

# CALISTHENICS ACT



## **COMPETITION PROTOCOLS**

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## 1. OPERATIONAL AND ADMINISTRATION PROCEDURES

### 1.1. COMPETITION AUTHORITY

- a. The Competition Sub-Committee is the administrative and interpretative body of competitions in the ACT. Decisions made by the Competition Sub-Committee in these roles shall be final.
- b. All entries are received subject to this proviso, and shall not be subject to any appeal at Law.

### 1.2. DECISIONS DELEGATED TO THE COMPETITION SUB-COMMITTEE

- a. Selection of Adjudicators
- b. Writers for Adjudicators at competition
- c. Theatre Etiquette
- d. Club Rosters
- e. Delegate Rosters
- f. Competition Draws
- g. Trophies and Awards
- h. Decisions pertaining to competition protocols
- i. Competition dates
- j. Competition venue/s
- k. Theatre admission
- l. Club Championship guidelines

### 1.3. AIM OF THE COMPETITION SUB-COMMITTEE

The aim of the Calisthenics ACT Competition Sub-Committee is to organise and conduct calisthenic competitions in the ACT on behalf of Calisthenics ACT.

### 1.4. ROLE OF CALISTHENICS ACT COUNCIL

- a. Provide general support
- b. Consider Competition Sub-committee recommendations and make appropriate decisions
- c. Arbitrate on any dispute between a Club and the Sub-committee
- d. Exercise any or all of the functions of the Sub-committee.
- e. Approve Competition Budget

### 1.5. REFERENCES

- a. General – Calisthenics ACT Constitution
- b. Sub-committee delegated authority – Constitution
- c. Quorum – more than half the total number of registered clubs

### 1.6. SUB-COMMITTEE MEMBERSHIP

Director	Calisthenics ACT Council delegates shall elect a person/s, with appropriate experience, to convene a Competition Sub-Committee for the period as defined in the Constitution. There may be two people who will act in an equal capacity sharing the role as co-directors.
Club Delegates	Each Calisthenics ACT registered club is required to nominate two delegates to represent their club's interests at competition sub-committee meetings and co-ordinate their club's obligations to assist with the conduct of Calisthenics ACT Competitions. Delegates are eligible to nominate for sub-committee Coordinator roles (as outlined in 1.7)

Independents	Individuals may apply to the Director of Competitions to sit on the sub-committee. Independents are eligible to nominate for sub-committee Co-ordinator roles (as outlined in 1.7)
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### 1.7. SUB-COMMITTEE RESPONSIBILITIES AND ROLES

Director	Chair sub-committee meetings and ensure all sub-committee recommendations and decisions are forwarded to Calisthenics ACT. Co-ordinate the organisation and management of the Calisthenics ACT Competitions. Ensure draws for competitions are conducted fairly and equitably. Provide reports as required. For full duty statement refer to Appendix 1.
Secretariat	The Calisthenics ACT Secretary will be responsible for recording and distributing Minutes of the competition sub-committee meetings, preparing agendas for meetings, calling for agenda items and booking meeting venues. For full duty statement refer to Appendix 1.
Financial	The Calisthenics ACT Treasurer will be responsible for budget preparation (in conjunction with the Director), maintaining income and expenditure records, payment of accounts, organising float for competitions, managing competition entry payments and reimbursements, and maintaining expenditure within budget. For full duty statement refer to Appendix 1.
Club Delegates	Represent respective clubs at meetings and be available to perform all competition duties ranging from Stage Manager, Assistant Stage Manager, timekeeping, recording performances, music collation, ticket box, door duties and Chairperson duties. At least one delegate from each club must attend bump in at the theatre prior to competitions (times will be determined by Director) and bump out at the conclusion of each competition.

#### Sub-committee Co-ordinators

IT Co-ordinator	Responsible for the management, administration and maintenance of competition technology and equipment; organising technology bump-in and bump-out at all competitions and managing technology at all competitions. For full duty statement refer to Appendix 1.
Music Co-ordinator	Responsible for collecting, collating and compiling music/DLP files for all competitions and liaising with coaches regarding music/DLP files. For full duty statement refer to Appendix 1.
Lighting Co-ordinator	Responsible for collecting, collating and compiling lighting files for all competitions and liaising with coaches regarding lighting files. For full duty statement refer to Appendix 1.
Trophy & Photographer Co-ordinator	Responsible for ordering and managing trophies, sashes, ribbons and medals for all competitions and booking and managing photographer for Championship Solo Competition. For full duty statement refer to Appendix 1.
Adjudicator Liaison	Responsible for organising and managing adjudicator flights, accommodation, catering and transport. For full duty statement refer to Appendix 1.
Bump-In Co-ordinator	Responsible for managing all competition bump-ins and bump-outs. For full duty statement refer to Appendix 1.

- a. Organise and conduct competitions for a designated calendar year on behalf of Calisthenics ACT.
- b. Assist in the running of the Calisthenics ACT Showcase particularly in all matters relating to theatre and duty rosters.
- c. Recommend policy and rules to the Calisthenics ACT Council for the fair, safe and orderly conduct of Calisthenics ACT Competitions
- d. Conduct all Calisthenics ACT Competitions in a manner that minimises the possibility of financial loss.
- e. Make recommendations and decisions as delegated by Calisthenics ACT.
- f. Liaise with the Calisthenics ACT Registrar (and other States Registrars as necessary) and Coaches Registrar to ensure all coaches and participants are correctly registered.

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### 1.8. ELECTION OF SUB-COMMITTEE MEMBERS

- a. The Director of Competitions, Treasurer & Secretary will be elected by Calisthenics ACT Council – as per the Calisthenics ACT Constitution.
- b. Delegates will be elected by their respective clubs.
- c. Sub-Committee Co-ordinators will be elected by the Competition Sub-Committee during the first sub-committee meeting held after the Calisthenics ACT AGM.
- d. Nominations for sub-committee Co-ordinators
  - i. Must be made in writing to the Director of Competitions prior to the first sub-committee meeting held after the Calisthenics ACT AGM
  - ii. If no nominations are received prior to the meeting nominations may be accepted from the floor.
- e. Sub-Committee Co-ordinators, subject to the rules of the Calisthenics ACT Constitution and these protocols, hold the position for two years from election and are eligible for re-election for two (2) further 2-year terms.
  - i. Sub-Committee Co-ordinators may be re-appointed for a fourth and final 2-year term in the same position provided:
    1. There are no other nominations for the position at the relevant sub-committee meeting and
    2. A majority of sub-committee members present who are eligible to vote (as per these protocols) consent to the appointment.
- f. For each 2-year interval, three (3) sub-committee Co-ordinators shall be elected in odd years (IT Co-ordinator, Lighting Co-ordinator & Bump-In Co-ordinator), and three (3) sub-committee Co-ordinators shall be elected in even years (Music Co-ordinator, Trophy & Photography Co-ordinator & Adjudicator Liaison).
- g. In the event of a vacancy the sub-committee may appoint a person to fill the vacancy and the person so appointed shall hold that position, subject to these protocols, until after the next Calisthenics ACT AGM.
- h. The sub-committee in a general meeting may by resolution subject to section 50 of the Association Incorporation ACT 1991 or subsequent legislation and the Calisthenics ACT Constitution remove any Co-ordinator from office of the sub-committee before the expiration of the member's term of office.

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### 1.9. MEETINGS

All meetings shall be conducted as required to ensure effective organisation and planning for the smooth running of competitions throughout the year. They shall be held in a place where all club delegates are free to attend. It is recommended to convene meetings in February, March, April, June and August to prepare for competitions with a final meeting in September to debrief on the year's operations. More than half the total number of eligible voting members shall constitute a quorum for the transaction of competition business.

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### 1.10. VOTING AND DECISIONS

Questions/issues arising at any meeting of the Competition Sub-Committee shall be decided by a majority of votes and the determination of a majority of delegates present and entitled to vote. Each club is entitled to one vote. Where a vote is required/called for it shall be decided by a simple majority on a show of hands. Abstention from voting will not be counted in the total vote. For example, with seven (7) clubs eligible to vote and one club abstaining then the majority will be determined out of the remaining six (6) votes. In the event the voting results in equal tallies the Director of Competitions, in consultation with the Board, will have the deciding vote.

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### 1.11. REPORTING RESPONSIBILITY

- a. A copy of the minutes of each Competition Sub-committee meeting submitted to next Calisthenics ACT Meeting (Council and/or Board)
- b. A written report shall be submitted to Calisthenics ACT general meetings
- c. Director to prepare written competition report for inclusion in the Annual Report to be tabled at the AGM.
- d. The sub-committee should ensure that all matters relating to competitions held within the designated year are finalised within two (2) months after the last competition of the year.

## 2. COMPETITIONS - GENERAL

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### 2.1. COMPETITION DATES

- a. Dates will be advised to clubs no later than 31 December in the year preceding competition.

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### 2.2. COMPETITION ENTRY

- a. Entry forms must be completed in full and submitted by the advised closing date.
- b. Entries to Calisthenics ACT's preliminary competitions are open to registered competitors from all states. However only ACT and NSW registered competitors are eligible to enter Calisthenics ACT's Championship Solos/Duos and Teams competitions.
- c. Clubs and / or Coaches must submit the Technical Requirements Sheet by the closing dates as advised.
- d. Entry fees must be paid in full by the advised closing date.
- e. Payment for Solos/Duos not received by the due date will incur a late fee of 50% and entry to the competition may be rejected.
- f. Payment for Team entries not received by the due date will incur a late fee of \$50 per age-group.
- g. Amendments to entries must be provided to the Director of Competitions not later than one hour prior to commencement of the section.
- h. The Competition Sub-Committee reserves the right to cancel any item if only one entry is received.
- i. Withdrawal of teams/soloist within ten (10) days of the relevant competition will forfeit all entry fees.

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### 2.3. RECORDING/BROADCASTING

Calisthenics ACT reserves the right to record, broadcast or telecast any items or sections of competition.

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### 2.4. COPYRIGHT

Calisthenics ACT will not be liable for any copyright infringement by a competitor or coach.

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### 2.5. COMPETING WITH A KNOWN INJURY

- a. An Indemnity form is available on the Calisthenics ACT website
- b. A competitor with a known current injury must submit their completed indemnity form to the Director of Competitions prior to the commencement of their section.
- c. A certificate from a registered medical practitioner should accompany the Indemnity form. If this certificate is not supplied participation in the competition may be denied by the Director of Competitions.

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### 2.6. SIDE STAGE ASSISTANCE

- a. Three (3) persons may be side stage.
- b. A Club may apply to the Director of Competitions for consideration if additional persons are required.

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### 2.7. COMPETITION DAY

- a. Coaches and cadets must carry proof of current coach, cadet or class assistant registration at all times for entry to side stage.
- b. Competitors are not permitted on the stage area prior to the commencement of the competition day
- c. Competitors will have a maximum of 2 calls from the Stage Manager to present at the stage door prior to performance. If the competitor/s are not at the stage door by this call they may forfeit their entry in that item.
- d. If there is an apparent problem after the first call from the Stage Manager, a coach or team manager is to report to the Green Room immediately and the Director of Competitions will determine if an appearance delay is warranted.
- e. As soon as feasible, at the conclusion of a section, critiques and performance recordings will be distributed to

coaches.

- f. All backstage personnel (including coaches, cadets, class assistants, team management, competition sub-committee members and volunteers) must carry proof of current Working with Vulnerable People card or similar).

## 2.8. PROPS

- a. If stage props are being used in an item then that team must have a dedicated team of people to assist with setting up and removal of these props.
- b. If all props are not on stage at three (3) minutes any remaining props may not be allowed on stage.
- c. Any flies must be set up at a time advised by the Competition Sub-Committee.
- d. All props must be removed from the theatre at the conclusion of the Competition.
- e. Any props left at the theatre may be discarded.

## 2.9. DISCUSSIONS BETWEEN ADJUDICATORS AND COACHES

- a. In the event the adjudicator wishes to communicate with a coach they will notify the Director of Competitions.
- b. The Director of Competitions will arrange for the discussion between the Adjudicator, or their representative where panel adjudication is in place, and the Coach or Coaches at an appropriate time and place
- c. The discussion will be held with Director of Competitions in attendance. The coach may have an additional person accompany them.

*(Note: This section is in reference to the ACF National Rules).*

## 2.10. ACF & CALISTHENICS ACT RULES AND INTERPRETATION

- a. Any interpretation/clarification of National Rules is to be referred to the Calisthenics ACT Director of Competitions, who can refer if necessary to the ACF Rules Convenor.
- b. Any clarification of the Calisthenics ACT Competition administration should be directed to the Competition Sub-Committee.
- c. The Calisthenics ACT Rules Committee presides over the documentation, amendment and interpretation of ACF flexible rules for Calisthenics ACT.
  - i. The Calisthenics ACT Rules Sub-Committee is to consist of Calisthenics ACT Director of Competitions (Chair), Director of Coaches and President;
  - ii. The Calisthenics ACT Rules Sub-Committee will meet as necessary, and no less than once per ACF Forum Reporting Schedule (3 years);
  - iii. Any interpretation/clarification of Calisthenics ACT flexible rules should be referred to the Calisthenics ACT Rules Sub-Committee via the Calisthenics ACT Director of Competitions, Director of Coaching and/or President.

## 2.11. STANDING THEATRE/HOUSE RULES

- a. Unless otherwise stated or notified the following conditions of entry to competition venues will always exist.
  - i. No Food or Drink is to be consumed in the theatre (water permitted).
  - ii. Competitors wearing leg tan must have their legs covered when seated in the theatre.
  - iii. Apparatus/hand props are not to be used in shared Dressing Rooms.
  - iv. Tan is not to be applied to competitors within the competition venue.
  - v. Music is not permitted in shared dressing rooms.

### 3. TEAM COMPETITIONS

#### 3.1. TEAM COMPETITION FORMAT & GRADING

- a. On receipt of team entries the Competition Sub-Committee will define the competition format and timetable for the current year.
- b. Grading of teams will be based on the previous year's competitions results.
- c. The following grade formats are available for implementation by the Competition Sub-Committee:
  - i. Blue/Gold - One age-group is split into two separate competitions.
  - ii. Open/Closed – All teams in one age-group competing together in the open division. Specified club teams will form the closed division.
  - iii. One Open Division - All teams in one age-group competing together in the one division

#### 3.2. TEAM COMPETITION AWARDS

##### 3.2.1. PLACE & AGGREGATE AWARDS

- a. Place ribbons to be awarded in each competitive age-group excluding Seniors. Placings will include 1<sup>ST</sup> to 5<sup>TH</sup> and any Special Mentions awarded. Great Work Ribbons will be awarded in the Tinies, Sub-Junior and Junior age-groups.
- b. Aggregate trophies are awarded in each Division for 1<sup>st</sup> and 2<sup>nd</sup> place.

##### 3.2.2. CLUB CHAMPIONSHIP SHIELD

- a. Club Championship Shield will be presented at the conclusion of the Calisthenics ACT Team Championship competition.
- b. Club Championship shield points will be allocated as follows:

Where a Blue/Gold or Open/Closed competition operates

Placing	Gold/Open Division Points	Blue/Closed Division Points
1 <sup>st</sup>	10	5
2 <sup>nd</sup>	9	4
3 <sup>rd</sup>	8	3
4 <sup>th</sup>	7	2
5 <sup>th</sup>	6	1

Where all teams compete in one Division

Placing	Points
1 <sup>st</sup>	10
2 <sup>nd</sup>	9
3 <sup>rd</sup>	8
4 <sup>th</sup>	7
5 <sup>th</sup>	6
6 <sup>th</sup>	5
7 <sup>th</sup>	4
8 <sup>th</sup>	3
9 <sup>th</sup>	2
10 <sup>th</sup>	1

- c. On the occasion where two (2) or more registered Calisthenics ACT clubs join together to compete as one team on stage in a particular age-group for the purpose of competing at Calisthenics ACT Competitions, Club Championship points will be allotted equally to each respective club.



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**3.2.3. ANNUAL FLORENCE CURTIS CHAMPION CLUB SWINGING AWARD**

- a. Each age section that contains Club Swinging in the Team Championship Competition, will be included in the Florence Curtis Champion Club Swinging Award points calculation.
- b. Each age section will have points allocated as per below:

<b>Placing</b>	<b>Points Allocated</b>
1 <sup>st</sup>	6
2 <sup>nd</sup>	4
3 <sup>rd</sup>	2
4 <sup>th</sup>	1

- c. If two (2) teams in an age group receive a tie for any place – both teams will be allocated equal points as per the table.
- d. The total points across all age groups will be tallied and the club with the most points will be awarded the Florence Curtis Champion Club Swinging Award.
- e. If a tie occurs between clubs for the overall Award a count back will be conducted as follows
- i. The Club with the most 1<sup>st</sup> places across age groups will be ranked highest;
  - ii. If a tie remains after the first countback, the Club with the most 2<sup>nd</sup> places will be ranked highest;
  - iii. If a tie remains after the second countback, the Club with the most 3<sup>rd</sup> places will be ranked highest;
  - iv. If a tie remains after the third countback, the Award will be presented jointly to both Clubs.
- f. The Award will be presented at the last age group presentation of the Team Championships.

## 4. SOLO COMPETITIONS

### 4.1. SOLO/DUO COMPETITION FORMAT

- a. Where possible there shall be at least two (2) competitions in each calendar year.
- b. On receipt of solo/duo entries the Director of Competitions will define the competition format and the scheduling/timetable.
- c. Competitions may offer two (2) or more divisions in all age groups.
- d. Solo/duo divisions within each age group will have a minimum of 4-6 and maximum of 12-16 competitors.
  - i. The Solo Grading Committee has the flexibility by majority vote to adjust the minimum/maximum numbers and competitors within a division in extenuating circumstances on a case-by-case basis.
- e. Should Calisthenics ACT cancel an item containing a solo/duo competitor in the ACT Club Competitions, it will be deemed the competitor will have competed in that item.

### 4.2. SOLO/DUO GRADING

#### 4.2.1. GRADING OF CURRENT COMPETITORS

- a. The Solo Grading Committee will convene on close of solo/ duo entries.
- b. Grading of solo competitors will be based on the previous year's competition results. All solo competitors from the previous year will be ranked based on at least the following two criteria:
  - i. the average adjudicator rankings over the previous years' preliminary and championship solo competitions (where available); and
  - ii. the following points system:

#### **Calisthenics ACT Preliminary & Championship Solo/Duo Competition:**

Ranking/Place	Ranking Points Awarded
1 <sup>st</sup>	12
2 <sup>nd</sup>	10
3 <sup>rd</sup>	8
4 <sup>th</sup>	6
5 <sup>th</sup>	4

- c. The Solo Grading Committee will use the previous year rankings as a guide to assess and evaluate each entered solo competitor, with the purpose of ensuring a comparable standard of skill level within each grade. The number of divisions is dependent on the number of entries.
  - i. In exceptional circumstances place-getters in the highest division in the preceding age group who are moving up the following year may be considered and assessed for the older age group Championship division.
- d. Video of solo/duo performances from the previous year may be used to assist the Solo Grading committee with assessment and ranking.
- e. In exceptional circumstances, current solo competitors may apply to the Solo Grading Committee for a higher grading via the Solo Grading Request Form, no later than close of Solo Entries for the year of competition.
- f. Duo Grading – will be dependent on entries and discussed by the Solo Grading Committee on a year-by-year basis as to whether sections warrant grading.

#### 4.2.2. GRADING OF RETURNING COMPETITORS

- a. Competitors who have competed in any previous Calisthenics solo/duo competition (ACT or Interstate) but who do not have a Calisthenics ACT solo grading must apply to the Solo Grading Committee for a grading via the Solo Grading Request form, no later than the close of Solo Entries for the year of competition.

- b. Video of past performances – either solo or team – may be requested to assist the Solo Grading Committee.

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#### 4.2.3. GRADING OF NEW COMPETITORS

- a. Tinies and Sub-Juniors who have **never** competed in any Calisthenics solo/duo competition (ACT or interstate) will be placed in a non-ranked “novice” section. If more than the maximum number of novice competitors (see 4.1.d above) for an age group are entered the novice section will be divided into pools, with competitors randomly allocated to pools for each competition.
- b. Junior, Intermediate and Senior competitors who have **never** competed in any Calisthenics solo/duo competition (ACT or interstate) will be ranked in the lowest division for that age group for the first year of competing.
- i. If the number of new competitors in Junior, Intermediate or Senior sections exceeds the maximum number of competitors for the lowest division, all new competitors may be placed in non-ranked “novice” sections allowing for random allocation as per Tinies and Sub-Juniors.
- c. In exceptional circumstances, a competitor who has **never** competed in a Calisthenics solo/duo competition (ACT or interstate) may apply to the Solo Grading Committee for a higher grading via the Solo Grading Request form, no later than close of Solo Entries for the year of competition.

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#### 4.2.4. APPEALS PROCESS

- a. In exceptional circumstances, a competitor may request to have their solo/duo grading reviewed.
- b. A solo/duo grading appeal must be submitted to the Chair of the Solo Grading Committee no later than two (2) weeks from the Solo Grading List release for the year of competition.
- c. A solo/duo grading appeal application can only be made by the competitor’s coach. It is the responsibility of the coach to justify the appeals application and provide supporting documentation.
- d. The Solo Grading Committee decision on appeals based on the evidence and justification supplied will be final.

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#### 4.2.5. SOLO GRADING COMMITTEE

- a. The Calisthenics ACT Solo Grading Committee will be made up of the following:
- i. Chair – Calisthenics ACT Solo Grading Committee
    - Organise & Chair Solo Grading Meeting
    - Compile grading information for meeting
    - Take notes at grading meeting and document minutes
    - Distribute and confirm recommended gradings with the Grading Committee after the meeting.
    - Compile grading lists in a timely manner for the Director of Competitions after the grading meeting.
    - Organise appeals process and convene extra solo grading committee meetings as needed.
    - Must be proficient at excel/database with excellent administration skills and meeting management.
    - No voting rights but may cast the deciding vote in the event of a tied committee vote.
  - ii. Director of Competitions (or delegate)
    - Provide Chair with grading ranks and points from previous solo season in timely manner prior to the grading meeting
    - Attend solo grading meeting in advisory capacity
    - No voting rights
  - iii. Director of Coaching (or delegate)
    - Attend solo grading meeting in advisory capacity
    - No voting rights
  - iv. Calisthenics ACT Solo Grading Club Delegates (up to 2 per Club)
    - Attend solo grading meeting and actively participate in discussions and grading decisions
    - Distribute final agreed grading list to club members
    - Act as liaison between solo grading committee and club members.
    - Voting rights (1 vote per Club)

- v. NSW Delegate (1)
  - Attend solo grading meeting and actively participate in discussions and grading decisions
  - Distribute final agreed grading list to NSW clubs
  - Act as liaison between solo grading committee and NSW clubs.
  - No voting rights
- b. Grading for any division/age group must contain no less than 3 members of the grading committee.
- c. Grading committee members with a direct conflict of interest – that is a coach of a competitor (within the past two (2) years) and/or direct family member of a competitor or coach – must declare their conflict of interest **prior** to the annual grading committee meeting.
  - i. A committee member with a direct conflict of interest cannot be involved in discussion or assessments relating to the age group of the conflict.
  - ii. If there are numerous conflicts of interest that result in less than 3 committee members eligible to grade any division/age group, clubs will be approached to provide a second coach delegate to act on the grading committee for that division / age group.
- d. Grading committee members are expected to:
  - i. Be available for the grading process.
  - ii. Provide constructive and unbiased assessment of all competitors' ability.
  - iii. Sign and maintain a confidentiality agreement.

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#### 4.3. SOLO/DUO ENTRY

- a. Competitors must be registered with an affiliated club within the ACF.
- b. All solo/duo competitors registered with a Calisthenics ACT affiliated club must compete in at least two (2) items in both the Calisthenics ACT Preliminary Team and Championship Team events in the same year of competition, one (1) item of which must be a core item.

*Note: Where it is known prior to or during solo competition that a person will not be competing in either/both team events in the same year they MUST notify the Director of Competitions to withdraw their entry or apply for an exemption to this rule in extenuating circumstances. The Competition Sub-Committee will consider their reasons for exemption and only if approved will they be eligible to remain in the solos/duo competition. Whilst an exemption may be granted for the current year this does not guarantee automatic entry the following year. Non-participation in team events will result in automatic ineligibility to compete in solos/duos the following year unless an exemption is applied for and subsequently granted. Applications for exemption need to be in writing and submitted to the Director of Competitions as soon as identified. If the solo year has concluded and the application is for the following year the application must be received before the registration closing date.*

- c. Solo/Duo registrations from participants with outstanding fees from ACT Rep team (as at 31 December) will not be accepted.
- d. The Director of Competitions will request a list of debtors as at 31 December in the previous year from the Calisthenics ACT Treasurer/Rep Team Convenor.

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#### 4.4. SOLO/DUO AWARDS

- a. Preliminary Competition:
  - i. Placings may be awarded for 1st to 5th place depending on the number of entries in a Section. Trophies will be awarded for 1st to 5th place. Special Mention Certificates may be presented as required.
  - ii. In the case of less than seven (7) entries in a section the number of places awarded will equal the total number of entries minus 2 – e.g. 6 entries = 4 places.
- b. Championship Competition:
  - i. All divisions may have placings 1st to 5th awarded depending on the number of entries in a section. Trophies awarded for all placings 1st to 5th and sashes for Championship Divisions 1st to 5th place.
  - ii. Championship divisions may have a panel of Adjudicators, with a ranking of 1 to 10 from each Adjudicator

provided on critique sheets.

- iii. In the case of less than seven (7) entries in a section the number of places awarded will equal the total number of entries minus 2 – e.g. 6 entries = 4 places.
- c. A Perpetual trophy is also awarded to the overall Champion/s in the following age sections:
- i. Sub-Junior - Calisthenic Solo/Graceful Solo/Duo
  - ii. Junior - Calisthenic Solo/Graceful Solo/Duo
  - iii. Intermediate - Calisthenic Solo/Graceful Solo/Duo
  - iv. Senior – Calisthenic Solo/Graceful/Duo

*NOTE: Overall means from both competitions and the points applied will be as per table 5.1.c. Points will be added together from both preliminary and championship competitions to determine perpetual trophy award recipients. Interstate competitors are eligible to receive perpetual trophies.*

## 5. SELECTION OF REPRESENTATIVES FOR SOLO/DUOS

### 5.1. NATIONAL SOLO/DUO SELECTION

- Contenders for selection as ACT National Solo/Duo representatives will be selected from Championship Division competitors of the Solo/Duo competitions in that year.
- Both ACT Preliminary and Championship Solo/Duo competitions are considered in the selection process.
- Points are allocated as follows:

Rankings by each adjudicator from the preliminary competition and the championship competition will be allocated as follows:

Placing	Prelim	Champ Adj 1	Champ Adj 2	Champ Adj 3
1 <sup>st</sup>	14	14	14	14
2 <sup>nd</sup>	8	8	8	8
3 <sup>rd</sup>	6	6	6	6
4 <sup>th</sup>	4	4	4	4
5 <sup>th</sup>	3	3	3	3
6 <sup>th</sup>	2	2	2	2
7 <sup>th</sup>	1	1	1	1

- An additional qualification is the requirement for each competitor to be ranked by at least two (2) adjudicators.
- Where there is less than seven (7) competitors the panel will convene prior to the competition to discuss and determine the number of rankings to be considered for selection.
- Awarding points does not automatically result in selection. It allows for transparency and clarity in reaching a decision.

*Note: Interstate competitors are removed from this process. ACT competitors will be moved up (as if the interstate competitors had not competed). This process will also apply to non-eligible ACT competitors. The exception occurs when a duo comprises a mix of ACT and NSW competitors. In this instance they will be included for the selection process.*

*E.g. using the previous table*

Competitor	Ranking/Place	Points Awarded Prelim	Points Awarded Champ
ACT	1 <sup>st</sup>	14	same rationale as prelim but using 3 individual adjudicators rankings/placings
ACT	2 <sup>nd</sup>	8	
Interstate	3 <sup>rd</sup>	NIL	
ACT	4 <sup>th</sup> – moves to 3 <sup>rd</sup>	6	
ACT	5 <sup>th</sup> – moves to 4 <sup>th</sup>	4	
Interstate	6 <sup>th</sup> -	NIL	
ACT	7 <sup>th</sup> – moves to 5 <sup>th</sup>	3	

- The Calisthenics ACT National Selection Panel, comprising the Calisthenics ACT President, Director of Competition and Director of Coaching shall select the ACT National Solo/Duo Representatives. (Substitutes may be called for in the event of non-availability or conflict of interest).
- Calisthenics ACT may invite up to four (4) Graceful Soloists and up to three (3) Calisthenic Solo/Duo for Juniors, Intermediates and Seniors, (depending on the National Program) to represent the ACT at the National Championships.
- Invited soloists and their coaches will be officially informed of their selection by Calisthenics ACT, within seven (7) days of the conclusion of the Championship competition.
- Process to be followed for ACT Representative Team Solo/Duo selections for Nationals is as follows:

- i. On the completion of each Nationals item the National selection points will be calculated based on the places received for each competitor at the preliminary and championship competitions.
- ii. From 2015 – 50% of the Calisthenics ACT National Solo and Duo Representative Positions will be reserved for participants of the Calisthenics ACT Representative Teams. This will mean **TWO** Graceful Solo Representatives (of a possible 4 ACT places), **ONE** soloist (of a possible 3 ACT places), and at least TWO members of two (2) of the Duo groups (of a possible 3 Duo ACT places) in each age-group (Juniors, Intermediates and Seniors) are awarded to those participants that have registered and trialed for the Calisthenics ACT Representative Team FOR THAT YEAR
  - The remaining 50% of the Calisthenics ACT Solo and Duo representative positions will be open to all Division One participants for that age-group for that year.
  - All selected Solo and Duo representatives would need to meet the selection criteria as outlined in the Calisthenics ACT Competition Administration Rules.
  - In the event that no Calisthenics ACT Representative Team member meets the selection criteria for National Solo/Duo Selection then only the Open 50% of positions will be offered. That is, the reserved positions will remain vacant.
  - In the event that a National Soloist/Duo candidate trialed and was not selected for Representative Team in that year then they remain eligible for a Reserved Calisthenics Representative Team Solo/Duo position for that year.
  - In the event that the candidate was selected but did not accept selection to participate for the Representative Team, they will become ineligible for the Reserved Calisthenics Representative Team Solo/Duo position for that year.
  - In the event that there is no Representative Team for an age-group, the Solo and Duo selection for that year will be open to all Division One participants for that item for that age-group.
- iii. In the event of a tie for any position the Calisthenics ACT Nationals Selection Panel are to review the rankings of the tied participants and the participant that has been placed higher by two (2) of the adjudicators at the Championship competition (the panel) will qualify.
- iv. During the selection process the Panel may decide to confer with adjudicators on points of clarification for final selection.
- v. The decision of the Calisthenics ACT National Selection Panel is considered final and no correspondence will be entered into.

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## 5.2. RSSS SOLO SELECTION

Senior solo competitors over 17 years of age competing in their ACT affiliated club team at the RSSS Ballarat Eisteddfod are eligible to be considered for entry in the RSSS Solo and Graceful Championship competitions. RSSS may host their own qualification competitions for selection into these items. Alternatively, they may assign entries to the ACT. In this situation selection of ACT entrants will be in accordance with 5.1 a. b. and c. above. In the event the entrants are not competing in team events in Ballarat, an order of merit may be used. The same selection process will apply for Calisthenic Solo Championship at Ballarat. Where the same person is placed 1<sup>st</sup> or 2<sup>nd</sup> in both graceful and solo, they will need to choose between the items.

## 6. APPENDIX 1 - COMPETITION SUB-COMMITTEE DUTY STATEMENTS

### DIRECTOR OF COMPETITIONS

- Calisthenics ACT Board member
  - Attend all Calisthenics ACT Board & Council Meetings
  - Prepare reports for Calisthenics ACT Board and Council
- Co-ordinate with Sub-Committee members as follows:
  - Calisthenics ACT Treasurer
    - Set budget with treasurer
  - Calisthenics ACT Secretary
    - Set meeting dates with Secretary
    - Liaise with Secretary re agenda and minutes
  - IT Co-ordinator
    - Liaise re shared/cloud storage, writers & adjudicator folders, management of devices etc
  - Trophy & Photography Co-ordinator
    - Liaise re budget
    - Liaise re sections engraving/printing and number of awards to order
  - Lighting & Music Co-ordinator's
    - Liaise re program/Scheduling
    - Organise access to myStage and/or lighting & music files
  - Adjudicator Liaison
    - Liaise re budget
    - Provide adjudicator contact details
  - Calisthenics ACT & NSW Registrars
    - Send competitor lists (solo & teams)
    - Send coach list (solo & teams)
- General
  - Chair of Calisthenics ACT Rules Sub-Committee
    - Call Calisthenics ACT Rules meetings as necessary
    - Make recommendations to Rules Sub-Committee regarding Rule changes
    - Liaise with Calisthenics ACT Community regarding rule changes and updates
    - Update ACF Rules and Regulations with Calisthenics ACT Rules annually as ACF versions are released. Distribute to clubs and coaches and update version on Calisthenics ACT Website.
  - Calisthenics ACT Protocols
    - Make recommendations to Calisthenics ACT Council re protocol updates and changes
    - Update Protocol document – including keeping detailed history version documents.
    - Distribute to clubs and coaches and update version on Calisthenics ACT Website
  - Item Rotation
    - In consultation with Director of Coaches – set item rotation for Calisthenics ACT Team Competitions
  - Calisthenics ACT Website
    - Keep website up to date regarding competition dates
    - Oversee and update competition pages on website
      - Including updating historical records section – by posting competition results
    - Publish programs on website prior to competitions



- Theatre
  - Book competition dates
    - Preliminary & Championship Solos
    - Preliminary & Championship Teams
    - State Team Showcase
    - Liaise with Clubs re other competitions/events as necessary
  - Liaise with Theatre Manager
    - Booking Forms
    - Costings – hire and tech fees
    - Running Sheets and Programs
- Solo Grading
  - Compile grading spreadsheet after Solo Season
  - Liaise with Solo Grading Chair
    - prior to Grading Meeting prepare grading spreadsheet
    - After Grading Meeting finalise and distribute Grading List
  - Attend Solo Grading Meeting in advisory capacity
- State Team Showcase
  - Liaise with State Team Manager to organise State Team Showcase
  - Provide support re theatre liaison, stage managers and all backstage duty roles.
- Protocols – maintain and update as necessary
- Competition Entry Management
  - Set up Competition entries (myStage or similar) for Solo & Team competitions
  - Advertise entry due dates to clubs and coaches (solos – to broader calisthenics community)
  - Organise Solo entries into grades after Grading finalised
  - Organise compile draw
- Solo & Team Competition Administration
  - Contact ASCA branches to organise Adjudicator Appointments for year
    - Preliminary Solos & Team – Single Adjudicators
    - Championship Solos & Team – Panel Adjudicators
    - Check Rep Team Showcase, Karilee solos and Deanne Team Competitions
  - Writers
    - Organise Roster
    - Call for and organise trainee writers
    - Organise training as necessary
  - Critique Sheets
    - Compile worksheets
    - Set up Dropbox/cloud/shared folders
  - Call for Entries
  - Call for Pre-Registration Data
  - Set up assessment workbooks
  - Manage draw
  - Create and distribute Program
  - Manage delegate Roster
- Competition Weekends

- Manage and co-ordinate overall running of competition
- Manage assessment process
  - Input assessing workbook
  - Check all assessing prior to printing out placegetters
  - Print out placegetters for presentation
- Oversee presentations
- Manage/oversee Crit & performance recording distribution
- Manage Facebook posts
- Record placegetters for website (and upload after competition)

#### SECRETARY

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- Notify sub-committee of Competition Committee Meetings
- Book venue for meetings (or Zoom)
- Send Agenda
- Take & distribute Minutes

#### TREASURER

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- Prepare competition sub-committee budget – in consultation with Director of Competitions
- Maintain income and expenditure records
- Manage payment of accounts
- Manage competition payments and reimbursements

#### IT CO-ORDINATOR

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- Coach/Item/ Crit performance recording delivery
  - Set up links for Coaches (Dropbox or otherwise) for solos and teams
  - Email links/access
  - Liaise with coaches
- Manage technology help at competitions
- Maintain inventory of all Competition devices and manage storage between competitions
- Laptop maintenance (general) and set up for comps
  - Writers (x3)
    - Update and charge prior to comps
    - Bring to competitions – Bump-In (set up wifi etc)
    - Manage shared folders
  - Competition Recording Device
    - Update and charge prior to comps
    - Bring to competitions – Bump-In
    - Manage shared folders
  - Announcer Tablet
    - Update and charge prior to comps
    - Bring to competitions – Bump-In (set up wifi etc)
    - Manage technology help at competitions
    - Manage shared folders
- Manage Wifi Dongles
  - Manage data and top-ups

- Keep up to date
- Set up at competitions
- Video Recorder
  - Bring to competitions – Bump-In
  - Manage Club hires

#### MUSIC CO-ORDINATOR

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- Collect all Music/DLP files (download from MyStage)
- Compile all Music/DLP files in competition order via QLab – and organise for independent checking before competition
- Liaise with Coaches
  - Answer/manage all Music/DLP queries

#### LIGHTING CO-ORDINATOR

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- Collect all lighting sheets (download from MyStage)
- Compile all lighting sheets into sections – and organise for independent checking before submission
- Liaise with Theatre to
  - Send Lighting Sheets no later than two (2) weeks before competition starts
  - Organise Follow-Spot Induction
  - Advise Theatre re Follow-Spot use
- Liaise with Coaches
  - Organise Follow-Spot Induction
  - Answer/manage all lighting queries

#### TROPHIES & PHOTOGRAPHY CO-ORDINATOR

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- Trophies
  - Liaise with Director of Competitions regarding number of awards needed & budget
  - Work within the official Calisthenics ACT Competition budget – to order and manage
    - Solo trophies & sashes
    - Team aggregate trophies
    - Team Ribbons and Medals
  - Deliver all trophies and awards to competitions at bump-in – and set up.
  - Perpetual Awards
  - Manage collection and return of all perpetual trophies
- Photographer
  - Book photographer for Championship Solo Competition
  - Liaise with photographer regarding times, competition schedule etc, requirements and expectations for the competition weekend.
  - Greet photographer on arrival to theatre and liaise with Director of Competitions regarding photography set-up in theatre.

#### ADJUDICATOR LIAISON

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- Liaise with Director of Competitions regarding budget for adjudicators and work within that budget
- Liaise with appointed adjudicators to:
  - Book flights and accommodation
  - Organise all catering (may include welcome baskets)
  - Organise airport and ground transfers

## 7. REVISION HISTORY – VERSION CONTROL

Date of Effect	Version	Description
2002	0:1	Competition Sub-Committee Rules
March 2011	0:2	Competition Sub-Committee Rules Appendix A to CACTI By-laws
February 2015	1:0	Competition Administration
December 2016	1:1	Competition Sub-Committee Protocols <ul style="list-style-type: none"> <li>Merged Version 0:2 &amp; 1:0</li> </ul>
November 2017	1:2	Amendment to Clause 19 re National Selection for Solo/Duo/Graceful entries – Total rewrite
January 2018	1:3	Amendment to Clause 12 – addition of point b. regarding eligibility of interstate competitors to enter solo and team competitions. Amendment to Clause 19 f. Includes an exception for Duo where there is a mix of ACT and NSW competitors.
January 2019	1:4	Heading, sub-headings and numbering of document re-organised Amendment to Clause 1.7 (previous version 1:3 Clause 7) – removed prescriptive notes re who can do Financial role. Amendment to Clause 2.10 (previous version 1:3 Clause 20) to include reference of Calisthenics ACT Rules Sub-Committee Amendment to Clauses 3.1 and 4.1 (previous version 1:3 13, 14, 16 & 17), Team and Solo/Duo Format and Grading – included reference to competition timetable based on number of entries. Amendment to Clause 4 (previous version 1:3 Clause 16, 17, 19, & 20– new solo grading protocols. Addition of Appendix 1 – Solo Grading Application Form Amendment to Clause 4.4 Solo / Duo Awards (previous version 1:3 Clause 21a & b) re number of places awarded if less than 7 entries in a section. Amendment to Clause 4.4 (previous version 1:3 Clause 21b i & ii – awarding of solo sashes)
January 2020	1:5	3.2 Team Competition Awards – Sub-headings added (3.2.1 – Place & Aggregate Awards; 3.2.2 – Club Championship Awards (and new numbering). 3.2.2 – Florence Curtis Champion Club Swinging Award criteria added. 4.2.2.a – Closing date for Solo Grading Applications changed from 28 February to ‘the close of Solo Entries for the year of competition’. This change also included in Appendix 1 – Calisthenics ACT Solo Grading Application Form.
September 2021	2	Reference to Cali ACT changed to Calisthenics ACT throughout. Grammar, punctuation, reference to numbers, and formatting made consistent throughout document. 1.6 – inclusion of Independents as sub-committee members. 1.7 – new section outlining sub-committee Co-ordinator roles. 1.8 – new section outlining election process for sub-committee Co-ordinator Roles. Change in numbering – 1.8 Meetings moved to 1.9; 1.9 Votings & Decisions moved to 1.10; 1.10 Reporting Responsibility moved to 1.11. 1.11a – removed reference to forwarding minutes to Calisthenics ACT secretary – as the Secretary will now tak sub-committee minutes. 2.2.a – reference to emailing entry forms to Director deleted. 2.2.d – reference to entry fees being required to be deposited into bank account deleted.

	<p>2.2g – Competition Sub-Committee changed to Director of Competitions to align with similar noted processes.</p> <p>2.5.c– Competition Sub-Committee changed to Director of Competitions to align with similar noted processes.</p> <p>2.6.b – Competition Sub-Committee changed to Director of Competitions to align with similar noted processes.</p> <p>2.7.a – updated to included class assistants – and to allow for electronic proof of registration.</p> <p>2.7.f – inclusion of Working with Vulnerable People requirements for backstage.</p> <p>2.7.e – method of distribution of critiques and performance videos updated.</p> <p>2.11.a.(iii &amp; v) – updated that apparatus / hand props or music cannot be used / played in SHARED dressing rooms.</p> <p>4.1 – Solo Competitions format – inclusion of b. scheduling and formatting responsibilities and d.i. inclusion of flexibility of minimum/maximum numbers in a division.</p> <p>4.2.1 – rewrite of solo grading protocols – for full details see Expanded Version Control Document – V2.</p> <p>4.2.4 – inclusion of appeals process for solo grading process.</p> <p>4.2.5 – inclusion of Solo Grading Chair position – and detailed outline of duty statements/roles for Solo Grading committee.</p> <p>4.3.b – included “registered with a Calisthenics ACT affiliated club” for clarification.</p> <p>Appendix 1 – removal of solo grading application (moved to online form) and introduction of detailed duty statements for Competition Sub-Committee roles.</p> <p>4.3.b – clarified that solo/duo competitors from <b>Calisthenic ACT affiliated clubs</b> must compete in at least 2 items in both Calisthenics ACT team competitions.</p> <p>4.2.5 – inclusion of Solo Grading Chair position – and detailed outline of duty statements / roles for Solo Grading committee.</p> <p>5.2 – RSSS Solo Selection – updated to reflect current RSSS solo process.</p> <p>Appendix 1 – removal of solo grading application (moved to online form) and introduction of detailed duty statements for competition sub-committee roles.</p>
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