



Communication Policy

**Effective from
01/07/04**



PREFACE

- Communication increases trust.
- Information is control.
- Understanding leads to enjoyment of participation.

The ACF is committed to open and transparent management of calisthenics. It is our commitment that decisions will not be made in secret, and full explanations will be offered in support of our decisions.

We will undertake to keep participants informed of activities and events affecting the sport and make this information readily available to members through a variety of media.

This policy details our commitment and the processes to ensure this will eventuate.

Lynne Hayward
President

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PART I – INTRODUCTION

This part sets out the purpose of this Policy, who it applies to, when it commences, what words mean and who has responsibilities under the Policy.

1. WHAT IS THE PURPOSE OF THIS POLICY?

- 1.1 As the lead agent representing the sport of calisthenics, the Australian Calisthenic Federation (ACF) is committed to open, transparent and accountable management.
- 1.2 To give effect to this it is important that the members of the ACF are kept informed of ACF activities and that information is available and distributed in a professional and appropriate manner.
- 1.3 The purpose of this Policy is to provide guidelines for communication between the ACF and the Member States, Affiliated Clubs and Sub-Committees.

2. WHO DOES THIS POLICY APPLY TO?

- 2.1 This Policy applies to the following organisations and individuals:
 - (a) ACF and Committees
 - (b) Member States;
 - (c) Affiliated Clubs

3. WHAT IS THE STATUS OF THIS POLICY?

- 3.1 This Policy is issued by the ACF council under rule 19(3) of the ACF Constitution.
- 3.2 This Policy comes into force on 1 July 2004.
- 3.3 This Policy may be changed from time to time by the ACF council.

4. WHAT DO WORDS IN THIS POLICY MEAN?

- 4.1 In this Policy, words appearing with a capital shall have the meaning set out in Attachment A and Attachment A will form part of this Policy.

5. RESPONSIBILITIES UNDER THE POLICY

- 5.1 ACF and Member States must:
 - (a) adopt and comply with this Policy;

- (b) publish, distribute and promote this Policy (and any amendments made to it from time to time) to their members in the manner required by ACF and make this Policy available for inspection, or provide a copy.

PART II - KEY INFORMATION SOURCES AND DISTRIBUTION REQUIREMENTS

6. ACF WEBSITE

- 6.1 The ACF website will contain information regarding the Federation, its activities/events and key contact points. Access to this website will not be restricted and will be a primary source of information for current members and interested persons within the public domain.

7. ACF NEWSLETTER

- 7.1 The President of the ACF will prepare a newsletter for distribution to all members on a quarterly basis. This newsletter will provide up to date information on key ACF activities and major events. The newsletter is to be distributed by each State/Territory member body to all members. The newsletter will also be available on the website.

8. ACF COUNCIL MEETING MINUTES AND AGENDA

- 8.1 ACF Council meeting Agenda to be forwarded to all State/bodies one month prior to the meeting date.
- 8.2 It is the responsibility of State/Territory bodies to discuss agenda items and fully brief delegates prior to attendance at Council meeting.
- 8.3 Additional items may be raised for discussion at the meeting but cannot be formally voted on until appropriate consultation has occurred with State/Territory bodies.
- 8.4 Copies of these minutes are forwarded to Council delegates following each Council meeting. It is the delegate's responsibility to ensure the relevant State body/committees have access to these minutes.
- 8.5 The ACF Secretary must maintain a copy of the ACF Council meeting minutes on file.
- 8.6 A copy of the ACF Council meeting minutes must be maintained on file by the relevant State/Territory authority.
- 8.7 A copy of the ACF Council meeting minutes must be provided to the ACF Sub Committee convenors who will have responsibility for reporting the content of such to their respective committees.

- 8.8 Whilst not intended to be widely distributed, any member may request a copy of the minutes. The guidelines for releasing the minutes should follow the principles of the relevant State/Territory Freedom of Information legislation.

9. ACF SUB COMMITTEE MINUTES AND AGENDA

- 9.1 The agenda for the minute must be forwarded to State/Territory bodies one month prior to the meeting date.
- 9.2 It is the responsibility of State/Territory bodies to discuss agenda items and fully brief delegates prior to attendance at the meeting.
- 9.3 Additional items may be raised for discussion at the meeting but cannot be formally voted on until appropriate consultation has occurred with State/Territory bodies.
- 9.4 A copy of the relevant Sub Committee meeting minutes must be maintained on file by the relevant Sub Committee convenor/secretary.
- 9.5 A copy of each Sub Committee meeting minutes must be forwarded to the relevant nominated State/Territory authority and maintained on file.
- 9.6 A copy of each Sub Committee meeting minutes must be forwarded within 14 days of completion of the meeting to the ACF Secretary.
- 9.7 The ACF Secretary will maintain a copy of all minutes on file.
- 9.8 Whilst not intended to be widely distributed, any member may request a copy of the minutes. The guidelines for releasing the minutes should follow the principles of the relevant State/Territory Freedom of Information legislation.

10. ACF DELEGATES

- 10.1 It is responsibility of each delegate to honestly inform and truly represent to Council their State/Territory views when representing their relevant member body.
- 10.2 It is the responsibility of each delegate to take back all referred matters for discussion and consideration by relevant State/Territory member bodies.
- 10.3 It is the responsibility of each delegate to inform their relevant State/Territory member bodies of decisions made at each Council meeting.
- 10.4 It is the responsibility of each delegate to negotiate the method of reporting back with each relevant State/Territory member body on Council meetings and activities. It is preferred that this report be formally written and recorded.

11. ACF SUB COMMITTEE DELEGATES

- 11.1 It is responsibility of each delegate to honestly inform and truly represent to the relevant Sub Committee their State/Territory views when representing their relevant member body.
- 11.2 It is the responsibility of each delegate to take back all referred matters for discussion and consideration by relevant State/Territory member bodies.
- 11.3 It is the responsibility of each delegate to inform their relevant State/Territory member bodies of decisions made at each Sub Committee meeting.
- 11.4 It is the responsibility of each delegate to negotiate the method of reporting back with each relevant State/Territory member body on each Sub Committee meetings and activities. It is preferred that this report be formally written and recorded.

12. COMMUNICATION BETWEEN ACF COUNCIL DELEGATES AND ACF SUB COMMITTEE DELEGATES

- 12.1 It is the responsibility of the Sub Committee delegate to contact the ACF delegate within 14 days of completion of each meeting to advise of the key outcomes of the meeting and to identify any matters for consideration.
- 12.2 It is the responsibility of each ACF Council delegate to contact the Sub Committee delegate within 14 days of completion of each ACF Council meeting to advise of any key outcomes relating to their area of activity and to identify any matters for consideration.

ATTACHMENT A - POLICY DEFINITIONS

“**ACF**” means the Australian Calisthenic Federation Inc, the national governing body for calisthenics in Australia.

“**ACF Constitution**” means the constitution of ACF as amended from time to time.

“**Affiliated Club**” means a club (whether incorporated, unincorporated or otherwise) which is a member of a Member State.

“**Member State**” has the same meaning as in the ACF Constitution.

“**Policy**” and “**this Policy**” means this Communication Policy.

“**Affiliated Bodies**” is any accredited Calisthenic State and Territories parent body.

“**Sub Committee**” is any special purpose groups established by the Australian Calisthenics Federation Inc. (ACF) to carry out specific duties. The committees may vary from time to time according to need. They are currently known as:

ADJUDUCATORS ADVISORY BOARD (AAB)

AUSTRALIAN CALISTHENIC FEDERATION COACHING COMMITTEE (ACFCC)

AUSTRALIAN CALISTHENIC FEDERATION EXAMINERS ADVISORY BOARD (EAB)