



**Gymnastics**  
New South Wales

**NOTICE #1**

**CHEERLEADING (CL)**  
**SPORTS MANAGEMENT COMMITTEE**  
**2011 ANNUAL GENERAL MEETING**

**DATE: Saturday 3<sup>rd</sup> March 2012**

**VENUE: Gymnastics NSW Office**  
Unit 2 /1-11 Underwood Rd Homebush

**TIME: 1.00pm**

**NOMINATIONS:** Nominations for positions must be received at the Gymnastics NSW office by 5pm, Tuesday 14 February 2012.

Nominations must be on the nomination form attached.  
Nominations that are not on the nomination form will not be accepted.

Nominated persons must be current registered members of Gymnastics NSW.

In accordance with article 11.7 of the constitution (in the event of there being no nominations for the advertised positions) nominations for positions will be called from the floor at the AGM. In the event that no nominations come from the floor these positions will be declared casual vacancies and will be filled in accordance with article 12.2 of the constitution.

**MOTIONS FOR CONSIDERATION:** Any Motions to be considered at the AGM must be received in writing at the Gymnastics NSW office by 5pm Tuesday 14 February 2012.,

**ELIGIBILITY:** Nominated delegates of **current CL Affiliates**, Life Members, approved observers and invited guests are eligible to attend the AGM meeting. Delegate nomination forms will be included in the next notice.

**NOTE:** Nominated delegates of current CL Affiliates and Life Members only are eligible to vote at the AGM meeting.



## GL SMC Roles and Responsibilities

### GL TECHNICAL DIRECTOR

Area	Task
<b>Administration</b>	<p><b>Coordinate the administration of Cheerleading in NSW</b></p> <ul style="list-style-type: none"> <li>• Work closely with GNSW SPM to develop Cheerleading in NSW</li> <li>• Promote GNSW Membership to athletes, coaches, judges and clubs</li> <li>• Work with the SMC and GNSW SPM to implement programs which promote state and national strategies for Cheerleading</li> <li>• Ensure implementation of GNSW procedures and policies as set down in the GNSW Yearbook and CL Technical Handbook</li> <li>• Assist the Competition Coordinator and GNSW Event Staff so that all GNSW events run smoothly and efficiently</li> </ul>
<b>Representation</b>	<p><b>Liase with GNSW SPM</b></p> <ul style="list-style-type: none"> <li>• Provide technical expertise to the SPM as required</li> <li>• Provide written reports on the development of Cheerleading as required</li> <li>• Develop the strategic plan for Cheerleading which clearly outlines the goals of the SMC in conjunction with the GNSW SPM</li> <li>• Write Cheerleading report for inclusion in GL publication in GNSW Annual Report</li> </ul>
<b>Information</b>	<p><b>Provide regular and accurate information about Cheerleading to the community</b></p> <ul style="list-style-type: none"> <li>• Provide relevant information for the GNSW Bulletin</li> <li>• Promote coaching and judging workshops</li> <li>• Answer general enquiry's about Cheerleading in NSW</li> <li>• Direct members of the community to other SMC members in questions on matters specific to their role</li> <li>• Disseminate information from the GA Technical Director to the community through GNSW</li> <li>• Provide updated information regarding the developments in and changes to technical regulations for all areas of Cheerleading.</li> </ul>
<b>Education</b>	<p><b>Liase with NSW Coaching Education Coordinator</b></p> <ul style="list-style-type: none"> <li>▪ <input type="checkbox"/> Work with the NSW Coaching Education Officer to coordinate workshops to meet the needs of coaches</li> <li>▪ <input type="checkbox"/> Contribute to the organisation of the NSW Annual Coaches Congress</li> <li>▪ <input type="checkbox"/> Provide a forum for coaches to meet and work together to reach state goals which will improve knowledge of the sport and coaching practice within NSW</li> <li>▪ <input type="checkbox"/> Coordinate coaching updates and workshops in country areas</li> </ul>
<b>SMC</b>	<p><b>Contribute to planning GNSW GG Sports Management Committee</b></p> <ul style="list-style-type: none"> <li>• Chair regular meetings for the GNSW Cheerleading Sub-Committee and plan all aspects of Cheerleading in NSW</li> <li>• Support and develop skills in the SMC members so that they gain confidence to carry out tasks specific to their role statement</li> <li>• Provide advice and management skills to coordinate all aspects planning carried out by the committee</li> <li>• Support GNSW in their endeavours to embrace Cheerleading and it's specific requirements</li> <li>• To write a report of the year's activities for presentation at CL Annual General Meeting. Reports should be forwarded to the S.P.M. no later than 5 days prior to the date of the meeting</li> <li>• Member of the NSW selection committee for the NSW team to National Championships</li> </ul>

## JUDGING COORDINATOR

(minimum Requirement Judging Course Presenter status Trainee)

Area	Task
<b>Events</b>	<b>Coordinate all judging for GNSW CL Events</b> Prior to event <ul style="list-style-type: none"><li>• Coordinate judging panels</li><li>• Answer questions form judges re times and availability</li><li>• Check judges are accredited before assigning judging tasks</li><li>• Provide panels to SPM for publication on GNSW website</li><li>• Provide to SPM the number of meals required for judges</li><li>• Provide list of judges to SPM if required for free parking</li></ul> At events <ul style="list-style-type: none"><li>• Set up tables with judging equipment</li><li>• Judge on panels if required</li><li>• Act as referee in disputes</li><li>• Provide role model for effective, fair and impartial judging at all times.</li></ul> After Events <ul style="list-style-type: none"><li>• Add judges attendance to database</li></ul>
<b>Information</b>	<b>Liase with National Judging Coordinator</b> <ul style="list-style-type: none"><li>• Read National Technical Bulletin and relay any information to NSW SPM for publication in the Flic Flac</li><li>• Publish above information in Judges Newsletter</li><li>• Respond to judges' questions re membership, general enquires of accreditation and contact GA personnel when appropriate</li><li>• Provide information about judging experience to National judging coordinator as required</li><li>• Chair meetings, open forums for judges</li></ul>
<b>Education</b>	<b>Promote Judge Education in NSW</b> <ul style="list-style-type: none"><li>• Coordinate judges education workshops in conjunction with GNSW SPM</li><li>• Coordinate updating requirements</li><li>• Work with the State Education Officer to ensure database of members is maintained and keep data of courses attended.</li><li>• Provide details for courses including post-course requirements</li><li>• Identify and provide guidance and advice to potential course presenters</li></ul>
<b>SMC</b>	<b>Contribute to planning at GNSW CL Sports Management Committee</b> <ul style="list-style-type: none"><li>• Represent Judges Assembly at CL SMC Meetings</li><li>• <input type="checkbox"/> Provide advice to GNSW SMC re judging needs and personnel</li><li>• Write report for GNSW Annual Report</li><li>• <input type="checkbox"/> Member of the NSW selection committee for the NSW team to National Championships</li></ul>

## COACHING COORDINATOR

Area	Task
<b>Identification</b>	<b>Identify coaching needs for CL SMC in NSW</b> <ul style="list-style-type: none"><li>• Survey coaching in all Divisions to establish needs</li><li>• Assist coaches with information about NSW events, technical regulations and guidelines for gymnasts' development</li></ul>
<b>Information</b>	<b>Liase with Judging Coordinator</b> <ul style="list-style-type: none"><li>• Read National Technical Handbook and relay any information to NSW SPM for publication in the Flic Flac</li><li>• Respond to coaches' questions re membership, general enquires of accreditation and contact GNSW personnel when appropriate</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• Work with the NSW Coaching Education Officer to coordinate workshops to meet the needs of coaches</li><li>• Contribute to the organisation of the NSW Annual Coaches Congress</li><li>• Provide a forum for coaches to meet and work together to reach state goals which will improve knowledge of the sport and coaching practice within NSW</li></ul>
<b>SMC</b>	<b>Contribute to planning at GNSW CL Sports Management Committee</b> <ul style="list-style-type: none"><li>• Attend SMC meetings</li><li>• <input type="checkbox"/> Provide relevant information for the GNSW bulletin</li><li>• <input type="checkbox"/> Answer enquiries from members of the community on questions specific to coaching</li><li>• <input type="checkbox"/> Member of the NSW CL Selection Committee for NSW Team</li></ul>

## COMPETITION COORDINATOR

Area	Task
Events	<p>Prior to event</p> <ul style="list-style-type: none"><li>• Set calendar in conjunction with SMC and GNSW</li><li>• Attend appropriate competition meetings</li><li>• Answer questions from coaches re event schedules</li><li>• Coordinate competition draw for publication and distribution by GNSW</li><li>• Provide GNSW with detailed list of equipment requirements and supplementary equipment</li><li>• Identify volunteers for specific roles</li></ul> <p>At Event</p> <ul style="list-style-type: none"><li>• Coordinate, with appropriate coordinator, setup of venue</li><li>• Coordinate volunteers</li><li>• Coordinate event schedule, smooth running and marshalling of athletes</li><li>• Check sound system</li><li>• Coordinate medal presentation</li><li>• Distribute event questionnaire to athletes and officials</li><li>• Collect completed accident and injury forms</li></ul> <p>After Event</p> <ul style="list-style-type: none"><li>• Ensure electronic copy of results are sent to GNSW office within 48 hours after event</li><li>• Collect questionnaires and compile report on event</li></ul>
GNSW	<p>Liaise with GNSW Office</p> <ul style="list-style-type: none"><li>• Ensure entries are processed</li><li>• Develop user friendly entry forms</li></ul>
SMC	<p>Contribute to planning at GNSW CL SMC meetings</p> <ul style="list-style-type: none"><li>• Attend SMC meetings</li><li>• Provide relevant information/reports for the Flic Flac</li><li>• Answer questions from the community specific to competitions</li><li>• Member of the GNSW selection committee for NSW team</li></ul>

## SCHOOL LIASION OFFICER

Area	Task
<b>Events</b>	<b>Assist GNSW with coordinating Get up and Cheer</b> <ul style="list-style-type: none"><li>▪ Provide schools with information regarding the sport of cheerleading.</li></ul> <b>Assist GNSW with coordinating Scholastic Championship</b> <ul style="list-style-type: none"><li>▪ Provide schools with information regarding the sport of cheerleading.</li><li>▪</li></ul>
<b>Information</b>	<b>Liaise with SPM Coordinator</b> <ul style="list-style-type: none"><li>▪ Assist with provide schools with program information</li><li>▪ Assist in delvivering program information within school systems</li></ul>
<b>Education</b>	<b>Promote Program information to NSW school delegates</b> <ul style="list-style-type: none"><li>▪ Assist in promoting education</li></ul>
<b>SMC</b>	<b>Contribute to planning at GNSW CL Sports Management Committee</b> <ul style="list-style-type: none"><li>• Attend SMC Meetings</li><li>• Provide relevant information for the GNSW bulletin</li><li>• Provide advice to GNSW SMC re school needs and personnel</li><li>• Write report for GNSW Annual Report</li></ul>

## **PROJECT OFFICER**

### **Develop programs to improve participation in CL**

- Assist Judging Coordinator with the production of levels skills sheet to assist judges define skills within the levels system.
- Assist Coaching Coordinator with workshops topics.

### **Coordinate promotion opportunities for RG in NSW**

- Promote clubs on GNSW website

### **Liaise with NSW Office**

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

### **Contribute to planning at GNSW CL Sub Committee**

- Attend CL Sub Committee meetings
- To undertake specific duties as outlined and appointed by the Committee
- Provide relevant information for the NSW Flic Flac
- Answer inquiries from members of the community on questions specific to your role statement
- To write a report of the year's activities for presentation at CL Annual General Meeting. Reports should be forwarded to the S.P.M. no later than 5 days prior to the date of the meeting.

**NEW SOUTH WALES GYMNASTIC ASSOCIATION INC.  
CHEERLEADING SPORTS MANAGEMENT COMMITTEE  
2011 ANNUAL GENERAL MEETING**



**Gymnastics**  
New South Wales

## **DELEGATE NOMINATION FORM**

All members of the Association who are affiliated as GG clubs shall be entitled to nominate **one** voting delegate who will have voting rights at the GL SMC AGM.

Please fill out the form below and return to GNSW by the advised date to nominate your delegate.  
**This form must be received by the GNSW Office by 5.00pm Thursday .1 March 2012**

Please print.

**CLUB:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Delegate's Name:** \_\_\_\_\_

**Membership No:** \_\_\_\_\_

In accordance with article 10.2 of the constitution, the **nominated delegate must be a financial member** of the NSWGA. Therefore, we request a Membership No.

**Contact Telephone No:** \_\_\_\_\_

Observers: \_\_\_\_\_  
(Maximum 2 per affiliate)

Two signatures of members from affiliated club.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: ***In accordance with 11.12 a quorum at any General Meeting, which includes an Annual General Meeting and Special General Meeting, shall consist of 15% of the membership entitled to vote, present in person and/or present holding a nominated proxy.***

If your nominated delegate is unable to attend the meeting, the delegate is able to nominate a proxy to vote on their behalf. The proxy form will only be accepted from a club if the club has nominated the non-attending delegate on this delegate nomination form. i.e. Please fill out both forms.

Gymnastics NSW ~ P.O. BOX 190, North Strathfield, NSW, 2137  
Phone: 9763 5011 Fax: 8116 4114

# FORM OF APPOINTMENT OF PROXY



**Gymnastics**  
New South Wales

For use of life members or nominated delegates unable to attend the Sports Management Committee Annual General Meeting only.

I, .....  
(Full name)

of .....  
(Address)

being a member of .....  
(Name of Club)

hereby appoint .....  
(Full name of proxy)

membership no..... signature of proxy.....

being a member of NSW Gymnastic Association Inc., as my proxy to vote for me on my behalf at the Annual General Meeting of the GL SMC (annual general meeting or special general meeting, as the case may be) to be held on Sunday 23<sup>rd</sup> January 2011 and at any adjournment of that meeting.

.....  
Signature of member appointing proxy

.....  
Date

**NOTE:** A proxy vote may not be given to a person who is not a member of the Association.

**NOTE:** Nominated Delegates filling out this form must be an approved affiliate delegate, nominated on a Delegate Nomination form. The Delegate Nomination form must accompany this proxy form.

**NOTE:** No member may hold more than 5 proxies.

**A copy of this form must accompany the above nominated proxy to the meeting.**

**Appointment of Proxy forms must reach the Chief Executive Officer no later than 48 hours before the meeting at which the vote is to be taken.**

**Please send to GNSW Office by 5.00pm Thursday .1 March 2012**

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