



THE  
AUSTRALIAN STAGE COMBAT ASSOCIATION  
RULES  
AND  
REGULATIONS

EDITION 4.0



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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 Members-** Henceforth, the word Member will refer to an individual that has been accepted in to the association and has no fees owing.
- 1.1.4 Combatant-** Henceforth the term Combatant will refer to any individual that is currently studying, or has certified, in Stage Combat at any level.
- 1.1.5 Certification-** Henceforth the term certification will refer to the formal process of assessing an individual's ability as a Stage Combat practitioner.
- 1.1.6 Clause & Section-** Henceforth, for the purpose of this document all references to 'clauses' will refer to points within the Associations Incorporations Act 2009, and all references to 'Sections' will refer to portions of the ASCA R&R's document.
- 1.1.7 ASCA Policies and Procedures Framework-** Henceforth the term ASCA Policies and Procedures Framework shall refer to the compendium any and all documents that lay out or describe the details of any form of 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* and all *ASCA Curriculum*.

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# 2 MEMBERSHIP

## 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 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 expand the breadth of their skills and knowledge through additional research and training and may be restricted in duties if they do not meet these requirements. (See section 4.)
- 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 examination. 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 Management Committee 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. Honorary Membership can be bestowed at any of the above rankings in recognition of an individual's prior achievements with another organisation.
- 2.1.7 Life Member-** Anyone may become a Life Member of ASCA, regardless of Certification Ranking, and will pay a once only Life Membership fee. Life Members may continue training and progressing through ASCA Actor Combatant, Instructor and Fight Director Rankings without incurring any further Membership Fees. Life Members are to be held to the Rules & Regulations of the association and may be disciplined, and/or expelled without re-numeration of fees, for breaches.

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## 2.2 Membership Fees

- 2.2.1 Membership Fees are paid, by all members, in addition to certification 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 and should be made out to: The Australian Stage Combat Association. The purpose of the cheques should be stated on or with them as ASCA Membership Fees.
- 2.2.4 Membership Fees may also be paid in cash directly, and only to, the Treasurer of ASCA.
- 2.2.5 Membership fees may also be paid electronically.
- 2.2.6 ASCA Membership Fees are as follows (all monies are in AUD);

	1 Year	3 Years
2.2.6.1 Joining Fee (paid once only)	\$20.00	
2.2.6.2 Associate Membership	\$ 15.00	\$ 40.00
2.2.6.3 Combatant Membership	\$ 25.00	\$ 65.00
2.2.6.4 Stage Combat Instructor Membership	\$ 35.00	\$ 95.00
2.2.6.5 Fight Director Membership	\$ 45.00	\$125.00
2.2.6.6 Fight Master Membershi	\$ N/A	\$ N/A
2.2.6.7 Honorary Membership	\$ N/A	\$ N/A
2.2.6.8 Life Membership	\$ 1,500.00	

- 2.2.7 Membership Fees are subject to change.
- 2.2.8 Fees are to be sent or paid directly to the Treasurer each year 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:
- 2.2.8.1 Name
  - 2.2.8.2 Address (current)
  - 2.2.8.3 Date of birth
  - 2.2.8.4 Email Address
  - 2.2.8.5 Telephone (optional)
  - 2.2.8.6 Mobile (optional)
  - 2.2.8.7 Fax (optional)
  - 2.2.8.8 Membership Level
  - 2.2.8.9 Certification Details
  - 2.2.8.10 Certification Level
  - 2.2.8.11 Date of Certification
  - 2.2.8.12 Instructors Name
  - 2.2.8.13 Examiners Name
  - 2.2.8.14 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 individuals 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 reasonable realms
- 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 &*

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*Regulations, Code of Conduct, Business Procedures and Management Committee personnel changes throughout the year.*

- 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 ASCA 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 Management Committee.

## 2.4 Membership Responsibilities

- 2.4.1 All members are responsible for notifying the Secretary of ASCA of moving, and any changes of address or contact details pertaining to their self.
- 2.4.2 All members have the responsibility of acting professionally and responsibly, in either public or 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.

## 2.5 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 member in order to maintain the certification and by doing so will have access to ASCA services and support.

## 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 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*).

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## 2.7 Nomination for Membership

- 2.7.1 Nomination 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'.
  - 2.7.1.2 This form must then be 'Seconded' by a current Member. If the form is not 'Seconded' the application will be rejected.
  - 2.7.1.3 It must then be lodged with the Secretary of the association.
- 2.7.2 As soon as practical after receiving a nomination for membership, the Secretary must refer the nomination to the committee, 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 If the committee approved the nomination, request the nominee to pay (within the period of **28 days** after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- 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:
- 2.9.2 is not capable of being transferred or transmitted to another person, and
- 2.9.3 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 determine) 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.

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## 2.11 Register of Members

- 2.11.1 The Public Officer 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 Joining Fee, and is a one time payment.
- 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.

## 2.13 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 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.
- 2.12.4 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.

## 2.15 Disciplining of Members

- 2.15.1 A complaint may be made to the committee by any person, that a member of the association:
- 2.15.1.1 has persistently refused or neglected to comply with a provision or provisions of these rules, or
  - 2.15.1.2 has persistently and wilfully acted in a manner prejudicial to the interests of the association.

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- 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.
- 2.15.3 The committee may, by resolution, expel the member from the association or suspend the member, for any period of up to **two (2) years** depending on the infringement, from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved. During this time the suspended member may not take part in any ASCA stage combat activities. All suspended members are still held to the standards set out in the ASCA Policies and Procedures Framework. Any breaches of the ASCA Policy and Procedures Framework made by a suspended member may result in immediate dismissal from the association.
- 2.15.4 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 committee for having taken that action and of the members' right of appeal under clause (2.16).
- 2.15.5 The expulsion or suspension does not take effect:
- 2.15.5.1 Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - 2.15.5.2 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.
- 2.15.6 If a Member intentionally acts in bad faith or acts maliciously, criminally or otherwise, in addition to other disciplinary action, ASCA may:
- 2.15.6.1 Seek to recover from the individual the cost of any damages, or
  - 2.15.6.2 where a breach is beyond the scope of ASCA's jurisdiction, then an individual may be reported to the relevant authorities.
- 2.15.7 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:
- 2.15.7.1 Written or verbal reprimand, including a formal cautioning and incident report being filed.
  - 2.15.7.2 Counselling by the MC on behaviour
  - 2.15.7.3 Regression of rank within the ASCA training system.
  - 2.15.7.4 Suspension of Membership and all rights and privileges contained therein.
  - 2.15.7.5 Dismissal from the association.
  - 2.15.7.6 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.

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## 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 Management Committee 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 Management Committee. 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.** Is 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 Sub-Committees, 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.

3.2.1.5 *Standard Committee Member*- There are three (3) SCM positions in the ASCA MC. Each of these people has 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 on sub-committees as required.

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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 committee of management 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 committee 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.

### 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:

3.5.2 must be made in writing, signed by two members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

3.5.3 must be delivered to the secretary of the association at least **7 days** before the date fixed for the holding of the annual general meeting at which the election is to take place.

3.5.4 If insufficient nominations are received to fill all the vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

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- 3.5.5 If insufficient further nominations are received, any vacant position remaining on the committee are taken to be casual vacancies.
- 3.5.6 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 3.5.7 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 3.5.8 The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee 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 committee 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 committee 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 committee must meet at least **3** times in each period of **12 months** at such place and time as the committee may determine
- 3.8.2 Additional meetings of the committee may be convened by the President or by any member of the committee.
- 3.8.3 Oral or written notice of a meeting of the committee must be given by the Secretary to each member of the committee at least **48 hours** (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 3.8.4 Notice of a meeting given under clause (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.

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- 3.8.5 Any **3** members of the official 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 committee 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 same place and at the same hour of the following week.
- 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, 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 Committee to Sub-Committee

- 3.9.1 The committee may by instrument in writing, delegate to one or more sub-committees (consisting of a member or members of the associations the committee thinks fit) the exercises of such of the function of the committee as are specified in the instrument, other than:
  - 3.9.2 this power of delegation, and
  - 3.9.3 a function, which is a duty, imposed on the committee by the Act or by any other law.
- 3.9.4 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.
- 3.9.5 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.
- 3.9.6 Despite the delegation under this rule, the committee may continue to exercise any function delegated.
- 3.9.7 Any act or thing done or suffered by a sub-committee 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 committee.
- 3.9.8 The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 3.9.9 A sub-committee may meet and adjourn, as it thinks proper.

### 3.10 Voting and Decisions

- 3.10.1 Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 3.10.2 Each member present at a meeting of the committee or of any sub-committee appointed by the committee (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, the committee may act despite any vacancy on the committee.
- 3.10.4 Any act or thing done or suffered, by the committee or by any sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

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## 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 weapons and fighting systems from the 'Five Weapon Families' (those being Short, Medium, Long, Flexible and Dual), in a logical 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 & Auxilaries

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 Examiner/Assessor for that exam.

4.2.3 A certified ASCA Instructor/Examiner other than the person who was the principal Instructor of the certification workshop/course must conduct all ASCA Certificate Examinations. 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 Examinations will be open to members of the general public to witness and observe the performance elements of the exam.

4.2.5 All ASCA Certification Examinations, 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 examination fights, **1 Examiner** 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 certification. Individual weapon certification requires a minimum of **30** contact hours with an ASCA Instructor, which may be completed over a minimum of **5 days**.

4.2.7 On the day of the exam 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 examination.

4.2.8 All ASCA Actor Combatant Certification levels require a minimum of **30** 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 Examination all rules of the *ASCA Rules and Regulations Document* apply to students, Instructors and Examiners. During examinations the following special conditions apply:

4.2.9.1 *BASIC*:

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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.

4.2.9.3.3 - Multi-level stage surface. Tables, chairs and other furniture will be choreographed into the exam 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 skills in 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 Principals' 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 their right to work in a safe environment.

4.3.2 Intermediate Combatants will:

4.3.2.1 Continue to develop their confidence in a variety of differing weapons 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 concepts/theories of Stage Combat.

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 types of weapon families by working with different weapons from each of the Five Families, 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 Examiner of official ASCA Stage Combat Examinations will observe and grade all participants based on the following five elements:

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- 4.3.4.1 *Technical Skill*- The manner in which the student understands and executes the techniques, both unarmed and with the sword, 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 *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.
- 4.3.4.5 *Professionalism*- Their attitude towards their fellow Combatants, Instructors, General Public, the art-form of Stage Combat and the Entertainment Industry.

## 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 four parts;
  - 4.4.2.1 *Written Exam*- Each student must sit and pass a short Written Exam for each Unit (Weapon System) they are testing for before they may undertake the Practical section of the Certification process. This Written Exam will be taken at the end of class at least one day before the Practical Exam date. Written Exam 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 Exam. If a student fails the Written Exam they will be given **one** opportunity to re-sit a secondary exam the next morning. If they fail the Written Exam a second time they will not be permitted to undertake the Practical Exam for that Unit. Students who fail the Written Exam 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 Exam' may be offered in a verbal form.)
  - 4.4.2.2 *Footwork Drill*- Before the Practical Exams begin all participants sitting the exams will perform the assigned Footwork/Weapons Drill as a group for the Examiner. They will first be led through the drill by their Instructor and then will perform it on their own. Participants are expected to show posture, balance, focus and intention whilst performing this drill.
  - 4.4.2.3 *Performance Fights*- Each student, with their partner, must perform the set Exam 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 examined 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](#)).
  - 4.4.2.4 Any student that fails the Exam process will be able to arrange a time with the Instructor to resit the Exam at an additional cost, (for more details see [Section 4.6 Re-Certification Procedures](#)).

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- 4.4.3 *Intermediate Actor Combatant Certification*- Stage Combat Actor Combatant Certification at the Intermediate level is comprised of five parts;

- 4.4.3.1 *Written Exam*- Each student must sit and pass a short Written Exam for each Unit (Weapon System) they are testing for before they may undertake the Practical section of the Certification process. A score of **70% or more** is required in order to pass each section of the Written Exam. This Written Exam will be taken at the end of class at least one day before the Practical Exam date. Written Exams will be marked on the day, and all students will be notified if they have passed or failed. If a student fails the Written Exam they will be given **one** opportunity to resit a secondary exam the next morning. If they fail the Written Exam a second time they will not be permitted to undertake the Practical Exam for that Unit. Students who fail the Written Exam 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 Exam' may be offered in a verbal form.)
- 4.4.3.2 *Performance Fights*- Each student, with their partner, must perform the set Exam Fight choreography required for each level of certification. For Intermediate Certification these include 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. Each Fight must be performed within the context of a written text and the students are examined 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](#)).
- 4.4.3.3 *Proficiency Test*- Upon completion of the Performance Fights, all participants will take part in an Impromptu Proficiency Test with their Instructor and the Examiner. 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 are able to adapt their knowledge to suit different situations and circumstances. The Proficiency Test will consist of approximately **15-20 paired moves** in one weapon system, and with a participant that was not their original Performance Fight 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/Examiner.
- 4.4.3.5 Any student that fails the Exam process will be able to arrange a time with the Instructor to resit the Exam 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 six parts;

- 4.4.4.1 *Written Exam*- Each student must sit and pass a short Written Exam for each Unit (Weapon System) they are testing for before they may undertake the Practical section of the Certification process. A score of **70% or more** is required in order to pass each section of the Written Exam. This Written Exam will be taken at the end of class at least one day before the Practical Exam date. Written Exams will be marked on the day, and all students will be notified if they have passed or failed. If a student fails the Written Exam they will be given one opportunity to resit a secondary exam the next morning. If they fail the Written Exam a second time they will not be permitted to undertake the Practical Exam for that Unit. Students who fail the Written Exam 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 Exam' may be offered in a verbal form.)

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- 4.4.4.2 *Performance Fights*- Each student, with their partner must perform the set Exam 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. Each Fight must be performed within the context of a written text and the students are examined on both their technical skills of unarmed and weapon combat as well as their dramatic performance, (for more details see **Section 4.2 Rules and Practice for Certification.**)
- 4.4.4.3 *Ghost Fight*- 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 Exam. Ghost Fights must be performed as committed and controlled as the students' partnered fights and demonstrate balance, focus, intention, reactions, vocals and timing. The Examiner should be able to imagine the student's partner in front of them. No dialogue will be required for the Ghost Fights.
- 4.4.4.4 *Mixed Weapons Proficiency Test*- Upon completion of the Performance Fights, all participants will take part in an Impromptu Mixed Weapons Proficiency Test with their Instructor and the Examiner. This test will involve a short section of choreography that the students will not be familiar with paring **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 are able to adapt their knowledge to suit different situations and circumstances. The Mixed Weapons Proficiency Test will consist of approximately **15-20 paired moves** in the weapons chosen by the Examiner, and with a partner who was not their original Performance Test 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/Examiner.
- 4.4.4.5 *Change of Partner Test*- This portion of the Advanced examination will see the participants given a different partner for one fight. These new pairings will then be told by the examiner which one of the exam 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 Examiner. This fight will be required to be performed at full pace and intention but without any dialogue.
- 4.4.4.6 Any student that fails the Exam process at any stage will be able to arrange a time with the Instructor to re-sit that portion of the Exam 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 have passed their Basic, Intermediate and Advanced level Stage Combat Certificates with a pass mark of **75%** or above. (If an applicant wishes to be an Instructor but scored less than **75%** on one of their Certification levels, the applicant would be required to resit that level until a pass of **75%** or above was attained.)
- 4.4.5.2 Each applicant must hold a current Advanced certificate and ASCA Membership with no dues owing.
- 4.4.5.3 Each applicant must then amass a total of 100 hours of Contact Assisting within the Basic Curriculum with 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.
- 4.4.5.4 Each applicant must be able to prove **one (1) year** full time Acting training, or the equivalent.
- 4.4.5.5 Each applicant must hold a current Senior First Aid Certificate.
- 4.4.5.6 Each applicant must provide a written letter of reference from an ASCA Certified Fight Director or Instructor to the ASCA Management Committee.
- 4.4.5.7 Each applicant must satisfactorily demonstrate 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.
- 4.4.5.8 Each applicant must successfully complete the 'Level 1 Instructors Workshop'.
- 4.4.5.9 Successful completion of the 'Level 1 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.
- 4.4.6 *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 Basic, Intermediate and Advanced level Stage Combat Certificates with a pass mark of **75%** or above. (If an applicant wishes to be an Instructor but scored less than **75%** on one of their Certification levels, the applicant would be required to resit that level until a pass of **75%** or above was attained.)
- 4.4.6.2 Each applicant must amass a total of 120 hours (40 hours for each weapon) of Contact Assisting within the Intermediate Curriculum with 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.
- 4.4.6.3 Each applicant must be able to prove **two (2) years** full time Acting training, or the equivalent.
- 4.4.6.4 Each applicant must hold a current Senior First Aid Certificate.
- 4.4.6.5 Each applicant must provide a written letter of reference from an ASCA Certified Fight Director or Instructor to the ASCA Management Committee.
- 4.4.6.6 Each applicant must satisfactorily demonstrate 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.
- 4.4.6.7 Each applicant must successfully complete the 'Level 2 Instructors Workshop'.
- 4.4.6.8 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 Basic, Intermediate and Advanced level Stage Combat Certificates with a pass mark of **75%** or above. (If an applicant wishes to be an Instructor but scored less than **75%** on one of their Certification levels, the applicant would be required to resit that level until a pass of **75%** or above was attained.)
- 4.4.7.2 Each applicant must amass a total of 240 hours (40 hours for each weapon) of Contact Assisting within the Advanced Curriculum with an ASCA certified 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 Senior First Aid Certificate.
- 4.4.7.5 Each applicant must pass the **one (1) week** ASCA Instructors Workshop which will be



comprised of the following skills sections:

4.4.7.5.1 Technical Skills

4.4.7.5.2 Teaching Ability

4.4.7.5.3 Discussion Panel.

4.4.7.6 Details of the Instructors Workshop will be given to applicants upon the Committee receiving their nomination for Instructor Level training.

4.4.7.7 Each applicant must successfully complete the 'Certified Stage Combat Instructor Workshop'.

4.4.7.8 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 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 have taught (this may include co-teaching) the Basic, Intermediate and Advanced levels of the ASCA Stage Combat Certification system twice. (Applicants must produce an average pass mark of 75% at each level. If an applicant fails to reach these scores during the teaching of a Certificate Level they are required to continue to teach that level as many times as it takes to reach this goal.)

4.4.8.3 Each applicant must be able to prove two (2) years full time Acting training, or the equivalent.

4.4.8.4 Each applicant must be able to prove a deep understanding of theatrical technique in performance, script analysis and directing.

4.4.8.5 Each applicant must pass the SSCS Fighting for Film Workshop.

4.4.8.6 Each applicant must pass the SSCS Special Weapons Workshop.

4.4.8.7 Each applicant must pass the 'ASCA Fight Directors Workshop' which will be comprised of the following skills sections

4.4.8.7.1 Technical Skills

4.4.8.7.2 Directing Ability

4.4.8.7.3 Choreographic Ability

4.4.8.7.4 Found Weapon Replacement

4.4.8.7.5 Discussion Panel

4.4.8.8 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.

4.4.8.9 Details of the Special Weapons Workshop, the Fighting for Film Workshop and the Fight Directors Workshop will be given to applicants upon the Committee receiving and approving their nomination/request for acceptance for Fight Director Level training.

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, and upon the conditions laid out in **Section 2.1.5**. Any Member may nominate an individual for the rank of Fight Master as long as the nominated candidate meets all of the above requirements.

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## 4.5 Certification Fees and Costs

4.5.1 These fees apply to anyone undertaking ASCA Stage Combat Certification.

4.5.2 Examination Fees are included in the Workshop costs of all ASCA Certification courses.

4.5.3 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 Examination fee is due for each part). Examination fees must be paid each time a Certification Examination is taken. (see **Section 4.6** Re-Certification Procedures for more details.)

4.5.4 Certification Fees must be sent to the ASCA Treasurer along with the other Workshop monies.

4.5.5 The official Examiner 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 Exam, **\$25** per participant for an Intermediate Certification Exam and **\$30** per participant for an Advanced Certification Exam 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 resit an Examination under the following conditions:

4.6.1.1 These procedures apply to anyone undertaking ASCA Stage Combat Certification

4.6.2 Re-Certification Examinations must be taken within **two (2) months** of the original Examination date.

4.6.3 Students sitting Re-Certification 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-certification date. It is the student's responsibility to ensure they have a partner for the Re-Certification Exam one-way or the other. If the chosen partner has passed the exam and is just assisting the student who is re-certifying they will not be required to pay any fees.

4.6.4 Re-Certification will incur costs of **\$30.00** Examination Fee.

4.6.5 Any student that fails a Re-Certification Exam will be required to take the entire course that they are examining for again at full cost.

## 4.7 Combatant Certification Expiration

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

4.7.2 If a Member has not exceeded their current level of certification within that three-year period they will need to have completed one of the following options in order to retain that level of certification:

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.

4.7.2.2 Attend, and satisfactorily complete, a weekend long 'Skills Upkeep Workshop'. This workshop will be required annually once the initial three year expiration date has passed, and will continue yearly until the current level of certification has been surpassed. This workshop will incur an additional fee TBA.

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

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## 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 Instructors 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 a Certified Fight Director to act as their Mentor and then to have that Fight Director accept them as a Mentoree.
- 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 they must submit an 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 their 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 physical skill, intellectual education and professional expansion. This includes, but is not limited to, nurturing an excessive understanding of the ASCA curriculum and teaching methodologies, the biomechanical 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, etc.
- 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/growth possibilities 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.

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- 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 GENERAL 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 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:
- 6.2.3 to confirm the minutes of the last proceeding annual general meeting and of any special general meeting held since that meeting.
- 6.2.4 to receive from the committee reports on the activities of the association during the last proceeding financial year.
- 6.2.5 to elect office-bearers of the association and ordinary members of the committee.
- 6.2.6 To receive and consider the statement, which is required to be submitted to members under **Section 26(6)** of the Act.
- 6.2.7 An annual general meeting must be specified as such in the notice convening it.

### 6.3 Special General Meetings – Calling Of

- 6.3.1 The committee may, whenever it thinks fit, convene a Special General Meeting of the association.
- 6.3.2 The committee must, on the requisition in writing, this would include email or any other form of electronic correspondence, of at least **5 per cent** of the total number of members, convene a special general meeting of the association.
- 6.3.3 A requisition by members for a Special General Meeting must:
- 6.3.3.1 state the purposes of the meeting, and
  - 6.3.3.2 be signed by the members making the requisition, (In the event these documents are lodged by electronic methods, then each document must contain the full name of each individual making the requisition and must be physically signed by at least one of them.) and
  - 6.3.3.3 be lodged with the Secretary, and
  - 6.3.3.4 may consist of several documents in a similar form, each signed by one or more members making the requisition. In the event these documents are lodged by electronic methods, then each document must contain the full name of each individual making the requisition and be physically signed by at least one of them.
- 6.3.4 If the committee fails to convene a special general meeting to be held within **1 month** after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than **3 months** after that date.

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- 6.3.5 A Special General Meeting convened by a member or members as referred to in (**Section 6.3.3**) must be convened as nearly as is practical in the same manner as General Meetings are convened by the committee and any member who consequently incurs expenses in the organising and running of the meeting as a result of this action is entitled to be reimbursed by the association.

### 6.4 Notice

- 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 specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted by order of the Management Committee.
- 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.

### 6.5 Procedure

- 6.5.1 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.
- 6.5.2 Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction for the business of a general meeting
- 6.5.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- 6.5.3.1 if convened on the requisition of members, is dissolved, and
  - 6.5.3.2 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.
- 6.5.4 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.

### 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 from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

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- 6.7.2 If a general meeting is adjourned for **14 days** or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 6.7.3 Except as provided in (**Section 6.7.1 & 6.7.2**), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## 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:
- 6.8.4 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
- 6.8.5 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 Special Resolution

- 6.9.1 A resolution of the association is a special resolution if it is passed by a majority which comprises at least three-quarters of such members of the association present or by proxy, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- 6.9.2 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.

## 6.10 Voting

- 6.10.1 On any question arising at a general meeting of the association a member has one vote only.
- 6.10.2 All votes must be given personally or by proxy but no member may hold more than **5 proxies**.
- 6.10.3 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.
- 6.10.4 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.

## 6.11 Appointment of Proxies

- 6.11.1 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.

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# 7 MISCELLANEOUS

## 7.1 Insurance

- 7.1.1 The association may effect and maintain insurance. All ASCA certified Instructors and Fight Directors are required to hold and maintain their own Public Liability Insurance to the minimum value of **AUD\$10,000,000.00**, unless the association holds an insurance policy at any given time that covers them under said policy.
- 7.1.2 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**.

## 7.2 Funds: Source

- 7.2.1 The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- 7.2.2 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.
- 7.2.3 The association must, as soon as practical after receiving any money, issue an appropriate receipt.

## 7.3 Funds; Management

- 7.3.1 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.
- 7.3.2 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.

## 7.4 Alteration of Rules and Objectives

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

## 7.5 Common Seal

- 7.5.1 The common seal of the association must be kept in the custody of the Public Officer.
- 7.5.2 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**.

## 7.6 Custody of Books

- 7.6.1 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.

## 7.7 Inspection of Books

- 7.7.1 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.

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## 7.8 Service of Notices

- 7.8.1 For the purposes of these rules, a notice may be served on or given to a person:
- 7.8.1.1 by delivering it to the person personally, or
  - 7.8.1.2 by sending it by pre-paid post to the address of the person, or
  - 7.8.1.3 by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- 7.8.2 For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
- 7.8.3 in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- 7.8.4 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
- 7.8.5 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.

## 7.9 First Aid Regulations

- 7.9.1 All ASCA Instructors and Fight Directors are required to have First Aid training and certification in order to teach and choreograph Stage Combat.
- 7.9.2 This First Aid Certificate must be maintained at all times and should be equivalent to the Australian government standard: (*Apply First Aid-HLTFA311A*), at a minimum.
- 7.9.3 All ASCA Instructors and Fight Directors are required to send a copy of their updated First Aid Certificate (once every three years) to the Secretary of ASCA to be held on record, as well as their Resuscitation Certificate every year.
- 7.9.4 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.
- 7.9.5 All ASCA Instructors and Fight Directors are required to have a First Aid Kit present and attainable at any time that they are teaching or choreographing Stage Combat.
- 7.9.6 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.
- 7.9.7 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.
- 7.9.8 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.
- 7.9.9 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.

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## 7.10 Clothing Regulations

- 7.10.1 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 you costume may be quite complex, bulky and restricting, while training or undergoing general practice you should always adhere to certain clothing guidelines. For general training, practice and Certificate Examination clothing should be as follows:
- 7.10.2 Always wear comfortable, loose-fitting clothing such as gym-wear, tracksuit pants, T-shirts, etc. It is suggested that for training you do not wear jeans or button-up shirts or belts with buckles.
- 7.10.3 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.
- 7.10.4 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.
- 7.10.5 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.
- 7.10.6 Any student that cannot conform to these clothing regulations should not be allowed to train that day.

## 7.11 Membership Cards

- 7.11.1 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:
- 7.11.1.1 Members Name
  - 7.11.1.2 Membership Expiration date
  - 7.11.1.3 Certification Ranking

## 7.12 Weaponry

- 7.12.1 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:
- 7.12.1.1 Is the supplier a reputable weapons armourer?
  - 7.12.1.2 Are the Weapons suitable for actual contact combat?
  - 7.12.1.3 Does the supplier have testimonials or quality reports on their weapons?
- 7.12.2 Any new supplier should be asked whether they can supply ASCA with two of the proposed Weapons for standard testing procedures by Certified ASCA Fight Directors. Weapons and suppliers that pass this procedure would then be officially recommended by ASCA as Practical Stage Combat Weapons and Armoury Suppliers.

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### ***7.13 Breaching of Rules and Regulations***

**7.13.1** 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 Management Committee of this Association will be final and binding. Any Member who continues to breach these Rules and Regulations after the committee's decision is made may be subject to dismissal, heavy fines and or legal action by this Association.

### ***7.14 Accountability Clause***

**7.14.1** 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), the Association would be required to hold a formal inquiry into the incident to;

**7.14.2** find 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,

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

**7.14.4** to inform the production company of its findings for insurance claim purposes.

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