

ACF National Rules Forum

Terms of Reference



Australian
Calisthenic
Federation

Name:

ACF National Rules Forum

Members Roles and Responsibilities:

- **ACF National Rules Convenor:**
 - Chair ACF National Rules Forum
 - Chair ACF National Rules Forum Advisory Committee
 - Advise on interpretation of ACF National Rules and Regulations
 - Document and table proposals for ACF National Rules and Regulation changes and amendments
 - Report minutes of ACF National Rules Forum to ACF Council and recommend changes to ACF National Rules and Regulations
 - Distribute and Table recommended changes (as necessary) of ACF National Rules and Regulations to ACF for ratification
 - No Voting Rights
- **State Delegates (2 per State / Territory):**
 - Voting Rights (1 vote per State / Territory)
 - Attend ACF National Rules Forums as called
 - Distribute draft ACF National Rules and Regulations with any recommended changes to Stakeholders in State / Territory and provide feedback to the ACF National Rules Convenor within timeline as set out below
 - ACF have the expectation that State and Territory Delegates will be a coach and/or adjudicator to ensure level of expertise at the forum.
- **ACF Director of Competitions:**
 - ACF National Rules Forum Advisory Committee Member
 - No Voting Rights
- **ACF Director of Adjudicating (or Delegate):**
 - ACF National Rules Forum Advisory Committee Member
 - No Voting Rights
- **ACF Director of Coaching (or Delegate):**
 - ACF National Rules Forum Advisory Committee Member
 - No Voting Rights
- **Minute Taker:**
 - Take minutes of ACF National Rules Forum
 - Distribute, within timelines as set out below, minutes to ACF National Rules Convenor
 - No Voting Rights

Goals for ACF National Rules Forum:

1. To provide a forum for a national approach to the ACF National Rules and Regulations (allowing for flexible rules as stated in the ACF Flexible Rules Policy)
2. To have unambiguous rules and regulations that govern Calisthenics competitions nationally, and at State / Territory level, that are interpreted consistently by all stakeholders, including adjudicators, coaches, competitors and administrators.
3. To have rules and regulations that preserves and continues to develop the creativity and uniqueness of Australian Calisthenics and provide a safe performance environment to all participants.

Deliverables

- Convene an ACF National Rules Forum no less than once every three (3) years
- Maintain current ACF Rules and Regulations and update rules as decided by the Forum in accordance with the guidelines set out in this Term of Reference.

Governance

- The ACF National Rules Convenor is a position that sits within the ACF Director of Competitions portfolio
- Position of ACF National Rules Convenor is to be appointed by ACF Committee of Management
- The ACF National Rules Convenor term is for 3 years. The maximum length of tenure is 3 years X 3 terms.

Decision Making

- Decision making for the forum will be informed by the ACF Decision Making Policy

Scope / Jurisdiction

- To change current working ACF Rules and Regulations the ACF Rules Forum is to provide to ACF recommendations for rule changes, based on full and frank discussion, and relevant research for any major rule changes (see attached proforma), by the full ACF Rules Forum.
- Recommendations for changes to the ACF National Rules and Regulations will be decided by a majority consensus of the Forum (4 out of 7 States / Territories).
- All recommendations for changes to ACF National Rules and Regulations must be submitted to, and discussed by, the ACF National Rules Forum
- Section 1 of the ACF National Rules and Regulations – Operational & Administration Procedures – falls outside the ACF Rules Forum Terms of Reference and as such, rules under Section 1 can be amended outside the ACF Rules Forum Schedule by ACF Council (approved at ACF Council, October 3, 2014).

Forum Reporting Schedules

3 Year Cycle

1. The ACF National Rules Forum is to be held no less than once every three years (in February)
2. No later than 3 months prior to the ACF National Rules Forum the ACF Rules Convenor is to advise of the Forum date and call for any rule change proposals.
3. Proposed changes to the ACF National Rules and Regulations are to be submitted, documented and circulated to all Forum members no later than 4 weeks prior to the ACF National Rules Forum
4. Minutes of the ACF National Rules Forum are to be tabled by the ACF Rules Convenor at the March ACF Council of the Forum year, noting and advising any proposed rule changes.
5. A draft of the ACF National Rules and Regulations, including any recommended rule changes as discussed and agreed at the ACF National Rules Forum, is to be distributed to all Forum members within 4 weeks of the ACF National Rules Forum. Forum members have two (2) months from this distribution date (i.e. no later than May of the same year as the Forum) to provide feedback and confirm the draft ACF National Rules and Regulations is a true and accurate reflection of decisions made at the Forum.
6. The draft of the ACF National Rules and Regulations, including any recommended rule changes as agreed at the Forum, is to be distributed to ACF Council at least 4 weeks prior to the October (of the year of the Forum) ACF Council Meeting
7. The ACF Rules Convenor will formally propose to the October (of the year of the Forum) ACF Council that the recommended ACF National Rules and Regulations be ratified.
8. Ratified ACF National Rules and Regulations to be distributed to all Stakeholders no later than 4 weeks from the October ACF Council (of the year of the Forum), to become effective in the January of the year following the Forum.

Annual Cycle

1. No later than October ACF Council Meeting, outside of the lead up to the forum year, the ACF Rules Convenor is to call to all States and stakeholders for any rule feedback relating to interpretation clarification or errors in the current rules.
2. Feedback will be distributed and discussed by the Forum Advisory Committee. Any changes to the rules to reflect clarification or amend an error must be agreed upon by a majority of the Forum Advisory Committee*.
3. The ACF National Rules and Regulations will be updated to reflect any changes made by the Forum Advisory Committee and distributed no later than December of the same year to become effective in the January of the following year.

*NOTE: No rule changes or amendments can be made by this Advisory Committee – only clarification made or errors (e.g. typos, omissions) fixed.

Table 1 – Outline of Forum Reporting Cycles (3 Year and Annual)

| Cycle | January | February | March | May | September | October | December |
|---|---|--------------------------------|--|--|---|--|---|
| Year 1 (Beginning of 3 Year Cycle) | | ACF Rules Forum to be convened | Minutes of ACF Rules Forum to be tabled at ACF Council Draft updated rules distributed to all States and Territories for feedback | States and Territories to submit feedback to ACF Rules Convenor and confirm the draft ACF National Rules and Regulations is a true and accurate reflection of decisions made at the Forum. | ACF Rules Convenor to distribute new draft rules to ACF council members | ACF Council to review and ratify new ACF Rules at Council ACF Rules Convenor to distribute ratified Rules to all States and Territories | Feedback from States & Territories to be discussed by Forum Advisory Committee and rules to be amended as necessary and distributed |
| Year 2 | ACF Rules for new cycle come into effect. To be reviewed in 2 years | | | | | Call to States & Territories for rule feedback re interpretation / clarification | |
| Year 3 | Updated rules to become effective for Calisthenics Year | | | | ACF Rules Convenor to advise States and Territories of convening of ACF Rules Forum in February following year and call for rule change proposals | | |

Note – Blue text indicates the 3 Year Cycle Process – Black Text indicates the Annual Cycle

Resources and Budget

- The ACF Director of Finance will set the Budget for the ACF National Rules Forum as tabled by the ACF Director of Competitions to the ACF Committee of Management in the year prior to the ACF Rules Forum

ACF National Rules Forum Advisory Committee

- The ACF National Rules Advisory Committee is to be made up of:
 - ACF National Rules Convenor (Chair)
 - ACF Director of Competitions
 - ACF Director of Coaches (or delegate)
 - ACF Director of Adjudicating (or delegate)
- The role of the Forum Advisory Committee is to ensure the interpretation of rules is consistent across all stakeholders.
- The Forum Advisory Committee will convene (either in person or via internet / phone conferencing as appropriate) to discuss and advise any interpretation issue that may arise from time to time.
- If, at the outcome of the Forum Advisory Committee discussion, it is deemed necessary to update the current rules to ensure clarity and interpretation then the process will be implemented as outlined in the Annual Cycle above.*

*NOTE: No rule changes or amendments can be made by this Advisory Committee – only clarification made or errors (e.g. typos, omissions) fixed.