

CVI Solo Grading Committee
Terms of Reference and Position Description

Version Control, Change History and Distribution

Version Control

Document Name:	CVI Grading (Solos) Committee ToR
Prepared by:	CVI Grading (Solos) Committee & CVI Good Governance Working Party (GGWP)
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Change History

Amendment date	Version No.	Page No(s) replaced.	Description of change
	1.0		

Distribution

Soft / hard copies provided to members of the CVI Grading (Teams) Committee

The CVI Solo Grading Committee assesses and evaluates individuals in each age group (section) and division of Calisthenics with the purpose of ensuring a comparable standard of skill level within each section and solo division. The committee reports to the CVI Board through the CVI Director of Competitions.

Pre Requisites

- The Solo Grading Committee is made up of no less than 3 and no more than 5 members.
- The Solo Grading Committee meets a maximum of 3 times a year.
- Tenure is 3 years with an option of renewal for a further 2 years + 2 years (max 7 years).

- Active Coaches are eligible as members of the Solo Grading Committee, however they must declare any potential or perceived conflict of interest - leaving the room during discussions and voting involving their club and/or competitors
- Adjudicators are eligible for election to the CVI Solo Grading Committee.
- Committee members must have an active email address
- Committee members must acquaint themselves with any materials i.e. spreadsheets required to execute their function as members of the Solo Grading Committee.
- Committee members must have a proficiency of the technical aspects of calisthenic and graceful solos to a standard that allows the member to understand the work and skill levels required.

Role Responsibilities

Members of the committee must exhibit the following characteristics:

- Provide constructive and unbiased comment and assessment of ability.
- A need to maintain discreet and confidential information to the committee.
- Email etiquette - when emailed, respond to the email with opinion or expression of no opinion within 72 hours of correspondence being sent.
- Be prepared to make a positive and open contribution during committee discussions.
- Must not under any circumstances engage in commentary on social media with regard to grading.

Conflict of Interest

- A committee member should avoid any conflict of arising between the personal interest and the duties to the committee.
- Committee members should disclose any conflict or potential conflict, or the appearance of potential conflict to the committee before each meeting. Once the conflict has been declared the member should exclude themselves from participating in any debate and vote by withdrawing from the meeting during the debate and/or vote.

Personal Attributes:

- Reliable
- Trustworthy
- Contributory
- Communicative
- Team Player
- No “agendas”

Referral to the CVI Board

As per CVI By-Law Clause 1.2 “Decisions made by committees relating to CVI Policies and Procedures, are to be presented as recommendations to the next CVI Board Meeting for approval.”