



GYMNASTICS ASSOCIATION

PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

Kingborough Gymnastics Association

Handbook

2026-2027



GYMNASTICS ASSOCIATION

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CONTENTS

Mission

Values

Members

Code of Conduct

History

Policy Index

Committee

Role of the committee

Position descriptions

Agenda Template

Fundraising

Procedures

Application at beginning of year

Money handling guidelines

Reporting Guidelines

Rules of the Association

Responsibilities Liabilities

Insurance

Equipment asset List



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MISSION

The Kingborough Gymnastics Association is a not-for-profit organisation whose mission statement is:

"Empowering Tasmanians through inclusive, high-quality gymnastics experiences - from grassroots to elite - in a safe, vibrant and community driven environment."

The Kingborough Gymnastics Association leases the State Gymnastics Centre and owns its equipment. The contractor running the programs in the State Gymnastics Centre is Gymsports Management Pty Ltd (trading as Kingborough Gymsports). Kingborough Gymsports hire the facilities from the Kingborough Gymnastics Association.

VALUES

ENABLE

Lifelong movement, participation and wellbeing by nurturing healthy, active, resilient children, families, and communities through gymnastics.

DEVELOP AND MAINTAIN

Safe, accessible, state-of-the-art facilities and systems that support every gymnast's journey - community, recreational, competitive, high performance.

FOSTER

Collaboration and transparency through strong governance where volunteers, sponsors, and leaders unite to ensure a safe, inclusive culture and environment that elevates the sport.

EXPAND

Access and opportunity through financial support, scholarships and fundraising, enabling athletes to shine on state, national and international stages.

PROMOTE

High quality gymnastics in Tasmania - celebrating achievement at all levels, supporting development and building an inclusive and resilient sporting future.



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PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

MEMBERS

President

Chris Morgan

cmorgan2351@gmail.com

Vice President

Treasurer

Karen French

jkmtfrench@hotmail.com

Secretary

Bond Larkin

bond@gymsports.net.au

General Member

Joanne Penny

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General Member

Raquel Andrews

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General Member

Samuel Crean

sam.crean@hotmail.com

General Member

Jessica Raniga

jess.miller8@hotmail.com



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CODE OF CONDUCT

We are committed to creating and maintaining an environment that promotes the safety of all children and young people. This includes encouraging a culture where the prevention and reporting of abuse is supported and encouraged. All KGA volunteers are responsible for promoting the safety, wellbeing and empowerment of children.

This Code of Conduct sets expectations for how adults should behave around children. This is important to help prevent children from being harmed. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill-treatment and neglect.

This Code of Conduct identifies positive child safe behaviours that we encourage all adults to support. It also identifies behaviours that we consider unacceptable. Engaging in unacceptable behaviour is a breach of this Code of Conduct and may result in cessation of volunteer opportunities and reporting to police and/or the Office of the Independent Regulator via the Reportable Conduct Scheme.

I will:

- Treat all children and young people with respect.
- Actively promote cultural safety and inclusion for Aboriginal and Torres Strait Islander children and those from other diverse communities.
- Listen to children and respond to them appropriately.
- Adhere to all relevant Australian and Tasmanian legislation.
- Participate in any required training.
- Take all reasonable steps to protect children from abuse.
- Believe any child or young person if they disclose harm or abuse and help them to access support.
- Uphold the rights of all children/ young people and always prioritise their needs. Report and act on any concerns or observed breaches of this Code of Conduct.

I will not:

- Condone or participate in illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming.
- Use hurtful, discriminatory or offensive behaviour or language with children.
- Encourage a child to communicate with me in a private setting, including online.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Fail to report if I know a child has been abused.



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All KGA volunteers are encouraged to speak up if they have concerns about the safety of children. Any concerns about a breach of this Code of Conduct must be reported.

If you believe a young person is at immediate risk of harm you must ensure their safety by calling 000 for medical or police assistance and also complete the attached KGA Reportable Conduct Form (the form).

If there is no immediate risk of harm, please continue to fill in the form. Please note, the content of this report may be passed onto the Office of the Independent Regulator (OIR) as required by the Child and Youth Safe Organisations Act 2023.

[Office of the Independent Regulator](#)



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HISTORY

Kingborough Sports Centre Gymnastics Club was started by Meryl Moncur in 1986 after moving to the area from Canberra. Classes were in the main stadium at the Kingborough Sports Centre and required the equipment to be set up before and packed away after every class.

- Initially the Club consisted of 30 children who were involved in Rhythmic Gymnastics. In 1989 the Club expanded to include Men's and Women's Gymnastics and steadily grew over the years.
- In 1993 the Kingborough Sports Centre Gymnastics Club became an Official incorporated body with Meryl Moncur as the first President. The Club had grown to have 200 gymnasts and moved to a permanent set up in Level 1 of the Sports Centre, where the fitness gym is now located.
- With gymnastics continuing to grow, the Club moved in 1995 to Level 4 of the Kingborough Sports Centre.
- In 1996 John Straatsma was employed as the manager of the gymnastics programs.
- 1997 heralded some big changes with the committee. The constitution was changed and the club ceased to manage the gymnastics programs, the Committee's name changed to Kingborough Gymnastics Committee Inc. The Committee owns the equipment, and continues to fundraise for new equipment, support athletes traveling to competitions and provide support in running events. John Straatsma took over the management of the programs hiring the facilities from the Kingborough Sports Centre.
- In 1999 John Straatsma moved to Canberra and sold Kingborough Sports Centre Gymnastics to Mark Moncur.
- New programs were introduced for particular age groups and the club numbers increased significantly. By the end of 2001 the club had over 450 registered gymnasts.
- The need for a larger Gymnastics Centre was recognized by the Council with the Club moving into the Indoor Cricket Centre in 2002, sharing the centre with indoor cricket.
- By the end of 2003 the Kingborough Sports Centre Gymnastics had over 800 members registered.
- At the end of 2003 Kingborough Gymnastics Committee formed a Steering Committee to construct a State Gymnastics Training Centre on land at the Kingborough Sports Complex.
- In 2004 the feasibility study into the state gymnastics training centre was completed with an estimation cost of 2.9 million.
- During the 2004 federal election the Kingborough Gymnastics Committee received \$1million towards the state gymnastics training facility at Kingston.



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- At the 2006 state election all three major parties promised \$1 million towards the state gymnastics training facility at Kingston.
- In February 2009 the building of the state Gymnastics Centre commenced. Occupancy ~~will~~ commenced in September 2009.
- Kingborough was awarded the 2009 Tasmanian Sports award, award for excellence and the 2009 Diversity award at the premier get active award.
- In December 2010 Kingborough Gymnastics Committee signed a 20-year contract for the usage of the State Gymnastics Centre in Kingston
- January 2010 classes commenced in the new state gymnastics Centre
- June 4th 2010 the New Centre was officially opened by the Hon. Lara Giddings - Deputy Premier, Julie Collins – Federal member for Franklin, The Mayor of Kingborough Dr Graham Bury.



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POLICY INDEX

- Codes of Conduct
- GM PP Membership Terms and Conditions
- GM PP Work Health and Safety Policy and Procedure
- GM PP Food Handling Policy and Procedure
- GM Fundraising Protocols
- GM PP Privacy Policy and Procedure
- GM High Performance Policy and Procedure
- GM PP Membership and Child Safeguarding Policy

Gymnastics Australia National Integrity Framework

- [Member Protection Policy](#)
- [Social Media Policy](#)
- [Safeguarding Children and Young People Policy](#)
- [Complaints, Disputes and Discipline Policy](#)



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ROLE OF THE ASSOCIATION

The Association operates as a not-for-profit entity whose overarching role is the long-term stewardship of the facility, equipment, community, partnerships, and athlete support in Kingborough.

To align with its core mission of providing safe, vibrant, inclusive, and community-driven gymnastics experiences, the association's roles are expanded across five key areas:

Enabling Lifelong Well-being: The Association plays a role in nurturing healthy, active, and resilient children, families, and communities by encouraging lifelong movement and participation in gymnastics.

Developing and Maintaining Facilities: The Association is tasked with providing safe, accessible, and state-of-the-art facilities and systems. This ensures dedicated support for every gymnast's individual journey, whether they are involved at a community, recreational, competitive, or high-performance level.

Fostering Governance and Culture: The Association unites volunteers, sponsors, and leaders through strong governance, collaboration, and transparency. This role is vital to ensuring a safe and inclusive environment that elevates the culture of the sport.

Expanding Access and Opportunity: The Association helps athletes shine on state, national, and international stages, the association actively works to break down barriers by facilitating financial support, scholarships, and fundraising.

Promoting Quality and Achievement: The Association advocates for high-quality gymnastics throughout Tasmania by celebrating achievements at all levels, supporting ongoing development, and building an inclusive, resilient sporting future.

Ultimately, a central financial and ethical role of the association is to ensure that every dollar is reinvested back into the development of gymnastics, securing the sport's growth from the grassroots to the elite level.



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POSITION DESCRIPTIONS

President – Kingborough Gymnastics Association

Position Summary

The President is the principal leader of the Kingborough Gymnastics Association and is responsible for providing strategic direction, governance oversight, and leadership aligned with the Association's not-for-profit purpose.

The role ensures the long-term stewardship of the Association's facilities, equipment, community, partnerships, and athlete development pathways. The President champions the delivery of safe, inclusive, and community-driven gymnastics experiences while supporting sustainable growth from grassroots participation through to high-performance pathways.

Responsible To

The President is elected by, and accountable to, the members of the Kingborough Gymnastics Association, representing their interests and upholding the Association's constitution and values.

Key Responsibilities and Duties

Strategic Leadership and Direction

- Provide clear leadership in setting the Association's strategic priorities in alignment with its mission and member expectations
- Guide long-term planning to support participation, athlete development, and community wellbeing
- Ensure the Association remains focused on delivering inclusive, accessible, and high-quality gymnastics experiences

Governance and Compliance

- Oversee strong governance practices, ensuring transparency, accountability, and ethical decision-making
- Ensure compliance with the Association's constitution, policies, and relevant regulatory requirements
- Support and guide committee members in fulfilling their roles effectively

Financial Stewardship

- Oversee financial planning and sustainability, ensuring responsible budgeting and resource allocation
- Ensure all funds are managed responsibly and reinvested into the development and growth of gymnastics



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Facility and Program Oversight

- Support the development and maintenance of safe, accessible, and high-quality facilities and systems
- Ensure programs cater to a wide range of participants, from community and recreational to competitive and high-performance athletes

Community and Stakeholder Engagement

- Act as the primary representative of the Association at local, regional, state, and national levels
- Build and maintain strong relationships with members, volunteers, sponsors, and partner organisations
- Promote opportunities that reduce barriers to participation, including fundraising and support initiatives

Meeting Leadership and Operational Oversight

- Chair and facilitate effective committee meetings and the Annual General Meeting
- Ensure decisions are well-informed, documented, and aligned with strategic objectives
- Monitor progress against agreed priorities and ensure accountability across the committee

Knowledge and Skills Required

- Demonstrated leadership and the ability to guide and support a volunteer-based organisation
- Strong communication and interpersonal skills
- Understanding of governance principles and not-for-profit operations
- Financial awareness and strategic thinking capability
- Knowledge of, or willingness to learn, gymnastics pathways and community sport environments
- Sound understanding of the Association's constitution, policies, and committee structures

Personal Attributes

- Collaborative and inclusive leadership style
- Commitment to integrity, transparency, and ethical practice
- Passion for community development and lifelong participation in sport
- Ability to balance strategic thinking with practical decision-making

Estimated Time Commitment & Term

The estimated time commitment is approximately 1–2 hours per week, with additional time required for meetings and key events as needed.

The President is appointed for a 12-month term, commencing from the Annual General Meeting.



GYMNASTICS ASSOCIATION

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Vice President – Kingborough Gymnastics Association

Position Summary

The Vice President supports the President in providing leadership, governance, and strategic direction for the Kingborough Gymnastics Association. The role contributes to the effective stewardship of the Association's facilities, programs, community, partnerships, and athlete pathways.

The Vice President plays a key role in ensuring continuity of leadership and governance, and assumes the responsibilities of the President when required. The position supports the delivery of safe, inclusive, and community-driven gymnastics experiences, aligned with the Association's mission and long-term objectives.

Responsible To

The Vice President is elected by, and accountable to, the members of the Kingborough Gymnastics Association, representing their interests and supporting the Association's values and strategic direction.

Key Responsibilities and Duties

Leadership Support and Continuity

- Support the President in delivering strategic leadership and achieving the Association's priorities
- Act in the role of President when required, ensuring continuity of leadership and decision-making
- Assist in guiding the committee to operate effectively and collaboratively

Governance and Compliance

- Support strong governance practices, including transparency, accountability, and ethical decision-making
- Maintain a working knowledge of the Association's constitution, policies, and governance responsibilities
- Assist committee members to understand and fulfil their roles

Strategic and Operational Support

- Contribute to strategic planning and the achievement of long-term goals
- Support initiatives that promote participation, inclusion, and athlete development across all levels
- Assist in monitoring progress against the Association's priorities

Community and Stakeholder Engagement

- Represent the Association at local, regional, state, and national levels as required
- Support engagement with members, volunteers, sponsors, and partner organisations



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PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

- Assist in promoting opportunities that improve access and participation, including fundraising initiatives

Operational and Event Support

- Act as a facilitator for Association activities and events as required
- Support the coordination and smooth operation of programs and initiatives

Knowledge and Skills Required

- Effective communication and interpersonal skills
- Understanding of governance principles and not-for-profit operations
- Awareness of the Association's activities, strategic direction, and future plans
- Working knowledge of the constitution, rules, and committee structures
- Ability to support and collaborate with a volunteer-based leadership team

Personal Attributes

- Supportive and collaborative leadership style
- Commitment to integrity, transparency, and inclusive practices
- Willingness to take initiative and step into leadership when required
- Passion for community sport and athlete development

Estimated Time Commitment & Term

The estimated time commitment is approximately 2 hours per month, with additional time required when acting in the President's role or supporting key activities and events.

The Vice President is appointed for a 12-month term, commencing from the Annual General Meeting.



GYMNASTICS ASSOCIATION

PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

Secretary – Kingborough Gymnastics Association

Position Summary

The Secretary plays a critical role in supporting strong governance, transparency, and organisational effectiveness within the Association. This role ensures that the Association operates in alignment with its mission to deliver safe, inclusive, and community-driven gymnastics experiences.

Through effective administration and communication, the Secretary contributes to a culture of collaboration, accountability, and informed decision-making, supporting the long-term stewardship of the Association's community, partnerships, and operations.

Responsible To

Elected by and accountable to the members of the Association.

Key Responsibilities

Governance and Compliance

- Ensure the Association meets its governance and regulatory obligations
- Maintain and uphold the constitution, policies, and official records
- Support transparent and ethical decision-making processes

Meeting and Administrative Management

- Prepare, distribute, and maintain agendas, minutes, and action items
- Ensure accurate documentation of decisions and strategic discussions
- Maintain registers, including membership and committee records

Communication and Engagement

- Manage official correspondence and support clear communication across the Association
- Facilitate information sharing between committee members, stakeholders, and the broader community
- Support a culture of openness, inclusion, and collaboration

Strategic Support

- Assist in tracking progress against strategic priorities
- Ensure documentation reflects the Association's commitment to wellbeing, participation, and development pathways

Knowledge and Skills Required

- Strong organisational and administrative skills
- Clear and effective written and verbal communication



GYMNASTICS ASSOCIATION

PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

- Understanding of governance principles and not-for-profit requirements
- Attention to detail and ability to manage confidential information

Personal Attributes

- Reliable, organised, and detail-oriented
- Committed to transparency and integrity
- Supportive of inclusive and community-focused environments

Time Commitment & Term

2–4 hours per month. Appointed for a 12-month term from the Annual General Meeting.



GYMNASTICS ASSOCIATION

PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

Treasurer - Kingborough Gymnastics Committee

Position Summary

The Treasurer is responsible for the financial stewardship of the Association, ensuring all resources are managed responsibly and reinvested to support the growth and sustainability of gymnastics across all levels.

This role directly supports the Association's mission by enabling access, maintaining facilities, and ensuring financial sustainability to deliver inclusive and high-quality programs for the community.

Responsible To

Elected by and accountable to the members of the Association.

Key Responsibilities

Financial Stewardship and Sustainability

- Develop and monitor budgets aligned with strategic priorities
- Ensure financial resources support participation, athlete development, and facility needs
- Safeguard the long-term financial sustainability of the Association

Reporting and Compliance

- Maintain accurate and transparent financial records
- Provide regular financial reports to the committee and members
- Ensure compliance with financial regulations and reporting obligations

Funding and Resource Development

- Support grant applications, fundraising, and sponsorship opportunities
- Contribute to initiatives that reduce financial barriers to participation
- Ensure funds are allocated equitably and in line with the Association's values

Strategic Contribution

- Provide financial insights to inform decision-making and planning
- Support investment in facilities, equipment, and programs that enhance safety and quality

Knowledge and Skills Required

- Financial management and budgeting skills
- Understanding of not-for-profit financial practices
- Attention to detail and high level of accuracy
- Ability to communicate financial information clearly



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Personal Attributes

- Ethical, accountable, and transparent
- Strategic thinker with a sustainability focus
- Committed to community impact and equitable access

Time Commitment & Term

2–4 hours per month. Appointed for a 12-month term from the Annual General Meeting.



GYMNASTICS ASSOCIATION

PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

General Member - Kingborough Gymnastics Association

Position Summary

Committee Members play a vital role in shaping the direction, culture, and impact of the Association. They contribute to governance, decision-making, and strategic initiatives that support lifelong participation, athlete development, and community wellbeing.

This role ensures the Association remains inclusive, accessible, and responsive to the needs of its members and the broader community.

Responsible To

Elected by and accountable to the members of the Association.

Key Responsibilities

Governance and Decision-Making

- Actively participate in meetings and contribute to informed decision-making
- Support the implementation of the Association's strategic priorities
- Uphold governance standards, policies, and ethical practices

Community and Culture

- Promote a safe, inclusive, and welcoming environment for all participants
- Represent the interests and perspectives of members
- Support initiatives that strengthen community engagement and wellbeing

Strategic and Operational Support

- Contribute to projects that enhance participation, facilities, and athlete pathways
- Assist in delivering events, programs, and activities
- Support fundraising and partnership opportunities

Advocacy and Promotion

- Advocate for quality gymnastics experiences across all levels
- Celebrate achievements and promote the Association's impact

Knowledge and Skills Required

- Willingness to contribute and collaborate
- Basic understanding of governance or willingness to learn
- Strong communication and teamwork skills



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Personal Attributes

- Community-minded and inclusive
- Proactive and supportive
- Committed to the Association's mission and values

Time Commitment & Term

1–2 hours per month. Appointed for a 12-month term from the Annual General Meeting.



GYMNASTICS ASSOCIATION

PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

Working Group Member

Position Summary

Working Groups are established by the Kingborough Gymnastics Association to support specific projects, initiatives, strategic priorities, or operational areas that contribute to the Association's mission and long-term sustainability.

Working Group Members provide skills, experience, and community insight to help deliver outcomes aligned with the Association's commitment to safe, inclusive, and community-driven gymnastics experiences. Working Groups play an important role in supporting participation, facility development, governance, fundraising, events, athlete pathways, and community engagement.

These groups strengthen collaboration between committee members, volunteers, families, and the broader community while supporting the sustainable growth of gymnastics across all levels.

Responsible To

Working Group Members are appointed by and accountable to the Kingborough Gymnastics Association Committee through the nominated Working Group Chair or Committee Representative.

Purpose of Working Groups

Working Groups may be formed from time to time to support areas including, but not limited to:

- Facility development and equipment projects
- Fundraising and sponsorship initiatives
- Events and community engagement
- Athlete development and pathways
- Governance and policy review
- Strategic planning and special projects
- Participation and inclusion initiatives

Working Groups provide recommendations and operational support to the Committee but do not replace the governance role of the elected Committee.

Key Responsibilities and Duties

Supporting the Association's Mission and Values

- Contribute to initiatives that promote lifelong participation, wellbeing, and community connection
- Support safe, inclusive, and accessible gymnastics experiences for all participants
- Uphold the Association's values, policies, and code of conduct



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Project and Initiative Support

- Participate actively in Working Group meetings and activities
- Assist with planning, coordination, and delivery of projects and events
- Contribute ideas, expertise, and practical support to achieve agreed outcomes
- Support the implementation of strategic priorities identified by the Committee

Community and Stakeholder Engagement

- Promote positive relationships with members, volunteers, sponsors, and community partners
- Support initiatives that reduce barriers to participation and improve access to opportunities
- Encourage inclusive participation and community involvement

Governance and Accountability

- Operate within the scope and objectives established by the Committee
- Provide updates, recommendations, and progress reports to the Committee as required
- Maintain confidentiality and act in the best interests of the Association

Knowledge and Skills Required

- Willingness to contribute positively to the Association and community
- Ability to work collaboratively within a team environment
- Good communication and organisational skills
- Experience or interest in the relevant Working Group focus area is desirable

Personal Attributes

- Community-minded and collaborative
- Reliable and respectful
- Inclusive and supportive of diverse participation
- Committed to the growth and sustainability of gymnastics

Examples of Working Groups

- Facilities and Infrastructure Working Group
- Fundraising Working Group (*Kingborough Gymnastics Fundraising Committee*)
- Partnerships and Sponsors Working Group
- Events and Community Engagement Working Group
- Athlete Pathways and Development Working Group
- Governance and Policy Working Group



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Estimated Time Commitment & Appointment

Time commitment will vary depending on the project or initiative and will be determined by the Committee and Working Group Chair.

Working Group Members are generally appointed for the duration of the specific project, initiative, or annual term as determined by the Committee.

Shared Commitment

All Working Group Members contribute to the Association's commitment to:

- Enabling lifelong wellbeing through participation and movement
- Maintaining safe and high-quality facilities and programs
- Fostering strong governance, culture, and community connection
- Expanding access and opportunity for all participants
- Promoting quality, achievement, and sustainable growth in gymnastics



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PARTNERSHIPS

<https://gymsports.net.au/documents/kingborough-gymnastics-association-partnership-opportunities/>

The Kingborough Gymnastics Association Partnership Opportunities document outlines sponsorship and naming rights opportunities connected to the State Gymnastics Centre in Kingston. Key highlights include:

- Exclusive naming rights partnership opportunity
- Large exterior and interior signage opportunities at the venue
- Exposure to more than 400 families per day
- Digital advertising through:
 - in-centre display screens
 - newsletters
 - website
 - social media channels (around 5,000 followers)
- Invitations to state championships and team events

The broader association mission focuses on:

- supporting gymnastics participation in Tasmania
- maintaining high-quality facilities
- supporting athlete development and interstate competition opportunities
- community engagement and inclusion

Every dollar received through Kingborough Gymnastics Association Partnerships is invested back into the KGA Scholarship Fund, directly supporting athletes and helping reduce barriers to participation by assisting with training, travel, competition, and development opportunities.



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KINGBOROUGH GYMNASTICS ASSOCIATION GENERAL MEETING AGENDA TEMPLATE

Meeting Title: (Month) General Meeting

Date:

Time:

Location:

Chair:

Minute Taker:

Welcome and Opening

- Confirmation of quorum
- Opening remarks aligned with mission and values

Apologies

Declaration of Conflicts of Interest

- Members to declare any actual or perceived conflicts

Confirmation of Previous Minutes

- Review and confirm accuracy
- Matters arising / action items update

Strategic Focus: Mission and Values in Action

A standing item to ensure alignment with the Association's purpose

Enabling Lifelong Wellbeing

- Participation updates (programs, inclusion, community engagement)
- Member wellbeing and safety considerations

Developing and Maintaining Facilities

- Facility maintenance, upgrades, and safety
- Equipment status and planning

Fostering Governance and Culture

- Policy updates, compliance, and risk management
- Committee effectiveness and culture

Expanding Access and Opportunity

- Fundraising, grants, and sponsorship
- Scholarships or financial support initiatives

Promoting Quality and Achievement

- Athlete development and pathways
- Coaching, program quality, and achievements



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Financial Report

- Treasurer’s report
- Budget updates and financial position
- Funding and expenditure decisions

Reports and Operational Updates

- President’s report
- Vice President / Portfolio updates
- Secretary’s correspondence

Key Decisions and Discussion Items

- Strategic decisions required
- Alignment with mission and long-term sustainability
- Risk considerations

General Business

- Additional items raised by members

Action Items and Responsibilities

Action	Responsible Person	Due Date

Next Meeting

- Date, time, and location

Meeting Closed



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Rules of the Association

Updated June 2019

1. Name of association

The name of the association is as follows:

Kingborough Gymnastics Association

2. Interpretation

In these rules, unless the context otherwise requires –

accounting records has the same meaning as in the Act;

Act means the [Associations Incorporation Act 1964](#) ;

annual general meeting means an annual general meeting of the Association held under [rule 13](#) ;

Association means the association referred to in [rule 1](#) ;

association has the same meaning as in the Act;

associate a parent or parents and/or guardian of a member who is under the age of 18 years

auditor means the person appointed as the auditor of the Association under [rule 10](#) ;

authorised deposit-taking institution means a body corporate that is an authorised deposit-taking institution for the purposes of the [Banking Act 1959](#) of the Commonwealth;

basic objects of the Association means the objects and purposes of the Association as stated in an application under [section 7](#) of the Act for the incorporation of the Association;

committee means the committee of management referred to in [rule 23](#) ;

financial year has the same meaning as in the Act; the period of 12 months commencing the 1st of January to the 31st of December in each year

general meeting means –

(a) an annual general meeting; or

(b) a special general meeting;

officer of the Association means a person elected as an officer of the Association at an annual general meeting or appointed as an officer of the Association under [rule 24\(5\)](#) ;

ordinary business of an annual general meeting means the business specified in [rule 13\(5\)](#) ;

ordinary committee member means a member of the committee other than an officer of the Association;

public officer means the person who is, under [section 14](#) of the Act, the public officer of the Association;

special committee meeting means a meeting of the committee that is convened under [rule 28\(2\)](#) by the president or any 4 of the members of the committee;

special general meeting means a special general meeting of the Association convened under [rule 14](#) ;



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special resolution has the same meaning as in the Act.

3. Association's office

The office of the Association is to be at the following place or at any other place the committee determines:

10 Kingston View Drive, Kingston, Tasmania

4. Objects and purposes of Association

The objects and purposes of the Association consist of the basic objects of the Association and the following objects and purposes:

- (a) the purchase, taking on lease or in exchange, hire or other acquisition of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
- (b) the purchase, sale or supply of, or other dealing in, goods;
- (c) the construction, maintenance or alteration of any building or works necessary or convenient for any of the objects or purposes of the Association;
- (d) the acceptance of a gift for any of the objects or purposes of the Association;
- (e) the taking of any step the committee, or the members of the Association at a general meeting, determine expedient for the purpose of procuring contributions to the funds of the Association;
- (f) the printing or publication of any newspaper, periodical, book, leaflet or other document the committee, or the members of the Association at a general meeting, determine desirable for the promotion of any of the objects or purposes of the Association;
- (g) the borrowing and raising of money in any manner and on terms –
 - (i) the committee thinks fit; or
 - (ii) approved or directed by resolution passed at a general meeting;
- (h) subject to the provisions of the [Trustee Act 1898](#), the investment, in any manner the committee determines, of any money of the Association not immediately required for any of the objects or purposes of the Association;
- (i) the making of a gift, subscription or donation to any of the funds, authorities or institutions to which [section 78A of the Income Tax Assessment Act 1936](#) of the Commonwealth relates;
- (j) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes or conveniences calculated to benefit employees or past employees of the Association and their dependants, and the granting of pensions, allowances or other benefits to employees or past employees of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (k) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;



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(l) the purchase, or acquisition, and the undertaking of all or part of the property, assets, liabilities or engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;

(m) the doing of any lawful thing incidental or conducive to the attainment of the objects or purposes of the Association.

5. Membership of Association

(1) A person who is nominated and approved for membership in accordance with this rule is eligible to be a member of the Association on payment of the annual subscription specified in [rule 32](#) .

(2) A person who is not a member of the Association at the time of the incorporation of the Association is not to be admitted as a member of the Association unless –

(a) the person is nominated for membership in accordance with [subrule \(3\)](#) ; and

(b) the person is approved for membership by the committee.

(3) A nomination of a person for membership is to be –

(a) made in writing and signed by 2 members of the Association; and

(b) accompanied by the written consent of the person nominated; and

(c) lodged with the public officer.

(4) The consent referred to in [subrule \(3\)\(b\)](#) may be endorsed on the nomination.

(5) As soon as practicable after the receipt of a nomination, the public officer is to refer the nomination to the committee.

(6) If a nomination is approved by the committee, the public officer is to –

(a) notify the nominee, in writing, that the nominee has been approved for membership of the Association; and

(b) on receipt of the amount payable by the nominee as the first annual subscription, enter the nominee's name in the register of members.

(7) A member of the Association may resign by serving on the public officer a written notice of resignation.

(8) On receipt of a notice from a member of the Association under [subrule \(7\)](#) , the public officer is to remove the name of the member from the register of members.

(9) A person or associate -



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(a) becomes a member of the Association when his or her name is entered in the register of members; and

(b) ceases to be a member of the Association when his or her name is removed from the register of members under [subrule \(8\)](#) or rule 32(4).

(10) The public officer is to maintain, or establish and maintain, a register of members containing –

(a) the name of each member of the Association and the date on which he or she became a member; and

(b) the member's postal or residential address or address of business or employment; and

(c) an email address, if any, that the member has nominated as the email address to which notices from the Association may be sent; and

(d) the name of each person who has ceased to be a member of the Association and the date on which the person ceased to be a member of the Association.

6. Liability of members

(1) Any right, privilege or obligation of a person as a member of the Association –

(a) is not capable of being transferred to another person; and

(b) terminates when the person ceases to be a member of the Association.

(2) If the Association is wound up, each person who was, immediately before the Association is wound up, a member of the Association, and each person who was a member of the Association within the period of 12 months immediately preceding the commencement of the winding-up, is liable to contribute –

(a) to the assets of the Association for payment of the liabilities of the Association; and

(b) for the costs, charges and expenses of the winding-up; and

(c) for the adjustment of the rights of the contributors among themselves.

(3) Any liability under [subrule \(2\)](#) is not to exceed \$1.00 per member and \$1.00 per associate.

(4) Despite [subrule \(2\)](#), a former member of the Association is not liable to contribute under that subrule in respect of any liability of the Association incurred after he or she ceased to be a member.

7. Income and property of Association

(1) The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.

(2) No portion of the income or property of the Association is to be paid or transferred to any member of the Association unless the payment or transfer is made in accordance with this rule.

(3) The Association may –

(a) pay a person or member of the Association –

(i) remuneration in return for services rendered to the Association, or for goods supplied to the Association, in the ordinary course of business of the person or member; or



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- (ii) remuneration that constitutes a reimbursement for out-of-pocket expenses incurred by the person or member for any of the objects or purposes of the Association; or
 - (iii) interest at a rate not exceeding 7.25% on money lent to the Association by the person or member; or
 - (iv) a reasonable amount by way of rent for premises, or a part of premises, let to the Association by the person or member; and
- (b) pay a member of the committee remuneration in return for carrying out the functions of a member of the committee; and
 - (c) pay a member of a subcommittee remuneration in return for carrying out the functions of a member of the subcommittee; and
 - (d) if so requested by or on behalf of any other association, organisation or body, appoint or nominate a member of the Association to an office in that other association, organisation or body.
- (4) Despite [subrule \(3\)\(a\)](#), [\(b\)](#) and [\(c\)](#), the Association is not to pay a person any amount under that subrule unless the Association or committee has first approved that payment.
- (5) Despite [subrule \(3\)\(d\)](#), the Association is not to appoint or nominate a member of the Association under that subrule to an office in respect of which remuneration is payable unless the Association or committee has first approved –
- (a) that appointment or nomination; and
 - (b) the receipt of that remuneration by that member.

8. Accounts of receipts and expenditure

- (1) True accounts are to be kept of the following:
- (a) each receipt or payment of money by the Association and the matter in respect of which the money was received or paid;
 - (b) each asset or liability of the Association.
- (2) The accounts are to be open to inspection by the members of the Association at any reasonable time, and in any reasonable manner, determined by the committee.
- (3) The treasurer of the Association is to keep all accounting books, and general records and records of receipts and payments, connected with the business of the Association in the form and manner the committee determines.
- (4) The accounts, books and records are to be kept at the Association's office or at any other place the committee determines.

9. Banking and finance

- (1) On behalf of the Association, the treasurer or “agent” of the Association is to –
- (a) receive any money paid to the Association; and
 - (b) immediately after receiving the money, issue an official receipt in respect of the money; and



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(c) cause the money to be paid into the account opened under [subrule \(2\)](#) as soon as practicable after it is received.

(2) The committee is to open with an authorised deposit-taking institution an account in the name of the Association.

(3) The committee may –

(a) receive from an authorised deposit-taking institution a cheque drawn by the Association on any of the Association's accounts with the authorised deposit-taking institution; and

(b) release or indemnify the authorised deposit-taking institution from or against any claim, or action or other proceeding, arising directly or indirectly out of the drawing of that cheque.

(4) Except with the authority of the committee, a payment of an amount exceeding \$20 is not to be made from the funds of the Association other than –

(a) by cheque drawn on the Association's account; or

(b) by the electronic transfer of funds from the Association's account to another account at an authorised deposit-taking institution.

(5) The committee may provide the treasurer of the Association with an amount of money to meet urgent expenditure, subject to any conditions the committee may impose in relation to the expenditure.

(6) A cheque is not to be drawn on the Association's account, and an amount is not to be electronically transferred from the Association's account to another account at an authorised deposit-taking institution, except for the purpose of making a payment that has been authorised by the committee.

(7) A cheque, draft, bill of exchange, promissory note or other negotiable instrument is to be –

(a) signed by the treasurer of the Association or, in the treasurer's absence, by any other member, or members, of the committee the committee nominates for that purpose; and

(b) countersigned by the public officer.

(8) An electronic transfer of an amount from the Association's account to another account at an authorised deposit-taking institution –

(a) may only be authorised by the treasurer of the Association or, in the treasurer's absence, by any other member, or members, of the committee the committee nominates for that purpose; and

(b) may only be authorised by a person referred to in paragraph (a) if the authorisation has been approved by the public officer.

10. Auditor

(1) At each annual general meeting, the members of the Association present at the meeting are to appoint a person as the auditor of the Association.

(2) If an auditor is not appointed at an annual general meeting under [subrule \(1\)](#), the committee is to appoint a person as the auditor of the Association as soon as practicable after that annual general meeting.

(3) The auditor is to hold office until the next annual general meeting and is eligible for re-appointment.

(4) The first auditor –



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- (a) may be appointed by the committee before the first annual general meeting; and
- (b) if so appointed, holds office until the end of the first annual general meeting unless earlier removed by a resolution of the members of the Association at a general meeting.
- (5) If the first auditor is appointed by the committee under [subrule \(4\)\(a\)](#) and subsequently removed at a general meeting under [subrule \(4\)\(b\)](#), the members of the Association, at that general meeting, may appoint an auditor to hold office until the end of the first annual general meeting.
- (6) Except as provided in [subrule \(4\)\(b\)](#), the auditor may only be removed from office by special resolution.
- (7) If a casual vacancy occurs in the office of auditor, the committee is to appoint a person to fill the vacancy until the end of the next annual general meeting.

11. Audit of accounts

- (1) The auditor is to audit the financial affairs of the Association at least once in each financial year of the Association.
- (2) The auditor, after auditing the financial affairs of the Association for a particular financial year of the Association, is to –
 - (a) certify as to the correctness of the accounts of the Association; and
 - (b) at the next annual general meeting, provide a written report to the members of the Association who are present at that meeting.
- (3) In the report and in certifying to the accounts, the auditor is to –
 - (a) specify the information, if any, that he or she has required under [subrule \(5\)\(b\)](#) and obtained; and
 - (b) state whether, in his or her opinion, the accounts exhibit a true and correct view of the financial position of the Association according to the information at his or her disposal; and
 - (c) state whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The public officer is to deliver to the auditor a list of all the accounting records, books and accounts of the Association.
- (5) The auditor may –
 - (a) have access to the accounting records, books and accounts of the Association; and
 - (b) require from any employee of, or person who has acted on behalf of, the Association any information the auditor considers necessary for the performance of his or her duties; and
 - (c) employ any person to assist in auditing the financial affairs of the Association; and
 - (d) examine any member of the committee, or any employee of, or person who has acted on behalf of, the Association, in relation to the accounting records, books and accounts of the Association.

12. Exemptions under the Act

- (1) For any financial year that the Association is exempt from the requirement to be audited by virtue of [section 24\(1B\)](#) or [\(1C\)](#) of the Act –



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(a) an auditor is not required to be appointed for that financial year under [rule 10](#) unless the Association elects to have the financial affairs of the Association for that financial year audited in accordance with the Act and these rules; and

(b) if an auditor is not appointed for a financial year by virtue of [paragraph \(a\)](#) –

(i) [rules 10](#) and [11](#) do not apply in respect of the Association for that financial year; and

(ii) [rule 13\(5\)\(b\)](#), to the extent that it relates to an auditor, does not apply in respect of the annual general meeting held by the Association in respect of that financial year; and

(iii) [rule 13\(5\)\(d\)](#) does not apply in respect of the annual general meeting held by the Association in respect of that financial year.

(2) For any financial year that the Association is exempt from the requirement to provide an annual return by virtue of [section 24\(1B\)](#) of the Act, the committee must provide, as part of the ordinary business of the annual general meeting for that financial year, a copy of the annual financial report given under the [Australian Charities and Not-for-profits Commission Act 2012](#) of the Commonwealth in respect of that financial year.

(3) To engage an auditor whenever is necessary or at the discretion of the association members or every 5 years whichever comes first; or if the association earns more than \$250000per year as per legislative guidelines or is required by legislative guidelines. The next audit to commence in 2024.

13. Annual general meeting

(1) The Association is to hold an annual general meeting each year.

(2) An annual general meeting is to be held on any day (being not later than 3 months after the end of the financial year of the Association) the committee determines.

(3) An annual general meeting is to be in addition to any other general meeting that may be held in the same year.

(4) The notice convening an annual general meeting is to specify the purpose of the meeting.

(5) The ordinary business of an annual general meeting is to be as follows:

(a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;

(b) to receive from the committee, auditor, employees and other persons acting on behalf of the Association reports on the transactions of the Association during the last preceding financial year of the Association;

(c) to elect the officers of the Association and the ordinary committee members;

(d) to appoint the auditor and determine his or her remuneration;

(e) to determine the remuneration of employees and other persons acting on behalf of the Association.

(6) An annual general meeting may transact business of which notice is given in accordance with [rule 15](#).



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(7) Minutes of proceedings of an annual general meeting are to be kept, in the minute book of the Association, by the public officer or, in the absence from the meeting of the public officer, by an officer of the Association who is nominated by the chairperson of the meeting.

14. Special general meetings

(1) The committee may convene a special general meeting of the Association at any time.

(2) The committee, on the requisition in writing of at least 10 members of the Association, is to convene a special general meeting of the Association.

(3) A requisition for a special general meeting –

(a) is to state the objects of the meeting; and

(b) is to be signed by each of the requisitionists; and

(c) is to be deposited at the office of the Association; and

(d) may consist of several documents, each signed by one or more of the requisitionists.

(4) If the committee does not cause a special general meeting to be held within 21 days after the day on which a requisition is deposited at the office of the Association, any one or more of the requisitionists may convene the meeting within 3 months after the day on which the requisition is deposited at the office of the Association.

(5) A special general meeting convened by requisitionists is to be convened in the same manner, as nearly as practicable, as the manner in which a special general meeting would be convened by the committee.

(6) All reasonable expenses incurred by requisitionists in convening a special general meeting are to be refunded by the Association.

15. Notices of general meetings

(1) At least 14 days before the day on which a general meeting of the Association is to be held, the public officer is to publish a notice specifying –

(a) the place, day and time at which the meeting is to be held; and

(b) the nature of the business that is to be transacted at the meeting.

(2) A notice is published for the purposes of [subrule \(1\)](#) if the notice –

(a) is contained in an advertisement appearing in at least one newspaper circulating in Tasmania; or

(b) appears on a website, or at an electronic address, of the Association; or

(c) is sent to each member of the Association at –

(i) the member's postal or residential address or address of business or employment; or

(ii) an email address that the member has nominated as the email address to which notices from the Association may be sent; or

(d) is given by another means, determined by the public officer, that is reasonably likely to ensure that the members of the Association will be notified of the notice.

16. Business and quorum at general meetings



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- (1) All business transacted at a general meeting, other than the ordinary business of an annual general meeting, is special business.
- (2) Business is not to be transacted at a general meeting unless a quorum of members of the Association entitled to vote is present at the time when the meeting considers that business.
- (3) A quorum for the transaction of the business of a general meeting is 5 members of the Association entitled to vote.
- (4) If a quorum is not present within one hour after the time appointed for the commencement of a general meeting, the meeting –
 - (a) if convened on the requisition of members of the Association, is dissolved; or
 - (b) if convened by the committee, is to be adjourned to the same day in the next week at the same time and –
 - (i) at the same place; or
 - (ii) at any other place specified by the chairperson –
 - (A) at the time of the adjournment; or
 - (B) by notice in a manner determined by the chairperson.
- (5) If at an adjourned general meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting is dissolved.

17. Chairperson at general meetings

At each general meeting of the Association, the chairperson is to be –

- (a) the president; or
- (b) in the absence of the president, the senior vice-president; or
- (c) in the absence of the president and the senior vice-president, the other vice-president; or
- (d) in the absence of the president and both vice-presidents, a member of the Association elected to preside as chairperson by the members of the Association present and entitled to vote at the general meeting.

18. Adjournment of general meetings

- (1) The chairperson of a general meeting at which a quorum is present may adjourn the meeting with the consent of the members of the Association who are present and entitled to vote at the meeting, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.
- (3) If a meeting is adjourned for less than 14 days, it is not necessary to give any notice of the adjournment or of the business to be transacted at the adjourned meeting.

19. Determination of questions arising at general meetings

- (1) A question arising at a general meeting of the Association is to be determined on a show of hands.



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(2) A declaration by the chairperson that a resolution has, on a show of hands, been lost or carried, or been carried unanimously or carried by a particular majority, together with an entry to that effect in the minute book of the Association, is evidence of that fact unless a poll is demanded on or before that declaration.

20. Votes

(1) On any question arising at a general meeting of the Association, a member of the Association (including the chairperson) has one vote only.

(2) All votes are to be given personally.

(3) Despite [subrule \(1\)](#), in the case of an equality of votes, the chairperson has a second or casting vote.

21. Taking of poll

If at a general meeting a poll on any question is demanded –

(a) the poll is to be taken at that meeting in the manner that the chairperson determines; and

(b) the result of the poll is taken to be the resolution of the meeting on that question.

22. When poll to be taken

(1) A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.

(2) A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson determines.

23. Affairs of Association to be managed by a committee

(1) The affairs of the Association are to be managed by a committee of management constituted as provided in [rule 25](#).

(2) The committee –

(a) is to control and manage the business and affairs of the Association; and

(b) may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised and performed by members of the Association at a general meeting; and

(c) has power to do anything that appears to the committee to be essential for the proper management of the business and affairs of the Association.

24. Officers of the Association

(1) The officers of the Association are as follows:

(a) one president;

(b) one vice-president;

And/or

(c) the treasurer;

And/or

(d) the secretary/public officer



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(3) Subject to [subrule \(5\)](#) , the officers of the Association are to be elected in accordance with [rule 26](#) .

(4) Each officer of the Association is to hold office until the end of the next annual general meeting after that at which he or she is elected and is eligible for re-election.

(5) If a casual vacancy in an office referred to in [subrule \(1\)](#) occurs, the committee may appoint one of its members to fill the vacancy until the end of the next annual general meeting after the appointment.

(6) If an office referred to in [subrule \(1\)](#) is not filled at an annual general meeting, there is taken to be a casual vacancy in the office.

25. Constitution of the committee

(1) The committee consists of –

(a) the officers of the Association; and

(b) at least 2 and no more than 4 other members elected at the annual general meeting or appointed in accordance with this rule.

(2) An ordinary committee member is to hold office until the end of the next annual general meeting after that at which he or she is elected and is eligible for re-election.

(3) If a casual vacancy occurs in the office of an ordinary committee member, the committee may appoint a member of the Association to fill the vacancy until the end of the next annual general meeting after the appointment.

(4) If an office of an ordinary committee member is not filled at an annual general meeting, there is taken to be a casual vacancy in the office.

26. Election of numbers of committee

(1) A nomination of a candidate for election as an officer of the Association, or as an ordinary committee member, is to be –

(a) made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and

(b) delivered to the public officer at least 10 days before the day on which the annual general meeting is to be held.

(2) If insufficient nominations are received to fill all vacancies on the committee –

(a) the candidates nominated are taken to be elected; and

(b) further nominations are to be received at the annual general meeting.

(3) If the number of nominations received is equal to the number of vacancies on the committee to be filled, the persons nominated are taken to be elected.

(4) If the number of nominations received exceeds the number of vacancies on the committee to be filled, a ballot is to be held.

(5) If the number of further nominations received at the annual general meeting exceeds the number of remaining vacancies on the committee to be filled, a ballot is to be held in relation to those further nominations.



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(6) The ballot for the election of officers of the Association and ordinary committee members is to be conducted at the annual general meeting in the manner determined by the committee.

27. Vacation of office

For the purpose of these rules, the office of an officer of the Association, or of an ordinary committee member, becomes casually vacant if the officer or committee member –

(a) dies; or

(b) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration or estate for their benefit; or

(c) becomes a represented person within the meaning of the [Guardianship and Administration Act 1995](#) ; or

(d) resigns office in writing addressed to the committee; or

(e) ceases to be ordinarily resident in Tasmania; or

(f) is absent from 3 consecutive meetings of the committee without the permission of the other members of the committee; or

(g) ceases to be a member of the Association; or

(h) fails to pay, within 14 days after receiving a notice in writing signed by the public officer stating that the officer or committee member has failed to pay one or more amounts of annual subscriptions, all such amounts due and payable by the officer or member.

28. Meetings of the committee

(1) The committee is to meet at least once in each month at any place and time the committee determines.

(2) A meeting of the committee, other than a meeting referred to in [subrule \(1\)](#) , may be convened by the president or any 4 of the members of the committee.

(3) Written notice of any special committee meeting is to be served on members of the committee and is to specify the general nature of the business to be transacted.

(4) A special committee meeting may only transact business of which notice is given in accordance with [subrule \(3\)](#) .

(5) A quorum for the transaction of the business of a meeting of the committee is 6 members of the committee.

(6) Business is not to be transacted at a meeting of the committee unless a quorum is present.

(7) If a quorum is not present within half an hour after the time appointed for the commencement of –

(a) a meeting of the committee (other than a special committee meeting), the meeting is to be adjourned to the same day in the next week at the same time and at the same place; or

(b) a special committee meeting, the meeting is dissolved.

(8) At each meeting of the committee, the chairperson is to be –

(a) the president; or



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- (b) in the absence of the president, the senior vice-president; or
- (c) in the absence of the president and the senior vice-president, the other vice-president; or
- (d) in the absence of the president and both vice-presidents, a member of the committee elected to preside as chairperson by the members of the committee present at the meeting.
- (9) Any question arising at a meeting of the committee is to be determined –
 - (a) on a show of hands; or
 - (b) if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.
- (10) On any question arising at a meeting of the committee, a member of the committee (including the chairperson) has one vote only.
- (11) Despite [subrule \(10\)](#), in the case of an equality of votes, the chairperson has a second or casting vote.
- (12) Written notice of each committee meeting is to be served on each member of the committee by –
 - (a) giving it to the member during business hours before the day on which the meeting is to be held; or
 - (b) leaving it, during business hours before the day on which the meeting is to be held, at the member's postal or residential address or place or address of business or employment last known to the server of the notice; or
 - (c) sending it by post, to the person's postal or residential address or address of business or employment last known to the server of the notice, in sufficient time for it to be delivered to that address in the ordinary course of post before the day on which the meeting is to be held; or
 - (d) faxing it to the member's fax number; or
 - (e) emailing it to the email address, of the member, that the member has nominated as the email address to which notices from the Association may be sent.

29. Disclosure of interests

- (1) If a member of the committee or a member of a subcommittee has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the committee or subcommittee at a meeting, the member is to, as soon as practicable after the relevant facts come to the member's knowledge, disclose the nature of the interest to the committee.
- (2) If at a meeting of the committee or a subcommittee a member of the committee or subcommittee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

30. Subcommittees

- (1) The committee may –
 - (a) appoint a subcommittee from the committee; and
 - (b) prescribe the powers and functions of that subcommittee.
- (2) The committee may co-opt any person as a member of a subcommittee without voting rights, whether or not the person is a member of the Association.



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PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

(3) A quorum for the transaction of the business of a meeting of the subcommittee is 3 appointed members entitled to vote.

(4) The public officer is to convene meetings of a subcommittee.

(5) Any question arising at a meeting of a subcommittee is to be determined –

(a) on a show of hands; or

(b) if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.

(6) On any question arising at a meeting of a subcommittee, a member of the subcommittee (including the chairperson) has one vote only.

(7) Written notice of each subcommittee meeting is to be served on each member of the subcommittee by –

(a) giving it to the member during business hours before the day on which the meeting is to be held; or

(b) leaving it, during business hours before the day on which the meeting is to be held, at the member's postal or residential address or place or address of business or employment last known to the server of the notice; or

(c) sending it by post, to the person's postal or residential address or address of business or employment last known to the server of the notice, in sufficient time for it to be delivered to that address in the ordinary course of post before the day on which the meeting is to be held; or

(d) faxing it to the member's fax number; or

(e) emailing it to the email address, of the member, that the member has nominated as the email address to which notices from the Association may be sent.

31. Executive committee

(1) The president, the vice-president, the treasurer and the secretary constitute the executive committee.

(2) During the period between meetings of the committee, the executive committee may issue instructions to the public officer and employees of the Association in matters of urgency connected with the management of the affairs of the Association.

(3) The executive committee is to report on any instructions issued under [subrule \(2\)](#) to the next meeting of the committee.

32. Annual subscription

(1) The annual subscription, for a financial year of the Association, that is payable by members of the Association is set by the Association:

(2) The members of the Association may alter by special resolution the annual subscription for a financial year of the Association.

(3) The annual subscription, for a financial year of the Association, that is payable by members of the Association is due and payable on the first day of the financial year.



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PO Box 204 Kingston TAS 7050, Ph 6229 0900, email – kga.gyminc@gmail.com

(4) If –

(a) a member of the Association has not paid his or her annual subscription for a financial year of the Association within 3 months after the first day of the financial year; and

(b) there has been sent to the member, after the first day of the financial year, a notice in writing, signed by the public officer, stating that the member's name may be removed from the register of members if the member has not, within 14 days after receiving the notice, paid all annual subscriptions due and payable by the member; and

(c) the member has not, within 14 days after receiving the notice, paid all annual subscriptions due and payable by the member –

the public officer may remove the name of the member from the register of members maintained under [rule 5\(10\)](#) .

(5) If a member of the Association has not paid his or her annual subscription for a financial year of the Association within 3 months after the first day of the financial year, or within 14 days after receiving a notice under subrule (4), whichever is the later day, he or she is not entitled to attend, or vote at, the next annual general meeting of the Association.

33. Service of notices and requisitions

Except as otherwise provided by these rules, a document may be served under these rules on a person by –

(a) giving it to the person; or

(b) leaving it at, or sending it by post to, the person's postal or residential address or place or address of business or employment last known to the server of the document; or

(c) faxing it to the person's fax number; or

(d) emailing it to the person's email address.

34. Expulsion of members

(1) The committee may expel a member from the Association if, in the opinion of the committee, the member is guilty of conduct detrimental to the interests of the Association.

(2) The expulsion of a member under [subrule \(1\)](#) does not take effect until whichever of the following occurs later:

(a) the fourteenth day after the day on which a notice is served on the member under [subrule \(3\)](#) ;

(b) if the member exercises his or her right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.

(3) If the committee expels a member from the Association, the public officer, without undue delay, is to cause to be served on the member a notice in writing –

(a) stating that the committee has expelled the member; and

(b) specifying the grounds for the expulsion; and

(c) informing the member of the right to appeal against the expulsion under [rule 35](#) .

35. Appeal against expulsion



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- (1) A member may appeal against an expulsion under [rule 34](#) by serving on the public officer, within 14 days after the service of a notice under [rule 34\(3\)](#), a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.
- (2) On receipt of a requisition, the public officer is to immediately notify the committee of the receipt.
- (3) The committee is to cause a special general meeting to be held within 21 days after the day on which the requisition is received.
- (4) At a special general meeting convened for the purpose of hearing an appeal under this rule –
 - (a) no business other than the question of the expulsion is to be transacted; and
 - (b) the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion; and
 - (c) the expelled member must be given an opportunity to be heard; and
 - (d) the members of the Association who are present are to vote by secret ballot on the question of whether the expulsion should be lifted or confirmed.
- (5) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion –
 - (a) the expulsion is lifted; and
 - (b) the expelled member is entitled to continue as a member of the Association.
- (6) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion –
 - (a) the expulsion takes effect; and
 - (b) the expelled member ceases to be a member of the Association.

36. Disputes

- (1) A dispute between a member of the Association, in his or her capacity as a member, and the Association is to be determined by arbitration in accordance with the provisions of the [Commercial Arbitration Act 2011](#).
- (2) This rule does not affect the operation of [rule 35](#).

37. Seal of Association

- (1) The seal of the Association is to be in the form of a rubber stamp inscribed with the name of the Association encircling the word "Seal".
- (2) The seal is not to be affixed to any instrument except by the authority of the committee.
- (3) The affixing of the seal is to be attested by the signatures of –
 - (a) two members of the committee; or
 - (b) one member of the committee and –
 - (i) the public officer; or
 - (ii) any other person the committee may appoint for that purpose.



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(4) If a sealed instrument has been attested under [subrule \(3\)](#) , it is presumed, unless the contrary is shown, that the seal was affixed to that instrument by the authority of the committee.

(5) The seal is to remain in the custody of the public officer of the Association.

Displayed and numbered in accordance with the [Rules Publication Act 1953](#).

Notified in the *Gazette* on 8 November 2017



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Insurance

Public Liability

Kingborough Gymnastics Association Inc is covered under the Gymnastics Australia Insurance Policy. Currently this is held with Marsh Insurance. This policy is paid by Gymsports Management Pty Ltd and the association is recognized as an additional party to their policy.

Gymnastics Australia have asked us to formally recognize in the constitution or by law the relationship between Gymsports Management Pty Ltd and the Kingborough Gymnastics Association Inc.

See attached document

Asset Insurance

Currently the committee has contents insured for \$540,000 with Glenden Southern Brokers

This does not cover;

- Business interruption
- Theft
- Machinery
- Electronic equipment
- Broadford liability
- Glass section
- General Property

Equipment registers

This is being constantly updated and is available on request.

The Association contracts an independent equipment auditor to inspect and report on the equipment owned or donated to the Kingborough Gymnastics Association.

R&L Sports Services

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