



Gymnastics
New South Wales

GYMNASTICS NSW ('GNSW')

COMMITTEE & VOLUNTEER POLICY

POLICY NAME:	GNSW Committee & Volunteer Policy
DATE OF ISSUE:	July 2011 (Amended June 2016)
COVERAGE:	All GNSW Committees and Sub-Committees
DATE OF REVIEW:	December each year
CONTROLLING BODY:	GNSW

1. STATEMENT OF PRINCIPLE

GNSW is committed to ensuring that the Company's volunteer Committees and Sub-Committees operate within a framework that is fair, clear and consistent to ensure that the views and contributions of all Committee Members are heard, considered and valued. All Committees and Sub-Committees should act in a manner where the decisions they make and the actions they perform are open and transparent to the membership and the Committee/Sub-Committee accountable for their actions and decisions they make.

2. SCOPE

This policy applies to the operation of all duly constituted GNSW Committees and Sub-Committees with the exception of the Board itself whose operations are provided for within the Constitution.

3. RELATED DOCUMENTS

Related documents include:

- Constitution
- Bylaws
- Governance Policies
- Technical Handbooks
- Events Policy
- Competition Sanction Policy
- Conflict of Interest Situation Policy
- Grievance Policy
- Discipline Policy
- Delegations Policy
- Financial Delegations Policy
- Committees Finance Policy
- Provision of Judges Policy

This list is not exhaustive and members should consult the GNSW website for other relevant information.

4. POLICIES

PART A – REGIONAL COMMITTEES

PART B – GYMSPORT COMMITTEES

PART C – JUDGES ASSEMBLY COMMITTEE

PART D – SPORTS COUNCIL

PART E – REGIONAL COUNCIL

PART F – SUB-COMMITTEES

PART G – COMMITTEE CARE SUCCESSION PLAN

PART H – COMMITTEE SUCCESSION POLICY

PART I – VOLUNTEER POLICY

5. DUTIES OF COMMITTEE MEMBERS

A Committee Member elected and/or appointed under the rules of this policy shall at all times

- a) Duty to ensure that all matters discussed during meetings remain strictly confidential until properly promulgated.
- b) Duty to avoid conflicts of interest by disclosing certain interests and not misusing information or position for personal gain.
- c) Duty to act in good faith in the interests of GNSW.
- d) Duty to use powers for a proper purpose.
- e) Duty to act with reasonable care and diligence which includes but is not limited to making informed decisions.
- f) Duty to comply with GNSW Policies and Procedures.

6. CONSENT TO ACT ON A COMMITTEE OR SUBCOMMITTEE

Once elected into a position on a Committee and/or Sub-Committee a member is required to sign a 'Consent to Act' form and any working with children paperwork determined by the Board to be signed before a member is permitted to serve on a Committee or Sub-Committee.

7. DELEGATIONS

- a) Committees and Sub-Committees are delegated, through the *Delegations Policy*, the authority to act in accordance with their respective terms of reference. Any

decision made or action performed that would not reasonably fall within the terms of reference of a Committee or Sub-Committee shall not be binding and may be deemed void by the delegating authority.

- b) A delegation may be made, amended or revoked in accordance with the *Delegations Policy*.
- c) Where a Committee or Sub-Committee or member thereof is delegated an authority by a delegator, the delegator may deem a decision or action made by the Committee or Sub-Committee, or member thereof void where the decision or act is inconsistent with the Objects of the *Constitution*.

8. APPOINTMENT OF DELEGATES (GYMSPORT COMMITTEE AND REGIONAL COMMITTEE ONLY)

Appointment of Delegates

- a) With the exception of Life Members a Member may only cast a vote at the Annual General Meeting or a Special General Meeting by a Delegate who is appointed in accordance with this policy.
- b) A Delegate must be a Member of the Company and they must be at least eighteen (18) years of age.
- c) A Delegate may exercise all rights of the Member at the meetings.

Right to Vote

- d) Each Affiliate Member shall be entitled to one (1) vote at the Company Annual General Meeting or at a Special General Meeting, but:
 - shall only be entitled to one (1) vote at a Gymsport Committee Annual General Meeting or Special General Meeting if they are registered for that Gymsport at the time of affiliation, and
 - shall only be entitled to one (1) vote at a Regional Annual General Meeting or Regional Special General Meeting if the Affiliate Member is determined by the Board, in its absolute discretion, to operate and conduct its activities in that particular Region.

Delegate Nomination Form

- e) Delegates must be clearly nominated on the 'Delegate Nomination Form'. To be valid the duly completed nomination form must be received by the required office holder no later than 48 hours prior to the date of the General Meeting and in accordance.

Right to Appoint Proxy

- f) A Delegate of a Member entitled to attend a General Meeting of the Company is entitled to appoint another person as their proxy to attend the meeting in their place provided the proposed proxy is a Member of the Company and the duly

completed 'Appointment of a Proxy' form is submitted to the required office holder no less than 48 hours prior to the meeting.

- g) A proxy has the same rights as the Member at the meeting and may be appointed in respect of more than one meeting.

Life Members and Foundation Members

- h) Life Members and Foundation Members are not required to complete a Delegate Nomination Form to attend and vote at a General Meeting.
- i) Life Members and Foundation Members are not required to confirm attendance at a General Meeting in advance of the meeting.
- j) Life Members and Foundation Members who seek to be the Delegate or proxy of an Affiliate Member must submit a duly completed Delegate Nomination Form or Appointment of Proxy form to be the Delegate or proxy.
- k) Life Members and Foundation Members are entitled to attend and have one vote at any Gymsport and/or Regional General Meeting of the Company including the General Meetings, if any, of the Committees.
- l) Life Members and Foundation Members are entitled to appoint a proxy to act on their behalf.

Observers

- m) All Members other than Life Members, Foundation Members and the Delegates or proxies of Affiliate Members will be eligible to attend General Meetings as observers without the right to vote or speak.

9. CASUAL VACANCIES

For the purpose of this Policy, a casual vacancy for a position on a Committee occurs where it is not filled at an Annual General Meeting or if the member:

- a) dies, or
- b) ceases to be a Member of the Company, or
- c) becomes insolvent under administration within the meaning of the Corporations Law, or
- d) resigns office by notice in writing given to the President of the Board, or
- e) is removed from office, or
- f) 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
- g) is absent without the consent of the Committee from all meetings held during a period of 3 months.

- h) 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.

10. COMMENCEMENT OF SERVICE

- a) Committee and Sub Committee Members shall hold office from the conclusion of the Annual General Meeting at which they are elected until the conclusion of their term.
- b) In the event of a casual vacancy on a Committee, 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 Annual General Meeting.
- c) All Committee's and Sub-Committees are responsible to, answerable to, and under the control of the Board.
- d) The Board shall ratify, or postpone the ratification, or withdraw the ratification, or determine that it will not ratify a Committee Member or Sub-Committee Member elected or appointed to a Committee or Sub-Committee. The Board may do this on the following grounds only:
 - i) The process of election or appointment was in breach of the procedures set out in this policy.
 - ii) The person appointed or elected to a Committee or Sub-Committee is currently under investigation and/or has had a finding against them under the Discipline Policy or Grievance Policy.
 - iii) The Board is of the view that an actual or potential conflict/s of interest between a person appointed or elected to a Committee or Sub-Committee and the terms of reference of the Committee or Sub-Committee they are appointed to, is such that it would render the operations of the Committee or Sub-Committee unworkable.
 - iv) The Board passes a motion of no confidence in the Committee Member or Sub-Committee Member for conduct which, in the opinion of the Board is prejudicial to the welfare, reputation or personal conduct of members and/or brings the sport of gymnastics into disrepute.
- e) In the event that the Board passes a motion of no confidence in a Committee Member or Sub-Committee Member the motion shall take immediate affect and the person, Committee/Sub-Committee affected shall be notified in writing of the Board's decision.

11. CONFLICTS OF INTEREST

All Committees and Sub-Committees shall comply with the conflict of interest requirements in the *Conflict of Interest Situation Policy*.

12. FINANCE

The Committees and Sub-Committees may be delegated an authority, have an authority withdrawn, or have an authority amended in accordance with the Financial Delegations Policy to raise and expend funds from a Committee/Sub-Committee account. Any such delegation shall occur in accordance with the rules of the *Financial Delegations Policy*.

The processes used to raise or expend funds from a Committees/Sub-Committee account shall be in accordance with the *Committees Finance Policy*.

All Committee account finances shall be administered by the GNSW office. No Committee or Sub-Committee shall hold an account separate to the GNSW accounts. Any person or persons that sets up a separate account for Committee or Sub Committee activities shall be subject to disciplinary action.

13. SERVICE OF DOCUMENTS

Service of documents shall be by post, email, or by posting the document on the GNSW website and/or GNSW latest news.

14. GRIEVANCE

Complaints made against any member of a Committee or Sub-Committee while executing responsibilities as a Committee or Sub-Committee member, should be made, and dealt with in accordance with the *GNSW Grievance Policy*.

15. DISCIPLINE

Any misconduct by a Committee or Sub Committee Member at an Event or Activity that may give rise to a disciplinary action should be referred to the Chief Executive who will address the matter pursuant to the *GNSW Discipline Policy* or for the dismissal of volunteers (including Committee and Sub Committee Members) the *GNSW Volunteer Policy*.

16. POLICY PROMOTION

This policy will be made available to all members via the GNSW website at www.gymnsw.org.au.

17. REVIEW

This policy will be reviewed by the Board prior to the commencement of every calendar year. Version Control may be found at Annexure A.

18. ADDITIONS OR AMENDMENTS

In addition to an annual review of this policy, recommended changes to the policy may be submitted to the Board for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

A REGIONAL COMMITTEE POLICY

1. INTRODUCTION

The Constitution recognises that GNSW shall have Regional Committees. This policy sets out the governance framework for the operation of these Regional Committees.

2. REGION BOUNDARIES

- a) Each Regional boundary is defined by the Board. The Board may from time to time, in its absolute discretion, determine region boundaries.
- b) Each region is comprised of the Affiliate Members within this boundary and Life Members deemed by the Board in its absolute discretion to have voting rights within the Region, and the Company Foundation Members.

3. MEMBERSHIP

- a) The Regional Committees shall consist of such members and for such period in accordance with the Annexure to this Policy for each respective Region.
- b) All Regional Committees shall 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. In the event that a Region Committee has both a Supervisor and a Treasurer, each of these positions shall be due for election on alternate years unless the position is due to be filled as a casual vacancy.
- c) The maximum term for any Member elected or appointed to a Regional Committee shall be two terms (four years). A Regional Committee Member may be re-elected to a Regional Committee position after two terms for a further one or two terms upon application to the Board.
- d) With the exception of clause 2b above, changes to the composition of each Regional Committee and/or to the terms of service of each Regional Committee member/s shall be determined in accordance with the rules for a notice of motion in clause 5.
- e) Changes to the composition of each Regional Committee and/or to the terms of service of each Regional Committee member/s shall be determined in accordance with the rules relating to notice of motions in clause 6.

4. TERMS OF REFERENCE (FUNCTION)

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

- a) Further the Objects of the Company in their region.
- b) Develop, implement and administer projects to support the growth of gymnastics in regional areas.

- c) Set the region calendar.
- d) Determine fees for the services provided by the Region.
- e) Determine the number of athletes permitted to compete at regional events.
- f) Determine the selection criteria for the selection of regional teams for the Regional State Championships.
- g) Determine the awards to be presented at regional events.
- h) Make suggestions to GNSW with respect to Regional matters.
- i) Conduct competitive, participation and general gymnastics events.
- j) Identify regional technical members to be trained to become course presenters and course assessors in both the coaching and judging areas.
- k) Liaise with the GNSW Education Officer regarding the education requirements of the region to link in with the education hubs.
- l) Raising awareness of and abiding by GNSW policies, procedures, rules and regulations.
- m) Nominating one candidate each year for the Distinguished Service to a Region Award. Please refer to the Awards Policy for further information.

5. OPERATION – REGIONAL COMMITTEE MEETINGS

- a) The affairs of the Regional Committees shall be under the control of and managed by the Board.
- b) All duly appointed member of each Regional Committee shall have voting rights on the Regional Committees.
- c) The members of the Regional Committees shall hold office in accordance with clause 3 of this policy.
- d) The Regional Committees shall meet a minimum of three times in every calendar year.
- e) Additional meetings of the Committee may be convened by the Chairperson or any two other Committee Members.
- f) Written notice of a meeting of the Committee shall be given by the Chairperson to each member of the Committee at least 48 hours (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.
- g) Notice of a meeting given under clause 5f 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.

- h) 51% of the total members of a Regional Committee, present in person or via teleconference constitute a quorum for the transaction of the business of a meeting of the Regional Committees.
- i) No business shall be transacted by the Regional 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 Regional Committee members present.
- j) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- k) In the event of a vacancy in their number a Regional 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 Regional 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.
- l) At a meeting of a Regional Committee the Chairperson shall preside. The presiding officer will be known as the Chair.
- m) A question arising at a meeting of a Regional Committee is to be decided by a majority of votes of the Regional Committee Members present in person and entitled to vote.
- n) The Chair of the meeting shall have a deliberative vote as well as a casting vote in the event of an equality of votes.

6. OPERATION – REGIONAL COMMITTEE GENERAL MEETINGS

- a) The Annual General Meeting of all Regional Committees shall be determined by each Regional Committee and shall not be held later than 31 December in each and every year.
- b) The Regional Chairperson shall cause a notice of the Annual General Meeting to be forwarded to all Foundation Members, Life Members and Affiliate Members entitled to vote at the respective Regional Committee Annual General Meeting at least twenty eight (28) days prior to the date appointed by the Regional Committee for the convening of that meeting. Such notice shall:
 - i) prescribe the time of the meeting,
 - ii) prescribe the date of the meeting,
 - iii) prescribe the place for the meeting,
 - iv) invite members to nominate for any of the positions on the Regional Committee open for nomination,

- v) invite members to submit any motion for consideration at such meeting, and
 - vi) invite members to nominate a delegate or a proxy to attend on the members behalf.
- c) Nominations for positions on a Regional Committee and any notice of any motion to be considered at the Annual General Meeting must be received in writing by the Regional Chairperson no later than twenty one (21) days prior to the date appointed for the convening of the Annual General Meeting.
- d) Nominations must be made in writing, on the prescribed nomination form, signed by two members of an Affiliate Member and accompanied by the written consent of the candidate (which may be endorsed on the nomination form). Only current Members of the Company may be nominated for elected positions.
- e) The Regional Chairperson shall cause a notice of the business to be conducted at the Annual General Meeting to be forwarded to all Foundation Members, Life Members, and Affiliate Members entitled to vote at the respective Regional Committee Annual General Meeting at least fourteen (14) days prior to the day appointed by the Regional Committee for the convening of that meeting. Such notice shall include:
- i) a list of all nominations received for membership of the Regional Committee, ii) postal voting papers,
 - iii) all motions of which the Regional Chairperson has received notice in accordance with clause 6.c,
 - iv) the Annual Report, and
 - v) the Income and Expenditure Account and Balance Sheet.
- f) All postal voting papers for positions on the Regional Committee, forms for the 'Appointment of a Proxy', 'Delegate Nomination Forms' and postal votes with respect to any notices of motion must be received by the Regional Chairperson no later than 48 hours prior to the Annual General Meeting. Postal voting papers, forms for the 'Appointment of a Proxy', 'Delegate Nomination Forms' and postal votes with respect to any notices of motion received after 48 hours prior to the Annual General Meeting are invalid and will not be accepted.
- g) Business to be conducted at the Annual General Meeting shall be:
- i) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
 - ii) to receive and consider the Annual Reports, Income and Expenditure Accounts and Balance Sheet,
 - iii) to elect the members of the Regional Committee, and
 - iv) consider such other business as has been notified to the Regional Chairperson in accordance with the provisions of clause 6.c.

- h) In the event of there being no nominations for any advertised position having been lodged with the Regional Chairperson in accordance with clause 6.c then nominations for any such position may be called and made at the Annual General Meeting.
- i) Elections shall be conducted by ballot and 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 nominated Delegate, by proxy 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.
- j) Postal votes must reach the Regional Chairperson no later than 48 hours before the meeting at which the vote is to be taken.
- k) A quorum at any Regional Committee Annual General Meeting or Special General Meeting, shall consist of 15% of the membership entitled to vote, present in person and/or present holding a nominated proxy.
- l) 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 a date, place and time determined by the Regional Committee within two months of the meeting.
- m) 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.
- n) At any General Meeting called under the rules the Regional Chairperson shall preside, or in the Regional Chairperson's absence, another Regional Committee Member agreed by the Regional Committee Members present. The Regional Committee Member presiding at the Meeting will be known as the Chair.
- o) 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.
- p) Special General Meetings shall be summoned on the instruction of the Regional 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 Regional Chairperson not less than 35 days prior to the proposed date of the Special General Meeting.
- q) If a Special General Meeting is summoned in accordance with clause 5.p, 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 Regional Chairperson.
- r) The only business that may be discussed at a Special General Meeting is business notified to clubs in accordance with clause 5.q. No other business may be discussed at the Special General Meeting.
- s) 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 Company present in person or by proxy as, being entitled to vote.

7. COMPETITIONS

- a) All regional competitions must be sanctioned in accordance with the *GNSW Competition Sanction Policy* and conducted in accordance with each *Gymsport Technical Handbook* and with the *Event Policy*.
- b) Regional Committees shall determine which awards will be presented at Regional 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 Regional Committee at a Regional Committee Meeting.

8. REGIONAL TEAM SELECTION

The selection process for teams selected to represent a Region at the Regional State Championships should be printed in full as an annexure to the minutes of the Annual General Meeting of each region each year prior to the application of the selection procedure.

B GYMSPORT COMMITTEES POLICY

1. INTRODUCTION

The Constitution provides for the existence of Sports Management Committees. This policy recognizes the Sports Management Committees as Gymsport Committees.

2. MEMBERSHIP

- a) The Gymsport Committees shall consist of such members and for such period in accordance with the Annexure to this Policy for each respective Gymsport.
- b) All Gymsport Committees shall 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.
- c) The maximum term for any Member elected or appointed to a Gymsport Committee shall be two terms (four years). A Gymsport Committee Member may be re-elected to a Gymsport Committee position after two terms for a further one or two terms upon application to the Board.
- d) With the exception of clause 2b above, changes to the composition of each Gymsport Committee and/or to the terms of service of each Gymsport Committee member/s shall be determined in accordance with the rules for a notice of motion in clause 5.

3. TERMS OF REFERENCE (FUNCTION)

Gymsport Committees exist to promote the technical development of the Gymsports. More specifically they exist to:

- a) Further the Objects of the Company.
- b) Develop, implement and administer projects to support the growth of gymnastics and the technical development of the Gymsport.
- c) In conjunction with Company staff set the event calendar.
- d) Determine the selection criteria for the state championships and state team.
- e) In conjunction with Company staff determine the awards to be presented at events. f) Make suggestions to GNSW with respect to Gymsport matters.
- g) Conduct competitive and participation focused gymnastics events.
- h) Identify Technical Members to be trained to become course presenters and course assessors in both the coaching and judging areas.
- i) Liaise with the GNSW Education Officer regarding the education requirements of the Gymsport.

- j) Raising awareness of and abiding by GNSW policies, procedures, rules and regulations.
- k) Determining the annual Awards Policy criteria for the respective Gymsport.

4. OPERATION – GYMSPORT COMMITTEE MEETINGS

- a) The affairs of the Gymsport Committees shall be under the control of and managed by the Board.
- b) All duly appointed member of each Gymsport Committee shall have voting rights on the Gymsport Committees.
- c) The members of the Gymsport Committees shall hold office in accordance with clause 2 of this policy.
- d) The Gymsport Committees shall meet a minimum of four times in every calendar year.
- e) Additional meetings of the Committee may be convened by the Chairperson or any two other Committee Members.
- f) Written notice of a meeting of the Committee shall be given by the Chairperson to each member of the Committee at least 48 hours (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.
- g) Notice of a meeting given under clause 4f 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.
- h) Fifty five (55) percent of the Gymsport Committee members, present in person or via teleconference constitute a quorum for the transaction of the business of a meeting of the Gymsport Committees.
- i) No business shall be transacted by the Gymsport Committees 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 Gymsport Committees.
- j) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- k) In the event of a vacancy in their number the Gymsport Committees 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 Gymsport 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.
- l) At a meeting of a Gymsport Committees the Gymsport Chairperson shall preside. The presiding officer will be known as the Chair.
- m) A question arising at a meeting of the Gymsport Committees is to be decided by a majority of votes of the Gymsport Committees Members present in person and entitled to vote.

- o) The Chair of the meeting shall have a deliberative vote as well as a casting vote in the event of an equality of votes.

5. OPERATION – GYMSPORT COMMITTEE GENERAL MEETINGS

- a) The Annual General Meeting of all Gymsport Committees shall be determined by each Gymsport Committee and shall not be held later than 31 December in each and every year.
- b) The Gymsport Chairperson shall cause a notice of the Annual General Meeting to be forwarded to all Foundation Members, Life Members and Affiliate Members entitled to vote at the respective Gymsport Committee Annual General Meeting at least twenty eight (28) days prior to the date appointed by the Gymsport Committee for the convening of that meeting. Such notice shall:
 - i) prescribe the time of the meeting,
 - ii) prescribe the date of the meeting,
 - iii) prescribe the place for the meeting,
 - iv) invite members to nominate for any of the positions on the Gymsport Committee open for nomination,
 - v) invite members to submit any motion for consideration at such meeting, and
 - vi) invite members to nominate a delegate or a proxy to attend on the members behalf.
- c) Nominations for positions on the Gymsport Committee and any notice of any motion to be considered at the Annual General Meeting must be received in writing by the Gymsport Chairperson no later than twenty one (21) days prior to the date appointed for the convening of the Annual General Meeting.
- d) Nominations must be made in writing, on the prescribed nomination form, signed by two members of an Affiliate Member and accompanied by the written consent of the candidate (which may be endorsed on the nomination form). Only current Members of the Company may be nominated for elected positions.
- e) The Gymsport Chairperson shall cause a notice of the business to be conducted at the Annual General Meeting to be forwarded to all Foundation Members, Life Members, and Affiliate Members entitled to vote at the respective Gymsport Committee Annual General Meeting at least fourteen (14) days prior to the day appointed by the Gymsport Committee for the convening of that meeting. Such notice shall include:
 - i) a list of all nominations received for membership of the Gymsport Committee,
 - ii) postal voting papers,
 - iii) all motions of which the Gymsport Chairperson has received notice in accordance with clause 5.c,
 - iv) the Annual Report, and

- v) the Income and Expenditure Account and Balance Sheet.
- f) All postal voting papers for positions on the Gymsport Committee, forms for the 'Appointment of a Proxy', 'Delegate Nomination Forms' and postal votes with respect to any notices of motion must be received by the Chief Executive no later than 48 hours prior to the Annual General Meeting. Postal voting papers, forms for the 'Appointment of a Proxy', 'Delegate Nomination Forms' and postal votes with respect to any notices of motion received after 48 hours prior to the Annual General Meeting are invalid and will not be accepted.
- g) Business to be conducted at the Annual General Meeting shall be:
 - i) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
 - ii) to receive and consider the Annual Reports, Income and Expenditure Accounts and Balance Sheet,
 - iii) to elect the members of the Gymsport Committee, and
 - iv) consider such other business as has been notified to the Gymsport Chairperson in accordance with the provisions of clause 5.c.
- h) In the event of there being no nominations for any advertised position having been lodged with the Gymsport Chairperson in accordance with clause 5.c then nominations for any such position may be called and made at the Annual General Meeting.
- i) Elections shall be conducted by ballot and 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 nominated Delegate, by proxy 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.
- j) Postal votes must reach the Gymsport Chairperson no later than 48 hours before the meeting at which the vote is to be taken.
- k) A quorum at any Gymsport Committee Annual General Meeting or Special General Meeting, shall consist of 15% of the membership entitled to vote, present in person and/or present holding a nominated proxy.
- l) 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 a date, place and time determine by the Gymsport Committee within two months of the date of the meeting.
- m) 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.
- n) At any General Meeting called under the rules the Gymsport Chairperson shall preside, or in the Gymsport Chairperson's absence, another Gymsport Committee Member agreed by the Gymsport Committee Members present. The Gymsport Committee Member presiding at the Meeting will be known as the Chair.

- o) 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.
 - p) Special General Meetings shall be summoned on the instruction of the Gymsport Committee or upon written request of at least one third of all Affiliate Members registered with the respective Gymsport at the time of Affiliation. The written request must clearly state the business to be discussed at the Special General Meeting and must be submitted to the Gymsport Chairperson at the Company office not less than 35 days prior to the proposed date of the Special General Meeting.
 - q) If a Special General Meeting is summoned in accordance with clause 5.p, 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 Gymsport Chairperson.
 - r) The only business that may be discussed at a Special General Meeting is business notified to clubs in accordance with clause 5.q. No other business may be discussed at the Special General Meeting.
 - s) 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 Company present in person or by proxy as, being entitled to vote.
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C JUDGES ASSEMBLY COMMITTEE POLICY

1. INTRODUCTION

GNSW is a not for profit organization that relies heavily on the contribution of volunteer Judges for the successful delivery of Events. Their contribution is greatly appreciated. This policy aims to support a strong continued relationship between volunteer Judges and GNSW through the application of a governance framework that is clear and fair. This is integral for the continued success of gymnastics in NSW and for the benefit of the volunteer Judges who generously donate their time.

Volunteer Judges are an important part of our strategic planning, and have a crucial role developing a culture which supports and values the role of volunteers. Volunteers have rights, which include the right to volunteer in a safe and supportive environment with appropriate infrastructure and effective management practices. Volunteers have responsibilities, which include acting responsibly, being accountable for their actions to the organisation, and respecting the organisation's values and practices

2. THE JUDGES ASSEMBLY COMMITTEE

- a) A Judges Assembly Committee is a GNSW Committee which is constituted under this *Committee and Volunteer Policy* – PART C Judges Assembly Committee Policy.
- b) The Judges Assembly includes Judges who are a GNSW Financial Member – Technical member in accordance with the GNSW Membership Policy – Part E.
- c) The Board delegates an authority to the Judges Assembly Committee in accordance with clause 4 of this policy – Terms of Reference (Function). The delegation is subject to the *GNSW Delegations Policy*.
- d) This policy sets out the purpose and processes for the Judges Assembly Committees. For the purpose of this policy, 'Accredited judge' refers to a judge that is current technical member of GNSW (GNSW Financial Member – Technical Member) and it is specific to the Gymsport within which the Accredited Judge holds their technical membership.
- e) For the purpose of this policy a Life Member refers to a Life Member of the Judges Assembly under the rules of the Judges Assembly Committee and not a Gymnastics NSW Life Member. GNSW Life Members shall not be entitled to a vote at a Judges Assembly Committee General Meeting.

3. MEMBERSHIP

- a) Only the Gymsports for Men's Artistic Gymnastics (MAG), Women's Artistic Gymnastics (WAG) and Rhythmic Gymnastics (RG) shall have a Judges Assembly Committee.
- b) All fully accredited judges for MAG, WAG and RG shall make up the respective Judges Assembly.

- c) Each Judges Assembly is represented by a Committee known as the Judges Assembly Committee.
- d) The Judges Assembly Committees shall consist of such members and for such period agreed by the Judges Assembly, so far as it is not inconsistent with this policy. The Judges Assembly Committee office holders shall be set out in the respective *Gymsport Technical Handbook*.
- e) The Judges Assembly Committee shall be elected in accordance with clause 7.
- f) All Judges Assembly Committees shall 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.
- g) Changes to the composition of each Judges Assembly Committee and/or to the terms of service of each Judges Assembly Committee member/s shall be determined in accordance with the rules for a notice of motion.
- h) The members of each judges Assembly Committee, their term of service, and any vacant positions shall be set out in an annexure to this policy as at 1 January 2020.

4. TERMS OF REFERENCE (FUNCTION)

Judges Assembly Committees exist to:

- a) Further the Objects of GNSW.
- b) Nurture, mentor and encourage new judges.
- c) Promote education and advancement of judges.
- d) Answer technical questions for the membership.
- e) Coordinate and appoint all panels for GNSW competitions.
- f) Oversee compliance of the *GNSW Provision of Judges Policy*
- g) Nominate judges for the NSW state team.
- h) Make recommendations with respect to judging matters.
- i) Identify Judges to be trained to become judge course presenters and assessors.
- j) Liaise with the GNSW Education Officer regarding the judge education requirements of the Gymsport.
- k) Raise awareness of and abide by GNSW policies, procedures, rules and regulations.
- l) Promote judges for GNSW judge service awards and Judges Assembly Committee awards such as Life Membership of the Judges Assembly Committee.

5. OPERATION – JUDGES ASSEMBLY COMMITTEE MEETINGS

- a) The affairs of the Judges Assembly Committees shall be under the control of and managed by the Board.
- b) All duly appointed member of each Judges Assembly Committee shall have voting rights on the Judges Assembly Committees.
- c) The members of the Judges Assembly Committees shall hold office in accordance with clause 3 of this policy.
- d) The Judges Assembly Committees shall meet a minimum of four times in every calendar year.
- e) Additional meetings of the Committee may be convened by the Chairperson or any two other Committee Members.
- f) Written notice of a meeting of the Committee shall be given by the Chairperson to each member of the Committee at least 48 hours (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.
- g) Notice of a meeting given under clause 5f 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.
- h) Fifty five (55) percent of the Judges Assembly Committee members, present in person or via teleconference constitute a quorum for the transaction of the business of a meeting of the Judges Assembly Committee.
- i) No business shall be transacted by the Judges Assembly Committees 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 Judges Assembly Committee.
- j) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- k) In the event of a vacancy in their number the Judges Assembly 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 Judges Assembly Committee may act only for the purpose of filling vacancies to the extent necessary to bring their number up to that required for a quorum.
- l) At a meeting of a Judges Assembly Committee the Judging Coordinator shall preside. The presiding officer will be known as the Chair.
- m) A question arising at a meeting of the Judges Assembly Committee is to be decided by a majority of votes of the Judges Assembly Committee Members present in person or via teleconference and entitled to vote.

- n) The Chair of the meeting shall have a deliberative vote as well as a casting vote in the event of an equality of votes.

6. APPOINTMENT OF DELEGATES

Appointment of Delegates

- a) With the exception of Life Members a Member may only cast a vote at the Annual General Meeting or a Special General Meeting by a Delegate who is appointed in accordance with this policy.
- b) A Delegate is a Judge that attends an Annual General Meeting of a Judges Assembly Committee in accordance with these rules and who must be a current Accredited Judge of the Company for that Gymsport and they must be at least sixteen (16) years of age as at the date of the meeting.

Right to Vote

- c) Each Delegate shall be entitled to one (1) vote at the Company Annual General Meeting or at a Special General Meeting for the Gymsport Judges Assembly Committee either in person or by postal vote for the Gymsport in which they hold the accreditation.

Delegate Nomination Form

- d) Delegates must be clearly nominated on the 'Delegate Nomination Form'. To be valid the duly completed nomination form must be received by the required office holder no later than 48 hours prior to the date of the General Meeting.

Right to Appoint Proxy

- e) There will be no voting via proxy at any Judges Assembly Committee General Meeting.

Life Members and Foundation Members

- f) Life Members of each Judges Assembly Committee are not required to complete a Delegate Nomination Form to attend and vote at a General Meeting.
- g) Life Members of each Judges Assembly Committee are not required to confirm attendance at a General Meeting in advance of the meeting.
- h) Life Members of each Judges Assembly Committee shall only receive one vote at a Judges Assembly Committee General Meeting or Special General Meeting irrespective of whether they also hold technical accreditation.

Observers

- i) All other GNSW Members will be eligible to attend General Meetings as observers without the right to vote or speak.

7. OPERATION – JUDGES ASSEMBLY COMMITTEE GENERAL MEETINGS

- a) The Annual General Meeting of all Judges Assembly Committees shall be held by each Judges Assembly Committee and shall not be held later than 31 December in each and every year.
- b) The Judging Coordinator shall cause a notice of the Annual General Meeting to be forwarded to all accredited judges at least twenty-eight (28) days prior to the date appointed by the Judges Assembly Committee for the convening of that meeting. Such notice shall:
 - i) prescribe the time of the meeting,
 - ii) prescribe the date of the meeting,
 - iii) prescribe the place for the meeting,
 - iv) invite members to nominate for any of the positions on the Judges Assembly Committee open for nomination, and
 - v) invite members to submit any motion for consideration at such meeting.
- c) Nominations for positions on the Judges Assembly Committee and any notice of any motion to be considered at the Annual General Meeting must be received in writing by the Judging Coordinator no later than twenty-one (21) days prior to the date appointed for the convening of the Annual General Meeting.
- d) Nominations must be made in writing, on the prescribed nomination form, signed by two accredited judges and accompanied by the written consent of the candidate (which may be endorsed on the nomination form). Only current Members of the Company may be nominated for elected positions.
- e) The Judging Coordinator shall cause a notice of the business to be conducted at the Annual General Meeting to be forwarded to all accredited judges at least fourteen (14) days prior to the day appointed by the Judges Assembly Committee for the convening of that meeting. Such notice shall include:
 - i) a list of all nominations received for membership of the Judges Assembly Committee,
 - ii) postal voting papers,
 - iii) all motions of which the Judging Coordinator has received notice in accordance with clause 7.c,
 - iv) the Annual Report, and
 - v) the financial report.

- f) All postal voting papers for positions on the Judges Assembly Committee and postal votes with respect to any notices of motion must be received by the Judging Coordinator no later than 48 hours prior to the Annual General Meeting.
- g) Postal voting papers received after 48 hours prior to the Annual General Meeting are invalid and will not be accepted.
- h) Business to be conducted at the Annual General Meeting shall be:
 - a. to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
 - b. to receive and consider the Annual Reports and Judges Assembly Committee financial reports,
 - c. to elect the members of the Judges Assembly Committee, and
 - d. consider such other business as has been notified to the Judging Coordinator in accordance with the provisions of clause 7.c.
- i) In the event of there being no nominations for any advertised position having been lodged with the Judging Coordinator in accordance with clause 7.c then nominations for any such position may be called and made at the Annual General Meeting.
- j) Elections shall be conducted by ballot and in the event of there being more than two nominations voting shall be preferential. Voting is by attendance at the Annual General Meeting 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.
- k) Only current accredited judges in the respective Gymsport over the age of sixteen (16) at the date of the meeting, and Judge Assembly Committee Life Members (if any), are eligible to vote at the Judges Assembly Committee Annual General Meeting or Special General Meeting. Eligible persons shall have one vote only.
- l) A quorum at any Judges Assembly Committee Annual General Meeting or Special General Meeting, shall consist of not less than 15 Accredited Judges for women's artistic gymnastics, and not less than eight men's artistic gymnastics or eight rhythmic gymnastics Accredited Judges present in person.
- m) 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 a place, date and time determined by the Judges Assembly Committee within two months of the date of the meeting.
- n) 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.

- o) At any General Meeting called under the rules the Judging Coordinator shall preside, or in the Judging Coordinator's absence, another Judges Assembly Committee Member agreed by the Judges Assembly Committee Members present. The Judges Assembly Committee Member presiding at the Meeting will be known as the Chair.
- p) 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.
- q) Special General Meetings shall be summoned on the instruction of the Judges Assembly Committee or upon written request of at least 30 accredited judges for the respective Gymsport. The written request must clearly state the business to be discussed at the Special General Meeting and must be submitted to the Judging Coordinator at the Company office not less than 35 days prior to the proposed date of the Special General Meeting.
- r) If a Special General Meeting is summoned in accordance with clause 7.q, twenty-one (21) days notice of any such Special General Meeting stating the business of the meeting shall be given by the Judging Coordinator to the respective Gymsport accredited judges entitled to vote.
- s) The only business that may be discussed at a Special General Meeting is business notified to Judges and Clubs in accordance with clause 7.q. No other business may be discussed at the Special General Meeting.
- t) 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 Company present in person or by proxy as, being entitled to vote.

D SPORTS COUNCIL POLICY

1. INTRODUCTION

In accordance with the Constitution the Board shall form a Sports Council to discuss calendars, competitions and other matters of mutual interest and make recommendations to the Board as appropriate.

2. MEMBERSHIP

In accordance with clause 14.B of the Constitution, the Sports Council shall consist of the Chairperson, or the Chairpersons Delegate, of each Gymsport Committee and the Chief Executive, or the Chief Executives Delegate.

3. TERMS OF REFERENCE (FUNCTION)

The Sports Council exists to promote the development of gymnastics by:

- a) Discussing and making recommendations for the design, planning and implementation of projects to support the growth of gymnastics in NSW.
- b) Actively contributing to the development of the Companys strategic plan by making recommendations and providing feedback to the Board.

4. OPERATION

- a) The affairs of the Sports Council shall be under the control of and managed by the Board.
- b) All duly appointed Chairpersons of each Gymsport Committee, or their Delegate attending a meeting of the Sports Council shall have voting rights on the Sports Council.
- c) The members of the Sports Council shall hold office in accordance with clause 2 of this policy.
- d) The Sports Council shall meet a minimum of four times in every calendar year.
- e) Additional meetings of the Council may be convened by the Chairperson or any two other Council Members.
- f) Written notice of a meeting of the Council shall be given by the Chairperson to each member of the Committee at least 48 hours (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.
- g) Notice of a meeting given under clause 4f 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.

- h) Any 4 members of the Sports Council, present in person or via teleconference constitute a quorum for the transaction of the business of a meeting of the Sports Council.
- i) No business shall be transacted by the Sports Council 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 Sports Council members present.
- j) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- k) At a meeting of a Sports Council the Chief Executive Officer, or his/her Delegate shall preside. The presiding officer will be known as the Chair.
- l) A question arising at a meeting of the Sports Council is to be decided by a majority of votes of the Sports Council Members present in person and entitled to vote.
- m) The chair of the meeting will not have a deliberative or a casting vote. In the event of a tied vote the motion shall fail.

E REGIONAL COUNCIL POLICY

1. INTRODUCTION

In accordance with the Constitution the Board shall form a Regional Council to discuss matters of mutual interest and make recommendations to the Board as appropriate.

2. MEMBERSHIP

In accordance with clause 14.D of the Constitution, the Regional Council shall consist of the Chairperson, or the Chairpersons Delegate, of each Regional Committee and the Chief Executive, or the Chief Executives Delegate.

3. TERMS OF REFERENCE (FUNCTION)

The Regional Council exists to promote the development of gymnastics by:

- a) Discussing and making recommendations for the design, planning and implementation of projects to support the growth of gymnastics in regions in NSW.
- b) Actively contributing to the development of the Companys strategic plan by making recommendations, and providing feedback to the Board.

4. OPERATION

- a) The affairs of the Regional Council shall be under the control of and managed by the Board.
- b) All duly appointed Chairpersons of each Regional Committee, or their Delegate attending a meeting of the Regional Council shall have voting rights on the Regional Council.
- c) The members of the Regional Council shall hold office in accordance with clause 2 of this policy.
- d) The Regional Council shall meet a minimum of three times in every calendar year.
- e) Additional meetings of the Council may be convened by the Chairperson or any two other Council Members.
- f) Written notice of a meeting of the Council shall be given by the Chairperson to each member of the Committee at least 48 hours (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.
- g) Notice of a meeting given under clause 4f 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.
- h) Any 4 members of the Regional Council, present in person or via teleconference constitute a quorum for the transaction of the business of a meeting of the Regional Council.

- i) No business shall be transacted by the Regional Council 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 Regional Council members present.
- j) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- k) At a meeting of a Regional Council the Chief Executive Officer, or his/her Delegate shall preside. The presiding officer will be known as the Chair.
- l) A question arising at a meeting of the Regional Council is to be decided by a majority of votes of the Regional Council Members present in person and entitled to vote.
- m) The chair of the meeting will not have a deliberative or a casting vote. In the event of a tied vote the motion shall fail.

F SUB COMMITTEES POLICY

1. INTRODUCTION

In accordance with the Delegations Policy persons or Committees delegated an authority may delegate the authority to a Sub-Committee if it is permitted by the original delegation. This policy sets out the procedure for establishing a Sub-Committee.

2. MEMBERSHIP

The membership of a Sub-Committee shall be written in the Sub-Committees terms of reference and approved by the Board. If the Sub-Committee is a coaches Sub-Committee and the Sub-Committee members are determined by vote, only current coach Technical Members shall be entitled to vote at the meeting where the Sub-Committee membership is determined.

3. TERMS OF REFERENCE (FUNCTION)

- a) The terms of reference of a Sub-Committee shall be determined by the person or Committee that delegates the Sub-Committee an authority prior to the formation and operation of the Sub-Committee.
- b) The terms of reference shall include the membership, meeting procedure and scope of operation of the Sub-Committee.
- c) All Sub-Committee terms of reference shall be in writing and approved by the Board.
- d) If a Sub-Committee is formed and/or operates previous to approval of its terms of reference by the Board, the Board may deem any decision or act by the Sub-Committee void and/or declare that the Sub-Committee is illegal. If a Sub-Committee is declared to be illegal by the Board any further actions or decisions made by it will be in breach of the Constitution and Regulations and any members of the Sub-Committee shall be subject to disciplinary action.

4. OPERATION

The meeting procedure of a Sub-Committee shall be written in the Sub-Committees terms of reference and approved by the Board.

G COMMITTEE CARE SUCCESSION PLAN

PLAN NAME:	GNSW Committees Care Succession Plan
DATE OF ISSUE:	1 January 2012 (Updated 1 Sep 2018)
PLAN COVERAGE:	Gymsport Committees
DATE OF REVIEW:	December each year
CONTROLLING BODY:	GNSW

1. INTRODUCTION

In an environment of rapid change it is important to ensure organisational sustainability, flexibility and responsiveness in delivering services to the gymnastics community. Our capacity to perform and deliver services whilst dealing with issues such as reduced volunteerism requires new approaches to ensure the Company has the capacity to sustain our performance and responsiveness in the future.

It is within this context that GNSW is committed to ensure the effective management of volunteer succession to guarantee future leadership and the capacity to continue to deliver the sport at a quality and sustainable level.

Succession management is an important risk management strategy to ensure the continuation of effective service provision to the community, regardless of organisational change. Without planning, disruptions caused by both expected and unexpected departures can lead to suboptimal outcomes in the efficient delivery of the sport through the Gymsport Committees. Forward planning to manage succession helps develop a diverse workforce better equipped to respond well to a variety of challenges, not just personnel-related change.

2. GUIDING PRINCIPLES – CARE SUCCESSION

Volunteers serving the sport on the Company's Committees and Sub Committees are the backbone of the sport in NSW and the cornerstone for its future growth and development. This plan is founded upon three guiding principles for volunteer management.

- a. Provide Committees with meaningful work.
- b. Recognize Committee member contributions.
- c. Provide positive and suitable working conditions for Committee members.

This 'Care Succession Plan' focuses upon the first and third of these guiding principles. The second is addressed through the Awards Policy and Volunteer Reward and Recognition Scheme.

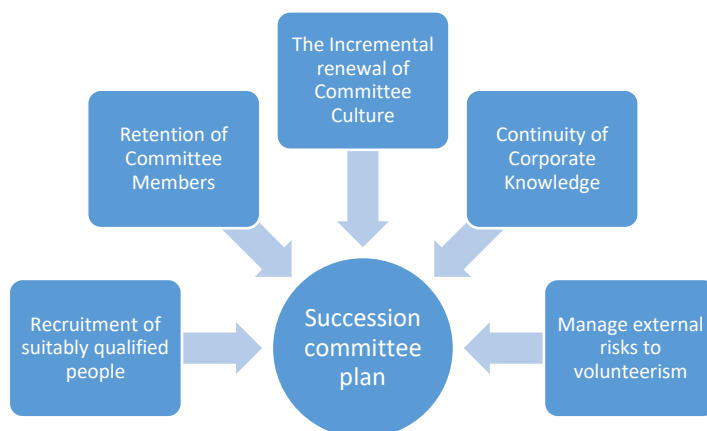
3. VALUES

This plan is underpinned by the following values:

- The sports technical development is reliant upon volunteers serving on Gymsport Committees,
- Every gymsport is unique to the other Gymsports,
- Better outcomes will be achieved through a flexible approach that is not prescriptive,

- The Board's role is to establish a governance framework that promotes participation, accountability and transparency, the Board delegates the technical development of the sport to the Gymsport Committees through the CEO,
- Participation will increase when Gymsport Committees are motivated,
- Committees may, in part be motivated through financial incentives,
- Community engagement in the selection process promotes inclusion and participation.

4. OBJECTIVES



5. INITIATIVES

The Board affirms the values of this plan through initiatives such as:

- Clear delegation of authority to Committees (Meaningful work)
- Maintenance and promotion of Gymsport and Region Accounts (Meaningful work)
- Events and Sports Development Officers support the Gymsport Committees (Working conditions)
- Club and Region Development Officers support the Region Committees (Working conditions)
- Designated Officers work with their respective Committee to implement development initiatives that support and foster growth and technical development (Meaningful work)
- Flexible committee structure that may be determined by each Committee (Working conditions)
- Rotating terms for Committee positions (Working conditions)
- Adoption of a Committee Succession Policy (Working conditions)
- Adoption of a Volunteer Policy (Working conditions)
- Recognition of volunteers at Annual Awards and through Volunteer recognition initiatives (Recognition)

(This list is not exclusive and is intended to be amended and expanded over time)

H COMMITTEE SUCCESSION POLICY

POLICY NAME:	Committee Succession Policy
DATE OF ISSUE:	October 2011
PLAN COVERAGE:	Sports Council
DATE OF REVIEW:	December each year
CONTROLLING BODY:	GNSW

1. INTRODUCTION

In accordance with the Committees Care Succession Plan this process provides guidelines for the review of the Gymsport Committees succession planning.

2. WHAT IS SUCCESSION MANAGEMENT?

Succession:

- is a strategic process to ensure the continued supply of skilled personnel to fill critical or key roles;
- facilitates the preservation of corporate skills and knowledge;
- is an integral part of workforce planning;
- may be linked to recruitment and selection, capability development, and retention activities;
- operates within principles of merit and transparency in selection processes; and
- does not target individuals, rather is about developing capability to ensure that there is a suitable pool of potential applicants when positions become available.

3. WHY DO SUCCESSION MANAGEMENT?

We manage succession to address fundamental volunteer workforce challenges facing all organisations including:

- labour and skills shortages;
- the ageing volunteer population.
- trends for younger volunteers not to remain in the same role for very long;
- attracting and retaining people with particular skills sets; and
- effectively managing and developing the skills of existing volunteers

4. WHO DOES SUCCESSION MANAGEMENT APPLY TO?

Succession applies to critical or key positions where there is a reasonable risk of not having sufficiently skilled people to undertake these roles.

5. WHAT ARE THE KEY ELEMENTS OF SUCCESSION MANAGEMENT

- Identification of key roles
- Assessment of the risk of not having sufficiently skilled people to fill these roles
- Alignment and development of capability.

6. WHAT ARE THE FOUR CATEGORIES OF RISK WHICH NEED TO BE ADDRESSED TO ENSURE EFFECTIVE SUCCESSION MANAGEMENT?

- Vacancy Risk – Risk of critical leadership positions remaining vacant
- Readiness Risk – Risk of underdeveloped successors
- Transition Risk – Risk of poor assimilation of leadership talent
- Business Risk – Risk of poor deployment of talent against business goals

In order to ensure effective succession management, the Board must address each of these four risks. Firstly, the Board must adopt succession planning processes to protect the business from key role departures. Secondly, the Board must ensure the readiness of possible successors to the key role. Finally, a holistic view of succession should be adopted to ensure a thorough transition is effected, including effective and ongoing delivery of business outcomes.

7. HOW CAN SUCCESSION RISK BE ASSESSED?

- Identify key roles
- Look at the sports planning processes:
 - analysis of current and future goals
 - volunteer data, information and trends
 - committee positions and accountability mapping.
- Assess the risk of each key role
- Look at the potential shortages and surpluses of pools of sufficiently skilled people for each key position.
 - the likelihood and consequences of not having sufficiently skilled people available to potentially fill and perform successfully in the position
 - whether pools of sufficiently skilled people are internal or external to the agency
 - implications for recruitment and selection practice
 - implications for capability development
 - implications for retention strategies.
- For roles which carry an unacceptable level of risk:
 - attract people with particular skills sets
 - develop the capabilities required, including internal professional development
 - retain suitably skilled people.

I VOLUNTEER POLICY

POLICY NAME:	GNSW Volunteer Policy
DATE OF ISSUE:	January 2006 (Updated 5 December 2018)
POLICY COVERAGE:	All GNSW volunteers and interns while executing duties on behalf of GNSW
DATE OF REVIEW:	December each year
CONTROLLING BODY:	GNSW

1. INTRODUCTION

GNSW is a not for profit organization that relies heavily on the contribution of volunteers to ensure that we meet our goals and objectives. Their contribution is greatly appreciated. This policy aims to support a strong continued relationship between volunteers and GNSW for the continued success of gymnastics in NSW and for the benefit of the volunteers who generously donate their time.

Volunteers are an important part of our strategic planning, and have a crucial role developing a culture which supports and values the role of volunteers. Volunteers have rights, which include the right to work in a safe and supportive environment with appropriate infrastructure and effective management practices. Volunteers have responsibilities, which include acting responsibly, being accountable for their actions to the organisation, and respecting the organisation's values and practices

2. STATEMENT OF PRINCIPLE

To be used in conjunction with other GNSW policies, this document lists the various GNSW policies that relate to volunteers in a way that is simple and easy to understand, flexible, fair and equitable and to enhance the efficiency and effectiveness of the volunteer/GNSW relationship.

GNSW recruits volunteers and selects them for various roles based on their interest, knowledge, skills and commitment to the gymnastics community. Volunteers are provided with orientation into the role and supported to undertake their roles and responsibilities.

3. SCOPE

This policy applies to all GNSW volunteers and interns while they serve GNSW in a voluntary capacity.

4. POLICIES

Reimbursement of expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while volunteering for GNSW. For example, Judges receive a reimbursement of expenses for events. Questions regarding reimbursements should be directed towards the Sport and Events Manager for all Gymsport and competition activities, and the Development Manager for development activities. Prior approval must be sought for all expenditure.

Record Keeping

A database will be maintained about each volunteer with GNSW, including dates of service, positions held, duties performed, evaluation of work and awards received. Volunteers are responsible for submitting all appropriate records and information to GNSW in a timely and accurate manner. This includes compulsory working with children checks. All volunteer personnel records will be treated with confidentiality.

Attendance

A volunteer sign on roster will be kept for events and at other times while actively volunteering for GNSW. All volunteers are required to 'sign in' at the commencement of volunteering on each day, and 'sign out' at the conclusion of the volunteer service.

Absences

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their supervisor as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's role and term of service.

Volunteers may be encouraged to find a substitute for any upcoming absences that might be filled by another volunteer. This substitution should only occur after consultation with GNSW and care should be taken to find someone who is qualified for the position. Substitutes may only be recruited from those who are currently involved as volunteers with GNSW.

Conflict of Interest

Where a person serves in a role and discovers through the execution of their duties that a conflict of interest may arise they must declare that conflict of interest and it shall be dealt with according to the Conflict of Interest Situation Policy.

Ending the Volunteer Relationship

The relationship between GNSW and a volunteer (including Committee Members) could be brought to an end by the CEO on the following grounds:

- a) misconduct, gross misconduct or insubordination,
- b) being under the influence of alcohol or drugs,
- c) theft of property,
- d) misuse of equipment or materials,
- e) abuse or mistreatment of members or co-workers,
- f) failure to abide by GNSW policies and procedures,
- g) failure to satisfactorily perform assigned duties,
- h) failure to follow the direction of GNSW staff, or
- i) any other reason determined by the Board in its discretion.

Before ending any Volunteer Relationship on the above grounds the CEO shall write to the Volunteer:

- a) setting out the allegations against them.
- b) setting out the possible consequences of their alleged actions if the allegations are proven true.
- c) inviting the Volunteer to respond to the allegations by either:
 - a. attend a hearing to respond to the allegations and/or
 - b. respond to the allegations in writing.
- d) advising the Volunteer that they may take a support person to any such hearing who may attend but may not speak or contribute to discussions.
- e) advising that both written and verbal submissions will be considered when determining the matter.
- f) advising that the CEO and another GNSW staff member shall attend the hearing.
- g) advising that the CEO will write to the Volunteer to confirm the outcome in the matter.

If a Volunteer Relationship is ended according to this clause. There shall be no right of appeal of the determination made by the CEO.

In the event of gross misconduct at an Event or Activity, GNSW may take immediate action in accordance with clause 10 of the *GNSW Discipline Policy*.

Bullying, Harassment, Sexual Harassment, and intimate personal relationships

Please refer to the GNSW Member Protection Policy.

Complaints and Disputes

Complaints and disputes shall be managed according to the Grievance Policy, Member Protection Policy or Constitution, whichever is relevant under the circumstances.

Equal Opportunity

The selection of volunteers will comply with the principles of equal opportunity and will not discriminate against a candidate on the basis of race, gender, disability, sexual orientation, HIV status, age, marital status or pregnancy nor any other area which falls within state discrimination legislation. Please refer to the '*Member Protection Policy*' for more information.

Risk Management

GNSW is committed to providing a safe working environment for volunteers. Volunteers are encouraged to report potential hazards to GNSW in accordance with the GNSW Risk Management Plan and Workplace Health and Safety Policy.

Rest Breaks

GNSW will provide volunteers assisting at an event with a break of 30 minutes every three to five hours. Volunteers requiring a break should speak with the relevant GNSW staff member who, so far as practicable, will make provision for the break.

Illness, Injuries, and Accidents

Volunteers that suffer from illness, injury or are involved in an accident should contact GNSW immediately. GNSW will phone an ambulance for all serious accidents, illness or injury. The health and welfare of the Volunteer is the primary concern of GNSW. GNSW may:

- a) organise care for the Volunteer
- b) send the Volunteer home and may organize required transport,
- c) excuse the Volunteer from duty, or
- d) make any other decision regarding the welfare of the Volunteer and their ability to perform their delegated role.

Drugs and Alcohol

Unless authorised otherwise by the CEO, the consumption of alcohol by a Volunteer is prohibited during the execution of their duties. Please refer to the *GNSW Codes of Conduct* and *Drug and Alcohol Management Policy* for further information.

Insurance Coverage

GNSW has policies for Committee liability insurance, public liability insurance, personal accident insurance, professional indemnity insurance and workers compensation insurance. Volunteers acting outside the scope of instruction or in a manner that is reckless may not be covered by these policies.

Keys, Security and Out of Hours Access to Premises

Volunteers attending meetings outside work hours at the GNSW office may be provided a key and security codes. No volunteer shall have a permanent key to the office premises with all keys to be returned as soon as practicable following the meeting and/or event.

Speaking to the media

Unless notified otherwise by GNSW, a volunteer should not speak to the media on any matter regarding GNSW. All volunteers approached by the media should refer them to a GNSW staff member immediately.

Supply and Use of Uniforms

When provided with a uniform, a Volunteer must wear the uniform for its intended purpose.

Use of GNSW equipment

Volunteers using GNSW equipment in the execution of their duties must handle the equipment responsibly and with care. If equipment becomes damaged while being handled by a Volunteer GNSW will cover all costs of repair, provided reasonable care has been taken. If the Volunteer has been found to be reckless or careless when using GNSW equipment and the equipment becomes damaged, the Volunteer will be required to pay an amount equivalent to replacing the equipment with new equipment.

Use of Private Vehicle

The use of private vehicles during the execution of a Volunteers duties is at the Volunteers risk. GNSW will not reimburse for any damage caused to a private motor vehicle.

Volunteer Recognition and Reward

GNSW aims to recognize and reward the contribution of volunteers. For details on the program please refer to the GNSW Awards Policy.

ANNEXURE A – VERSION CONTROL

The following clauses were updated as follows:

DATE	CLAUSES	AUTHORISED BY
1 July 2011	NEW Committees Policy	Board
1 October 2011	NEW Committee Succession Policy	Board
1 January 2012	NEW Committee Care Succession Plan	Board
1 June 2016	NEW Judges Assembly Committee Policy	Board
1 September 2018	Update Committee Care Succession Plan	Board
5 December 2018	Amendment: Volunteer Policy amended to include Ending the Volunteer Relationship Clause.	Board
1 January 2020 Gymnastics NSW Limited		
1 January 2020	Amendments to Judges Assembly Committee Policy and amendments to align with new company status.	Board

