



REPRESENTATIVE TEAM PROTOCOLS



Academy



Action



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Version Control

Date	Version	Description
07/11/2015	1.0	Initial version rewrite of Rep Team Rules
21/11/2016	1.1	Initial Draft Version – Incorporating references to Protocols Documents, Updated for consistent document format, Updates to be consistent with constitution, Updates based off 2016 season.

INTRODUCTION

Calisthenics ACT aims to send the highest possible standard of Representative Teams of all eligible age groups to compete at the ACF National Championships. These Protocols form the administrative basis to assist the State Team Manager, Coaches, Team Officials and participant families and volunteers to understand the processes involved in bringing the Teams together, training them to the highest possible standard, and ultimately delivering the best possible result for the ACT and Representative team participants both on stage at Nationals and in the long term development of calisthenics within the ACT.

SECTION 1 - APPOINTMENT OF COACHES

This section describes the processes involved in selecting and appointing the coaching teams prior to selecting the Representative Team members.

1. Selection Panel

The Calisthenics ACT President will form a selection panel comprising of the President, Director of Coaching, and a second senior coach or experienced member of the calisthenics community to advise on the appointment of Coaches.

2. Process for Selection of Team Coaches

The President of Calisthenics ACT will send a request for applications for Representative Team Coaching positions to all coaches and interested parties in the first week of August.

All ACT coaches with a minimum ACF Level One registration are eligible to apply for the positions of Principal Coach, Co-Coach, or Assistant Coach for each Calisthenics ACT Representative Team age group. Coaches may independently apply for any of the coaching positions or a coaching team may apply for a particular age group

All ACT Coaches and registered cadets aged 16 years or over and with a minimum of 2 years cadet experience with a Club may apply for the position of Cadet for each Calisthenics ACT Representative Team age group. The number of cadet positions available will be dependent upon the final team numbers in each age group. Cadet applications will be sort by the Calisthenics ACT Board after the completion of the trial period when final team selections have been completed and final team numbers determined. The State Team Manager, together with the ACT Director of Coaching will consult with the appointed Team Coaches to shortlist and interview the most suitable applicants. The State Team Manager and Director of Coaching will make recommendations to the Calisthenics ACT Board who will then appoint Cadets for each age group as appropriate. The President will notify successful cadets of their appointment in writing.

All coach and cadet applications are to address the specified criteria and include all relevant documentation as described for each position. Personal and club references may be requested by the selection panel.

During early September, the appointed selection panel interviews and makes recommendations on the position of Representative Team coaches to the Board. If possible, the Board will appoint

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Team coaches in time for announcement at the ACT Team Championship Competition or as soon as practicable thereafter.

Representative Team coach positions are to be filled prior to team trials. Cadet positions will be filled after the trial period is completed.

In the event that one of the appointed interview panel is an applicant or applicant's relative then Calisthenics ACT will appoint an appropriate substitute for all coach interviews of that age section, except for the ACT Director of Coaching, who will be appointed by the coaching committee. The same panel is to be used for all coach interviews of that age section.

If only one application is received for a position, that applicant will not necessarily be appointed.

All applicants will be advised in writing of the outcome of the interviews within seven days of the last interview. Unsuccessful applicants will be given written feedback and the opportunity to speak to a panel spokesperson, however the panel's decision remains final. Any correspondence between unsuccessful applicants and Calisthenics ACT should be through the President.

In the event of a coach declining an offer of placement and there being no other suitable applications, then all eligible coaches are to be informed in writing of a new interview process and coaches have the chance to reapply or apply for the first time.

In the event that no applications, are received for a particular age group then Calisthenics ACT may extend the time frame for applications to be received and may choose to send applications to other states seeking interested coaches. If no applications are received after the extended time period then the position will remain vacant.

In the event of applications for a particular age group being received, but no coaches being found suitable for appointment, then Calisthenics ACT may choose to re-open the application process, including to interstate applicants, and all eligible coaches are to be informed in writing and invited to apply for the first time. If no applications are received after the extended time period then the position will remain vacant.

In the event of a coach resigning from their position, either during the trial period or after the team is finalised, it is to be understood that all routines, music and choreography remain the property of the team and Calisthenics ACT and that Calisthenics ACT reserves the right to appoint a suitably qualified replacement coach.

In the event that an appointed coach is deemed to be in breach of the Representative Team Protocols, or Calisthenics ACT Code of Conduct, either during the trial period or after the team is finalised, the Board in consultation with the State Team Manager, may remove the coach from their position and appoint a suitably qualified replacement coach. In this case it is to be understood that all routines, music and choreography remain the property of the team and Calisthenics ACT.

In the event that a group of coaches applies as a team for a coaching position, the panel reserves the right only to make offers to some members of the coaching team and not all. If this is the case, the matter will be discussed with the applying Principal Coach in the first instance.

(a) Principal Coach or Co-Coach

Selection criteria:

- Personal motivation for and commitment to coaching a Representative Team
- Exposure to interstate competitions and understanding of elite level of competition required
- An understanding of current ACT participant numbers and abilities and commitment to the development of calisthenics to an elite level in the ACT in the longer term.
- Demonstrated appropriate communication skills and positive attitude
- Demonstrated ability to cope under pressure and deal with issues that may arise within a team environment both during the trial selection period and after the team is formed
- An understanding of and commitment to work within the ACT Representative Team Protocols laid down by Calisthenics ACT
- A working knowledge and understanding of the current ACF Rules.
- Ideally the applicant will have held the position of principal coach of a club team and have several years of coaching experience.

Applications should include the following:

- Copy of current Working with Vulnerable People Card and First Aid Certificate
- Personal coaching history, experience and highlights
- Personal experience, interests and qualifications that contribute and are relevant to the coaching position
- Outline of goals for the team
- Comprehensive season training plan – to include physiological, strength and skill training program and injury risk/minimisation plan
- Weekly training times and foreseen extra training sessions and relevant requirements. This is to be finalised with the Convenor once appointed by Calisthenics ACT.
- Plans for the makeup of the team depending on numbers of applicants presenting for trial. Coaches are advised to take into full consideration numbers within the age group in the ACT in general and to have realistic expectations in mind.
- Options for mentor coaching, number of visits, role of the mentor coach, etc.

(b) Assistant Coach

Selection criteria:

- Personal motivation for and commitment to coaching a Representative Team
- Commitment to taking on a Principal coach position in the future
- Willingness to work with and support the Principal Coach even if there is no second team to coach
- Demonstrated appropriate communication skills and positive attitude
- Demonstrated ability to cope under pressure and deal with issues that may arise within a team environment both during the trial selection period and after the team is formed
- An understanding of and commitment to work within the ACT Representative Team Protocols laid down by Calisthenics ACT
- A working knowledge and understanding of the current ACF Rules

Application to include the following:

- Copy of current Working with Vulnerable People Card and First Aid Certificate
- Personal coaching history, experience and highlights
- Personal experience, interests and qualifications that contribute and are relevant to the coaching position
- Address how you see the role of Coach and your function within the coaching team
- Outline of goals as a Coach:
 - I. What can you bring to this team
 - II. What do you hope to gain as a coach
 - III. Commitment to future Representative Teams

(c) Cadet

Selection criteria:

- Personal motivation for and commitment to assisting a Representative Team
- Commitment to taking on a future Representative Team coaching position
- Demonstrated appropriate communication skills and positive attitude
- Demonstrated ability to use initiative and work without constant direction
- An understanding of and commitment to work within the ACT Representative Team Protocols laid down by Calisthenics ACT

Application to include the following:

- Copy of current Working with Vulnerable People Card
- Personal coaching history, experience and highlights
- Personal experience, interests and qualifications that contribute and are relevant to the position
- Address how you see the role of Cadet and your function within the coaching team
- Outline of goals as a Cadet:
 - I. What can you bring to this team
 - II. What do you hope to gain as a coach/cadet
 - III. Commitment to future Representative Teams

SECTION 2 - SELECTING THE TEAM

This section describes the processes and rules behind the selection of the participants who will form the teams to compete at the ACF National Competition. The rules are designed to provide an open and fair system which ensures that Calisthenics ACT provides its participants with every opportunity to be considered for selection to be part of the Representative teams to present at Nationals each year.

1. Team Selection Panel

The Team Selection Panel is to consist of a minimum of three experienced coaches from different Clubs, with the aim of providing the broadest point of view and opinion possible and be representative of as many different ACT clubs as possible. The team selection panel members may include:

- Director of Coaching or Calisthenics ACT appointed coaching representative
- Up to two independent coaches from different Clubs that have at least four years experience, optimally with Representative Teams and may include a mentor coach from interstate
- One of the appointed Team Coaches

The Director of Coaching is responsible for appointing the team selection panel but may consult with the President of Calisthenics ACT and the State Team Manager.

The panel is to be briefed prior to trial on criteria, definitions, references to technical matters and supplied with appropriate selection score sheets (see appendices).

A panel majority is necessary for a candidate to gain team selection.

2. Process of Selection of Team Members

- a. The Representative Teams are to be selected from a trial process that is to commence as early as practicable after the Cali-ACT teams championship competition and takes into account Clubs' Ballarat commitments and skills examination dates.
- b. All financial Calisthenics ACT registered participants that are or will be of the correct age in the year of competition for the team that is offered are eligible to attend selection trials.
- c. Attitude, behaviour and attendance records from past Representative Teams may be considered when offering places to candidates.
- d. Calisthenics ACT is to notify all eligible participants in writing of the trial date, criteria and estimated costs. Final costs can be provided to parents and participants once team places have been offered and accepted and the Rep Team budget is approved by the Calisthenics ACT Council.
- e. An appointed team coach may contact prospective team members to invite them to attend trials, **however the Coach may not guarantee or offer a place on the Team**. All places are to be offered in writing after the trial period by the State Team Manager on behalf of Calisthenics ACT.
- f. The State Team Manager may contact Clubs to obtain information regarding prospective participants – this may include work ethic in class, punctuality, practice at home, reliability on stage and family commitment in terms of both support of the participant and the ability to meet financial obligations.
- g. It is the aim of Calisthenics ACT to select final teams that are viable in terms of both numbers of participants and the ability to meet financial commitments. If it is not possible to appoint a viable team who meet the selection criteria then the State Team Manager, in consultation with the Calisthenics ACT Board may extend the trial period. The determination of whether a team is viable in terms of both being competitive and financially viable rests solely with the Board of Calisthenics ACT. A

recommendation will be put to the Board by the State Team Manager after consultation with the appointed team coaches.

i. Team Selection Criteria

- a. Each candidate is to be judged on the same criteria and using the same measurement/scoring technique.
- b. Appointed coaches may add to the basic criteria outlined in the attached Appendices but may not discard this basic criteria. Additions to the basic criteria should be taught at the workshops prior to selection trials being held.
- c. Comprehensive fair and equitable selection criteria are to be established prior to trials by the Team Selection Panel. Scores should be of an ordinal nature, which provide a ranking system.

ii. Ranking Of Candidates

- a. Each candidate will be ranked according to a set criteria score. Candidates that score below the criteria cut off are considered unsuitable for team selection.
- b. The Selection Panel should ideally reach a decision immediately following the trial.
- c. The final team, or at the discretion of the State Team Manager, a trial squad, may be formed from those candidates who have successfully achieved a 70% pass mark, on average across all criteria.
- d. If a potential candidate scored below 70%, but more than 60%, the appointed team Principal Coach may advise the panel if they believe the candidate can reach the required standard within a reasonable time frame to allow for selection to the team on a trial basis. This candidate will then be re-assessed when the team recommences training in late January/early February to establish whether the candidate will remain with the team.
- e. If a trial squad is formed, the team coaches will assess the merits of all candidates in the trial squad, and if necessary, in consultation with the trials panel, determine the makeup of the final Representative Team.
- f. The team, or trial squad, will commence training as soon as possible after the selection process has been completed.
- g. Each candidate will be advised in writing of the outcome of the trial period within two (2) weeks of the end of the selection process. Trial squad participants will receive further notification of their selection at the end of the trial squad period. An assessment sheet of candidate's performance can be provided on request.
- h. All unsuccessful candidates are to receive written feedback compiled by the Selection Panel from the criteria scores.

- i. Each trial candidate that is not selected as a member of the team after the trial squad has concluded, is eligible to be placed on a “reserve list” in the event of a withdrawal from the team.

Trials

- a. All clubs will be given significant prior notice of the pre-trial workshops and trial dates and times. All candidates wishing to present for trial, must register with the State Team Manager before the trial date.
- b. The trial process will generally take place over a minimum two (2) week period. The first stage will constitute two workshops to be conducted by the appointed coaching team for the purposes of teaching the work to be presented at the official trial. Candidates may invite a coach of their own choice to assist them at the workshop, however, coaches from the Teams Selection Panel and appointed Representative Team coaches are not permitted to assist candidates privately. Candidates are required to present to the official trial in order to be eligible for selection unless specific permission has been given by the Convenor in writing to allow a DVD trial to be accepted. The official trial will be held within fourteen (14) days following the last workshop date.
- c. Candidates for each age section will be presented to the Selection Panel in a format determined by the appointed team Principal Coach and State Team Manager. The Selection Panel should be given 10 minutes in between each group to prepare and refresh for the next group of candidates as applicable.
- d. Candidates who are unable to attend trials and who have obtained written permission from the State Team Manager, must lodge a written application stating the reason for not attending trials along with a DVD demonstrating all necessary elements of the criteria. Applications should be lodged with Calisthenics ACT via the State Team Manager, at least three days prior to the trial date. In the event of illness or unforeseeable circumstances candidates must notify the State Team Manager as soon as possible, but no later than two (2) days after the trial date. In the event of illness a medical certificate should be supplied to the State Team Manager. If it is not feasible, due to illness, to present a DVD of the necessary elements of the criteria, a candidate may present the most recent team competition DVD that they have performed in to demonstrate performance and skill levels of the candidate. This DVD should be supplied to the selection panel within two (2) days after the trial date. The Team Selection Panel will consider these applications along with the other candidates. **No candidate may be offered a team position without either attending a trial or submitting an application and DVD.**
- e. Persons attending the trials will be restricted to the Team Selection Panel, appointed Team Coaches, Demonstrators, Candidates and the State Team Manager.
- f. If a decision is not reached at the conclusion of the trials by the panel, the trial criteria score sheets and any videos will be collected by the State Team Manager and brought to a Selection Panel meeting which is to be held as soon as possible after the trials.

iii. Retrials

- a. An extended trial period may be announced when the number of eligible team members are low and a viable trial squad or team is not able to be formed.
- b. Candidates who meet the criteria at the first trial do not need to retriail; therefore the extended trial is intended to select the remaining trial squad or team members.
- c. A retriail will run in accordance with guidelines and rules as for the initial trial but may be conducted in class time by the team coaches and the ACT Director of Coaching or one of the original Selection Panel members. The same routines and criteria will be used for selection.
- d. If after an extended trial period there are not sufficient candidates who meet the criteria then the team will not continue.

SECTION 3 – APPOINTMENT OF TEAM MANAGEMENT

Selection of Team Officials

In the first instance, appointed Representative Team coaches may recommend prospective individuals to the State Team Manager for the positions of Team Manager, Wardrobe Manager, Transport and Props Crew. The State Team Manager, in consultation with the Calisthenics ACT Board, may choose to ask for applications in writing before considering the nominees. The State Team Manager will make recommendations to the Calisthenics ACT Board for appointment of suitable applicants. Coaches are not to promise positions to prospective nominees before official offers have been made by the Board.

Team officials should have prior experience in their field either at Club or Representative Team level. If deemed necessary by the State Team Manager or Board a reference may be sought from the nominees Club addressing the roles and responsibilities of that position.

If interviews are required to determine the suitability of applicants, these maybe conducted by the Calisthenics ACT President and State Team Manager.

SECTION 4 – ROLES AND RESPONSIBILITIES

Coaching, participating in and being part of the support group for the ACT Representative Team is a singular honour for all involved. The team represents the highest level of performance in ACT calisthenics. This section provides guidelines on the expectations Calisthenics ACT has on both coaches, management and participants involved in this high profile and elite aspect of our sport.

1. *Roles and Responsibilities of Calisthenics ACT Council*

- To promote and support the representative team through their Club members.
- To approve the Representative Team budget.

2. *Roles and Responsibilities of Calisthenics ACT Board*

- To notify all eligible coaches when applications are open for the positions of Representative Team coaches by early August.
- Advise in writing all Coach applicants of the outcome of interview within one week of the last interview.
- Notify all ACT Clubs and participants the names of the appointed Coaches as soon as practicable after appointments are made. This can be done via emails, web-site and social media as appropriate.
- Notify all ACT Clubs and eligible calisthenic participants dates of the representative team workshops and trials, giving at least 14 days notice.
- Ensure team entries have been forwarded to ACF by the State Team Manager.
- Receive and forward official correspondence on behalf of State Team Manager as required.
- Arbitrate on any dispute between a Sub-committee and a Club or an individual.
- Appoint appropriate substitutes to the Coach Selection Panel as appropriate.
- Notify all eligible candidates of the outcome of trials and trial extensions, this may be done by the State Team Manager on behalf of Calisthenics ACT.
- Ratify the Representative Team Management selection.
- Ensure that all Representative Team trial and training venues are safe and minimise/reduce injury risk by containing sprung or timber flooring, gymnastic mats and adequate heating.

3. Roles and Responsibilities of the State Team Manager

The State Team Manager is a critical administrative position. This section outlines the duties and responsibilities.

- The State Team Manager, in consultation with the ACT Treasurer, is responsible for the preparation and submission to Calisthenics ACT of the Representative Team budget for ratification.
- In conjunction with Calisthenics ACT Treasurer, prepare a payment plan for participants in the representative team for distribution as soon as possible after the offer of placement in the team has been made and accepted.
- Ratify the team training programmes.
- Manage the day to day running of the Representative Team in conjunction with the Team Managers and Wardrobe Managers. The State Team Manager will delegate when and if necessary.
- Convene Representative Team Sub-committee meetings as necessary to ensure the smooth running of teams and effective communication between coaches, management and Calisthenics ACT. The Sub Committee shall comprise the State Team Manager, Coaches, Team Management, Director of Coaching and President, but not all need necessarily be present at every meeting.
- Liaise with and provide regular reports to the Calisthenics ACT Board and Council meetings, including a report to the AGM.
- In consultation with the Team Selection Panel, advise in writing all candidates of the outcome of trials.
- The State Team Manager will provide a comprehensive training calendar for the relevant teams to participants and their parents and to ACT Clubs for reference.
- Attend parent meetings organised by the team managers after trials and during the season as necessary.
- Be responsible for organising the team trip to the ACF National Championships.
- In consultation with team coaches and management, recommend to Calisthenics ACT Board suitable people to undertake the role of team chaperones.
- Be responsible for organising the Representative Team concert, in consultation with the Competition Committee.
- Ensure team entries and lighting sheets are submitted to ACF.
- Maintain high level public relation skills, both oral and written.

4. Roles and Responsibilities Of Coaches

Upon appointment, the coach is to receive a coaching pack which will include:-

- First aid Kit and Injury record forms
- Copy of Representative Team Protocols
- Most recent copy of ACF Rules
- Relevant coaching information from the organising State
- If required, blank CD's for recording team music and practice CD's.

Coaches shall:

- Attend all official relevant Representative Team activities and practices as set by the State Team Manager in consultation with coaches
- Assist in the promotion and development of Calisthenics in the ACT
- Accompany and be responsible for team members at all performances
- Be punctual
- Create and initiate organised class plans that coincide and compliment the season training plan.
- Be aware of Injury and Risk minimisation and practice and coach appropriately
- Demonstrate a positive attitude at all times, particularly in relation to team spirit and sportsmanship
- Be responsible for preparing choreography of routines and costume design with completion by the beginning of February
- Be aware of current ACF Rules in addition to the current banned movements list
- Be available for team selection trials as set down by Calisthenics ACT
- Have their team prepared for participation in Representative Team concert as organised by the State Team Manager
- Be available, if requested by the State Team Manager, to attend meetings regarding Representative Teams
- Remain within the budget established by Calisthenics ACT
- Adhere to the training programme submitted to Calisthenics ACT in consultation with the State Team Manager

- Be prepared to take advice and be responsive to constructive criticisms from visiting Mentor coaches

5. Roles and Responsibilities of Team Managers

- Liaise with the State Team Manager on the day to day running of the Representative Team.
- Be in attendance at the beginning and end of classes to enable discussion with parents and coaches as required.
- Attend the Representative Team Sub-committee meetings.
- Maintain attendance records and report any significant absences to the State Team Manager for follow up.
- Chaperone team for all team activities and ensure high standard of dress and behaviour.
- Keep parents/guardians informed of progress of team, fundraising, uniform requirements, payments etc, on a regular basis.
- A duty statement is attached as Appendix 2

6. Roles and Responsibilities of Wardrobe Managers

- Perform duties as requested by the State Team Manager.
- Attend Representative Team Sub-committee meetings.
- Co-ordinate all costumes in consultation with the Coach as necessary, including purchasing, hiring, making and packing prior to travel to National Championships.
- Liaise with other team Wardrobe Managers to enable bulk purchasing of requirements.
- Ensure that all costume costs remain within the budget and maintain an accurate record of costume expenditure for individual costume sets.
- Wardrobe Managers may also be responsible for acting in the position of Chaperone, however this is negotiable and not a necessity for the role of Wardrobe Manager.
- Ensure all costumes are sewn and decorated by the Representative Team Concert.
- Involve parents early in wardrobe preparations.
- A duty statement is attached as Appendix 3.

7. Roles and Responsibilities of Stage Crew Co-Ordinator

- a. A Props Co-ordinator will be appointed by the State Team Manager. The co-ordinator will liaise with Rep Team coaches & State Team Manager regarding requirements for stage dressing and props and co-ordinate with other props crew members to ensure all teams are accommodated.
- b. All stage dressing and props must be completed and available for teams to practise with by end of April. Must comply with safety standards and be approved by the host state in conjunction with the theatre requirements.
- c. A back stage crew may be appointed by the State Team Manager with the aim of providing one co-ordinated approach for all teams. This crew should comprise one person from each age group if possible, but can be made up of any combinations provided there are no more than a total of four (4) persons being approved to make up the crew.

8. Roles and Responsibilities of Team Chaperones

- a. Recommendations for the positions of Team Chaperone will be made to the Calisthenics ACT Board by the State Team Manager in consultation with Team coaches and Management. The chaperones will liaise with the team manager and State Team Manager in the implementation of their duties.
- b. A duty statement is attached as Appendix 4

9. Roles and Responsibilities of Team Members

The candidate will be appointed to the Team once they and their parent/guardian (if under eighteen (18) years of age) have accepted their position in writing and signed the Team Members agreement by the due date (as determined by the State Team Manager).

Upon selection and acceptance of a place in the ACT Representative team, candidates will receive a folder that will contain:-

- Summary of the relevant sections from the Representative Team Protocols
- Training calendar
- Payment Plan and other financial information
- Injury form for reporting of any injuries that may occur
- Medical forms for both Camp and Nationals Week
- Additional information deemed appropriate by the State Team Manager, Coaches and Management.
- Information on Injury prevention and management

Team members shall:

- a. Submit a signed consent form (accompanied by parent/guardian signature if team member is under eighteen (18) years of age) at the commencement of Representative Team activities.
- b. Make a commitment to all official Representative Team activities and practices (Note: The training calendar will be provided by the State Team Manager, in consultation with the Coach, which may include school holidays, weekend practices and public holidays. These could include full day practices).
- c. Seek leave of absence prior to any event that will prevent them from attending training sessions in writing to the State Team Manager. If unable to attend because of illness, then notify the Coach/Team Manager of inability to attend class.
- d. Support the coach by focusing on tasks at every class.
- e. Be present 10 minutes before class is due to start.
- f. Have participated in Calisthenics Skills classes.
- g. Be a registered and competitive member of an affiliated Club of Cali-ACT.
- h. Assist in the promotion and development of Calisthenics in the ACT and within their Club.
- i. Be available to give public performances when required.
- j. Be punctual and attentive in class.
- k. Be suitably attired in team training uniform for working in class.
- l. Along with parents/guardians, support Cali-ACT fundraising functions.
- m. Team members are required to abide by the dress code and code of behaviour set out below.
- n. Notify coach and team management of any injury or illness.
- o. Notify the Coaches, State Team Manager and team manager if they have any pre-existing or current medical conditions. Team members are to advise of any medications being taken.

ii. Team Dress

- a. At all official functions, including the celebratory function at Nationals, all Team participants and management wear ACT Representative Team Dress.
- b. During sightseeing it becomes optional for each Team as to whether they wear official team clothing or suitable casual attire approved by their Team Manager. Any additional clothing proposed to be worn by Team members (optional or otherwise) must be discussed and approved by the State Team Manager prior to purchase.
- c. A training uniform will be determined by Coaches and approved by the State Team Manager during the trial period and must be worn to all training sessions.

iii. Code of Behaviour

- a. Team members and Officials shall refrain from smoking and swearing whilst wearing Team uniform.
- b. Excessive alcohol consumption by any Team member or Official shall not be tolerated. Consumption of alcohol by any under age Team member shall not be tolerated. Penalty will be immediate disqualification from the Team and/or if away, return to home at parents'/guardians' own expense.
- c. The use of prohibitive substances by any Team member or Official shall not be tolerated. The penalty shall be immediate disqualification from the Team and/or if away, return to home at the parents'/guardians' own expense (Refer to Cali-ACT anti-doping policy).
- d. Team members or Officials shall not engage in any activity that brings or is liable to bring discredit upon the Team or Cali-ACT.
- e. Team members, parents, coaches and team officials are expected to abide by the Calisthenics ACT Social Media Code of Conduct. A copy of this document is available for viewing on the Calisthenics ACT web-site.
- f. No disrespect or bullying of any kind will be tolerated.
- g. All team members are expected to abide by the ACF Codes of Conduct detailed in the Member Protection Policy. This document is available for reading on the Australian Calisthenics Federation web-site
- h. All Coaches and Management must inform Calisthenics ACT through the State Team Manager or President as appropriate if there is any change to their Working with Vulnerable People status.

10. Roles And Responsibilities For Team Parents and Guardians For Team Members 18 Years And Under Or Participants Financially Dependant On Parents/Guardians

- Ensure your child attends all classes and is punctual.
- Collect your child/children on time when classes finish.
- Notify **team manager** if unable to attend or not able to get there on time, as soon as practicable.
- Maintain positive attitude.
- Notify team manager in the event of your child incurring an injury outside of class time.
- Support Cali-ACT fundraising functions.
- Pay all fees on time as specified in payment plans approved by the Convenor and Treasurer.
- Notify the State Team Manager and/or Treasurer of any change in circumstances that will impact on the ability to maintain a payment plan and to meet financial obligations.
- In the event you are concerned about a situation, your first point of contact will be the Team Manager. Should you wish to discuss your concerns with another committee member you should contact the State Team Manager or any member of the ACT Board.
- Assist the coaches and team management wherever possible. All parents have a responsibility to assist with costume sewing, sequinning and props when requested.
- Parents/guardians' presence in class is subject to coach invitation.

SECTION 5 – OTHER IMPORTANT INFORMATION FOR PARTICIPANTS AND FAMILIES

1. Injuries

- Any injury sustained in class must be reported to the Coach and Team Manager and a written report using the Injury Record form, must be completed. The Coach, Team Manager and the Parent/Guardian must sign the Injury Record Form.
- All Injury Record forms are to be kept on file by the Team management. A copy must also be sent home to parents/guardians.
- If a team member does not notify the coach during class of an injury sustained during class, then compensation rights may be waived.
- Any team member with an injury that persists for longer than seven (7) days must seek professional consultation from a doctor, sports physician or physiotherapist, etc.

- A team member who is under professional care for the treatment of an injury must provide the name of the physician to the Representative Team coach for consultation and injury management.
- Cali-ACT must ensure that all training venues are adequately equipped for calisthenics training in terms of their floors, gymnastic mats (if required) and heating and ventilation.
- Coaches are to ensure that a full and comprehensive strength training program as well as injury prevention and risk minimisation is included within the season plan.

2. Withdrawal From Team

- If a team member withdraws from the team for any reason prior to Nationals, the Coach will submit a recommendation to the Convenor as to the need to fill the vacant position. Each case will be determined on merit, on a case by case basis.
- The coach does not necessarily have to fill a vacancy.
- If a team member withdraws from the team for any reason, then all fees up to the time of withdrawal must be paid in full by 31 May in that calendar year. Calisthenics ACT is not bound to refund any payments due and payable up to the time of withdrawal. If withdrawal occurs within eight (8) weeks of the team leaving for Nationals full fees may apply.
- On withdrawal from the Team the Convenor and/or Treasurer will provide a statement of fees owing and payable.
- If fees remain outstanding as at 1 June then the participant will be ineligible to represent the ACT as a National Soloist in that year. If fees remain unpaid as at 31 December then the participant will be ineligible to enter a solo competition in the following year and Calisthenics ACT may take action to have the participant de-registered and declared unfinancial. In this case the participants Club will be notified of any actions taken.

3. Financial Obligations

All Representative team families are required to follow the payment plan as set out by the Convenor. The payment plan provided will be based on the current budget per participant. All fees **MUST** be finalised by 31 August.

If an extended payment time past 30 June is required then the Convenor and Treasurer must be notified and an alternative payment plan agreed in writing between the two parties. All extended debts **MUST** be cleared by 31 December.

Any variations to the agreed payment plan through the year should be advised to the Convenor or Treasurer in writing.

Any debt still outstanding past 31 December will result in the participant being in-eligible to enter solo competitions in the following calendar year. Long standing debts where payment plans are not maintained will result in Calisthenics ACT declaring the participant unfinancial and they will be de-registered for a period of at least 12 months. Clubs will be notified if any of these actions are taken.

4. Financial obligations of Coaches also participating in the team

Coaches who also participate as team members will be required to assist the team financially by meeting the costs of any costumes required. All other costs will be met by Calisthenics ACT as is the normal coaching arrangement.

Appendix 1 - Time Line of State Team Manager Duties

1. On appointment of coaches to each age group:
 - a. Organise and distribute coaching packs.
 - First aid kit and injury record forms
 - Most recent copy of ACF Rules
 - Copy of ACT Representative Team Protocols
 - Relevant coaching material relating to the host State/theatre
 - If required, blank CD's for recording team music and practice CD's
 - b. Prior to Trials, prepare and undertake preliminary work in relation to:
 - Date and venue for pre-trial workshop and trials
 - Organising checklists for team selection panel
 - In consultation with CALI-ACT and Representative Team Coaches, determine the need for a Trial Facilitator and where required, organise said person
 - Draft information to the calisthenic community about the pre-trial workshops and subsequent trial dates for distribution through Clubs
 - Organise Video Operator for trial selections
 - Attend Pre-trial workshop and Trials to co-ordinate administration of said trials
 - Upon receipt of registrations for trials:
 - Check with CALI-ACT to ensure candidate is registered and will be in the correct age group in the year of competition
 - Schedule candidates and notify candidates of the venue and dates/times for their allocated trial time.
 - d. At trials:
 - Ensure venue is suitably prepared for trials to take place
 - Ensure Team Selection Panel knows their role and responsibilities
 - Ensure all panel members have a checklist
 - If a decision is not reached at the conclusion of the trials by the panel, collect all trial criteria score sheets and all trial videos and organise a Selection Panel meeting, which is to be held as soon as possible after the trials.
 - e. After trials:
 - Collect from Team Selection Panel, ranking sheets for each candidate
 - Notify, in writing, all candidates of their results (either a Letter or Offer for trial squad or final team or unsuccessful letter) and feedback report. Include return acceptance letter and Privacy Statement to successful candidates.
 - Collect checklists from Panel members.
 - Notify Cali-ACT of results.
2. In consultation with the Coaches and Treasurer prepare a budget for each team and include venue hire, specialist coaching, costumes, travel, accommodation, uniform/tracksuits, meals, camp, concert hire, badges etc. Submit to CALI-ACT for approval. Once approved provide details to coaches and team management of budget.
3. Responsible for the day to day running of the Representative Team in conjunction with the Coaches, Team Managers and Wardrobe Managers.

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4. Chair Representative Team Sub-Committee meetings as required. The number and frequency of such meetings to be determined by the State Team Manager.
5. Organise, in consultation with Team Management and Coaches, parent information sessions prior to commencement of training and chair these meetings.
6. In consultation with Coaches, organise specialist coaches and coaching sessions.
7. In consultation with the Cali-ACT Treasurer, organise travel and accommodation and payment for specialist coaches.
8. Liaise with Calisthenics ACT Board and Council where necessary.
9. Attend Cali-ACT Committee meetings and provide regular reports.
10. Provide written report to the AGM.
11. Ensure expenditure is within budget.
12. Organise and prepare for camp weekend.
13. Appoint, in consultation with the Calisthenics ACT Board, team chaperones.
14. In consultation with the Competitions Committee, be responsible for organising the Representative Team concert.
15. Ensure team entries and lighting sheets are submitted to ACF on time.
16. Ensure that all Representative Team training venues are safe and minimise/reduce injury by containing sprung or timber flooring, gymnastic mats and adequate heating.
17. In conjunction with Team Managers, size participants and order tracksuits and polo shirts (by end of January to allow 6-8 weeks delivery).
18. In conjunction with Team Managers, ensure all participants have walking out uniform.
19. Prepare information folders for team members, coaches and management. To include calendar, contact list, budget, payment plan, injury record form, permission authority in relation to publicity, consent form, code of behaviour and medical details form for camp and Nationals Week.
20. Ensure all correspondence pertaining to Representative Team activities and sponsorship requests are signed by the State Team Manager and copies are forwarded to Calisthenics ACT.
21. Liaise with Team Managers re fundraising activities and wherever possible include all teams.
22. Be responsible for organising the team trip to the ACF National Championships.

Appendix 2

CALISTHENICS ACT REPRESENTATIVE TEAM DUTY STATEMENT TEAM MANAGER

The Team Manager is the link between the coaches, parents and convenor – this position is crucial and is the glue that holds the whole thing together. The Team Manager is the first point of contact for parent enquiries or concerns. Team Managers are responsible for the welfare of the girls in the team, communication to parents and advising the convenor, and if appropriate the coaches, of any issues that may arise. Team Managers communicate information from the Convenor and Coaches to parents. Team Managers should ensure copies of all correspondence sent are also forwarded to the Convenor.

The relationship between team members and the Team Manager is very important. Team members should feel comfortable in approaching the Team Manager for anything. Parents also need to feel that the Team Manager has their daughter's best interests at heart and with this in mind it is vital that the Team Manager is available to be in attendance during every class.

Managers attend all team activities and need to ensure a high standard of dress and behaviour are observed.

All Team Managers must complete a Working with Vulnerable People Check.

General and Administration

Appropriate communication with team members and parents is essential. This includes weekly/fortnightly notes or emails to team members/parents to keep them up to date with class times/places, extra practices, rosters for fruit platters, etc, camp, showcase, Nationals Week and any other information that should be communicated. Forward all communication to the Convenor to ensure they are kept up to date with team information.

Liaise with Convenor regarding:

- Team training uniforms
- Walking out uniforms
- Rep team tracksuits
- Purchase of any items for teams – shoes, hairpieces, etc
- All receipts must be handed to the Treasurer before reimbursements for expenditure can be made

It is essential that the Team Manager attends camp to carry out duties as agreed upon between the Convenor and other team managers as well as chaperoning the team. Tasks to be carried out regarding camp are:

- Ensure all team members are aware of times, place, etc and are advised of what to bring
- Liaise with the Convenor and other team managers to arrange catering for entire weekend

(ensuring nutritional food is served to the girls to optimise their training ability)

- Have all team members/parents complete a medical form before camp starts
- Be aware of any allergies/food requirements before catering is organised
- Chaperone team members to ensure they are safe at all times, get enough sleep over the weekend and behave appropriately

Showcase

Team Managers are expected to attend Showcase and carry out the following duties:

- Ensure all team members have full ACT Representative Team tracksuits and polo shirts to wear
- Organise catering for team or ensure team members bring appropriate food and drink for the entire day
- Liaise with Convenor and take on appropriate role for the day as agreed upon (stage managing, assist wardrobe managers on the day, backstage duties, etc)

Nationals Week

Nationals Week is a very busy time and requires a great deal of planning. If this planning is done correctly, the week will run very well and be extremely enjoyable.

- Prior to Nationals the team manager will attend a meeting with the Convenor and other managers and chaperones to determine catering and other requirements per the itinerary.
- At Nationals the team manager is head mother, making sure all the chaperones are informed on a daily basis of the schedule and requirements for catering and getting the girls ready and where they need to be on time as well as their day to day care. Every child in the team is important.
- Liaise with Convenor, other managers and chaperones to ensure an appropriate 'uniform' is worn by all coaches, managers and chaperones
- Plan room logistics – each room must have a manager or chaperone in it, with the exception of seniors where it may be acceptable to have all over 18s in a room by themselves
- Ensure updated medical forms are submitted from team members/parents
- Team Managers are ultimately responsible for the catering and logistics for the week. These tasks can be delegated to chaperone is appropriate
- Budget to be discussed with Convenor before Nationals week
- Meal plans to be organised beforehand
- Liaising with other Team Managers and working together for the majority of catering is not only cost effective but extremely efficient during Nationals week. Being able to rely on each other and sharing the load makes for a pleasant week
- Be aware of all training times, stage familiarisations, opening ceremony, solo practices (where it affects the team members), attending other sessions and ensuring transport is scheduled appropriately
- Ensure meals are nutritious and adequate as the girls have a very hectic week of training

and competing

- Ensure snacks and/or meals are planned for when team is at the theatre watching sessions
- Ensure adequate food is prepared for the team
- VERY IMPORTANT: Remember when planning meals, snacks, transport, attendance at theatre and any other functions, you must include **all** members of the team. For Nationals week, the team consists of:
 - the team participants
 - all coaches and cadets
 - team manager
 - wardrobe manager
 - chaperones
 - convenor
 - stage crew and transport drivers.
- Ensure all extra 'team members', other than girls and coaches, are factored in when planning each meal and transport
- Ensure all team members are aware of what 'uniform' is to be worn on each day
- Arrange for laundry to be done during the week as appropriate

Appendix 3

CALISTHENICS ACT REPRESENTATIVE TEAM DUTY STATEMENT WARDROBE MANAGER

The Wardrobe Manager's role is demanding and rewarding. You can undertake this role in several different ways depending on your sewing ability, but some past experience is essential. The Wardrobe Manager either makes, or organises others to make, the sets of costumes required, arranges for sequinning and decoration of the costumes, arranges for headpieces, shoes and any other accessories required. She also looks after the costume sets, makes sure they are washed and in good order and packs them for transportation to Nationals. The Wardrobe Manager assists with dressing the girls back stage at Showcase and the Competition and may also take on the duties of a chaperone at Nationals.

Wardrobe Managers attend all team activities and need to ensure a high standard of dress and behaviour are observed.

All Wardrobe Managers must complete a Working with Vulnerable People Check

General and Administration

- The Wardrobe Manager is required to liaise with the coaches to determine their requirements
- Measure team members and determine fabric quantities
- Make patterns
- Liaise with other wardrobe managers to enable bulk purchasing and ensure all costs remain within budget
- Order fabrics
- Arrange to measure for clubs and rods – order if required
- Arrange for costume sets to be sewn
- Arrange for decoration of costumes
- Arrange for headpieces, shoes and any other accessories as required
- Keep records of costume expenditure to remain with budget and for individual costing of costume sets
- All receipts must be handed to the Treasurer before reimbursements for expenditure can be made

It is also beneficial if the parents know who you are as they are more willing to volunteer to assist someone they know. For this reason it is advisable to be available to attend some of the classes to get to know the girls and parents.

Camp

Wardrobe Managers who are also chaperones need to be available to attend camp so that the girls are able to get to know who you are and are comfortable coming to you for help. While at camp you may choose to run a sewing bee and invite parents to assist get costumes underway or to fit some items. If staying at Camp you may be required to assist the other managers with catering requirements.

Showcase

Wardrobe Managers are expected to attend Showcase and carry out the following duties:

- Ensure all costumes are completed ready to wear
- Transport all costumes, headpieces and accessories to the venue and have them all named and hung ready for the show
- Assist with dressing the girls backstage
- Be available to assist the coaches and other managers as required

Nationals Week

Wardrobe Manager's duties during Nationals week include:

- Organise packing and transportation of all costume requirements
- Organise packing and transportation of rods and clubs for the team
- Attend stage practice with the team in order to find out the arrangements for dressing room space and any particular theatre requirements and to familiarise themselves with the layout of the venue.
- On the day of the Competition the Wardrobe Manager is required to arrive at the theatre prior to the Team in order to have the costumes set up ready. Wardrobe Managers are required to assist get the girls ready in the dressing room for the duration of the competition and should only leave backstage if not required by the coach or by prior arrangement.

Wardrobe Managers may be asked to chaperone team members at Nationals. Prior to Nationals the Wardrobe Manager will attend a meeting with the State Team Manager and other managers to determine catering and other requirements per the itinerary. Wardrobe Managers may be asked to assist the Team Manager and Chaperones cook, clean, make beds, wash and iron and get the children ready to be where they need to be on time and make sure everyone gets proper sleep. Wardrobe Managers will be advised by their Team Manager as to the requirements for Nationals Week.

Appendix 4

CALISTHENICS ACT REPRESENTATIVE TEAM DUTY STATEMENT TEAM CHAPERONE

General

Chaperones assist the Team Manager in the day to day care of each of the team members while at Camp and at Nationals. It is desirable that Chaperones take some time to get to know the team members and parents.

Chaperones attend all team activities and need to ensure a high standard of dress and behaviour are observed.

All Team Management and Chaperones must complete a Working with Vulnerable People Check.

Camp

Chaperones need to be available to attend camp so that the girls are able to get to know who you are and are comfortable coming to you for help. Some teams, particularly the younger age groups, may require chaperones to stay the night at camp to help supervise the team. Equally the parents need to know that you have their daughter's best interests at heart. With this in mind teams may make some times when you are asked to be available to get to know the girls and parents. Also while at camp you will be asked to assist the team and other managers with catering requirements.

Nationals Week

Prior to Nationals the chaperones will attend a meeting with the **team management** to determine catering and other requirements per the itinerary. Chaperones become mothers to many during the week at Nationals. Every child in the team is important and needs to be cared for equally. Chaperones cook, clean, make beds, wash and iron and get the children ready to be where they need to be on time and make sure everyone gets proper sleep. Chaperones will be advised by their Team Manager as to the requirements for Nationals Week. Chaperones act as a huge helping hand for managers during this week. Each Team Manager may delegate duties as agreed upon.

Appendix 5 - TEAM SELECTION CRITERIA SCORE SHEET

Junior, Intermediate and Senior Ranking

For each discipline, panel members should indicate a rating out of ten (with 1 being the lowest and 10 the highest). In order to be selected to participate in the trial squad, a candidate must achieve an average of 70% across all disciplines

STRENGTH AND FLEXIBILITY CHART		LEFT	RIGHT	Overall Rating out of 10
i	Splits – left and right			
ii	Fish / Pull through			
iii	Middle split			
iv	Supine split			
v	Leg mount – left and right			
vi	Unsupported leg mount			
vii	Arabesque			
viii	Supported arabesque / standing split			
ix	Walkover – fwd and backward			
x	Tiger stand			
xi	Swallow – unsupported			
xii	Headstand			
xiii	Overall flexibility			
xiv	Overall Strength			

FLEXIBILITY AND STRENGTH MOVEMENTS ARE ONLY TO BE ATTEMPTED BY CANDIDATES IF TECHNIQUE HAS BEEN CORRECTLY TAUGHT AND CANDIDATE CAN SHOW MOVEMENT WITH CONTROL. GYMNASTIC MATS MUST BE PROVIDED

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FREE EXERCISES	Comments	Overall Rating out of 10
Panel members should consider: Deportment, technique and presentation.		
MARCH	Comments	Overall Rating out of 10
Panel members should consider: deportment; mark time; arm swinging, turnout of feet and leg & foot work; corner technique; rhythm; and presence (confidence and poise)		
RODS		Overall Rating Out of 10
Panel Members should consider : Technique of manipulation; placement and flashing of rod; deportment; foot and leg work; flashing (single, double and triple) – rhythm and technique; and presence (Confidence and poise)		
CLUBS		Overall Rating Out of 10
Panel Members should consider: Deportment; club manipulation and technique; rhythm, planing; smoothness of swing; and foot and leg work		
AESTHETIC		Overall Rating Out of 10
Panel Members should consider: Poise and body alignment; grace and flow; technique of arm, feet leg & head positions; expression and interpretation – body and facial (if requested) and presence		
OVERALL PRESENTATION AND OTHER COMMENTS		

Comments from Club Coach: This information will be obtained by the Convenor as appropriate

Work ethic in class:

Punctuality:

Practices at home:

Reliable on stage:

Family commitment:

Appendix 6 - TEAM SELECTION CRITERIA SCORE SHEET

Sub Junior Ranking

Movement	Not Yet	Developing	Mastered
Left Split			
Right Split			
Supine Split – right			
Supine Split - left			
Middle split			
Swim through			
Left leg mount			
Right leg mount			
Bridge			
Back bend from standing			
Fwd walkover			
Bkwd walkover			
Tiger stand			
Head to toe			
Cradle			
Swallow			

FLEXIBILITY AND STRENGTH MOVEMENTS ARE ONLY TO BE ATTEMPTED BY CANDIDATES IF TECHNIQUE HAS BEEN CORRECTLY TAUGHT AND CANDIDATE CAN SHOW MOVEMENT WITH CONTROL. GYMNASTIC MATS MUST BE PROVIDED

Free Exercises	Not Yet	Developing	Mastered
Good technique			
Good deportment			
Presentation			

Comments:

Clubs	Not Yet	Developing	Mastered
Good technique			
Good deportment			
Listens to instructions			

Comments:

Calisthenics ACT Incorporated REP TEAM PROTOCOLS

Rods	Not Yet	Developing	Mastered
Good technique			
Good deportment			
Presentation			

Comments:

March	Not Yet	Developing	Mastered
Good rhythm			
Correct mark time			
Forward march			
Extended feet			
Good deportment			

Comments:

Aesthetic	Not Yet	Developing	Mastered
Arm/Hand placement			
Foot placement			
Soft style			
Expression			

Comments:

Dance	Not Yet	Developing	Mastered
Good technique			
Good deportment			
Gallops			
Spring points			
Expression			

Comments:

Comments from Club Coach: This information will be obtained by the Convenor as appropriate

Work ethic in class:

Punctuality:

Practices at home:

Reliable on stage:

Family commitment: