



Gymnastics NSW
Gymsport Committee
Roles & Responsibilities



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Acrobatic Gymnastics

Technical Director

Administration

- Coordinate the administration of Acrobatic Gymnastics in NSW
- Work closely with GNSW ESDO to develop ACR in NSW
- Promote GNSW Membership to athletes, coaches, judges and clubs
- Work with the GC and GNSW ESDO to implement programs which promote state and national strategies for Acrobatic Gymnastics
- Ensure implementation of GNSW procedures and policies as set down in the ACR Technical Handbook
- Assist the Competition Coordinator so that all GNSW events run smoothly and efficiently
- Member of the GNSW selection committee for NSW team
- Through the ESDO ensure the accuracy of documentation provided to State Team Members
- Provide GNSW with an accurate and detailed list of State Team members and their divisions

Representation

- Liaise with GNSW ESDO and Board
- Provide technical expertise to the ESDO as required
- Represent the GC at GNSW Sport Council meetings
- Provide written reports on the development of ACR as required
- Develop the strategic plan for ACR which clearly outlines the goals of the GC in conjunction with the GNSW ESDO
- Write TD report for publication in GNSW Annual Report

Information

- Provide regular and accurate information about ACR to the community
- Provide relevant information for the GNSW e-news
- Promote coaching and judging workshops
- Answer general enquiry's about ACR in NSW
- Direct members of the community to other GC members in questions on matters specific to their role
- Disseminate information from the GA Technical Director to the community through GNSW
- Provide updated information regarding the developments in and changes to technical regulations for both elite and levels stream.

Gymsport Committee

- Contribute to planning GNSW ACR Gymsport Committee
- Chair regular meetings for the GNSW ACR Gymsport Committee and plan all aspects of Acrobatic Gymnastics in NSW
- Support and develop skills in the GC members so that they gain confidence to carry out tasks specific to their role statement
- Provide advice and management skills to coordinate all aspects planning carried out by the committee
- Support GNSW in their endeavours to embrace Acrobatic Gymnastics and its specific requirements



Judging Coordinator

Events

- Coordinate all judging for GNSW ACR Events
- Prior to event
 - Coordinate judging panels
 - Answer questions from judges re times and availability
 - Check judges are suitably accredited before assigning judging tasks
- At events
 - Set up tables with judging equipment
 - Judge on panels
 - Act as referee in disputes
 - Provide role model for effective, fair and impartial judging at all times.
- After Events
 - Send copy of results to GA National Judging coordinator
 - Supply GNSW with detailed list of judges activity during event
 - Maintain record of payment for judges in NSW

Information

- Liaise with National Judging Coordinator
- Read National Technical Bulletin and relay any information to NSW ESDO for publication
- Respond to judges' questions re membership, general enquiries of accreditation and contact GA personnel when appropriate
- Provide information about judging experience to National judging coordinator as required
- Chair meetings, open forums for judges

Education

- Promote Judge Education in NSW
- Coordinate judges education workshops in conjunction with GNSW ESDO
- Coordinate updating requirements
- Provide materials for course presenters Level 1 and/or 2
- Provide details for courses including post-course requirements
- Identify and provide guidance and advice to potential course presenters

Gymsport Committee

- Contribute to planning at GNSW ACR GYMSPORT Committee
- Attend Gymsport Committee Meetings
- Provide relevant information for the GNSW bulletin
- 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 team to National Championships



Competition Coordinator

Events

- Prior to Event
 - Assist with the coordination and checking of competition entries
 - Answer questions from coaches regarding event schedules
 - Attend appropriate competition meetings
 - Coordinate competition draw and distribute to the community
 - Coordinate Volunteers
- At Events
 - Attend all competitions
 - Assist Acro ESDO with set up of venue
 - Assist with the smooth running of competition
 - Assist with presentations
 - Coordinate volunteers
- After Events
 - Ensure copy of results is sent to GNSW Office within 48 hours

Representation

- Attend competition committee meetings as required
- Represent the interests of Acrobatic Gymnastics in plans for the annual calendar, venues and competition schedule where the event covers many disciplines
- Investigate venues for competitions

Information

- Provide accurate information to clubs about entry requirements
- Advise GNSW office on competition needs
- Assist with updating the Technical Handbook regarding competition requirements

Gymsport Committee

- Attend GC meetings
- Provide relevant information/reports for the GNSW Website and newsletter
- Answer questions from the community specific to competitions



Coaching Coordinator

Identification

- Identify coaching needs for ACR Gymsport Committee in NSW
- Survey coaching to establish needs
- Assist coaches with information about NSW events, technical regulations and guidelines for gymnasts' development
- Coordinate state training in conjunction with the GC and liaise with coaches on running order, music needs and venue

Information

- Liaise with National Coaching Coordinator
- Work with National Commission Coaching Coordinator to develop strong programs which implement Gymnastics Australia's policies for Acrobatic Gymnastics
- Represent NSW At National Coaching meetings and forums

Education

- Liaise with NSW Coaching Education Coordinator
- Work with the NSW Coaching Education Officer to coordinate workshops to meet the needs of coaches
- Contribute to the organisation of the NSW Annual Coaches Congress
- Provide a forum for coaches to meet and work together to reach state goals which will improve knowledge of the sport and coaching practice within NSW
- Coordinate coaching updates and workshops in country areas

Gymsport Committee

- Contribute to planning at GNSW ACR Gymsport Committee
- Attend Gymsport Committee meetings
- Provide relevant information for the GNSW bulletin
- Answer enquiry's from members of the community on questions specific to coaching
- Member of the NSW ACR Selection Committee for NSW Team

Project Officer

General

- Utilise personal skills to ensure Courses and Events are conducted throughout NSW
- Undertake various projects set by GNSW or the Acro Gymsport Committee (eg. Handbooks & manuals, information projects or Introductory acrobatics start-up guides)
- Liaise with GNSW Office
- Ensure all Events & Courses etc are prepared for and conducted in a timely manor

Gymsport Committee

- Contribute to planning at GNSW ACR Gymsport Committee meetings
- Attend Gymsport Committee meetings
- Complete tasks assigned by the Gymsport Committee in a timely manner
- Provide relevant information/reports for the GNSW website and newsletter
- Answer questions from the community



Aerobic Gymnastics

Technical Director

Administration

- Co-ordinate the administration of AER in NSW
- Work closely with GNSW ESDO to promote AER in NSW
- Promote GNSW Membership to athletes, coaches, officials and clubs
- Work with the GC and GNSW ESDO to implement programs which promote state and national strategies for AER
- Ensure implementation of GNSW procedures and policies as set down on the GNSW Website and AER
- Technical Handbook
- Assist the ESDO so that all GNSW AER events run smoothly and efficiently
- Through the ESDO ensure the accuracy of documentation provided to State Team Members
- Provide GNSW with an accurate and detailed list of State Team members and their divisions

Representation

- Liaise with GNSW ESDO
- Work closely with GNSW ESDO to promote AER in NSW
- Provide technical expertise to the ESDO as required
- Represent the GC at GNSW Executive Council meetings
- In conjunction with the ESDO develop the strategic plan for AER which clearly outlines the goals of the AER GC
- Write TD report for publication in GNSW Annual Report

Information

- Provide regular and accurate information about AER to the community
- Provide relevant information for the GNSW \ Latest News
- Promote coaching and judging workshops
- Answer general enquiries about AER in NSW
- Direct members of the community to other GC members on questions and matters specific to their role
- Disseminate information from the GA Technical Director to the community through GNSW
- Provide updated information regarding the developments in and changes to technical regulations for both International and levels stream

Gymsport Committee

- Contribute to planning GNSW AER Gymsport Committee meetings
- Chair regular meetings for the GNSW AER Gymsport Committee
- Support and develop skills in the GC 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
- Member of the NSW selection committee for the NSW team to National Championships



Judging Coordinator

Events

Co-ordinate all judging for GNSW AER Events

- Prior to event
 - Co-ordinate judging panels
 - Answer questions from judges RE times and availability
 - Check judges are accredited before assigning judging tasks
 - Provide panels to ESDO for publication on GNSW website
 - Provide to ESDO the number of meals required for judges
 - Provide list of judges to ESDO if required for free parking
- At events
 - Set up tables with judging equipment
 - Judge on panels if required
 - Act as referee in disputes
 - Provide role model for effective, fair and impartial judging at all times.
- After Events
 - Send panels to GNSW to update database

Information

- Liaise with National Judging Co-ordinator
- Read National Technical Bulletin and relay any information to NSW ESDO for publication in Latest News
- Publish above information in Judges Newsletter
- Respond to judges' questions RE membership, general enquires of accreditation and contact GA personnel when appropriate
- Provide information about judging experience to National Judging Co-ordinator as required
- Chair meetings, open forums for judges

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
- Identify and mentor judges for future Brevet courses

Gymsport Committee

- Contribute to planning at GNSW AER Gymsport Committee
- Provide advice to GNSW GC RE judging needs and personnel
- Write report for GNSW Annual Report
- Member of the NSW selection committee for the NSW team to National Championships



Project Officer 1

Develop programs to improve participation in AeroSchools and Clubs

- Coordinate the production of a simple guide to the sport for beginning coaches, parents and the community
- Develop resource materials for Schools
- Co-ordinate workshops for regions
- Co-ordinate sub-committees to work on specific projects
- In conjunction with a State event, co-ordinate an Open Forum to help us assess the community's wants and needs.

Coordinate promotion opportunities for AER in NSW

- Promote clubs on GNSW website
- Media liaison and promotion of events
- Involving the wider Aerobic Community by either co-opting and or advertising via GNSW Bulletin, for sub-committee members

Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for AER in NSW.

Contribute to planning at GNSW AER GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Provide relevant information for the NSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and the Open Forum.
- To write a report of the year's activities for presentation at AER Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.

Project Officer 2

Develop & Implement programs for High Performance in AER

- Develop guidelines for Talent Identification
- Increase the collaborations within NSW
- Co-ordinate squad training programs
- Co-ordinate sub-committees to work on specific projects
- In conjunction with a State event, co-ordinate an Open Forum to help us assess the community's wants and needs.

Coordinate promotion opportunities for AER in NSW

- Promote clubs on GNSW website
- Media liaison and promotion of events
- Involving the wider Aerobic Community by either co-opting and or advertising via GNSW Bulletin, for sub-committee members



Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for AER in NSW.

Contribute to planning at GNSW AER GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Provide relevant information for the NSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and the Open Forum.
- To write a report of the year's activities for presentation at AER Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.

Project Officer 3

Increase and improve the quality of coaches in AER

- Promote Coach Education in NSW
- Co-ordinate coach's education workshops in conjunction with GNSW Education Officer
- Co-ordinate updating requirements
- Provide opportunities for post course feedback
- Identify potential course presenters
- Identify and mentor coaches for future Brevet courses
- Co-ordinate sub-committees to work on specific projects
- In conjunction with a State event, co-ordinate an Open Forum to help us assess the community's wants and needs.

Coordinate promotion opportunities for AER in NSW

- Promote clubs on GNSW website
- Media liaison and promotion of events
- Involving the wider Aerobic Community by either co-opting and or advertising via GNSW Bulletin, for sub-committee members

Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for AER in NSW.

Contribute to planning at GNSW AER GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Provide relevant information for the NSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and the Open Forum.
- To write a report of the year's activities for presentation at AER Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.



Gymnastics for All

Technical Director

Planning and reporting

- In conjunction with the GNSW Events and Development Officer (ESDO) and the GFA Gymsport Committee (GC) develop, monitor and evaluate the GFA strategic plan as requested by GNSW ESDO
- Provide GFA reports on the committee progress and for publications such as the GNSW annual report and annual general meeting.
- Ensure GFA committee budget is regularly monitored in conjunction with the GNSW ESDO and GC.
- Effective management of the Gymnastics for All committee
- Chair regular meetings for the GNSW GFA GC ensuring all aspects of the GFA strategic plan are implemented within agreed timeframes and budget.
- Provide advice and guidance to committee members implementing GFA responsibilities
- In conjunction with the GNSW ESDO provide support and develop the skills of the GC members so that they gain confidence to carry out tasks specific to their role responsibilities.
- Ensure implementation of GNSW procedures and policies as set down in the GNSW Yearbook and GFA Technical Handbook and are adhered to by the GFA community.
- Research nationally and internationally Gymnastics for All opportunities and developments that could be implemented within GNSW.
- Analyze GNSW GFA membership data for the use of future GFA planning.
- Ensure the committee and where appropriate the wider membership are updated on and provided access to any national or international projects, programs and events relating to GFA.
- Provide support to committee and volunteers at GNSW GFA events and activities
- Provide support and guidance to the GNSW ESDO with the development of GFA.
- Regularly liaise with the GNSW Education Officer to ensure GFA workforce training needs are provided to the membership including contributing towards the planning of the state congress.
- In conjunction with the GNSW and GC, identify opportunities and facilitate forums that provide opportunities for GFA community to come together to share best practice and develop GFA.

Stakeholder relationships and communication

- Ensure GFA information is effectively communicated through GNSW in a timely manner using a variety of tools to communicate to GNSW members.
- Actively promote GFA opportunities to GNSW members and external stakeholders
- Liaise on a regular basis with the GNSW members to ensure the committee are understanding and meeting the needs of the membership
- Regularly liaise with Gymnastics Australia (GA) GFA commission and GA Sports Development Manager (SDM) to ensure NSW GFA requirements are represented and identify opportunities to collaborate together to develop GFA pathways.

Representation

- Represent the GC at GNSW executive council meetings.
- Represent the GC at external stakeholder meetings as requested by GNSW.



Kindergym Coordinator

Planning and reporting

- In conjunction with the GNSW Events and Development Officer (ESDO), GNSW Participation Officer (PO) and the GFA Gymsport Committee (GC) contribute to the development of the GFA strategic plan ensuring Kindergym strategies are included.
- As requested by GNSW ESDO provide reports on the progress of the KinderGym initiatives and activities for committee meetings and publications such as the GNSW Annual report
- In conjunction with the ESDO develop project plans for the implementation of Kindergym initiatives within the GNSW GFA strategic plan
- In conjunction with the ESDO ensure KinderGym activities are delivered in accordance with approved budgets.

Implementation of GNSW Kindergym developments and initiatives

- As required coordinate and lead KinderGym sub-committees to develop and implement Kindergym initiatives
- Implement the project plans for each Kindergym initiative; this will include coordination of workforce and volunteers for the activities, organising logistics for the activities and promoting the opportunities within the membership and to external stakeholders.
- Ensure implementation of GNSW procedures and policies as set down in the GNSW Yearbook and GFA Technical Handbook and are adhered to by the GFA community.
- Conduct research in relation to increasing Kindergym participation within NSW such as linking with external stakeholders including early year's specialists, health sector.
- Provide support to committee and volunteers at GNSW GFA events and activities
- Provide support and guidance to the GNSW ESDO with the development of Kindergym.
- Regularly liaise with the GNSW Education Officer to ensure Kindergym workforce training needs are provided to the membership including contributing towards the planning of the state congress.
- In conjunction with the GNSW and GC identify opportunities and facilitate forums that provide opportunities for GFA community to come together to share best practice and develop Kindergym.

Stakeholder relationships and communication

- Ensure Kindergym information is effectively communicated through GNSW in a timely manner using a variety of tools to communicate to GNSW members.
- Actively promote Kindergym and GFA opportunities to GNSW members and external stakeholders
- Liaise on a regular basis with the GNSW members to ensure the committee are understanding and meeting the needs of the membership

Representation

- Represent the GC at external stakeholder meetings as requested by GNSW.



Performance Coordinator

Planning and reporting

- In conjunction with the GNSW Events and Development Officer (ESDO) and the GFA Gymsport Committee (GC) contribute to the development of the GFA strategic plan ensuring GFA performance strategies are included.
- As requested by GNSW ESDO provide reports on the progress of the GFA performance initiatives and activities for committee meetings and publications such as the GNSW Annual report
- In conjunction with the ESDO develop project plans for the implementation of performance initiatives within the GNSW GFA strategic plan
- In conjunction with the ESDO ensure performance activities are delivered in accordance with approved budgets.

Implementation of GNSW performance developments and initiatives

- As required coordinate and lead performance sub-committees to develop and implement inclusion initiatives
- Implement the project plans for each performance initiative; this will include coordination of workforce and volunteers for the activities, organising logistics for the activities and promoting the opportunities within the membership and to external stakeholders.
- Ensure implementation of GNSW procedures and policies as set down in the GNSW Yearbook and GFA Technical Handbook and are adhered to by the GFA community.
- Conduct research in relation to increasing performance participation and pathways within NSW and beyond.
- Provide support to committee and volunteers at GNSW GFA events and activities
- Provide support and guidance to the GNSW ESDO with the development of performance.
- Regularly liaise with the GNSW Education Officer to ensure performance workforce training needs are provided to the membership including contributing towards the planning of the state congress.
- In conjunction with the GNSW and GC identify opportunities and facilitate forums that provide opportunities for GFA community to come together to share best practice and develop GFA performance.

Stakeholder relationships and communication

- Ensure GFA performance information is effectively communicated through GNSW in a timely manner using a variety of tools to communicate to GNSW members.
- Actively promote GFA performance and GFA opportunities to GNSW members and external stakeholders
- Liaise on a regular basis with the GNSW members to ensure the committee are understanding and meeting the needs of the membership

Representation

- Represent the GC at external stakeholder meetings as requested by GNSW.
- Ensure Team Gym information is effectively communicated through GNSW in a timely manner using a variety of tools to communicate to GNSW members.
- Actively promote Team Gym and GFA opportunities to GNSW members and external stakeholders
- Liaise on a regular basis with the GNSW members to ensure the committee are understanding and meeting the needs of the membership

Men's Gymnastics

Technical Director

The Technical Director shall,

- Chair all Commission Meetings, the AGM and any Special General Meetings
- Oversee the delivery of all Commission Members work portfolio's
- Represent NSW at appropriate national gymsport meetings
- Be the 'Head of Delegation' for the NSW State Team
- Be generally responsible for the performance of NSW at the National Championships and increases/decreases in participation in events and the gymsport generally.
- Coordinate the administration of Men's Gymnastics in NSW
- Work with the GC and sub-committees to develop strong programs which implement state and national policies for Men's Gymnastics
- Develop the NSW athlete development programs working with the GC and co-opted MG community members
- Assist the competition coordinator so that all GNSW events run smoothly and efficiently
- Liaise with the GNSW Board
- Represent the GC at GNSW Executive Council meetings
- Provide written reports on the development of MG as required
- Develop the management plan for MG which clearly outlines the goals of the GC
- Write the MG Annual Report for GNSW
- Provide regular and accurate information about MG to the community
- Endorse relevant information for the GNSW Bulletin
- Answer general enquiries about MG in NSW
- Direct members of the community to other GC members in questions on specific matters
- Disseminate information from the GA Technical Director to the community
- Update knowledge of developments in and changes to technical regulations
- Contribute to planning GNSW MG Gymsport Committee
- Chair regular meetings for the GNSW MG Gymsport Committee, assist in planning of aspects of Men's Gymnastics in NSW
- Support all GC members to achieve their tasks
- Provide support and management skills to coordinate all aspects of MG planning sessions carried out by the committee and sub-committees
- To write a report on the year's activities for presentation at MG Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting



Judging Coordinator

Events

- Coordinate all judging for GNSW MG Events
- Prior to event
 - Coordinate judging panels
 - Answer questions from judges re times and availability
 - Check judges are accredited before assigning judging tasks
 - Provide panels to ESDO for publication on GNSW website
 - Provide to ESDO the number of meals required for judges
 - Provide list of judges to ESDO if required for free parking
- At events
 - Set up tables with judging equipment
 - Judge on panels if required
 - Act as referee in disputes
 - Provide role model for effective, fair and impartial judging at all times.
- After Events
 - Add judges' attendance to database
 - Maintain record of payment for judges in NSW and send to GNSW

Information

- Liaise with National Judging Coordinator
- Read National Technical Bulletin and relay any information to NSW ESDO for publication
- Publish above information in Judges Newsletter
- Respond to judges' questions re membership, general enquires of accreditation and contact GA personnel when appropriate
- Provide information about judging experience to National judging coordinator as required
- Chair meetings, open forums for judges

Education

- Promote Judge Education in NSW
- Coordinate judges' education workshops in conjunction with GNSW ESDO
- Coordinate updating requirements
- Provide materials for course presenters
- Provide details for courses including post-course requirements
- Identify and provide guidance and advice to potential course presenters

MAG Gymsport Committee

- Contribute to planning at GNSW MAG Gymsport Committee
- Represent Judges Assembly at MAG GC Meetings
- Provide advice to GNSW GC re judging needs and personnel
- Write report for GNSW Annual Report
- Member of the NSW selection committee for the NSW team to Australian Championships

All Assembly Members

- Attend JA meetings and be prepared for informed discussion
- Work cooperatively with the Judges Assembly and MAG Gymsport Committee and MG ESDO
- Answer enquiries from members of the community on questions specific to their portfolio
- Assist with the delivery of all state based MG events
- Attend and actively participate in MG planning sessions



Judging Coordinator

- Liaise with Technical Director, MG ESDO and State Squad Coordinator for the delivery of education hub workshops, updating activities and coaches congress sessions.
- Formulate a development strategy to improve the technical competence of MG coaches in NSW.
- Actively participate in the education of MG coaches.
- Act as NSW State Team Head Coach at the Australian Championships
- Contribute to planning at GNSW MG Gymsport Committee
- Attend monthly Gymsport Committee meetings
- Provide relevant information for the GNSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- Write a report on the year's activities for presentation at MG Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.

State Squads Coordinator

Coordinate the delivery of the State Squad and State Development Squad Clinics, in conjunction with the Technical Director and MG ESDO coordinate the:

- SDS/State Squad Schedule
- SDS/State Squad Coaches
- SDS/State Squad Camp/Clinic
- SDS/State Squad Uniform
- SDS/State Squad selection policy and process
- SDS/State Squad parent liaison
- SDS updating

Contribute to planning at GNSW MG Gymsport Committee

- Attend monthly Gymsport Committee meetings
- Provide relevant information for the GNSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- Write a report on the year's activities for presentation at MG Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.



Competition Coordinator

Gymnastics NSW Events

- Prior to Event
 - Assist with the coordination and checking of competition entries
 - Answer questions from coaches regarding event schedules
 - Attend appropriate competition meetings
 - Coordinate competition draw and distribute to the community
 - Coordinate Volunteers
- At Events
 - Attend all competitions
 - Assist Acro ESDO with set up of venue
 - Assist with the smooth running of competition
 - Assist with presentations
 - Coordinate volunteers
- After Events
 - Ensure copy of results is sent to GNSW Office within 48 hours

Coordinate the delivery of the Commission Grand Prix Events in conjunction with the Technical Director and MG ESDO coordinate:

- The setup of equipment and judges' tables
- Venue inspection
- Equipment Sign-off
- Competition induction briefing
- Coordinate volunteers and Commission Members for announcing, score keeping, marshaling, hospitality, door takings, music, presentation and floor manager duties
- The event schedule and rotations
- Liaise with NSW Office
- Ensure Entry forms are correct prior to distribution
- Provide accurate information to clubs about entry requirements
- Encourage volunteers to work for event management needs in marshaling, scorers, music, runners, announcer
- Advise office of competition needs eg. medals, equipment
- Advise GNSW of catering needs for officials at GNSW competitions
- Liaise with Competition Coordinator, Venue Managers, Event Manager

Contribute to planning at GNSW MG Gymsport Committee

- Attend monthly GC meetings
- Provide relevant information for the GNSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- Write a report on the year's activities for presentation at MG Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.



All MG Committee Members

All Commission Members are expected to:

- Attend Commission meetings and be prepared for informed discussion
- Work cooperatively with the Commission and MAG ESDO
- Answer enquiries from members of the community on questions specific to their portfolio
- Be a member of the NSW MAG Selection Committee for NSW Team
- Assist with the delivery of all state based MG events
- Attend and actively participate in MG planning sessions



Rhythmic Gymnastics

Technical Director

Administration

- Co-ordinate the administration of RG in NSW
- Work closely with GNSW ESDO to promote RG in NSW
- Promote GNSW Membership to athletes, coaches, officials and clubs
- Work with the GC and GNSW ESDO to implement programs which promote state and national strategies for RG
- Ensure implementation of GNSW procedures and policies as set down on the GNSW Website and RG
- Technical Handbook
- Assist the Competition Co-ordinator so that all GNSW RG events run smoothly and efficiently
- A member of the GNSW selection committee for the NSW team
- Through the ESDO ensure the accuracy of documentation provided to State Team Members
- Provide GNSW with an accurate and detailed list of State Team members and their divisions

Representation

- Liaise with GNSW ESDO and Board
- Work closely with GNSW ESDO to promote RG in NSW
- Provide technical expertise to the ESDO as required
- Represent the GC at GNSW Executive Council meetings and club forums
- Represent the GC and GNSW as an admin for the RG Club Facebook pages and complying with GNSW Policies and Procedures.
- In conjunction with the ESDO develop the strategic plan for RG which clearly outlines the goals of the RG GC
- Write TD report for publication in GNSW Annual Report and GA for presentation at Australian Championships
- Represent the GC at Judges' Assembly Meetings

Information

- Provide regular and accurate information about RG to the community
- Provide relevant information for the GNSW \ Latest News
- Promote coaching and judging workshops
- Answer general enquiries about RG in NSW
- Direct members of the community to other GC members on questions and matters specific to their role
- Disseminate information from the GA Technical Director to the community through GNSW
- Provide updated information regarding the developments in and changes to technical regulations for both International and levels stream

Gymsport Committee

- Contribute to planning GNSW RG Gymsport Committee meetings
- Chair regular meetings for the GNSW RG Gymsport Committee
- Support and develop skills in the GC 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 and sub-committees
- Member of the NSW selection committee for the NSW team to Australian Championships



Judging Coordinator

- Coordinate all judging for GNSW RG Events
- Prior to event
 - Coordinate judging panels
 - Answer questions from judges re times and availability
 - Check judges are accredited before assigning judging tasks
 - Provide panels to ESDO for publication on GNSW website
- At events
 - Set up tables with judging equipment
 - Judge on panels
 - Act as mediator in disputes
 - Provide role model for effective, fair and impartial judging at all times.
- After Events
 - Add judges attendance to judges record database
 - Send final panels with any amendments to ESDO
 - Store results from competitions

Information

- Liaise with National Judging Coordinator
- Read National Technical Bulletin and relay any information to NSW ESDO for publication in Latest News
- Publish above information in Judges Newsletter
- Respond to judges' questions re membership, general enquires of accreditation and contact GA personnel when appropriate
- Provide information about judging experience to National Judging Co-ordinator as required
- Chair meetings of NSW RG Judges Assembly Committee (JA)
- Chair open forums for judges

Education

- Promote Judge Education in NSW
- Co-ordinate judges' education workshops in conjunction with GNSW RG GC
- Liaise with the GNSW Education Officer regarding RG judge education requirements and course promotion
- Co-ordinate updating requirements
- Provide opportunities for post course judging
- Identify potential course presenters

Judges Assembly Committee

- Contribute to planning at GNSW RG Gymsport Committee
- Represent Judges Assembly at RG GC Meetings
- Provide advice to GNSW RG GC RE judging needs and personnel
- Write report for GNSW Annual Report and GA for presentation at Australian Championships
- Member of the NSW selection committee for the NSW team to Australian Championships
- Represent the JA and GNSW by administering the NSW RG Judges Assembly Facebook page complying with GNSW Policies and Procedures.
- Maintain database of members and keep data of courses attended, judging assignments and judge reimbursements



Competition Coordinator

Coordinate competition needs for RG events in NSW

- Prior to event
 - Coordinate and check competition entries
 - Answer questions from coaches re event schedules
 - Coordinate competition draw and forward to GNSW for distribution to the community
 - Coordinate certificates, medals, trophies
 - Organise a scoring team for the competition
- At events
 - Coordinate set up of equipment
 - Coordinate event schedule, smooth running and marshalling of gymnasts
 - Check sound system
 - Check that GNSW has organised appropriate medical coverage
 - Coordinate medal presentations
- After events
 - Ensure copy of results are sent to GNSW office and to Judging Coordinator

Represent the GC on the NSW competition committee

- Attend competition committee meetings as required
- Represent the interests of Rhythmic Gymnastics in plans for the annual calendar, venues and competition schedule where the event covers many disciplines

Liaise with NSW Office

- Ensure Entry forms are correct prior to distribution
- Provide accurate information to clubs about entry requirements
- Encourage volunteers to work for event management needs in marshalling, scorers, music, runners, announcer
- Advise office of competition needs eg. medals, equipment
- Advise GNSW of catering needs for officials at GNSW competitions
- Liaise with RG ESDO and Events Manager

Contribute to planning at GNSW RG Sports Management Committee

- Attend monthly GC meetings
- Provide relevant information for the GNSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- Write a report on the year's activities for presentation at RG Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.

Project Officer

Develop programs to improve participation in RG

- Coordinate the production of a simple guide to the sport for beginning coaches, parents and the community
- Co-ordinate sub-committees to work on specific projects
- In conjunction with a State event, co-ordinate an Open Forum to help us assess the community's wants and needs.

Coordinate promotion opportunities for RG in NSW

- Promote clubs on GNSW website
- Media liaison and promotion of events
- Involving the wider Rhythmic Community by either co-opting and or advertising via GNSW Newsletter, for sub-committee members

Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for RG in NSW.

Contribute to planning at GNSW RG GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Provide relevant information for the NSW Newsletter
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and the Open Forum.
- To write a report of the year's activities for presentation at RG Annual General Meeting.
- Assist the TD and represent the GC and GNSW for the RG Club Facebook pages and complying with GNSW Policies and Procedures.
- Member of the NSW selection committee for the NSW team to Australian Championships



Elite Representative

Develop programs to improve Elite (High Performance) participation in RG

- Coordinate the production of the NSW State Development Squad program - 'Rising Stars'
- Coordinate the production of the Senior Gymsport Clinics
- Coordinate club consultations for Team Future athletes
- Coordinate club consultations for IPP, cycle plans and advice for the HP pathway
- Co-ordinate sub-committees to work on specific projects
- Coordinate competition set up for the RG High Performance events in NSW
- Coordinate set up/pack up of the competition venue (floor area, tables, chairs etc.)
- Coordinate promotion opportunities for HP RG in NSW
- Promote HP on GNSW website and dedicated HP website
- Promote HP athletes on social media channels, YouTube videos etc.
- Create a HP Coaching Hub via fb for sharing videos, resources etc. (similar to SA)

Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for HP RG athletes in NSW

Contribute to planning at GNSW RG GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and specific projects
- To write a report of the year's activities for presentation at RG Annual General Meeting.
- Assist the TD and represent the GC and GNSW for the RG Club Facebook pages and complying with GNSW Policies and Procedures.
- Member of the NSW selection committee for the NSW team to Australian Championships



Trampoline Gymnastics

Technical Director

Administration

- Work with the other members of the Gymsport Committee to ensure the smooth development of Trampoline Gymnastics in NSW.
- Assist the Gym NSW ESDO to ensure that all NSW Trampoline Gymnastics events run smoothly and efficiently
- Member of the NSW Trampoline Gymnastics Selection Committee for the NSW team to National Championships
- Work with office staff to plan details of overseas tours for elite gymnasts who represent NSW at a national level.
- National Championships - assist with the organisation and recommendations for team accommodation, transport and supervision.
- Head of Delegation for all NSW Teams

Representation

- Represent the GC at GNSW Executive Council meetings
- Provide written reports on the development of Trampoline Gymnastics as required
- Present the GC's annual budget for ratification by the Board
- Continually revise clear role statements for each member of the GC
- Write the annual report

Information

- Provide relevant information for the GNSW bulletin
- Promote coaching and judging workshops
- Answer general enquires about Trampoline Gymnastics in NSW
- Direct members of the community to other GC members in questions on specific matters

Planning

- Chair regular meetings of the GNSW Trampoline Gymnastics Gymsport Committee and coordinate all aspects of Trampoline Gymnastics in NSW
- Support and develop skills in GC members so that they gain confidence to carry out tasks specific to their role statement
- Provide advice and management skills to coordinate all aspects of planning carried out by the committee

All Committee Members are expected to:

- Attend committee meetings and be prepared for informed discussion
- Work cooperatively with the committee and TRP Events and Sport Development Officer
- Answer enquiries from members of the community on questions specific to their portfolio
- Assist with the delivery of all state based TRP events



Judging Coordinator

Competition

- Prior to event
 - Coordinate judging panels
 - Answer questions from judges re times and availability
 - Check judges are accredited before assigning judging tasks
- At events
 - Judge on panels (as required)
 - Act as referees in disputes
 - Provide role model for effective, fair and impartial judging at all times
- After events
 - Add judges attendance to database

Information

- Read National Technical Bulletin and relay any up-date knowledge or information to GC Chair for inclusion in NSW News Bulletins
- Respond to judges' questions re membership, general enquiries accreditation and contact GA personnel when appropriate
- Send details of membership and judging experience to National Judging coordinator

Education

- Chair meetings, open forums for judges
- Coordinate compulsory school and judges education workshops
- Ensure database of members is maintained and keep data of courses attended, judging assignments and any payment records
- Coordinate judges education and updating requirements
- provide materials for course presenters Level 1 and/or 2
- provide details for courses including post-course requirements

Planning

- Attend GC meetings as scheduled
- Provide relevant information for the GNSW bulletin
- Provide advice to GNSW GC re judging needs and personnel.
- Write Judges Annual Report for GNSW
- Member of the NSW Trampoline Gymnastics Selection Committee for NSW team to National Championships
- Work with the GC to prepare an annual budget
- Answer inquiries from members of the community on questions specific to the role statement

Representation

- Work with National Technical Commission Coordinators to develop strong programs which implement Gymnastics Australia's policies for Trampoline Gymnastics
- Represent NSW at State & National judges meetings and forums

All Committee Members are expected to:

- Attend committee meetings and be prepared for informed discussion
- Work cooperatively with the committee and TRP Events and Sport Development Officer
- Answer enquiries from members of the community on questions specific to their portfolio
- Assist with the delivery of all state based TRP events



Trampoline Technical Coordinator

Develop programs to improve participation in Trampoline

- Coordinate the production of a simple guide to the sport for beginning coaches, parents and the community
- Co-ordinate sub-committees to work on specific projects
- In conjunction with a State event, co-ordinate an Open Forum to help us assess the community's wants and needs.

Coordinate promotion opportunities for Trampoline in NSW

- Promote clubs on GNSW website
- Media liaison and promotion of events
- Involving the wider Trampoline Community by either co-opting and or advertising via GNSW Bulletin, for sub-committee members

Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for Trampoline in NSW.

Contribute to planning at GNSW TRP GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Provide relevant information for the NSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and the Open Forum.
- To write a report of the year's activities for presentation at TRP Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.



Double-Mini Trampoline Technical Coordinator

Develop programs to improve participation in Double Mini Trampoline

- Coordinate the production of a simple guide to the sport for beginning coaches, parents and the community
- Co-ordinate sub-committees to work on specific projects
- In conjunction with a State event, co-ordinate an Open Forum to help us assess the community's wants and needs.

Coordinate promotion opportunities for DMT in NSW

- Promote clubs on GNSW website
- Media liaison and promotion of events
- Involving the wider Trampoline Community by either co-opting and or advertising via GNSW Bulletin, for sub-committee members

Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for DMT in NSW.

Contribute to planning at GNSW TRP GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Provide relevant information for the NSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and the Open Forum.
- To write a report of the year's activities for presentation at TRP Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.



Tumbling Technical Coordinator

Develop programs to improve participation in Tumbling

- Coordinate the production of a simple guide to the sport for beginning coaches, parents and the community
- Co-ordinate sub-committees to work on specific projects
- In conjunction with a State event, co-ordinate an Open Forum to help us assess the community's wants and needs.

Coordinate promotion opportunities for Tumbling in NSW

- Promote clubs on GNSW website
- Media liaison and promotion of events
- Involving the wider Trampoline Community by either co-opting and or advertising via GNSW Bulletin, for sub-committee members

Liaise with NSW Office

- Investigate sponsorship opportunities and work with GNSW to assess potential financial support for Tumbling in NSW.

Contribute to planning at GNSW TRP GC

- Attend monthly GC meetings
- To undertake specific duties as outlined and appointed by the GC
- Provide relevant information for the NSW bulletin
- Answer inquiries from members of the community on questions specific to your role statement
- To report to GC on the findings of the sub-committees and the Open Forum.
- To write a report of the year's activities for presentation at TRP Annual General Meeting. Reports should be forwarded to the ESDO no later than 5 days prior to the date of the meeting.



Women's Gymnastics

Technical Director

Administration

- Co-ordinate the administration of WAG in NSW
- Work closely with GNSW ESDO to promote WAG in NSW
- Promote GNSW Membership to athletes, coaches, officials and clubs
- Work with the GC and GNSW ESDO to implement programs which promote state and national strategies for WAG
- Ensure implementation of GNSW procedures and policies as set down on the GNSW Website and WAG
- Technical Handbook
- Assist the Competition Co-ordinator so that all GNSW WAG events run smoothly and efficiently
- A member of the GNSW selection committee for the NSW team
- Through the ESDO ensure the accuracy of documentation provided to State Team Members
- Provide GNSW with an accurate and detailed list of State Team members and their divisions

Representation

- Liaise with GNSW ESDO and Board
- Work closely with GNSW ESDO to promote WAG in NSW
- Provide technical expertise to the ESDO as required
- Represent the GC at GNSW Executive Council meetings
- In conjunction with the ESDO develop the strategic plan for WAG which clearly outlines the goals of the WAG GC
- Write TD report for publication in GNSW Annual Report
- Represent the GC at Judges' Assembly Meetings

Information

- Provide regular and accurate information about WAG to the community
- Provide relevant information for the GNSW \ Latest News
- Promote coaching and judging workshops
- Answer general enquiries about WAG in NSW
- Direct members of the community to other GC members on questions and matters specific to their role
- Disseminate information from the GA Technical Director to the community through GNSW
- Provide updated information regarding the developments in and changes to technical regulations for both International and levels stream

Gymsport Committee

- Contribute to planning GNSW WAG Gymsport Committee meetings
- Chair regular meetings for the GNSW WAG Gymsport Committee
- Support and develop skills in the GC 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
- Member of the NSW selection committee for the NSW team to Australian Championships



Judging Coordinator

Events

Co-ordinate all judging for GNSW WAG Events

- Prior to event
 - Co-ordinate judging panels
 - Answer questions from judges RE times and availability
 - Check judges are accredited before assigning judging tasks
 - Provide panels to ESDO for publication on GNSW website
 - Provide to ESDO the number of meals required for judges
 - Provide list of judges to ESDO if required for free parking
- At events
 - Set up tables with judging equipment
 - Judge on panels if required
 - Act as referee in disputes
 - Provide role model for effective, fair and impartial judging at all times.
- After Events
 - Send panels to GNSW to update database

Information

- Liaise with National Judging Co-ordinator
- Read National Technical Bulletin and relay any information to NSW ESDO for publication in Latest News
- Publish above information in Judges Newsletter
- Respond to judges' questions RE membership, general enquires of accreditation and contact GA personnel when appropriate
- Provide information about judging experience to National Judging Co-ordinator as required
- Chair meetings, open forums for judges

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

Gymsport Committee

- Contribute to planning at GNSW WG Sports Management Committee
- Represent Judges Assembly at WG SMC Meetings
- Provide advice to GNSW SMC RE judging needs and personnel
- Write report for GNSW Annual Report
- Member of the NSW selection committee for the NSW team to National Championships
- Represent the JA and GNSW by administering the NSW WAG Judges Assembly Facebook page complying with GNSW Policies and Procedures.



Project Officer

The Project Officer will:

- Be responsible to assist or co-ordinate specific projects undertaken by the Gymsport Committee
- Represent Gymnastics NSW and the Women's Gymsport Committee at Gymnastics NSW events and generally
- Be a change agent committed to ensuring that women's gymnastics is inclusive of different views, and committed to ensure that a positive and supportive culture is promoted and fostered within the sport.

All Gymsport Committee members are expected to:

- Attend committee meetings and be prepared for informed discussion
- Work cooperatively with the committee and WAG Events and Sport Development Officer and High Performance Manager
- Answer enquiries from members of the community on questions specific to their portfolio
- Assist with the delivery of all state based WAG events
- Member of the NSW selection committee for the NSW team to the Australian Championships

Desired criteria for holding this position: (One or more)

- Educational background / Course presenter qualifications
- Coaching and/or judging accreditation
- Strong understanding of the Gymsport National Program
- Administrative and organisational skills, including IT
- A commitment towards the engagement and enablement of those around them
- Interpersonal and listening skills
- Team player familiar with a collaborative working style
- Respected within the Gymsport community.