Conduct supplements and incorporates the ACAC constitution.

### **Foundational Principles**

1. All ACAC members shall further the spirit of ACAC and running generally, by providing encouragement and support to other club members and by supporting the sport and activity of running in their communities.
2. All ACAC members shall represent ACAC in a professional, courteous, and upright manner at all ACAC functions and while interacting with both members and non-members, acting so as to provide a good role model to their fellow members and to members of their communities.
3. All ACAC members shall respect the fundamental rights, dignity, and value of their fellow members, and of the running and general communities, generally and without regard to sex, gender, race, ethnic or national origin, culture, marital or family status, socio-economic status, religion, political affiliation, age, weight, ability or disability, sexual orientation, or any other suspect category.

### **All ACAC Members Shall:**

- 1 Be a kind, courteous and respectful club member.
- 2 Foster a safe, comfortable, and welcoming club environment for all ACAC members and for everyone you may interact with.
- 3 Encourage your fellow members in their running and related endeavours. Cheer them on at races, wait for and welcome slower runners at group runs, and support their efforts whenever possible.
- 4 Represent the club in a positive manner. Show dignity, truthfulness, respect, and honesty toward your fellow members and the public. Be fair, considerate, and honest in all of your dealings with others, and accept responsibility for your words and actions.
- 5 Look after your fellow club members, and others you may interact with. If someone is struggling during a club run, for example, inform the run host, and make sure they are not left on their own.

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- 6 Be aware of and maintain the laws, standards, rules, regulations, and policies of the community and of the sport, including any running and sport governing bodies.

**ACAC Members Shall Not:**

1. Engage in any action that may damage, disrupt, or impede ACAC activities, property, or reputation, or the activities, property, or reputation of ACAC members or other members of the community.
2. Use abusive or vulgar language, yell, taunt, or threaten physical, verbal, or emotional violence upon another ACAC member, a club or race volunteer, an event spectator, or anyone else you may come into contact with.
3. Seek to impose your personal, religious, or political beliefs or opinions onto others, or represent your beliefs or opinions as those of ACAC.
4. Engage in any discriminatory actions or make discriminatory or derogatory statements, comments, or slurs, including but not limited to any actions, statements, comments, or slurs based on sex, gender, race, ethnic or national origin, culture, marital or family status, socio-economic status, religion, political affiliation, age, weight, ability or disability, sexual orientation, or any other suspect category.
5. Act in any manner that could be deemed as harassment in any form, including but not limited to unwelcomed sexual advances, requests for sexual favors, and verbal, emotional, or physical conduct of a sexual nature.
6. Engage in bullying in any form, including but not limited to any use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others.
7. Engage in any other activity not in the spirit of this Code of Conduct.
8. Social Media - Post content or upload to social media sites, including tone and language that is unbecoming. Never be rude or offensive or post anything that is in violation of this Code of Conduct.

All behaviour deemed inappropriate and unacceptable, particularly if repeated by an ACAC member may subject them to be brought before the disciplinary committee.

I, \_\_\_\_\_, hereby acknowledge that I have read and agree to the content and the spirit of the Alpha Centurion Athletics Club on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

## **ANNEXURE C: THE WALLY HAYWARD MARATHON – OPERATING MODEL**

### **THE NAME OF THE MARATHON:**

The marathon is called **The Wally Hayward Marathon**, hereafter denoted as The Wally. In the case of a title sponsor being on board, the name of the title sponsor will be included in the name, for example: The MiWay Wally Hayward Marathon.

### **1. THE PURPOSE AND INTENT:**

This Document describes:

- The Wally Operating Model.
- The Wally Compensation Model.
- How and when the committee is appointed / selected.

### **2. VISION AND MISSION**

- To present an all-inclusive, safe, affordable, enjoyable and world class experience for runners, whilst giving maximum exposure to our sponsors and ACAC.

### **3. THE WALLY HAYWARD MARATHON:**

- Is owned by Alpha Centurion Athletics Club (ACAC).
- Will be held on the 1st day of May, except if the 1st of May falls on a Sunday. Should this occur, The Wally will be moved on with one day and held on the 2nd day of May.
- Is organised by the Standing Committee, called The Wally Committee.
- The Race Director of The Wally Committee may not be a member of the ACAC club committee, but is duly appointed by the reigning Club Chairman and Club Committee, after the job posting has been advertised and a successful candidate has been identified. The successful candidate must be a member of ACAC.
- The Chairman of the ACAC Management Committee may not be a member of the Wally Committee.
- ACAC reserves the right to outsource the event to an external event organizer.

### **4. THE WALLY HAYWARD COMMITTEE:**

- Executive committee:
  - The committee will consist of the following portfolios which will comprise the Executive Committee. The balance of the committee will consist of portfolios as deemed necessary by the Executive Committee.
    - Race Director
    - Race Manager

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- Route Marshal Manager
- Water Station Manager
- Entries Manager
  
- Non-executive committee members:
  - Treasurer (ACAC Club Treasurer)
  - Parking Manager
  - Social Media Manager
  
- Ad hoc members:
  - Timing Coordinator
  - Start/Finish Coordinator
  - Medals Coordinator
  - Kids Area Coordinator
  - Charities Coordinator

The appointed Race Director is delegated the authority to create a Standing Committee for the purpose of clause 16.1.1 of the ACAC Constitution and to conduct the required activities to ensure the successful execution of The Wally Marathon.

The appointed Race Director, will ensure:

- All activities are conducted within the guidelines of the ACAC Constitution.
- That the image and reputation of ACAC is upheld and maintained at all times.
- That contracts are signed and in place between ACAC and the sponsor(s) of The Wally.
- Meetings are conducted, formal minutes of all discussions and decisions taken are recorded and reported back to the ACAC Executive Committee.
- An approved budget is adhered to. All payments against the budget are to be approved by the Standing Committee and controlled via invoices and receipts.
- Financial risks and liabilities are limited to the bare minimum.

**5. THE COMPENSATION MODEL:**

- The ACAC Committee will set a realistic expected return, in consultation with the Race Director, as a basis from where The Wally committee can start their budget process, which will be reviewed annually.
- The Race Director will appoint the other Wally Committee members to assist with the successful hosting of The Wally.
  - All positions must be advertised and applicants will undergo an interview process.
  - Preference will be given to ACAC members.

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- The Race Director reserves the right to approach individuals to fill the vacant positions.
- Non ACAC members will be considered should the positions not be filled by ACAC members. The ACAC Management Committee will be involved in the final interviews in this case.
- In the case of The Wally not being outsourced to an external event company the Club Committee agreed that The Wally Committee will be compensated for their services as follows:
  - 10% of each entry will go towards funding The Wally Committee's compensation as approved by the ACAC committee.
  - The compensation model is dependent on the basis that the projected return is met.
  - The distribution of the compensation will be determined by The Wally Executive Committee based on the individual contributions of each Committee member. All Committee members, Executive, Non-Executive and Ad-hoc, will form part of the compensation model.
  - The distribution of the compensation will be determined and presented every year to the ACAC Management Committee once the Wally Committee has been structured and appointed.
  - The Management Committee reserves the right to recommend an honorarium towards the Wally Committee at the AGM over and above the compensation agreed to should the expected return be exceeded.

**6. WALLY COMMITTEE TERM OF OFFICE:**

The term of office for the Race Director as well as the Wally Committee is from 1 August to 31 July. During this term the Race Director will have full delegation authority.