

# GYMSPORT & JUDGES ASSEMBLY

# COMMITTEE GOVERNANCE

## PURPOSE

Committees exist to promote the technical development of the Gymsports, by furthering and carrying out the purposes and objectives of Gymnastics NSW. The Committee and its 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 and the technical development of the Gymsport;

- Increase participation in the gymsport, increase transition rates from recreational to competitive gymnastics within the gymsport, create greater access and further opportunities for athletes and participation through an increase the number of clubs and programs across the state delivering the gymsport
- Implement programs to maintain engagement and retention of participants through the competition pathway and underpin and support lifelong participation in the gymsport
- Development of education activities, workshops, courses and resources aligned with the GNSW Workforce Development Strategy. Identify education critical to the development of coaches and judges at region level supplementary to the accreditation courses. Develop resources and workshops that can be delivered at region level as part of region squads and clinics.
- Design, plan and implement region clinics and development squads with a focus upon coach and athlete education and wellbeing aligned with the GNSW Workforce Development Strategy and the GNSW Wellbeing Strategy.

## FUNCTION

- 1) Further and carry out the purposes and objectives of Gymnastics NSW
- 2) Develop, implement and administer projects to support and encourage the growth of gymnastics and the technical development of the Gymsport
- 3) Develop and implement a Gymsport development workplan which focuses on the strategic development and growth of the Gymsport with strong alignment to the Gymnastics NSW Strategic Plan
- 4) Prepare operational policies, programs, and regulations as requested for approval by GNSW
- 5) Review their Gymsport's performance, participation and engagement rates and undertake forward planning in line with the Gymnastics NSW strategic plan outcomes
- 6) Formulate, interpret and publicise the Gymsport programs
- 7) Develop, implement, and review the competition levels program within NSW with a focus on the competition pathway, physical literacy and holistic and safe athlete development
- 8) Provide technical expertise in all levels of judge and coach education including the development of education courses, resources and ongoing professional development
- 9) Provide support and guidance for judges and coaches to support Gymsport programs
- 10) Deliver and contribute to the continuous quality improvement of community development and education activities, workshops, courses and programs

- 11) Where appropriate, develop or advise on selection regulations, guidelines and policies; determine the selection criteria for the State Championships and State Team for endorsement by GNSW
- 12) Determine the annual Awards Policy criteria for the respective Gymsport
- 13) Work collaboratively with GNSW staff to foster athlete/participant development and the gymnastics workforce
- 14) Identify Technical Members to be trained to become course presenters and course assessors in both the coaching and judging areas and liaise with the GNSW Education Officer regarding the education requirements of the Gymsport
- 15) Monitor, interpret and communicate national and international trends in Gymnastics and national trends in sport, physical activity and athlete centred development approaches
- 16) Coordinate and regulate the technical regulations at GNSW events, play a leading role in all technical elements of competitions and events and support the delivery of all Gymsport events within NSW
- 17) Conduct competitive and participation focused gymnastics events
- 18) Make suggestions to GNSW with respect to Gymsport matters
- 19) Act as the conduit between the Gymsport community and Gymnastics NSW
- 20) Positively promote the Gymsport and Gymnastics NSW to the community, work collaboratively with Gymnastics NSW and support the committee and Gymnastics NSW decisions to the community
- 21) Raising awareness of and abiding by GNSW policies, procedures, rules and regulations
- 22) In conjunction with GNSW, play a leadership role in advocating for safeguarding and promoting a safe sport for all members
- 23) Work collaboratively with and under the leadership GNSW to foster a safe and inclusive culture in gymnastics
- 24) Foster an athlete-centric culture within the sport

## COMMITTEE MEMBER GOVERNANCE

Membership on a Committee can be a rewarding and satisfying experience, but it also carries a range of obligations. For that reason, 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.

### Good Governance of the Committee involves the following:

- Leadership - ensuring as a member of the committee you are demonstrating leadership within the community and decision are made responsibly with the best interests of all clubs and participants at the core
- Strategic planning - setting and reviewing the short-, medium- and long-term goals of the Gymsport in consultation with Gymnastics NSW and in accordance with the rolling GNSW strategic plan
- Financial management and budgeting for programs and activities and for future needs
- Periodic reflection about performance against achievement 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
- Contingency and succession planning for committee members including role rotation
- Promoting GNSW and the sport of Gymnastics as positive ambassadors
- Reporting and relaying information accurately to clubs and the community

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 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.

## COMMITTEE OPERATIONS

Each Gymsport Committee will meet regularly throughout the year. Most committees will hold monthly meeting (with a minimum of 4 meetings to 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.

Meeting conduct and document management: Electronic support access for each Committee member will be established within **Microsoft Teams**, an online communication tool designed for meetings, document sharing and informal instant messaging. This tool will enable coordinated and transparent communications within the Committee and between the Committee and GNSW.

The Committees provide advice on technical decisions as outlined in their roles and responsibilities. If Committees decisions have a financial or operational impact on GNSW, then approval must be provided by GNSW management before actioning. Any items with these impacts must be included in Gymsport Workplans for pre-approval.

The Technical Director will chair the Gymsport Committee meetings. The Judging Coordinator will chair the Judges Assembly meetings. The Regional Supervisor will chair the Region Committee meetings.

In the absence of the Chair, the Chair shall nominate the meeting Chair from the Committee members present at the meeting.

### The responsibilities of the Chairperson shall include:

- Guiding the meeting according to the agenda and time available
- Ensuring that all discussion items end with a decision, action or definite outcome
- Oversee the delivery of the Committees rules, regulations and processes
- The Chair of the meeting shall have a deliberative vote as well as a casting vote in the event of an equality of votes

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.

## GYMSPORT OPERATIONAL WORKPLANS

Each Committee will develop and implement a Gymsport development and operational workplan which focuses on the strategic development and growth of the Gymsport. All operational plans should be consistent with the

Gymnastics NSW Strategic Direction and Strategic Plan and monitoring and assessment should be evaluated in accordance with these plans. Operational workplans will include long-term multi-year strategic planning.

The Committee, in conjunction with the GNSW Staff will be responsible for the development of the workplans and associated projects. Workplans and projects will detail KPIs which include establishing delivery timeframes and assessment measures.

An annual and forecast long-term operating budget is to be prepared by each committee, in consultation with GNSW staff. The committee budget must be set in conjunction with the Gymsport Operational Workplans. All expenditure must be approved by GNSW before being made.

Committee members will contribute their skills and knowledge to support the development of the Gymsport through discrete projects. Members will undertake projects, conduct research and development activities, providing content and input and produce documents. Committee members will report the progress and outcomes of their projects at the Committee meetings.

The Gymsport Committee members must present an annual report at the Gymsport Committee AGM detailing their role on the committee, the projects conducted within their portfolio and the performance of the committee against the established workplan and KPIs.

## 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:

- Promote and respect the rights and dignity of every person regardless of gender, race, ethnicity or sexual orientation and ensure that the promotion of a safe and inclusive environment
- Protect the integrity of sport at all times 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
- Protect the safety and wellbeing of members at all times by ensuring that appropriate safeguarding measures and policies are in place, easily accessible and understood by every person, and reviewed regularly
- Be ethical, impartial, consistent and transparent in your conduct and decision-making. Accept responsibility for your actions
- Make decisions in the best interests of all members and the sport
- Promote a safe and inclusive environment, in which every person feels welcomed and is protected and free from discrimination, harassment and abuse
- Ensure that all athletes, coaches, officials, parents and spectators place wellbeing and enjoyment ahead of performance and outcomes
- Create pathways that support athletes, coaches and officials to improve their skill development
- Provide equal opportunities for all athletes, coaches and officials to participate, regardless of their gender, ability or cultural background
- At all times act as a role model for others, displaying high standards of good sporting behavior
- Never engage in inappropriate conduct including the use of offensive language, drinking or smoking, whilst in an official capacity
- Ensure that all members are made aware of their rights and responsibilities under the appropriate legislation including: Member Protection Policy, Code of Conduct, Child Safe Policy and Anti-discrimination Policy, 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 behave at all times 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 [GNSW Ethical Decision Making framework](#).

## CONFLICTS OF INTEREST

Committee members have a duty to act honestly and in the best interests of the GNSW and the Gymsport 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 gymsport, coaching athletes within the gymsport, or holding another position with the sport's membership
- a contract with the Organisation (e.g. supply of services);
- using confidential information sourced from the Organisation for the benefit of another entity or individual gain; or
- profiting from an opportunity that rightfully belongs to the Organisation.

## CRITERIA FOR A GYMSPORT COMMITTEE POSITION

- Availability and willingness to commit as an active member of a volunteer committee
- Extensive technical knowledge and understanding of the Gymsport
- Highly respected within the Gymsport community
- Good organisational, planning and IT skills
- Event experience at a state, national and international level
- Interpersonal, listening and communication skills
- Team player displaying leadership qualities with a collaborative working style
- Knowledge of state, national and international trends and their relevant context
- Capacity and capability to undertake the role
- Current Technical Member of Gymnastics NSW and resides within NSW
- Knowledge of gymnastics education programs and frameworks
- Ability to liaise and work in partnership with various stakeholders
- Ability to fulfil the roles and responsibilities of the relevant position description
- A commitment towards the engagement and enablement of those around them

## POSITION DESCRIPTIONS

### Roles & Responsibilities

#### ALL COMMITTEE MEMBERS

All Gymsport Committee members are expected to:

- Fulfil the purpose and function of the Committee
- Attend committee meetings and be prepared for informed discussion
- Actively participate and contribute in committee meetings.
- Prior to meeting read supplied documents and provide opinion/feedback as required prior to the meeting
- Assist the Technical Director, other committee members and GNSW in their duties as required
- Work cooperatively with the committee and GNSW Staff
- Answer enquiries from members of the community on questions specific to their portfolio/projects
- The Committee, in conjunction with the GNSW Staff will be responsible for the development of a gymsport development/operational workplan and associated projects in line with the purpose of the committee
- Support GNSW and other committee members in the planning, development, and implementation of strategic priorities.
- Undertake tasks and projects relevant to individual portfolios as specified by the Technical Director, Committee and GNSW. For relevant projects provide input and content, produce documents and manuals for projects. Conduct development and participation activities in line with the relevant projects
- Strategic planning - setting and reviewing the short-, medium- and long-term goals of the gymsport in consultation with Gymnastics NSW and in accordance with the Gymsport workplan and GNSW strategic plan
- Prepare operational policies, programs, and regulations as requested for approval by GNSW including the revision and finalisation of the Technical Regulations
- Have a good working knowledge of the GNSW rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the committee.
- Positively promote the Gymsport and Gymnastics NSW to the community, work collaboratively with Gymnastics NSW and support the committee and Gymnastics NSW decisions to the community
- In conjunction with GNSW, play a leadership role in advocating for safeguarding and promoting a safe sport for all members
- Attend, coordinate and regulate the technical regulations at GNSW events, play a leading role in all technical elements of competitions and events and support the delivery of all Gymsport events within NSW
- Member of the NSW selection committee for the NSW teams as relevant

## TECHNICAL DIRECTOR

In addition to the roles & responsibilities for all committee members:

### Administration

- Ensure that the overall direction and focus of the sport is consistent with the objectives and strategies set out in the GNSW Strategic Plan
- Be the Gymsport Committee Representative responsible for liaising with GNSW staff
- Promote GNSW Membership to athletes, coaches, officials and clubs
- Work with the Gymsport Committee and GNSW EPPO to implement programs which promote state and national strategies for the respective Gymsport
- Ensure implementation of GNSW procedures and policies as set down on the GNSW Website and relevant Technical Regulations
- Contribute to the revision and finalisation of the Technical Regulations
- Assist GNSW staff as required to ensure that events run smoothly and efficiently
- A member of the GNSW Selection Committee for the NSW State Teams
- Attend the GNSW Joint Technical meetings
- Allocating projects to committee members and supporting committee members ensuring the completion of projects in designated timelines
- In conjunction with the EPPO develop and implement a Gymsport development and operational workplan which focuses on the strategic development and growth of the Gymsport. Operational workplans will include long-term multi-year strategic planning. All operational plans should be consistent with the Gymnastics NSW Strategic Direction and Strategic Plan.
- Ensuring and overseeing the Gymsport Workplans have appropriate monitoring and assessment, evaluated in accordance with the workplan KPI's and GNSW Strategic Plan
- Develop an annual and forecast long-term operating budget in consultation with GNSW staff. The committee budget must be set in conjunction with the Gymsport Operational Workplans. All expenditure must be approved by GNSW before being made.
- As required, provide GNSW with an accurate and detailed list of State Team members and their divisions

### Representation

- Promoting GNSW and the sport of Gymnastics as a positive ambassador
- In conjunction with GNSW, play a leadership role in advocating for safeguarding and promoting a safe sport for all members
- Liaise with GNSW EPPO and GNSW management
- Work closely with GNSW EPPO to promote the Gymsport in NSW
- Provide technical expertise to the EPPO as required
- Provide technical expertise in all required matters at events
- Represent the Gymsport Committee at GNSW Executive Council meetings
- Write TD report for publication in GNSW Annual Report
- Represent the Gymsport Committee at Judges' Assembly Meetings

### Information

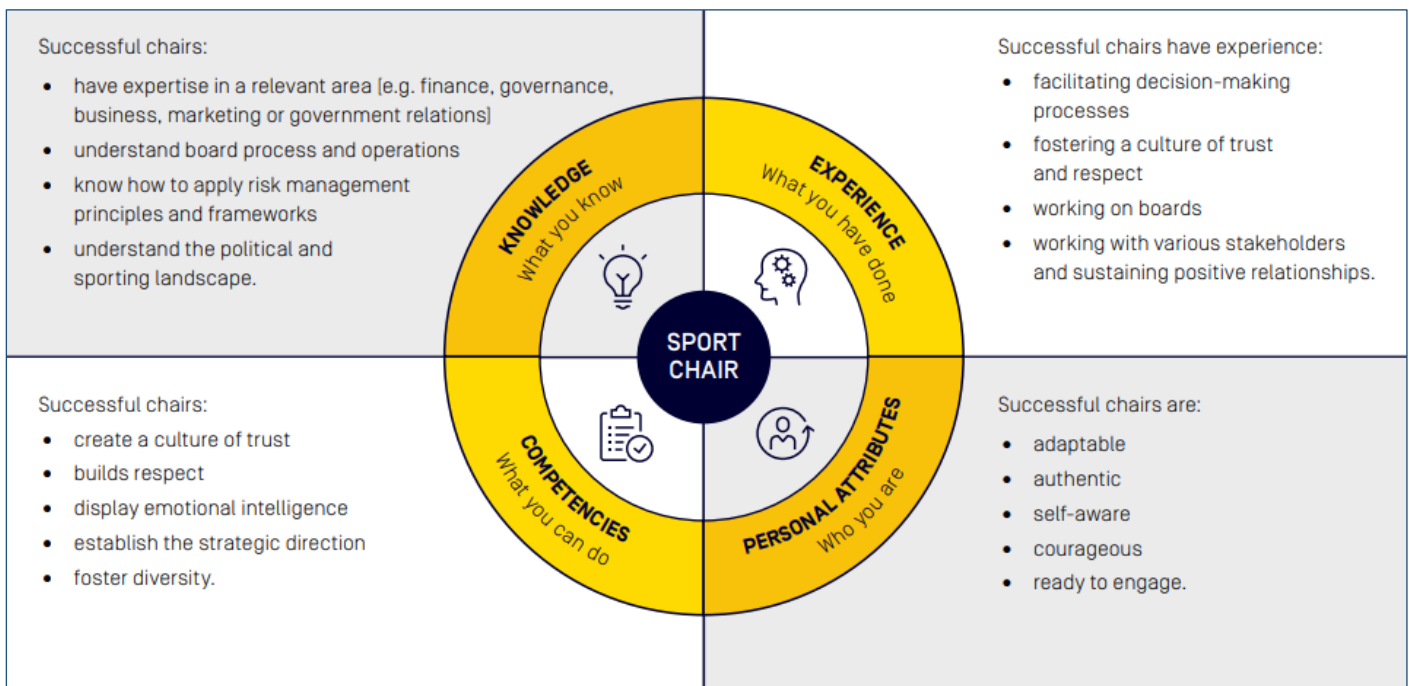
- Provide regular and accurate information about the Gymsport to the community
- Provide relevant information as necessary to be included in updates to the community
- Promote coaching and judging workshops

- Answer general enquiries about the Gymsport in NSW and direct members of the community to other Gymsport Committee members on questions and matters specific to their role
- Disseminate information from the GA Technical Director / GA Commission to the community through GNSW communications
- Provide updated information regarding the developments in and changes to technical regulations

#### Gymsport Committee

- Contribute to planning GNSW Gymsport Committee meetings
- Chair regular meetings for the GNSW Gymsport Committee
  - Ensuring the meeting has the required quorum of 51% prior to commencement
  - Guiding the meeting according to the agenda and time available
  - Ensure that committee member reports and discussion documents are provided within the required timeframes for the meeting
  - Ensuring that all discussion items end with a decision, action or definite outcome
  - Oversee the delivery of the Committees rules, regulations and processes
  - The Chair of the meeting shall have a deliberative vote as well as a casting vote in the event of an equality of votes.
  - If the Chair (TD) is not available, their nominated representative will chair the conference/meeting.
- Support and develop skills in the Gymsport Committee members so that they gain confidence to carry out tasks specific to their role statement
- Provide advice and management skills to co-ordinate all aspects of planning carried out by the committee
- Contribute to succession planning by identifying suitable people to move into committee roles in the future

#### Skills and Knowledge for a Committee Chair:





## JUDGING COORDINATOR

In addition to the roles & responsibilities for all committee members:

### Events

- Oversee compliance of the GNSW Provision of Judges Policy
- Co-ordinate all judging for GNSW Events
  - Prior to event
    - Co-ordinate judging panels, where relevant with the Judges Assembly. Ensure the timely and accurate compilation of the judging panels when the function has been delegated to an appropriate member of the Judges Assembly
    - Answer questions from judges re times and availability
    - Check judges are accredited before assigning judging tasks
    - Ensure panels are provided to EPPO for publication on GNSW website
    - Complete briefing notes and conduct judges briefing prior to all GNSW events
  - At events
    - Set up tables with judging equipment
    - Judge on panels if required
    - Act as referee/jury in disputes
    - Provide role model for effective, fair and impartial judging at all times.
  - After Events
    - Send panels to GNSW to update database
    - Complete and return to GNSW the Provision of Judge, Judge attendance forms and relevant Judge reimbursement forms

### Information

- Liaise with National Judging Co-ordinator as required
- Read National Technical Bulletin and relay any information to NSW EPPO for publication in GNSW communications
- Respond to judges' questions or delegate to appropriate member of the Judges Assembly re membership, general enquires of accreditation and contact GA personnel when appropriate
- Provide information about judging experience to National Judging Co-ordinator as required

### Education

- Promote Judge Education in NSW
- Co-ordinate judges' education workshops in conjunction with GNSW Education Officer
- Co-ordinate updating requirements
- Provide opportunities for post course judging
- Identify potential course presenters
- Develop education activities, workshops, courses and resources for judges.
- Identify education critical to the development of judges supplementary to the accreditation courses
- Develop resources and workshops that can be delivered at region level

### Gymsport Committee

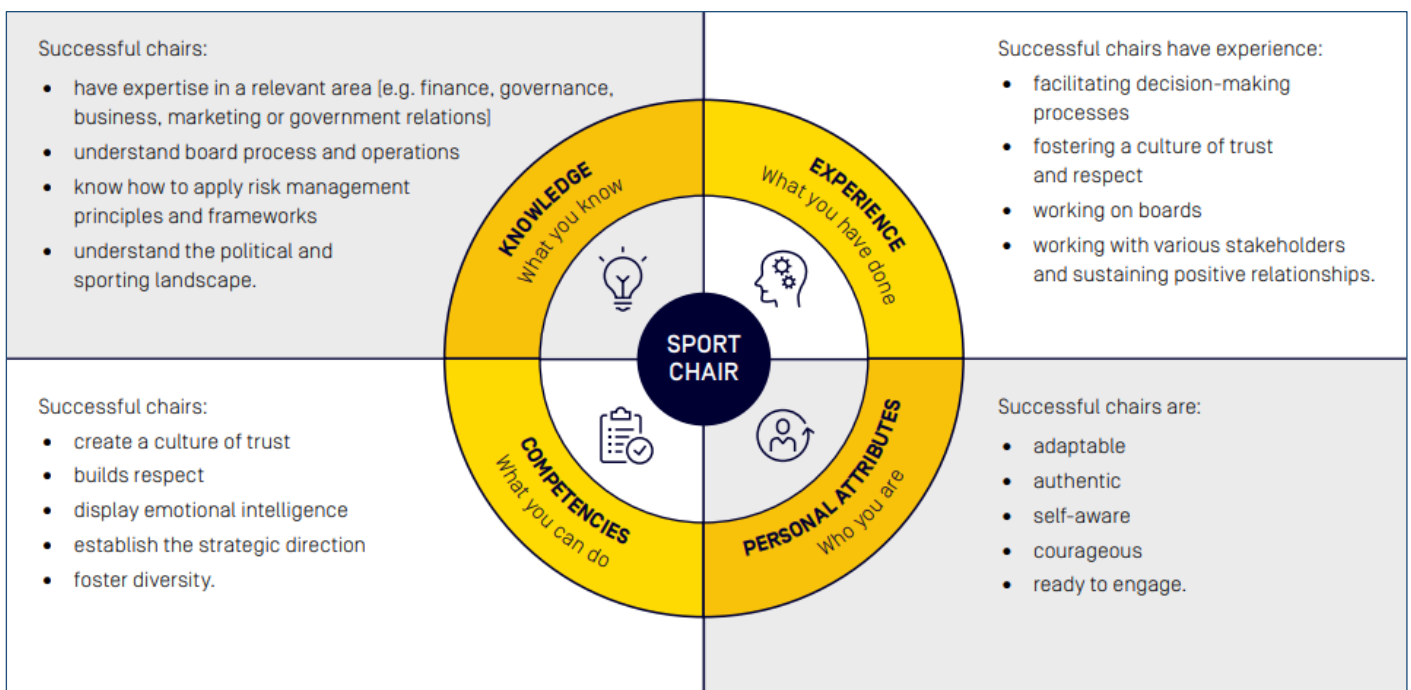
- Promoting GNSW and the sport of Gymnastics as a positive ambassador

- In conjunction with GNSW, play a leadership role in advocating for safeguarding and promoting a safe sport for all members
- Contribute to planning at GNSW Gymsport Committee
- Represent judges at Gymsport Committee Meetings for the greater benefit of the sport
- Provide advice to GNSW Gymsport Committee re judging needs and personnel
- Write report for GNSW Annual Report
- Member of the NSW selection committee for the NSW teams
- Contribute to succession planning by identifying suitable people to move into committee roles in the future

**Chair meetings, open forums for judges**

- Ensuring the meeting has the required quorum of 51% prior to commencement
- Guiding the meeting according to the agenda and time available
- Ensure that committee member reports and discussion documents are provided within the required timeframes for the meeting
- Ensuring that all discussion items end with a decision, action or definite outcome
- Oversee the delivery of the Committees rules, regulations and processes
- The Chair of the meeting shall have a deliberative vote as well as a casting vote in the event of an equality of votes.

**Skills and Knowledge for a Committee Chair:**



## COMMITTEE MEMBER - ALL OTHER POSITIONS / PROJECT OFFICERS

Position titles may vary between committees. All committee positions will fulfil the purpose and function of the committee and operate under the committee member position description. Additional responsibilities are determined in accordance with the needs and committee position as relevant to that committee. Each committee member will be assigned designated projects from the Committee development and operational workplan.

In addition to the roles & responsibilities for all committee members, the committee member will:

- Be responsible to co-ordinate specific projects undertaken by the Gymsport Committee
- Promote GNSW and the sport of Gymnastics as a positive ambassador
- In conjunction with GNSW, play a leadership role in advocating for safeguarding and promoting a safe sport for all members
- Be a member of the NSW selection committee for the NSW teams where relevant
- Contribute to the creation/updating of the Selection Policy for selection onto the NSW Teams as relevant
- Support GNSW to develop, implement and administer projects to encourage the growth of gymnastics
- Co-ordinate sub-committees to work on specific projects
- Provide updates prior to and at each committee meeting on the allocated project
- Develop proposals and budgets as appropriate to projects
- For relevant projects provide input and content, produce documents and manuals for projects
- Conduct development and participation activities, such as clinics and workshops
- Identify technical members to be trained to become course presenters and course assessors in both the coaching and judging areas
- Raise awareness of and abide by Gymnastics NSW policies, procedures, rules, and regulations.
- Represent Gymnastics NSW and the Gymsport Committee at Gymnastics NSW events and generally be a change agent committed to ensuring that gymnastics is inclusive of different views and committed to ensure that a positive and supportive culture is promoted and fostered within the sport.
- Contribute to succession planning by identifying suitable people to move into committee roles in the future
- Provide technical expertise to the EPPO as required
- Support the delivery of Gymsport events within NSW

### COMMITTEE MEMBER RESPONSIBILITIES AT GNSW COMPETITIONS

Events

- Prior to Event
  - Provide accurate information to clubs about entry requirements
  - Assist with the coordination and checking of competition entries as relevant
  - Attend competition committee meetings as required
  - Answer questions from coaches regarding event schedules
  - Attend and contribute to appropriate competition induction briefings
  - Coordinate competition draw and distribute to the community as relevant
  - Coordinate Volunteers
- At Events

- Ensure sufficient committee representation and support at all competitions as required
- Assist the Event Manager with the setup/packup of venue and venue inspection
- Equipment inspection and sign-off as required
- Assist with the smooth running of competition
- Assist with presentations
- Coordinate volunteers and Committee Members for announcing, score keeping, marshalling, music, presentation and floor manager duties
- After Events
  - Ensure copy of results are provided to GNSW at the conclusion of the competition

#### General

- Advise GNSW office on competition needs
- Assist GNSW Committees and Region Committee with guidance, instruction and provide resources for the conduction of Gymsport Competitions
- Investigate venues for competitions
- Promote local and region level Gymsport competitions