



**MANAGEMENT
HANDBOOK
(DRAFT)**

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ARTICLE 1

1. Definitions and Interpretations

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

Association	An Association Member claiming jurisdiction of the sport over a State or Territory within Australia
GA Board	Board of Management of the Company, Gymnastics Australia Ltd
ACU Board	Board of Management of the Company, Australian Cheerleading Union
GA Company	Gymnastics Australia Ltd
ACU Company	Australian Cheerleading Union
Regulations	All by-laws and rules
Simple Majority	More than 50 per cent of those people eligible, voting of the one accord

GLOSSARY

ACAC	AUS Cheer Advisory Committee
ACC	AUS Cheer Commission
ACCM	AUS Cheer Commission Member
ACMC	AUS Cheer Management Committee
ACSC	AUS Cheer Selection Committee
ACU	Australian Cheerleading Union
CEO	Chief Executive Officer
GA	Gymnastics Australia
IASF	International All Star Federation
ICU	International Cheerleading Union
IFC	International Federation of Cheerleading
ACUMRC	ACU Member Representative Committee
NJC	National Judging Coordinator
NSC	National Selection Committee
NTD	National Technical Director
PM	Program Manager
SMC	State Management Committee

ARTICLE 2

2. History

Gymnastics Australia (GA) and Cheerleading started their journey together in 2000. when a group of cheerleading enthusiasts recognised the synergies between the two sports and joined the gymnastics family. In 2002, the Australian Sports Commission officially recognised Cheerleading as a sport under Gymnastics Australia's banner.

Through Gymnastics Australia's commitment to guiding the growth of this exciting sport, cheerleading experienced rapid growth in participation in the 7 years that followed. It began to emerge as a sport in its own right, with its very unique culture that embraces spirit, teamwork, dance and skills.

ARTICLE 3

3. Australian Cheerleading Union (ACU)

3.1 Formation of Company

At a National Planning Conference held in October 2007, Gymnastics Australia, along with its Association Members, recognised that the time was right to adopt a national model for cheerleading which has its own identity, culture, and status as the recognised governing body for cheerleading both within Australia and internationally.

Over the next 8 months, extensive consultations were held by Gymnastics Australia with Association Members and other emergent cheerleading organisations. On Monday 7th July 2008, Gymnastics Australia announced the formation of the Australian Cheerleading Union (ACU) to serve as the official National Governing Body of cheerleading in Australia.

3.2 Purpose

The purpose of the ACU is to help grow and develop interest and participation in cheerleading throughout Australia.

3.3 Objectives

The objectives of the ACU are to maintain the integrity of cheerleading and develop it as a high profile Australian sport, through increased participation in events and safe quality programs.

This shall be done by:-

- Providing for the expansion and improvement of cheerleading programs through education and accredited judges and coaches
- Coordinating the national competition calendar
- Producing Operational Plans, Technical Regulations, Selection Criteria and Competition Rules for Cheerleading
- Promote safety and safety education for cheerleading in Australia
- Ensure Australian representation at World Championships

The ACU will also seek representation on key international committees to position Australia internationally.

3.4 ACU Board of Directors

The ACU Board of Directors consists of six members and meets a minimum of six times a year. The Company determines policy and exercises jurisdiction and approves actions of any committees it appoints to deliver the ACU operations.

With the need to establish a Company immediately and given risk management factors, the ACU Board is currently the same as the GA Board. In the long term with the future development of the sport, the make up of the Company Board will be reviewed to ensure the necessary cheerleading expertise can be reflected on the Board.

The ACU Board can appoint staff/consultants/partners to manage and control ACU operations that include:-

- National Teams
- International Event and Course Sanctioning
- Marketing and Promotion
- Education

The ACU Board must approve changes made to policy documents such as Operational Plans and Selection Policies, as well as ratifying the selection of Team Members and Officials on National Teams.

ARTICLE 4

4. AUS Cheer Program

With the establishment of the ACU, which would potentially have membership from other cheerleading organisers or promoters in Australia, Gymnastics Australia brought the cheerleading activities of GA's Association Members together under one brand "AUS Cheer", which was officially launched in October 2008.

AUS Cheer is delivered by seven Association Members:

- Gymnastics ACT
- Gymnastics NSW
- Gymnastics NT
- Gymnastics SA
- Gymnastics TAS
- Gymnastics VIC
- Gymnastics WA

4.1 AUS Cheer Objectives

- 4.1.1 Create products, packages and services which make cheerleading attractive and accessible to the community
- 4.1.2 Build an event structure which increases participation and is consistent with the culture of the sport
- 4.1.3 Develop strong, viable school programs and events with consistent education priorities
- 4.1.4 Stage camps and clinics conducted by international instructors to improve competition performance
- 4.1.5 Encourage participation in international events and tours

ARTICLE 5

5. AUS Cheer Management Committee (ACMC)

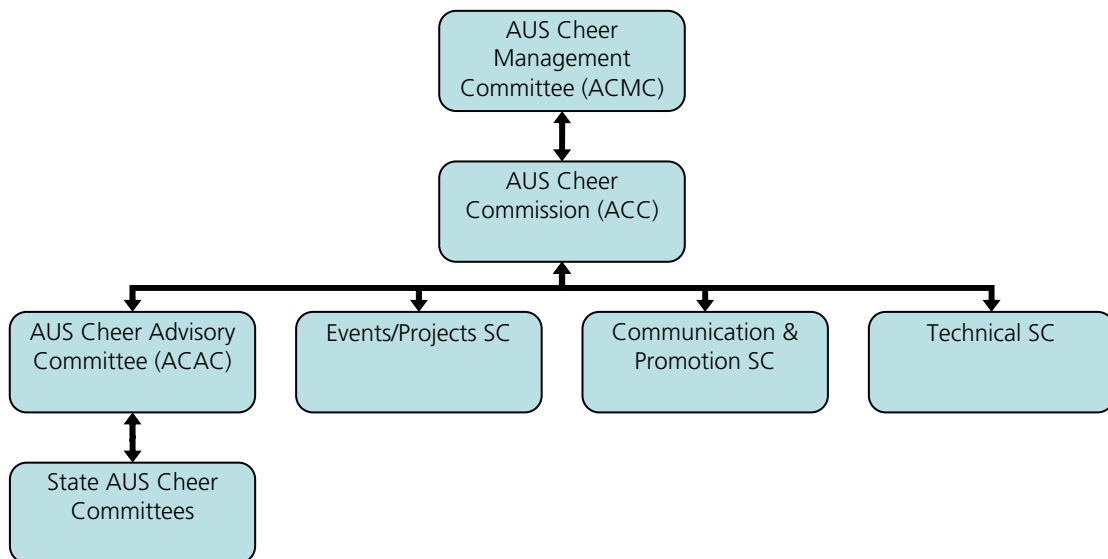
The ACMC Management Committee (ACMC) consists of an Association Member nominated representative and will meet twice a year. The purpose of the Committee is to provide advice and feedback on the AUS Cheer activities and issues that are affecting the sport at a state level.

5.1 Technical Authority

The AUS Cheer Management Committee (ACMC) has the authority to make all operational decisions regarding events, education, sanctioning of events and election of Commission and Sub-committee Members. The ACMC has the authority to expend AUS Cheer funds within approved budgets. The day to day management will be controlled by the AUS Cheer Program Manager.

The ACMC must approve changes made to the official Event Manual.

5.2 AUS Cheer Organisational Structure



5.3 AUS Cheer Management Committee (ACMC) Members

The ACMC will consist of nine (9) positions:

- Chairperson
- Program Manager (ex Officio)
- GWA Representative
- GSA Representative
- GV Representative
- GNSW Representative
- GACT Representative
- GNT Representative
- GTAS Representative

The GA Board will be responsible for appointing the ACMC Chairperson. The Program Manager will be an employee of GA.

5.3.1 Appointment

Each Association Member is responsible for selecting their representative on the ACMC Committee.

5.3.2 Meetings

The ACMC Meeting will be conducted twice a year. The meetings may be held in conjunction with a National event. The Association Member is responsible for all costs associated in attending the meetings.

5.3.3 Voting

Each ACMC Member is entitled to one vote. In the case of a tie, the Chairperson has a casting vote.

5.3.4 Expenses

GA is responsible for the reasonable expenses of the ACMC, which must be within approved budget allocation.

ARTICLE 6.

6. AUS Cheer Committees

6.1 AUS Cheer Commission (ACC)

The Commission is responsible for the control and efficient delivery of technical regulations and daily operations of AUS Cheer.

- (i) Decisions on rules and regulations
- (ii) Technical Control
 - AUS Cheer Rules and Guidelines
 - AUS Cheer Competition Handbook
 - Coaches and Judges AUS Cheer Courses and Resources
- (iii) AUS Cheer National Programs
 - Technical development of national program
 - Review and Evaluation
- (iv) Communication
 - National Meetings
 - AUS Cheer Website
 - E-News
- (v) National Event Schedule
 - Technical support for scheduling
 - Assistance with Judges Panels
 - Event Meetings
 - Camps and Workshops

- (vi) Education
 - Technical Advisors
 - Technical support for the development of AUS Cheer Courses and Coaching Resources
- (vii) International AUS Cheer Tours
 - Team Management
 - Tour Organisation

6.1.1 AUS Cheer Commission Members

The AUS Cheer Commission (ACC) will consist of six (6) positions:-

- AUS Cheer Program Manager – Chair
- National Judging Coordinator
- Commission Member – Events
- Commission Member – Education & Programs
- Commission Member – Promotion and Marketing
- Commission Member – Tours

6.1.2 Appointment and Term of Office

The AUS Cheer Commission Members shall hold office for a three (3) year period.

Appointments to the AUS Cheer Commission will be the responsibility of the AUS Cheer Management Committee after considering applications for the positions.

6.1.3 Meetings

AUS Cheer Commission meetings will be conducted by teleconference or face to face meetings, subject to the approved AUS Cheer budget. Meetings may be held in conjunction with an event.

6.1.4 Voting

Each Commission Member is entitled to one vote. In case of a tie, the Program Manager will have the casting vote.

6.2 Job Descriptions of AUS Cheer Commission Members

6.2.1 AUS Cheer Program Manager (PM)

The PM will be an employee of GA and will:

- Be responsible for the development of AUS Cheer's three (3) year Operational Plan
- Prepare and be responsible for the AUS Cheer annual budget
- Coordinate the operations of the AUS Cheer Commission
- Chair the AUS Cheer Commission meetings
- Prepare and deliver AUS Cheer reports to GA Board
- Organise and oversee all AUS Cheer tours
- Coordinate communication within the cheerleading community

6.2.2 National Judging Coordinator (NJC)

The NJC will be responsible for the development of the sport through the provision of quality education courses and officiating opportunities and ensuring a high standard of officiating at all AUS Cheer events by providing encouragement, motivation and support for all judges.

The specific duties will be as follows:-

- Be responsible for the implementation of quality judges' education courses
- Identify ex-athletes and other technically competent persons and to create opportunities for them to be trained as judges
- Develop a career pathway for judges
- Ensure a high standard of officiating at AUS Cheer events
- Be responsible for the allocation of judges to National and International events
- Provide up to date communication on international trends via a judges report in the AUS Cheer E-News and on the AUS Cheer website
- Work cooperatively with State Judging Coordinators to ensure that the National AUS Cheer education program is implemented
- Attend all scheduled and relevant meetings
- Prepare course materials and resources for all AUS Cheer course presenters and candidates

Desired criteria for holding this position

- Cheerleading Judge
- Sound knowledge and understanding of the sport
- Respected within the cheerleading community
- Experience as a course presenter of judges' education courses
- Good organisational and IT skills
- Interpersonal skills
- Team player

6.2.3 AUS Cheer Commission Members – 6 positions

The Commission Member will:

- Be responsible to assist or coordinate specific roles/projects undertaken by the AUS Cheer Commission

Desired criteria for holding this position

- Sound knowledge and understanding of the sport
- Administrative and organisational skills, including IT
- Ability to liaise and coordinate people
- Interpersonal skills
- Team player
- Respected within the Cheerleading community

Expenses

GA is responsible for the reasonable expenses of the AUS Cheer Commission and its Sub-committees. AUS Cheer Commission Member expenses must be approved by the AUS Cheer Program Manager within approved budget allocation.

6.3 AUS Cheer Advisory Committee (ACAC)

This AUS Cheer Advisory Committee consists of an Association Member nominated representative and will meet once a year. The purpose of the Committee is to provide advice and feedback to the ACC on the direction of the AUS Cheer program and issues that are affecting the cheerleading at State level.

6.3.1 Composition

Composition of the Advisory Committee shall consist of the following members:

- AUS Cheer Program Manager
- National Judging Coordinator (NJC)
- One member from each AUS Cheer Association Member

AUS Cheer Commission Members may attend the meetings and contribute to the meetings in a non voting capacity.

6.3.2 Appointment

Each Association Member is responsible for selecting their representative on the AUS Cheer Advisory Committee.

6.3.3 Meetings

The AUS Cheer Advisory Committee Meeting will be conducted at least once per year at a time that may coincide with a Commission Meeting, or be held in conjunction with a National event. The Association Member is responsible for all costs associated with their representative attending the meetings.

6.3.4 Agenda

Agenda items will be called from the Association Members. The agenda will be emailed to the Association Members prior to the meeting.

6.3.5 Voting

Each Advisory Committee Member is entitled to one vote. In the case of a tie, the AUS Cheer Program Manager has a casting vote.

6.4 AUS Cheer Sub Committees

The AUS Cheer Commission has the authority to appoint Sub-committees as required. Each Sub-committee will be chaired by an AUS Cheer Commission Member and their functions include the following:-

- Execute the decisions made by the AUS Cheer Commission
- Undertake projects designated to specific areas

The AUS Cheer Commission may set up a Sub-committee for a specific project for a short term period at any time. The Sub-committees may co-opt the services of other personnel on a temporary basis to carry out work on behalf of the Committees.

6.4.1 Meetings

The meetings will be called at times and locations to suit the Sub-committee Members and the available funding.

ARTICLE 7

7. AUS Cheer Management and Operations Manual

The AUS Cheer Management and Operations Manual is developed and controlled by the AUS Cheer Management Committee each year and can be modified at any time by this Committee. The GA Board must ratify this manual.

ARTICLE 8

8. Operational Plan

The AUS Cheer Operational Plan must be ratified by the AUS Cheer Management Committee and approved by the GA Board.

ARTICLE 9

9. Communication

9.1 E-News

The AUS Cheer E-News will be distributed by the PM to all Association Members and the AUS Cheer community via email a minimum of 4 times a year.

ARTICLE 10

10. Grievances, Discipline and Appeals

All Members have the opportunity to appeal and or lodge a grievance to the relevant management levels through the GA Official By laws.