



Gymnastics
New South Wales

GYMNASTICS NSW 2010/2011 GNSW Performance Team SELECTION POLICY

POLICY NAME:	Gymnastics NSW Selection Policy
DATE OF ISSUE:	February 2010
POLICY COVERAGE:	NSW Performance Touring Team
DATE OF REVIEW:	December each year
CONTROLLING BODY:	Gymnastics NSW

1. INTRODUCTION

The selection onto a GNSW GG touring team is a prestigious honor that only a handful of athletes and officials are recognized with. To ensure the best possible performance at the International GymFests, and to provide a transparent decision making process, Gymnastics NSW (GNSW) has developed this policy. It should be used in conjunction with the specific criteria set out by the GG Sports Management Committee.

2. STATEMENT OF PRINCIPLE

To be used in conjunction with other Gymnastics NSW policies, this document lists the roles and responsibilities, eligibility and selection process for GG touring teams. It has been drafted in a way that is simple and easy to understand, flexible, fair and equitable, and to enhance the efficiency and effectiveness of touring team selection.

3. SCOPE

This policy applies to the selection of all Gymnastics NSW International Touring Team Members.

4. RELATED DOCUMENTS

Related Gymnastics NSW policy documents include:

- Gymnastics NSW Constitution;
- Discipline Policy
- Grievance Policy
- Occupational Health and Safety Policy
- Member Protection Policy
- Drug and Alcohol Management Policy
- Privacy Policy

This list is not exhaustive and members should consult the Gymnastics NSW website for other relevant information.

5. TEAM PERSONNEL

Each GNSW Performance Team will be made up with the following personnel:

- a. Team Delegate – appointed by GNSW
- b. Team Manager - appointed by GNSW
- c. 2 x Coaches - appointed by GNSW
- d. Athletes – Recommended team size minimum 6 male athletes/ 6 female athletes (max. 2 per NSW club)

5. ROLES AND RESPONSIBILITIES

5.1 All Team Members must:

- a) read, understand and comply with all Gymnastics NSW Policies and in particular the 'Drug and Alcohol Management Policy', 'Member Protection Policy' and applicable 'Codes of Conduct'. Team Members that have questions regarding the Gymnastics NSW Policies should contact the applicable Sports Program Manager; and
- b) be an ambassador for the state and always demonstrate the highest levels of sportsmanship; and
- c) wear the appropriate uniform as instructed by the Team Manager; and
- d) travel with the team. Note: All Team Members must meet at the designated point of assembly for the commencement of the team tour unless other arrangements have been made or notified to Team Management.
- e) comply with any additional specific roles and responsibilities contained within this policy; and
- f) Pay all outstanding team related expenses plus any other money owed to Gymnastics NSW no later than 7 days prior to the teams departure, unless previous arrangements have been made with the Gymnastics NSW Finance Officer.

5.2 Athletes

The competitor shall:

- a) Train and prepare for maximum performance.
- b) Attempt to achieve their personal best in competition
- c) Carry out the instructions of the Coach and Manager or those who are in authority at all times.
- d) Return appropriate information forms, deposits and other necessary documentation, to the GNSW Office, as required, so that administration, uniform and ticketing requirements can be met.
- e) Advise the Manager, GNSW Office and Coach of changes in fitness or any other factor likely to affect their personal performance or compatibility with the Team.

- f) Respond to all instructions regarding meetings, functions and at any other time during the team experience.
- g) Refrain from activities that are injurious to health. Smoking, drinking alcohol and drug use is not permitted. Refer to the Drug and Alcohol Management Policy for additional Information.
- h) Maintain appropriate eating habits/diet and maintain acceptable standards of personal hygiene and appearance.
- i) Carry all necessary personal effects for performances, i.e. cassette tapes, CD's, tape for strapping, handguards, equipment, training dairy/notebook, photographs/biographical information etc.
- j) Be prepared to undergo a drug test if required and sign the NSW drug code.
- k) Submit a medical fitness report taken in the final week prior to departure (i.e. in the last 5 days).
- l) Any medication must be advised immediately so as it can be checked with the banned list.

5.3 Coaches

The coach shall (with the assistance of the other appointed Team Coaches):

- a) Communicate with the Team Manager and request advice on training schedules and other items related to fitness and performance prior to departure;
- b) Liaise with the Team competitor's personal coach if appropriate and endeavor to obtain the necessary information to ensure the athlete is able to achieve their personal best;
- c) Establish an appropriate training program for the duration of the tour;
- d) Arrange, in conjunction with the Team Manager through Sports Medicine, any fitness testing necessary before departure;
- e) While on tour, the coach with the other officials is responsible for the gymnasts' well-being – physical, mental, and emotional, their program, training, recreation, sleeping and meals;
- f) Supervise training, personal appearances, eating habits/diet, conducive to competition performance;
- g) Ensure a good Team spirit so that all gymnasts may participate and perform to their personal best;
- h) Consult with the Team Manager on all matters and specifically on any problems with Team Members;
- i) Prepare a written report on the tour and submit it to the Team Manager;
- j) Delegate the necessary responsibilities to the Assistant Coaches as appropriate;
- k) Ensure a full first aid/trainer's kit is carried;
- l) Responsible for carrying sound system, cassettes/CD's and appropriate electronic equipment if necessary;

- m) Is responsible for submitting the order of work in accordance with the regulations. This will be determined in consultation with other Team Coaches and Team Manager.

5.4 Team Delegate

- a) Represent the State Association;
- b) Be the spokesperson on State policy;
- c) Speak (or delegate responsibility) at social events and exchange gifts with the appropriate person of the other Delegation (if required or appropriate);
- d) Organise State representation at all Tour meetings and subsequent reports;
- e) For official functions where invitations are limited, establish the priority order of officials to represent their State. If a problem occurs, final selection will be the responsibility of the Team Manager. This is to include such things as social events, coaches meetings, medical symposia, clinics etc.
- f) Prior to departure, brief the Team Coaches concerning the composition and purpose of the Tour. Briefings are to include information on:
 - * Protocol
 - * Emergencies
 - * Line of communication
 - * Responsibility

5.5 Team Manager

- a) Be responsible to the State Association for the management and control of the Gymnastic Team representing their State from time of assembly until the final team activity.
- b) Be required to present to the State Association a detailed report and statement of account covering the contingency funds and the full activities of the Team during the period of his/her administration. A confidential Report on personnel may be given to the President or Executive Director.
- c) Be totally responsible for discipline and immediately report to the State Association any serious breaches of discipline or misconduct by any member of the Team;
- d) Define guidelines for, but not limited to Dress of the team, Luggage taken, Behavior.
- e) While away provide all information and communicate with all members of the Team and set meeting times for the Team that will be appropriate with the schedule;
- f) Collect any valuables that the Team wishes to entrust, e.g. jewellery, money, approved medicines, etc;
- g) Maintain all medical documentation and accompany (or delegate appropriate team member) any Team Member for necessary attention for dental, medical, hospital or drug testing;

- h) Ensure Team and individual photographs (or appropriate photographs) have been taken;
- i) Adjudicate any problems that may arise amongst the gymnasts, officials, or supporters;
- j) Consult with the Team Manager on State policy, hospitality, meetings or problems with Team Personnel or State supporters;
- k) Liaise with the State Office concerning itinerary, contingency, uniform, general organisation;
- l) Together with the other Officials ensure that the tour is a harmonious event with the combination of team spirit, good health and best environment for optimum performance.

6. PROCESS

6.1 Application

The nomination forms for positions on the GNSW Performance Team will be published on the Gymnastics NSW website for all positions. Candidates seeking selection onto the Team should complete all sections of the application form and return it to the respective Sports Program Manager prior to the forms due date. The due date will be published on the form. Gymnastics NSW will confirm receipt of the application form by email.

6.2 Stage 1 – Selection Committee

Following close of applications the Sports Program Manager will provide the Selection Committee with a list of all applicants. Pursuant to the eligibility criteria, selection criteria and Selection Committee clauses below, the Selection Committee shall provide the Board of Management with a list of proposed touring team members for final ratification.

6.3 Stage 2 – Ratification by the Board of Management

Pursuant to clause 10 the Board of Management shall ratify, or not ratify the proposed team.

7. ELIGIBILITY

7.1 To be eligible for selection on the GNSW Performance Team all team members:

- a) Must be registered financial members of GNSW.
- b) Must be 18 years or over at the time of nomination.
- c) Previous experience participating in State or National Gymfest desirable but not essential.
- d) Coaches must have previous experience in Coordinating a State or National Gymfest.
- e) Attendance at an International Gymfest desirable but not essential.
- f) must have no outstanding financial obligations to GNSW.

- g) must not be subject to any disciplinary action or the investigation of a disciplinary action.
- h) must complete the Prohibited Employment Documentation by declaring that they are not a 'Prohibited Person'.

7.2 Athletes

In addition to the requirements within clause 7.1 athletes must be medically fit for competition and overseas travel. This is verified by the submission of the required 'Musculoskeletal form' prior to going on tour.

7.3 Coaches

In addition to the requirements within clause 7.1 coaches must hold the minimum coaching accreditation required to coach the athletes selected in the GNSW Representative Team. Please contact the GG SPM for further details.

- 7.4 Only individuals that satisfy all eligibility criteria will be eligible to be considered by the Selection Committee for selection onto a NSW Touring Team.

8. SELECTION CRITERIA

8.1.1 Athletes

Only athletes that satisfy all eligibility criteria will be eligible for selection onto GNSW Performance team.

- a. Must be 18 years or over at the time of nomination.
- b. Participation as a team member with in the last 4 years in one of the following events desirable but not essential:
 - 1. GNSW Festival Gymnastics
 - 2. GA Aussie Gymfest
- c. Participation in an International Gymfest desirable but not essential.
- d. must be able to attend all training sessions.
- e. a maximum of 2 athletes per club will be selected, if vacancies then exist a second selection round will take place until the team limit is met.

8.2 Coaches

When selecting the GNSW Performance Team Coaches the Selection Committee will consider:

- a) Whether the applicant has satisfied all of the eligibility criteria.
- b) Previous experience on a NSW State Team.
- c) The number of coaches permitted at an International Event.
- d) Compatibility with other state team members.
- e) Whether the applicant has a C-Class drivers license.
- f) Behavior at previous state and national events.

8.3 Team Manager

When selecting the GNSW Performance Team Manager the Selection Committee will consider:

- a) All of the selection criteria for team coaches in 8.2
- a) Demonstrated ability or previous experience as a Team Manager.
- b) Whether the candidate has the qualities of empathy, patience and initiative
- c) The candidates ability to manage a number of tasks at once.
- d) Demonstrated leadership ability.
- e) Any additional qualifications and/or skills that may contribute towards a successful teams experience.

9. STAGE 1 - SELECTION COMMITTEE

9.1 Terms of Reference

The Selection Committee is responsible for selecting, pending final ratification by the Board of Management, the NSW State Team for their respective discipline.

9.2 Membership

The membership of the Selection Committee shall consist of GNSW General Gymnastics Sports Program Manager, GNSW Development Manager, GG SMC Technical Director & Team Manager and/or Coach.

9.3 Quorum

The quorum for meetings of the Committee shall be congruent to the quorum required for the conduct of the respective Sports Management Committee.

9.4 Selection

The selection of the Team shall be by majority vote. In the event of a tied vote the meeting chair shall have the casting vote. Candidates that do not meet the eligibility criteria will not be selected onto a Team. When selecting the Team the Selection Committee shall refer to the selection criteria in clause 8.

9.5 Referral to Board of Management

When the Sports Management Committee has agreed upon the final Performance Team, the list of team members must be provided to the Board of management for final ratification. The successful candidates must not be advised of selection until ratified by the Board.

10. STAGE 2 - BOARD OF MANAGEMENT

10.1 Terms of Reference

The Board of Management is responsible for ratifying the state team referred to it by the Selection Committee in clause 9.5.

10.2 Membership and Quorum

The membership and quorum of the Board of Management is defined within the Constitution of the NSW Gymnastic Association Inc.

10.3 Ratification

Teams referred to the Board of Management shall be ratified by majority vote of the members present at the meeting. Once ratified the team shall be announced and members notified in accordance with clause 11.

10.4 Refusal to ratify

The Board of Management may refuse to ratify one or more people from selection onto a state team on one or more of the following grounds:

- a) The candidate does not meet the eligibility criteria.
- b) The candidate has previously brought the sport into disrepute or has acted in a way that a reasonable person would think would bring the sport into disrepute.
- c) Failure to comply with Gymnastics NSW Policies and Procedure.

10.5 Notification

If all candidates are ratified by the Board of Management the Technical Director of the respective SMC shall be notified by email by the Chief Executive. If a candidate is not ratified by the Board of Management the Chief Executive shall notify the Technical Director from the respective SMC by email as soon as practicable following the decision. The email shall include the Boards reason for its decision.

10.6 Appeals against decisions of the Board of Management

Appeals against a refusal by the board to ratify an individual should be made pursuant to the Grievance Policy.

11. ANNOUNCEMENTS/ TEAM NOTIFICATION

For expedience the Sports Management Committee for each gym sport will announce the preliminary touring team as soon as practicable following the final selection.

The Sports Management Committee shall announce the final team, following ratification by the Board of Management.

12. TEAM & TRAVEL EXPENSES

All outstanding team related expenses, and any other outstanding money owed to Gymnastics NSW by a Team Member must be paid at least seven days prior to the commencement of the Performance Team. Payment arrangements may be made in exceptional circumstances only. Team Members with outstanding debts to Gymnastics NSW 7 days prior to going into camp may be withdrawn from the Tour by the Chief Executive unless prior arrangements have been made. Please refer to the Gymnastics NSW 'Finance Policy' for further information.

13. APPEALS POLICY & PROCESS

Please refer to the Gymnastics NSW Grievance Policy.

14. POLICY PROMOTION

This policy will be made available to all members via the GNSW website at www.gymnsw.org.au and through the annual yearbook, or its equivalent publication.

This policy will be communicated to all staff members, board members, sports management committee members, and regional committees annually.

15. REVIEW

This policy will be reviewed by the GNSW board of management prior to the commencement of every calendar year.

16. ADDITIONS OR AMENDMENTS

In addition to the annual review of this policy recommended changes to the policy may be submitted to the GNSW Board of Management for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.



Gymnastics
New South Wales

GYMNASTICS NSW 2010/2011 GNSW Performance Team

Application Form

Please tick the position you would like to nominate for:

Coach Team Athlete

Name: _____

Address: _____

Postcode: _____

Contact Phone numbers (h) _____ (W) _____

Mobile: _____ email: _____

Nominees Signature: _____ Date: _____

Are you a past or present Gymnasts/Coach? _____

How long have you been involved in Gymnastics _____

Have you attended a Gymfest before? _____

If so please state National or International event attended: _____

What did you gain from this experience? _____

Why would you like to tour overseas?

What do you hope to achieve from participating in this tour?

Would you be interested in assisting coordinating an International Gymfest in NSW?

Any further supporting information

**Note: Nominated persons must be current registered members of
Gymnastics NSW and over the age of 18 at time of tour.**

Athlete Closing Date: Tuesday 30th March 2010

Coach Closing Date: Tuesday 12th March 2010

Post Application to GNSW PO Box 190 Nth Strathfield NSW 2137 or

Fax to Development Officer 02 8116 4114