



# **CALISTHENIC SKILLS SUB-COMMITTEE**

## **RULES**

**Endorsed by CACTI on  
5 August 2002**

# CONTENTS

## *RULES FOR CALISTHENIC SKILLS SUB-COMMITTEE*

CONTENTS PAGE	2.
---------------	----

## *CALISTHENICS SKILLS SUB-COMMITTEE – TERMS OF REFERENCE*

1.	AIM OF THE CALISTHENIC SKILLS SUB-COMMITTEE	3.
2.	ROLE OF CACTI COMMITTEE	3.
3.	REFERENCES	3.
4.	SUB-COMMITTEE MEMBERSHIP	3.
5.	CONVENORS (ADMIN AND COACH)	3.
6.	CLUB DELEGATES	3.
7.	SECRETARY	4.
8.	SUB-COMMITTEE RESPONSIBILITIES	4.
9.	MEETINGS	4.
10.	PREPARATION CLASSES	4.
11.	EXAMINATIONS	4-5.

## *CALISTHENICS SKILLS SUB-COMMITTEE – ADMINISTRATIVE PROCEDURES*

12.	SUB-COMMITTEE RESPONSIBILITIES	5.
13.	DECISIONS DELEGATED TO THE CALISTHENICS SKILLS PROGRAM SUB-COMMITTEE	6.
14.	RECOMMENDATIONS TO BE FORWARDED TO CACTI FOR APPROVAL	6.
15.	EXAMINERS	6.
16.	REPORTING RESPONSIBILITY	6.
17.	CACTI CLASSES	7.
18.	DUTIES OF MEMBERS	7.
19.	CONVENOR (ADMIN)	7.
20.	CONVENOR (COACHING)	7.
21.	SECRETARY	8.
22.	CLUB DELEGATES	8.

## **CALISTHENICS SKILLS SUB-COMMITTEE – TERMS OF REFERENCE**

### **1. AIM OF THE CALISTHENIC SKILLS SUB-COMMITTEE**

The aim of the CACTI Calisthenic Skills Sub-committee is to promote, organise and conduct a calisthenic skills program in the ACT on behalf of CACTI/ACF.

### **2. ROLE OF CACTI COMMITTEE**

- . Appoint the Convenors
- . Provide general support
- . Provide banking, budget and other financial support
- . Provide liaison with the ACF
- . Consider sub-committee recommendations and make appropriate decisions
- . Arbitrate on any dispute between a Club/member and the Sub-committee
- . Exercise any or all of the functions of the Sub-committee.

### **3. REFERENCES**

- . **General** - CACTI Constitution and by-laws
- . **Sub-committee delegation** – CACTI constitution Clause 27
- . **Voting and Decisions** – CACTI constitution Clause 28
- . **Quorum** – more than half the total number of registered clubs.

### **4. SUB-COMMITTEE MEMBERSHIP**

### **5. CONVENORS (ADMIN AND COACH)**

- . The CACTI Committee shall appoint persons, with appropriate experience, to convene a Calisthenic Skills Sub-committee for a designated calendar year.
- . The appointment shall be made in sufficient time to allow the convenors to plan for the events of the designated year.
- . The outgoing sub-committee shall be requested to recommend a convenor for the following calendar year.

### **6. CLUB DELEGATES**

Each CACTI registered club shall be entitled to nominate at least one delegate to represent their club's interests at Calisthenics Skills program sub-committee meetings and co-ordinate their club's obligations to assist with the conduct of CACTI Calisthenics Skills Program.

## 7. SECRETARY

The members of the Sub-committee shall elect a secretary from the Club delegates.

## 8. SUB-COMMITTEE RESPONSIBILITIES

- . Promote, organise and conduct all CACTI Calisthenic skills programs for a designated calendar year on behalf of CACTI.
- . Recommend policy and rules to the CACTI Committee for the fair, safe and orderly conduct of the CACTI Skills Program.
- . To oversee expenditure for the Calisthenic Skills Program and wherever possible work within budget restraints and guidelines as determined by the ACF and CACTI.
- . Make recommendations and decisions as delegated by CACTI and ACF as appropriate.
- . Formulate skills calendar (including schedules of meetings) to be presented at AGM.

## 9. MEETINGS

- . All meetings shall be conducted as prescribed in the CACTI constitution.
- . All meetings shall be held in a place where all Club delegates are free to attend.

## 10. PREPARATION CLASSES

- . In consultation with appropriate persons select dates for preparation classes
- . Book Hall
- . Set cost of class to cover hall hire, Presenter, Administrative costs, supervisor etc.
- . Send information sheet and booking form to Coach and/or club secretary or club delegate
- . Collect payment
- . Allowing the following minimum times for **Prep classes**
  - Test 1 & 2 1 hour
  - Test 3 1.5 hours
  - Grades 1 & 2 1.5 hours
  - Prep 3/Grade 3 1.5 – 2 hours
  - Grade 4 2 hours
  - Medals arrange time suitable to the pupils and the presenter.
- . Advise all participants that Preparation Classes are compulsory.

## 11. EXAMINATIONS

- . In consultation with appropriate persons select dates for examinations.
- . Books halls well in advance.

- . Send information sheet and booking form to coach and/or club secretary or delegate
- . Collect payment.
- . In consultation with appropriate persons appoint Examiners.
- . Give plenty of advance notice to coaches and/or club secretary or delegate regarding examinations.
- . Include procedural document – one copy per candidate when sending out exam timetables.
- . **Exam timetables**
  - allow 30 minutes for Test 1 and 2 with 4 candidates in each
  - allow 30 minutes for each pair of candidates from Test 3 through to Grade 3
  - allow 40 minutes for Grade 4
  - allocate separate exam times for candidates (2 at a time)
  - allow 15 minutes break for Examiners every 2 to 2.5 hours
  - allow 30 minutes meal break if the schedule runs into 2 sessions
  - allow 30 minutes break if a Trainee is scheduled or 45 minutes meal break
- . A supervisor is needed to check candidates in, issue coloured sashes and assessment sheets.
- . Advise candidates they should arrive at the hall at least 30 minutes prior to their scheduled exam time to check in and warm up.
- . Try to ensure halls have a warm up area for candidates.
- . Examiners are provided with a copy of the timetable of Exam numbers only – NO NAMES
- . Give Examiner certificates to sign – do not date.
- . Where practicable, provide examiner with an addressed envelope for the return of assessment papers.
- . Return assessment sheets to the candidate as promptly as possible.
- . Keep a record of all results – enter them in the register/database.
- . Send a photocopy of the results and a copy on disk to the EAB Co-ordinator.
- . Ensure practice halls and examination venues are adequately heated.
- . Ensure candidates are placed in appropriate age groups.

## ***CALISTHENICS SKILLS SUB-COMMITTEE – ADMINISTRATIVE PROCEDURES***

### **12. SUB-COMMITTEE RESPONSIBILITIES**

- . To plan and organise CACTI run classes for interested participants.
- . To plan and organise Prep Classes in consultation with coaches/EAB members or State/Territory Management Committee.
- . To maintain Examination results for State/Territory in accordance with EAB standards/guidelines.

- . To plan and organise Examinations in consultation with coaches/EAB members or State/Territory Management Committee.
- . To contact the EAB Co-ordinator whenever an interstate Examiner is required.
- . Arrange accommodation, transport and refreshments for examiners.
- . Make recommendations and decisions as delegated by CACTI.
- . Set dates and book a suitable venue for the Calisthenic Skills program in the following calendar year.
- . Arrange for Presentation of Skills certificates/medals.

**13. DECISIONS DELEGATED TO THE CALISTHENICS SKILLS PROGRAM SUB-COMMITTEE**

- . Examiners
- . Club Rosters
- . Examinations Timetable

**14. RECOMMENDATIONS TO BE FORWARDED TO CACTI FOR APPROVAL**

- . Calisthenic Skills Program dates
- . Calisthenic Skills Program venues
- . Budgets
- . Setting of Program fees
- . Election of Convenor

The sub-committee should ensure that all matters relating to Calisthenic Skills Program held within the designated year are finalised within two months of completion of the Calisthenic Skills Program of that year.

**15. EXAMINERS**

- . Where an interstate examiner is required, arrange accommodation and transport to and from airport and to and from exam venue.
- . Provide hospitality, where appropriate, during her stay.
- . Provide payment at completion of appointment.

**16. REPORTING RESPONSIBILITY**

- . A copy of the minutes of each Calisthenic Skills Program Sub-committee meeting shall be forwarded to the CACTI Secretary not later than fourteen (14) days after each meeting.
- . The Convenor of the Calisthenic Skills Program Sub-committee shall submit a written report to CACTI committee meetings.

- . The Convenor shall prepare a written report to be tabled at the CACTI Annual General Meeting following each calendar year in office.
- . Convenor to inform club delegates of any girls who did not qualify. The club delegate is to be directed to inform relevant club coach.
- . Convenor to inform club delegate of exam results.
- . A debriefing session to be held with coaches prior to results being sent to candidates.

#### **17. CACTI CLASSES**

- . Where there is sufficient numbers to conduct CACTI based classes, organise classes as appropriate for both North side and South side participants.
- . Assign coaches, with relevant experience, to conduct these classes.

#### **18. DUTIES OF MEMBERS**

#### **19. CONVENOR (ADMIN)**

- . Convene the sub-committee and call meeting as required – (the convenor shall chair all meetings at which he/she is present).
- . Ensure all Sub-committee recommendations and decisions in writing to the CACTI Committee
- . Liaise with the CACTI Committee through the Secretary on matters relating to CACTI Calisthenic Skills and dissemination of information and reports to the CACTI Committee.
- . Liaise with other CACTI Sub-committees on matters of mutual interest.
- . Roster club delegates to be present at all skills classes.
- . Provide advice to the Calisthenic skills sub-committee for the following calendar year.
- . Act as contact for all matters pertaining to examiners.
- . Provide written reports to CACTI as required.
- . In consultation with CACTI Treasurer prepare budget estimates for following year.
- . Liaise with Competition Sub-committee Convenor to arrange appropriate time for presentation of Skills Certificates/medals.
- . Public presentation of certificates/medals at November comps.

#### **20. CONVENOR (COACHING)**

- . Attend all sub-committee meetings.
- . Call special meetings of coaches to ensure all coaches have necessary understanding of syllabus and program.

- . Appoint coaches, with relevant experience, to conduct classes, including Prep classes.
- . Act as contact for all matters pertaining to coaches.
- . Provide advice to the Calisthenic skills Coaching Convenor for the following calendar year.
- . Provide written reports to CACTI as required.

**21. SECRETARY**

- . Maintain minutes of all Calisthenics Skills sub-committee meetings.
- . Provide safe custody for all documents relating to Calisthenic Skills sub-committee business.
- . Distribute Calisthenic Skills sub-committee documents to its members and provide copies of the minutes of sub-committee meetings to the Secretary of CACTI within 14 days of the meeting.
- . Assist the convenor with the administration of Calisthenic Skills Sub-committee business.

**22. CLUB DELEGATES**

- . Assist with the promotion and conduct of CACTI Calisthenic Skills Program at Club and community levels.
- . At least one delegate is required from each club to represent their club on all Calisthenic Skills sub-committee matters.
- . Attend all sub-committee matters.
- . Attend Skills classes as rostered by Convenor.