



2023

Gymnastics NSW Region Handbook

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| POLICY NAME: | Region Handbook |
| DATE OF ISSUE: | January 2023 |
| POLICY COVERAGE: | Gymnastics Events & Activities |
| DATE OF REVIEW: | December 2023 |
| CONTROLLING BODY: | Gymnastics NSW |

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PURPOSE AND FUNCTION OF REGION COMMITTEE

Purpose

Region Committees are elected representatives from clubs in the Region. They are elected at an Annual General Meeting (AGM) by clubs from the Region. Each club and Life Member in the Region get one vote. Committees exist to promote the development of gymnastics, by furthering and carrying out the purposes and objectives of Gymnastics NSW. The Committee and its volunteer members are responsible for providing support to GNSW and other committee members to ensure the organisation meets its goals and objectives.

Committees will develop, implement, and administer projects to support and encourage the growth of gymnastics by:

1. Increasing participation in the gymsports, and transition rates from recreational to competitive gymnastics within the region, creating greater access and further opportunities for athletes and participation through an increase the number of clubs and programs across the state.
2. Implementing programs to maintain engagement and retention of participants through the competition pathway and underpin and support lifelong participation in gymnastics.
3. Developing education activities, workshops, and resources aligned with the [GNSW Workforce Development Strategy](#). Identifying education critical to the development of coaches and judges at region level supplementary to the accreditation courses. Developing resources and workshops that can be delivered at region level as part of region squads and clinics.
4. Designing, planning and implementing region clinics with a focus upon coach and athlete education and wellbeing aligned with the [GNSW Workforce Development Strategy](#) and the [GNSW Wellbeing Strategy](#).

Function

Region Committees exist to promote the development of gymnastics in local areas by local people. More specifically they exist to:

1. Further the Objects of GNSW in their Region.
2. Support GNSW to develop, implement and administer projects to encourage the growth of gymnastics in region areas.
3. Set the Region calendar.
4. Determine fees for the services provided by the Region.
5. Determine the criteria for the selection of region teams for Region State Championships.
6. Determine the awards to be presented at region events.
7. Make suggestions to Gymnastics NSW with respect to region matters.
8. Conduct competitive, participation and general gymnastics events.
9. Identify Region technical members to be trained to become course presenters and course assessors in both the coaching and judging areas.
10. Liaise with the CRDO/Gymnastics NSW Education Coordinator regarding additional education courses required of the Region.
11. Raise awareness of and abide by Gymnastics NSW policies, procedures, rules and regulations.
12. Recognise the contribution of people in the Region and nominate one candidate each year for the Distinguished Service to a Region Award. Please refer to the Gymnastics NSW Awards Policy for further information.

HOW IS A REGION COMMITTEE CONSTITUTED?

Each Region may determine which positions are on the Region Committee. At a minimum it is suggested that the Region has a Region Supervisor and a Treasurer. GNSW has position descriptions for all region roles that regions can utilise to set their committee structures.

It is a Gymnastics NSW requirement that all Region Committees have approximately half of the Committee elected in one calendar year and the other approximate half elected in the following calendar year on a two-year rotating basis. This is to ensure consistency and adequate succession planning occurs within the region committee.

If a Region Committee has both a Region Supervisor and a Treasurer, (as suggested) these positions shall be due for election in alternate years unless the position is a casual vacancy.

The maximum term for any Member elected or appointed to a Region Committee shall be two terms (four years). A Region Committee Member may be re-elected to a Region Committee position after two terms for a further one or two terms upon written application to the Board.

Changes to the composition of a Region Committee shall be determined at an Annual General Meeting or Special General Meeting.

WHAT IS A REGION?

A Region is a group of clubs in a geographic area determined by the GNSW Board. Regions exist to localise the delivery of Gymnastics NSW services and opportunities for participation for local communities.

As new clubs affiliate with Gymnastics NSW, they are allocated to a Region along geographic lines.

COMMITTEE MEMBER GOVERNANCE

It is vital that you fully understand the purpose and function of the committee and your role and responsibilities so that you may contribute meaningfully and apply good governance principles in your role.

Committees are best able to fulfil their roles and responsibilities when the members have a diversity of skills, perspectives and backgrounds and a culture that values this diversity. This diversity of perspective means the committee is more likely to consider different options, risks and implications leading to more informed decision-making.

GNSW is a not-for-profit organisation that relies heavily on the contribution of volunteers for the successful delivery of events and activities. Committee members are volunteers and give their time freely to advance the performance and reputation of Gymnastics NSW. Their contribution is greatly appreciated. Volunteers are an important part of our strategic planning and have a crucial role in developing a culture which supports and values the role of volunteers. Volunteers have responsibilities, which include acting responsibly, being accountable for their actions to the organisation, and respecting the organisation's values and practices.

Good Governance of the Committee involves the following:

- Leadership - ensuring as a member of the committee, you are demonstrating leadership within the community and decisions are made responsibly with the best interests of all clubs and participants at the core.
- Biennial Plans- A [Biennial Plan](#) is a two-year plan that assists the committee in identifying short-term goals for the region, as well as action items to achieve these. GNSW Club and Regional Development

Officers (CRDO) will support Region Committees in actioning their plans and providing the resources and support to do so.

- [Strategic planning](#) - setting and reviewing the short-, medium- and long-term goals of the region in consultation with Gymnastics NSW and in accordance with the rolling GNSW strategic plan.
- [Succession planning](#) - to assist with knowledge sharing as members transition in and out of the committee the region should look at the region committee members and share their own individual goals with the committee for the future. Region Committees are encouraged to identify suitable people to move into committee roles in the future. These people can be mentored by current members of the committee for continuity across committee terms.
- Financial management and budgeting for programs and activities and for future needs.
- Periodic reflection about performance against achievements identified in plans and actions.
- Developing and practicing effective communication strategies within the committee, GNSW and community.
- Linking rules and practices to policies of GNSW where appropriate.
- Legal compliance - ensuring that the committee complies with all aspects of the law, including legislation covering such areas as child protection, occupational health and safety, conflict-of-interest, etc.
- Managing risk - ensuring that major risks are identified and managed.
- Promoting GNSW and the sport of Gymnastics as positive ambassadors.
- Reporting and relaying information accurately to clubs and the community.

COMMITTEE OPERATIONS

- Each Region Committee will meet regularly throughout the year. Most committees will hold meetings, with a minimum of 4 meetings (including the AGM) be held each year.
- Agendas will be developed, and it is expected that all Committee members will have produced all required reporting documents, pre-read all meeting documentation and be prepared for each meeting.
- The Committees provide advice on decisions as outlined in their roles and responsibilities below. If Committees decisions have a financial or operational impact on GNSW, then approval must be provided by the CRDO before actioning. Any items with these impacts must be included in budgets and or workplans for pre-approval.
- The Region Supervisor will chair the Region Committee meetings. In the absence of the Region Supervisor, the Supervisor shall nominate either the Secretary or the Treasurer to chair the meeting.
- The region will have two signatories on the region account that sign off and approve region payments. The region Treasurer must be one. Signatories cannot be from the same family unless approved by GNSW.
- Committee member terms commence following the respective AGM. Committee members will be confirmed once they accept the position, have undertaken their committee induction and returned the signed terms of agreement acknowledgement.
- The GNSW Board delegates an authority to Region Committees for the development of gymnastics in local areas. Through this delegation, the affairs of a Region Committee are under the ultimate control of and managed by the Board.
- All duly elected/appointed members of each Region Committee shall have voting rights on the Region Committees.
- Written notice of a meeting of the Committee shall be given by the Supervisor or Secretary to each member of the Committee at least 48 hours (suggested 7 days - or such period as may be unanimously

agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.

- Notice of a meeting shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- 51% of the total members of a Region Committee, present in person or via videoconference constitute a quorum for the transaction of the business of a meeting of the Region Committees.
- No business shall be transacted by the Region 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 stands adjourned to a time and date agreed by the Region Committee members present.
- If at the adjourned meeting a quorum is still not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- In the event of a vacancy in their number, a Region Committee may act despite a vacancy in their number however if the vacancy is reduced below the number required for a quorum, the remaining members on the Region Committees may act only for the purpose of filling vacancies to the extent necessary to bring their number up to that required for a quorum.
- A question arising at a meeting of a Region Committee is to be decided by a majority of votes of the Region Committee Members present in person and entitled to vote. If there is an equal vote, the AGM chair holds the deciding vote.

OPERATIONAL PLANS

Development

Programs

Region Committees should discuss ideas for development at every Region Meeting.

Gymnastics NSW has an extensive list of programs that Regions could implement. Additionally, GNSW Gymsport Committees conduct annual development activities targeted to regions. Region committees can work with their CRDO to pursue those relevant to them.

Region Funding

Regions generate funds through the running of events and activities. These funds can be utilised by the region committee, for the development of gymnastics within the region.

The use of funds could be, but is not limited to:

1. Subsidising education costs (both accreditation courses and region education workshops)
2. Purchasing equipment to assist with region operations (Score programs, IT equipment etc.)
3. Funding support for representative athletes from the region
4. Marketing campaigns promoting gymnastics in the region
5. Subsidising costs for region events
6. Support for region members to attend GNSW Professional Development Conferences

Education

Coach and Judge Education

The GNSW Education team work towards locking in the Coach and Judge Education calendars for accreditation courses as early as possible. Across 2022 GNSW looked to expand its pool of Education course presenters with the aim of making education more accessible to regions.

In a region committee meeting if a specific judging or coaching course is needed that is not already included on the [Coach](#) or [Judge](#) Education Calendar, the Education Coordinator should reach out to the region's clubs to see how many individuals would be interested in the course, with a date/time/presenter in mind. The Education Coordinator may then reach out to the Region CRDO to discuss this need and enquire further. If an additional coaching course is approved by the CRDO, the region may fill out [this form](#) and pass it onto the GNSW [Coaching Education Officer](#).

Workshops

Regions can conduct their own updating workshops. These may include but are not limited to; club planning, risk management, sport specific training and mentoring. These workshops must be sanctioned by Gymnastics NSW via the [Workshop sanctioning form](#).

Education course presenters

Region Committees should always be on the lookout for potential Coach & Judge Course Presenters. Ideal candidates are bright, positive, and knowledgeable coaches who hold a minimum of an Advanced Coaching Accreditation and FIG qualification for Judges. Teachers are encouraged to apply! When a candidate is identified, the Region Supervisor should contact the Education Coordinator via education@gymnsw.org.au.

COMMITTEE CODE OF CONDUCT

The Committee Code of Conduct is a framework that outlines the standards of behaviours and ethical conduct expected of all committee members.

As a committee member, you must:

1. Promote and respect the rights and dignity of every person regardless of gender, race, ethnicity, or sexual orientation and ensure the promotion of a safe and inclusive environment.
2. Always protect the integrity of sport by ensuring that the behaviour and conduct of every person is consistent with the rules of the sport, the principles of fair play and the standards of safe and inclusive sport.
3. Always protect the safety and wellbeing of members by ensuring that appropriate safeguarding measures and policies are in place, easily accessible and understood by every person, and reviewed regularly.
4. Be ethical, impartial, consistent, and transparent in your conduct and decision-making.
5. Accept responsibility for your actions.
6. Make decisions in the best interests of all members and the sport.
7. Promote a safe and inclusive environment, in which every person feels welcomed and is protected and free from discrimination, harassment and abuse.
8. Ensure that all athletes, coaches, officials, parents and spectators place wellbeing and enjoyment ahead of performance and outcomes.
9. Create pathways that support athletes, coaches, and officials to improve their skill development.
10. Provide equal opportunities for all athletes, coaches, and officials to participate, regardless of their gender, ability, or cultural background.
11. At all times act as a role model for others, displaying high standards of good sporting behavior.
12. Never engage in inappropriate conduct including the use of offensive language, drinking or smoking, whilst in an official capacity.

13. Ensure that all members are made aware of their rights and responsibilities under the appropriate legislation including [Member Protection Policy](#), [Code of Conduct](#), [Child Safety Policy](#) and Anti-discrimination Legislation and Laws, and know the process by which to refer a complaint or breach.

ETHICAL DECISION MAKING

Committee Members are to set the example expected of all officials; to always behave in a professional manner and exemplify nonpartisan ethical behaviour, maintain the highest standards of integrity, and protect member privacy.

The Committee will be governed by the principles of the [Organisational Culture Policy](#).

CONFLICTS OF INTEREST

Committee members have a duty to act honestly and in the best interests of the GNSW and the Region and not to misuse position or information to gain unfair advantage, and to disclose conflicts of interest.

Potential conflict of interests of Committee Members may include:

- holding a position within a club operating the gym sport, coaching athletes within the gym sport, or holding another position with the sport's membership.
- a contract with the Organisation (e.g., supply of goods and/or services).
- using confidential information sourced from the GNSW Organisation for the benefit of another entity or individual gain; or
- profiting from an opportunity that rightfully belongs to the GNSW Organisation.

Disclosure of conflicts of interest

The Region Committee shall comply with the conflict-of-interest requirements in the [Conflict-of-Interest Policy](#). Generally, this policy requires that if a member of the Region Committee has a conflict of interest in a matter, then they should excuse themselves from discussion and decision making on the matter unless it is agreed by the Region Committee that they may participate. Conflicts of Interest shall be recorded in the minutes of the Region Committee Meeting.

CRITERIA FOR A REGION COMMITTEE POSITION

- Availability and willingness to commit as an active member of a volunteer committee.
- Organisational, planning and IT skills.
- Interpersonal, listening and communication skills.
- Team player displaying leadership qualities with a collaborative working style.
- Capacity and capability to undertake the role.
- Current Technical Member (financial member) of Gymnastics NSW and resides within NSW.
- Ability to liaise and work in partnership with various stakeholders.
- Ability to fulfil the roles and responsibilities of the relevant position description.

Appointment of delegates

- Each Affiliate Member Club shall be entitled to one (1) vote at a Region Annual General Meeting or Special General Meeting if they have been deemed by the Board to be from that Region.
- The Affiliate Member Club must be represented by a delegate who is a Member of the Association and who is at least eighteen (18) years of age.
- Voting is by attendance at the Region Annual General Meeting or via postal vote. There shall be no attendance via a proxy at Region Annual General Meetings or Special General Meetings.

- GNSW Life Members and Foundation Members are entitled to attend and have one vote at any Region Annual General Meeting or Special General Meeting.
- All Members other than GNSW Life Members, Foundation Members and the Delegates of Affiliate Members will be eligible to attend General Meetings as observers without the right to vote or speak.

Acceptance requirements

Once elected to a position on a Region Committee, this person is required to sign an 'Acceptance of Committee Position' form and submit any Working with Children paperwork required by the Board before serving on the Region Committee.

Committee Honorarium

GNSW Committees are not subject to receiving an Honorarium as per the following GNSW Policy

[Committee Finance Policy](#)

[Volunteer Policy](#)

[Awards Policy](#)

Region committee members will receive 2 updating points for each year served as outlined in the [Gymnastics Australia Policy](#).

Region committee members will have access to attend regional education workshops and events at no cost for the duration of their committee term. This does not include Accreditation Courses.

REGION ROLES AND RESPONSIBILITIES

Regional Supervisor

Administration

- Set the region activities calendar in conjunction with GNSW Events and Education calendar, the regional events sanctioning handbook and your CRDO.
- Develop a region strategic plan specific to the region's needs to guide activities, with the support of your CRDO.
- Coordinate and oversee the administration of region activities and annual budgets with the support of your CRDO.
- Assist the Treasurer to ensure the budget is maintained and ensure the committee finance administration is up to date.
- Assist the Regional Events Coordinator with the event sanctioning forms and ensure that they are submitted prior to the closing date.
- Assist the Regional Education Coordinator in setting dates for regional education.
- Assist committee members when required.
- Ensure the implementation of GNSW procedures and policies as set down on the GNSW website.
- Review and implement Region Policies and Procedures as set out in the Region Committee Handbook.

Representation

- Consult with the Club and Regional Development Officer (CRDO) for anything region related.
- Represent the region at GNSW Region Council meetings and club forums.
- Represent the region and GNSW as an administrator for the region Facebook page in approving and submitting Requests from clubs- in line with the [Social Media Policy](#) and [Guidelines for Committees](#).

Information

- Answer general enquiries about the region.

- Direct members of the community to other region committee members on questions and matters specific to their role.
- Disseminate information from GNSW to the Regional Committee.
- Work with the Regional Secretary and CRDO to ensure that vital information (i.e., closing dates, upcoming courses, region activities etc.) is communicated to ALL clubs in your region.
- CC in the CRDO to all Region correspondence with any club and/or committee member.

Region Committee

- Chair a minimum of 3 Region Committee meetings in a calendar year- not including an AGM.
- Ensure that Region Meetings meet the requirements within the [Committees and Volunteers Policy](#). It is recommended that the Regional Chairperson sends an Agenda to Committees and/or Region Clubs at least 7 days prior to a Region Meeting
 - In the absence of a Region Secretary:
 - Set meetings dates for the year.
 - Assist with setting the agenda for each meeting.
 - Assist with sending out all notices and communication around meetings.
- Chair the Region AGM.
- In conjunction with CRDO, set the AGM date, venue, and time.
- Recommend professional development activities to GNSW for Region Committee members.
- Complete a report for the AGM.
- Nominate Regional Award recipients for the GNSW Annual Awards.
- **If there is no Region Supervisor, this role falls to the CRDO as an ex-officio**

Region Secretary

Administration

- Assist the Regional Supervisor to set the region activities calendar, in conjunction with CRDO.
- Assist the development of the region strategic plan specific to the region's needs to guide activities, with the support of CRDO.
- Assist the Regional Supervisor to coordinate the administration of the Regional Committee.
- Take minutes for all Regional Meetings and distribute them to each club in the Region and the CRDO within 14 days of the conclusion of the meeting.
- Maintain the accuracy of documentation provided to Region Committees and clubs including committee/club contact information, handbooks, policies, and procedures.
- If the region has a newsletter, coordinate the gathering of information, and distribute it to clubs and any other interested parties.
- Ensure the implementation of GNSW procedures and policies as set down on the GNSW website.
- Assist with the review and implementation of Region Policies and Procedures as set out in the Region Committee Handbook.

Representation

- Consult with the Club and Regional Development Officer (CRDO) for anything region related to the secretary role.

Information

- Assist answering general queries about the Region.

- Direct members of the Region to other Region committee members on questions specific to their role.
- Disseminate information from the Regional Committee to the Region in conjunction with CRDO.
- Circulate vital information (i.e., closing dates, upcoming courses, region activities etc.) to ALL clubs in your region.
- Provide updated information regarding the developments in and changes to region processes and/or policies to the CRDO.
- Store any correspondence in and advise clubs of such correspondence where relevant.
- Copy Regional Supervisor, Regional Committee and GNSW CRDO on any correspondence out.

Region Committee

- Plan and attend Region Committee meetings.
 - Set meetings dates for the year.
 - Send out the agenda for each meeting.
 - Send out all notices and communication around meetings.
- Attend the Region AGM.
- In conjunction with the CRDO, develop the AGM documents.

If there is no Region Secretary, this role falls to the CRDO as an ex-officio

Regional Treasurer

Administration

- Assist the Regional Supervisor to set the region activities calendar, in conjunction with GNSW.
- Assist the development of the regional strategic plan specific to the region's needs to guide activities, with the support of GNSW.
- Assist with setting the region's annual budget (including event budgets) and work with the committee to ensure the budget is maintained or adjusted as required.
- Ensure the implementation of GNSW procedures and policies as set down on the GNSW website.
- Assist in the review and implementation of [Region Policies](#) and Procedures as set out in the Region Committee Handbook.

Representation

- Consult with the Club and Regional Development Officer (CRDO) for anything region related to the treasurer role.

Information

- Answer general enquiries about the Region budget and payments for the region.
- Direct members of the Region to other Region committee members on questions specific to their role.
- All correspondence must cc GNSW CRDO.
- The treasurer handles no money and pays no bills directly.
 - All income and expenses are received and paid for by GNSW Finance department. Regular reports are provided to the region.

Region Committee

- Attend Region Committee meetings.
- Attend the Region AGM and provide a Treasurer's report.
- Provide updates at Regional Committee meetings on the financial position of the Region.

Processes

1. Update Budget template for all regional activities for the calendar year
 - a. Overall Budget
 - b. Specific Activities budgets

Pre-Event

1. Submit pre-event invoices (certificates, awards) before the allocated competition for GNSW payment. Final Invoices must be submitted 48 hours prior to the event.
2. Create and submit a Purchase Order (PO) for approval of any additional activity expenses (including a quote, if applicable) not allocated in the approved budget.
 - a. If it is of capital nature, CEO approval is required prior to proceeding with purchase.
3. Once the PO is approved by the Region CRDO, complete the [Region Expenditure Form](#) with invoices, receipts and banking details as required.
 - a. Note: If an invoice is provided in advance, GNSW can arrange payment for the expense to avoid out of pocket expenses for any Committee Members.
4. Update and maintain the event budget.

If region fines need to be applied, work with the Regional General/Specific Gymsport Coordinator and/or General/Specific Regional Judging Coordinator to obtain the details and send the required information to the CRDO.

Post- Event

- For any additional event expenses (i.e., water, etc.) please complete the PO and Expenditure forms (as per instructions above).
- Update and maintain the event budget.

If there is no Region Treasurer, this role falls to the CRDO as an ex-officio

Regional Education Coordinator

Administration

- Assist the Regional Supervisor to set the region activities calendar, in conjunction with GNSW to ensure that the education courses work with and around this.
- Assist the development of the regional strategic plan specific to the region's needs to guide activities, with the support of GNSW.
- Regularly request and collate EOI in education courses from the affiliated clubs in the region, including coaches'/judges' courses and workshops.
- Identify knowledge gaps and what assistance clubs may need via collating feedback (i.e., online surveys, sending out emails, Facebook polls etc.). The Region CRDO can assist with setting up a form.
- Submit course request forms to GNSW at least 8 weeks before the requested course date.
 - Ideally a minimum of 10 participants for the course (reach out to the GNSW Education Coordinator to discuss specific circumstances).
 - For Accreditation: The region/club will provide the venue free of charge for the duration of the course. GNSW will select the course presenter and any trainee presenters.
 - For Workshops/clinics: determine with the Region committee a price to hire a region venue
- Ensure the implementation of GNSW procedures and policies as set down on the GNSW website.
- Assist in the review and implementation of Region Policies and Procedures as set out in the Region Committee Handbook.

Representation

- Consult with the Club and Regional Development Officer (CRDO) for anything region related to the education role.
- Consult with the Education Coordinator for anything region related to Education Courses and Workshops.

Information

- Assist answering general queries about Region_Education.
- Direct members of the Region to other Region committee members on questions specific to their role.
- Disseminate information to clubs within the region of any upcoming coaching or judging courses, including dates, times, venues, pre-course requirements, cost etc.
- On behalf of the GNSW CRDO's and Education team, communicate (i.e., Region Facebook page, email etc.) education initiatives occurring within the region to all region affiliated clubs (i.e., courses, workshops, judge's updates etc.).

Region Committee

- Attend Region Committee meetings.
- Attend the Region AGM and provide an education report.
- Provide updates at Regional Committee meetings on the educational needs of the Region.

Regional Events Coordinator

Administration

- Assist the Regional Supervisor to set the region activities calendar, in conjunction with the CRDO
- Assist the development of the region strategic plan specific to the region's needs to guide activities, with the support of GNSW.
- Assist with setting the region's annual budget (including event budgets) and work with the committee to ensure the budget is maintained or adjusted as required.
- Ensure the implementation of GNSW procedures and policies as set down on the GNSW website.
- Assist in the review and implementation of Region Policies and Procedures as set out in the Region Committee Handbook.

Representation

- Consult with the Club and Regional Development Officer (CRDO) for anything region related to the Events role.

Information

- Assist answering general queries about the Region Events.
- Direct members of the Region to other Region committee members on questions specific to their role.
- Disseminate information to clubs within the region of any upcoming region competitions, including dates, closing dates, event information etc.

Region Committee

- Attend Region Committee meetings.
- Attend the Region AGM and provide an event report.
- Provide updates at Regional Committee meetings on the events needs of the Region.

Processes

Planning Meeting

- Event Calendar, in conjunction with the committee:

- Setting competition dates (checking the GNSW Calendars to ensure there are no clashes with major events or education initiatives).
- Lock in venues (considering hire fees etc.)
- Decide which Gymsports will compete at each event (ensuring that the region meets the minimum competition requirement for each gym sport).
- Decide on entry fee for each region competition (set price for qualifiers, set price for championships – account for GST).
- Sanctioning
 - Complete the [2023 Region Sanctioned Event Application Form](#) for processing and approval (review the [GNSW Sanctioned Event Handbook](#))
 - Fill in the entry form with specific region event requirements.
- Oversee the work of Regional Gymsport Competition and Judging Coordinators in terms of creating work orders, judging panels and schedules for events.
- Venue Hire Agreements
 - Set/discuss venue hire fees.
 - Complete GNSW Venue Hire Template.
- Outline what the region expects from the host club in terms of facilities and equipment (i.e., tables and chairs for judges, who sets up, which areas of the gym are accessible to the region etc.)
- Sign contract on behalf of region and send to host-club to sign.
- Send signed Venue Hire Agreement to GNSW.
- Award Stock: ribbons, medals, and certificates.
- Review and update award stock registry.
- Late Entry Fees.
- Liaise with region committee to determine late entry fees.

Pre-Event

- Award Stock: ribbons, medals, and certificates.
- Liaise with region committee members and Gymsport Competition Coordinators to order award stock (i.e., ribbons, medals, certificates).
 - A list of what awards are given for each gym sport, and level can be found in the specific [GNSW Gymsport Sanctioned Competition Handbooks](#).
 - Lead time is approximately **6-8 weeks for medals, trophies, and ribbons**.
 - Order a large quantity at the start of the year, be sure not to include dates so if you don't use all the stock then you can keep it for next year.
- Entry Form
 - All entries will be collected and processed by GNSW.
 - Forward entries onto the relevant Region Gymsports Competition Coordinator.

Post-Event

Request the following documents from the relevant Region Gymsport and Judging Coordinator:

- Equipment Safety Checklist
- Summary of Entries Excel Template
- Reconciliation Template
- Results of the event – from the judging coordinator
- Final Judges panel – from the judging coordinator

Use these documents to complete the [2023 Region Competition – Post Event Documentation Form](#). The documents must be submitted **14 days** post event.

Promotion

- Send GNSW CRDO pictures/stories to promote region competitions

And/Or Gymsport Competition Coordinator

Administration

- Assist the Regional Supervisor to set the region activities calendar, in conjunction with GNSW.
- Assist the development of the region strategic plan specific to the region's needs to guide activities, with the support of GNSW.
- Assist with setting the region's annual budget (including event budgets) and work with the committee to ensure the budget is maintained or adjusted as required.
- Familiarise yourself with the [GNSW General Regulations & Gymsport Specific Regulations](#).
- Each Sanctioned Events Guide provides information for region run events including information on:
 - Sanctioning and qualifying
 - Competition planning (i.e., date, venue, awards)
 - Level-Specific information (i.e., music)
 - Judges' information, run sheets and scoring
 - Keep up to date with the current specifications (i.e., latest Australian Levels Program, Gymnastics Australia WAG Technical Regulations and FIG Apparatus Norms).
- Ensure the implementation of GNSW procedures and policies as set down on the GNSW website.
- Assist in the review and implementation of Region Policies and Procedures as set out in the Region Committee Handbook.

Representation

- Consult with the Club and Regional Development Officer (CRDO) for anything region related to the Events role.

Information

- Assist answering general queries about the Region Events.
- Direct members of the Region to other Region committee members on questions specific to their role.
- Provide accurate information about the host club to the Event Coordinator.

Region Committee

- Attend Region Committee meetings.
- Attend the Region AGM and provide a Gymsport Report.
- Provide updates at Regional Committee meetings on gymsport specific competition needs of the Region.

Processes

Pre-Event

- Host Club
 - Discuss with Club Owner the specifics of the set-up of their gym and competition requirements i.e., chairs, entry and exit, judges' tables, lunch facilities, spectator capacity.
- Entries
 - Receive competition entries from the Regional Events Coordinator upon closing of entries.
 - Check entries received to ensure entry requirements are met.
 - If entry requirements are not met, inform the Region Events Coordinator, and ask club to resubmit with requirements for entry (i.e., Judges, volunteers, coaches)
- Work Order
 - Create a draft work order and send it to the Regional Judging Coordinator for them to create the Judges panels.
 - Once finalised send it to clubs at least 3 weeks before the competition date.
 - Amend work order and panels as required based on feedback.
 - Send the final work order at least 2 weeks before the competition starting date to clubs.

- Answer questions from coaches regarding work order.
- Certificates
 - Organise the certificates needed for the competitors.
- Use the mail merge document to create the competition certificates.
- Organise club certificates (i.e., bundle certificates for each club, to be collected with their folder at the competition including – certificates and rotations).

During the Event

- Competition
 - Attend all Gymsport Competitions (or delegate who should attend if you are unable to as agreed by the committee).
 - Lead volunteer coordination
- Risk
 - Complete the [Equipment Safety Checklist](#) and any risk assessments before the competition signed off with a host club representative.
- Venue
 - Lead the setup of venue.
 - Lead the running of venue operations.
- Presentation
 - Set-up awards and certificates table.
 - Lead presentations.

Post-Event

- Documentation
 - Complete the [Summary of Entries Template](#)
 - Including any athletes that have withdrawn or additional ones that have come on the day
 - Complete the [Reconciliation Sheet](#)
- Final summary of income and expenditure
- Pass on the completed Summary of entries, Reconciliation, Equipment Safety Checklist, Risk Assessments to the Regional Events Coordinator.
- Attend Region Committee meetings.
- Attend the Region AGM and provide an event report.

Region Judging Coordinator

Administration

- Assist the Regional Supervisor to set the region activities calendar, in conjunction with GNSW.
- Assist the development of the region strategic plan specific to the region's needs to guide activities, with the support of GNSW.
- Assist with setting the region's annual budget (including event budgets) and work with the committee to ensure the budget is maintained or adjusted as required.
- Coordinate all judging activities for all gymsports in the region. Liaise with the Region Education Coordinator, General/Specific Gymsport Coordinator and Supervisor regarding the regions judging education needs.
- Liaise with the Region Education Coordinator to provide opportunities for the regions judges to upskill and gain more experience.
- Maintain a database of:
 - [Judges](#) and their accreditation within the region and work with the committee to grow these numbers.
 - [Judging courses](#) run in the region.
 - [Judges' reimbursements.](#)
- Ensure the implementation of GNSW procedures and policies as set down on the GNSW website.

- Assist in the review and implementation of Region Policies and Procedures as set out in the Region Committee Handbook.

Representation

- Consult with the Club and Regional Development Officer (CRDO) for anything region related to the Judging role.

Information

- Assist answering general queries about the Region Judging.
- Direct members of the Region to other Region committee members on questions specific to their role.
- Keep informed regarding- Technical updates.
- Reach out to the Gymsport Committee or Judges Assembly for any matters that need to be resolved.

Region Committee

- Attend Region Committee meetings.
- Attend the Region AGM and provide a Judging Report.
- Provide updates at Regional Committee meetings on the gymsport specific judging needs of the Region.

Processes

Planning Meeting

- Payments: consult with region committee to determine the judging payment rates per accreditation and per session.
- Fines: consult with region committee to determine judging fines and conditions.
- Ratio: determine how many judges are required for panels for each gymsport.

Pre-Event

- Judging Panels
 - Organise and coordinate judging panels.
 - If clubs don't supply the required number of judges follow the region's policy, procedures, and handbook.
- Scoring Sheets
 - Prepare judging scoring sheets.

During the Event

- Competition
 - Attend competitions (if possible).
 - Set-up tables with judging equipment.
 - Function as a mediator/referee in disputes.
 - Be a role model for effective, fair, and impartial judging always.
- Scoring
 - Set-up scoring system and check that it is working correctly.
- Reimbursements
 - Give the Judges their [Judges Information Template](#) to complete at the beginning of the day / their section / end of day. If this form is not completed, then the region will not have their details to submit for payments.

Post-Event

- Documentation
 - Collate [Judges Information Template](#) and the Statement of Supplier of each judge.
 - Use the Judges Information Template to finalise the [Judge Reimbursement Excel Template](#)
 - Send final judges' panels with any amendments to the Region Event Coordinator.
 - Send the Judges Reimbursement Excel Template to the CRDO via email **7 days** post event.

REGION REGULATIONS

Each Region should have written Region Regulations to ensure consistency, transparency and clear decision making. These should be reviewed and ratified at the Region Annual General Meeting each year.

The Region Regulations should, at a minimum, include information on the following areas.

- Region Committee contact details.
- Region Committee calendar (events and meetings).
- Region Budget and Competition Fees.
- Region awards for recognition and the criteria for recognition.
- Description of the Region responsibilities (this may simply refer to this Region Handbook).
- Region competition rules (this may simply refer to the Gymsport Technical Handbook).
- Region Teams processes.
- Region competition awards.
- Region uniform rules.

Where there is a conflict between the Region Regulations and a Gymnastics NSW policy or rule, the Gymnastics NSW policy or rule shall prevail.

COMPETITIONS

How do I run a competition?

Gymnastics NSW has documents available to assist Regions to deliver a successful event. These include:

- [Event Easy Guides](#)
- [Event Risk Register](#)
- [Technical handbooks](#) – these include the rules for a competition.

Region Championships

Each region must conduct an 'Annual Regional Championships' as a focus for region clubs' participation. These can be conducted throughout the year, as combined or individual gymsport competitions.

Competition Sanctioning

All Region competitions must be sanctioned in accordance with the Gymnastics NSW Competition Sanction Policy and conducted in accordance with each Gymsport Technical Handbook.

Competitions are sanctioned through the [2023 Region Sanctioned Events](#) form.

Competition Finances

The Region committee need to work together with the Region Treasurer to ensure finances from region competitions are finalised in a timely manner post event.

Region committees are required to set an event budget for their region events at the beginning of the year. An event reconciliation and summary of entries is then completed after an event to confirm income and expenses based off the budget.

The committee members designated to approve payments (that were not pre-approved in the annual budget) are required to submit a Purchase Order, along with any receipts or invoices to their CRDO via the [2023 Region Purchase Order](#) JotForm.

Judges will complete the [Judges Information Form](#) at the beginning of the event day. The Judging Coordinator will collect these forms at the end of the event, collate the information, complete the [Judges Reimbursement Excel](#) and send through to their CRDO for approval and payment.

Competition Rules

The rules for a Region competition must be clearly included in the Region Regulations and could easily be recorded by referring to the competition rules in the respective [Gymsport Technical Handbook](#). If a Region Committee has questions regarding the technical requirements of a Gymsport they should contact the respective Gymsport Events, Participation and Pathways Officer (EPPO). A list of Officers may be found in the contacts section at the end of this handbook or on the GNSW website.

A Region may have separate rules for determining, (for example), the Region champion club at the Region Championships. The rules on how to determine this must be included in the Region Regulations.

Competition Awards

Region Committees shall determine which awards will be presented at Region Competitions. If the awards to be presented at each competition are different from those promoted via the Technical Handbook the awards should be determined by the Region Committee at a Region Committee Meeting.

Where do I go if I need further information on anything to do with events?

For further information on anything to do with Region events please refer to the [Region Gymsport Technical handbook](#) or the Gymsport EPPO.

MARKETING AND PROMOTION

By increasing the promotion of the sport, Gymnastics NSW hopes to increase participation in it. Gymnastics NSW maintains a contact list of all media outlets across NSW. Contact communications@gymnsw.org.au

For information regarding your local media outlets, GNSW's Marketing team can assist regions in running targeted social media, TV or print campaigns that promote the sport of gymnastics across the region. For further information on marketing and promotion please contact the Marketing Manager via marketing@gymnsw.org.au.

All marketing and social media rules and regulation are outlined in the [Social Media Policy](#)

AWARDS AND RECOGNITION

Region Committees may implement Region awards of recognition. A list of the awards and the criteria for receiving them shall be ratified at the Region Annual General Meeting and included as an annexure to the Region Regulations.

WORKPLACE HEALTH AND SAFETY

All Regions must ensure that they have in place systems to ensure the health and safety of people attending Region events and activities. This includes submitting the appropriate information when sanctioning a region event.

For further information on Workplace Health and Safety please contact the Gymnastics NSW Integrity Officer via integrity@gymnsw.org.au

OPERATIONS

Annual General Meeting

- The Annual General Meeting shall be determined by each Region Committee and shall not be held later than 31 December each and every year.
- The Region Supervisor or Secretary shall send notice of the Annual General Meeting to all Foundation Members, GNSW Life Members and Affiliate Members entitled to vote at the respective Region Committee [Annual General Meeting Notice 1](#) at least twenty eight (28) days prior to the date appointed by the Region Committee for the convening of that meeting. Such notice shall include:
 - The time, date, and venue of the meeting
 - Invite members to nominate for any of the positions on the Region Committee open for nomination.
- Nominations for positions on a Region Committee must be received in writing on the [nomination form](#) by the Region Supervisor no later than twenty-one (21) days prior to the date appointed for the convening of the Annual General Meeting.
- Only current Members of the Association over the age of 18 years may be nominated for elected positions. They must also be endorsed by a club.
- The Region Supervisor or Secretary shall send an [Annual General Meeting Notice 2](#) to all Foundation Members, GNSW Life Members, and Affiliate Members entitled to vote at the respective Region Committee Annual General Meeting at least fourteen (14) days prior to the day appointed by the Region Committee for the convening of that meeting.
- This second notice shall include:
 - A list of all nominations received for membership of the Region Committee,
 - Committee Member reports
 - Postal voting forms, and
 - The Income and Expenditure Account and Balance Sheet.
- All postal voting papers must be received by the Region Supervisor no later than 48 hours prior to the Annual General Meeting. Postal voting papers received after 48 hours prior to the Annual General Meeting are invalid and will not be accepted. (Note: postal votes received are not counted towards the quorum).
- Business to be conducted at the Annual General Meeting shall be:
 - To confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
 - To receive and consider the Region's Annual Reports, Income and Expenditure Accounts and Balance Sheet,
 - To elect the members of the Region Committee, and
- In the event that an advertised committee position receives no nominations, then nominations for any such position may be called and made at the Annual General Meeting.
- Elections shall be conducted by ballot unless it is unanimously agreed to have it via a show of hands. In the event of there being more than two nominations, voting shall be preferential. Voting is by attendance at the Annual General Meeting by the club Delegate or by postal vote. Each Committee Member must be elected by a simple majority (51%) even if there is only one nomination for the position.
- A quorum at any Region Committee Annual General Meeting or Special General Meeting shall consist of 15% of the membership entitled to vote present in person.
- No business shall be transacted by the meeting unless a quorum is present, and if within half an hour of the appointed time for the meeting a quorum is not present the meeting stands adjourned to the same place on the same day in the following month.
- If at the adjourned meeting a quorum is not present within half an hour of the appointed time for the meeting, the meeting shall be dissolved.
- At any General Meeting called under these rules, the Region Supervisor shall preside, or in the Region Supervisor's absence, another Region Committee Member agreed by the Region Committee Members present. The Region Committee Member presiding at the Meeting will be known as the Chair.
- The Chair at a General Meeting called under the rules shall have a deliberative vote, as well as a casting vote in the event of an equality of votes.

- Special General Meetings shall be summoned on the instruction of the Region Committee or upon written request of at least one third of all Affiliate Members registered with the respective Region. The written request must clearly state the business to be discussed at the Special General Meeting and must be submitted to the Region Chairperson not less than 35 days prior to the proposed date of the Special General Meeting.
- If a Special General Meeting is summoned, twenty-one (21) days' notice of any such Special General Meeting stating the business of the meeting shall be given to each Affiliate Member, Life Member and Foundation Member entitled to vote by the Region Chairperson.
- The only business that may be discussed at a Special General Meeting is business notified to clubs. No other business may be discussed at the Special General Meeting.
- Resolutions at Special General Meetings and notices of motion at an Annual General Meeting must be passed by not less than 75% of such members of the Association present in person or by proxy as, being entitled to vote.

Casual vacancies

A casual vacancy for a position on a Region Committee occurs when it is not filled at an Annual General Meeting or if the member:

- Dies, or
- Ceases to be a Member of the Association, or
- Becomes insolvent under administration within the meaning of the Corporations Law, or
- Resigns office by notice in writing given to the Region Supervisor, or
- Is removed from office, or
- Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health, or
- Is absent without the consent of the Committee from all meetings held for a period of 3 months.
- In the event of a casual vacancy on a committee, then the Committee may elect any person to fill the vacancy at its absolute discretion. The person so elected shall hold office until the conclusion of the next respective Annual General Meeting.

Ratification by the Board

All Region Committees are responsible to, answerable to, and under the control of the Board.

The Board may ratify, or postpone the ratification, or withdraw the ratification, or determine that it will not ratify a Region Committee Member elected or appointed to a Region Committee. Reasons the Board may not ratify the election of a Region Committee Member include but are not limited to:

- The process of election or appointment was in breach of the procedures set out in the Committees Policy or this Handbook.
- The person appointed or elected is currently under investigation and/or is currently the subject of a penalty pursuant to the [Discipline Policy](#) or [Grievance Policy](#).
- The Board is of the view that an actual or potential conflict/s of interest between a person appointed or elected to the Region Committee and the terms of reference of the Region Committee, is such that it would render the operations of the Region Committee unworkable.
- The Board passes a motion of no confidence in the Region Committee Member.

FINANCIAL PROCEDURES OF A REGION COMMITTEE

Requirements

The Region Committee must nominate two people to act as signatories on the Region account. This is usually the Region Supervisor and Treasurer. These two people must be listed in the minutes of a Region Meeting.

Two signatures are required to authorise expenditure from the Region account. These two people cannot be family members, unless approved by GNSW CEO.

All funds must be held by Gymnastics NSW, with the Region Treasurer acting as an additional level of assurance that the required funds are kept, and expenses paid. The Region Committee is free to spend region funds on activities that it chooses subject to it being within the Regions duties and subject to Committee approval and firstly approved in the Region Budget for the year.

Any payment the region needs to make outside of the pre-approved budget, must be submitted to the CRDO via a [Purchase Order](#).

Budget

An [annual operating budget](#) is to be prepared by each region, in consultation with the CRDO.

REPORTING

Financial Reporting

Gymnastics NSW will provide the Region Committee with a monthly profit and loss statement which shows the transactions that have occurred during the month. The statement will be provided approximately 5 weeks after month end. If no transactions occur in the month no statement will be provided.

Reporting to the Region Committee

The Region Treasurer must provide the Region Committee with an updated Profit and Loss Statement which is obtained from Gymnastics NSW at region meeting run.

Reporting to the Board

The Region Committee is ultimately answerable to the Board for all income collected and expenditure made. That said, provided the Region is acting within its duties, the Board's intervention will be minimalist if any at all.

Audit

Region accounts are audited as a part of the GNSW's annual audit.

GRIEVANCES AND MISCONDUCT HANDLING

General Grievances

Grievance Procedure

1. Informal Resolution
 - Do not approach the GNSW Integrity Manager at this stage.
 - First approach the person/s involved in the grievance and advise the CRDO.

- Second approach the CRDO about the grievance who then advise relevant path.

Matters of this level may include but are not limited to: coach: employment or accreditation, region admin, changing clubs, club fees

Grievances related to child protection must be escalated immediately to integrity@gymnsw.org.au

2. Formal Resolution

- A formal complaint can be escalated to the GNSW Integrity Manager if they have remained unresolved through stage one.
- Matters of this level may involve the region committee or CRDO.
- Complainant must complete the [GNSW Grievance Form](#)
 - o This form includes the member name and details, nature of the grievance, specific issues to be addressed and the sought after resolution.

Matters of this level may include: injuries, safety, child protection, broader integrity – questioning credibility/validity, behavioural issues, coaching accreditation, WWCC, breached policy / code of conduct.

Child Protection matters must be escalated immediately via email or the integrity hotline (0488 111 260).

Region Committee Grievances

Complaints made against any member of a Region Committee while executing responsibilities as a Region Committee member, should be made, and dealt with in accordance with the Gymnastics NSW [Grievance Policy](#).

Discipline

Any matter within a Region that may give rise to a disciplinary action should be referred to the Chief Executive who will address the matter pursuant to the Gymnastics NSW Discipline Policy.

Under clause 9 of the Gymnastics NSW Disciplinary Policy a Region Chairperson or their Delegate may, after preliminary review, remove a member from a Region event or meeting on the basis that:

[the] alleged misconduct:

- is the subject of investigation by the police or other civil authorities;
- may bring Gymnastics NSW and/or its members into disrepute;
- involves allegations of extreme harassment or vilification which breaches Gymnastics NSW's policies;
- threatens the health, safety and/or welfare of members including the offending person; or
- is otherwise considered to be serious enough to warrant immediate suspension.

The Association official present may, after preliminary review, immediately organize to remove the alleged offender from an event or activity by first asking the alleged offender to leave. If the alleged offender fails to leave following a request by the Association official, the official may arrange for the person to be removed from the event by contacting security or the police.

If this power is exercised the matter should be immediately reported to the Chief Executive who will initiate the appropriate processes within the Gymnastics NSW [Discipline Policy](#).

CONTACT US

The Gymnastics NSW Club Development Team is the Region's principal support in the Gymnastics NSW office.

Club Development Team:

Bree: Northern, Inner City, Riverina Regions

bcreighton@gymnsw.org.au

02 8116 4137

Natalie Jaques: Hunter, North West, Met West, Far North Coast Regions

njaques@gymnsw.org.au

02 8116 4141

Sarah Watt: Southern, South Coast, Central West, Outer City Regions

swatt@gymnsw.org.au

02 8116 4139

Other Major Support Contacts:

| | | |
|-----------------------------|--------------------|--|
| Chief Executive Officer | Rebecca Shaw | rshaw@gymnsw.org.au |
| Integrity Manager | Dr. Tilda Khoshaba | integrity@gymnsw.org.au |
| Sport and Events Manager | Chris Martin | events@gymnsw.org.au |
| Marketing Manager | Kaitlen Carter | marketing@gymnsw.org.au |
| Finance Manager | TBC | finance@gymnsw.org.au |
| Education Coordinator | TBC | education@gymnsw.org.au |
| Coach Education Officer | Anne Scott | coaches@gymnsw.org.au |
| Judge Education Officer | Linda Taylor | judges@gymnsw.org.au |
| Facility and Grants Officer | TBC | |

Gymsport Support Contacts:

| | | | |
|---------------------|--|--|--------------|
| Men's Gymnastics | Ben O'Hara | mg@gymnsw.org.au | 02 8116 4115 |
| | Men's Artistic Gymnastics Handbook | | |
| Women's Gymnastics | Geoff Carley | wg@gymnsw.org.au | 02 8116 4127 |
| | Women's Artistic Gymnastics Handbook | | |
| Rhythmic Gymnastics | Georgia Inwood | rg@gymnsw.org.au | 02 8116 4117 |
| | Rhythmic Gymnastics Handbook | | |
| Trampoline | Vanessa Broadley | trp@gymnsw.org.au | 02 8116 4107 |
| | Trampoline Gymnastics Handbook | | |

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|------------------------|---|--|--------------|
| Acrobatics Gymnastics | Amy Duchemin-Nichols Acrobatic Gymnastics Handbook | acro@gymnsw.org.au | 02 8116 4129 |
| Aerobic Gymnastics | Pam Behan Aerobic Gymnastics Handbook | aer@gymnsw.org.au | |
| Gymnastics for All | TBC Gymnastics For All Handbook | gfa@gymnsw.org.au | 02 8116 4113 |
| WAG High Performance | Marnie Hemming | waghp@gymnsw.org.au | 02 8116 4135 |
| MAG High Performance | Mandy Mclean | jdhpc@gymnsw.org.au | 02 9851 5870 |
| Tramp High Performance | Belinda Cox | trphp@gymnsw.org.au | 02 8116 4107 |