Gymnastics NZ Incorporated

General Regulation

Commencement Date

31 July 2025

Gymnastics New Zealand Incorporated
General Regulation

1. Purpose and Status of Regulation

1.1 This Regulation sets out the processes for various matters referred to in the Constitution that are not otherwise provided for in other Regulations, including the procedures for:

- Applying for, and being approved as, a new Member of Gymnastics NZ
- Appointment of Life Members and Honorary Members
- Conducting postal voting for General Meetings; and
- Granting awards.

1.2 This Regulation was adopted by the Board on 31 July 2025 in accordance with Rule 25 of the Constitution.

2. Commencement Date

2.1 This Regulation, as updated, shall take effect and come into force on 31 July 2025.

3. Definitions

3.1 Every reference to the Constitution shall mean the Gymnastics NZ Constitution unless specified otherwise.

3.2 The words and phrases used in this Regulation shall have the same meanings as defined in the Constitution unless otherwise specified.

4. Scope of Regulation and Amendment

4.1 **Scope:** This Regulation applies to all Members of Gymnastics NZ as defined in Rule 4 of the Constitution and all Gymnastics NZ staff, contractors or other relevant persons noted within this Regulation.

4.2 **Amendment:** This Regulation may be amended by the Gymnastics NZ Board in accordance with Rule 25 of the Constitution provided such

amendments are not inconsistent with the Constitution.

5. New Member Clubs / Satellites

5.1 Any organisation(s) or group of individuals seeking to establish a new Member Club / Satellite club or open a satellite venue in accordance with Rule 5.1 of the Constitution, must submit an application to Gymnastics New Zealand (GNZ) for the GNZ Board to approve. The application must include the components outlined in 5.2 - Application Requirements and satisfactorily address all components of 5.3 - Relevant Factors.

5.2 Application Requirements**:** An application under clause 5.1 must be made in writing and include:

a. The proposed name and address of the Club / Satellite;

b. Incorporated Society/Charitable Trust - a list of its principal officers and their contact details; Company – a list of its shareholders and their contact details;

c. The certificate of registration(s) in New Zealand as an Incorporated Society, Charitable Trust with a trust board, or a company;

d. The number of proposed members of the Club / Satellite and proposed codes and programmes;

e. A two-year plan outlining the organisations goals, activities, intended development and key expenditure and income;

f. Incorporated Societies / Charitable Trust – the previous year's financial accounts and 3 trade references; Companies – a statement of solvency and 3 trade references;

g. Proposed club / satellite colours and associated branding;

h. Any letters of support from other relevant third parties.

5.3 Relevant Factors: When considering an application to establish a new Member Club / Satellite, the GNZ Board shall have regard to:

a. The range of Gymnastic Sports on offer and the proposed codes/programmes, activities and initiatives of the Club / Satellite; and the number of proposed members associated with each programme;

b. The number of existing Member Clubs / Satellites in the region;

c. The views of Member Clubs within the region. Each affiliated club within the region will be given an opportunity to submit feedback

regarding the application;

d. The ability of the applicant to comply with the obligations of Member Clubs / Satellites in Rule 5.5 of the Constitution;

e. The Club's / Satellite's future plans and their club values and alignment to GNZ values and strategic priorities;

f. The Club's existing and anticipated financial position informed by information collected in 5.2 e & f; and

g. The proposed club colours and associated branding, in relation to potential conflicts with existing Member Clubs / Satellites.

5.4 Determination: Having considered the application and the matters referred to in paragraphs 5.2 and 5.3 of this Regulation, the Gymnastics NZ Board must then determine whether it will accept or decline the application. Gymnastics NZ may seek further information from the applicant. No application will be approved unless the Club / Satellite is incorporated (in accordance with rule 5.5b of the Constitution), or if it is not incorporated, an approval must be conditional upon such incorporation being registered. In addition, in accepting an application for a new Member Club / Satellite the Board may impose any other conditions on acceptance as it considers appropriate. The Board may, accept or decline an application in its complete discretion, and is not required to provide reasons for such decision, but may do so if it wishes.

5.5 A new club once given provisional affiliation status has 30 days to complete their Safeguarding requirements to be confirmed as a new member club.

6. Honours Committee

6.1 **Functions:** The Gymnastics NZ Board shall from time to time and as required establish an Honours Committee to:

a. Consider any nominations for Life Members and Honorary Members of Gymnastics NZ that have been proposed by Member Clubs or the Board;

b. Give recommendations for election to the Delegates at General Meetings, National Service Award, Meritorious, Life Membership or honorary membership;

c. Call for nominations for the Awards;

d. Keep a record of any criteria used in connection with an Award and ensure such criteria are made available to the Members and share with Gymnastics NZ to ensure history is kept year on year; and

e. Provide any relevant information necessary to support the presentation of any Awards.

6.2 **Composition:** The Honours Committee shall comprise of four Life Members appointed by the Board, a member of the GNZ staff delegated by the CEO (non-voting) and any other individuals invited by the Committee with the express approval from the Board (non-voting). The Chairperson shall be appointed by the GNZ Board.

6.3 **Term of Office**: The term of office for members of the Honours Committee shall be one or two years, as determined by the Board. There is no maximum number of terms for which a member can be appointed.

6.4 **Vacancies:** In the event of a resignation or retirement by any member of the Honours Committee, the Board shall appoint a replacement member.

6.5 **Meetings:** The Honours Committee shall meet as and when required to undertake its functions upon reasonable notice by the Chairperson. Meetings may be held in person, by telephone or online and resolutions may be agreed by email, or other written medium during the meeting with documented minutes of all decisions. A quorum of 3 is required.

6.6 **Voting:** Each appointed member of the Honours Committee shall be entitled to one vote each. The Chairperson shall have a deliberative and, in the case of an equality of votes, a casting vote.

6.7 **Confidentiality:** The deliberations of the Honours Committee shall be kept strictly confidential. However, this requirement shall not prevent the Committee from making such enquiries as it thinks fit in considering nominations for life membership, honorary membership or any awards.

7. Life Members

Under rule 6.1 of the Constitution, life membership may be granted to individuals who are members of Gymnastics NZ in recognition and appreciation of selfless,

distinguished and/or innovative service to Gymnastics NZ for the benefit of Gym Sports in New Zealand. A person must have received a Meritorious Award from the Gymnastics NZ honours committee in the past to be eligible for this award. Only the Board, Member Club or Associate Member may nominate a Gymnastics NZ Member for life membership. Nominations shall be made to the Chief Executive not less than thirty (30) days before the date set for a General Meeting.

7.1 Nominations must be made in writing and must be accompanied by a curriculum vitae detailing the long-term service to Gymnastics NZ for the benefit of sports in New Zealand. The nomination shall also be supported by two referees.

7.2 The Chief Executive shall refer any eligible nominations to the Honours Committee, which shall consider the nominations, and apply the criteria set out in the Constitution to determine if Life Membership should be recommended to the Delegates at a General Meeting.

7.3 If the Honours Committee considers a nominee or nominees should be recommended to a General Meeting, it shall notify the Chief Executive by no later than ten days (10) days before the General Meeting.

7.4 The chairperson of the Honours Committee shall recommend to the Delegates at the General Meeting the nominees, if any, for Life Membership and the Delegates must vote in favour of such recommendation by Special Resolution for it to be granted.

7.5 A Life Member shall be entitled to wear the official emblem of Gymnastics NZ with the words "Life Member" below and shall be entitled to all other rights and privileges set out in the Constitution and Regulations.

7.6 If a Life Member is suspended or expelled, then the GNZ Board can remove their name from the Honour Roll.

8. Honorary Members

8.1 Under rule 6.2 of the Constitution, an individual who is not a Member of Gymnastics NZ may be granted honorary membership in recognition and appreciation of outstanding contributions to the development of Gymnastics Sports in New Zealand.

8.2 Except to the extent set out in this Regulation, the same process as specified in this Regulation for nominations, consideration and election of life members, shall apply to the granting of Honorary Membership.

8.3 An Honorary Member shall be entitled to wear the official emblem of Gymnastics NZ with the words "Honorary Member" below and shall be entitled to all other rights and privileges set out in the Constitution and Regulations.

9. Awards

9.1 **Club Service Awards**:

a. Applications for recognition: Member Clubs can purchase Gymnastics NZ Service Awards to recognise club level coaches, judges and officials, including administrators who have given at least 5 years' service to Gymnastics NZ or any Gymnastics Sports at any level. Awards will also be available for years of service in multiples of 5 years and generally up to 20 years' service. Payment for the award shall be met by the nominating club.

9.2 **National Service Awards**:

In assessing national service, consideration may be given to:

- the scale and reach of impact across the country
- the duration and consistency of contribution
- the influence on national programmes, standards, or governance
- the extent to which the contribution supports the development of the sport beyond a single club or region

Only service above and beyond paid duties is eligible for consideration for GNZ honours. Paid GNZ staff may be considered for National Service or Meritorious Service where the contribution being recognised is beyond their paid duties. A current GNZ staff member may receive honours up to and including Meritorious Service for service beyond their paid role. Life Membership may only be awarded to a GNZ staff member after they have retired or otherwise concluded their paid employment with GNZ.

a. National Service Awards shall be awarded on the recommendation of the Honours Committee to persons who have given service to Gymnastics or any Gymnastic Sport or national volunteer service above and beyond the criteria of a Service Award.

b. Applications for recognition:
All nominations are to be submitted by a Member club and are submitted to the Gymnastics NZ Office.

i. Must be accompanied by a completed nomination form and with the support of at least two referees or two written references;

ii. May be submitted at any time but must be received by the CEO at least thirty (30) days prior to the AGM if they are to be considered in the current year.

c. The award shall be conferred by the Chairman or Chairman's nominee at the AGM or at the earliest public occasion.

d. The holder of a National Service Award shall receive a named award.

9.3 **Meritorious Awards**:

a. Meritorious Awards shall be awarded by an Ordinary Resolution of the AGM on the recommendation of the Honours Committee to persons who have given service to any code under Gymnastics New Zealand's umbrella, which warrants recognition beyond that provided for in Service Awards.

b. Applications for recognition:

i. May be submitted to the Gymnastics NZ Office by Member Clubs. Must be accompanied by a curriculum vitae/form and by at least two references;

ii. May be submitted at any time but must be received by the CEO at least thirty (30) days prior to the AGM if they are to be considered in the current year.

c. The award shall be conferred by the Chairman or the Chairman's nominee at the AGM or at the earliest public occasion.

d. The holder of a Meritorious Award shall be entitled to wear the official emblem of Gymnastics NZ with the words "Meritorious Award" below.

9.4 **Gymnast of the Year Award**:

a. The Gymnast of the Year Awards shall be made in each competitive Gymnastics New Zealand Code, that participates at the Gymnastics New Zealand Championships. The principal criteria for the award

shall be:

i. Gymnastics performance from a Senior International athlete at an international Performance category event, and

ii. Demonstrated attributes of positive sporting behaviour and attitude.

If for any reason there are no Performance category events offered in the calendar year of the award then a Senior International athlete performance at an international Aspiring category event can be used.

b. Applications with supporting information:

i. May be submitted to the CEO by Member Clubs at any time;

ii. Must be received by the CEO no later than the closing date for entries to the Gymnastics New Zealand Championships of the Gymnastics discipline in which the nomination is made for the nomination is to be considered in the current year.

c. The Honours Committee shall consider the nominations received and advise the CEO in writing of the outcome of their deliberations no later than three weeks before the Gymnastics New Zealand Championships. The decision of the Honours Committee is final.

d. The recipients shall be entitled to retain the Gymnast of the Year award until the next respective National Championships. The award shall remain the property of Gymnastics NZ. A plaque commemorating the award shall be presented to each recipient and shall remain the property of the recipient.

10. Breach of Regulation

10.1 Any breach of this Regulation shall be dealt with in accordance with the Constitution and relevant Regulations of Gymnastics NZ, and/or the applicable constitution or regulations of the applicable Member Club.