



## Gym For All Sport Development Committee

### TERMS OF REFERENCE (TOR)

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#### 1. PURPOSE & SCOPE

The purpose of the Gym For All Sport Development Committee (GFA SDC) is to provide advice, guidance, direction, leadership and action with Gymnastics New Zealand (GNZ), to the benefit of the GFA community, on identified areas of expertise. In doing this, the GFA SDC will ensure alignment with the GNZ Strategic Plan in terms of agreed strategies and outcomes as indicated by the following areas of scope:

##### *Participation*

- Support the development of participation programmes with clear participant pathways.
- Contribute to the development of participation strategies that grow the number of coaches, judges and volunteers in GFA.

##### *People*

- Contribute to the success of strategies that enhance training, development, qualification, retention and mentoring opportunities for coaches, judges and volunteers in GFA.

##### *Profile*

- In partnership with GNZ, engage our community and clubs so they become champions of GFA and the GNZ brand.

The SDC experts will not be solely responsible for developing resources. The GFA SDC is a collaborative leadership group that will represent their areas of expertise and support key GNZ staff, and/or other community members, in the achievement of the initiatives within the GFA strategy.

#### 2. MEMBERSHIP

The CEO will call for applications for all positions on the GFA SDC. Received applications will be forwarded to the Chair of the Appointments Panel who will conduct the panels business in appointing GFA SDC members. The appointment of the GFA SDC members will be in accordance with sections 5.3 through to 5.9 and 5.11 through to 5.14 of the GNZ Technical Committee Regulation.

GNZ reserve the right to approach individuals both within and from outside the gymnastics community to sit on the GFA SDC.

The term of office will be from the date of appointment, to 15 October in the Olympic cycle in the year following their appointment. An individual may serve for two full Olympic cycles consecutively (or eight years whichever comes first) before being required to step down for a minimum of two years.

To ensure appropriately managed rotation, the following schedule of re-appointment shall apply:

a. 15 October 2020

i. Aerobics Advisor, Rhythmic Advisor & Trampoline Advisor.

b. 15 October 2024

ii. Chairperson, TeamGym Advisor & General Gymnastics Advisor.

c. 15 October 2028

iii. Aerobics Advisor, Rhythmic Advisor & Trampoline Advisor.

### 3. ACCOUNTABILITY

The GFA SDC is accountable to the CEO of GNZ and shall be governed in accordance with Section 7 of the GNZ Technical Committee Regulation. It has no authority, other than that contained in these TORs, or given in writing, by the CEO or Board of GNZ.

### 4. RESPONSIBILITIES

The GFA SDC is responsible for the provision of expert advice and guidance to assist in the immediate and long-term success of GFA in New Zealand as aligned to the GNZ Strategic Plan.

The GFA SDC will carry out tasks and activities as set out in accordance with Section 8.1 a), b) and d), and 8.2 through 8.7 of the GNZ Technical Committee Regulation and detailed in individual role descriptors.

### 5. ROLES WITHIN THE COMMITTEE

- a) *Chair* – provides leadership and collaborates with SDC members for the professional administration and action of all SDC responsibilities; point of contact between the National Office and the Committee; convenes meetings and, where necessary, is responsible for reporting back to National Office;
- b) *TeamGym Advisor* – provides leadership, knowledge, expertise and advice in the area of recreational TeamGym and performance gymnastics.
- c) *General Gymnastics Advisor* – provides leadership, knowledge, expertise and advice in the area of recreational artistic gymnastics and foundation movement (pre-school, school delivery); acts as the link between competitive artistic pathways, where relevant.
- d) *Trampoline Advisor* – provides leadership, knowledge, expertise and advice in the area of recreational trampoline, tumbling and double mini trampoline; acts as the link between competitive Trampoline sports pathways, where relevant.

- e) ***Aerobics Advisor*** - provides leadership, knowledge, expertise and advice in the area of recreational aerobics and aerodance; acts as the link between competitive aerobics pathways, where relevant.
- f) ***Rhythmic Advisor*** - provides leadership, knowledge, expertise and advice in the area of recreational rhythmic gymnastics; acts as the link between competitive rhythmic pathways, where relevant.
- g) ***Co-opted Member*** - As agreed with the CEO, the Chair of the SDC may co-opt individual/s on to the SDC as necessary within the parameters as outlined in Section 7 of the Gymnastics NZ Technical Committee Regulation.

## 6. COMMUNICATION

The GFA SDC members will from time to time be responsible for various communications between itself, GNZ and the community.

Any communication containing strategic elements must be in line with the GNZ Strategic Plan and must involve initial consultation with the CEO prior to publication. The GFA SDC is not required or empowered to speak to GNZ strategy or policy in a public forum. If authorised to speak in a public forum the GFA SDC will ensure that this communication will be in line with, and in adherence to, the GNZ Communication Policy.

## 7. MONITORING

Deliverable	Responsible
Terms of Reference signed off	CEO
Personnel Appointed	TAP
Strategic Plan and Annual Work Plan	CEO/SDC
Develop an annual operating budget	SDC
Meeting Minutes (template attached)	SDC

**APPENDIX 1 – TEMPLATE FOR MINUTES****GFA SDC MEETING**

DATE	
VENUE	
ATTENDEES	
MINUTE TAKER	
APOLOGIES	

DISCUSSION	<b>Declaration of conflicts of interest arising from agenda items</b>
DISCUSSION	<b>Review actions/adopt minutes from previous meeting</b>
DISCUSSION	<b>Item 1 -</b>
DISCUSSION	<b>Item 2 -</b>