



COMMITTEE PROCEDURES & REGULATIONS POLICY

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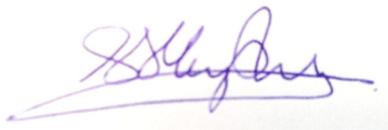
FOREWORD

London Gymnastics is served by the officers of the Technical Committees, Joint Technical Committee and Management Committee.

These articles form a clear and transparent set of regulations and procedures to ensure our members know what to expect of our directors, elected/appointed officers and are governed and amended by the London Gymnastics Management Committee.

London Gymnastics is a Company Limited by Guarantee.

All TC and event related monies remain at all times funds of London Gymnastics Ltd



Ben Murphy
Chairman – London Gymnastics

ARTICLE 1 PURPOSE

Technical, Management and JTC Committees

The purpose of the London Gymnastics Directors, Technical and Joint Technical Committees is to maintain the integrity of the sport and utilise each Committee's expertise to ensure improved performance, participation and governance in safe quality programmes.

This shall be done by:

- Carrying out the purposes and objectives of British Gymnastics and London Gymnastics.
- Interpreting and developing the discipline programme; in line with the British Gymnastics and London Gymnastics structure.
- Supporting the education and accreditation of judges and coaches to facilitate the discipline programmes.
- Implementing and providing technical support for the Competition Programmes.
- Providing sound governance to ensure transparency and accountability across all committees and officers of London Gymnastics.

ARTICLE 2 THE MANAGEMENT COMMITTEE (MC)

2.1 Control

The duty of the Management Committee is to provide comprehensive governance and ensure that the objectives of the Company are administered in all aspects.

2.2 Authority

- The MC, has the authority to implement all decisions across the Technical Committees in line with the British Gymnastics & London Gymnastics Roles and Responsibilities
- The MC has the authority to expend allocated funds within approved budgets
- The MC, shall have the authority to freeze any account associated with London Gymnastics if it believes that inappropriate use of members' money has taken place.
- The MC, shall have the authority to suspend (pending investigation) any Technical Committee or individual of said Technical Committee if it believes that legal, ethical or data protection standards or policies are being contravened.

The MC, may delegate responsibility to any sub-committee consisting of one or more members of the MC, and/or other persons for the purpose of advancing a special project. The Chairman may also delegate to any MC member such of its powers as it considers desirable to be exercised by her/him. The MC, may invite any member of any such committee, not being a member of the MC, to attend any of its meetings and to speak thereat, but not to vote.

It remains at the discretion of the Chairman that she/he may use any person as she/he sees fit to be used in a 'consultative' capacity for specific issues. Equally any member of the MC may use persons for the purpose of consulting, as long as the Chairman has been informed and agreed before contact is made. Whenever powers are delegated, or consultation undertaken, due confidentiality and discretion must be applied.

The MC may issue Contracts or Service Agreements for services which cannot be undertaken within a voluntary capacity

2.3 Roles and Responsibilities

The Management Committee is responsible for the governance and procedures needed to implement the achievement of British Gymnastics / London Gymnastics goals and objectives as defined by the articles of incorporation and by conditions of affiliation to British Gymnastics. They will be responsible for (but not limited to) the following:

Implementation of Rules and Regulations:

- Overseeing the implementation of Technical Regulations at Regional level
- Establishing an appropriate organisational and operational structure

Technical Control

- Approval of, and ability to change, Regional Competition Rules in consultation with the JTC

Programmes

- Regional Technical development of programmes in consultation with the JTC
- Regional Athlete pathways, in consultation with the JTC
- Development Plans and Budgets
- Ensure the priorities of London Gymnastics are maintained and reviewed

Communication

- Technical Committee relations
- Regional Member relations
- Regional hand book
- Regional Website and Social Media Channels.
- Establish clearly defined areas of responsibility and lines of communication as it sees fit

Events

- London Gymnastics event calendar in consultation with the JTC
- The London Gymnastics hand book in consultation with the JTC
- Delivery of events in accordance with London Gymnastics protocol
- Annual General Meeting
- Awards Events
- Designated 'Special Events'
- Club Conferences

Finance

- London Gymnastics is a Company Limited by Guarantee. All TC related monies remain at all times funds of London Gymnastics
- Ensure sound financial management systems are in place and that they are strictly adhered to as defined by the articles of incorporation and by the conditions of affiliation to British Gymnastics.
- Prepare annual budget
- Control income and expenditure on all distributed funds
- Safeguard London Gymnastics' assets.

Legal

- Ensure all legal and ethical standards are met
- Ensure the implementation, proposals and changes to the London Gymnastics Articles and related documents are applied appropriately

Complaints & Grievances

- Provide and administer a clear and transparent complaints and grievance procedure
- Resolve complaints and grievances without formal disciplinary action, if possible
- Resolve or determine complaints within a reasonable period
- Provide a fair and rigorous process for those circumstances where formal disciplinary proceedings are necessary

Ethical / Integrity

- Ensure that all ethical/ integrity standards are met.
- Implement and deliver support to welfare officers, clubs, coaches and gymnasts.

Inclusion / Disability

- Work towards greater inclusion within the region
- Promote integrated opportunities for disabled gymnasts
- Ensure that all disability/ inclusion standards are met as prescribed in BG policy

Representing London Gymnastics

- The Chairman (or designated officer) represents London Gymnastics with relevant external bodies, and is the channel for formal representation to British Gymnastics and English Gymnastics
- The Regional chairman (or designated officer) is a conduit to, and works with British Gymnastics and their workforce.

2.4. Structure of Committee

The Management Committee will consist of a minimum of 6 voting members including:

- Chairman of London Gymnastics (elected at AGM)
- Vice Chairman of London Gymnastics (appointed by MC)
- JTC Chairman (elected by JTC)
- Finance Officer (appointed by MC)
- Regional Administrator (appointed by MC)
- Regional Welfare Officer (appointed by MC)
- Additional committee members (appointed by MC)

The MC shall also have powers to co-opt additional specialists as and when appropriate

2.5 Election and Appointment Process.

Elections

- The London Gymnastics Chairman is elected at the Annual General Meeting, by a majority vote of the voting members. The London Gymnastics Chairman will serve for a period of 3 years, and may stand again. When submitting the nomination for chairmanship, a full CV must accompany the application. The CV will be published and should address the criteria for the office of London Gymnastics Chairman.
- In the event of no nomination being received for Chairman, the elected and appointed voting members of the Management Committee shall appoint a Regional Caretaker Chairman from amongst the elected or appointed members of this body. This Regional Caretaker Chairman shall have full voting rights and shall hold office until the next AGM, when further nominations will be sought and a new three year term will begin.
- The London Gymnastics Vice Chairman is an appointed position. Nominations shall be called for. A full CV must accompany the application. The MC shall appoint from the submitted nominations.

Appointments:

- The Chairman and the Vice Chairman, in conjunction with the MC, will appoint members to the committee. In selecting persons to be appointed to the committee, the MC shall seek to ensure that the professional or other competencies of those being appointed adds necessary expertise and competency to aide strategic planning and the running of London Gymnastics

Co-opted members

- The MC shall also have powers to co-opt additional specialists as and when appropriate

Sub committees

- The MC shall have the power to appoint any sub-committee that is deemed necessary in assisting the MC to fulfil its responsibilities. Sub Committees are governed by the London Gymnastics Articles of Incorporation and the Committee Procedures and Regulations

2.6 Finance

- The MC shall employ the funds of London Gymnastics for the purpose and objectives of London Gymnastics in such a manner as shall be deemed to be in the best interests of the sport.
- Funds belonging to London Gymnastics shall be applied towards the advancement of London Gymnastics objectives or for any other charitable purpose beneficial to the community or in the interest of social welfare.
- The financial year of London Gymnastics shall close on the 31st December of each year and all accounts closed as of that date.
- The accounts of the MC and all sub-committees shall be prepared for inspection or audit and presented to the Annual General Meeting.
- The finances of the region shall be held in on-line bank accounts.
- The MC may hold any number of accounts including (but not limited to) current, savings, investments
- Accounts will be transacted, using a set accounting system as determined by the MC
- All transactions shall require a two stage verification process. These verifiers to be The London Gymnastics Chairman, London Finance Officer and the Regional Administrator or designated member of the MC
- Where possible, transactions should be made using BACs
- Any single MC transaction over £5000 must first be approved by the Regional Chairman, Finance Officer and one other member of the committee.
- The MC may hold a maximum of 3 credit cards each with a £1,000 cap.
- The credit card balance must be paid off in full at the end of each month by direct debit
- London gymnastics is a 'cashless' Company and as such will use card readers for transactions at events, as determined by the MC.
- The MC is responsible for the reasonable expenses of the MC and its sub-committees. Committee Members' administration expenses, travel and accommodation costs associated with meetings and events, must be approved by the MC within the approved budget allocation and prior to claiming.
- Invoices and/or receipts will be required with the claim
- From time to time the MC will provide money for 'special projects' as agreed at the MC/JTC
- The MC may make payments to individuals on completion of exceptional activities, for services benefiting the region
- MC members may have Service Agreements for specific duties to ensure the smooth running of the Company
- The MC shall have the authority to freeze any account associated with London Gymnastics, if it believes that inappropriate use of member's money has taken place.

ARTICLE 3 THE JOINT TECHNICAL COMMITTEE (JTC)

3.1 Control

The duty of the JTC is to ensure that technical programmes and regulations are managed at a regional level, ensuring that the objectives of British Gymnastics are administered in relation to technical matters, and to provide a forum for discussion and agreement at regional level.

3.2 Authority

- The JTC shall have the authority to make and vote on technical matters
- The JTC may additionally make recommendations to the MC which require a discipline wide change to rules
- The JTC shall pass recommendations to the MC for ratification. Where the London Gymnastics Regional Chairman and 50% of the MC Officers are in attendance at the JTC meeting ratification may be given immediately upon a vote of those in attendance.

3.3 Roles and Responsibilities

The JTC is responsible for the review and recommendation of all technical matters concerning events, performance, and participation. They should strive for unification of all technical rules which are applied across the gymnastics disciplines within London Gymnastics.

Technical Control

- Compliance with LG Generic Event Rules.
- Application of specific discipline rules
- Responsible for ensuring the understanding of and compliance with LG and BG objectives, integrity and policies.

Programmes

- Regional athlete pathways
- Provide a structure for discipline development
- Provide a structure for regional training
- Work to increase participation in gymnastics
- Work towards greater inclusion within the region

Communication

- Provide a forum for discussion at regional level
- Develop cooperation between disciplines and clubs.
- Web contribution
- Provide positive leadership to create and maintain a high level of commitment and enthusiasm throughout London Gymnastics' affiliate clubs.
- Disseminate information to Technical Committees and clubs

Events

- Share best practice on the delivery of competitions and events
- Apply set LG standards of presentation at LG events
- Compliance with LG Event Rules

3.4. Structure of Committee

- The Joint Technical Committee will consist of voting members including:
 - Chairman of the JTC (elected by TC Chairmen)
 - Vice JTC Chairman (elected by TC Chairmen)
 - All Technical Committee Chairmen (elected)
 - Regional Inclusion Representative (appointed)
 - Regional Administrator (appointed)
 - Regional Welfare Officer (appointed)
 - Other Co-opted specialists as required (Non-Voting)

- Optional attendance (and without voting rights as a JTC):
 - Members of the MC
 - Relevant members of sub-committees
 - Invited speakers or consultants

3.5 Election and Appointment Process.

Elections

- The Chairman and Vice Chairman of the JTC shall be elected by a majority vote of the voting members of the JTC and will serve for three years.

Co-opted members

- The JTC shall also have powers to co-opt additional specialists as and when appropriate

Sub committees

- The JTC shall have the power to appoint any sub-committee that is deemed necessary in assisting the JTC to fulfil its responsibilities. Sub Committees are governed by the London Gymnastics Technical Regulations & Procedures

3.6 Finance

- The JTC may make recommendations to the MC for monies needed to meet the technical aims and objectives of London Gymnastics
- The JTC may approve monies to be spent on special projects by London Gymnastics in agreement with the MC

ARTICLE 4 TECHNICAL COMMITTEE (TC)

4.1 Control

The duty of the Technical Committees is to be responsible for the day-to-day management of the discipline.

The responsibility to implement LG Generic event rules.

4.2 Authority

- The TC, has the authority, to implement all technical decisions in line with the LG Articles of Incorporation, the LG CPR & policies
- The TC, has the authority, to implement all technical decisions in line with FIG, BG & LG technical rules
- The TC has the authority to expend allocated funds within approved budgets
- All TC monies remain at all times funds of London Gymnastics Ltd

4.3 Roles and Responsibilities

Each Technical Committee is responsible for the implementation and efficient management of Technical Regulations and Procedures to enable the achievement of British Gymnastics / London Gymnastics goals and objectives and will be responsible for the following:

Implementation of Rules and Regulations:

- Technical regulations at regional level
- Implementation of LG Generic Event Rules

Technical Control

- Regional Competition Rules
- Specific discipline competition rules

Programmes

- Regional technical development of programme
- Develop opportunities for increased participation
- Develop opportunities for increased inclusion in the region
- Regional athlete pathways
- Regional review and evaluation
- Development Plan and budget
- Develop opportunities for gymnasts and coaches to train and compete abroad

Communication

- Technical Committee meetings
- Regional member relations
- Web contribution
- Social Media

Events

- London Gymnastics Competition Programmes
- Delivery of events in accordance with London Gymnastics protocol
- Control of judges' panels

Technical Committee Budget

- Preparation of budget
- Control of income and expenditure on discipline projects

4.4 Structure of Committees

- Each TC will consist of a minimum of 4 voting members including:
- Chairman (Elected)
- Treasurer (Appointed)
- Inclusion Representative (Appointed)
- Competition Organiser (Appointed Optional position)
- Judging Coordinator (Appointed Optional position)
- Additional members as required (Appointed)

A Technical Committee shall not hold more than two members from one London affiliated club (unless agreed by the Management Committee)

4.5. Election and Appointment Process.

Election of non-contested or existing non-contested TC chairman

- The nominations for TC Chair shall be invited from the relevant affiliated clubs. The nominations shall be seconded by a different relevant affiliated club using the set nomination forms.
- When submitting the nomination for Chairmanship, a full Supporting Statement and Statement of Intent by the nominee must accompany the nomination. The Supporting Statement and Statement of Intent should address the criteria for the office of Chairman, and shall be available on the LG website 4 weeks prior to the election.
- The nominees shall be offered contact details of the relevant clubs so that they may canvass for support.
- The Chairman of the TC shall be elected at the discipline Technical Assembly, by a majority, secret vote.
- One vote may be cast by each affiliated BG registered club with that discipline, which has been affiliated to London gymnastics for a minimum of 2 years.
- The MC and JTC will have one vote each.
- Clubs may apply to the MC for a postal vote. *
- A member of the MC will officiate at the election.
- The votes shall be cast, then counted and announced by the MC official.
- A majority of the cast votes should be achieved or the candidate will be considered to have had a vote of 'no-confidence' and will not be elected. The TC will revert to the MC who will appoint a Caretaker Chairman and who will have full voting rights and shall hold office until the next Technical Assembly, when further nominations will be sought and a new three year term will begin.
- The elected TC Chairman shall serve for a term of 3 years, but may stand in subsequent elections.
- The TC Chair will appoint the Technical Committee Members and Officers

Election of contested TC chairman

- The nominations for TC Chair shall be invited from the relevant affiliated clubs. The nominations shall be seconded by a different relevant affiliated club using the set nomination forms.
- When submitting the nomination for Chairmanship, a full Supporting Statement and Statement of Intent, by the nominees, must accompany the nominations.
- The Supporting Statements and Statements of Intent should address the criteria for the office of Chairman, and shall be available on the LG website 4 weeks prior to the election.
- The nominees shall be offered contact details of the relevant clubs so that they may canvass for support.
- The chairman of the TC shall be elected at the Technical Assembly, by a majority, secret vote.

- One vote may be cast by each affiliated BG registered club with that discipline, which has been affiliated to London gymnastics for a minimum of 2 years.
- The MC and JTC will have one vote each.
- Clubs may apply to the MC for a postal vote.*
- A member of the MC will officiate at the election. The nominees shall deliver timed presentations after drawing lots. The votes shall be cast, then counted and announced by the MC official. In the case of a tie the LG Chairman (or their representative) shall have the casting vote.
- The elected TC Chairman shall serve for a term of 3 years, but may stand in subsequent elections.
- The TC Chair will appoint the Technical Committee Members and Officers

***Postal Votes:**

- The Club Head Coach in the relevant discipline may apply in writing to the LG administrator for a 'Postal Vote Form' if exceptional circumstances prohibit a club representative from attending the Technical Assembly to cast the club vote. Requests for a postal vote form must be made to the LG Administrator not less than 14 days prior to the AGM / SGM. The authenticated club postal vote should be sent to the LG Administrator not less than 7 days before the election is due to take place. Any postal votes received after that time will not be counted. A postal vote which is incorrectly completed or which is not received in the manner stated on the Postal Vote Form shall be invalid.

Appointment of a Caretaker Chairman

- Should a TC Chairman stand down mid-term of office or no nominations at end of term of office received, the control of the TC reverts to the MC who shall appoint a Caretaker Chairman.
- The MC may request invitations from those who wish to take office as temporary TC Chair until the next AGM. In such a situation, the MC would seek a majority vote having read CV's and Statements of intent
- At the point at which a TC Chair stands down, it is accepted that the remaining members of the Technical Committee shall have their powers suspended, however the MC may wish to ask remaining TC members to support the transition to a new Caretaker Chair
- The Caretaker Chairman shall have full voting rights, hold office and immediately select a new committee or retain the existing committee, in part or in whole, up until the next Technical Assembly, when further nominations will be sought and a new three year term will begin.

No-confidence vote

- Should the TC chairman have acted negligently, contrary to the interests of the Discipline or the TC or there is a significant breach of London Gymnastics policies and articles then a vote of no confidence may be called by:
 - A majority vote of the MC
 - A request by 30% those clubs registered on the BG GymNet and affiliated to LG with that discipline and sent to the Regional Administrator
- The TC chairman must be given at least 14 days' notice of the intention to consider a motion of 'no confidence' and an opportunity of making representations in response to the motion at a duly convened Special Technical Assembly
- A majority vote of those present at the Special Technical Assembly will determine the result (no postal vote)

- If a vote of no-confidence is upheld the control of the TC reverts to the MC who will appoint a Caretaker Chairman (see 'Appointment of a Caretaker Chairman' section above).

Appointments:

- The TC Chairman will appoint the TC Treasurer and additional personnel (role descriptions as outlined in Article 6)
- Should the TC chair determine that a member has acted contrary to the interests of the Discipline or the Technical Committee the chairman has the right to withdraw the appointment or services of the said individual, with a majority vote by the TC.

Co-opted members

Individuals may be co-opted onto the committee (for specific projects) by a majority vote of the committee

Sub committees

The TC shall have the power to appoint any sub-committee that is deemed necessary in assisting the TC to fulfil its responsibilities. Sub Committees are governed by the LG Technical Regulations & Procedures, and the Articles of Incorporation

4.6. Finance

London Gymnastics is a Company Limited by Guarantee. All TC and event related monies remain at all times funds of London Gymnastics Ltd

- The TC accounts shall be held in on-line bank accounts, linked to the main LG account
- The TC Chair, and the TC treasurer and one other designated officer will have access to the Online TC Account.
- The Regional Finance Officer and Regional Chairman shall also be given access to online TC account details (including passwords as necessary).
- The TC will use a set accounting system as determined by the MC
- The TC must prepare an end of Year set of Accounts as directed by the Regional Finance Officer ready for inspection or audit
- Where possible, transactions should be made using BACs
- All payments from the TC must have a two stage verification process
- Any single TC transaction over £5,000 must first be approved by the Regional Chairman or Regional Finance Officer
- Any transaction over £1000 should have email notification of intention to spend as well as the verbal agreement of the TC Treasurer and/or Chair
- The TC may hold a maximum of 3 credit cards each with a £1,000 cap, in the names of the TC Chair, the TC Treasurer and one other TC committee member.
- The credit card balance must be paid off in full at the end of each month by direct debit
- London Gymnastics is a 'cashless' Company and as such will use card readers for transactions at events, as determined by the MC.
- All monies for a service provided by or to a TC, must be passed through the TC accounts (e.g. event fee income, merchandise)
- An annual budget shall be produced by the TC.
- The treasurer and TC will be required to review the budget and provide a forecast to the London Gymnasts MC half yearly
- The TC is responsible for the reasonable expenses of each TC member and its sub-committees. Committee Members' administration expenses, travel and accommodation costs associated with meetings and events, must be approved by the TC within the approved budget allocation and prior to claiming. All claims require an invoice or receipt attached
- TCs are entitled to pay for the Annual BG Membership of volunteer TC members.

- The TC may make payments to individuals on completion of exceptional activities, for services benefiting the discipline
- TC members may have Service Agreements for specific duties to ensure the smooth running of the Discipline, but are not entitled to TC voting rights. The MC must authorise such Service Agreements.
- London Gymnastics is a Company Limited by Guarantee, expenditure for regional activities at best should cover costs, and where 'mark-up' is applied, it should be for the purpose to fund another element of the programme in that year.
- The Management Committee will have the authority to freeze a TC account, at any time, if it believes that inappropriate use of member's money has taken place.

ARTICLE 5 MANAGEMENT COMMITTEE PERSONNEL:

5.1 Regional Chairman *to include*

The London Gymnastics Chairman, in conjunction with the MC will be responsible for all matters relating to the implementation of British Gymnastics & London Gymnastics Policies and will:

- Lead the strategic development of London Gymnastics.
- Ensure that the overall direction and focus of the Region is consistent with the objectives and strategies as set-out in the British Gymnastics Strategic Plan and those priorities of London Gymnastics.
- Ensure relevant processes and resources are put in place for the effective day to day operation of the organisation
- Review and implement amendments to policies and procedures to ensure a fair and transparent membership organisation
- Act as a lead figure to represent London Gymnastics at meetings scheduled by British Gymnastics, English Gymnastics or London Gymnastics (having the authority to send a representative if needed)
- Chair all scheduled and relevant meetings and check Agendas and Minutes for all meetings
- Ensure that Annual Reports are reported correctly
- Present highlights of the previous year and projects/direction for the year ahead at the AGM
- Attend the JTC meetings as required
- Be available to be consulted by or liaise with the members and technical officials of London Gymnastics throughout the year.

Desired Criteria

- Knowledge and understanding of one or more gymnastic disciplines
- Respected within the gymnastics community
- Good organisation, administration, planning and IT skills
- Interpersonal skills and communication skills
- Team player
- Judging and or Coaching Qualification (may be lapsed)

5.2 Regional Vice -Chairman *to include*

The London Gymnastics Vice-Chairman, in conjunction with the Chairman will:

- Support the chairman with the strategic development of London Gymnastics
- Lead the developmental programme for London Gymnastics
- Act as a lead figure representing London Gymnastics at meetings should the chairman be unavailable
- Chair specific scheduled meetings and check agendas and minutes for meetings
- Chair scheduled and relevant meetings should the Chairman be unavailable
- Attend the JTC meetings as required
- Be available to be consulted or to liaise with the members and technical officers of London gymnastics throughout the year

Desired criteria

- Knowledge and understanding of one or more gymnastic disciplines
- Respected within the Gymnastics community
- Good planning skills
- Interpersonal and communication skills
- Team player
- Judging and/or coaching qualification

5.3 Regional Financial Officer: *to include*

- Control the finances of London Gymnastics Ltd
- Set clear financial policies to support the development of the London Region
- Be responsible for budgeting in conjunction with the Regional Chairman and the MC
- Set and Maintain proper accounting systems in line with London Gymnastics requirements
- Ensure that all sub-committee accounts are prepared for annual inspection / audit
- Ensure that TC Annual Accounts are reported correctly
- Provide comprehensive half yearly financial reports to the Regional Chairman and the MC.
- Record income/expenditure and make readily available for inspection by the Management Committee and auditors
- Provide a Management Summary of Accounts as determined by the MC for review prior to/and or during all MC meetings
- Liaise with LG Accountants
- Prepare and monitor annual budgets in conjunction with the MC.
- Monitor annual sub-committee budget submissions in conjunction with TC Treasurers & Chairmen
- Attend all scheduled and relevant meetings

Desired criteria

- Knowledge and experience of accounting systems and procedures
- Ability to control the finances of the London region
- Good organisational and administration skills
- Interpersonal and communication skill
- Accounting qualification

5.4 Regional Welfare Officer *to include*

- Promote BG's Safeguarding Children Policies, Procedures and Guidance and other associated policies including Health, Safety and Welfare Policy and Safeguarding Vulnerable Adults.
- Support clubs to implement plans for safeguarding children
- Maintain matrix of club welfare officers
- Refer reported incidents to external bodies as appropriate
- Ensure that club members have access to SPCA training
- Maintain contacts for children's social care services
- Advise and support club welfare officers on safeguarding issues
- Ensure confidentiality is maintained

Desired Criteria

- Child centred approach
- Good communication skills
- Good administration and record maintenance
- Ability to ensure policy and procedures are effectively implemented

5.5 Chairman & Vice Chairman of JTC *to include*

- The JTC Chairman and Vice Chairman represent the views of all TC Chairmen
- Act as liaison between the MC and TCs.
- Chair all scheduled and relevant JTC meetings and check Agendas and Minutes

5.6 Regional Administrator *to include*

- Distribute information to LG members as directed by MC
- Organise the annual affiliation of clubs
- Organise the delivery of the AGM and Technical Assemblies
- Negotiate the purchase of regional merchandise /equipment
- Lead Commercial negotiations pertaining to venues and events as required
- Ensure Service Level Agreements are in place and adhered to
- Seek and manage sponsorship deals for LG.
- Collate and distribute the annual calendar of events.
- Lead administration for LG events (*as prescribed by MC*)
- Liaise with BG website personnel

Desired Criteria

- Good organisation, administration and planning skills.
- Understanding of the sport of gymnastics.
- A team player.
- IT literate.
- Good negotiating skills

5.7 Legal Officer (Optional) *to include*

- Advise the MC on legal matters (if needed consult with external partners for advice)
- Review all legal documents and contracts. (if needed consult with external partners for advice)
- Ensure LG compliance with legal obligation and laws. (if needed consult with external partners for advice)
- Assist the MC and TCs to put in place Rules and Regulations which regulate the conduct and standards of all BG members in the region.
- Ensure that the BG complaints and abuse procedures as adopted by LG are carried out
- Ensure confidentiality is maintained and information is only shared on a genuine 'need to know' basis.

Desired Criteria

- Basic administration and record maintenance
- Good communication skills
- Ability to ensure policies and procedures are effectively implemented at regional and club level
- Ability to support key people and ensure ownership of policy implementation plan across the region
-

5.8 Events Officer (Optional) *to include*

- Lead the Event Team for major regional events:
- Support TC Chairmen and Event Organisers as directed by the MC
- Liaise with the Marketing Officer
- Ensure that the London Gymnastics branding is displayed appropriately
- Ensure Service Level Agreements for competition venues are in place.

Desired Criteria

- Event knowledge and experience
- Good organisation, administration, planning and IT skills
- Good negotiation skills
- Team Player
- Interpersonal and communication skills
- Ability to lead a team of volunteers

5.9 Marketing & Communications Officer (Optional) *to include*

- Set and maintain the London Gymnastics Marketing and Communications strategy
- Develop and maintain social media channels for LG and ensure that they are used appropriately
- Lead LG marketing initiatives
- Support the TC's with different forms of communications and templates including work plans, google-box, LG yearbook, feedback forms, News Blast and the LG website.
- Ensure the London Gymnastics branding is used appropriately and consistently
- Ensure that all communication channels are maintained to the highest level

Desired Criteria

- Good organisation, administration, planning and IT skills
- Basic knowledge and understanding of marketing
- Good writing and proof reading skills
- Team player
- Social media skills

ARTICLE 6 TECHNICAL COMMITTEE PERSONNEL

All Technical Committee Personnel must be of good standing with London Gymnastics, British Gymnastics and their respective National Technical Committee.

6.1 **Chairman** *to include*

The Technical Committee Chairman, in conjunction with the TC will be responsible for all matters relating to the implementation of British Gymnastics and London Gymnastics Policies and will:

- Be responsible for the implementation and administration of technical matters, specified in the British Gymnastics Technical Regulations and Competition Hand Book.
- Ensure that the overall direction and focus of the discipline is consistent with the objectives and strategies set out in the British Gymnastics Strategic Plan and those priorities of London Gymnastics.
- Be responsible for the planning, coordination and delivery of the discipline's Competition Programme.
- Be responsible for the planning, coordination and delivery of the discipline's Development Programme.
- Be the discipline's Technical Representative for London Gymnastics.
- Represent the views of the discipline (and its members) at the JTC meetings (Appointing a representative of the TC if unable to attend)
- Produce reports as required & provide a TC Report for the LG AGM
- Chair all scheduled and relevant meetings and check Agendas and Minutes for all meetings, or nominate an appropriate representative.
- Attend London Gymnastics events or nominate an appropriate representative to cover the duties of the Chairman
- Be available to be consulted by or liaise with the discipline community throughout the year.
- Deliver the disciplines Technical Assemblies; disseminate information; present changes to the disciplines programme.
- Encourage a mentoring system amongst the TC and sub-committee members to ensure succession planning

Desired Criteria for Chairman

- Knowledge and understanding of the discipline
- Respected within the discipline community
- Good organisation, administration, planning and IT skills
- Event experience
- Interpersonal skills and communication skills
- Team player
- Judging and or Coaching Qualification (may be lapsed)

6.2 **Treasurer:** *to include*

The treasurer shall:

- Be responsible for budgeting and the control of the TC's finances, in conjunction with the Chairman
- Submit a forward budget for the year in conjunction with the TC
- Set clear financial policies to support the development of the discipline
- Help Set competition and event entry fees
- Apply the London Gymnastics accounting system in line with requirements
- Record financial income/expenditure for individual events/competitions using the LG accounting system as determined by the MC
- Apply LG card readers for transactions at events, as determined by the MC

- Provide comprehensive half yearly financial reports to the TC and London Gymnastics Regional Financial Officer
- Prepare accounts for annual inspection by the LG accountants Attend all scheduled and relevant meetings

Desired criteria for treasurer

- Knowledge and experience of accounting systems and procedures
- Ability to control the finances of the TC
- Good organisational and administration skills
- Interpersonal and communication skill

6.3 Inclusivity Representative *to include*

The Inclusivity Representative shall:

- Advise and guide the TC on developments that promote, improve and increase the inclusion of disabled gymnasts
- Be responsible for the development of adapted Disability Developmental Plans
- Be responsible for the Disability Pathway within the discipline
- Work towards inclusion of disability gymnastics into the mainstream arena (where appropriate)
- Work to identify suitable opportunities for disabled gymnasts in mainstream events
- Meet with the Regional Inclusivity Gymnastics Panel at least twice per year
- Provide a summary of activity for the TC's annual report

Desired criteria for Inclusivity Representative

- Knowledge and experience of disability gymnastics
- Interpersonal and communication skills
- Team player
- Preparedness to work with outside agencies where appropriate

6.4 Judging Coordinator (Optional)

The Judging Co-ordinator shall:

- Develop and manage the Judges' section of the Discipline specific pages of the annual TC Discipline Handbook.
- Identify and encourage competent persons to be trained as judges.
- Organise judges and judging panels at London Gymnastics events
- Prepare Judge's Work Plan & Judges Pack at LG events
- Ensure a high standard of officiating at all Regional events.
- Organise the Judge Jury at LG events
- Provide up-to-date information via regular communications to judges and clubs.
- Attend all scheduled and relevant meetings.

Desired Criteria for Judging Co-ordinator

- BG qualified Judge
- Sound technical knowledge and understanding of the discipline
- High standard of judging knowledge
- Respected within the discipline community
- Good organisation, administration and IT skills
- Interpersonal and communication skills
- Team player

6.5 Competition Organiser (Optional)

The Competition Organiser shall:

- Act as Competition Director and be responsible for the delivery of the event on the day
- Be responsible for the planning, coordination and delivery of the discipline's Competition Programme.
- Ensure all events meet the required standards of London Gymnastics and the expectations of the gymnastics community.
- Ensure compliance with the LG Generic Event Rules
- Prepare the TC Handbook and calendar of events in conjunction with the TC
- Manage the Online Entry System in conjunction with the TC Chairman
- Communicate correct information for parents, coaches and gymnasts, via the Event Work Plans and Parents' Letter
- Apply the venue Service Level Agreement as provided by the LG Administrator
- Establish competition running/working orders
- Recruit appropriate volunteers to assist in event delivery – or appoint volunteer coordinator
- Liaison with the Judging Coordinator to arrange judges and coaches meetings prior to the event
- Coordinate event presentation and competition personnel
- Manage catering requirements at the venue
- Confirm accommodation requirements if appropriate
- Distribute results via a link to event page
- Attend all scheduled and relevant meetings
- Ensure that the London Gymnastics brand is both promoted and protected
- Appoint H&S Officer to ensure H & S protocols are applied

Desired Criteria for Competition Organiser

- Good organisation, administration, planning and IT skills
- Sound knowledge and understanding of the discipline
- Event knowledge and experience
- Interpersonal and communication skills
- Ability to lead a team of volunteers

6.5.1 Health & Safety Officer (*appointed from volunteer pool or TC, per event*)

The Health & Safety Officer will be responsible for:

- The Preparation of the Risk Assessment for each event
- Health & Safety measures on the H&S Check List / SLA
- Liaising between venue/host and the Technical Committee on H&S matters
- Ensuring all accident and emergency measures are in place and enforced

6.6 Technical Committee Members

The TC Members will be responsible for:

- The delivery of all activity related to their designated roles
- Assist or co-ordinate specific projects undertaken by the Technical Committee.
- Attend all scheduled and relevant meetings

Desired Criteria for TC Members

- Good organisation, administration, planning and IT skills
- Knowledge and understanding of the discipline
- A team player

ARTICLE 7 TECHNICAL AND COMPETITION REGULATIONS

7.1 Responsibility

Each TC is responsible for ensuring the Technical Regulations are adhered to, as published on the British Gymnastics website. The Regulations are valid for an Olympic cycle.

Each TC's Competition Rules and Regulations will be outlined in the Discipline Specific pages of the discipline Handbook and will be reviewed and updated annually, prior to the start of the new competition season. LG Competition Rules and Regulations are relevant for all London Gymnastics events. Accordingly, the following Policies have been adopted by London Gymnastics to ensure these events are governed by consistent Rules and Procedures across all disciplines:

- Anti-Doping Policy
- On-line Entry Procedure
- Coaches' Code of Ethics
- Judges' Code of Ethics
- Health, Safety and Welfare Policy
- London Gymnastics Event Rules and Regulations

These Policies apply to all events staged by TCs regardless of the discipline or level of athlete involvement, or the location and timing of the event. These Policies must be adhered to and cover all entries by British Gymnastics Members and London Gymnastics affiliated clubs.

7.2 London Gymnastics Event Rules/TC Invitational or Open Invitational Event Rules

TCs must ensure that when organising events:

- Clubs are BG recognised. [*or home nation equivalent*]
- Gymnasts are members of BG to the correct level of membership [*or home nation equivalent*]
- Gymnasts have reached their sixth birthday on the day of the Event
- Coaches are members of BG [*or home nation equivalent*] and have the relevant coaching qualification to the level of skills being performed
- A named welfare officer will be in attendance for the duration of the event.
- A name health & safety officer will be in attendance for the duration of the event.
- Health & Safety procedures are adhered to
- Health & Safety Check List and risk assessment applied
- Professional First-aid/medical assessment and treatment is available for the duration of the event
- Only LG/ BG branding may be used at the Event
- The BG on-line entry system will be used [*as appropriate*]
- TCs are responsible for ensuring all information is on the Events Page
- All Regional Events must be London Gymnastics branded. This should include:
 - Black Felt table cloths with LG Branded runners
 - Signage and Posters including the brand.
 - Colouring / Lighting where possible should use the three London Gymnastics Colours.
 - Trophies / Medals should bear the London Gymnastics Logo.
 - The Event Team should be easily identifiable either by Branded clothing or Lanyards.
 - Areas for Photo should be LG Branded

7.3

LONDON GYMNASTICS EVENT COMMUNICATIONS

TCs must ensure that the following are in place:

- LG Service level agreement with the venue
- Event Specifications, communicated to the venue prior to the event
- Event Work Plan, up-loaded to LG events page at least 2 weeks prior to the event
- Parents' Letter, up-loaded to the LG events page and sent to clubs for distribution at least 2 weeks prior to the event
- Club Info Pack, prepared and distributed at the coach briefing
- Judges Info Pack, prepared and distributed at the judges meeting
- Emergency procedures announced

ARTICLE 8 COMMITTEE MEETING PROCEDURES

8.1 Meetings

- TCs to meet a minimum of four times per year including the technical assembly, at a time, place/ date / method designated by the Chairman after consultation with all committee members
- JTC to meet a minimum of two times per year plus AGM at a place/ date / method designated by the Chairman after consultation with all committee members
- MC to meet a minimum of four times per year at a time place/ date / method designated by the Chairman after consultation with all committee members
- Committee Members must be given a minimum of 7 days' notice of such meetings

8.2 Voting

- Each Committee Member is entitled to one vote
- In the case of a tie, the Chairman will have a casting vote
- Voting will be decided on a simple majority vote
- For TC Meetings, in the case of a dispute the TC Chairman may request the Regional Chairman to intervene

8.3 Quorum

Committee meetings shall require a minimum of four voting members
Should this not be achieved, the meeting can take place, but no decisions can be implemented unless ratified at a future quorate meeting

8.4 Chair

If the Chairman is not available, his/her nominated representative will chair the meeting.

8.5 Agenda and Minutes

- Agenda items may be called from Committee Members.
- The final and approved Agenda shall be emailed to the Committee Members prior to the meeting.
- Minutes shall be taken as a formal record of the meeting and distributed to the committee for ratification within 14 days of the meeting.
- TC, JTC and MC Minutes should always be sent to the Regional Administrator for filing once ratified.
- A copy of the fully ratified committee minutes must be kept for a minimum of 10 years

8.6 Technical assembly

- The TC will deliver the technical assembly.
- Technical Assemblies will be convened on the same day as the AGM, and may form one of the four meetings

ARTICLE 9 GRIEVANCES, DISCIPLINE AND APPEALS

Should officers be deemed to have operated 'significantly' outside of the regulations and procedures contained within this document, they may be open to the standard complaint and grievance procedure.

All members have the opportunity to appeal and/or lodge a grievance pursuant in-line with the London Gymnastics Complaints Procedure

ARTICLE 10 COMMITTEE CODE OF CONDUCT

Introduction

London Gymnastics has adopted the British Gymnastics Code of Conduct for its Committees, to ensure gymnastics is administered in a professional manner, and this is recognised and acknowledged by athletes, coaches, judges, parents and the general community.

All serving Committee Members agree to abide by and sign the Committee Code of Conduct, and acknowledge that the member may be leaving themselves open to disciplinary action should breaches of the Committee Code of Conduct be proven.

Member Code of Conduct

Serving Committee Members of London Gymnastics agree to:

- Act honestly, in good faith and in the best interest of members
- Be consistent, objective and professional when making decisions
- Be objective in judgement and actions
- Accept and follow decisions made at Meetings
- Respect confidentiality in all information gained through their position on the committee.
- Show a duty of care and diligence in fulfilling the functions and exercising the powers attached to their position
- Report all problems as they arise to the relevant body including incidents, injury or conflicts and forward all related correspondence
- Not allow personal interests, or interest of any associated person, to conflict with the interest of the Committee matters and will ensure the integrity of the actions of the committee by avoiding granting special favours or unfair privileges to anybody or entity
- Abide by the standards of behaviour and ethical conduct required of all members as described within the British Gymnastics / London Gymnastics Rules and Regulations
- Not engage in conduct likely to bring London Gymnastics into disrepute

Name _____

Management Committee _____

Technical Committee Discipline _____

Position _____

Signature _____

Date _____