

ACF National Committee Representation & Conduct Policy

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Drafted By	Kerry Sargent	Approved by Board on	27/10/2025
Responsible Person	Chair	Scheduled Review Date	27/10/2027

1. INTRODUCTION

The Australian Calisthenics Federation (ACF) is committed to fostering inclusive, transparent, and values-aligned governance across all levels of the sport. As part of this commitment, committee members who represent their member states play a vital role in shaping national strategy, amplifying local perspectives, and ensuring meaningful engagement between state and national bodies.

This policy outlines the responsibilities, conduct expectations, and communication standards for all ACF Committee members, and includes member-state representatives serving on ACF committees. It is designed to support respectful collaboration, safeguard decision-making integrity, and reinforce the shared purpose that unites our community.

By clarifying roles and embedding accountability, this policy ensures that representatives can contribute confidently and constructively—strengthening trust, operational excellence, and the long-term sustainability of calisthenics in Australia.

2. PURPOSE

This policy establishes the expectations, responsibilities, and governance standards for all ACF committee members, including those appointed to represent their respective member states within the ACF. It aims to foster transparent, respectful, and values-aligned participation in national decision-making.

3. SCOPE

This policy applies to all individuals serving on ACF committees, including those committee members who are appointed in a representative capacity by their member state, including but not limited to State Presidents, Chairs, and appointed delegates.

4. ROLE & REPRESENTATION

All ACF committee members, including those representing member states, are expected to:

- Align with ACF's strategic direction, values, and governance principles.
- Participate constructively in national discussions, contributing to consensus-building and operational excellence.

For those committee members representing their member states, they are expected to:

- Act as conduits between their state and the national committee, ensuring two-way communication.
- Represent the collective interests and perspectives of their member state, not personal views.
- Align with ACF's strategic direction, values, and governance principles.
- Participate constructively in national discussions, contributing to consensus-building and operational excellence.

From time to time, ACF will call for committee members from within the member states to undertake responsibilities for and on behalf of ACF.

- Those committee members are expected to act for the benefit of ACF and consider a whole of calisthenics context, rather than their member state positions.

5. CONDUCT & ETHICS

ACF Committee members must:

- Uphold the ACF Code of Conduct and model respectful, inclusive behaviour.
- Maintain confidentiality of sensitive discussions and documents.
- Avoid public commentary that undermines committee decisions or ACF reputation.
- Declare any actual, potential, or perceived conflicts of interest.
- Abide by any decision of the Chair in managing the conflict of interest and follow recusal procedures where appropriate.

6. COMMUNICATION & ENGAGEMENT

All ACF committee members are responsible for:

- Engaging respectfully and transparently with fellow committee members, staff, and stakeholders.
- Contributing to a culture of collaboration, where diverse perspectives are welcomed and considered.
- Communicating decisions and updates within their sphere of influence in a timely, accurate, and values-aligned manner.
- Listening actively and constructively, especially when engaging with feedback, concerns, or differing views

Member State Representatives are responsible for:

- Providing timely updates to their member state on committee activities and decisions.
- Seeking input from relevant stakeholders within their state prior to key votes or consultations.
- Ensuring feedback from their member state is accurately and respectfully conveyed to the committee.

7. ACCOUNTABILITY & REVIEW

To ensure ongoing alignment with ACF's governance standards and strategic direction, all ACF committee members may be subject to a review process. This process is designed to support constructive feedback, uphold accountability, and foster continuous improvement.

7.1. Review Oversight

- The ACF Board may oversee the committee review process directly, or appoint a Governance Committee to do so, in collaboration with the National Operations Manager and relevant Committee Chairs.
- Where appropriate, input may be sought from State Presidents/Chairs, fellow committee members, and key stakeholders to ensure a balanced and inclusive assessment.

7.2. Review Frequency

- Reviews may be conducted annually, or more frequently if concerns are raised or significant changes occur in committee composition or strategic priorities.

7.3. Review Criteria

ACF Committee Members will be assessed against the following criteria:

- Alignment with ACF values and strategic direction
- Constructive participation in committee discussions and decision-making
- Fulfilment of communication and engagement obligations with their member state
- Adherence to conduct, confidentiality, and conflict-of-interest standards
- Responsiveness to feedback and openness to improvement

7.4. Review Process

- Self-Reflection: Committee members may be invited to complete a brief self-assessment reflecting on their contributions and challenges.
- Peer and Stakeholder Feedback: Confidential input may be gathered from fellow committee members and relevant stakeholders.
- Governance Committee Assessment: The ACF Board will review all inputs and assess alignment with policy expectations.
- Feedback and Outcomes: Committee members will receive a summary of findings, including commendations, areas for growth, and any required corrective actions.

7.5. Corrective Actions & Resolution

Where concerns arise regarding a committee members conduct or alignment with this policy, or are identified through the Committee Review process, the ACF Board may recommend:

- Initial resolution through dialogue and restorative processes.
- Coaching or mentoring support
- Formal warnings or mediation
- Temporary suspension from committee duties
- Exclusion from future committee appointments, subject to review and appeal

All reviews will be conducted with fairness, care, and procedural integrity, and will be documented to support transparency and consistency across ACF governance.

8. RESPONSIBILITY OF MEMBER STATES IN REPRESENTATIVE SELECTION

Member states play a critical role in ensuring the integrity, effectiveness, and inclusivity of ACF committee governance. To support national cohesion and uphold ACF's values, each member state is responsible for:

- Selecting representatives who demonstrate alignment with ACF's strategic direction, governance principles, and values of respect, care, and collaboration.
- Ensuring representatives have the capacity to engage constructively in committee processes, including consultation, decision-making, and communication with their member state.
- Providing clarity on the representative's mandate, including expectations around consultation, feedback loops, and accountability to their member state.
- Supporting representatives with access to relevant information, stakeholder perspectives, and ongoing feedback to inform their participation.

- Reviewing appointments periodically to ensure continued alignment, effectiveness, and representation of diverse voices within the state.

Member states are encouraged to document their selection processes and share them with the ACF Board to support transparency, consistency, and continuous improvement across the federation.

9. RELATED DOCUMENTS

The following documents may be used as reference information for the deployment of this policy/procedure:

Reference	Title	Identifier
(1)	ACF Code of Conduct	ACF-079-POL
(2)	ACF Conflict of Interest Policy	ACF-066-POL

AUTHORISATION

Kerry Sargent

Signature of ACF Chair

Date of Approval by the Board – 27 October, 2025

Australian Calisthenics Federation