

| Volunteer Position Description | | | |
|--------------------------------|---|---------------------|--------------|
| Position Title | Head of Club Carnival Competitions & Events | | |
| Position Type | Volunteer | Reporting To | NCEF Lead |
| Location | Flexible | Date | January 2026 |
| Nature of Tasks | Leads the planning, coordination and delivery of ACF's Club Carnival competitions within the National Competition & Event Framework (NCEF). | | |
| Suitable For | Suitable for an experienced competition delivery leader with the capability to manage large-scale, multi-division events that prioritise participation, consistency and positive participant experience within a structured governance framework. | | |

ABOUT THE AUSTRALIAN CALISTHENIC FEDERATION

The Australian Calisthenic Federation Limited (ACF) is the national governing body for Calisthenics in Australia. The ACF is responsible for developing the sport and setting the strategic direction at the National level, with the primary goal to innovate, promote, administer, and coordinate the unique sport of Calisthenics. Through its efforts, the ACF ensures national consistency with rules, coach accreditation, skills and adjudicating programs, and the delivery of a National Competition Event program, through volunteer run standing committees.

OVERVIEW AND PURPOSE OF THE POSITION

The Head of Club Carnival Competitions & Events is responsible for the planning, coordination and delivery of ACF's Club Carnival competitions, delivered under the National Competition & Event Framework (NCEF).

Reporting to the NCEF Lead, the role is accountable for ensuring Club Carnival competitions are delivered to a high standard, on time and in accordance with approved national rules, policies and delivery standards. The role focuses on operational leadership of competition delivery across a broad range of clubs, sections and participant pathways, supporting a consistent and accessible national event experience. The Head of Club Carnival Competitions & Events leads the competition delivery function for Club Carnival events, working closely with event-specific committees, officials, adjudicators, host organisations and the Event Administration function (where applicable). The role does not hold governance responsibility for the NCEF, but operates within it, escalating risks, issues and decision points as required through the NCEF Lead.

This role is undertaken on a volunteer basis and requires a significant commitment of time, expertise and passion for national competition delivery. Ideally, the incumbent will have strong experience in club-based competition delivery, sound understanding of ACF National Rules and grading structures, and the ability to manage complex, large-scale events within a nationally consistent framework.

The role may require travel and participation in meetings and event delivery activities outside of standard business hours.

TERM OF APPOINTMENT

This is a volunteer appointment for a fixed term of two (2) years, aligned to the ACF competition cycle. Appointees may serve up to three (3) consecutive terms. Any additional term beyond this may only be approved by the Board under exceptional circumstances.

To support continuity and succession planning, terms for competition and event roles may be staggered, with some initial appointments made for shorter or longer periods to align future renewal cycles.

KEY RESPONSIBILITIES

The Head of Club Carnival Competitions & Events is responsible for:

- Leading the delivery of ACF's Club Carnival competitions, in accordance with the National Competition & Event Framework (NCEF).
- Contributing to the ACF NCEF Steering Committee and actively collaborating with the NCEF Lead and other Heads of Competition Events to ensure effective delivery of the NCEF.
- Ensuring Club Carnival competitions are delivered to a high standard, on time and within agreed scope, rules and national standards.
- Managing the operational complexity associated with large-scale, multi-division competition environments.
- Establishing and leading event-specific competition committees to support effective delivery of Club Carnival events.
- Identifying, managing and escalating competition-related risks, issues and decision points through the NCEF Lead.
- Contributing to continuous improvement of national competition delivery through post-event review and feedback.

CORE FUNCTIONS

In fulfilling the responsibilities of the role, the Head of Club Carnival Competitions & Events will:

- Develop competition formats, schedules and delivery plans for Club Carnival events in line with approved national frameworks and rules.
- Coordinate competition officials, adjudicators, writers, assessors and other key personnel in collaboration with relevant advisory bodies.
- Work closely with host organisations, venues and event stakeholders to support seamless competition delivery.
- Work collaboratively with the National Operations Manager to develop and refine competition budgets, delivery timelines and resource requirements for Club Carnival events.
- Participate in NCEF-aligned meetings and forums as required, including reporting and escalation through the NCEF Lead.
- Prepare and contribute to post-event documentation, reporting and review processes.

QUALIFICATIONS AND SKILLS

- Competition Delivery Experience
 - Demonstrated experience planning, coordinating and delivering calisthenics competitions or comparable large-scale sporting events.
 - Strong understanding of the structure and delivery requirements of national-level competitions.
 - Working knowledge of ACF National Rules and Regulations, or the ability to quickly develop this knowledge.

- Operational and Planning Capability
 - Proven ability to manage complex event delivery timelines, schedules and competing priorities.
 - Experience coordinating officials, volunteers and stakeholders to deliver events smoothly and to a high standard.
 - Ability to contribute meaningfully to event planning processes, including budgets, resourcing and timelines, in collaboration with others.
- Leadership and Communication Skills
 - Demonstrated leadership capability, with experience guiding committees, working groups or delivery teams.
 - Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders, including officials, host organisations and member States.
 - Confidence in identifying issues, resolving problems and escalating matters appropriately.
- Personal Attributes
 - High level of integrity, professionalism and commitment to delivering quality outcomes.
 - Strong organisational skills and attention to detail.
 - Willingness to work collaboratively within a nationally consistent framework and contribute to continuous improvement.

ORGANISATIONAL REQUIREMENTS

- Current Working with Vulnerable People (WWVP) registration - or equivalent.
- Adhere to ACF's Code of Conduct.

PERFORMANCE AND ACCOUNTABILITY

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities outlined in this Position Description, with a focus on delivery outcomes, collaboration, alignment with ACF values and frameworks, and organisational needs.

To support you in the role and ensure expectations are clear, a check-in review will be conducted approximately six (6) months into the appointment. A formal performance review will also occur toward the end of each term to inform decisions around reappointment, succession planning, or transition.

At all times, you are expected to ensure the organisation's needs are at the forefront of your decision-making and that the outcomes of your work align with the ACF Strategic Plan.

RELATED DOCUMENTS

The following documents relate to the position:

| Reference | Title | Identifier |
|-----------|---|-------------|
| (1) | ACF National Competitions & Events Standing Committee Charter | ACF-085-CHA |
| (2) | ACF National Competition & Events Framework | ACF-019-PRC |
| (3) | Elevate 28 Strategic Plan | ACF-015-PLN |