



Australian  
Calisthenic  
Federation

# Decision Making Policy

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Effective from 01/07/04  
Updated: 10/2010



## PREFACE

The ACF is a consultative body acting in the best interests of members and the longevity of the sport.

Strategic decisions will be made after consulting all relevant stakeholders, and will be based on data secured from appropriate sample sizes. This allows us to make informed decisions. This is not to say that all ACF decisions will be correct decisions, but given the wide data base, and the objective analysis of that data, the methodology will ensure we make the best possible decision at that time.

We welcome the opinions and thoughts of any person at any time. We can be contacted through your State Association, or to the ACF Secretary:

ACF Secretary  
PO Box 58  
Belair, SA 5052  
or  
Australian Calisthenic Federation [[info@calisthenicsaustralia.org](mailto:info@calisthenicsaustralia.org)]

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?**

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- 1.1 The purpose of this Policy is to identify:
- (a) the levels of decision making that can be made at the Committee of Management, Council and Sub-committee levels of the ACF; and
  - (b) the guidelines that underpin decision making by ACF committees and individuals.

### **2. WHAT IS THE STATUS OF THIS POLICY?**

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

### **3. WHAT DO WORDS IN THIS POLICY MEAN?**

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- 3.1 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.

## PART II - IMPLEMENTATION

This part sets out the background and guidelines for decision making.

### 4. BACKGROUND

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4.1 The role of the ACF is to nationally develop, promote, administer and co-ordinate in a professional and efficient manner the unique Australian sport of Calisthenics for the enjoyment and benefit of all.

4.2 This is achieved through a three-tier management structure:

Level	Responsibilities
<p><b>Council</b> Comprises up to two representatives from all states (with one vote per state). It includes members from the Committee of Management but with no voting rights.</p> <p>The Council meets twice per year.</p>	<p>This level is responsible for establishing the strategic direction for the management, growth and long term sustainability of the sport. Specifically, this level approves the Business Plan, national policies and procedures, coach education programs, skills programs and adjudication programs.</p>
<p><b>Committee of Management (COM)</b> Comprises the President and the Directors of Finance, Planning, Marketing, Competition, Coaching, Adjudicating, Skills and Executive Officer.</p> <p>The COM meets at least four times per year.</p>	<p>This level is responsible for the structures, processes, actions, resourcing and achievement of the strategic directions identified by the Council. It attains these outcomes primarily through the sub-committees.</p> <p>It is also responsible for attaining external resources, and managing external advocacy and communication links.</p>
<p><b>Sub-Committees</b> These comprise:</p> <ul style="list-style-type: none"> <li>• Australian Calisthenic Coaching Committee (ACFCC)</li> <li>• Adjudicators Advisory Board (AAB)</li> <li>• Examiners Advisory Board (EAB)</li> </ul>	<p>Under the guidance of each specific Director, this level develops and implements the actions to meet the outcomes of the strategic plan.</p>

## 5. DECISION MAKING STRUCTURE

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5.1 The following table represents the decisions which can be made at the three levels of management

Sub-Committees	Committee of Management	Council
<p><b>Decisions independent of COM:</b></p> <ul style="list-style-type: none"> <li>Day to day decisions and expenditure relating to the execution of the agreed roll out plans for projects and tasks.</li> </ul> <p><b>Decisions to be forwarded to COM:</b> →</p> <ul style="list-style-type: none"> <li>Outcomes to be forwarded to COM for agreement and interim sign off prior to circulating final draft to stakeholders for comment;</li> <li>Final recommended products to be forward to COM for final sign off.</li> </ul>	<p><b>Decisions independent of Council:</b></p> <ul style="list-style-type: none"> <li>Day to day management of the Federation;</li> <li>Expenditure within the budget;</li> <li>Approval of sub-committee actions and outcomes within agreed strategic direction and budget (<i>as determined through majority vote within the COM</i>).</li> </ul> <p><b>Decisions to be forwarded to Council:</b> →</p> <ul style="list-style-type: none"> <li>All expenditure outside budget;</li> <li>Issues impacting and necessitating change in policy or strategic direction.</li> </ul>	<p><b>The Council is responsible for:</b></p> <ul style="list-style-type: none"> <li>Strategic Plans;</li> <li>Budgets;</li> <li>Approval for ad hoc unbudgeted items;</li> <li>Policies, procedures and guidelines.</li> </ul>

## 6. PRINCIPLES UNDERPINNING DECISION MAKING AT ALL LEVELS

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6.1 The overarching goal of the ACF decision process is to advance the quality of the sport on a national basis having regard to the needs of all stakeholders.

6.2 To achieve this, all levels will:

- (a) involve and consult with:
- (i) all Member States for input and feedback on outcomes;
  - (ii) informed and experienced individuals and groups from within calisthenics and external to calisthenics (such as other sporting bodies, government bodies etc); and
  - (iii) a significant number of representatives from bodies affected by the outcomes.
- (b) in light of the strategic direction of the ACF, objectively consider outcomes derived from the consultancy for the national betterment of the sport, and without bias to individuals or their state;

- (c) objectively consider and evaluate the opinions of other committee members preferably through Discussions. These include the formats of face- to-face meetings, teleconferences and electronic visual conferences;
- (d) consider potential future change and its impact on the issue under discussion; and
- (e) evaluate the quality of the decision post implementation and be prepared to modify actions/decisions accordingly.

6.3 If during a Discussion, any State delegate feels a decision cannot be made without consultation with their state Board of Management, no vote will be taken. A time-line will be set for the return of the State vote to the Executive Officer.

- (a) The time-line will be set prior to the conclusion of the Discussion.
- (b) If any state fails to respond by the given time-line, that State's decision will be deemed to be in favour.

6.4 If an issue for decision is urgent and put to Council members **via email** between meetings:

- (a) The issue will be clearly outlined;
- (b) **Comments** from State delegates requested via the 'reply all' email function and an appropriate time line clearly stated. This will allow all issues to be deliberated by all states and factored into their decision and vote;
- (c) **The private vote** subsequently called for and submitted to the ACF Executive Officer within a specified time frame.

6.5 Future concepts and decisions will be presented by video on the ACF website, by the Committee of Management personnel if deemed necessary.

These clips will be used to:

- introduce concepts and the basis for the change;
- encourage people to comment;
- deliver decisions consequent to the comment.

Stakeholders will be informed of this video presentation by email linking to the website encouraging people to comment through their state communications media ie website, facebook or in writing.

If a delegate requests consultation with their state on a decision debated at Council then this will prompt the decision to create a video.

6.6 A decision made at Council is final. Any amendment or retraction to a decision must be raised at a subsequent Council meeting.

## **7. INDIVIDUAL BEHAVIOURS IN THE DECISION MAKING PROCESS**

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7.1 In order to achieve the best decision, all members will:

- (a) agree to and follow the committee's decision making process;
- (b) listen to and respect all other members' opinion and thoughts without interruption;
- (c) provide all other members with the opportunity to contribute;
- (d) offer their opinion throughout discussions; and
- (e) if in dissent of the outcome, accept and adhere to the decisions of the committee, and without open criticism.

## **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.

“**Committee of Management**” means the committee comprised of the President and Directors of the various Sub-committees of the ACF.

“**Council**” means the state appointed representatives from each of the Member States and the Committee of Management.

“**Discussion**” means a conversation held face-to-face, teleconference or by electronic visual conference.

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

“**Policy**” and “**this Policy**” means this Decision Making Policy.

“**Committee**” and “**Sub-committee**” is any special purpose groups established by the 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)