



Rules and Regulations

Edition 5.0



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1 THE ORGANISATION

1.1 DEFINITIONS

1.1.1 The Australian Stage Combat Association- Henceforth, The Australian Stage Combat Association will also be referred to as ASCA.

1.1.2 Management Committee- Henceforth referred to as the ASCA MC, or MC, refers to seven individuals elected on a yearly basis by the members to run the association.

1.1.3 Associate Member- Henceforth, the term Associate Member will refer to an individual that has been accepted into the association and has no fees owing. Associate Members are held to all the restrictions and obligations of full Members, however Associate Members hold no voting rights.

1.1.4 Member- Henceforth, the word Member will refer to an individual that has been accepted into the association and has no fees owing.

1.1.5 Combatant- Henceforth the term Combatant will refer to any individual that is currently studying Stage Combat.

1.1.6 Certified Combatant- Henceforth the term Certified Combatant will refer to any individual that is currently certified in Stage Combat, at any level.

1.1.7 Certification- Henceforth the term Certification will refer to the formal process of assessing an individual's ability as a Stage Combatant.

1.1.8 Clause & Section- Henceforth, for the purpose of this document all references to 'clauses' will refer to points within the Associations Incorporation Act 2009, and all references to 'Sections' will refer to portions of the ASCA R&R's document.

1.1.9 ASCA Policies and Procedures Framework- Henceforth the term ASCA Policies and Procedures Frame Work shall refer to the compendium of any and all documents that lay out or describe the details of any form or function within the organisation. This Framework includes; but is not limited to: the ASCA Rules & Regulations (also to be known as the R&R's), the ASCA Code of Conduct (also to be known as the COC), the ASCA Business Procedures (also to be known as the BP), the ASCA Strategic Business Plan (also to be known as the SBP), and all ASCA Curriculum.

1.1.10 Stage Combat- At ASCA we believe the term Stage Combat to refer to the philosophical and theoretical study of martial arts and combat for use in theatrical situations.

1.1.11 Theatrical Violence Moment- Is the practical application of combined knowledge and techniques used to create the illusion of physical conflict, violence and aggression in theatre, film or television.



2 MEMBERSHIP

Regardless of Membership Level or Certification Ranking within the association, all financial members are held accountable to the ASCA Policies & Procedures Framework, and all entitlements or restrictions listed within these documents. All information contained within these documents remains the rightful and lawful Intellectual Property of The Australian Stage Combat Association regardless of membership status being current, suspended, or revoked, and no individual is permitted to release any of this information outside of the association without the written permission of the residing MC.

2.1 LEVELS OF MEMBERSHIP

2.1.1 Associate- A dues paying member of ASCA who does not hold Combatant certification or any other rank within the association; and may reside anywhere in the world. Associate Level Membership must be renewed each year and does not allow the individual the right to vote on association matters.

2.1.2 Combatant- Membership at this level is open to any individual who is currently studying Stage Combat with any Instructor under the ASCA System, and or, has completed and passed all current requirements under the ASCA system at either the Basic, Intermediate or Advanced Level. Combatant Level Membership needs to be renewed each year and allows the individual one vote on association matters. *(See Section 4).*

2.1.3 Certified Stage Combat Instructor- Membership at this level is open to any individual that has completed and passed all current requirements under the ASCA system at either the Level 1, Level 2 or Full Instructor Level. Instructor Level Membership needs to be renewed each year and allows the individual one vote on association matters.

2.1.4 Certified Fight Director- A member of ASCA who has completed the Basic, Intermediate and Advanced Levels of certification, has fulfilled and passed all the requirements of the 'Certified Stage Combat Instructor' Certification Level and fulfilled and passed all the requirements of the 'Fight Director' Certification Level. Certification at this level allows the holder to teach the ASCA Basic, Intermediate Advanced, Instructor and Fight Director curriculums, and is valid for as long as the individual remains a Member of ASCA. As per the ASCA '**Code of Conduct**' and '**Strategic Business Plan**', each ASCA Instructor and Fight Director is required to continue to maintain currency of their skills and knowledge through additional research and training and may be restricted in duties if they do not meet these requirements.

2.1.5 Fight Master- The rank of Fight Master is reserved for members of ASCA in recognition of dedication and service to the art form of Stage Combat and to the organisation of ASCA in general. To be eligible an individual must have held the rank of Fight Director (from any recognised organisation/society) for a minimum of ten years, have a minimum of three references from other recognised industry professionals and receive a majority decision vote by the ASCA MC. The candidate must possess exceptional skill and knowledge in all of the weapon categories within the ASCA system and be seen to be continuously striving to improve and spread the knowledge base of ASCA. All Fight Masters will become Life Members of ASCA and will not need to renew this certification.

2.1.6 Honorary Member- An individual whose external qualifications are recognised by ASCA without formal assessment. Honorary Membership to ASCA is granted to an individual in recognition of their services to, and outstanding contribution to, the art form of Stage Combat. Honorary Membership is conferred by a majority vote of the MC and is issued for life. Honorary Members do not carry voting privileges but are to be held to all of the association's Rules & Regulations and may be disciplined in the same manner as any other member under the stipulations set forth in this document. Honorary Membership can be bestowed at any of the above rankings in recognition of an individual's prior achievements with another organisation.

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2.2 MEMBERSHIP FEES

2.2.1 Membership Fees must be paid, by all members, in addition to Assessment Fees.

2.2.2 Membership Fees are paid yearly and are due on, or by, the 30th of June each year and will expire on the 30th of June the following year.

2.2.3 Membership Fees may be paid by cheque, or money order made out to: The Australian Stage Combat Association, or by electronic transfer or cash payments.

2.2.4 Membership Fees may be paid directly to any of the residing MC members and forwarded immediately to the Treasurer or Secretary asap.

2.2.5 ASCA Membership Fees are as follows (*all monies are in AUD*);

		1 Year	3 Years
2.2.5.1	Application Fee (paid once only)	\$ 30.00	
2.2.5.2	Associate Membership	\$ 20.00	\$ 55.00
2.2.5.3	Combatant Membership	\$ 30.00	\$ 80.00
2.2.5.4	Instructor Membership	\$ 40.00	\$100.00
2.2.5.5	Fight Director Membership	\$ 50.00	\$130.00
2.2.5.6	Fight Master Membership	\$ N/A	\$ N/A
2.2.5.7	Honorary Membership	\$ N/A	\$ N/A

2.2.6 Membership Fees are subject to change.

2.2.7 All Fees are to be sent directly to the Treasurer or paid in person to any of the residing MC Members, by the end of the financial year (**June 30th**), or may be paid for the duration (**3 years**) of your current level of certification. Please include the following information along with your payment:

- 2.2.7.1 Name
- 2.2.7.2 Address (current)
- 2.2.7.3 Date of birth
- 2.2.7.4 Email Address
- 2.2.7.5 Telephone
- 2.2.7.6 Mobile (optional)
- 2.2.7.7 Fax (optional)
- 2.2.7.8 Membership Level
- 2.2.7.9 Certification Details
- 2.2.7.10 Certification Level
- 2.2.7.11 Date of Certification
- 2.2.7.12 Instructors Name
- 2.2.7.13 Examiners Name
- 2.2.7.14 Membership Number

2.3 MEMBERSHIP ENTITLEMENTS AND LIMITATIONS

2.3.1 ASCA membership binds individuals to the R&R's, COC and all other behavioural and professional conduct documents included in the ASCA Policies & Procedures Framework, relevant to the individual's Membership Level.

2.3.2 ASCA Membership entitles you access to various closed ASCA documents of research and information regarding Stage Combat history and development.

2.3.3 ASCA Membership includes access to specialised support and training.

2.3.4 ASCA Membership grants you constant direct contact, communication and support of any ASCA Management Committee staff, within reason.

2.3.5 ASCA Membership entitles you to a vote on any and all topics and referendums pertaining to the ASCA Policies and Procedures Framework, including documents such as the association's: Rules & Regulations, Code of Conduct, Business Procedures and Management Committee personnel changes throughout the year.

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2.3.6 At no time may any member promote himself or herself as, or perform services or duties such as teaching or choreographing Stage Combat, that are above their current certification ranking, without the specific, and written, permission from their Mentor and the MC.

2.3.7 No member is permitted to change, modify or adjust ASCA curriculum at any time.

2.3.8 No member is to conduct business meetings or make any kind of business agreements on behalf of ASCA without written consent from the MC.

2.4 MEMBERSHIP RESPONSIBILITIES

2.4.1 All members are responsible for notifying the Secretary of ASCA of any changes of address or contact details pertaining to themselves.

2.4.2 All members have the responsibility of acting professionally and responsibly, in public and private, at any time that they may seem to be representing, speaking and or acting for, or on behalf of ASCA.

2.4.3 All members are responsible for the care and safety, both physically and emotionally, of themselves, their training partners and members of the general public at any time that they are either training or performing, for or with ASCA, and or an ASCA certified body.

2.4.4 2.4.4 All Members are obligated to inform the MC of any and all medical conditions they currently suffer from, and also immediately inform the MC of any new conditions they may develop at any time during the course of their membership with the association, that may directly affect their ability to ensure their safety, or the safety of others whilst training or performing Stage Combat. All medical information will be kept strictly private and confidential unless:

2.4.4.1 The students' consent is given to disclose said information, or:

2.4.4.2 Failure to disclose information would put the safety of other members at risk.

2.4.5 ASCA shall disclose no more personal information in the circumstances described in subsections **2.4.4.1** and **2.4.4.2** than is reasonably necessary to protect fellow members.

2.4.6 Failure to inform the MC of medical conditions may result in immediate cessation of training privileges, and or, membership.

2.5 MEMBERSHIP AND CERTIFICATION

2.5.1 In order to certify as a Combatant at any level within ASCA, all participants are required to become, and remain, a financial member of the association in order to receive and maintain the certification and by doing so will have access to ASCA services and support, and they will therefore be held accountable under the stipulations within this document.

2.6 MEMBERSHIP QUALIFICATIONS

2.6.1 A person is eligible to be a member of the association if, and only if:

2.6.1.1 the person is a natural person,

2.6.1.2 is proved to be 18yrs of age or older, and

2.6.1.3 the person has been nominated and approved for membership of the association in accordance with **(Section 2.7)**

2.6.2 A person is taken to be a member of the association if:

2.6.2.1 the person is a natural person,

2.6.2.2 the person was:

2.6.2.2.1 in the case of an unincorporated body that is registered as the association- a member of that unincorporated body immediately before the registration of the association, or

2.6.2.2.2 in the case of an association-a member of that other association immediately before the amalgamation, or

2.6.2.2.3 in the case of a registrable corporation that is registered as an

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association- a member of the registrable corporation immediately before that entity was registered as an association

2.6.3 A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association was made.

2.6.4 A person is taken to be a member if they have paid all fees and dues owed to the association in accordance with **(Section 2.2.6 of these Rules & Regulations)**.

2.7 APPLICATION FOR MEMBERSHIP

2.7.1 Application for membership of the association:

2.7.1.1 May be made by any member of the public by completing the official 'ASCA Membership Application Form', and lodging the form and the required, non-refundable, Application Fee with the MC.

2.7.1.2 The Application Form must then be 'Seconded' by a current Member with a Ranking of no less than Level 1 Instructor. If the form is not 'Seconded' the application will be rejected.

2.7.1.3 This form and payment must then be lodged with the Secretary of the association.

2.7.2 As soon as practicable after receiving a nomination for membership, the Secretary must refer the nomination to the MC, which is to determine whether to approve or reject the nomination. The association reserves the right to deny nomination without reason.

2.7.3 As soon as practical after the committee makes that determination, the Secretary must:

2.7.3.1 Notify the nominee, in writing or by email or oral notification, that the committee approved or rejected the nomination (whichever is applicable), and

2.7.3.2 Once the application has been approved by the MC, the applicant must pay the required, and level appropriate, 'Membership Fee' within **28 days** of notification that the application has been approved.

2.7.4 The secretary must, on payment by the nominee of the amount referred to in **(Section 2.2.6)** within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being entered, the nominee becomes a member of the association.

2.8 CESSATION OF MEMBERSHIP

2.8.1 A person ceases to be a member of the association if the person:

2.8.1.1 dies, or

2.8.1.2 resigns membership, or

2.8.1.3 is expelled from the association.

2.8.1.4 or fails to pay membership renewal fee as per **2.5.1**

2.9 MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

2.9.1 A right, privilege or obligation, which a person has by reason of being a member of the association:

2.9.1.1 is not capable of being transferred or transmitted to another person, and

2.9.1.2 terminates on cessation of the person's membership.

2.10 RESIGNATION OF MEMBERSHIP

2.10.1 A member of the association is not entitled to resign membership except in accordance with this rule.

2.10.2 A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from the association by first giving to the Secretary written notice of at least one month (or such other period as the committee may deter-

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mine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

2.10.3 If a member of the association ceases to be a member (*under Section 2.8*), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

2.10.4 Upon cessation of membership, either voluntarily or removal, there will be no refund of paid fees.

2.11 REGISTER OF MEMBERS

2.11.1 The Secretary of the association must establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.

2.11.2 The register of members must be kept at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour.

2.11.3 A member of the association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the committee, that other amount. The only information that will be made available by these means is a list of names of current members of the association and their current ranking within the association. No other personal details will be divulged at any time to any persons except Management Committee members.

2.12 FEES AND SUBSCRIPTIONS

2.12.1 A member of the association must, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the committee (*refer to 2.2.6*), that other amount within 30 days of approval. This amount is to be referred to as the Application Fee; and is a one-time payment, as long as the person remains a constant member of the association. If an individual lets their membership lapse, or, is removed from membership for any reason and wishes to re-join the association the payment of this fee will be applicable again.

2.12.2 In addition to any amount payable by the member under clause (*2.12.1*), a member of the association must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the committee (*refer to 2.2.6*), that other amount, within 30 days of approval.

2.12.3 All fees and monies owing are due on or by the 30th of June each year for the year following.

2.12.4 All Members will receive one (1) Renewal Notification, and one (1) Final Notice notification of due fees. If a member fails to pay their dues, within the due date, their membership and certification will be considered to be null and void, and that person will be required to re-certify at their current level.

2.13 MEMBERS' LIABILITIES

2.13.1 The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause (*2.2.6*).

2.14 RESOLUTION OF INTERNAL DISPUTES

2.14.1 Disputes between members (in their capacity as members) of the association, and disputes between members and the association, should at first be attempted to be resolved internally, with the MC residing over proceedings.

2.14.2 Disputes between members (in their capacity as members) of the association, and disputes

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between members and the association, that are unable to be resolved internally are to be referred to a community justice centre for mediation in accordance with the **Community Justice Centres Act 1983**.

2.14.3 At least **7 days** before the mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

2.15 DISCIPLINING OF MEMBERS

2.15.1 A complaint of 'Misconduct' may be made to the MC by any person, being a Member of ASCA or not, that a member of the association has:

2.15.1.1 persistently refused or neglected to comply with a provision or provisions of these rules, or

2.15.1.2 persistently and willfully acted in a manner prejudicial to the interests of the association.

2.15.2 On receiving such a complaint, the committee:

2.15.2.1 must cause notice of the complaint to be served on the member concerned, and

2.15.2.2 must give the member at least **14 days** from the time the notice is served within which to make submission to the committee in connection with the complaint, and

2.15.2.3 must take into consideration any submissions made by the member in connection with the complaint.

2.15.2.4 After the initial notice is served the accused Member will have **14 days** to reply. If the Member does not reply within this time frame the MC will be required to send one **(1)** further reminder to the Member, if the member refuses to reply to this second notice then the MC will make its decision based on the facts at hand.

2.15.2.5 The MC may, after considering the complaint and any submissions made in connection with the complaint, if satisfied that the facts alleged in the complaint have been proved, by resolution and depending upon the infringement, suspend a member for a period of up to two **(2)** years, or expel them from membership of the association indefinitely.

2.15.2.6 All suspended members are still held to the standards set out in the ASCA Policies and Procedures Framework. Any further breaches of the ASCA Policy and Procedures Framework made by a suspended member may result in immediate dismissal from the association, and potential legal action.

2.15.2.7 All information contained within the ASCA Policies & Procedures Framework are the 'intellectual property' of the association and may not be divulged by any individual, being either a financial, suspended or expelled member at any time without the written permission of the MC.

2.15.3 If the committee expels or suspends a member, the Secretary must, within **7 days** after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the MC for having taken that action, and of the members' right of appeal under clause **(2.16)**.

2.15.4 The expulsion or suspension does not take effect:

2.15.4.1 Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

2.15.4.2 If within that period the member exercises the right of appeal, unless, and until, the association confirms the resolution under **(Section 2.15.3)**, whichever is the later.

2.15.5 If a Member intentionally acts in bad faith or acts maliciously, criminally or otherwise, in addi-

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tion to other disciplinary action, ASCA may:

- 2.15.5.1** Seek to recover from the individual the cost of any damages, or
- 2.15.5.2** where a breach is beyond the scope of ASCA's jurisdiction, then an individual may be reported to the relevant authorities.

2.15.6 If a Member is found to be in breach of the conditions listed in this document or in the Code of Conduct, that individual will be subject to disciplinary actions which may include but are not limited to the following:

- 2.15.6.1** Written or verbal reprimand, including a formal cautioning and incident report being filed.
- 2.15.6.2** Counselling by the MC on behaviour.
- 2.15.6.3** Suspension of Membership and all rights and privileges contained therein.
- 2.15.6.4** Dismissal from the association.

2.15.7 Reporting to the police or some other governmental body for legal investigation.

2.15.8 In certain cases where a conflict of interest may be seen to exist between an accused member and the MC, the MC may elect to appoint a Case Officer to investigate the infringement. The Case Officer will be required to remain impartial at all times. They will be expected to speak to both parties, and third parties if necessary, gather additional information and documentation, and present their findings to the MC for decision.

2.16 RIGHT OF APPEAL OF DISCIPLINED MEMBER

2.16.1 A member may appeal to the association at a General Meeting, or if necessary a Special General Meeting, against a resolution of the committee under rule **(2.14 and 2.15)**, within **7 days** after the notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

2.16.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely upon for the purpose of their appeal.

2.16.3 On receipt of a notice from a member under clause **(2.16.1)**, the Secretary must notify the committee, which is to convene a General Meeting, or a Special General Meeting, of the association to be held within **28 days** after the date on which the Secretary received the notice.

2.16.4 At a Meeting of the association convened under clause **(5.3)**:

- 2.16.4.1** no business other than the question of the appeal is to be transacted, and
- 2.16.4.2** the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- 2.16.4.3** the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

2.16.5 If at the General Meeting the association passes a Special Resolution in favour of the confirmation of the resolution, the resolution is confirmed.

2.16.6 All Members accused of a breach have the right to request a Member of the MC to act as a mediator in cases where a conflict of interest may exist between the accused Member and another Member of the MC.

- 2.16.6.1** If the MC has already appointed a Case Officer, the requested person cannot be the same person.
- 2.16.6.2** All members of the MC have the right to refuse the request to be a mediator.

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3 THE COMMITTEE

3.1 THE MANAGEMENT COMMITTEE

- 3.1.1 President
- 3.1.2 Vice President
- 3.1.3 Secretary
- 3.1.4 Treasurer
- 3.1.5 Standard Committee Member
- 3.1.6 State Representatives

3.2 DEFINITION OF THE MANAGEMENT COMMITTEE

3.2.1 Definitions and Job Descriptions of the elected MC Members are as follows:

3.2.1.1 President- This person is appointed by a majority vote by the membership for a term of **1 year** and maintains a vote on the MC. They are the executive head of the association. His, or her, primary function is to create an artistic vision and direction for the association, including curriculum change, growth initiatives, advertising strategies and promotion of the association nationally and internationally. They are to ensure that the organisational structures that make up ASCA are being run effectively, and to attempt financial and professional growth for the association while ensuring that all areas of the operation are serving the membership.

3.2.1.2 Vice President- This person is appointed by a majority vote by the membership, for a term of **1 year** and maintains a vote on the Management Committee. His, or her, primary functions are:
1. to assist the President in the general running of the association, undertake any and all reasonable requests by the President with regards to the coherent running of the association, and
2. To oversee the general running of all Working Parties, thereby ensuring they are managing to achieve set tasks and create new incentive and growth ideas for the association. This person works directly with the President and the Secretary.

3.2.1.3 Secretary- This person is appointed by a majority vote by the membership, for a term of **1 year** and maintains a vote of the Management Committee. His, or her, primary function is to be responsible for the maintenance, collection and dissemination of information to the various areas of the association and its membership. This person maintains all records of membership and certification as well as all minutes of official meetings and changes of policy and ensures that all parties and members are informed of any and all new documentation.

3.2.1.4 Treasurer- This person is voted in by membership for a term of **1 year** and maintains a vote on the Management Committee. His, or her, primary function is to be responsible for collecting all monies and fees owed to the association, creating and maintaining a financial portfolio for the association, creating a budget for each area of operation and supervising that financial activity. They are also responsible for maintaining the association's books and financial reports for any government agencies that require that information. This person works directly with the Secretary to ensure all reporting, documentation and fees are forwarded to the appropriate agencies and institutions within the legal time frames.

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3.2.1.5

Standard Committee Member- There are **three (3)** SCM positions in the ASCA MC. These persons are voted in by membership for a term of **1 year**. Each of these people have the right to, and are expected to, attend all meetings and each holds a single vote on all topics. They are equal members of the MC who may be called upon by the MC to assist with tasks as allocated or to represent the MC Working Parties as required.

3.2.1.6

State Reps- These people may be nominated to their position by any financial member, they are then voted in by a majority MC decision for a term of **1 year**. They are the official MC representatives for ASCA Members in their area and as such are responsible for acting as a conduit for members in their area to send and receive information to and from the MC and to spread the word and promote the association in their area. State Reps will therefore need to be familiar with all of ASCA's official documentation and to act responsibly and professionally at all times when they may be seen to be representing the association. State Reps will be provided with the official 'State Rep Job Description' document upon appointment and will strive to fulfil their obligations to the best of their ability.

3.3 POWERS OF THE COMMITTEE

3.3.1 The committee is to be called the Management Committee (**MC**) of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in General Meeting:

3.3.1.1

is to control and manage the affairs of the association, and

3.3.1.2

may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members of the association, and

3.3.2 Has the power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

3.4 CONSTITUTION AND MEMBERSHIP

3.4.1 Subject in the case of the first members of the committee to **Section 21 of the Act**, the committee is to consist of:

3.4.1.1

the office-bearers of the association, and

3.4.1.2

Three ordinary members, to be known as Standard Committee Members, each of whom is to be elected at the annual general meeting of the association under **clause 3.5** of this document.

3.4.2 The office-bearers of the association are to be:

3.4.2.1

the President

3.4.2.2

the Vice-President

3.4.2.3

the Treasurer, and

3.4.2.4

the Secretary

3.4.3 Each member of the MC is subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the members' election; but is eligible for re-election.

3.4.4 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

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3.5 ELECTION OF THE MANAGEMENT COMMITTEE

3.5.1 Nomination of candidates for election as office-bearers of the association or as ordinary members of the committee:

- 3.5.1.1** may be made in writing, and delivered, or sent by means of electronic communication, to the Secretary at least **24hrs** prior to the set date of an AGM
- 3.5.1.2** further nominations may be made in person, or by proxy, at the AGM prior to voting beginning
- 3.5.1.3** must be seconded by a Member in good standing of the association.

3.5.2 If insufficient nominations are received to fill all the vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the Annual General Meeting.

3.5.3 If insufficient further nominations are received, any vacant position remaining on the MC are taken to be casual vacancies.

3.5.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

3.5.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

3.5.6 The ballot for the election of office-bearers and Standard Committee members of the committee is to be conducted at the Annual General Meeting in such usual and proper manner as the MC may direct.

3.6 CASUAL VACANCIES

3.6.1 For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- 3.6.1.1** dies, or
- 3.6.1.2** ceases to be a member of the association, or
- 3.6.1.3** becomes an insolvent under administration within the meaning of the **Corporations Act 2001 for the Commonwealth**, or
- 3.6.1.4** resigns office by notice in writing given to the Secretary, or
- 3.6.1.5** is removed from office under **Section 3.7**, or
- 3.6.1.6** becomes a mentally incapacitated person, or
- 3.6.1.7** is absent without the consent of the committee from all meetings of the committee held during a period of **6 months**.

3.7 REMOVAL OF A MEMBER

3.7.1 The association in General Meeting may by resolution remove any member of the MC from the office of member before the expiration of the members' term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

3.7.2 If a member of the MC to whom a proposed resolution referred to in **(2.14)** relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the Secretary or the President may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require the representations be read out at the meeting at which the resolution is considered.

3.8 MEETINGS AND QUORUM

3.8.1 The MC must meet at least **3** times in each period of **12 months** at such place and time as the MC may determine.

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3.8.2 Additional meetings of the MC may be convened by the President or by any member of the MC.

3.8.3 Oral or written notice of a meeting of the MC must be given by the Secretary to each member of the MC at least **48 hours** (or such other period as may be unanimously agreed on by the members of the MC) before the time appointed for the holding of the meeting.

3.8.4 Notice of a meeting given under section (5.3) must specify the general nature of the business to be conducted at the meeting and no other business other than that business is to be conducted at the meeting, except business, which the committee members present at the meeting unanimously agree to treat as urgent business.

3.8.5 Any **3** members of the Executive Management Committee, plus one of the Standard Committee Members, will constitute a quorum for the transaction of the business of a meeting of the committee.

3.8.6 No business is to be transacted by the MC unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to be adjourned to the next suitable and available time and place.

3.8.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is dissolved.

3.8.8 At a meeting of the committee:

3.8.8.1 the President or, in the President's absence, the Vice-President is to preside, or

3.8.8.2 if the President and the Vice-President are absent or unwilling to act as such, one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

3.9 DELEGATION BY THE MANAGEMENT COMMITTEE TO A WORKING PARTY

3.9.1 The committee may by instrument in writing, delegate to one or more Working Party (consisting of a Member, or Members, of the association the MC thinks fit) the exercises of such of the function of the MC as are specified in the instrument, other than:

3.9.1.1 this power of delegation, and

3.9.1.2 a function, which is a duty, imposed on the committee by the Act or by any other law.

3.9.1.3 A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

3.9.2 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of the delegation.

3.9.3 Despite the delegation under this rule, the MC may continue to exercise any function delegated.

3.9.4 Any act or thing done or suffered by a Working Party acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the MC.

3.9.5 The MC may, by instrument in writing, revoke wholly or in part any delegation under this rule.

3.9.6 A Working Party may meet and adjourn, as it thinks proper.

3.10 VOTING AND DECISIONS

3.10.1 Questions arising at a meeting of the MC or of any Working Party appointed by the MC are to be determined by a majority of the votes of members of the MC or Working Party present at the

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meeting.

3.10.2 Each member present at a meeting of the MC or of any Working Party appointed by the MC (including the person presiding at the meeting) is entitled to one vote, but in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

3.10.3 Subject to **Rule 3.6 of the Act**, the MC may act despite any vacancy on the MC.

3.10.4 Any act or thing done or suffered, by the MC or by any Working Party appointed by the MC, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the MC or Working Party.

4 CERTIFICATION

4.1 LEVELS OF CERTIFICATION

4.1.1 Stage Combat Certification under the ASCA system exists at seven different levels and is designed to familiarise all participants with the weapons and fighting systems from the 'Five Weapon Families': (those being Short, Medium, Long, Flexible and Dual), in a logical and systematic progression, and eventually, if so chosen, lead individuals to the ability to teach each of them for official certification. The levels and associated weapon systems (the weapons listed below for each level are the preferred and recommended weapon for that level, however it should be noted that there may be alternative weapon choices for all Instructors for certain Units. See details in **Section 4.3**) are as follow;

- 4.1.1.1** **Basic Combatant:** Unarmed and Side Sword
- 4.1.1.2** **Intermediate Combatant:** Knife, Longsword, Eastern Staff, and Rapier & Auxiliaries (Dagger, and Cloak)
- 4.1.1.3** **Advanced Combatant:** Advanced Unarmed/Martial Arts, Katana, Fantasy Polearms, Smallsword, Sword & Shield, and Chain.
- 4.1.1.4** **Level 1 Instructor**
- 4.1.1.5** **Level 2 Instructor**
- 4.1.1.6** **Certified Instructor**
- 4.1.1.7** **Certified Fight Director**

4.2 RULES AND PRACTICE FOR CERTIFICATION

4.2.1 The minimum age for Combatant Certification under the ASCA system is **18 years** old.

4.2.2 To Pass each stage of Combatant Certification the participant must show competency in each of the Performance Criteria Elements for that level of certification. Competency will be at the discretion of the appointed Assessor for that assessment.

4.2.3 A certified ASCA Instructor/Assessor other than the person who was the principal Instructor of the certification workshop/course must conduct all ASCA Certificate Assessments. In special cases the workshop/course Instructor may examine his or her own students only after an application to do so has been lodged with and approved by the ASCA Management Committee.

4.2.4 All ASCA Certificate Assessments will be open to members of the general public to witness and observe the performance elements of the assessment.

4.2.5 All ASCA Certification Assessments, unless the Management Committee has granted special permission, will require a minimum of **4** people to be present. **2** students (or **1** student and 1 ASCA Assistant) to perform the assessment fights, **1** Assessor to oversee and grade the proceedings and the workshop Instructor (or another Certified ASCA Instructor) to act as a witness.

4.2.6 It is possible to test in individual weapon systems. To achieve a full certification at any level, all weapon systems from that level must be completed within one calendar year of attaining the first

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certification. Individual weapon certification requires a minimum of **40 contact hours** with an ASCA Instructor, which may be completed over a minimum of **5 days**.

4.2.7 On the day of the assessment the students will be allowed **2-3 hours** of rehearsal time followed by a compulsory 'Weapons Down' for **30 minutes** before the commencement of the assessment.

4.2.8 All ASCA Actor Combatant Certification levels require a minimum of **40 contact hours** per Unit with a Certified ASCA Instructor. Any hours that are missed during a workshop will require the student to arrange a catch-up lesson with their Instructor at an additional cost to the original workshop fee.

4.2.9 At all times during an ASCA Certification Assessment all rules of the ASCA Rules and Regulations Document apply to students, Instructors and Assessors. During assessments the following special conditions apply:

4.2.9.1 BASIC:

- 4.2.9.1.1** Standard training attire must be worn
- 4.2.9.1.2** Sneakers/Joggers footwear only
- 4.2.9.1.3** Flat open stage area.

4.2.9.2 INTERMEDIATE:

- 4.2.9.2.1** Some costuming items allowed.
- 4.2.9.2.2** Footwear appropriate to costumes allowed but must be enclosed. Sneakers, boots etc.
- 4.2.9.2.3** Flat open stage area.

4.2.9.3 ADVANCED:

- 4.2.9.3.1** Full costuming allowed.
- 4.2.9.3.2** Any enclosed footwear allowed, or in certain cases, bare feet may be permitted.
- 4.2.9.3.3** Multi-level stage surface. Tables, chairs and other furniture will be choreographed into the assessment fights by the Instructor.
- 4.2.9.3.4** Soundtrack music, special lighting and other accompaniments are permitted if approved by the Instructor.

4.3 CERTIFICATION EXPECTATIONS

4.3.1 Basic Combatants will endeavour to, and be encouraged to:

- 4.3.1.1** Develop a greater sense of confidence in their own capabilities, and that of other properly trained Combatants.
- 4.3.1.2** Develop particular technical skills with regards to 'Unarmed combat' and the use of a 'Medium-Length, Single-handed, Cut & Thrust weapon' (i.e. Sidesword, Arming Sword, Military Sabre or Cutlass).
- 4.3.1.3** Develop an understanding of how these weapons skills can be applied to a variety of 'Found Weapons', including items such as Walking Sticks, Umbrellas, Golf clubs, etc.
- 4.3.1.4** Develop a solid understanding of the basic premises of the relationship of Combat Theory, Performance Theory and Technique (both historical and Stage)
- 4.3.1.5** Develop a solid understanding of the 'Over-riding Principles' of Stage Combat.
- 4.3.1.6** Learn and understand basic terminology for Stage Combat purposes.
- 4.3.1.7** Gain an understanding of industry WH&S issues and legislations.

4.3.2 Intermediate Combatants will:

- 4.3.2.1** Continue to develop their confidence in a variety of differing Weapon Systems

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including 'Short' weaponry (i.e. Knife), 'Medium-length, Two Handed, Cut & Thrust' weaponry (i.e. Long sword), Long weaponry (i.e. Staff) and the use of 'Dual' weaponry, which must include a Medium-length, single handed, 'Thrust and Cut' sword (i.e. Rapier & Dagger).

- 4.3.2.2** Develop an understanding of how these weapons skills can be applied to a variety of 'Found Weapons'.
- 4.3.2.3** Solidify their understanding of the three primary elements of the ASCA Stage Combat system, those being: Performance Theory, Combat Theory, and Technique.
- 4.3.2.4** Learn a moderate amount of Historical terminology as well as the full glossary of Stage Combat terminology.
- 4.3.3** Advanced Combatants will:
 - 4.3.3.1** Round out their knowledge of the Five Weapon Families by working with different weapons from each of the five groups, and be able to perform quickly, confidently and accurately with any item from any of the five categories.
 - 4.3.3.2** Be able to seamlessly incorporate Combat Theory, Performance Theory and Technique automatically within a performance.
 - 4.3.3.3** Have a solid terminology base for both Historical Combat and Stage Combat.
- 4.3.4** The Assessor of official ASCA Stage Combat Assessments will observe and grade all participants based on the following five elements:
 - 4.3.4.1** **Technique-** The manner in which the student understands and executes the techniques, both unarmed and with any weapon, and the awareness of safety and believability in the execution of these techniques.
 - 4.3.4.2** **Motivation-** A solid understanding and dramatic interpretation of the text, and how it informs/affects the fight and the characters within the scene, through vocal pitch and pace changes, variation of status between the characters and achieving the character's objective throughout the scene at the end.
 - 4.3.4.3** **Intention-** The use of acting intention to drive and motivate the moves and actions, and a solid understanding of this intention, within the fight and scene.
 - 4.3.4.4** **Rhythm & Flow-** The ability to demonstrate competency in the variance of tempo within the performance, and to smoothly link words, movements, character and story into the performance.
 - 4.3.4.5** **Commitment-** The ability to give 100% to the scene, your partner, the characters and the actions, blending them all together for a realistic and believable performance and maintaining a high level of safety throughout.
- 4.3.5** It should be noted that all students are constantly being assessed on their 'professionalism', and any student that shows a lack of such or disrespect to their instructor, fellow students, or the art form in general, may render themselves unsuitable for certification under the ASCA System.

4.4 CERTIFICATION REQUIREMENTS

4.4.1 Combatant Certification- The ASCA system is structured not only to progress each participant's physical skills as a Stage Combatant, but also to prepare them for the constant variations of the professional arena. To that end the requirements for certification at each progressive level poses an increasing set of challenges.

4.4.2 Basic Combatant Certification- Combatant Certification at the Basic level is comprised of two (2) parts;

- 4.4.2.1** **Written Assessment-** Each student must sit and satisfactorily pass a short 'Written Assessment' for each Unit (Weapon System) they are testing for

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before they may undertake the Practical section of the Certification process. This Written Assessment will be taken at least one day before the Practical Assessment date. Written Assessments will be marked on the day, and all students will be notified if they have passed or failed. A score of **70%** or more is required in order to pass each section of the Written Assessments. If a student fails to reach the required mark for the Written Assessment they will be given one **(1)** opportunity to re-sit a secondary assessment the next morning. If they fail to reach the required mark for the Written Assessment a second time they will not be permitted to undertake the Practical Assessment for that Unit. Students who fail to reach the required mark for the Written Assessment will be able to arrange another time with the Instructor to re-sit the missing portions of the Certification process at additional costs. (If necessary an alternative to the 'Written Assessment' may be offered in a verbal form.)

4.4.2.2

Performance Fights- Each student, with their partner, must perform the set Assessment Fight choreography required for each level of certification. For Basic Certification these include Unarmed, and Sidesword incorporated into one fight scene. This fight will be required to be performed in full twice for Basic Certification. Once started this fight scene must be performed through to the end. Participants may recover from mistakes and restart at a given point within the fight as long as the dramatic integrity of the scene is not broken, however they will not be permitted to completely stop and restart. Each Fight must be performed within the context of a written text and the students are assessed on both their technical skills of unarmed and weapon combat as well as their dramatic performance, (for more details see **4.2 Rules and Practice for Certification**).

4.4.2.3

Any student that fails the Assessment process will be able to arrange a time with the Instructor to re-sit the Assessment at an additional cost, (for more details see **Section 4.6 Re-Certification Procedures**).

4.4.3 Intermediate Actor Combatant Certification- Stage Combat Actor Combatant Certification at the Intermediate level is comprised of three **(3)** parts;

4.4.3.1

Written Assessment- Each student must sit and satisfactorily pass a short 'Written Assessment' for each Unit (Weapon System) they are testing for before they may undertake the Practical section of the Certification process. This Written Assessment will be taken at least one day before the Practical Assessment date. Written Assessments will be marked on the day, and all students will be notified if they have passed or failed. A score of **70%** or more is required in order to pass each section of the Written Assessments. If a student fails to reach the required mark for the Written Assessment they will be given one **(1)** opportunity to re-sit a secondary assessment the next morning. If they fail to reach the required mark for the Written Assessment a second time they will not be permitted to undertake the Practical Assessment for that Unit. Students who fail to reach the required mark for the Written Assessment will be able to arrange another time with the Instructor to re-sit the missing portions of the Certification process at additional costs. (If necessary an alternative to the 'Written Assessment' may be offered in a verbal form.)

4.4.3.2

Performance Fight Assessment- Each student, with their partner, must perform the set Assessment Fight choreography required for each level of

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certification. For Intermediate Certification these include Tactical Knife, Rapier & Auxiliaries, Longsword, and Eastern Staff. These fight scenes are required to be performed in full twice for Intermediate Certification, and once started must be performed through to the end. Participants may recover from mistakes and restart at a given point within the fight as long as the dramatic integrity of the scene is not broken, however they will not be permitted to completely stop and restart. Of the four **(4)** required Assessment fights for Intermediate Certification, two must be performed within a scripted scene, one requires the students to create their own dialogue of no more than two lines each, and one is to contain no dialogue at all. All scenes require the students to demonstrate clear theatrical choices to express character and story. The students are assessed on both their technical skills in these Systems as well as their dramatic performance (for more details see **4.2 Rules and Practice for Certification**).

4.4.3.3

Proficiency Assessment- Upon completion of the Performance Fights, all participants will take part in an Impromptu Proficiency Assessment with their Instructor and the Assessor. This test will involve a short section of choreography that the students will not be familiar with to ensure that each participant has acquired a full understanding of the weapon systems, and the Stage Combat principals and philosophies they have been taught and that they are able to adapt their knowledge to suit different situations, circumstances, and a change of partner. The Proficiency Assessment will consist of approximately **15-20** paired moves in one weapon system, and with a participant that was not their original Performance Fight Assessment partner. The participants will have fifteen **(15)** minutes to be shown the choreography and ask any questions they wish, after which they will have ten **(10)** minutes to rehearse the choreography with their partner but no further assistance will be given by the Instructor/Assessor.

4.4.3.4

Any student that fails the Proficiency Assessment process will be able to arrange a time with the Instructor to re-sit the Assessment at an additional cost, (for more details see **Section 4.6 Re-Certification Procedures**).

4.4.4 Advanced Actor Combatant Certification- Stage Combat Actor Combatant Certification at the Advanced level is comprised of five **(5)** parts;

4.4.4.1

Written Assessment- Each student must sit and satisfactorily pass a short 'Written Assessment' for each Unit (Weapon System) they are testing for before they may undertake the Practical section of the Certification process. This Written Assessment will be taken at least one day before the Practical Assessment date. Written Assessments will be marked on the day, and all students will be notified if they have passed or failed. A score of **70%** or more is required in order to pass each section of the Written Assessments. If a student fails to reach the required mark for the Written Assessment they will be given one **(1)** opportunity to re-sit a secondary assessment the next morning. If they fail to reach the required mark for the Written Assessment a second time they will not be permitted to undertake the Practical Assessment for that Unit. Students who fail to reach the required mark for the Written Assessment will be able to arrange another time with the Instructor to re-sit the missing portions of the Certification process at additional costs. (If necessary an alternative to the 'Written Assessment' may be offered in a verbal form.)

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4.4.4.1

Performance Fights Assessment- Each student, with their partner must perform the set Assessment Fight choreography required for each level of certification. For Advanced Certification these include Advanced Unarmed, Katana, Fantasy Polearm, Sword & Shield, Smallsword, and Chain. These fight scenes are required to be performed in full twice at Advanced Certification, and once started must be performed through to the end. Participants may recover from mistakes and restart at a given point within the fight as long as the dramatic integrity of the scene is not broken, however they will not be permitted to completely stop and restart. Of the six **(6)** required Assessment fights for Advanced Certification, three must be performed within a scripted scene, one requires the students to create their own dialogue of no more than two lines each, and two are to contain no dialogue at all. All scenes require the students to demonstrate clear theatrical choices to express character and story. The students are assessed on both their technical skills in these Systems as well as their dramatic performance (for more details see **4.2 Rules and Practice for Certification**).

4.4.4.2

Ghost Fight Assessment- All participants will be required to perform one 'Ghost Fight' (performance of their fight choreography without their partner). This fight will be chosen by the participant themselves from the weapon systems they are testing in as one part of their Advanced Practical Assessment. Ghost Fights must be performed as committed and controlled as the students' partnered fights and demonstrate balance, focus, intention, reactions, vocals and timing. The Assessor should be able to imagine the student's partner in front of them. No dialogue will be required for the Ghost Fights.

4.4.4.3

Mixed Weapons Proficiency Assessment- Upon completion of the Performance Fights, all participants will take part in an Impromptu Mixed Weapons Proficiency Assessment with their Instructor and the Assessor. This assessment will involve a short section of choreography that the students will not be familiar with and involve the paring of two differing weapons systems together (e.g. Katana vs. Fantasy Polearm) to ensure that each participant has acquired a full understanding of the weapon systems, and the Stage Combat principals and philosophies they have been taught and that they are able to adapt their knowledge to suit different situations and circumstances. The Mixed Weapons Proficiency Assessment will consist of approximately **15-20** paired moves in the weapons chosen by the Assessor, and with a partner who was not their original Performance Assessment partner. The participants will have fifteen **(15)** minutes to be shown the choreography and ask any questions they wish, after which they will have ten **(10)** minutes to rehearse the choreography with their partner but no further assistance will be given by the Instructor/Assessor.

4.4.4.4

Change of Partner Test- This portion of the Advanced Assessment will see the participants given a different partner for one fight. These new pairings will then be told by the Assessor which one of the Assessment Fights they must perform, and they will then be given thirty **(30)** minutes to rehearse with their new partner before they are required to perform for the Assessor. This fight will be required to be performed at full pace and intention but without any dialogue.

4.4.4.5

Any student that fails the Assessment process at any stage will be able to ar-

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range a time with the Instructor to re-sit that portion of the Assessment at an additional cost, (for more details see **Section 4.6 Re-Certification Procedures**).

4.4.5 Level 1 Instructor Certification- Certification as an ASCA Level 1 Stage Combat Instructor requires the following conditions to be fulfilled:

- 4.4.5.1** Each applicant must hold a current Advanced Certificate, (or accepted equivalent) and be an ASCA Member with no dues owing.
- 4.4.5.2** All applicants for Level 1 Instructor Certification must present, in writing, and have accepted, their request for consideration for this ranking to the residing ASCA MC.
- 4.4.5.3** All applicants for ASCA Instructor Certification require a Mentor. The applicant must choose their Mentor and be accepted by said Mentor (refer to the **Clause 5**)
- 4.4.5.4** Each applicant must then amass a minimum of **25hrs** of Probationary Teaching of each weapon within the Basic Curriculum under an ASCA Certified Instructor or Fight Director. This may be done in a manner of ways including but not limited to assisting with Casual Classes, Masterclasses, or Workshops.
- 4.4.5.5** Each applicant must be able to prove one (**1**) year full time Acting training, or the equivalent.
- 4.4.5.6** Each applicant must hold a current approved First Aid Certificate.
- 4.4.5.7** Each applicant must provide a written letter of reference from their Mentor to the ASCA Management Committee to support their application.
- 4.4.5.8** Each applicant must successfully complete the 'Level 1 Instructors Workshop' satisfactorily demonstrating Technical Skills, Teaching Ability and general Stage Combat knowledge to a panel of no less than two ASCA Certified Stage Combat Instructors or Fight Directors. This panel may not include the applicants Mentor, without written approval from the MC.
- 4.4.5.9** Successful completion of the 'Level 1 Instructors Certification' allows the individual the right to teach Basic Certification Workshops, and under the strict supervision, and/or approval, of their Mentor, choreograph the weapon systems, and all items/found weapons, that fall under the 'Weapon Family's' description taught within this Unit.

4.4.6 Level 2 Instructor Certification- Certification as an ASCA Level 2 Stage Combat Instructor requires the following conditions to be fulfilled:

- 4.4.6.1** Each applicant must have passed their Level 1 Instructors Certification.
- 4.4.6.2** All applicants for Level 1 Instructor Certification must present, in writing, and have accepted, their request for consideration for this ranking to the residing ASCA MC.
- 4.4.6.3** All applicants for ASCA Instructor Certification require a Mentor. The applicant must be in an official Mentor/Mentee relationship at this time. (refer to **Clause 5**)
- 4.4.6.4** Each applicant must then amass a minimum of **25hrs** of Probationary Teaching of each weapon within the Intermediate Curriculum under an ASCA Certified Instructor or Fight Director. This may be done in a manner of ways including but not limited to assisting with classes, Masterclasses, or Workshops.
- 4.4.6.5** Each applicant must be able to prove two (**2**) years full time Acting training, or the equivalent.
- 4.4.6.6** Each applicant must hold a current First Aid Certificate.

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- 4.4.6.7** Each applicant must provide a written letter of reference from their Mentor to the ASCA Management Committee to support their application.
- 4.4.6.8** Each applicant must satisfactorily demonstrate the required Technical Skills, Teaching Ability and general Stage Combat knowledge for the Intermediate Curriculum to a panel of no less than two ASCA Certified Stage Combat Instructors or Fight Directors during the 'Level 2 Instructors Workshop'. This panel may not include the applicant's Mentor, without written approval from the MC.
- 4.4.6.9** Successful completion of the 'Level 2 Instructors Certification' allows the individual the right to teach and choreograph the weapon systems, and all items/found weapons, that fall under the 'Weapon Family's' description taught within this Unit, under the strict supervision, and or approval, of their Mentor.
- 4.4.7 Certified Stage Combat Instructor Certification-** Certification as an ASCA Stage Combat Instructor requires the following conditions to be fulfilled:
- 4.4.7.1** Each applicant must have passed their 'Level 2 Instructors Course'.
- 4.4.7.2** Each applicant must amass a minimum of **25hrs** of Probationary Teaching of each weapon within the Advanced Curriculum under an ASCA certified Instructor or Fight Director. This may be done in a manner of ways including but not limited to assisting with classes, Masterclasses, or Workshops.
- 4.4.7.3** Each applicant must be able to prove a deep understanding of theatrical technique in performance, script analysis and directing.
- 4.4.7.4** Each applicant must hold a current First Aid Certificate.
- 4.4.7.5** Each applicant must provide a written letter of reference from their Mentor to the ASCA Management Committee to support their application.
- 4.4.7.6** Each applicant must satisfactorily demonstrate the minimal required Technical Skills, Teaching Ability and general Stage Combat knowledge for the complete ASCA Curriculum to a panel of no less than two ASCA Certified Stage Combat Instructors or Fight Directors during the 'Certified Instructors Workshop', comprised of the following skills sections:
- 4.4.7.6.1** Technical Skills
 - 4.4.7.6.2** Teaching Ability
 - 4.4.7.6.3** Choreographic Ability
 - 4.4.7.6.4** Limited Found Weapon Replacement
 - 4.4.7.6.5** Discussion Panel.
- 4.4.7.7** Details of the Instructors Workshop will be given to applicants upon the Committee receiving their nomination for Instructor Level training.
- 4.4.7.8** Each applicant must satisfactorily demonstrate the required Technical Skills, Teaching Ability and general Stage Combat knowledge for the Advanced Curriculum to a panel of no less than two ASCA Certified Stage Combat Instructors or Fight Directors during the 'Level 2 Instructors Workshop'. This panel may not include the applicant's Mentor, without written approval from the MC.
- 4.4.7.9** Successful completion of the 'Certified Stage Combat Instructors Certification' allows the individual the right to teach and choreograph the weapon systems, and all items/found weapons, that fall under the 'Weapon Family's' description taught within this Unit, under the strict supervision, and or approval, of their Mentor.
- 4.4.8 Fight Director Certification-** Certification as an ASCA Fight Director requires the following

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conditions to be fulfilled:

- 4.4.8.1** Each applicant must hold all current documentation for entry into this level including: Certified Stage Combat Instructors certificate and First Aid certificate.
- 4.4.8.2** Each applicant must provide a written letter of reference from their Mentor to the ASCA Management Committee to support their application.
- 4.4.8.3** Each applicant must have taught (this may include co-teaching) the Basic, Intermediate and Advanced levels of the ASCA Stage Combat Certification system.
- 4.4.8.4** Each applicant must be able to prove two **(2)** years full time Acting training, or the equivalent.
- 4.4.8.5** Each applicant must be able to prove a deep understanding of theatrical technique in performance, script analysis and directing.
- 4.4.8.6** Each applicant must pass an ASCA approved, or be able to prove competency in, 'Fighting for Film Workshop'.
- 4.4.8.7** Each applicant must pass an ASCA approved, or be able to prove competency in, 'Theatrical Firearms Workshop'.
- 4.4.8.8** Each applicant must pass an ASCA approved, or be able to prove competency in, 'Special Weapons Workshop'.
- 4.4.8.9** Each applicant must satisfactorily demonstrate a thorough understanding of the required Technical Skills, Teaching Ability and general Stage Combat knowledge for the complete ASCA Curriculum to a panel of no less than two ASCA Certified Fight Directors during the 'Fight Directors Workshop', comprised of the following skills sections:
 - 4.4.8.9.1** Technical Skills
 - 4.4.8.9.2** Directing Ability
 - 4.4.8.9.3** Choreographic Ability
 - 4.4.8.9.4** Found Weapon Replacement
 - 4.4.8.9.5** Discussion Panel
- 4.4.8.10** Each applicant must write and submit a **5000**-word paper on Stage Combat or Historical Combat/Weaponry, or some other related topic upon the special request to, and approval from, the ASCA MC.

4.4.9 Fight Master Certification- There are no official requirements for the level of Fight Master, however the candidate must have held the rank of Fight Director for a minimum of ten years, possess exceptional skill and knowledge in all weapon systems within the ASCA system, be seen to be continuously striving to improve and spread the knowledge base of ASCA and show a lifetime of dedication and commitment to the art-form of Stage Combat. The level of Fight Master can only be appointed to an individual by a majority vote by the ASCA MC. Any Member may nominate an individual for the rank of Fight Master as long as the nominated candidate meets all of the above requirements.

4.5 CERTIFICATION FEES AND COSTS

- 4.5.1** These fees apply to anyone undertaking ASCA Stage Combat Certification.
- 4.5.2** The Examination fees are **\$30.00** for Basic Certification, **\$40** for Intermediate Certification and **\$50** for Advanced Certification (it is to be noted that the Advanced Certification will be held in two parts and the Assessment fee is due for each part). Assessment fees must be paid each time a Certification Assessment is taken. (see **Section 4.6 Re-Certification Procedures** for more details.)
- 4.5.3** Certification Fees must be sent to the ASCA Treasurer along with the other Workshop monies.

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4.5.4 The official Assessor for any Certification Workshop will be appointed by the MC prior to commencement of the workshop and they will be paid **\$20** per participant for a Basic Certification Assessment, **\$25** per participant for an Intermediate Certification Assessment and **\$30** per participant for an Advanced Certification Assessment by the ASCA Treasurer once they have supplied a Tax Invoice for their services. The remaining funds go to ASCA.

4.6 RE-CERTIFICATION PROCEDURES

4.6.1 Any student that fails the ASCA Certification procedures for any level may re-sit an Assessment under the following conditions:

4.6.1.1 Re-Assessment must be taken within two **(2)** months of the original Assessment date.

4.6.1.2 Students sitting Re-Assessment may work with another student, who has passed or failed, as a partner or may be partnered by an ASCA Assistant Instructor if so requested one week prior to the re-assessment date. It is the student's responsibility to ensure they have a partner for the Re-Assessment one-way or the other. If the chosen partner has passed the assessment and is just assisting the student who is re-certifying they will not be required to pay any fees.

4.6.1.3 Re-Assessment will incur costs of **\$30.00** Examination Fee.

4.6.2 All students will have the opportunity to attempt two **(2)** Assessment Re-sits within a two-month period. If the student has still not managed to receive the required proficiency for certification at that time they will be required to re-sit an entire course again.

4.7 COMBATANT CERTIFICATION EXPIRATION

4.7.1 All Combatant certification levels within the ASCA Stage Combat Training System hold an expiration time limit of three **(3)** years.

4.7.2 Within that three-year period they will need to have completed one of the following options in order to retain their current level of certification:

4.7.2.1 Exceeded their current level of certification to the next level

4.7.2.1 Complete thirty **(30)** hours of ASCA approved professional development within a 12-month period. These hours must be documented and signed by the relevant instructor and submitted to the MC. The MC reserves the right to accept or reject submitted documentation without explanation. MC decision is final.

4.7.3 All Members should contact the MC before beginning any training to confirm that it meets ASCA standards to qualify as Approved Professional Development.

Failure to complete these requirements will see the Members' certification, at any and all levels, and all rights and privileges, rescinded

4.8 INSTRUCTOR CERTIFICATION EXPIRATION

4.8.1 All Instructor certification levels within the ASCA Stage Combat Training System hold an expiration time limit of three **(3)** years.

4.8.2 Within that three-year period they will need to have completed one of the following options in order to retain their current level of certification:

4.8.2.1 Exceeded their current level of certification to the next level

4.8.2.1 Complete thirty **(30)** hours of ASCA approved professional development within a **12-month** period by either: teaching, choreographing, researching or studying relative information, or training with an ASCA approved Instructor. These hours must be documented and signed by the relevant instructor and submitted to the MC. The MC reserves the right to accept or reject submitted documentation without explanation. MC decision is final.

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4.8.3 All Instructors are also required to attend at least two training days with an ASCA Fight Director in order to keep abreast of the latest techniques and teaching methods developed by ASCA.

4.8.4 All Members should contact the MC before beginning any training to confirm that it meets ASCA standards to qualify as Approved Professional Development.

Failure to complete these requirements will see the Members' certification, at any and all levels, and all rights and privileges, rescinded.

4.9 FIGHT DIRECTOR CERTIFICATION EXPIRATION

4.9.1 All Fight Director certification does not have an expiration date within the ASCA Stage Combat Training System. However, all ASCA Fight Directors are required to constantly strive for professional development.

4.9.2 All ASCA Fight Directors are required to achieve on an annual basis either:

4.9.2.1 30hr of teaching

4.9.2.2 10hrs of choreography

4.9.2.3 20hrs of research and development

4.9.2.4 20hrs of training with an ASCA approved Instructor or Fight Director

4.9.3 All Fight Directors are also required to attend at least two training days with an ASCA Fight Director in order to keep abreast of the latest techniques and teaching methods developed by ASCA.

4.9.4 All Members should contact the MC before beginning any training to confirm that it meets ASCA standards to qualify as Approved Professional Development.

Failure to complete these requirements will see the Members' certification, at any and all levels, and all rights and privileges, rescinded

5 THE MENTOR SYSTEM

5.1 SELECTING A MENTOR

5.1.1 The Mentor System has been put in place to ensure the highest quality of training and support for Advanced Actor Combatant, Stage Combat Instructor and Fight Director candidates.

5.1.2 The Mentor System can begin once a candidate has completed their Advanced Certification and then made the decision to begin down the Instructor's path, by which point the candidate will most likely have chosen Stage Combat as a career. At this time the candidate must look for and request the services of an ASCA Certified Fight Director to act as their Mentor, and then to have that Fight Director accept them as a Mentee.

5.1.3 Depending on their individual workload, a Fight Director may be able to mentor more than one candidate at a time, but if this need arises the Fight Director in question must submit a formal application to the MC to do so. The MC will decide what is in the best interest of the candidate, and the Fight Director, at that time and the MC's decision will be final.

5.1.4 All Fight Directors are recommended to give back to ASCA, and the art of Stage Combat, in the form of mentoring future generations of Stage Combat Instructors and Fight Directors, and therefore they are obliged to mentor at least one candidate at some point in their career.

5.2 OBLIGATIONS OF A MENTOR

5.2.1 Becoming a Mentor is a great responsibility and is not something that should be entered into lightly. Fight Directors are not required to mentor someone purely because a candidate asks them to. They should consider the choice of their Mentee carefully, weighing up their available time and accessible resources at the time.

5.2.2 Mentors will be responsible for the personal growth and development of their Mentee's

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physical skill, intellectual education and professional expansion. This includes, but is not limited to, nurturing an extensive understanding of the ASCA curriculum and teaching methodologies, the bio-mechanical attributes of weapons handling, theatrical processes and the inner workings of the AEI, (i.e. how to get jobs, keep jobs, behave on a job,), and a strong moral and ethical level of Professionalism.

5.2.3 A Mentor should set specific goals for their Mentee; and supply appropriate support during the undertaking of these tasks, to aid in their growth and ensure that all of these tasks are completed.

5.2.4 A Mentor should attempt to create as many learning and personal and professional growth opportunities for the Mentee as they can, which could include assisting on teaching and choreographic jobs, live demonstrations and performances, and research projects.

5.2.5 A Mentor will be required to follow the progress of their Mentee and ensure all required tasks and learning experience is logged/recorded.

5.2.6 A Mentor will be responsible for the Mentee until they are certified as a Fight Director, or until the relationship is officially dissolved according to **Clause 5.4** of these Rules & Regulations.

5.3 OBLIGATIONS OF A MENTEE

5.3.1 The choosing of a Mentor is the start of a new path, and at a new, higher level, for a practitioner of Stage Combat and thus represents the beginning of a long professional journey. Making this decision should not be taken lightly and before you do so you should seriously consider why you want to do this.

5.3.2 A Mentee must understand that their Mentor has been specifically trained to act in this capacity and that everything they do is for the positive growth of the Mentee; therefore, the Mentee should be respectful to the Mentor and follow their instructions at all times. They should always act in a professional manner towards the Mentor and whenever they are seen to be acting on behalf of ASCA in public.

5.3.3 A Mentee should make sure that all tasks, exercises and assistantships set out by the Mentor are completed, recorded and signed off by their Mentor.

5.3.4 A Mentee should endeavour to take an active role in their own growth and therefore learn as much as they can wherever they can. They are encouraged to seek extra knowledge through personal research and where possible train with other professionals in order to gain a wide and varying range of knowledge. But a Mentee must remember that unless a formal dissolution has been made that their Mentor is their primary tutor.

5.4 DISSOLVING OF A MENTOR/ MENTEE RELATIONSHIP

5.4.1 The relationship between a Mentor and a Mentee should be considered as a special one but in certain circumstances it may be dissolved due to several reasons. These may be as varied as a personal disagreement, a Mentor or Mentee not upholding their responsibilities, either of them moving to another city or country, etc.

5.4.2 If this outcome is inevitable then either, or both, parties must contact the ASCA MC for mediation in this matter. Where possible a new Mentor may be suggested, approached and appointed.

5.4.3 Depending on the specific circumstances either or both parties may be reprimanded, and a formal record kept by the MC, and if necessary steps to re-educate either party as to their duties and responsibilities as a Mentor/ Mentee may be taken by the MC.

5.4.4 A Mentee must have a Mentor to officially complete their training.

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6 HOLDING OF MEETINGS

6.1 ANNUAL GENERAL MEETINGS – HOLDING OF

6.1.1 With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of **6 months** after the expiration of each financial year of the association, convene an annual general meeting of its members.

6.1.2 The association must hold its first general meeting:

6.1.2.1 within the period of **18 months** after its incorporation under the Act, and

6.1.2.2 within the period of **6 months** after the expiration of the first financial year of the association.

6.1.3 Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under **Section 37 (2b)** of the Act.

6.2 ANNUAL GENERAL MEETINGS – CALLING OF AND BUSINESS AT

6.2.1 The Annual General Meeting, or AGM, of the association is, subject to the Act and to **Rule 23**, to be convened on such date and at such place and time as the committee thinks fit.

6.2.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

6.2.2.1 to confirm the minutes of the last proceeding Annual General Meeting and of any Special General Meeting held since that meeting.

6.2.2.2 to receive from the MC reports on the activities of the association during the last proceeding financial year.

6.2.2.3 to elect office-bearers of the association and ordinary members of the MC.

6.2.2.4 To receive and consider the association's financial statements for the previous year, under **Section 48** of the Act.

6.2.3 An Annual General Meeting must be specified as such in the notice convening it.

6.3 GENERAL MEETINGS -HOLDING OF

6.3.1 The association's general meetings will be held at a frequency agreed to by the MC, with a minimum of **3** times in each period of **12 months** at a place and time that the committee will determine.

6.3.2 General meetings are only attended by members of the MC. An exception can be made for any member who has made a requisition to present New Business, who may be present for the section of the meeting presenting New Business only.

6.3.3 No item of business is to be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

6.3.4 Four members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of business of a General Meeting.

6.3.5 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:

6.3.5.1 if convened on the requisition of members, is dissolved, and

6.3.5.2 in any other case, stands adjourned to the same day in the following week at the same time (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

6.3.6 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least **3**) is to constitute a quorum.

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6.4 GENERAL MEETINGS –CALLING OF AND BUSINESS AT

6.4.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of the association, the Secretary must, at least **14 days** before the date fixed for the holding of the General Meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

6.4.2 If the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the association, the Secretary must, at least **21 days** before the date fixed for the holding of the General Meeting, cause notice to be given to each member specifying, in addition to the matter required under (**Section 6.9**) the intention to propose the resolution as a Special Resolution.

6.4.3 No business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

6.4.4 A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

6.4.5 Any member may present New Business, without prior notification, at the end of the meeting when the Chair requests any New Business.

6.5 SPECIAL RESOLUTION – CALLING OF AND BUSINESS AT

6.5.1 A Special Resolution Meeting is an urgent general meeting held to formally table and vote for or against proposed constitutional changes. Special Resolutions must be proposed to all members.

6.5.2 Members shall receive at least **21 days** written notice of the proposed change, specifying the intention to propose the resolution as a Special Resolution in accordance with these rules. Notice will include notice of the meeting date, time and location.

6.5.3 A resolution of the association is a Special Resolution if it is passed by a majority vote in person or by proxy at a Special Resolution meeting. Passing requires agreement of at least three-quarters of members present or by proxy, being entitled under these rules to do so.

6.5.4 Where it is made to appear to the Commissioner that it is not practical for the resolution to be passed in the manner specified in (**Section 6.9.1**), the resolutions may be passed in a manner specified by the Commissioner.

6.6 PRESIDING MEMBER

6.6.1 The President, or in the President's absence, the Vice-President, is to preside as Chairperson at each General Meeting of the association.

6.6.2 If the President and the Vice-President are absent or unwilling to act, the Members present must elect one of their numbers to preside as Chairperson at the meeting.

6.7 ADJOURNMENT

6.7.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of the members present at the meeting, adjourn the meeting.

6.7.2 No business is to be transacted at the adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

6.7.3 If a General Meeting is adjourned for **14 days** or more, the Secretary must give written or oral notice of the adjourned meeting stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.



6.8 MAKING DECISIONS

6.8.1 A question arising at a General Meeting of the association is to be determined on a show of hands, and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or loss, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution.

6.8.2 At a General Meeting of the association, a poll may be demanded by the chairperson or by at least **3** members present in person or by proxy at the meeting.

6.8.3 If a poll is demanded at a General Meeting, the poll must be taken:

6.8.3.1 immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or

6.8.3.2 in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

6.9 VOTING

6.9.1 On any question arising at a General Meeting of the association a member has one vote only.

6.9.2 All votes must be given personally, or by proxy, but no member may hold more than **5** proxies.

6.9.3 In the case of equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

6.9.4 A member or proxy is not entitled to vote at any General Meeting of the association unless all money due and payable by the member, or proxy, to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

6.10 Appointment of Proxies

6.10.1 Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than **24 hours** before the time of the meeting in respect of which the proxy is appointed.

7 MISCELLANEOUS

7.1 WHS

7.1.1 Stage Combat in its practice is inherently dangerous, therefore the NSW WHS Act and Regulation must precede all other safety requirements for the training, practice and performance of Stage Combat.

7.1.2 All individuals participating in any Stage Combat training or performance are ultimately responsible for their own safety and should monitor themselves constantly for physical over-exertion, technical precision and their partnership skills.

7.1.3 The safety of all participants, and observers, falls on everyone, if you see something, or feel that something is unsafe, then it is your obligation to bring it to the instant attention of your Instructor.

7.2 INSURANCE

7.2.1 Whilst the association may, but is not required to, hold and maintain insurance, all ASCA certified Instructors and Fight Directors are obligated to ensure that they are suitably insured, either under the association or by holding and maintaining their own Public Liability Insurance, to the minimum value of **AUD\$20,000,000.00**, before conducting any business under the auspice of the

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association. No ASCA Instructor or Fight Director is to undertake any business under the auspice of the association without appropriate insurance in place. Failure to comply with this clause may result in immediate termination of membership and expulsion from the association.

7.2.2 All Instructors, Fight Directors and organisations using the ASCA system must create their own Liability Waiver Form and have every participant complete and sign a copy before beginning any Stage Combat related activity. These documents must be kept on record for a minimum of seven years, and if requested must be presented to the ASCA MC within two (2) days.

7.3 FUNDS: APPROPRIATION

7.3.1 The funds of the association are to be derived from Application and annual Membership Fees, Assessment Fees, donations and, subject to any resolution passed by the association in General Meeting, such other sources as the committee determines.

7.3.2 All monies received by the association must be deposited as soon as practical and without deduction to the credit of the association's bank account.

7.3.3 The association must, as soon as practical after receiving any money, issue an appropriate receipt.

7.4 FUNDS: MANAGEMENT

7.4.1 Subject to any resolution passed by the association in General Meeting, the funds of the association are to be used in pursuance of the objects of the association in such a manner as the committee determines.

7.4.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee, or employees of the association, being members or employees authorised to do so by the committee.

7.5 ALTERATION OF RULES AND OBJECTIVES

7.5.1 The statement of objects and these rules may be altered, rescinded or added to, only by a Special Resolution of the association.

7.6 COMMON SEAL

7.6.1 The common seal of the association must be kept in the custody of the Public Officer.

7.6.2 The common seal must not be affixed to any instrument except by the authority of the committee and affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the Public Officer or Secretary.

7.7 CUSTODY OF BOOKS

7.7.1 Except as otherwise provided by these rules, the Public Officer/President must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

7.8 INSPECTION OF BOOKS

7.8.1 The records, books and other documents of the association must be open to inspection, free of charge, by a member of the association at any reasonable hour.

7.9 SERVICE OF NOTICES

7.9.1 For the purposes of these rules, a notice may be served on or given to a person:

7.9.1.1 by delivering it to the person personally, or

7.9.1.2 by sending it by pre-paid post to the address of the person, or

7.9.1.3 by sending it by facsimile transmission or some other form of electronic trans-

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mission to an address specified by the person for giving or serving the notice.

7.9.2 For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

- 7.9.2.1** in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- 7.9.2.2** in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- 7.9.2.3** in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

7.10 FIRST AID REGULATIONS

7.10.1 All ASCA Instructors and Fight Directors are required to have First Aid training and certification in order to teach and choreograph Stage Combat.

7.10.2 This First Aid Certificate must be maintained at all times and should be equivalent to the Australian government standard: (**Apply First Aid-HLTF311A**), at a minimum.

7.10.3 All ASCA Instructors and Fight Directors are required to send a copy of their updated First Aid Certificate (once every **two years**) to the Secretary of ASCA to be held on record, as well as their Resuscitation Certificate every year.

7.10.4 Maintaining First Aid Certification will be the sole responsibility of the ASCA Instructor or Fight Director. Any ASCA Instructor or Fight Director found to be working, teaching or choreographing Stage Combat, without current First Aid Certification will be dealt with under the terms and conditions of this document for Disciplining of Members (**Section 2.15**) until re-certification has been sufficiently proven. Continued work without First Aid Certification will result in instant dismissal from ASCA and removal of all Membership and Certification status.

7.10.5 All ASCA Instructors and Fight Directors are required to have an appropriately maintained First Aid Kit present and attainable at any time that they are teaching or choreographing Stage Combat.

7.10.6 When working at an external institution, the Instructor or Fight Director should investigate the First Aid policy of said workplace, location of First Aid Officer and First Aid Kit, and follow appropriate procedures as set out by said institute.

7.10.7 This First Aid Kit should be equivalent to the Australian Red Cross Sports First Aid Kit, at a minimum, and must be kept complete, re-stocked, at all times.

7.10.8 No person other than the First Aid Certified ASCA Instructor or Fight Director, or any institutions' personal First Aid Officer, should use the First Aid Kit without supervision or permission.

7.10.9 An Incident/Accident report must be completed any time an individual requires medical attention. Serious injuries that require more than First Aid, this includes attention by a medical professional or hospitalisation must be reported to ASCA and a copy of the incident/accident report sent to the ASCA MC within two days of the incident.

7.11 CLOTHING REGULATIONS

7.11.1 Your Instructor, or Fight Director, will set out appropriate dress codes prior to training based on training requirements. This may vary depending on the role or environment the Stage Combat activity is taking place in. Although when performing in a production your costume may be quite complex, bulky and restricting, or even revealing; while training, or undergoing general practice, you should always adhere to certain clothing guidelines. For general training, practice and Certification Assessment, clothing should be as follows:

- 7.11.1.1** Always wear comfortable, loose-fitting clothing such as gym-wear, tracksuit

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pants, T-shirts, etc. It is suggested that for training you do not wear jeans or button-up shirts or belts with buckles.

7.11.1.2 Footwear is always recommended and in the case of any kind of weapon work it is compulsory. You should always wear some kind of sneakers or joggers, as this will provide a firm grip on most floor surfaces, and adequate protection were someone to step - or drop - something on your foot. Heavy boots and hard-soled shoes should not be worn in most cases.

7.11.1.3 No bulky jewellery of any kind is to be worn during general training or practice. All watches, necklaces, bracelets and dangling earrings must be removed before training begins. Small stud and sleeper earrings and smooth rings are acceptable.

7.11.1.4 No clothing with offensive language or graphics is acceptable at any time. Overly revealing clothing, or clothing that may offend someone's religious or ethical views may also be considered inappropriate.

7.11.2 Any student that cannot conform to these clothing regulations should not be allowed to train that day.

7.12 MEMBERSHIP CARDS

7.12.1 All Members of ASCA, regardless of membership rank, will receive an official ASCA Membership Card upon payment of their membership fees. These cards should be carried by the member at all times and will state the following:

- 7.12.1.1** Members Name
- 7.12.1.2** Membership Expiration date
- 7.12.1.3** Certification Ranking

7.13 WEAPONRY

7.13.1 Any ASCA Member wishing to purchase weapons of any kind for Stage Combat purposes may contact ASCA for advice on suppliers of approved Stage Combat worthy weapons. Members wishing to obtain weapons from an unknown source should consider the following:

- 7.13.1.1** Is the supplier a reputable weapons armorer?
- 7.13.1.2** Are the Weapons suitable for actual contact combat?
- 7.13.1.3** Does the supplier have testimonials or quality reports on their weapons?

7.13.2 Any ASCA Member that discovers a new source for Theatrical Combat appropriate weapons should inform the MC so that this information can be made available to all members of the association.

7.14 BREACHING OF RULES AND REGULATIONS

7.14.1 Any Member, regardless of rank or status, who is found to have breached the current Rules and Regulations of this Association will be accountable under **Section 2.15** of this document. After all the standing procedures have been followed in regard to this breach the decision of the MC of this Association will be final and binding. Any Member who continues to breach these Rules & Regulations after the committee's decision is made, may be subject to dismissal, heavy fines and or legal action by this Association.

7.15 ACCOUNTABILITY CLAUSE

7.15.1 In the event of any incident or accident resulting in a performer or crew-member being injured (the definition of 'injury' would be anything that required medical attention), or personally offended by alleged 'Inappropriate Behaviour', the Association is required to hold a formal inquiry into the incident to:

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7.15.2 determine whether the incident was the result of poor choreography or instruction, or merely as a result of a performer not doing as they were instructed,

7.15.3 determine whether the alleged claim of Inappropriate Behaviour is justified.

7.15.4 record the findings as a Case Study for future reference in the teaching of Instructors and Fight Directors, and

7.15.5 inform the production company of its findings for insurance claim purposes.



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