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1 Role of Council

The members of the Council have the responsibility of providing strategic direction to the Committee of Management in relation to the content of the Strategic Plan. The Director of Planning has prime responsibility for developing a Strategic Plan after input from the Council and then subsequently seeking endorsement and approval from the Council.

The Council members will be required to:

- provide the strategic direction for the management, growth and long term sustainability of the sport;
- establish the framework and parameters for the development of strategic and business plans to guide the administration of the sport;
- be the key agent for strategic management and steer the organisation through changing circumstances; and
- evaluate the performance of employees, sub committees and, importantly, the Council itself.

1.1 Approval of Business Plan

The Director of Planning will develop an annual Business Plan, for approval by the Council, having regard to the Strategic Plan and operational needs of the sport. Council by approving the Business Plan is thereby delegating to the Committee of Management the operational management of ACF. Council will approve all financial plans and associated budgets relating to ACF activities. A formal budget will be developed by the Director of Finance that supports the approved activities of the business plan. The financial plan will be approved by Council annually, with expenditure reports provided on a quarterly basis to all members of Council to enable accountability, transparency and effective monitoring.

1.2 Approval of national policies and procedures

Council will develop the framework and directions for policies and procedures and will have the responsibility for the approval of all national policies and procedures having vetted and agreed to the Committee of Management submission. The Committee of Management will have the responsibility for developing national policies and procedures for submission to the Council for endorsement and implementation. The Council has the right to approve, amend or reject submissions from the Committee of Management.

1.3 Approval of coach education, skills programs and adjudication programs

Council will approve all formal coach education programs, skills programs and adjudication programs before submission to the Australian Sports Commission for approval and subsequent national implementation.

1.4 Composition of Council

Council will be made up of the following positions:

- President of the Federation; and
- Up to two delegates per State/Territory (one voting position).

1.5 Role of President

Role: Senior representative and spokesperson for the Australian Calisthenic Federation (The Federation).

Key Responsibilities:

- 1 Chair the meetings of the Committee of Management and Council.
- 2 Responsible for the co-ordination, consultation and negotiation with peak bodies such as the Australian Sports Commission.
- 3 Oversee the development and implementation of the Strategic and Annual Business plans.
- 4 Oversee the implementation the policy directions of the National Council.
- 5 Is an Ex-officio member of all committees.
- 6 Liaise with State/Territory Associations as appropriate.
- 7 Ensure the duties of Council and Committee of Management are undertaken in a timely and efficient manner.

1.6 Role of Council Delegates

Role:

Provide the strategic direction for the management, growth and long term sustainability of the sport of calisthenics.

Key Responsibilities:

- 1 Establish the frameworks and parameters for the development of strategic and business plans to guide the administration of the sport of calisthenics.
- 2 Develop the framework and directions for policy and procedures.
- 3 Ensure that all financial and legal matters are properly managed.
- 4 Evaluate the performance of officials, employees, sub-committees and importantly, itself.
- 5 Ensure that all members of the committees act as leadership role models.

1.7 Role of Committee of Management

The role of the Committee of Management is to provide good governance and administration to the Federation acting at all times within the vested powers of the Federation's Constitution and the powers delegated to it by the National Council. (Refer Clause 22 of ACF Constitution).

1.7.1 Responsibilities of Committee of Management

- The Committee of Management will undertake the following responsibilities:
- Obtain resources and ensure that all financial and legal matters are properly managed;

- Manage external relations and advocacy issues;
- Regularly communicate with, and provide information to members about the running of the organisation;
- To ensure that all members of the committee act as leadership role models;
- To facilitate coaching education programs, seminars and resources to enable the personal development of coaching skills;
- To provide adjudication education programs, seminars and resources to enable the development and maintenance of adjudication skills;
- To enable participants to improve their technical skills and reach their own level of competence;
- To provide marketing, promotional and development information to increase the awareness of calisthenics as a sport and provide members and clubs with resources and information to increase participation levels; and
- To develop Strategic and Business plans for approval by the Council.

2 Structure of Sub-Committees

2.1 Australian Calisthenic Coaching Committee (ACFCC)

2.1.1 Aims of Committee

- To foster unity between Coaches throughout Australia through the provision of a link between Coaches, the ACF and affiliated State/Territory organisations.
- To promote and encourage the advancement and development of calisthenics both within Australia and overseas.
- To implement, standardise and maintain a National Coaches Accreditation Scheme.

2.1.2 Authority

- To make recommendations to the ACF for the ongoing development of the Calisthenic Coaching Programs

2.1.3 Roles and responsibilities

- Coordinate the National Coaching Program.
- Through design, coordination and evaluation, maintain and revise Calisthenic Coaching Courses for National Accreditation.
- Maintain positive communication with the Australian Coaching Council to remain informed on resources, training courses, coaching programs and other relevant information.
- Liaise with the ACF Council, Committee of Management and other relevant committees.
- Be a communication channel for coaches to the ACF on matters pertaining to coach education.

2.1.4 Membership

- The ACFCC will consist of 1 or 2 elected delegates from each Member State plus the appointed Director.
- The Director must be a current member of the ACFCC nominated by the delegates and ratified by the ACF. Following the appointment of the Director another delegate may be elected from the Director's State/Territory.
- In addition there will be a position of Registrar that can be drawn from any State/Territory.

2.1.5 Selection

- Each Member State shall elect the delegates for the ACFCC from their accredited Level 1 or 2 Coaches.
- Appointments are for a period of two years.
- Only one delegate's position from each Member State will become vacant each year.
- The Registrar appointment is for a two-year period and is in accordance with key selection criteria.

2.1.6 Finances

- The ACFCC is a sub committee of the ACF Committee of Management and finances are controlled by the ACF Committee of Management
- In conjunction with the Director of Finance a budget is to be prepared annually.

2.1.7 Meetings

- Quorum of ACFCC to be 4 Member States
- Director to have deliberate vote only.
- One vote per Member State
- Method of voting at all meetings shall be show of hands unless a delegate asks for a secret ballot.

2.1.8 Reporting

- A record of meeting business is to be forwarded to the ACF Committee of Management after each ACFCC meeting.
- A record of meeting business is to be forwarded to each Council delegate after each ACFCC meeting.
- The Director of Coaching is to attend, prepare and present the ACFCC report to the Committee of Management and to Council when required.

- The Director of Coaching participates on the Committee of Management and reports to the ACF Council.
- Delegates are to communicate information to their State/Territory Branch members and relevant others after each ACFCC meeting in accordance with the ACF Communication Protocol.

2.2 Adjudicators Advisory Board (AAB)

2.2.1 Aims of Committee:

- To enhance the development of Calisthenic adjudication through the implementation and evaluation of a National Cadet Training Course and Accreditation Program.
- To foster unity between the State/Territory Branches of the Australian Society of Calisthenic Adjudicators (ASCA).
- To promote communication and positive liaison with the ACF, all Calisthenic bodies and the Australian Sports Commission through Sport Education and the National Officiating Accreditation Scheme.

2.2.2 Authority:

- To make recommendations to the ACF Committee of Management and the ASCA State/Territory Branches for the benefit of Calisthenics throughout Australia.
- To expend funds on the Adjudicators' Accreditation Program in accordance with the AAB Development Plan and Budget as approved by the ACF Council.

2.2.3 Roles & Responsibilities:

- Be responsible for all matters pertaining to adjudication at the National level.
- Establish and maintain a National Cadet Adjudicator Training Course.
- Establish and maintain a National Adjudicators' Accreditation Program.
- Follow the ASCA Constitution, By-laws and the AAB Procedures as set out and accepted by the members of the ASCA and the ACF.
- Maintain positive communication and participation in the Sport Education and National Officiating Accreditation Scheme conferences, seminars and workshops.

2.2.4 Membership:

- The AAB will be made up of two elected delegates from each State/Territory branch of the ASCA plus the appointed Director of Adjudication. The Director must be a current member of the AAB nominated by the delegates and ratified by the Council. Until the establishment of ASCA branches in each State/Territory, those State/Territories with adjudicators will affiliate with the closest ASCA State branch.

2.2.5 Selection:

- The two delegates shall be elected for the AAB at the AGM of each State/Territory ASCA branch. One delegate shall be the President of the State/Territory branch and the second delegate should be on the State/Territory branch committee. It is highly recommended that the delegates are not coaches.

- Following the appointment of the Director of Adjudication, an additional delegate from the Director's State/Territory ASCA branch shall be elected by the State/Territory branch.
- The appointment will be for a period of two years and advertised through State/Territory ASCA branches.
- To ensure the continuity and functionality of the AAB, only one delegate's position from each State/Territory will become vacant each year.
- Delegates are eligible for re-election.

2.2.6 Finances:

- The AAB is a sub-committee of the ACF Committee of Management and finances are controlled by the ACF.

2.2.7 Reporting:

In conjunction with the Director of Finance a budget is to be prepared annually.

- The Director of Adjudication participates on the Committee of Management and reports to the ACF Council.
- The Director of Adjudication is to attend, prepare and present the AAB report to the Committee of Management and Council when required.
- A record of meeting business is to be forwarded to the ACF Committee of Management after each AAB meeting.
- A record of meeting business is to be forwarded to each Council delegate after each AAB meeting.
- Delegates are to communicate information to their State/Territory Branch members and relevant others after each AAB meeting in accordance with the ACF Communication Protocol.

2.3 Examiners Advisory Board (EAB)

2.3.1 Aims of the Committee

- To enhance the development of Calisthenics through the implementation and evaluation of a National Calisthenic Skill Examination Program.
- To enhance the development of Calisthenic examinations through the implementation and evaluation of a National Examiner Training Course and Accreditation program.
- To promote communication and positive liaison with the ACF, all Calisthenic bodies and the Australian Sports Commission through Sport Education and the National Officiating Accreditation Scheme.

2.3.2 Authority

- To make recommendations to the ACF Committee of Management and all Examiners and State/Territory administrators for the ongoing development of the Calisthenic Skills Program.

2.3.3 Roles and responsibilities

- Be responsible for all matters pertaining to the National Calisthenic Examination System and Calisthenic Skills Program.
- Establish and maintain a National Examinee Training Course.
- Establish and maintain a National Examiners Accreditation Program.
- Maintain positive communication and participation in the Sport Education and NOAS conferences, seminars and workshops.

2.3.4 Membership

- The EAB will consist of a minimum of two examiners selected from current State/Territories with qualified Examiners (no more than one Examiner from each State/Territory) plus the appointed Director. The Director must be a current member of the EAB nominated by EAB members and ratified by the ACF Council.
- The ACF will determine the number and composition of members for the EAB in accordance with current needs and skills required.

Comment [TW1]: Add this dot point

2.3.5 Selection

- Appointments are for a period of two years unless otherwise specified.
- Non examiner appointments will be advertised by the ACF executive Officer to all member states calling for applications within 28 days.
- All qualified Examiners are to be involved in the selection process of Examiners which must be ratified by the ACF Council.
- To ensure the continuity and functionality of the EAB half the positions will be vacated and advertised annually.

2.3.6 Finances

- To oversee the funding for the Calisthenic Skills program.
- The EAB is a sub committee of the ACF Committee of Management and finances are controlled by the ACF.
- In conjunction with the Director of Finance a budget is to be prepared annually.
- The State/Territory Administrators are required to prepare and forward acquittal sheets and any surplus or Tax invoice for loss to the ACF Director of Finance within 3 months of the last exam for the calendar year or by 31ST December of the exam year (whichever is the earlier of the two dates. Failure to submit the acquittal sheets within the specified timeframe will give rise to the Council invoking the following penalties on the State/Territory Association :

\$50.00 for the first month overdue

and \$50.00 for each subsequent month overdue

2.3.7 Reporting

- The Director of Skills participates on the Committee of Management and reports to the ACF Council.

- The Director of Skills is to attend, prepare and present the EAB report to the Committee of Management and Council when required.
- A record of meeting business is to be forwarded to the ACF Committee of management after each meeting.
- A record of meeting business is to be forwarded to each Council delegate after each meeting.
- EAB Members are to communicate information to all Examiners and Calisthenic Skills Administrators in accordance with ACF Communication Protocol.

3 Affiliation

3.1 Initial affiliation:

Any State/Territory wishing to establish an association representing calisthenics and seeking to affiliate with the Federation for the first time should apply in writing to the Executive Officer of the Federation.

No State/Territory may take part in any Federation competition prior to affiliation.

3.2 Annual affiliation

The Member States must confirm annually their continued affiliation in writing accompanied by the required registration fees as set by the Federation.

A Member State shall be regarded as an affiliate of the Federation until such time as it resigns or affiliation is withdrawn by the Federation.

3.3 Yearly registration on National database:

Affiliated Member States must provide information as required each year to the Federation's Executive Officer to maintain the National database.

4 Official Badge and colours:

The colours of the Federation shall be Green and Gold.

5 The Federation Awards

5.1 Life Members

Selection Criteria:

A person who has made an outstanding contribution to the aims and objectives of the Australian Calisthenic Federation over a period of at least ten years. Such a contribution could be at either the National and/or State level, and should be awarded for dedicated and exceptional services rendered for the advancement of Calisthenics in Australia. Such service could be considered as part of a long term contribution in one or more of the following areas:

- Administration
- Coaching
- Adjudicating
- Examining
- Service to the National Calisthenic Championships
- The promotion and development of calisthenics
- Policy and resource development
- Representation on external bodies on behalf of the ACF
- Volunteer participation in supporting and promoting calisthenics at a national level.

Method of Nomination:

- Nominations shall be submitted on the authorised Nomination Form.
- The nomination shall address the selection criteria.
- The Nomination Form should contain a thorough description of the Nominee's role/s and contribution to Calisthenics and be forwarded to the Executive Officer of the Australian Calisthenic Federation.
- The nomination must be submitted by a Member State and have been approved by the relevant nominating State Association Executive Committee or ACF sub committee.
- Nominations shall be in the hands of the Executive Officer of the Australian Calisthenic Federation 45 days prior to the Annual General Meeting
- Nominations for Life Membership are to be advised to member States at the same time as the Notice of Annual General Meeting
- The nomination should be supported by five out of seven member states
- Each Life Member shall be presented with a badge, certificate of membership and a citation at a suitable occasion following their selection as a Life Member.
- Each Life Membership shall be offered free admission to the National Championships
- Life Members are entitled to attend, debate but not vote at ACF Annual General Meetings

5.2 Certificate of Recognition

Selection Criteria:

A person, club or Member State having performed an outstanding specific task carried out at the direction of the Federation. For example, the conduct of the National Championships, implementation of an accreditation scheme or some other time limited task.

5.3 Letter of Thanks

Selection Criteria:

A person, club or Member State having performed a particular defined task undertaken at the direction of the Federation or on their initiative an action, which promotes the aims and objectives of the Australian Calisthenic Federation.

Method of Nomination for Certification of Recognition and Letter of Thanks:

- Nominations shall be in writing on the authorised nomination form
- Nominations shall be in the hands of the Executive Director 45 days prior to the Annual General Meeting
- Nominations shall be considered by the Committee of Management and if deemed suitable submitted to the Council to be voted upon
- Nominations to be advised to member states at the same time as the Notice of Annual General Meeting
- The nomination should be supported by at least 75% of the affiliated Member States
- Each recipient shall be presented with a Certificate of Appreciation or Letter of Thanks and citation to be presented at a suitable occasion.

5.4 Coach of the Year

Selection Criteria:

- The nominee must be a financial member
- Must currently hold a minimum of Level 1 accreditation.
- Meet the criteria as specified.

Method of Nomination:

- The nomination must be put forward by the Coaching Association of the Member State (or the State Association if there is no Coaching Association).
- More than one nomination will be accepted
- Nominations will close November 30 each year for presentation of award at the following years National Championships.
- The nominations will be assessed by a panel of three members comprising the Director of Coaching (or nominee), the Director of Competition (or nominee) and one Member State President. No member of the assessment panel shall be a relative or have direct connection with a nominee.

There are five criteria categories and all need to be addressed in the nomination.

<p>Sportsmanship Does the coach:</p> <ul style="list-style-type: none"> • display respect for other competitors officials and administrators? • display ethical standards? • promote these standards amongst her team? • accept disappointments graciously and with resolve for future actions? <p>Life Skills Role Model Does the coach:</p> <ul style="list-style-type: none"> • role model a healthy life style? • display interactions which are considerate of others? • increase the self esteem of all participants? <p>Citizenship Does the coach:</p> <ul style="list-style-type: none"> • positively influence calisthenics beyond her own team? 	<p>Player Development Does the coach:</p> <ul style="list-style-type: none"> • motivate participants to learn and play to the extent of their ability? • inculcate enthusiasm, creativity, independence, self confidence and risk taking? • impart knowledge and skill to all members of the team? • encourage participants to seek higher performance standards through offering constructive feedback? • encourage participants to train on their own? <p>Personal coaching development Does the coach:</p> <ul style="list-style-type: none"> • continue to learn and perfect her coaching style? • learn about the sport in ways other than update seminars? • applies different training techniques according to what she learns? <p>NOTE: Excellence in competition is not a criterion and win/loss records need not be attached.</p>
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The above criteria represent the highest qualities possible in coaching. It is not expected that nominated coaches will excel in all criteria and rather nominating associations should be looking for a coach who is notable in **most** criteria.

The assessment panel reserves the right to seek further information on any nominee.

5.5 Official of the Year

Selection Criteria:

- The nominee must be a financial member
- Must currently hold an Advanced Adjudicator 1 accreditation or above, or Examiner Accreditation Grade 2 or above
- Have attended the required number of seminars/meetings
- Meet the criteria as specified in Clause 12(9)
- . Please attach:
 - supporting documentation outlining the nominee’s history and experience against the criteria
 - another two statements of recommendation from either a club official, State Association, colleague, administrator or another person closely involved with the nominee’s work who could be outside calisthenics.

Method of Nomination:

- The nomination must be put forward by either the Adjudicators Society of Calisthenics from each state or the Examiners Advisory Board.
- More than one nomination will be accepted from each nominating body.
- Nominations will close November 30 each year for presentation of award at the following years National Championships.
- The nominations will be assessed by a panel of three members comprising the Director of Adjudicating (or nominee), the Director of Skills (or nominee) and one Member State President. No member of the assessment panel shall be a relative or have direct connection with a nominee.

There are three criteria categories and all need to be addressed in the nomination.

<p>Life Skills Role Model Does the Official:</p> <ul style="list-style-type: none"> • display ethical standards • display interactions which are considerate of others? • show respect for all competitor/candidate efforts • increase the self esteem of all participants through focusing on constructive feedback as compared to negative feedback? • present herself with dignity, poise and eloquence in all public arenas? • role model a healthy life style? 	<p>Service to the Calisthenic Community Has the Official</p> <ul style="list-style-type: none"> • made an outstanding contribution to officiating development within calisthenics? • made an outstanding contribution to calisthenic development at a state and national level? • promoted calisthenics to the wider community • adopted leadership responsibilities within calisthenics? • willingly shared her information and experience with other officials <p>Personal Official development Does the Official:</p> <ul style="list-style-type: none"> • continue to learn and perfect her officiating skills? • learn about the sport in ways other than update seminars? • apply different officiating methodologies according to what she learns?
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The above criteria represent the highest qualities possible in officiating. It is not expected that nominated officials will excel in all criteria and rather nominating associations should be looking for an official who is notable in **most** criteria.

The assessment panel reserves the right to seek further information on any nominee.

6 National Championships:

6.1 General

National Championships will be held annually under the auspices of the Federation.

6.2 Applications for Development Funding

Each year the host state may apply for development funding to a maximum amount of 30% of the profit achieved by the National Championships for that year. Approval or otherwise for this application will be decided by the ACF Council.

7 Authority to make public statements:

The President or their designated nominee has the authority to make public statements on behalf of the Federation.

8 Finance

8.1 Compliance

The Director of Finance shall ensure that the accounting records of the Federation comply with:

- the regulatory bodies and legislative requirements;
- the GST liabilities and submission of BAS statements as required;
- annual audit requirements; and
- acquittal requirements associated with any grants

All affiliated bodies shall ensure that copies of their annual report inclusive of financial statements be in the hands of the Director of Finance by 31st May each year.

8.2 Banking

The Director of Finance shall ensure:

- that the funds of the Federation are deposited with an approved financial institution.
- that sufficient funds are available before payment of any accounts
- all cheques require two signatories of which one is the Director of Finance and other as nominated by the Council.

8.3 Payment of Accounts

Accounts submitted to the Federation for payment shall be processed for payment as soon as practicable provided the expenditure has been approved by Council in the annual budget or approved by the Committee of Management as unforeseen expenditure.

The Director of Finance shall ensure that the accounting records are maintained and in an agreed manner such as MYOB.

8.4 Auditor

The auditor shall not be affiliated with the Federation and will be a practising member of a recognised Accounting body.

8.5 ACF Delegates

The ACF will pay the air fare and accommodation costs for one delegate per state to attend Council meetings. All care is to be taken to obtain the maximum discount available at the time.

9 National competition rules

The Federation National rules come under the auspices of the Director of Competitions. All concerns and matters regarding rules should be directed to the Director of Competitions in the first instance.

10 Decision making

Decision making should abide by the process described in the Decision Making Policy.

11 Communication

Communication between the Federation states and delegates and members should abide by the process described in the Communication Policy.

12 Criteria

All applicants for a position on the Committee of Management will provide a written resume of their background and experience. Supporting statements must be provided. Nominations should be forwarded to the ACF by the state sporting association but need not be endorsed by such.

12.1 Director of Competitions

Role: Responsible for the administration of the National Championships in conjunction with the host State/Territory Association and Organising Committee.
Provide expert advice and support to member States in the conduct of competitions.

Key Responsibilities:

- 1 Develop the format and content of National Championships to meet the changing needs of the community.
- 2 Responsible for the development of policy and long range plans related to National Championships.
- 3 Submit such policies and plans to Committee of Management and Council for approval.
- 4 Assist the Director of Finance and the host State/Territory National Championships organiser in preparing the Championship budget for approval of the Committee of Management.
- 5 Prepare and present reports to the Committee of Management.
- 6 Assist States/Territories with the development and administration of competitions.
- 7 Responsible for updating and maintenance of ACF National Rules.

12.2 Director of Finance

Role: Responsible for the financial affairs of the Federation.

Key Responsibilities:

- 1 Collect and receive all monies due to the Federation and make all payments authorised by the Committee of Management. Ensure the safe control and banking of all funds received.
- 2 Keep accounts and books showing the financial affairs of the Federation with full details of all receipts and expenditure connected with the activities of the Federation. (Clause 29 of the Constitution)
- 3 Prepare and present financial statements to the Committee of Management (Actual vs. Budget).
- 4 Prepare annual Financial Statements of the Federation and submission of accounts to auditor
- 5 Prepare Annual budgets for recommendation to the Committee of Management and approval by Council.
- 6 In conjunction with the Director of Planning and Executive Officer prepare and update the Business plan.
- 7 Develop policy and guidelines for financial aspects of the Federation's Strategic and Business plan.

12.3 Director of Planning

Role: In conjunction with the President, members of Committee of Management and members of sub committees to ensure effective planning and development of calisthenics on a national basis.

Key Responsibilities:

1. In conjunction with the President, Director of Finance and Executive Officer develop the Strategic Plan for presentation to the Council for discussion and approval at the Annual General Meeting
2. Prepare the annual Business Plan in conjunction with the Director of Finance and Executive Officer for approval by the Council.
3. Report to the Annual General Meeting on the performance against the Strategic Plan and Business Plan.
4. Monitor the implementation of the Strategic Plan and present progress reports to Committee of Management, Council and the Australian Sports Commission.
5. In conjunction with the Director of Finance assist sub-committees to develop annual operation plans.
6. Maintain ACF Constitution and By Laws.
7. In conjunction with State Associations and Director of Coaching provide opportunities to develop State Association skills in Management and Coach development.

12.4 Director of Marketing

Role: In conjunction with the President, members of Committee of Management and members of sub committees, ensure effective marketing and promotion of calisthenics on a national basis.

Key Responsibilities:

1. In conjunction with the President, Director of Finance and Executive Officer develop the Marketing and Promotion Plan for presentation to the Council for discussion and approval at the Annual General Meeting.
2. Report to the Annual General Meeting on the performance against the Marketing and Promotion Plan.
3. Co-ordinate all aspects of the marketing and promotion of calisthenics at the national level.
4. Establish and maintain media contacts and issue media releases.
5. In conjunction with State Associations develop club marketing packages for the promotion of calisthenics and recruitment of participants.
6. Develop opportunities to increase the level of participants in calisthenics.
7. Liaise with the ASC in conjunction with State Associations to obtain opportunities under the AASC.
8. Assist the Executive Officer with sponsorship and funding opportunities.
9. In conjunction with the Directors of: Coaching; Skills; and Adjudicating, develop opportunities to broaden the participant base of calisthenics.

12.5 Executive Officer

Role: Responsible for the agenda and recording the minutes of the Committee of Management and Council meetings.

Key Responsibilities:

- 1 Attend Committee of Management and Council meetings.
- 2 Record the proceedings and prepare copy for production and distribution.
- 3 Receive and action correspondence.
- 4 Maintain directories /registers for relevant organisations eg Australian Sports Commission.
- 5 Co-ordinate administrative and communication channels between Council, COM, sub-committees and state associations.

12.6 Director of Adjudication

Role: To provide leadership, support and direction to the AAB on all matters related to adjudication. To act as a neutral chairperson and convenor of AAB meetings as per the Constitution and to represent the AAB on the Committee of Management. To ensure positive liaison is maintained between the AAB and the ACF. To co-ordinate and

implement the ASCA Accreditation Program and developments in the National Officiating Accreditation Scheme (NOAS) conducted by the Australian Sports Commission.

Key Responsibilities:

- 1 Coordinate the development of education and training programs for calisthenics Adjudicators and Cadet Adjudicators.
- 2 Act as an adviser to the Committee of Management and Council on all matters pertaining to the training, education and accreditation of Adjudicators and Cadet Adjudicators
- 3 Prepare the appropriate national policies for Adjudicators and Cadet Adjudicators as required by the ACF.
- 4 Prepare and present reports to the Committee of Management and Council concerning activities of the AAB
- 5 Prepare in conjunction with the Director of Finance and AAB delegates, an annual budget for the Adjudicator education program and activities as required for the approval of the Committee of Management and Council.
- 6 Facilitate the planning and organisation of the National Adjudicators' Conference.
- 7 Prepare the agenda, correspondence list and chair AAB meetings
- 8 Keep records of all AAB Minutes, seminars and conferences
- 9 Prepare in conjunction with the Director of Finance an annual budget for approval by the Council.
- 10 Liaise with the Australian Sports Commission on NOAS developments. Adjudicator accreditation and registration matters.
- 11 Provide an annual report to the ASC outlining the Adjudicator accreditation seminars conducted each year.
- 12 Maintain a national database of all registered ASCA members.
- 13 Hold all badges and certificates of adjudication accreditation.
- 14 Distribute all relevant information from the AAB to ASCA members, State Associations, and Calisthenic Chairperson of the Royal South Street Society.
- 15 Ensure the A.A.B delegates are communicating information to their State/Territory branches in accordance with the ACF Communication Protocol.
- 16 Represent ASCA members or appoint a proxy at sport education and NOAS conferences, meetings or seminars as required.

12.7 Director of Skills

Role: Responsible for the ACF Calisthenic Skills Program and implementation of Examiner Accreditation Program through Australian Sports Commission.

Key Responsibilities:

- 1 Act as adviser to the Committee of Management on matters relating to the Calisthenics Skills and Examination Program.
- 2 Responsible for implementation and review of all levels of existing Calisthenic Skills syllabus.
- 3 Design and implement new syllabus for the required levels to meeting the changing needs of Calisthenics and the community.
- 4 Liaise with the Committee of Management and Council regarding the conduct of Accreditation and Training of Examiners and Trainee Examiners.
- 5 Develop education and training modules for Examiners to meet the changing needs of Calisthenics and the community.
- 6 Prepare the appropriate national policies for Examiners.
- 7 Facilitate national Examiners conferences, meetings and seminars.
- 8 Prepare and present reports to the Committee of Management and Council concerning the activities of the EAB.
- 9 Prepare in conjunction with the Director of Finance an annual budget for approval by the Council.
- 10 Liaise with the Australian Sports Commission on NOAS developments.
- 11 Distribute all relevant information from the EAB to Examiners and Member state Calisthenic Skills Administrators.

12.8 Director of Coaching

Role: Co ordinate and lead the activities of the ACFCC

Key Responsibilities:

- 1 Act as adviser to the Committee of Management and Council on matters relating to Coaching in Calisthenics
- 2 Liaise with the Committee of Management and Council regarding the conduct of training education and accreditation of coaches.
- 3 Oversight the development of coach education and training programs to meet the changing needs of the coaches within calisthenics.
- 4 Oversight the preparation and development of the National Coaching Manuals.
- 5 Prepare guidelines to assist Coaches in the governance and administration of clubs.
- 6 Arrange and conduct national coaching conferences.
- 8 Prepare in conjunction with the Director of Finance an annual budget for approval by the Council.

13 Glossary

ACF	Australian Calisthenic Federation
ASC	Australian Sports Commission
AAB	Adjudicators Advisory Board
ACFCC	ACF Coaching Committee
NOAS	National Officiating Accreditation Scheme
EAB	Examiners Advisory Board
SSA	State Sporting Association
ASCA	Australian Society of Calisthenic Adjudicators