



Gymnastics
South Australia

Gymnastics South Australia **State Team Selection Policy**

Date of Issue: September 2001

Last Reviewed: December 2010

Controlling Body: GSA Board of Management

be active.

TABLE OF CONTENTS

INTRODUCTION

- 1. Team Personnel**
- 2. Athletes**
 - 2.1 Roles and Responsibilities
 - 2.2 Selection Criteria
 - 2.3 Selection Process
- 3. Coaches**
 - 3.1 Roles and Responsibilities
 - 3.2 Selection Criteria
 - 3.3 Selection Process
- 4. Judges**
 - 4.1 Roles and Responsibilities
 - 4.2 Selection Criteria
 - 4.3 Selection Process
- 5. Team Manager**
 - 5.1 Roles and Responsibilities
 - 5.2 Selection Criteria
 - 5.3 Selection Process
- 6. Chaperones**
 - 6.1 Roles and Responsibilities
 - 6.2 Selection Criteria
 - 6.3 Selection Process
- 7. State Team Funding**
- 8. Team and Travel Expenses**
- 9. Travel Policy**
 - 9.1 Travel Policy A
 - 9.2 Travel Policy B
- 10. STATE TEAM UNIFORM**
 - 10.1 Tracksuit
 - 10.2 Polo Shirts
 - 10.3 Leotards
- 11. Appeals and Grievances**
- 12. Additions and changes to Policy**
- 13. Attachment # 1 - Preferred Suppliers**
Attachment # 2 – Officials
Attachment # 3 – Chaperone

INTRODUCTION

This policy sets out the guidelines for the selection of GSA representatives, officials, and team delegates travelling to, and participating in, competitions/tours. The policy outlines the criteria for the nomination and selection of all officials, and it sets out the key roles and responsibilities for team members. This policy will be used, in conjunction with the sport specific criteria set out by each Sport Management Committee, for the selection of GSA Representative Teams.

1. Team Personnel

Each Gymnastics SA representative Team will comprise the following personnel positions:

- Team Manager
- Head Coach –Accredited Coaches
- Coaches –Accredited Coaches
- Judges – GA Accredited Judges
- Athletes – GSA registered athletes
- Chaperones – Ratio of Chaperones/Athletes determined by SMC

2. Athletes

2.1 Roles and Responsibilities

The athletes shall:

- Train for maximum performance.
- Attempt to achieve objectives set for the competition.
- Carry out the instructions of the Team Manager and Head Coach or those who are in authority at that time.
- Return appropriate information and forms to Gymnastics SA as required enabling the efficient administration of the arrangements and uniform.
- Advise the Team Manager and Head Coach of any change in fitness or any other factor likely to affect personal performance and compatibility with the team.
- Represent Gymnastics SA with all their good qualities and sportsmanship
- Wear the appropriate uniform as instructed, or respond to the dress guidelines as instructed.
- Understand and sign the Code of Conduct Agreement (Indemnity Form). Athletes under 18 require a parent or guardian to countersign.
- Not carry out any activities injurious to health. Smoking and partaking of alcohol or other drugs is not permitted.
- Maintain appropriate eating habits/diet and maintain high standards of personal hygiene and appearance
- Carry all necessary personal effects for performances, i.e. CD's, tape for strapping, hand guards, equipment, training diary/notebook, photographs/biographical information etc.
- Travel with the team unless arrangements have been made and sanctioned prior to departure by the gymsport SMC.
- Be prepared to undergo a drug test if required.

- Athletes must stay at the designated team accommodation at all times unless the Team Manager grants permission for other arrangements.
- Submit a medical fitness report taken in the final week prior to departure.
- An athlete taking medication must advise the Team Manager immediately so that the drug can be checked with the banned list.

2.2 Selection Criteria

Due to the nature of each gym sport, specific selection criteria are set by the relevant SMC and are detailed in their annual Handbook/Manual for the individual gym sport.

These criteria will be utilised in conjunction with the criteria listed below:

- All athletes must be registered and financial members of GSA
- Athletes must be medically fit to attend National Championships and interstate travel
- Athletes must be able to accept direction from team officials and be considered compatible with other team members
- Athletes must have no outstanding financial obligations to GSA in order to take part in the event.

2.3 Selection Process

The process for the selection of athletes as members of GSA Representative teams is outlined in the relevant SMC annual Handbook/Manual. The SMC will select the best athletes to represent GSA. The GSA Board of Directors will ratify the team selection.

3. Coaches

3.1 Roles and Responsibilities

The Head Coach shall be responsible for:

- Preparing the team for the competition in conjunction with assistant/personal coaches
- Planning and supervision of training sessions before departure and during competition
- In consultation with the assistant/personal coaches, establish an agreed order of work for competition to achieve the optimum Team result
- Consult with the Team Manager on all matters and specifically on any problems with team members
- The athlete's physical, mental and emotional well-being whilst on tour
- Ensure that the athlete's meals/diet, sleeping habits and recreation are conducive to optimum competition performance
- Foster Team spirit to enable all Athletes to participate and perform at their best

- Verify and check with management all arrangements for:
 - * Training Venues
 - * Training Schedules
 - * Competition Venue
 - * Competition Draws
 - * Competition Times
 - * Transport
 - * Music testing and requirements
 - * Meal times
 - * Competition Numbers
- Instruct assistant/personal coaches on their responsibilities
- Within 14 days of the completion of the tour, provide a detailed report to the Team Manager as requested
- Be answerable to and under the direction of the Team Manager

Assistant /Personal Coaches

The Assistant/Personal Coaches shall:

- Assume responsibility as delegated by the Head Coach
- Provide input into training schedules and attend all training sessions
- Be an active participant in finalising the start order and team selection as outlined in the selection criteria
- Provide support and assistance to athletes throughout the tour as agreed with Team Manager/Head Coach
- Be answerable to and under the direction of the Team Manager
- Attend pre-competition state training sessions as directed by the Head Coach

3.2 Selection Criteria

Due to the nature of each gymnsport, specific selection criteria are set by the relevant SMC and are detailed in their annual handbook/manual for each gymnsport.

These criteria will be utilised in conjunction with the criteria listed below:

- All Coaches must be registered and financial members of GSA
- Coaches must be medically fit to attend National Championships and interstate travel.
- Coaches must be considered compatible with other team athletes and Officials.
- Coaches must have no outstanding financial obligations to GSA in order to hold a position in a State Team.
- All Coaches must have undertaken a current police clearance check in accordance with the current legislation.

3.3 Selection Process

The process for the selection of Coaches as members of GSA Representative teams is outlined in the relevant SMC annual Handbook/Manual. The SMC will select the best Coaches to represent GSA based on the outlined criteria. The GSA Board of Directors will ratify the coaches selected before final approval is given.

4. Judges

4.1 Roles and Responsibilities

The Judge shall:

- Represent their State by impartial judging at all times
- Assist the Team Manager and the team wherever possible and when requested
- Be expert and appropriately qualified in judging and assist the Coach on request by being present at training sessions to mark and evaluate exercises
- Attend and report on Judging conferences, meetings etc. and keep the team Manager, Coach and Team informed, particularly on any factors that could improve or affect their performance
- Consult with the Team Manager on all matters and specifically if there are any problems perceived or otherwise with other team members
- Prepare a Report for submission to the team Manager specifically related to assist judging development in their State as well as improve Team performance
- If qualified to coach, assist the coach when requested

4.2 Selection Criteria

- Must be currently qualified to Judge at the level of the relevant National Competition they are applying for
- Must be a registered Technical Member at a State and National level
- Must be prepared to attend official training sessions and meetings as required by the appointed Team Head Coach
- Judges must have no outstanding financial obligations to GSA in order to hold a position in a State Team

4.3 Selection Process

The process for the selection of Judges as members of GSA Representative teams is outlined in the relevant SMC annual Handbook/Manual. The SMC will select the best Judges to represent GSA, based on the outlined criteria. The GSA Board of Directors will ratify the selected judges.

5. Team Manager

5.1 Roles and Responsibilities

The Team Manager shall:

- Be responsible to Gymnastics SA for the management and control of the team representing South Australia from the time of assembly for departure until the designated team closure.
- Be responsible for Team discipline and immediately report any serious breaches to the Head of Delegation, so that appropriate joint action can be taken.

- Define guidelines for: Dress of the Team (Travel and Functions) and Team Behaviour
- Be responsible for Team administration including, organizing and distribution of Team uniforms etc., airline tickets, medical documentation and Team agreement forms, assembly at airport and travel on arrival to accommodation.
- Organise meals and meal times in consultation with the Head Coach and assistance from the Chaperones.
- Accompany (or delegate appropriate qualified person) any Team member who requires dental, medical or hospital attention, or drug testing.
- Provide all information and communicate with all Team members through regular Team meetings.
- Provide assistance and support to the Head Coach.
- Liaise with the GSA office concerning itinerary, contingency, uniform and general organisation.
- Adjudicate any problems that may arise amongst the athletes, officials or supporters.
- Ensure that Team photographs are taken. Along with key Team officials, ensure that the tour is a harmonious event with the combination of team spirit, good health and the best environment for optimum performance.
- Preliminary entries must be delivered to the GSA office 9 weeks prior to competition.
- Definitive Entries must be delivered to the GSA office 5 weeks prior to competition.
- Provide details of all costs including; travel, accommodation, uniforms, food, competition fees, etc to the office one month prior to the competition/tour. The office will issue invoices to all team members and full payment is to be received before travel.
- Advise the office of petty cash requirements one week prior to travel.
- Retain receipts for all petty cash expenditure
- Return any surplus petty cash to the office
- Within 30 days of the completion of the tour, provide a detailed report and statement of accounts, and if required a confidential report to the GSA State Administrator on any serious breaches of discipline or misconduct of any Team member.

5.2 Selection Criteria

- Applicants should have demonstrated leadership and management experience and be able to organise and communicate with all members of the GSA representative team.
- Good personal and communication skills
- Understanding of protocol and procedures at National Championships
- Be willing and able to attend official training sessions and team meetings as required
- Previous tours with a South Australian Team preferred (not necessarily as Team Manager)
- A current drivers licence

- Compatibility with, and personal knowledge of, the athletes and coaches in the Team

5.3 Selection Process

The process for the selection of Team Manager as a member of a GSA Representative team is outlined in the relevant SMC annual Handbook/Manual. The SMC will select the best person to represent GSA, based on the outlined criteria.

Should there be no applications received by the nominated closing date, or applications received not fulfill the above criteria, the GSA Board has the authority to appoint the Team Manager.

6. Chaperones

Roles and Responsibilities

The Chaperone shall

- Be responsible for the emotional care and well-being of the all athletes
- Be responsible to both the Team Manager and Head Coach.
- Assist the Team Manager as required and requested
- In co-operation with the Team Manager, ensure that the Athletes are adequately fed, rested and cared for.
- Be responsible for the purchase of food and any other items required for maintaining the well-being of the athletes.
- Ensure athletes and Coaches have all that is necessary for training and Competition – BEFORE leaving accommodation.
- In general, become the “parent” for the team.

Selection Criteria

Where possible, chaperones will be appointed for each discipline attending the competition. Ideally, there should be one chaperone for every 8-10 athletes.

Applicants must

- Be capable of attending to the well-being and needs of **all** athletes allocated to their care.
- Ability to communicate openly with the athletes
- Although not requiring formal qualifications, Chaperones are required to have qualities of empathy, patience and initiative.
- A current drivers licence highly desirable
- Parenting experience highly desirable
- First Aid Certificate highly desirable
- Compatibility with, and personal knowledge of, the athletes and coaches in the Team is an advantage
- Hold a current police clearance check as per the current legislation.

Selection Process

The process for the selection of a Chaperone as a member of a GSA Representative team is outlined in the relevant SMC annual Handbook/Manual. The SMC will select the best person to represent GSA, based on the outlined criteria.

7. State Team Funding

To be determined by the GSA Board on an annual basis, in consultation with individual Sport Management Committees.

9. Team Member Travel Expenses

The team members must meet all financial obligations relating to the GSA team tour. All expenses must be paid, or payment arrangements agreed upon, seven (7) days prior to the team's departure. Members not meeting this financial obligation may be withdrawn from the GSA Representative Team.

10. Travel Policy

Each SMC nominates the preferred option to adopt for their preferred type of State Team Travel on an annual basis.

10.1 Travel Policy A

The team travel, accommodation, food and uniform is arranged entirely through the GSA office.

- Special consideration will only be considered if submitted in writing to the GSA office and in a timely manner.
- All athletes must travel to and from the competition as a team and must stay at the arranged accommodation and eat the team meals [dietary needs will be accommodated.]
- All team invoices must be paid in full prior to departure.

10.2 Travel Policy B

Athletes make their own travel arrangements and the South Australian team will commence at the accommodation at the designated date and time. All team members must stay at the official accommodation. From that point the Athletes are under the care and responsibility of Gymnastics SA until the release date and time that will be notified in advance.

- Special consideration will only be assessed if submitted in writing to GSA office and in a timely manner.
- Athletes 15 years or younger must travel with an adult, this adult may be a parent or an adult member of the touring party.
- As a service, GSA will advertise the flight/s of the officials; athletes wishing to travel with the management team must book on the advertised flights and advise GSA in writing, by the due date.
- Once at the accommodation the team will all share and contribute to meals, ground transport and other team needs.
- All team invoices must be paid in full prior to departure.

11. Team Uniform

The official colours for State representation are: navy blue, red and gold.

- All personnel are required to wear the official State Team Tracksuit during the tour.
- All athletes are required to wear the official State Team Leotard and training apparel during the tour.

11.1 Tracksuit (Refer Attachment #1)

Gymnastics SA has an arrangement with a preferred supplier.

- All Sport Management Committees are required to use the current approved design.
- Approval to use any other manufacturer must be granted from the Board of Management.

If the current design is to be modified it requires consultation from all Sport Management Committees and final approval from the Board of Management.

11.2 Polo Shirts and T-Shirts (Refer Attachment #1)

Gymnastics SA has an arrangement with a nominated manufacturer.

- All Sport Management Committees are required to use this manufacturer and the current approved design.
- Approval to use another manufacturer must be granted from the Board of Management.
- If the current design is to be modified it requires consultation from all Sport Management Committees and final approval from the Board of Management.

11.3 Leotards

- Before placing an order for leotards/training apparel the Team Manager needs to supply to the GSA office the following information.
- Name of the Company
- Company ABN number
- And have verified the quality of product by sighting a sample.

Design of Leotard/Training apparel

The design of the Competition and training apparel is the responsibility of individual Sport Management Committee.

12. Appeals and Grievances

All members have the opportunity to appeal and/or lodge a grievance to the relevant management levels. An appeal may include:

- An athlete or applicant against non selection in a State Team
- An athlete or applicant against removal from a State Team

Appeals must be lodged, in writing with the Selection Panel within 48 hours of the official announcement of the selection of the State Team or within 7 days of the return of the State Team.

The Selection Panel must respond in writing, within 48 hours. A formal decision will be made within 7 days.

If still not satisfied with the processes of selection an appeal can be made, in writing, to an independent appeals body consisting of three representatives from the following:

- GSA Staff Member (Head of Delegation)
- GSA Board Member
- GSA SMC Member
- Independent

The Appeal committee will make a decision as soon as possible and before the consequence of the selection or non-selection being applied.

The decision of the Appeal committee is absolute.

Note all members of this tribunal must be independent of the issue at hand.

13. Additions and changes to Policy

Any Sport Management Committee may submit a recommendation to the Board of management to review a section of the State Team Selection Policy. Should an amendment be made to this policy, an addendum to the policy will be circulated to all GSA Member Clubs.

Attachment # 1

As at April 2010 the approved State Team Track Suit Manufacturer is:

JAX Sports
395 Churchill Road
Kilburn,
South Australia, 5084
Phone 8262 4100

As at September 2005 the approved State Team T-Shirt/Polo Shirt Manufacturer is:

Promotional Products International
1 Ledger Road
Beverley SA 5009
Phone 8244 4488
ABN: 86 008 142 676

Attachment # 2



Gymnastics SA

Expression of Interest – Official

Gymnastics
South Australia

_____ **National Championships**
Year Gymsport

First Name: _____ Surname: _____

Address: _____

Suburb: _____ Post Code: _____

Date of Birth: _____

Phone: _____ (h) _____ (w) _____ Mob: _____

Email: _____

Your Club: _____

Do you have a current Police Clearance Check? Yes No

Please note that all intending Officials MUST have a current Police Clearance Check or be willing to submit to one.

Please tick your preferred position: Please note that these positions will be essentially self-funded.

- Team Manager
- Head Coach
- Coach
- Judge

Official's signature: _____ Date: _____

Return to Gymnastics SA by _____
PO Box 183 Park Holme SA 5043 Ph: 8294 8288 Fax: 8294 4321
Email: admin@gymnsa.com.au

Attachment # 3

Gymnastics SA



Expression of Interest – Chaperone

Gymnastics
South Australia

_____ **Championships**

_____ **Year**

_____ **National
Gymsport**

First Name: _____ Surname: _____

Address: _____

Suburb: _____ Post Code: _____

Date of Birth: _____

Phone: _____ (h) _____ (w) _____ Mob: _____

Email: _____

Your Club: _____

Do you have a current Police Clearance Check? Yes No

Please note that all intending Officials MUST have a current Police Clearance Check or be willing to submit to one.

Please tick your preferred position: Please note that these positions will be essentially self-funded.

Do you have a Driver's Licence? Manual Automatic

Are you confident about driving in unfamiliar heavy traffic? _____

Do you have a current First Aid certificate? _____

Have you had experience working with large groups of people? _____

Are you good at organizing and coordinating groups? _____

Are you willing to assist with meal preparations? _____

Nominee's signature: _____ Date: _____

Return to Gymnastics SA by _____
PO Box 183 Park Holme SA 5043 Ph: 8294 8288 Fax: 8294 4321
Email: admin@gymnsa.com.au