



Australian
Calisthenic
Federation

By-Laws

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Australian Government
Australian Sports Commission

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1 **Role of Council**

The members of the Australian Calisthenic Federation (ACF) 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
- 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 Council will approve the financial plan, with expenditure reports provided half yearly 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, procedures and By-laws 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 comprise the following positions:

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

1.5 Role of President

Role: Senior representative and spokesperson for the ACF

Key Responsibilities:

- (a) Chair the meetings of the Committee of Management and Council
- (b) Co-ordinate, consult and negotiate with peak bodies such as the Australian Sports Commission
- (c) Oversee the development and implementation of the Strategic and Annual Business plans
- (d) Oversee the implementation the policy directions of the National Council
- (e) Act as an ex-officio member of all committees
- (f) Liaise with State/Territory Associations as appropriate
- (g) Ensure the duties of Council and Committee of Management are undertaken in a timely and efficient manner.

See Appendix B for a detailed position description.

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:

- (a) Develop and approve the framework for the strategic directions of the ACF relating to policy, finance and the calisthenic sporting framework
- (b) Represent their state's views to the ACF
- (c) Ensure positive liaison is maintained between the ACF and their state
- (d) Contribute to the decision making process at ACF Council
- (e) Represent ACF's decisions to their state association
- (f) Ensure that all financial and legal matters are properly managed
- (g) Evaluate the performance of officials, employees, sub-committees and importantly, itself
- (h) Ensure all members of the committees act as leadership role models.

See Appendix B for a detailed position description.

1.7 Role of Committee of Management

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

Responsibilities of Committee of Management

The Committee of Management will undertake the following responsibilities:

- (a) Obtain resources and ensure that all financial and legal matters are properly managed
- (b) Manage external relations and advocacy issues
- (c) Regularly communicate with, and provide information to members about the running of the organisation
- (d) Ensure that all members of the committee act as leadership role models
- (e) Facilitate coaching education programs, seminars and resources to enable the personal development of coaching skills

- (f) Provide adjudication education programs, seminars and resources to enable the development and maintenance of adjudication skills
- (g) Enable participants to improve their technical skills and reach their own level of competence
- (h) 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
- (i) Develop Strategic and Business plans for approval by the Council.

2 **Structure of Sub-Committees**

2.1 **Australian Calisthenic Coaching Committee (ACFCC)**

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.

Authority

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

Roles and responsibilities

- Co-ordinate the National Coaching Program.
- Through design, co-ordination 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.

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.

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.

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.

Meetings

- Quorum of ACFCC to be four 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.

Reporting

- A record of meeting business is to be forwarded to the ACF Committee of Management and each Council delegate within four weeks of 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)

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.

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.

Roles and 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.

Membership

The AAB will comprise 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.

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.

Finances

- The AAB 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.

Meetings

- The AAB shall meet at least twice a year.
- A quorum of AAB meetings shall be three delegates.
- The two delegates from each State branch shall have one vote only.

Reporting

- 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 and 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)

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.

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.

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.

Membership

The EAB will consist of:

- **Director** – must be a current member of the EAB, nominated by EAB members and ratified by Council. The Director must have the skills, experience and knowledge applicable for the role statement. Preferably accredited to examine at medal level. (See Position Description in Appendix A).
- **Registrar**- appointed by EAB members and can be a non-examiner. The role of the Registrar is to maintain and update all EAB publications. For example, Examiner Handbooks, Guidelines for Coaches and Candidates, Assessment Papers, Syllabus. The registrar will be supported by members of the EAB.
- **EAB members** – one per state/territory. 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 ACF will determine the number and composition of members for the EAB in accordance with current needs and skills required.

Selection

- EAB Members nominated and voted by each State/Territory where an examiner resides by the ACF AGM.
- Members must be examiners and the composition representative of all levels of Examiner. For example : Trainee, Test 1-3, Grade 1-2, Grade 3-4, Medals.
- To minimise cost it may be practical for EAB members to participate through video conferencing.
- Following the appointment of the Director of Skills, an additional member for the Directors state/territory shall be elected by that state/territory's examiners.
- As required EAB may second appropriate persons to complete special projects.
- If required Director to remain as 'Past Director' for a one year period during the transition phase.
- Tenure 4 x 2 years with re-election and extension allowed.

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.

To ensure the continuity and functionality of the EAB half the positions will be vacated and advertised annually:

- Director tenure expires even years.
- Registrar appointment expires in odd years.
- SA and VIC members' tenure expires in odd years.
- WA and ACT members' tenure expires in even years.

Meetings

- Quorum of EAB to one more than the states/territories with accredited examiners.
- Director to have deliberate vote only.
- One vote per Member State/Territory where an accredited examiner resides.
- Method of voting at all meetings shall be show of hands unless a delegate asks for a secret ballot.
- Registrar does not have a vote where the registrar is additional to one member per state/territory where an accredited examiner resides.

Finances

- The EAB oversees 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 three months of the last exam for the calendar year or by 31 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.

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

No State/Territory may take part in any ACF 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 ACF.

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

3.3 **Yearly registration on National Database**

Affiliated Member States must provide information as required each year to the ACF's Director Information and Communication Technology to maintain the National Database.

4 **Official Badge and Colours**

The colours of the ACF shall be green and gold.

5 **The Federation Awards**

The ACF offers the following awards:

- Life Member
- Certificate of Recognition
- Letter of Thanks
- ACF Coach of the Year
- ACF Official of the Year
- ACF Volunteer of the Year
- ACF Diamond Coach
- ACF Diamond Adjudicator
- Coaching Excellence Award

Refer to Appendix A for criteria, nomination forms and nomination process.

5.1 **Life Members**

- Nominations shall be in the hands of the Executive Officer of the ACF 35 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 either at the theatre or via Webcasting.
- Life Members are entitled to attend and debate but not vote at ACF Annual General Meetings.

5.2 **Certificate of Recognition and Letter of Thanks**

- Nominations shall be in the hands of the Executive Officer of the ACF 35 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 five out of the seven Member States
- Each recipient shall be presented with a certificate and citation to be presented at a suitable occasion.

5.3 **Coach, Official and Volunteer of the Year, Diamond Coach and Diamond Adjudicator**

- Nominations shall be in the hands of the Executive Officer of the ACF at a predetermined date.
- Panels comprising three members will be established by the President according to the combination specified in the nomination form.
- Panel members will discuss the nominees and independently submit their preference to the Executive Officer.
- Successful and unsuccessful nominees will be notified of the award.
- Nominations are current for one year only. Nominations can however be resubmitted by the nominating body in subsequent years with updated information.
- A plaque and citation will be presented to the successful nominee at the National Championships.

5.4 **Coaching *Excellence Award***

This award is decided by the ACF Committee of Management. It is based on the criteria that the coach has:

- been the principal coach for a state team for at least four years
- won the aggregate in at least 75% of the competitions contested
- presented a team that performs at a consistently high level across all items of the competitions
- not experienced coach related penalties in any item
- conducted herself in a highly professional manner at the competitions.

This award is intended to honour the most outstanding coaches presenting teams at National competitions and is not a yearly award.

6 ***National Championships***

6.1 **General**

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

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. This proposal must be received by October of the following year. Approval or otherwise for this application will be decided by the ACF Council. If a proposal is not received by the due date funds will go to general development.

7 ***Authority to Make Public Statements***

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

8 **Finance**

8.1 **Compliance**

The Director of Finance shall ensure 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
- 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 31 May each year.

8.2 **Banking**

The Director of Finance shall ensure:

- that the funds of the ACF 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
- all electronic payments have two authorisations.

8.3 **Payment of Accounts**

Payments of accounts submitted to the Director of Finance will be in accordance with the ACF Expense Management Policy.

Accounts submitted to the ACF 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 ACF 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 with adherence to the ACF Expense Management Policy.

8.6 **Projects**

If a project falls behind scheduled timeframes, a submission needs to be made to extend the timeframe or funding will be reverted to general development.

9 ***National Competition Rules***

The ACF National Rules come under the auspices of the Director of Competitions who in turn delegates operational responsibility to the National Rules Convenor. All concerns and matters regarding rules should be directed to the National Rules Convenor.

9.1 **Rule Changes**

The procedure for change and management of the National Rules and Regulations is outlined in Appendix C.

10 ***Decision Making***

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

11 ***Communication***

Communication between the Member States and delegates and members should abide by the process described in the Communication Policy.

12 ***Appointment of Directors***

The following Directors are elected positions:

- President
- Director of Competitions
- Director of Finance
- Director of Planning
- Director of Information and Communication Technology

The following positions are appointed by their Sub-Committees:

- Director of Skills
- Director of Coaching
- Director of Adjudicating

All applicants for an elected 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.

Refer Appendix B for detailed Position Description.

12.2 **Director of Finance**

Role: Responsible for the financial affairs of the ACF.

Refer Appendix B for detailed Position Description.

12.3 **Director of Planning**

Role: To ensure effective planning and development of calisthenics on a national basis.

Refer Appendix B for detailed Position Description.

12.4 **Executive Officer**

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

Refer Appendix B for detailed Position Description.

12.5 **Director of Adjudication**

Role: To provide leadership, support and direction to the AAB on all matters related to adjudication.

Refer Appendix B for detailed Position Description.

12.6 **Director of Skills**

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

Refer Appendix B for detailed Position Description.

12.7 **Director of Coaching**

Role: Co-ordinate and lead the activities of the ACFCC

Refer Appendix B for detailed Position Description.

12.8 **Director of Information and Communication Technology**

Role: To manage electronic communication and storage of data.

Refer Appendix B for detailed Position Description.

13 ***Operational Roles***

Nominations for ongoing operational roles not governed by the Constitution must be called for from the States. The Committee of Management holds the final decision.

The Committee of Management may delegate project-related roles without calling for nominations from States.

14 ***Changes to the By-laws***

Amendments to the By-laws must be approved by the Council in line with the ACF's Decision Making Policy.

15 ***Glossary of Terms***

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

Appendix A - Award Criteria

ACF Nominations for Recognition

- ACF Life Member
- ACF Certificate of Recognition
- ACF Letter of Thanks



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Nominee's name	
Award	
Nominee's mailing address	
Nominee's email address	
Nominee's phone	
Nominating member State /Territory	
Nominating body's contact details — Name, email address and phone	
SSA President's name, signature and date	
SSA Secretary's name, signature and date	

Who can nominate?

Applications must be submitted through the State Sporting Association for the Member State.

Individuals, clubs, associations and sub-committees can nominate, but must do so through the State Sporting Association.

The process for nomination

1. Complete the above details.
2. Attach a supporting statement thoroughly addressing the criteria noted on the next page.
3. Submit by **email** to: eo@calisthenicsaustralia.org

Closing date: 31 January

Awards Selection Criteria

Life Members

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.

Certificate of Recognition

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.

Letter of Thanks

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

ACF Awards

- ACF Coach of the Year
- ACF Official of the Year—includes adjudicators and examiners
- ACF Volunteer of the Year
- ACF Diamond Coach
- ACF Diamond Adjudicator

These awards acknowledge outstanding effort and present recipients as role models to others. They take into account the nominees' contribution to calisthenics over a long period of time, and not just in the year of the award.

Who can nominate? We welcome nominations from:

- State sporting associations
- State coaching associations
- State branches of the Adjudicators Society of Calisthenics and the Examiners Advisory Board.

Individual clubs can nominate coaches and volunteers, but only through the State sporting association or the coaching association. Associations can nominate more than one person, and the nominees may or may not have been awarded State recognition in the same year.

The process for nomination: Please refer to the attached *ACF Awards—How to Nominate*, noting that **nominations will only be accepted electronically** by submitting to: eo@calisthenicsaustralia.org

Closing date: Nominations close on and extensions cannot be granted.

The award: The award comprises a perpetual trophy, and the recipient's name is listed in the ACF National Championships program in subsequent years. All nominations are acknowledged and awards presented at the ACF National Championships.

Assessors Nominations are assessed by the panels/bodies identified below.

Award	Assessors
ACF Coach of the Year	A panel comprising: <ul style="list-style-type: none">• ACF Director of Coaching, or nominee• ACF Director of Competitions, or nominee• A State President
ACF Official of the Year	A panel comprising: <ul style="list-style-type: none">• ACF Director of Adjudicating, or nominee• An ACF Life Member with an officiating background• A State President
ACF Volunteer of the Year	A panel comprising: <ul style="list-style-type: none">• ACF Director of Finance, or nominee• An ACF Life Member• A State President
ACF Diamond Coach	ACF Coaching Committee
ACF Diamond Adjudicator	Australian Society of Calisthenics Adjudicators

The panel/body makes a selection against the criteria and recommends their preferred nominee to the ACF Council for award in June.

We encourage you to take the time to nominate an outstanding contributor. These awards represent the pinnacle of achievement within our sport. They mean so much to the recipients, present a great source of pride to the individual and State, and provide others in the sport with a benchmark for excellence.

We look forward to receiving your nominations.

ACF President

ACF Awards - How to Nominate

Please submit:

1. A completed nomination form for the relevant award
2. A supporting statement prepared on the template provided, outlining the nominee's history and experience against the criteria.

If the template is not used, the application will be returned

3. Another two statements of recommendation from either:
 - a club official
 - State association
 - participant
 - administrator
 - parent, or
 - other person closely involved with the nominee's work who may be outside the calisthenics community.

These two statements do not need to be prepared on the attached template

Important!: Nominations will only be accepted electronically.

Please send all of the above to: eo@calisthenicsaustralia.org

Nominations close.....

Nomination Form - ACF Coach of the Year Award 20.....

Nominee's name	
Nominee's mailing address	
Nominee's email address	
Nominee's phone	
How long has the nominee been coaching?	
What age groups and gradings has the nominee coached over the past ten years?	
Nominating body	
State/Territory	
Nominating body's contact details — Name, email address and phone	

Eligibility

The nominee must:

- be a financial member
- hold a current Level 1 accreditation
- have attended the required number of seminars/meetings
- meet the criteria

Criteria for ACF Coach of the Year

The table below outlines the criterion that needs to be addressed in the supporting statement template provided.

Note: Excellence in competition is not a criterion and win/loss records need not be attached.

Category	%	Criteria
Sportsmanship	20%	Does the coach: <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?
Participant development	40%	Does the coach: <ul style="list-style-type: none">• motivate participants to learn and perform to the extent of their ability?• inculcate enthusiasm, creativity, independence, self confidence, team work 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?
Life skills role model	20%	Does the coach: <ul style="list-style-type: none">• act as a role model to others?• display interactions which are considerate of others?• increase the self esteem of all participants?
Citizenship	5%	Does the coach positively influence calisthenics beyond her own team?
Personal coaching development	15%	Does the coach: <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?

The above criterion represents the highest qualities possible in coaching. It is not expected that nominated coaches will excel in all criteria - rather nominating associations should be looking for a coach who is notable in most criteria.

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

Supporting statement—ACF Coach of the Year 20.....

Please ensure you use this template or your nomination will be returned to you.

Name of nominee: _____

Criteria
Sportsmanship—20% Does the coach: <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?
Provide specific examples to support each criteria
Participant development—40% Does the coach: <ul style="list-style-type: none">• motivate participants to learn and perform to the extent of their ability?• inculcate enthusiasm, creativity, independence, self confidence, team work 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?
Provide specific examples to support each criteria
Life skills role model—20% Does the coach: <ul style="list-style-type: none">• act as a role model to others?• display interactions which are considerate of others?• increase the self esteem of all participants?
Provide specific examples to support each criteria

The Australian Calisthenic Federation By-laws

Criteria
Citizenship—5% <ul style="list-style-type: none">• Does the coach positively influence calisthenics beyond her own team?
Provide specific examples to support each criteria
Personal coaching development—15% <p>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?
Provide specific examples to support each criteria
Summary

Nominating person's name: _____

Signature: _____

Nomination Form - ACF Official of the Year Award 20....

For adjudicators and examiners

Nominee's name	
Nominee's mailing address	
Nominee's email address	
Nominee's phone	
How long has the nominee been officiating?	
What age groups and gradings has the nominee officiated over the past ten years?	
Nominating body	
State/Territory	
Nominating body's contact details — Name, email address and phone	

Eligibility

The nominee must:

- be a financial member
- hold a current Advanced Adjudicator 1 accreditation or above, or Examiner Accreditation Grade 2 or above
- have attended the required number of seminars/meetings
- meet the criteria

Criteria for ACF Official of the Year

The table below outlines the criterion that needs to be addressed in the supporting statement template provided.

Category	%	Criteria
Life skills role model	40%	Does the official: <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 themselves with dignity, poise and eloquence in all public arenas? • act as a role model to others?
Service to the Calisthenic community	40%	Has the official: <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 information and experience with other officials?
Personal official development	20%	Does the official: <ul style="list-style-type: none"> • continue to learn and perfect his/her officiating skills? • learn about the sport in ways other than update seminars? • apply the knowledge gained?

The above criterion represents the highest qualities possible in officiating. It is not expected that nominated officials will excel in all criteria - rather nominating associations should be looking for an official who is notable in **most** criteria.

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

Supporting statement—ACF Official of the Year 20.....

Please ensure you use this template or your nomination will be returned to you.

Name of nominee: _____

Criteria
Life skills role model—40% Does the official: <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 themselves with dignity, poise and eloquence in all public arenas?• act as a role model to others?
Provide specific examples to support each criteria
Service to the Calisthenic community—40% Has the official: <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 information and experience with other officials?
Provide specific examples to support each criteria
Personal official development—20% Does the official: <ul style="list-style-type: none">• continue to learn and perfect his/her officiating skills?• learn about the sport in ways other than update seminars?• apply the knowledge gained?
Provide specific examples to support each criteria

Summary

Nominating person's name:

Signature:

Nomination Form - ACF Volunteer of the Year Award 20....

Nominee's name	
Nominee's mailing address	
Nominee's email address	
Nominee's phone	
How long has the nominee been a volunteer?	
What assignments or tasks has the nominee been involved in over the past ten years?	
Nominating body	
State/Territory	
Nominating body's contact details — Name, email address and phone	

Eligibility

The nominee must not receive payment for the work they do, other than reimbursement of expenses, and they must meet the attached criteria.

Criteria for ACF Volunteer of the Year

The table below outlines the criterion that needs to be addressed in the supporting statement template provided.

Category	%	Criteria
Administrator	25%	Has the volunteer: <ul style="list-style-type: none"> • made a significant contribution to the development of administration systems and processes at a club, state or national level? • willingly shared the systems with others? • developed systems which can be used easily by others? • coached others in the use of the systems? • encouraged others to volunteer?
Works well in teams	25%	Is the volunteer: <ul style="list-style-type: none"> • enthusiastic to tasks and provide inspiration to others? • willing to help and teach others? • willing to listen objectively to others' ideas? • tolerant of others? • able to express themselves clearly and persuasively and with consideration to others? • keen to get things right and maintain high standards?
Growth of the sport	30%	Has the volunteer: <ul style="list-style-type: none"> • made a significant contribution to the growth of participant numbers at a club, state or national level through either increased retention or new enrolments? • developed sustained systems to increase growth? • shares strategies with other bodies to increase participation?
Event assistance	20%	Has the volunteer: <ul style="list-style-type: none"> • assisted in, or led successful events or activities at a club, state or national level? • initiated or dramatically improved the operation of an event?

The above criterion represents the highest qualities possible in volunteering. It is not expected that nominated volunteers will excel in all criteria—rather nominating associations should be looking for a volunteer who is notable in **most** criteria.

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

Supporting statement—ACF Volunteer of the Year 20....

Please ensure you use this template or your nomination will be returned to you.

Name of nominee: _____

Criteria
Administrator—25% Has the volunteer: <ul style="list-style-type: none">• made a significant contribution to the development of administration systems and processes at a club, state or national level?• willingly shared the systems with others?• developed systems which can be used easily by others?• coached others in the use of the systems?• encouraged others to volunteer?
Provide specific examples to support each criteria
Works well in teams—25% Is the volunteer: <ul style="list-style-type: none">• enthusiastic to tasks and provide inspiration to others?• willing to help and teach others?• willing to listen objectively to others' ideas?• tolerant of others?• able to express themselves clearly and persuasively and with consideration to others?• keen to get things right and maintain high standards?
Provide specific examples to support each criteria
Growth of the sport—30% Has the volunteer: <ul style="list-style-type: none">• made a significant contribution to the growth of participant numbers at a club, state or national level through either increased retention or new enrolments?• developed sustained systems to increase growth?• shares strategies with other bodies to increase participation?
Provide specific examples to support each criteria

The Australian Calisthenic Federation By-laws

Criteria
Assisting in events—20% Has the volunteer: <ul style="list-style-type: none">• assisted in, or led successful events or activities at a club, state or national level?• initiated or dramatically improved the operation of an event?
Provide specific examples to support each criteria

Summary

Nominating person's name: _____

Signature: _____

Nomination Form - ACF Diamond Coach - Coaching Hall of Fame 20....

Nominee's name	
Nominee's mailing address	
Nominee's email address	
Nominee's phone	
How long has the nominee been coaching?	
What age groups and gradings has the nominee coached over the past ten years?	
Nominating body	
State/Territory	
Nominating body's contact details — Name, email address and phone	

Eligibility

The nominee must:

- have coached for a minimum of 25 years
- have been retired from the coaching of registered Calisthenic participants for at least the past 3 years
- meet the criteria.

Criteria for ACF Diamond Coach

The table below outlines the criterion that needs to be addressed in the supporting statement template provided.

Category	Criteria
Sportsmanship	Has the coach: <ul style="list-style-type: none"> • displayed respect for competitors, coaches, officials and administrators? • displayed ethical standards? • accepted disappointments graciously and with resolve for future actions? • promoted these standards amongst her team, other coaches and beyond?
Participant development	Has the coach: <ul style="list-style-type: none"> • motivated participants to learn and perform to the extent of their ability? • Inculcated enthusiasm, creativity, independence, self confidence, team work and risk taking? • imparted knowledge and skill to all members of the team? • encouraged participants to seek higher performance standards through offering constructive feedback? • encouraged participants to train on their own?
Role model	Has the coach: <ul style="list-style-type: none"> • been a role model for others? • displayed interactions which were considerate of others? • increased the self esteem of all participants and coaches? • through her style influenced others to become coaches?
Citizenship	Has the coach: <ul style="list-style-type: none"> • positively influenced calisthenics beyond her own team? • undertaken and promoted roles other than coaching for the betterment of the sport? • promoted the sport as opportunity arose?
Coach development	Has the coach: <ul style="list-style-type: none"> • pursued professional development through avenues other than sport specific update seminars? • encouraged and mentored less experienced coaches? • played an active role in coach education for trainee coaches?

The above criterion represents the highest qualities possible in coaching. It is expected that nominees will excel in all criteria.

The assessing body reserves the right to seek further information on any nominee.

Supporting statement—ACF Diamond Coach

Please ensure you use this template or your nomination will be returned to you.

Name of nominee: _____

Criteria
Sportsmanship Has the coach: <ul style="list-style-type: none">• displayed respect for other competitors officials and administrators?• displayed ethical standards?• promoted these standards amongst her team?• accepted disappointments graciously and with resolve for future actions?
Provide specific examples to support each criteria
Participant development Has the coach: <ul style="list-style-type: none">• motivated participants to learn and perform to the extent of their ability?• Inculcated enthusiasm, creativity, independence, self confidence, team work and risk taking?• Imparted knowledge and skill to all members of the team?• encouraged participants to seek higher performance standards through offering constructive feedback?• encouraged participants to train on their own?
Provide specific examples to support each criteria
Role model Has the coach: <ul style="list-style-type: none">• been a role model for others?• displayed interactions which were considerate of others?• increased the self esteem of all participants?• through her style influenced others to become coaches?
Provide specific examples to support each criteria

Criteria
Citizenship Has the coach: <ul style="list-style-type: none">• positively influenced calisthenics beyond her own team?• undertaken and promoted roles other than coaching for the betterment of the sport?• promoted the sport as opportunity arose?
Provide specific examples to support each criteria
Coaching development Has the coach: <ul style="list-style-type: none">• pursued professional development through avenues other than sport specific update seminars?• encouraged and mentored less experienced coaches?• played an active role in coach education for trainee coaches?
Provide specific examples to support each criteria
Summary

Nominating person's name: _____

Signature: _____

Nomination Form - ACF Diamond Adjudicator - Adjudicating Hall of Fame 20.....

Nominee's name	
Nominee's mailing address	
Nominee's email address	
Nominee's phone	
How long had the nominee been adjudicating?	
What age groups and gradings had the nominee adjudicated over the past ten years?	
Originating ASCA Branch of Nominating body	
State/Territory	
Nominating body's contact details — Name, email address and phone	

Eligibility

The nominee must:

- have adjudicated for a minimum of 30 years
- have adjudicated at all levels intrastate and interstate
- have retired from ASCA
- be nominated through ASCA branch and ratified by AAB
- meet the criteria.

Criteria for ACF Diamond Adjudicator

The table below outlines the criterion that needs to be addressed in the supporting statement template provided.

Category	Criteria
Ethical Standard	Has the adjudicator: <ul style="list-style-type: none">• displayed respect for fellow adjudicators, competitors, coaches, competition administrators and audience members?• displayed ethical standards?• accepted appointments graciously and continued to self reflect on their performance as an adjudicator?• promoted these standards amongst her colleagues, other stakeholders and beyond?
Member development	Has the adjudicator: <ul style="list-style-type: none">• encouraged members to adjudicate to the extent of their ability?• mentored other members?• represented ASCA on Calisthenic and external committees?• demonstrated enthusiasm, independence, self confidence, decision making and the ability to work cooperatively?• imparted knowledge and skill to all members of the society?• Encouraged members, coaches and participants to seek higher performance standards through offering constructive feedback?• undertaken and promoted roles other than adjudicating for the betterment of the sport?
Role model	Has the adjudicator: <ul style="list-style-type: none">• been a role model within the society?• displayed interactions which were considerate of others?• fostered the self esteem of all coaches and participants through positive and constructive dialogue both written and verbal?• been a role model who has influenced others to become adjudicators?• positively promoted adjudicating in all public arenas?
Personal development	Has the adjudicator: <ul style="list-style-type: none">• pursued professional development through avenues other than ASCA specific update seminars?• encouraged and mentored less experienced adjudicators?• played an active role in education for and training of adjudicators?

The above criterion represents the highest qualities possible in adjudicating. It is expected that nominees will excel in all criteria.

The assessing body reserves the right to seek further information on any nominee.

Supporting statement—ACF Diamond Adjudicator

Please ensure you use this template or your nomination will be returned to you.

Name of nominee: _____

Criteria
<p>Ethical standard Has the adjudicator:</p> <ul style="list-style-type: none">• displayed respect for fellow adjudicators, competitors, coaches, competition administrators and audience members?• displayed ethical standards?• accepted appointments graciously and continued to self reflect on their performance as an adjudicator?• promoted these standards amongst her colleagues, other stakeholders and beyond?
<p>Provide specific examples to support each criteria</p>
<p>Member development Has the adjudicator:</p> <ul style="list-style-type: none">• encouraged members to adjudicate to the extent of their ability?• mentored other members• represented ASCA on Calisthenic and external committees?• demonstrated enthusiasm, independence, self confidence, decision making and the ability to work cooperatively?• imparted knowledge and skill to all members of the society?• Encouraged members, coaches and participants to seek higher performance standards through offering constructive feedback?• undertaken and promoted roles other than adjudicating for the betterment of the sport?
<p>Provide specific examples to support each criteria</p>
<p>Role model Has the adjudicator:</p> <ul style="list-style-type: none">• been a role model within the society?• displayed interactions which were considerate of others?• fostered the self esteem of all coaches and participants through positive and constructive dialogue both written and verbal?• been a role model who has influenced others to become adjudicators?• positively promoted adjudicating in all public arenas?
<p>Provide specific examples to support each criteria</p>

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Criteria
Personal development Has the adjudicator: <ul style="list-style-type: none">• pursued professional development through avenues other than ASCA specific update seminars?• encouraged and mentored less experienced adjudicators?• played an active role in education for and training of adjudicators?
Provide specific examples to support each criteria

Summary

Nominating person's name: _____

Signature: _____

Appendix B - Job Descriptions

President

1. Aim of the role

Senior representative and spokesperson for the ACF

2. Specific responsibilities

Through a consultative leadership style, the incumbent is required to:

- lead the ACF to achieve its values and objectives
- manage the development and roll out of plans to achieve strategic objectives
- identify the changing needs of stakeholders and develop plans to meet the changing needs
- oversee implementation of all new and current policies and procedures.
- manage special projects
- establish and maintain strong, cohesive and harmonious working relationships with all ACF stakeholders.
- maintain or improve participation rates
- maintain financial viability
- maintain accreditation with the ASC.

3. Basic functions

To achieve the above responsibilities, the incumbent will be required to:

- chair Council Meetings, COM meetings, AGM and Special Meetings
- demonstrate consultative leadership based on the values of ACF
- monitor and act on information regarding the performance of the COM
- co-ordinate, consult and negotiate with the Australian Sports Commission
- oversee the development and implementation of the Strategic and Annual Business Plans
- represent ACF in public forums
- manage escalated state and national conflicts
- communicate ACF outcomes with all stakeholders
- gather and evaluate data on society trends
- act as the ex-officio member on all committees
- create an appreciative environment for ACF volunteers
- ensure the duties of Council and Committee of Management are undertaken in a timely and efficient manner
- prepare the Annual Report.

4. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- relevant involvement in calisthenics as an ACF Committee of Management (COM) member, or ACF State Delegate, or state Board Member for at least five years
- a thorough knowledge of all positions within the COM
- a thorough working knowledge of COM operations, Bylaws, Constitution and procedures
- advanced chairperson skills
- strong interpersonal skills
- ability to listen to and evaluate new ideas and communicate ideas to other stakeholders
- good communication and negotiation skills
- good objective decision making skills based on consultation methodologies
- the ability to see issues and resolve issues from a national perspective
- excellent people management skills
- advanced public speaking skills
- ability to identify opportunities for improvements
- experience in financial and marketing forecasting
- advanced email and word processing skills
- strong personal organisation skills
- elementary project management skills
- demonstrated ability for action to achieve results.

Director of Competitions

1. Aim of the role

Responsible for the administration of the National Championships in conjunction with the host State/Territory Association and Organising Committee.

2. Specific responsibilities

The incumbent is responsible for:

- the administration of the National Championships in conjunction with the host State/Territory Association and Organising Committee
- the administration of other national competitions such as Pan Pacific Masters Games and national club competitions
- providing expert advice and support to member States in the conduct of competitions
- the administration of the National Rules together with the ACF National Rules Convenor.

3. Basic functions

To achieve the above responsibilities, the incumbent will be required to:

- develop the format and content of National competitions to meet the changing needs of the community
- develop policy and long range plans related to National competitions
- submit such policies and plans to Committee of Management and Council for approval
- assist the Director of Finance and the host State/Territory/delegate organiser in preparing the competition budget for approval of the Committee of Management and Council
- prepare and present reports to the Committee of Management.
- assist States/Territories/delegates with the development and administration of competitions
- update and maintain the ACF National Hosting Guidelines, Calendar and Schedule of Tasks
- together with the ACF National Rules Convenor update and maintain the ACF National Rules
- respond to queries and emails in a timely manner
- provide relevant updated information for the ACF website.

4. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- a good knowledge of National competitions
- proven experience in conducting calisthenic competitions
- good organisational skills with the ability to deliver to a schedule
- good computer skills
- excellent verbal and written communication skills
- acquire the knowledge of ACF National Rules
- knowledge of panel assessing and programs used for the National competition.

Director of Finance

1. Aim of the role

Responsible for the financial affairs of the ACF.

2. Specific responsibilities

The incumbent has the responsibility to:

- oversee and manage the financial well being of the federation
- collect and receive all monies due to the ACF and make all payments authorised by the Committee of Management
- ensure the safe banking of all funds received
- attend all meetings as required
- maintain an accurate set of accounts which will facilitate the timely production of results
- monitor all costs and payments
- prepare EOY reports for auditing
- ensure all statutory returns are completed
- maintain a recording system for all documentation ensuring that all systems comply with statutory requirements
- make the bookings for COM, Council and Rules Review meetings
- maintain good working relationships with other committees of ACF.

3. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- significant experience in an administrative role with experience working with general ledger accounting
- exceptional organisational skills
- thorough working knowledge of MYOB or similar product
- thorough knowledge of office Word, Excel
- decision making skills
- clear communication skills
- thorough knowledge in the areas of cash flow, cost accounting and financial accounting.

Director of Planning

1. Aim of the 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

2. Specific responsibilities

In conjunction with the President, Director of Finance and Executive Officer will:

- develop the Strategic Plan for presentation to the Council for discussion and approval at the Annual General Meeting
- prepare the annual Business Plan in conjunction with the Director of Finance and Executive Officer for approval by the Council
- report to the Annual General Meeting on the performance against the Strategic Plan and Business Plan
- monitor the implementation of the Strategic Plan and present progress reports to Committee of Management, Council and the Australian Sports Commission
- develop annual operation plans
- maintain ACF Constitution and By Laws
- prepare and update ACF policies
- provide relevant updated information for the ACF website.

3. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- relevant involvement in calisthenics as an ACF Committee of Management (COM) member, or ACF State Delegate, or state Board Member for at least five years
- a thorough working knowledge of COM operations, By-laws, Constitution, procedures and policies
- strong interpersonal skills
- advanced report and document writing skills
- ability to listen to and evaluate new ideas and communicate ideas to other stakeholders
- good communication and negotiation skills
- advanced email and word processing skills
- strong personal organisation skills
- a proactive approach to issues.

4. Limited tenure

The incumbent can hold the position for a two year term and is eligible for re-election for another three terms.

The position becomes vacant at the ACF AGM in every odd year.

Director of Skills

1. Aim of the role

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

2. Specific responsibilities

Through a consultative leadership style, the incumbent is required to:

- lead the Examiners Advisory Board setting strategic direction for the development and implementation over a designated period including
- continually appraise the Skills Administrator processes, training, skills requirements and execution of tasks in line with national processes
- facilitate the ongoing continuity and succession planning for recruiting skilled Examiners
- facilitate ongoing training and updating of Examiner Skills training and development of materials to work towards greater consistency of practice
- continue ongoing review of the syllabus to ensure alignment with ongoing developments in Calisthenics as determined by the ACFCC Technical Guide, feedback from Coaches and candidates and specialist information
- ensure the Calisthenic Skills program supports the growth & development of participants and technical mastery to sustain longevity in Calisthenics.
- oversee budgetary planning and management to maintain the viability of a national program
- represent the Calisthenic Skills program at all ACF 'events' and maintain transparent line of communication at a national and state level
- maintain the ASC accreditation of Examiners as recognised officials
- ensure the accessibility of the Calisthenic Skills program for all participants
- work collaboratively to develop supporting resources

3. Basic functions

To achieve the above responsibilities, the incumbent will be required to:

- attend a minimum of two ACF Council Meetings, four ACF COM meetings, AGM and Special Meetings and two EAB meetings
- present to Council and COM matters in relation to Calisthenic Skills for ratification and voting by member states/territories
- set the annual budget and maintain fiscal management of the Calisthenic Skills program
- liaise with ASC for 'Official' accreditation purposes
- chair EAB and Administrator meetings
- consult with all stakeholders in review of matters pertaining to the EAB
- provide feedback to ACF sub committees on Calisthenic development
- manage EAB specific projects related to the development and production of resources
- provide relevant updated information for the ACF website.

4. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- relevant involvement in Calisthenics as a member of the EAB
- a thorough knowledge of the Calisthenic skills program
- high level of computer literacy and advance technological skills
- strong interpersonal skills reflected through good communication and negotiation skills
- ability to listen and reflect on points of view from all stakeholders
- maintain a national perspective
- oral and written skills which are effective with a diversity of groups and individuals
- ability to initiate, manage and sustain change
- high level skills in personnel management to achieve organisational goals
- the ability and persona to advance public relations identified with the Calisthenic skills program
- demonstrate ability in budget management
- appropriate skills for project management

Director of Adjudicating

1. Aim of the role

To provide leadership, support and direction to the AAB on all matters related to adjudication.

1. Specific responsibilities

The incumbent is required to:

- provide leadership, support and direction to the AAB on all matters related to adjudication
- act as a neutral chairperson and convenor of AAB meetings as per the Constitution
- represent the AAB on the Committee of Management
- ensure positive liaison is maintained between the AAB, the ACF and all ASCA Branches
- co-ordinate and implement the ASCA Accreditation Program and developments in the National Officiating Accreditation Scheme (NOAS) conducted by the ASC
- identify the changing needs of adjudicating and develop plans to meet these
- manage special projects and oversee the implementation of policies and procedures.

2. Basic functions

To achieve the above responsibilities, the incumbent will be required to:

- prepare the agenda, correspondence list and chair AAB meetings
- keep records of all AAB Minutes, Accreditation documents and seminars
- maintain a National database of all registered ASCA members
- prepare in conjunction with the Director of Finance an annual budget for approval by the Council
- distribute all relevant information from the AAB to ASCA members, State Associations, and where applicable the Calisthenics Chairperson of the Royal South Street Society.
- coordinate the development of education and training programs for Calisthenics Adjudicators.
- act as an adviser to the ACF Committee of Management and Council on all matters pertaining to the training, education and accreditation of Adjudicators
- prepare and present reports to the ACF Committee of Management and Council on AAB activities
- prepare the appropriate National policies for Adjudicators as required by the ACF
- liaise with the Australian Sports Commission on NOAS developments and Adjudicator accreditation
- ensure AAB delegates are communicating information to their State/Territory branches in accordance with the ACF Communication Protocol
- represent ASCA members or appoint a proxy at sport education and NOAS conferences, meetings or seminars as required
- provide relevant updated information for the ACF website.

3. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- relevant involvement in Calisthenics as an AAB delegate or ASCA Committee member for at least five years
- a thorough working knowledge of AAB operations, Bylaws, Constitution, policies and procedures
- advanced chairperson skills
- strong interpersonal and people management skills
- ability to listen and evaluate new ideas and communicate ideas to other stakeholders
- the ability to see issues and resolve issues from a national perspective
- good communication and negotiation skills
- good project management and objective decision making skills based on consultation
- advanced public speaking and presentation skills
- experience in financial forecasting
- advanced email and word processing skills
- strong personal organisation skills
- ability to identify opportunities for improvements
- demonstrated ability for action to achieve results.

Director of Coaching

1. Aim of the role

Co-ordinate and lead the activities of the ACFCC.

2. Specific responsibilities

Under the direction of the ACF:

- coordinate and lead the activities of the ACFCC
- act as adviser to the Committee of Management and Council on matters relating to the Coaching of Calisthenics
- liaise with the AAB, EAB, ACF Rules and other ACF Committees on matters relating to the Coaching of Calisthenics
- liaise with the Committee of Management and Council regarding the conduct of training education and accreditation of Coaches
- oversee the preparation and development of the National Coaching Programs
- manage the development and roll out of plans to achieve strategic objectives
- prepare guidelines to assist Coaches in the governance and administration of clubs
- arrange and Conduct national coaching conferences
- prepare in conjunction with the Director of Finance an Annual budget for approval by the Council.

3. Basic functions

To achieve the above responsibilities, the incumbent will be required to:

- chair ACFCC Meetings
- attend ACF COM meetings, AGM and Special Meetings
- demonstrate consultative leadership based on the values of ACF
- monitor and act on information regarding the performance of the ACFCC
- represent ACFCC in public forums
- communicate ACFCC outcomes with all stakeholders
- attend National Coaches Conference
- provide updated relevant information for the ACF website.

4. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- relevant involvement in calisthenics as a coach, coach administrator and coach educator
- a thorough knowledge of the role of ACFCC delegates
- a thorough working knowledge of COM operations, Bylaws, Constitution and procedures
- advanced chairperson skills
- strong interpersonal skills
- ability to listen to and evaluate new ideas and communicate ideas to other stakeholders
- good communication and negotiation skills
- good objective decision making skills based on consultation methodologies
- the ability to see issues and resolve issues from a national perspective
- excellent people management skills
- advanced public speaking skills
- ability to identify opportunities for improvements
- experience in financial budgeting
- advanced email and word processing skills
- strong personal organisation skills
- elementary project management skills
- demonstrated ability for action to achieve results.

Director of Information and Communication Technology

1. Aim of the role

To manage electronic communication and storage of data.

2. Specific responsibilities

To:

- maintain and develop the national data base
- improve the electronic communication between ACF, the SSAs, members and interested parties
- implement appropriate electronic communications infrastructure
- identify new electronic communications opportunities for ACF
- manage the technical aspects and growth of the website
- ensure the website contains current information.

3. Skills and experience

Technical skills

- Broad knowledge of information systems, applications and packages
- Experience with designing, proposing and implementing IT solutions for business
- Project Management experience.

Personal qualities

- Excellent verbal and written communications skills
- Ability to manage a team
- Excellent listening and negotiation skills.

Attitude

- Be willing to devote perhaps two hours per week to ACF tasks
- Have an understanding of calisthenics
- Be organised and follow through on plans
- Keen to help improve the operations of the ACF.

Executive Officer

1. Aim of the role

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

2. Specific responsibilities

The incumbent has the responsibility to:

- distribute agendas and all relevant paperwork for Council, Committee of Management meetings and Annual General Meeting
- attend Committee of Management and Council meetings
- prepare and distribute minutes of meetings for Council meetings, Committee of Management meetings and Annual General Meeting
- maintain a central recording system for all ACF records
- maintain directories/registers for relevant organisations such as the Australian Sports Commission, ACF Membership, State Delegates
- maintain and action time lines for motions/votes, award and director nominations
- distribute/action incoming correspondence
- coordinate administrative and communication channels between Council, Committee of Management, sub-committees and state associations
- coordinate awards nominations and panels
- coordinate certificates, plaques and badges for awards.

3. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- advanced word processing skills
- highly developed personal organisation skills
- advanced business writing skills strong interpersonal skills.

Council Delegates

1. Aim of the role

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

2. Specific responsibilities

The incumbent is required to:

- develop and approve the framework for the strategic directions of the ACF relating to policy, finance and the calisthenic sporting framework
- represent their state's views to the ACF
- ensure positive liaison is maintained between the ACF and their state
- contribute to the decision making process at ACF Council
- represent ACF's decisions to their state association
- ensure all financial and legal matters are properly managed
- evaluate the performance of officials, employees, sub-committees and importantly, itself
- ensure that all members of the committees act as leadership role models.

3. Basic functions

To achieve the above responsibilities, the incumbent will be required to:

- attend all ACF Council meetings
- solicit their state's views on ACF agenda items
- prepare and present verbal and written reports to the ACF Council on their state association's activities
- vote on strategic matters with regards to all stakeholders needs
- articulate their state's views and opinions on matters to the ACF Council
- distribute all relevant information from the ACF Council meeting to relevant stakeholders at state level
- clearly articulate the outcomes of the ACF Council meetings to their state association with the underpinning reasons for decisions
- abide by and promote all ACF policies to their state
- keep abreast of legislative and community changes.

4. Skills and experience

To achieve the above outcomes, the incumbent is required to have:

- relevant involvement in Calisthenics at a state level for at least three years
- strong interpersonal and people management skills
- ability to listen and evaluate new ideas and communicate ideas to other stakeholders
- the ability to see issues and resolve issues from a national perspective
- good communication and negotiation skills
- objective decision making skills based on consultation
- advanced email and word processing skills
- strong personal organisation skills
- ability to identify opportunities for improvements
- demonstrated ability for action to achieve results impeccable confidentiality ethics.

Appendix C - ACF National Rules Advisory Committee Terms of Reference

Name of Forum

ACF National Rules Forum

Members Roles and Responsibilities

- **ACF National Rules Convenor**
 - Chair ACF National Rules Forum
 - Chair ACF National Rules Forum Advisory Committee
 - Advise on interpretation of ACF National Rules and Regulations
 - Document and table proposals for ACF National Rules and Regulation changes and amendments
 - Report minutes of ACF National Rules Forum to ACF Council and recommend changes to ACF National Rules and Regulations
 - Distribute and Table recommended changes (as necessary) of ACF National Rules and Regulations to ACF for ratification
 - No Voting Rights
- **State Delegates (2 per State/Territory)**
 - Voting Rights (1 vote per State / Territory)
 - Attend ACF National Rules Forums as called
 - Distribute draft ACF National Rules and Regulations with any recommended changes to Stakeholders in State / Territory and provide feedback to the ACF National Rules Convenor within timeline as set out below
 - ACF have the expectation that State and Territory Delegates will be a coach and/or adjudicator to ensure level of expertise at the forum.
- **ACF Director of Competitions**
 - ACF National Rules Forum Advisory Committee Member
 - No Voting Rights
- **ACF Director of Adjudicating (or Delegate)**
 - ACF National Rules Forum Advisory Committee Member
 - No Voting Rights
- **ACF Director of Coaching (or Delegate)**
 - ACF National Rules Forum Advisory Committee Member
 - No Voting Rights
- **Minute Taker**
 - Take minutes of ACF National Rules Forum
 - Distribute, within timelines as set out below, minutes to ACF National Rules Convenor
 - No Voting Rights

Goals for ACF National Rules Forum

- To provide a forum for a national approach to the ACF National Rules and Regulations (allowing for flexible rules as stated in the ACF Flexible Rules Policy)
- To have unambiguous rules and regulations that govern Calisthenics competitions nationally, and at State / Territory level, that are interpreted consistently by all stakeholders, including adjudicators, coaches, competitors and administrators.
- To have rules and regulations that preserves and continues to develop the creativity and uniqueness of Australian Calisthenics and provide a safe performance environment to all participants.

Deliverables

- Convene an ACF National Rules Forum no less than once every three (3) years
- Maintain current ACF Rules and Regulations and update rules as decided by the Forum in accordance with the guidelines set out in this Term of Reference.

Governance

- The ACF National Rules Convenor is a position that sits within the ACF Director of Competitions portfolio
- Position of ACF National Rules Convenor is to be appointed by ACF Committee of Management
- The ACF National Rules Convenor term is for 3 years. The maximum length of tenure is 3 years X 3 terms.

Decision Making

- Decision making for the forum will be informed by the ACF Decision Making Policy

Scope / Jurisdiction

- To change current working ACF Rules and Regulations the ACF Rules Forum is to provide to ACF recommendations for rule changes, based on full and frank discussion, and relevant research for any major rule changes (see attached proforma), by the full ACF Rules Forum.
- Recommendations for changes to the ACF National Rules and Regulations will be decided by a majority consensus of the Forum (4 out of 7 States / Territories).
- All recommendations for changes to ACF National Rules and Regulations must be submitted to, and discussed by, the ACF National Rules Forum
- Section 1 of the ACF National Rules and Regulations – Operational & Administration Procedures – falls outside the ACF Rules Forum Terms of Reference and as such, rules under Section 1 can be amended outside the ACF Rules Forum Schedule by ACF Council (approved at ACF Council, 3 October 2014).

Forum Reporting Schedules

- **3 Year Cycle**
 1. The ACF National Rules Forum is to be held no less than once every three years (in February)
 2. No later than 3 months prior to the ACF National Rules Forum the ACF Rules Convenor is to advise of the Forum date and call for any rule change proposals.
 3. Proposed changes to the ACF National Rules and Regulations are to be submitted, documented and circulated to all Forum members no later than 4 weeks prior to the ACF National Rules Forum
 4. Minutes of the ACF National Rules Forum are to be tabled by the ACF Rules Convenor at the March ACF Council of the Forum year, noting and advising any proposed rule changes.
 5. A draft of the ACF National Rules and Regulations, including any recommended rule changes as discussed and agreed at the ACF National Rules Forum, is to be distributed to all Forum members within 4 weeks of the ACF National Rules Forum. Forum members have two (2) months from this distribution date (i.e. no later than May of the same year as the Forum) to provide feedback and confirm the draft ACF National Rules and Regulations is a true and accurate reflection of decisions made at the Forum.
 6. The draft of the ACF National Rules and Regulations, including any recommended rule changes as agreed at the Forum, is to be distributed to ACF Council at least 4 weeks prior to the October (of the year of the Forum) ACF Council Meeting
 7. The ACF Rules Convenor will formally propose to the October (of the year of the Forum) ACF Council that the recommended ACF National Rules and Regulations be ratified.
 8. Ratified ACF National Rules and Regulations to be distributed to all Stakeholders no later than 4 weeks from the October ACF Council (of the year of the Forum), to become effective in the January of the year following the Forum.
- **Annual Cycle**
 1. No later than October ACF Council Meeting, outside of the lead up to the forum year, the ACF Rules Convenor is to call to all States and stakeholders for any rule feedback relating to interpretation clarification or errors in the current rules.
 2. Feedback will be distributed and discussed by the Forum Advisory Committee. Any changes to the rules to reflect clarification or amend an error must be agreed upon by a majority of the Forum Advisory Committee*.

3. The ACF National Rules and Regulations will be updated to reflect any changes made by the Forum Advisory Committee and distributed no later than December of the same year to become effective in the January of the following year.
 - * No rule changes or amendments can be made by this Advisory Committee – only clarification made or errors (e.g. typos, omissions) fixed

Table 1 – Outline of Forum Reporting Cycles (3 Year and Annual)

Cycle	Year 1 (Beginning of 3 Year Cycle)	Year 2	Year 3
January		ACF Rules for new cycle come into effect. To be reviewed in 2 years	Updated rules to become effective for Calisthenics Year
February	ACF Rules Forum to be convened		
March	Minutes of ACF Rules Forum to be tabled at ACF Council Draft updated rules distributed to all States and Territories for feedback		
May	States and Territories to submit feedback to ACF Rules Convenor and confirm the draft ACF National Rules and Regulations is a true and accurate reflection of decisions made at the Forum.		
September	ACF Rules Convenor to distribute new draft rules to ACF council members		ACF Rules Convenor to advise States and Territories of convening of ACF Rules Forum in February following year and call for rule change proposals
October	ACF Council to review and ratify new ACF Rules at Council ACF Rules Convenor to distribute ratified Rules to all States and Territories	Call to States & Territories for rule feedback re interpretation / clarification	
December	Feedback from States & Territories to be discussed by Forum Advisory Committee and rules to be amended as necessary and distributed		
Note – Blue text indicates the 3 Year Cycle Process – Black Text indicates the Annual Cycle			

Resources and Budget

- The ACF Director of Finance will set the Budget for the ACF National Rules Forum as tabled by the ACF Director of Competitions to the ACF Committee of Management in the year prior to the ACF Rules Forum

ACF National Rules Forum Advisory Committee

- The ACF National Rules Advisory Committee is to be made up of:
 - ACF National Rules Convenor (Chair)
 - ACF Director of Competitions
 - ACF Director of Coaches (or delegate)
 - ACF Director of Adjudicating (or delegate)
- The role of the Forum Advisory Committee is to ensure the interpretation of rules is consistent across all stakeholders.
- The Forum Advisory Committee will convene (either in person or via internet / phone conferencing as appropriate) to discuss and advise any interpretation issue that may arise from time to time.
- If, at the outcome of the Forum Advisory Committee discussion, it is deemed necessary to update the current rules to ensure clarity and interpretation then the process will be implemented as outlined in the Annual Cycle above.

- * NOTE: No rule changes or amendments can be made by this Advisory Committee – only clarification made or errors (e.g. typos, omissions) fixed.