



# Gymnastics NSW

## 2023 Club Sanctioned Competition & Events

POLICY NAME:	Gymnastics NSW Club Sanctioned Competition & Events Policy
DATE OF ISSUE:	December 2022
POLICY COVERAGE:	All Gymnastics NSW Club Sanctioned Competitions
DATE OF REVIEW:	December 2023
CONTROLLING BODY:	Gymnastics NSW



Gymnastics  
New South Wales

## Contents

Event Definitions .....	<b>Error! Bookmark not defined.</b>
Club Event Process .....	4
Club Event Planning & Requirements.....	5
Venue Checks .....	5
Entry Forms and Entries .....	5
Judging Panels .....	5
Other Considerations .....	6
Club Competition (Friendly and Invitational) Sanctioning Process .....	6
Club Event Approval Process .....	7

Start Here, Go Anywhere!

Gymnastics NSW encourages all clubs and regions to run appropriate events across the various Gymsports to assist with engagement and capacity building across the state. Gymnastics NSW encourages all clubs to build their capacity to be able to successfully deliver events, whether these be intra-club, inter-club or events which are run by clubs on behalf of a Gymnastics NSW region.

Access to regular grassroots competitions, offered at the local level which are easily accessible to athletes and their families, clubs and officials are essential to the growth and development of gymnastics across the community and the support of local clubs and their businesses. Local competitions form the basis of lifelong participation in gymnastics, and the engagement of the community through fun and inspiring events.

To assist clubs in delivering successful and enjoyable events, this document will outline the responsibilities and required documentation to sanction your event.

Clubs need to have an implementation plan that flows from the Gymnastics NSW policies, procedures and codes of conduct, ensuring compliance with all current regulations and requirements. These guidelines are designed to ensure the safety and health of both the gymnastic and wider community. Working together we all can participate safely.

Any club looking to host a competition or event in 2023 must complete the [Event Sanctioning Application](#) and must comply with and ensure all participants at the event agree to abide by GNSW policies, rules and Codes of Behaviour.

All event attendees including but not limited to Club Members, Technical Members, Volunteers, Committee Members and Athletes should familiarise themselves with GNSW and GA policies, the Australian Levels Program, FIG Code of Points and keep up to date with any additional updates and clarifications.

This list is not exhaustive, and members should familiarise themselves with the policies page on the GNSW Website and GA Website.

- Anti-Doping Policy
- Awards Policy
- Child Safe and Child Friendly Policy
- Photography Policy
- GNSW Technical Regulations
- Membership Policy
- Supply of Judges Policy
- Committee & Volunteers
- Discipline Policy
- Grievance Policy
- Selection Policy
- Member Protection Policy
- Risk Management Policy
- Workplace Health and Safety Policy

**Start Here, Go Anywhere!**

## Sanctioned Club and Invitational Events

This information covers club friendly, intra-club, inter-club or invitational events and competitions hosted by Gymnastics NSW Affiliated Clubs. These events are delivered entirely by clubs, with the host club being able to choose the venue, event structure, fees and entry criteria. Please note that club events cannot be sanctioned as qualifying events.

Applications to sanction an event will only be accepted from clubs who are currently affiliated with Gymnastics NSW. Any affiliated club is permitted to submit an application to host a sanctioned event providing they meet the competition, participation and venue sanctioning requirements for that level of competition as laid out by Gymnastics NSW. All club events conducted by Gymnastics NSW affiliated clubs must be sanctioned by Gymnastics NSW. Participants in events not sanctioned by Gymnastics NSW will not be covered by insurance.

The Host Club of a sanctioned club competition will be responsible for the receipt of all monies and all administrative matters to do with the running of the event. There is no cost to have your event sanctioned by Gymnastics NSW.

The club requesting sanctioning of a club competition or event must complete the Gymnastics NSW [Event Sanction Form](#) and submit to Gymnastics NSW **no later than eight (8) weeks prior to the event.**

### Conditions for Sanctioning

- The host of a Sanctioned event, must agree to abide by all GNSW policies, rules and codes of conducts, including but not limited to the Sanctioned Event Policy and Application Booklet, Membership Policy, GNSW Technical Regulations, Judge Policy and Protocols and Member Protection Policy.
- Only participants registered with Gymnastics NSW and from Gymnastics NSW Affiliated Clubs are eligible to enter the sanctioned event. NOTE: Competitions will not be sanctioned, or sanctioning will be removed if participants from a non-affiliated club participate in the event, or any event/competition connected or associated in any way with or run in conjunction with the sanctioned event.
- The host club will ensure that all clubs are aware that it is the club's responsibility to ensure all athletes and officials are current registered members of Gymnastics NSW prior to submitting entries, and those officials' technical registrations will still be current on the day of the event. The host club will ensure all clubs entering the sanctioned competition have registered their athletes as current competitive athletes and all coaches and judges hold current technical accreditations in accordance with the GNSW coach and judge accreditation guidelines. Participating clubs must ensure that all Coaches and Judges registered for their Club have a current relationship registered in the Club in the Club Admin Portal, on the Tech Member tab before registering them for any event.
- The event must not conflict with another Gymnastics NSW event which incorporates the same or similar level and discipline of gymnast and judge.
- The equipment and venue meet the requirements to run an event in a safe and friendly environment.

**Start Here, Go Anywhere!**

# Club Event Planning & Requirements

## Venue Checks

When planning your event, you should take into consideration the following:

- Venue safety briefing and emergency evacuation plan be communicated to all participating clubs, as well as on the day.
- Complete an Equipment Risk Assessment prior to the commencement of the competition and filed for reference following the event.
- Supply a venue that is suitable to host the event and supply all the competition equipment for the event.
- The club has a duty of care to ensure that the equipment is safe for competition. The event must be conducted in a venue sanctioned by GNSW and the equipment must be, as a minimum standard, safe for competition and safe for the activities that will be performed on it. The minimum safe standard for competition is relative to gymnsport, level and activities and modifications to the apparatus specifications as set in the relative ALP/technical regulations or other applicable document may be appropriate for a sanctioned competition.

## Entry Forms and Entries

Clubs are required to create their own entry form with all required information included on the form and provide the entry form with the competition sanctioning application.

The competition entry form will be posted on the GNSW website once the event has been sanctioned. Competitions will not be sanctioned if participants from a non-affiliated club participate in the event.

Following the receipt of entries to the host club, the host club must ensure they communicate to the clubs that they are aware that it is the club's responsibility to ensure all athletes and officials are current registered members (with the correct level of accreditation) prior to submitting entries, and those officials' technical registrations will still be current on the day of the event. Entering clubs must ensure that all Coaches and Judges registered for their Club have a current relationship registered at the Club in the Club Admin Portal, on the Tech Member tab before registering them for any event.

All entries will be received by the host club.

All sanctioned competitions must be conducted in accordance with the GNSW Technical Regulations, GNSW Terms and Conditions and GNSW Policies. Additional event regulations which are set by the host club for each event(s) must be included on the competition entry form or information booklet etc.

## Judging Panels

It is the responsibility of the host club to be familiar with the gymnsport judging structure and requirements available in the technical regulations.

Host clubs are responsible for compiling Judges Panels with nominated registered judges as appropriate to the event. All judges must hold a current technical membership.

Final Judges Panels should be kept on record by the host club following the conclusion of the event.

**Start Here, Go Anywhere!**



## Other Considerations

When planning your competition consideration should be given to the following:

- First-Aid (essential)
  - Source and supply a dedicated first aid officer with a current First Aid and CPR Certificate for the event.
  - Supply up to date first aid equipment, ice and ice-bags.
  - Complete a Medical Injury Report Form for any incident that occurred at the event. Immediately following the event forward copies of all reports to GNSW and notify the Gymnastics Australia insurance provider of the incident.
- Event Trade Stalls
  - Host clubs should consider any trade stalls and suppliers who may be able to attend the sanctioned competitions. Attendance at sanctioned events will be dependent on venue space, capacity and event requirements.
- Awards
  - Host clubs should refer to the relevant Gymsport Technical Regulations when setting their award structure relative to the level of athlete and competition.
- Results and scoring
  - Utilise an effective digital result system. Host clubs should keep a record of the event results. If the host club would like the results uploaded online, results should be sent through as a single PDF file in a format ready for publication. Personal information of the participants (such as Date of Birth) should not be included in the results.

## Club Competition (Friendly and Invitational) Sanctioning Process

Once event planning is complete the host club should follow the procedure as outlined below.

- Club Sanctioning Application Form - [Available on the GNSW website](#)

Application forms must be submitted via the online sanctioned event application available on the Sanctioned Competition page on the Gymnastics NSW website (minimum of 8 weeks prior to the event). Contained within the submission, the following documents must be prepared and uploaded;

**To apply to host a Sanctioned event within the state of NSW, hosts MUST complete all points within the application process. Incomplete applications will be returned.**

1. Complete and submit [Club Sanctioning Application Form](#) for each event
2. Complete and submit Sanctioning Documents
  - Entry Form
  - Additional competition booklet/information as supplied to participating clubs
3. Application evaluated by GNSW and approval will be granted if all requirements are met.
4. Completed competition sanctioning applications must be submitted a minimum of **8 weeks prior to the competition date.**

Sanctioning application may take up to 2 weeks to be processed. Host clubs should factor application processing time into their event planning to ensure approval is received in time for the event to be communicated. Applications submitted missing required information may take longer than the 2 weeks processing time.

**Start Here, Go Anywhere!**

## Club Event Approval Process

Following the submission of the event sanctioning paperwork the documentation will be reviewed for approval.

Once finalised, host club will be notified of their approval/non-approval via email. Approved event will be placed on the GNSW Club Events Calendar on the GNSW website.

Gymnastics NSW has the authority to remove sanctioning of any event if the requirements and conditions of sanctioning are not met.

## Post Event Documentation

Following the event, if the host club would like to send through items such as results to be kept on file and uploaded to the GNSW website these may be sent through on the Club and Region Development Officer.

**Start Here, Go Anywhere!**