

## **COMMONWEALTH GAMES ASSOCIATION OF JERSEY**

### **REGULATIONS**

#### **1. INTRODUCTION**

- 1.1 The Regulations of the Association adopted pursuant to clause 14.1 of the Constitution are to be read alongside the Constitution so that together they provide the government of the Association;
- 1.2 A copy of the Constitution and the Regulations of the Association shall be sent to the Honorary Secretary of each Affiliated Body.
- 1.3 Definitions and Terms contained in the Constitution shall have the same meaning in these Regulations.; and

#### **2 ALTERATION TO THE CONSTITUTION AND REGULATIONS:-** (Constitution clause 13)

- 2.1 No alteration of, or addition to, the Constitution and Regulations shall be made except at a General Meeting called in accordance with the Constitution. Any amendment to the Constitution will have to be sanctioned by the Royal Court of Jersey;
- 2.2 Proposed changes to the Constitution and Regulations must be submitted in writing to the Secretary General not later than six weeks prior to the date of the AGM or SGM

#### **3 AFFILIATION TO THE ASSOCIATION:-** (Constitution clause 4)

- 3.1 The following conditions must normally be met to become an Affiliated Body:-
  - 3.1.1 Each Affiliated Body shall be affiliated directly or indirectly to its International Federation and be the representative body of its Affiliated Sport in the Island of Jersey. Where such Affiliated Body is itself comprised of separate Associations, being the representative bodies in the Island of Jersey for different disciplines within the Affiliated Sport (hereinafter referred to as a “Discipline’s Association”), each such Discipline’s Association shall be directly or indirectly affiliated to their respective International Federation. For the purpose of the Team Selection Process referred to in Regulation 17.2 only, each Discipline’s Association will be considered an Affiliated Body;
  - 3.1.2 The constitution of each Affiliated Body and each Discipline’s Association shall be acceptable to the Association;
  - 3.1.3 If the subscription of an Affiliated Body is not paid by 31<sup>st</sup> March in any year it will cease to be affiliated;
  - 3.1.4 A sport must be affiliated before the commencement of the Team Selection Process timetable (normally 3 years prior to the Opening Ceremony of the Games) to be eligible to nominate competitors. Should the representative body change for any reason, such change shall not disqualify a representative of that sport being selected for the next Games.

- 3.2 The period commencing with the Annual General Meeting immediately following a Games and ending with the AGM immediately following the next Games shall be known as a Games Cycle (normally a four year period).
- 3.3 During the period of a Games Cycle each Affiliated Body shall be classified as either:-
- 3.3.1 A Participating Affiliated Body, if its Affiliated Sport is scheduled to be competed at the next Games; or
- 3.3.2 A Non-Participating Affiliated Body, if its Affiliated Sport is not scheduled to be competed at the next Games.
- 3.4 In setting the level of its annual subscriptions for Affiliated Bodies at the Annual General Meeting the Association may, if it sees fit, set different annual subscription amounts for Participating and Non-Participating Affiliated Bodies.
- 3.5 In the event of exceptional and unforeseen circumstances occurring during a Games Cycle resulting in an Affiliated Sport which was previously scheduled to be competed at the next Games being withdrawn from the Games or in an Affiliated Sport which was previously not scheduled to be competed at the next Games being included in the next Games, the classification of the Affiliated Body shall be changed and subscription levels for the entire Games Cycle may be adjusted accordingly; and

#### **4 OFFICERS:-** (Constitution clause 5)

- 4.1 The term of office of the officers shall be four years. Officers shall remain in office until the Annual General Meeting in the year following the conclusion of the next Games;
- 4.2 Officers shall be eligible for re-election subject to 4.3 below;
- 4.3 The President and Vice President shall serve no more than two terms in the same office (8 years) in total and other Officers shall serve for no more than three terms in the same office or position (12 years);
- 4.4 Any vacancy arising during any such four year period shall be filled by an election held at the Annual General Meeting following such vacancy. A successor shall be elected for the remaining part of the term for the position that has been vacated. In the interim the Council may appoint a temporary successor;
- 4.5 Nomination for office shall be made by Council members or Affiliated Bodies, in writing and signed by the nominee, to reach the Secretary General six weeks prior to the meeting;
- 4.6 Nominees may be proposed and seconded by any two Council members or by any Affiliated Body whose nomination letter should indicate the names of the proposer and seconder;
- 4.7 Such nominations may be accompanied by a CV of the nominee of no more than 300 words;
- 4.8 At the meeting at which any election is taking place the proposer and/or the seconder of nominees may address the meeting for a maximum of three minutes to provide voting delegates with information about the nominee;
- 4.9 Where insufficient nominations are received to require a ballot, those formally nominated will be elected. Nominations may be accepted from the floor for the remaining positions, provided the nominee agrees;
- 4.10 Voting shall be as Regulation 15 (Voting).

#### **5 DUTIES OF OFFICERS**

- 5.1 The Officers shall be responsible to the Council for the day to day running of the Association and will meet as and when required to do so;
- 5.2 The Officers will report to the Council on the day to day running of the Association on at least, four occasions per year;
- 5.3 The Officers will have the authority to appoint sub committees or co-opt members only for specific purposes and for the time required to fulfill those purposes;
- 5.4 The Officers will be responsible for the appointment of a Public Relations Officer.

## **6 DUTIES OF THE PRESIDENT**

The President's duties will include:-

- 6.1 Acting as Chairperson at meetings;
- 6.2 Representing the Association at official Commonwealth Games events and appropriate meetings of Commonwealth Games groups;
- 6.3 Ensuring that the affairs of the Association are carried out in accordance with the Constitution and Regulations.

## **7. DUTIES OF VICE PRESIDENTS**

The Vice President's duties will include :-

- 7.1 Acting as Chairman in the absence of the President;
- 7.2 In the absence of the President, representing the Association at official Commonwealth Games events and appropriate meetings of Commonwealth Games groups;
- 7.3. As a Vice President and Officer of the Association, to ensure that the affairs of the Association are carried out in accordance with the Constitution and Regulations.

## **8. DUTIES OF THE SECRETARY GENERAL**

The Secretary General's duties will include:-

- 8.1 Supervision of all the duties appertaining to that office and in accordance with the instructions of the Council;
- 8.2 Preparation of all convening notices, keep regular minutes of all meetings and keep copies of all correspondence;
- 8.3 Preparation of an Annual Report, to be presented at the Annual General Meeting, after having been first submitted to the Council for its approval;
- 8.4 Provision of effective liaison between the Association and the Federation.

## **9 DUTIES OF THE TREASURER**

The Treasurer's duties will include:-

- 9.1 Administering the finances of the Association and keep account of all monies received and paid on behalf of the Association and to report the state of the finances to the Council;
- 9.2 Arranging appropriate bank accounts together with appropriate mandates so that signatories to the accounts shall be any two of the President, Vice-President, Treasurer and Secretary General, or as deemed necessary by Council;

9.3 To submit his/her financial statement to the Council before presenting it to the Annual General Meeting.

**10. COUNCIL:-** (Constitution clause 6)

10.1 The Council shall meet at least four times per year and at least 14 days' notice will be given;

10.2 The quorum for Council meetings shall be the lesser of:-

10.2.1 At least 50% of persons entitled to vote as per Regulation 15 (including both Affiliated Body delegates and Officers); or

10.2.2 At least 50% of Participating Affiliated Bodies represented by at least one delegate and at least 50% of Officers; and

10.3 For the avoidance of doubt whilst under the requirements of 10.2.2, Non-Participating Affiliated Bodies do not form part of the quorum requirement for Council meetings their rights to receive notice, attend and vote at all Council meetings are not affected by Regulation 10.2.2.”; and

10.4 If a quorum is not achieved, the meeting will be adjourned and a further seven days' notice given. On the second date set, the meeting shall proceed with those in attendance;

10.5 The President, or in his absence the Vice President shall chair all meetings or in the absence of such Officers, the meeting shall appoint one of its members to act as Chairperson for the duration of that meeting.

**11 DUTIES OF THE COUNCIL**

The duties of the Council shall include:-

11.1 Ensuring that the objectives of the Association are carried out;

11.2 Deciding matters not provided for in the Constitution and Regulations;

11.3 Filling any temporary vacancies which may occur under Rule 4;

11.4 Ensuring that the conditions of Regulation 9 (Duties of the Treasurer) are carried out;

11.5 Having the power to appoint a Medical Adviser and/or a Legal Adviser.

**10 LIFE MEMBERS AND PATRONAGE:-** (Constitution clause 8)

12.1 The rules for nomination and election of Life Members shall be the same as for the nomination and election of Officers of the Association;

**13 ANNUAL GENERAL MEETING:-** (Constitution clause 9)

13.1 Each Affiliated Body may nominate a maximum of three delegates to represent them and cast votes;

13.2 The names of the delegates shall be with the Secretary General before the opening of the meeting;

**14 SPECIAL GENERAL MEETING**

- 14.1 Representation and quorum shall be according to Annual General Meeting;
- 14.2 No proposition or subject shall be discussed at a Special General Meeting other than that mentioned in the notice convening the meeting;
- 14.3 Voting shall be as Regulation 15 (Voting).

## **15 VOTING**

- 15.1 Votes at Council Meetings, AGM's and SGM's shall only be cast by attendees appointed to vote on behalf of their Affiliated Body and the Officers;
- 15.2 Each Affiliated Body including both Participating Affiliated Bodies and Non-Participating Affiliated Bodies, shall be entitled to one vote per delegate entitled to attend and actually present at the meeting (two voting delegates at Council Meetings (Constitution Clause 6.2) and three voting delegates at Annual and Special General Meetings (Regulations 13.1 and 14.1 respectively).
- 15.3 Officers in attendance at the meeting shall have 1 vote each;
- 15.4 Life Members and Patrons do not have a vote;
- 15.5 A vote will be decided by a show of hands or at the discretion of the Presiding Chair, or at the request of the meeting, by ballot. The result to be declared by the Presiding Chair. When a ballot is called for, two scrutineers shall be appointed;
- 15.6 In the event of an equality of vote, the Chairperson, in addition to his or her own vote shall have a casting vote;
- 15.7 All resolutions and elections at General Meetings shall be carried by a simple majority except those resolutions seeking to amend the Constitution which must satisfy Clause 12 of the Constitution (Amendments to the Constitution) and any elections involving more than two candidates.
- 15.8 If three or more nominations are received for one appointment of an Officer or Official of the Association, a secret ballot shall be conducted and after the first ballot, the names of any candidates getting less than 10 per cent (10%) of the votes of those present and entitled to vote shall be eliminated or the name of the candidate getting the least number of votes, if more than ten per cent (10%). If, however, any candidate at any stage of the voting receives more than 51 percent (51%) of the votes of those present and entitled to vote, he shall be declared elected. The same procedure as stated herein will, if necessary, be carried out until two candidates remain and the election will then be decided by a simple majority vote

## **16 RESIGNATION**

- 16.3 An Officer of the Association wishing to resign or an Affiliated Body wishing to resign membership of the Association must give the Secretary General written notice of their resignation. Resignation shall only take effect when this has been complied with;
- 16.2 Notwithstanding the provision of Regulation 16.1, an Affiliated Body whose subscription is more than 3 months in arrears shall be deemed to have resigned. Where the membership of an Affiliated Body shall be terminated in this way they shall be informed in writing that they are no longer an Affiliated Body by notice handed to them or sent by post to their last known address.

## **17 TEAM SELECTION**

- 17.1 The Council shall instigate the selection of a Team Jersey consisting of Sports Participants, Managers and Officials to represent Jersey at each Commonwealth Games;
- 17.2 Those chosen to represent Jersey will be as a result of the Team Selection Process as set out by the Association from time to time;
- 17.3 The Council shall approve, and review when appropriate, the Association's Anti Doping Policy which forms an appendix to these Regulations. The Policy states clearly that the Association strongly disapproves of doping in sport and does not regard it as appropriate that Team Jersey should include athletes or other individuals (including but not limited to coaches, medical and administrative staff) who have doped or been found guilty of a doping offence including but not limited to the supply or trafficking of prohibited substances.
- 17.4 All Jersey competitors must be holders of a British passport;
- 17.5 A competitor shall be considered to be eligible to represent Jersey at the Commonwealth Games if he/she meets any one of the following:-
  - 17.5.1 He/she is born in Jersey;
  - 17.5.2 He/she has a parent that was born in Jersey;
  - 17.5.3 He/she represented Jersey on his/her last occasion that he/she participated in the Commonwealth Games;
  - 17.6.1 A competitor may also be considered to be eligible to represent Jersey at the Commonwealth Games, if he/she has resided in the Bailiwick of Jersey for a continuous period of at least three years immediately prior to the Commonwealth Games. For the avoidance of doubt, the immediately prior three-year period shall mean the three-year period that immediately precedes the "final entries deadline" date of the relevant Games as determined by the respective Organising Committee ("Continuous Residency"), and has qualified resident status in accordance with Regulation 1(1) of the Housing (General Provisions) (Jersey) Regulations 1970 (as amended) (the "Regulations") amended from time to time or who falls outside these Regulations but who otherwise has resided in the Bailiwick of Jersey lawfully as a lodger or licensee for a continuous period of at least 3 years;
  - 17.6.2 He/she has obtained dispensation in accordance with Byelaw 17 of the CGF Constitution;
- 17.7 The President and the Secretary General of the Association will have the right to attend the Games as representatives of the Association and will be members of the Team Jersey.

## **18 YOUTH GAMES**

The Association shall recognize the Commonwealth Youth Games as an associated event to the Games and shall offer support in the selection of a team and, where possible, assist financially.

*Incorporated in the Royal Court on Friday 20th August 2010*

*As amended by a special general meeting held on April 23, 2016*

*As further amended by a special general meeting held on April 7, 2021 and confirmed with the Royal Court on April 14, 2021.*