



Gymnastics
New South Wales

Gymnastics NSW

SELECTION POLICY

POLICY NAME:	Gymnastics NSW Selection Policy
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1. Introduction

The selection onto a GNSW state team is a prestigious honour that only a handful of athletes and officials are recognised with each year. To ensure the best possible performance at the National Championships, and to provide a transparent decision making process, Gymnastics NSW (GNSW) has developed this policy. It should be used in conjunction with the sport specific criteria set out by each Gymsport Committee which may be found in the Technical Handbook of the respective gymsport.

2. Statement of Principle

GNSW is committed to the fair and transparent selection of team members and to ensure the health, safety and welfare of all children within its control.

3. Scope

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

4. Related Documents

Related Gymnastics NSW policy documents include:

Gymnastics NSW Constitution;

- Discipline Policy
- Grievance Policy
- Workplace Health and Safety Policy
- Member Protection Policy
- Drug and Alcohol Management Policy
- Child Safe and Child Friendly Policy
- Privacy Policy
- Team Member Position Descriptions
- Child Protection Strategy and associated Guidelines

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

5. Team Personnel

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

- Head of Delegation
- Team Manager – GNSW Events and Sport Development Officer
- Coaches – NSW Accredited coaches
- Judges – NSW Accredited Judges

- Athletes – Team size and divisions set by Gymnastics Australia (GA)
- Chaperones – The chaperone to athlete ratio will be at least 1:12, one chaperone for every twelve athletes under the age of 18. Chaperones will be appointed for all away trips that include at least one overnight stay.
- Medical Personnel – Position Appointed by GNSW

6. Roles and Responsibilities

6.1 All Team Members must:

- read, understand and comply with all Gymnastics NSW Policies and in particular the 'Drug and Alcohol Management Policy', 'Child Safe and Child Friendly Policy', 'Child Protection Policy', 'Member Protection Policy' and applicable 'Codes of Conduct'. Team Members that have questions regarding the Gymnastics NSW Policies should contact the applicable Events and Sports Development Officer; and
- be an ambassador for the state and always demonstrate the highest levels of sportsmanship; and
- wear the appropriate uniform as instructed by the Team Manager; and
- All Team Members must meet at the designated point of assembly for the commencement of the team tour unless other arrangements have been made with the team manager; and
- stay with the NSW team for the duration of the tour, from the designated time of assembly until the specified point of departure, unless arrangements have been made and sanctioned prior to the tour by the team manager and GNSW; and
- comply with any additional specific roles and responsibilities contained within this policy; and
- pay all outstanding team related expenses plus any other money owed to Gymnastics NSW by the specified due date and no later than 7 days prior to the teams departure, unless previous arrangements have been made with the Gymnastics NSW Finance Officer.

6.2 Athletes

The competitor shall:

- Train and prepare for maximum performance.
- Attempt to achieve their personal best in competition
- Carry out the instructions of the Coach, Manager and Head of Delegation or those who are in authority at all times.
- Return appropriate information forms, deposits and other necessary documentation within the required timeframe, to the GNSW Office, as required, so that administration, competition entries, uniform and ticketing requirements can be met.
- 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.
- Respond to all instructions regarding meetings, functions and at any other time during the team experience.
- 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.
- Maintain appropriate eating habits/diet and maintain acceptable standards of personal hygiene and appearance.

- i) Carry all necessary personal effects for performances, i.e. competition music (USB and CD's), tape for strapping, hand guards, equipment, training diary/notebook, photographs/biographical information etc.
- j) Be prepared to undergo a drug test if required and sign the NSW drug code.
- k) Have a medical fitness report completed by the designated team medical officer at state team training and submit any changes to medical status or medical fitness reports as may be required following the screening and prior to the tour.
- l) Any medication must be advised immediately.

6.3 Coaches

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

- a) Communicate with the Team Manager and be aware of training schedules and competition timetables, athletes and team structure and other items related to fitness and performance prior to departure;
- b) Liaise with the coaches of all Team competitors and the head coach, including the competitors personal coach if appropriate, and endeavour to obtain the necessary information to ensure all athletes are 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) Have a willingness to assist with supervisory and chaperoning duties as required by the team management;
- g) Attend all meetings as required by the team management;
- h) Follow all directions and instructions provided by the team management and in team meetings;
- i) Ensure, in conjunction with the Team Management that athletes have access to and seek medical and physiotherapy treatment as required;
- j) Supervise training, personal appearances, eating habits/diet, conducive to competition performance;
- k) Ensure a good Team spirit so that all gymnasts may participate and perform to their personal best;
- l) Work cooperatively and communicate with NSW team management, coaches, judges, chaperones, officials and athletes in the interest of the NSW State Team;
- m) Consult with the Team Manager on all matters and specifically on any problems with Team Members;
- n) Support the NSW team;
- o) Be prepared to provide a report, or assist the Head Coach produce a report on the tour and submit it to the Team Manager;
- p) Ensure a full first aid/trainer's kit is carried;
- q) Responsible for carrying sound system, USB/iPod/CD's and appropriate electronic equipment if necessary;
- r) Is responsible for assisting in developing and submitting the order of work in accordance with the regulations. This will be determined in consultation with other Team Coaches, Head Coach and Team Manager.

6.4 Judges

The Judge shall:

- a) Represent their State by impartial judging at all times;
- b) Assist the Team Manager and the team wherever possible and when requested, including performing supervisory and chaperoning duties as may be required by the team;
- c) Attend all meetings as required by the team management;
- d) Follow all directions and instructions provided by the team management and in team meetings;
- e) Be expert and appropriately qualified in judging and assist the Coach on request by being present at training sessions to mark and evaluate exercises;
- f) Attend and report on Judging conferences, meetings etc. and keep the Manager, Coach and Team informed, particularly on any factors that could improve or affect their performance;
- g) Consult with the Team Manager on all matters and specifically if there are any problems perceived or otherwise with other team members;
- h) Work cooperatively and communicate with NSW team management, coaches, judges, chaperones, officials and athletes in the interest of the NSW State Team;
- i) Support the NSW team;
- j) Be prepared to provide a report, or assist the Team Judge / State Judging Coordinator produce a report for submission to the Team Manager and State Judging Coordinator specifically related to assist judging development in their State as well as improve Team performance;
- k) If qualified to coach, assist the team coaches when requested.

6.5 The Head of Delegation

- 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 GA 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 Head of Delegation. This is to include such things as social events, coaches meetings, medical symposia, clinics etc.
- f) Prior to departure, brief the Team Manager concerning the composition and purpose of the Tour. Briefings are to include information on:
 - * Protocol
 - * Emergencies
 - * Line of communication
 - * Responsibility
- g) Support the team management;
- h) Assist the team manager in the management and control of the Gymnastic Team representing their State from time of assembly until the final team activity.
- i) 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;
- j) Adjudicate in conjunction with the team manager any problems that may arise amongst the gymnasts, officials, or supporters;
- k) Be totally responsible for discipline and immediately report to the State ESDO, the GNSW Events and Sports Program Manager or State Association should any serious breaches of discipline or misconduct occur by any member of the team;
- l) Liaise with the State Office concerning itinerary, uniform and general organization;

- m) Together with the other team officials ensure that the tour is a harmonious event with the combination of team spirit, good health and best environment conducive to optimal performance;
- n) Read, understand and comply with all relevant Gymnastics NSW policy and procedures, with particular emphasis upon the Gymnastics NSW Member Protection & Child Protection Policies, including the Role Specific responsibilities and Codes of Conduct.

6.6 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) Work in conjunction with the Head of Delegation to adjudicate any problems that may arise amongst the gymnasts, officials, or supporters;
- d) Assist with the managing of any serious breaches of discipline or misconduct by any member of the Team;
- e) Define guidelines for, but not limited to Dress of the team, Luggage taken, Behaviour of all State Team Members;
- f) 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;
- g) Conduct all team meetings with chaperones, coaches, officials and athletes;
- h) Collect any valuables that the Team wishes to entrust, e.g. jewellery, money, approved medicines, etc;
- i) Maintain all medical documentation and accompany (or delegate appropriate team member) any Team Member for necessary attention for dental, medical, hospital or drug testing;
- j) Ensure Team and individual photographs (or appropriate photographs) have been taken;
- k) Consult with the Head of Delegation on State policy, hospitality, meetings or problems with Team Personnel or State supporters;
- l) Develop, schedule and make arrangements for all aspects of the tour including, but not limited to, itinerary, contingency, uniform, general organisation;
- m) Coordinate all team logistics;
- n) Schedule and arrange all timetables for all team members;
- o) Delegate the necessary responsibilities to the suitable team members as appropriate;
- p) Assign an appropriately suitable official to accompany any athlete for drug testing in the event that their personal coach is not in attendance;
- q) Liaise with State Association Office and Gymnastics Australia, including event staff, on any matter arising that requires attention
- r) 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.

6.7 Chaperones

- a) Assist the Team Manager as required and requested.
- b) Be prepared to carry out any duties, including but not limited to
 - i. Shopping for team requirements including groceries, snacks, activities, medications etc.

- ii. ensure the schedule is followed, for example, curfews, meal times, training sessions;
 - iii. organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and clear up;
 - iv. enforce the rules and report any infraction of the GNSW Code of Conduct or Member Protection Policy;
 - v. Athlete wake-up calls;
 - vi. Room checks and inspections;
 - vii. Ensuring athletes are in bed and going to sleep each night
 - viii. Drive a vehicle as required by the team;
 - ix. Entertain the athletes;
 - x. Get athletes prepared for competition, i.e. ensure Gymnasts and Coaches have all necessary “gear” for Training and Competition – BEFORE leaving accommodation.
 - xi. accompany an injured or ill athlete who needs medical attention;
 - xii. Hair and make-up as required by young athletes;
 - xiii. Run errands;
 - xiv. Attend to sick children;
 - xv. Assist with washing and cleaning as required by the team;
 - xvi. General supervision;
- c) handle any emergencies with common sense and according to the GNSW codes and guidelines. Chaperones need to familiarise themselves with all relevant Gymnastics NSW policy and procedures, with particular emphasis upon the Gymnastics NSW Member Protection & Child Protection Policies, including the Role Specific responsibilities and Codes of Conduct;
- d) make sure other relevant procedures and policies are adhered to, for example, Signing-In and Signing-Out athletes.
- e) help supervise travel schedules and travel logistics;
- f) not consume any alcoholic beverages whilst on chaperone duty;
- g) safeguard the athletes tickets, keys, valuables and money when appropriate;
- h) maintain a contact list of key people, such as managers, coaches, parents, emergency;
- i) Look after the wellbeing of the athletes;
- j) Be aware of all medical and dietary requirements;
- k) Attend all meetings as required by the team management;
- l) Follow all directions and instructions provided by the team management and in team meetings;
- m) work cooperatively with team officials, including coaches and managers;
- n) Maintain a nurturing environment at the team camp and assist to provide a relaxed “home” for the Gymnasts and other Team members;
- o) Be professional and approachable;
- p) Know where the athletes are at all times;
- q) Should not interfere with Training or Competition, and must understand that they possibly may not be able to attend any training sessions, or competition, due to the commitments of this position.
- r) Work cooperatively and communicate with NSW team management, coaches, judges, chaperones, officials and athletes in the interest of the NSW State Team;
- s) Support the NSW team.

7. Process

7.1 Application

The nomination forms for positions on the NSW State Teams will be published on the Gymnastics NSW website early in each year for all positions except state team athletes. Candidates seeking selection onto a State Team should complete all sections of the application form and return it to the respective Events and Sport Development Officer prior to the forms due date. The due date will be published on the form.

7.2 Stage 1 – Selection Committee

Following close of applications the Events and Sport Development Officer will provide the gymnsport 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 state team members for final ratification.

7.3 Stage 2 – Ratification by the Board of Management

Pursuant to clause 11 the Board of Management shall ratify, or not ratify the proposed team.

8. Eligibility

8.1 To be eligible for selection on a NSW State Team all team members:

- a) must be registered financial members of GNSW.
- b) must have no outstanding financial obligations to GNSW, in order to take part in the event.
- c) must not be subject to any disciplinary action or the investigation of a disciplinary action.
- d) must hold a current and valid NSW Working With Children Check number, if over 18 years of age, and must provide this number along with their date of birth for all numbers to be verified.

8.2 Athletes

In addition to the requirements within clause 7.1 athletes must be medically fit for National Competition and Interstate travel. This is verified by the submission of the required 'Musculoskeletal form' prior to going into camp.

8.3 Coaches

In addition to the requirements within clause 8.1 coaches must hold the minimum coaching accreditation required to coach the athletes selected in the GNSW Representative Team. Please contact the discipline ESDO for further details.

8.4 Judges

In addition to the requirements within clause 8.1 judges must hold the minimum judging accreditation according to the level of competition.

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

9. Selection Criteria

9.1 Athletes

The selection criteria for State Team athletes can be found in the respective Gymsport Technical Handbook. Only athletes that satisfy all eligibility criteria will be eligible for selection onto a state team.

9.2 Coaches and Judges

When selecting the State Team Coaches and Judges 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 and judges from NSW permitted on the floor at the competition.
- d) Compatibility with other state team members.
- e) Whether the applicant has a C-Class driver's license.
- f) Behaviour at previous state and national events.
- g) Whether the applicant has attended the state team training days.

9.3 Chaperones

When selecting State Team Chaperones the Selection Committee will consider:

- a) All of the selection criteria for a state team coach or judge except 9.2.c
- b) Demonstrated ability or previous experience as a chaperone
- c) Whether the candidate has the qualities of empathy, patience and initiative
- d) The candidates' ability to manage a number of tasks at once.
- e) Any additional qualifications and/or skills that may contribute towards a successful teams experience.

These supervision guidelines provide minimum requirements for chaperone-gymnast ratios. GNSW may need to enhance these measures to ensure gymnast safety.

To ensure appropriate and effective levels of supervision, state team planning should take into account:

- the experience, qualifications and skills of staff and volunteers
- the age, maturity, physical characteristics and gender of the team
- the ability and experience of the team
- the size of the group
- the nature and location of the team event
- the activities to be undertaken
- any other relevant factors.

9.4 Team Manager and Head of Delegation

When selecting State Team Head of Delegation and Team Manager the Selection Committee will consider:

- a) All of the selection criteria for a state team coach or judge except 9.2.c
- b) Demonstrated ability or previous experience as a Team Manager or Head of Delegation.
- c) Whether the candidate has the qualities of empathy, patience and initiative
- d) The candidates' ability to manage a number of tasks at once.
- e) Demonstrated leadership ability.
- f) Any additional qualifications and/or skills that may contribute towards a successful teams experience.

10. Stage 1 – Selection Committee

10.1 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.

10.2 Membership

The membership of the Selection Committee shall consist of all members of the Gymsport Committee unless stated otherwise in the respective Technical Handbook.

10.3 Quorum

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

10.4 Selection

The selection of the State 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 State Team. When selecting the State Team the Selection Committee shall refer to the selection criteria in clause 9.

10.5 Referral to Board of Management

When the Gymsport Committee has agreed upon the final state 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.

11. Stage 2 – Board of Management

11.1 Terms of Reference

The Board of Management is responsible for ratifying the state team referred to it by the Selection Committee in clause 10.5.

11.2 Membership and Quorum

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

11.3 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 12.

11.4 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.
- d) Any other reasonably determined reason

11.5 Notification

If all candidates are ratified by the Board of Management the Technical Director of the respective Gymsport Committee 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 Gymsport Committee by email as soon as practicable following the decision. The email shall include the Boards reason for its decision.

11.6 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.

12. Announcements/Team Notification

For expedience the Gymsport Committee for each gymsport will announce the preliminary state team as soon as practicable following the final selection trial.

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

13. Team & Travel Expenses

All outstanding team related expenses, and any other outstanding money owed to Gymnastics NSW by a Team Member must be paid by the specified due date and not less than at least seven days prior to the commencement of the state 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 Team by the Chief Executive unless prior arrangements have been made. Please refer to the Gymnastics NSW 'Finance Policy' for further information.

14. Appeals Policy & Process

Please refer to the Gymnastics NSW Grievance Policy.

15. Policy Promotion

This policy will be made available to all members via the GNSW website at www.gymnsw.org.au.

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

16. Review

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

17. 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.