

National GfA Committee  
Regulations 2013-2017  
Version 5



National Gymnastics for All Committee  
Regulations

January 2013- March 2017

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## ARTICLE 1            DEFINITIONS AND INTERPRETATION

The following short terms shall be used and interpreted in the spirit of the following meanings unless specifically defined elsewhere.

<b>Association</b>	British Gymnastics
<b>Member</b>	A Member of British Gymnastics
<b>Board</b>	Board of British Gymnastics
<b>Representative</b>	Member of the National Gymnastics for All Committee

### Glossary of common gymnastics acronyms

<b>BG</b>	British Gymnastics
<b>GfA</b>	Gymnastics for All
<b>NGAC</b>	National Gymnastics for All Committee
<b>CEP</b>	Coach Education Panel
<b>CEO</b>	Chief Executive Officer

## ARTICLE 2

## PURPOSE

### 2.1 National GfA Committee (NGAC)

The purpose of the NGAC is to ensure that GfA is strategically delivered to increase and sustain gymnastics participation through safe quality programmes that meet the needs of Clubs, Coaches and Participants and contributing to the GfA vision 'More opportunities for more people'.

This shall be done by:

- (i) Carrying out the purposes and objectives of British Gymnastics
- (ii) Using the knowledge and expertise of the Committee to guide, check and challenge related programmes
- (iii) Contributing to an annual action plan and ensure alignment to the GfA strategy
- (iv) Acting as ambassadors for GfA, influencing partners and stakeholders to positively develop the GfA programme

## ARTICLE 3

## NATIONAL COMMITTEE

### 3.1 Control

The National Committee will work in alignment with the British Gymnastics, the BG Business Development Directorate, Development Department and GfA Team. Day-to-day management will be the responsibility of the GfA Manager.

### 3.2 Authority

- (i) The Committee has the authority to check and challenge programmes within and related to GfA.
- (ii) The Committee forms part of the decision making process which is outlined in figure 1 (page 7).

### 3.3 Roles and Responsibilities

The National Committee is responsible for the establishment and efficient management of regulations and procedures to enable the achievement of BG goals and objectives in relation to GfA.

The National Committee will be responsible for the following:

- (i) The National GfA Programme
  - (a) The development of GfA products and programmes
  - (b) The International Festival selection criteria
  - (c) Expert guidance and support for the development of GfA modules, courses and coaching resources
  - (d) Influencing the direction of GfA nationally and internationally
  - (e) Feedback, review and evaluation of the above
- (ii) Communication
  - (a) Attendance and contribution at National Committee meetings
  - (b) Promoting and representing GfA within BG and at Home Country, Region and Member level
- (iii) National Events
  - (a) Festival technical guidance, review and evaluation
  - (b) GfA competition technical guidance, review and evaluation

- (iv) International Events
  - (a) Festival technical guidance, support, review and evaluation
  - (b) Promotion of GfA international opportunities
  - (c) Support the development and delivery of events

### 3.4 Structure

#### Structure of the National Committee

GfA Manager

Activities Representative 0-10 years

Activities Representative 11+ years

Festivals Representative

Competition Representative

Specialist representatives may attend meetings additionally as and when required by invitation.

### 3.5 Appointment Process

#### 3.5.1 Appointments

All representative positions will be appointed by the BG GfA Steering Group.

#### 3.5.2 Vacancies

Vacancies in the NGAC will be filled by the GfA Steering Group. Recommendations can be made by the NGAC, however the final decision sits with the GfA Steering Group.

### 3.6 Finance and Budgets

#### 3.6.1 Expenses

BG is responsible for the reasonable expenses of the NGAC and its Committee Members. Administration expenses, travel and accommodation costs associated with meetings and events must be approved by the BG GfA Manager and claimed within one month of the meeting or event and aligned to the BG non-staff expenses policy.

## ARTICLE 4 PERSONNEL

### 4.1 GfA Manager

The GfA Manager will be accountable and responsible for the development of the GfA programme in conjunction with the NGAC.

The GfA Manager will be a designated staff position within BG and therefore all duties and desired criteria for this position will be covered by an Employment Contract and Role Profile.

### 4.2 Job Descriptions for NGAC Members

#### 4.2.1 Representatives

- (i) Ensure that the overall direction and focus of the representative area is consistent with the objectives and strategies set out in the GfA Strategy.
- (ii) In conjunction with the GfA Manager, be responsible for the following:-

- (a) Representative Report for the Annual BG Report
- (iii) Attend all scheduled and relevant meetings and check Agendas and Minutes for all meetings prior to the next.
- (iv) Respond to all meeting actions or requests made in the timescales and deadlines identified.
- (v) Proactive contribution at meetings in order to fulfil the representative role.
- (vi) Ensuring the knowledge of the representatives meets the needs of GfA and is evaluated against the environment and GfA strategy moving forwards.
- (vii) Be available to be consulted by or liaise with the GfA Manager and connect with the general community where necessary.

#### **4.2.1.1 Desired Criteria for Representatives**

- (i) Sound technical knowledge and understanding of representative area
- (ii) Knowledge of representative area at Club, County, Regional, National and International level.
- (iii) Respected within the GfA community
- (iv) Good organisation, administration, planning and IT skills
- (v) Interpersonal skills and communication skills
- (vi) Team player

## **ARTICLE 5 COMMITTEE REGULATIONS**

- 5.1 The NGAC is responsible for ensuring the Regulations within this document are adhered to. These Regulations are valid for a 4 year funding cycle and should be reviewed in a timely manner.
- 5.2 Amendments to these Regulations can only be approved by the Executive Director - Business Development. The NGAC has the right to make recommendations to change these Regulations following discussion with the GfA Manager.
- 5.3 The Regulations will be made available on the BG website.

## **ARTICLE 6 EVENT REGULATIONS**

- 6.1 The NGAC Event Regulations will be outlined in the specific event bulletins and will be reviewed and updated annually. These Event Regulations will include the criteria for National and International GfA events.
- 6.2 British Gymnastics is responsible for staging events throughout the UK. Accordingly, the following Policies have been adopted to ensure these events are governed by consistent Rules and Procedures across all disciplines:
  - Anti-Doping Principles and Guidelines
  - National Event On-line Entry Procedure
  - Coaches' Code of Ethics
  - Judges' Code of Ethics
  - Health, Safety and Welfare Policy

These policies apply to all National Events staged by BG 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 BG Members and affiliated clubs into National events staged by BG.

## **ARTICLE 7                    NGAC MEETING PROCEDURES**

### **7.1        Meetings**

The NGAC will meet a minimum of three times per year at a time, place and date designated by the NGAC after consultation with all members. The NGAC is responsible for running an annual National Planning and Review meeting which should take place in the last six months of the calendar year to enable a review of the current year and to plan for the following year. The meeting should be organised in line with the published terms of reference, using the set agenda.

#### **7.1.1    Decision Making**

Simple consensus is an acceptable form of decision-making within the NGAC. As sponsor of the GfA Steering Group, the BG Executive Director – Business Development will make final decisions regarding the GfA programme.

### **7.2        Agenda and Minutes**

The draft Agenda for the meeting will be e-mailed to the Committee Representatives by the GfA Manager. Agenda items will be called from Representatives. The final and approved Agenda will be sent to all Representatives prior to the meeting.

Minutes will be taken as a formal record of the meeting and distributed to the NGAC for ratification at the next meeting. To facilitate communication of NGAC decisions to BG, an update will be provided to the Head of Development.

## **ARTICLE 8                    SELECTION CRITERIA AND PROCESS**

**8.1**        The NGAC, in conjunction with the GfA Manager, is responsible for the development of selection criteria for all International GfA events where applicable.

**8.2**        Amendments to Selection Criteria can only be made by the NGAC in conjunction with the GfA Manager and must be communicated to affected parties prior to the commencement of the selection process.

**8.3**        The Selection Policy will be published on the website.

## **ARTICLE 9                    GRIEVANCES, DISCIPLINE AND APPEALS**

All representatives have the opportunity to appeal and/or lodge a grievance pursuant in-line with the BG Rules and Regulations.