



CLUB STAKEHOLDER ADVISORY GROUP **INFORMATION PACK**

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British Gymnastics is an equal opportunities employer and aims to provide a discrimination-free working environment for volunteers and staff. We are committed to an action plan and policy in line with the Equality Act 2010, which ensures that no applicant receives less favourable treatment because of a protected characteristic.



1. AN OVERVIEW

British Gymnastics unifies the 4 Home Countries, the Isle of Man, 10 English Regions, over 1500 affiliated Gymnastics clubs, over 8,500 active coaches, over 390,000 participants and an incalculable number of dedicated volunteers across the UK.

The British Gymnastics strategic plan for the period 2017-2021 consists for 4 areas of focus.

- i. The demand for gymnastics participation is greater than can currently be met, leading to waiting lists. We know the 2 main bottle necks are too few coaches and spaces in which to participate. British Gymnastics is committed to alleviating these bottlenecks through key investment programmes.
- ii. British Gymnastics benefits from government funding to support high performance and participation initiatives. Of late both government agencies who manage funding to sport have indicated that this funding is likely to reduce in the next cycle. British Gymnastics is already seeking to reduce the dependency on this external funding by maximising current commercial revenue streams.
- iii. Talent pathways are crucial to sustain success at National and International level. British Gymnastics will advance, connect and effectively communicate the pathways to provide opportunities for talent to develop consistently.
- iv. British Gymnastics as a brand has a clear sense of history which affords credibility, however for key customer groups, such as our members, coaches, and clubs, there is a lack of clarity about what value the organisation provides. We will work to identify and deliver a clear value proposition that is centred around delivering what our customers value.

British Gymnastics staff work across 3 Directorates to service our members: Sport, Corporate & Community Services and Strategy & Commercial Operations.

The work of British Gymnastics includes:

- Supporting our Clubs and Partners who are vital to the delivery of gymnastics across the UK.
- Educating our Coaches and Judges to ensure a highly skilled workforce to support our clubs and partners and ensure the highest quality experience for our participants.
- Providing national competitions to support the competition and talent pathway leading to national and international success.
- Working with our clubs and partners to increase the spaces available for gymnastics through more facilities.



- Demonstrating a duty of care and providing a safe environment for our members in the clubs through stringent controls over health and safety, compliance and safeguarding.
- Promoting the sport through all mediums and social networks to engage fans of all ages.

2. BRITISH GYMNASTICS BOARD

The Board of Directors has the overall responsibility for the performance of British Gymnastics and focuses primarily on strategy, governance, finance and oversight of management and its operations.

The Board comprises of 12 directors, 8 of whom are Non-Executive Directors and 4 of whom are Executive Directors.

The current Board has a diverse range of skills, experience and professional acumen which has overseen significant growth and success in the business.

For your reference, the British Gymnastic Articles of Association, our last financial report and other key policies can be found at: www.british-gymnastics.org/governance

3. CLUB STAKEHOLDER ADVISORY GROUP (CSAG)

Following discussions with the Board and club representatives last year, it has been decided with over 1500 clubs registered with British Gymnastics throughout the UK, it is appropriate to establish a Club Stakeholder Advisory Group (CSAG) that can have input, through consultation, into strategic decisions that could impact clubs at all levels.

The objectives of the CSAG are:

- To provide insight and ensure the club perspective is brought into any strategic decision by the Board that might have a major effect on club business
- To provide an opportunity for the CSAG to discuss and recommend any major activity that would benefit clubs and the strategic priorities of British Gymnastics.
- To ensure that the allocation of British Gymnastics resources both human and financial are delivered in a manner that has the most impact and benefit and provides the least risk to the clubs
- To support the Board by serving as an advocate and “critical friend” and provide constructive comment and challenge on all Board matters relating to clubs.
- To report at Board meetings through the CSAG Chair, the minutes of each meeting and any recommendations made.



3.1. Composition of the CSAG

The CSAG will comprise of the following participants:

- Chair (British Gymnastics Board Non-Executive Director)
- Seven (7) appointed members from the club community
- A British Gymnastics Executive Director

The composition of the seven appointed members will be reflective of the gymnastics club community and that they can provide guidance on a range of club matters.

A Non-Executive Director of the Board will chair the CSAG and an Executive Director will be appointed to ensure the CSAG has direct connection to the Board and the operations of the organization,

As part of their commitment to the British Gymnastics Equality standards, the Board values diversity of views and contributions and wishes to ensure that membership of the CSAG represents the whole gymnastics community. There should be a no fewer than 30% female members and 30% male members and recruitment to the CSAG should actively encourage BAME and LGBT members to apply.

Except for the Executive Director, no members of British Gymnastics staff can be named as any of the seven appointed members.

3.2 Specific Skills

British Gymnastics is looking for seven CSAG appointed members who are reflective of the gymnastics club community. It is important these members have wide-ranging experience working in clubs and can see issues from a broad perspective. Whilst not essential, the ability to provide insight and specialist knowledge from a Club Owner/Manager/Committee member/Coach point of view would be beneficial.

3.3 Term of Office

The term of office for the members of the CSAG will be two years with the appointments made in March of every second year commencing in 2019 (approved appointments in first instance will be June 2019). All members can be re-appointed after a two year term.

3.4 Remuneration

All meeting and travel expenses for the members of the CSAG will be met by British Gymnastics. CSAG Members will receive a remuneration of £250 per day for their services whilst on CSAG duties.



3.5 Meetings

The CSAG will meet at least twice a year face to face and connect by other forms of communication when required. The dates for meetings are to be set by the Chair of the CSAG after consultation with the members of the group.

The meeting agenda will follow a set format and will be distributed by the CSAG Chair by e-mail at least two weeks prior to each meeting. The quorum for meetings is 5 and this number must consist of at least three appointed members. In the absence of the Chair, another member of the CSAG can be appointed by the Chair to assume this role. This temporary arrangement shall pertain only for the duration of the meeting.

Standing agenda items linked to the British Gymnastics strategy will include:

- Projects and Investment Programs related to club activity
- Customer Satisfaction Surveys
- National Development Program and supporting events
- Membership and Insurance
- Any other business

Minutes of the meeting are to be circulated within one month, including a separate list of Action Points and a timeframe and clarity of who is responsible for those actions.

4. APPLICATION AND APPOINTMENT PROCESS

The application and appointment process for the seven members appointed from the club community is as follows: -

Applicants, once in receipt of this Information Pack, should complete an online application and upload their letter/personal statement, CV (with club history showing applicable experience and skills). Assistance can be provided to prospective applicants to assist them with this process. All those who apply for these positions will have an eligibility check to ensure that they meet the criteria necessary to be appointed to the CSAG.

Applicants will be reviewed by a Selection Panel consisting of the appointed CSAG Chair (NED), appointed Executive Director and CEO who will then create a shortlist that may be required to be interviewed.

As part of their commitment to the British Gymnastic Equality standards, the Board values diversity of views and contributions and wishes to ensure that membership of the CSAG represents the whole gymnastics community. There should be a no fewer than 30% female members and 30% male members and recruitment to the CSAG should actively encourage BAME and LGBT members to apply.

Successful candidates will be recommended for appointment by the Board at its next meeting.



5. **HOW TO APPLY**

To apply visit <https://www.british-gymnastics.org/career-at-bg> and complete our online application form and the attach the following:-

- A covering letter highlighting your motivation for the position and relevant experience
- An up to date curriculum vitae

Closing date for applications is: 30th April 2019

6. **Appendices**

Appendix 1: CSAG Terms of Reference