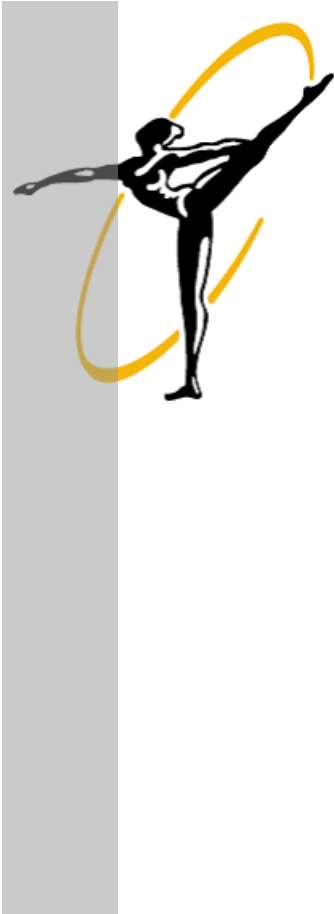


State Development Team Policies and Guidelines

Dated - May 2026



calisthenics

ASSOCIATION OF
WESTERN AUSTRALIA (INC)

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Calisthenics Association of Western Australia Inc. (CAWA)

State Development Team Policies (SDT)

1. Introduction

- 1.1 The purpose of the WA State Development Team is to provide opportunities for those performers and coaches who would like to extend their skills and development in calisthenics through representation in addition to being members of their local club. Up to 12 performers will be selected in each section. The team will be known as 'The Swans'.
- 1.2 Acceptance of a position with the State Development Team (SDT) whether as a Competitor, Coach or Member of Personnel means an acceptance of the SDT Policies.
- 1.3 The CAWA Board of Management reserves the right to discipline any member, coach or personnel member of SDT for any conduct that is in breach of the SDT Policies, ACF Member Protection Policy, ACF Coaches Code of Conduct and CAWA SDT Agreement.
- 1.4 The overall welfare and performance of the SDT as a whole override that of an individual always.
- 1.5 Personal grooming, work ethic and behaviour of SDT members must be always of a high standard.
- 1.6 An information meeting for parents and other interested parties is to be held during and after selection trials.

2. Personnel

- 2.1 The appointment of the SDT Manager and SDT Assistant Manager/Treasurer shall be made by the CAWA Board of Management from applications received by the advertised due date.
- 2.2 Applications for SDT coaching positions are to be lodged with the President of CAWA or designated officer by the advertised due date. Notification is to be sent to all qualified coaches inviting applications via the Clubs and Calisthenics Coaches WA.
- 2.3 An appointed CAWA SDT coach shall be a registered Coaches WA coach and hold registration to the ASC.
- 2.4 An appointed SDT coach shall be coaching a competing team at a CAWA affiliated club for the full CAWA calisthenics year in which the SDT coaching appointment has been made. Any request for exception is to be considered by CAWA Board of Management.
- 2.5 SDT coaching staff shall be selected by a panel of experienced senior members from the ASCA (WA) and Calisthenics Coaches WA in consultation with the President of CAWA and the immediate past SDT Manager. The final SDT coaching appointments shall be presented to the CAWA Board of Management for ratification.
All applicants shall be advised of the selection outcome within one week of the final appointment by the CAWA President or designated officer
- 2.6 In the event that a position cannot be filled from the original applicants, applications will be opened for a period of no longer than seven days. If no suitable application/s are received, CAWA will not select a team for that section.

- 2.7 The CAWA Board of Management on recommendation by the panel shall appoint a coach mentor to the SDT for the purpose of mentoring and support.
- 2.8 The SDT Manager shall recommend all SDT personnel appointments for approval by the Board of Management.
- 2.9 Appointed SDT personnel and coaches shall agree to undertake the roles and responsibilities of the position accepted.
- 2.10 Notification shall be sent to clubs advising positions available for coaches to assist at SDT classes. A SDT Class Assistant shall be a CAWA registered coach and hold registration to the ASC.
- 2.11 An appointed CAWA SDT Class Assistant shall be coaching a competing team at a CAWA affiliated club for the full CAWA calisthenics year in which the SDT coaching appointment has been made.
- 2.12 Class Assistants shall be appointed to the SDT as volunteers and shall be responsible for all personal expenses incurred except for flights, food, accommodation while staying with the team and theatre tickets when attending with the team.
- 2.13 SDT personnel are to adhere to the rules of the Competition attending where appropriate.
- 2.14 SDT personnel and coaching staff must have a current Working With Children Check for the duration of their appointment.
- 2.15 Coaching staff must hold a current first aid certificate that does not lapse for the duration of their appointment.
- 2.16 SDT personnel and coaching staff must hold a Working with Children Card that does not lapse for the duration of their appointment.
- 2.17 SDT personnel may be required to participate in fundraising activities to help reduce the expenses incurred by the team.

3. SDT Selection

- 3.1 Applications for SDT selection are to be submitted to the SDT Manager as directed by the BoM and advertised on the CAWA website up to and including the first trial date.
- 3.2 When the team is competing in the Frangipani Challenge and in accordance with the current rules set by the Northern Territory, a competitor cannot trial for the SDT if they have been in a State Team for their current age group.
- 3.3 Applications from an injured candidate wishing to be considered for selection must be received by the SDT Manager prior to the first trial date. The injured candidate is to provide a letter of recommendation from her coach, video evidence of the candidate's capabilities and a medical certificate. The injured candidate should endeavour to be at the trial unless extenuating circumstances prevent this.
- 3.4 Applications from a candidate wishing to be considered for selection but not available to attend a trial must be received by the SDT Manager prior to the first trial date. The candidate is to provide a letter of recommendation from her coach, video evidence of the candidate's capabilities and relevant documentation as requested by the SDT Manager to support her absence.
- 3.5 Team selections shall be recommended to the Board of Management by a panel consisting of:
 - (1) The SDT Coach. If there is a conflict of interest a representative is to be appointed in the same manner as 2 and 3
 - (2) A Calisthenics Coaches WA representative.

- (3) An Adjudicators' Association representative.
- 3.6 All routines used during the SDT trials are to be newly choreographed.
- 3.7 A Demonstrator assisting at a trial shall be unrelated to a competitor attending the trial.
- 3.8 A SDT squad shall have a maximum 12 members in Sub Juniors, Juniors, Intermediates and Seniors (if applicable).
- 3.9 The selection of a team shall be at the decision of the Board of Management Selection Panel and no correspondence shall be entered into.
- 3.10 A SDT competitor must be a financial member of a competing CAWA club team.
- 3.11 A SDT competitor must attend 80% of club classes in each term.
- 3.12 SDT competitors are to appear in all items, being actively involved in every item for no less than 80% of the item. Any exceptions are to be approved by the SDT Manager and will be made in consultation with the SDT mentor or the Board of Management Coaches WA representative.
- 3.13 Members gaining selection in a WA State Development Team are required to give two calendar years of service back to their affiliated club following their inaugural year of State Development Team representation.

4. Costumes and Uniforms

- 4.1 The SDT Manager shall recommend the official uniforms and submit for approval by the Board of Management. As far as practicable these uniforms are to remain for a minimum of three (3) years.
- 4.2 All coaches and team personnel will be required to wear the team uniforms.
- 4.3 The full cost of costumes shall be the responsibility of the team member.
- 4.4 SDT may sell new costume sets to recoup expenses.
- 4.5 Each section is to hire existing costumes for most of their items where possible.
- 4.6 Costume Making – costume coordinators work in conjunction with the SDT costume suppliers and the team coach to design and manufacture costumes. Costumes must be approved by the SDT Manager and signed off by the Costume Co-ordinator and Team Coach prior to the commencement of manufacture.
- 4.7 Should clubs wish to purchase new sets of leotards from SDT, a contract must be drawn up by both parties.
- 4.8 Should a club wish to purchase a new costume set from SDT, a letter of request outlining the details of costume purchase should be received by SDT.
- 4.9 In the event a SDT member is responsible for the full trimming of a SDT costume being purchased by a club, no hire fee shall be charged.
- 4.10 Should a club wish to be responsible for the full trimming of a new set of SDT costumes they shall be entitled to charge a hire fee to SDT.

5. Financial Information

- 5.1 SDT trial applicants must be financial with their club and CAWA prior to attending a SDT trial.
- 5.2 SDT members competing at a CAWA competition must be financial with SDT prior to competing.

- 5.3 To confirm acceptance of a position with the SDT, a \$500 deposit must be paid by the member to the SDT within two weeks of selection. Regular periodical payments are required as deemed by the Board of Management.
- 5.4 Individuals who are deemed 'non-financial' by the SDT Treasurer will be withdrawn from the team unless monies owing is paid in full.
- 5.5 Sponsorship of SDT girls is a matter between the individual sponsors and the girls and/or their parents. However corporate sponsorship can be sought for a subsection or whole team.
- 5.6 Fees are due as per the estimate of expenses and are to be paid in accordance with the payment plan. Payment of the account in full is required to be paid by 31 August of the SDT year.
- 5.7 Class fees are charged for all classes including times when members are absent from class for any reason.
- 5.8 Coaches may be reimbursed for up to 50% of music edit costs to a maximum payment to each coach of \$150.00.
- 5.9 Claims for reimbursement of costs incurred by Personnel on behalf of SDT are to be submitted to the SDT Assistant Manager/Treasurer on the appropriate reimbursement form and supported by original tax invoices/tax receipts [where issued] or other relevant documentation.
- 5.10 An estimate is to be prepared for the cost of making all new costume sets, including training leotards and skirts, and is to be agreed with the SDT Manager prior to any materials being purchased or work commencing on the costume sets. Costume makers may charge a making fee for producing a set of leotards or training skirts and the making fee will be identified as part of the estimate.
- 5.11 Costume makers may claim the estimated cost of materials required for producing a set of leotards as an "up front" claim. Such claims will need to be supported by original tax invoices/tax receipts [where issued] or other relevant documentation at the time of submitting a claim for the balance of the costume set. Any making fee becomes payable upon completion of the costume set.
- 5.12 An estimate is to be prepared for the cost of producing all props and is to be approved by the SDT Manager prior to any materials being purchased or work commencing on the props.
- 5.13 CAWA may pay an honorarium to the coach mentor.
- 5.14 Should the coach mentor travel and stay with the SDT, return airfares, meals, transport and team competition ticket expenses shall be met by CAWA. The coach mentor shall be personally responsible for these costs if not travelling with the team and not staying at the SDT accommodation.
- 5.15 The CAWA President travels with the SDT and may choose to stay with the team. Travel, accommodation and meal expenses shall be met by CAWA should the President stay with the team.
- 5.16 All female personnel and coaches travelling with the team are expected to stay in rooms with/and supervise competitors at the accommodation (where required).

6. Training and Classes

- 6.1 Training for all teams may begin following selection trials. Training will not be held on the weekend of the Calisthenics Coaches WA Coach Development workshops. Attendance at training is compulsory. Training for all teams will mainly be on Sundays with minimal trainings being arranged for Fridays

where necessary due to other calisthenic events (e.g.: Graceful Competitions). There will be no training scheduled over the Easter break.

- 6.2 A competitor must advise at the time of attending the trial of any known intention of absence from class. This must include any planned vacations.
- 6.3 Absence from class will only be allowed in exceptional circumstances and the SDT Manager must be notified of any planned absence as soon as the training schedule is set. Absence will be granted at the SDT Manager's discretion. Requests for absences for birthday parties, spectating at concerts or other sports and vacations that are not notified prior to trials are not classed as exceptional circumstances and hence may not receive approval.
- 6.4 There is to be no parent contact with Coaches. All enquiries are to be directed to the Team Chaperone/Manager.
- 6.5 During term time Sub-Juniors and Juniors may train for a maximum of 4 hours per week and Intermediate and Senior teams may train for a maximum of 5 hours per week. Any request for additional training hours must be approved by the SDT Manager.
- 6.6 The maximum number of training hours allocated to each team shall not exceed 125 hours.
- 6.7 SDT training must not conflict with Club weekly training times. SDT training takes priority over additional club training.

7. Travel

- 7.1 SDT members and personnel shall have their flights to the competition booked by CAWA. Seniors may organise their own flights with the consent of the SDT Manager and must be at the team accommodation on the day that the SDT arrives.
- 7.2 Frequent Flyer points cannot be used to fund a team member or personnel member's flight.
- 7.3 SDT members and personnel not wishing to return home on the team flight are responsible for booking their own return flights.
- 7.4 SDT members and personnel are required to notify team management in writing of their return flight intentions.
- 7.5 Parents and family members may choose to travel on the same flight as the team but will not form part of the travelling party.
- 7.6 Parents are advised that from the time of departure for the competition, the SDT member becomes the responsibility of team management. All communication with the competitors must be made via the team chaperone. Parents and friends are not to contact the competitors directly via any electronic means. Sub junior, junior and intermediate competitors will not have access to their personal mobile phones during this time. SIM cards must be removed from mobile phones prior to departure. Any exception to this rule will be at the discretion of the Team Chaperone in consultation with the SDT Manager.
- 7.7 Parents and supporters are not to travel in team transport at any time without the approval of the SDT Manager.
- 7.8 Directions from the team personnel must be adhered to during parent / competitor events. Competitors must be returned to team personnel at agreed times following external parent/competitor events.
- 7.9 Competitors and personnel will be covered under the CAWA Travel Insurance for the dates of travel indicated on the policy

- 7.10 Parents / participants who extend their stay will require their own travel insurance.

8. Accommodation

- 8.1 CAWA will endeavour to seek accommodation that is most suited to the team needs in terms of location, comfort, services and cost.
- 8.2 All team members must stay at the official accommodation. Members are under the care and responsibility of CAWA until the release date and time which will be made known in advance.
- 8.3 Parents and family members are required to stay at accommodation other than that of the SDT accommodation.
- 8.4 Parents and family members are requested not to visit the team accommodation at any time unless authorised by the SDT Manager.
- 8.5 Parents may contact the SDT Manager or nominated personnel member during daytime hours to make enquires about their child, or to pass messages on.
- 8.6 Parents, family members and supporters are not to contact the competitors directly via any means including but not limited to telephone and social media,
- 8.7 Parents, family and supporters may attend team functions or excursions by invitation only from team management.

9. Breach of Codes and Policies

- 9.1 SDT members and personnel will be expected to undertake the following commitment:
- To adhere to all CAWA and ACF Policies
 - Support and adopt the Australian Sports Drug Agency (ASDA) Doping Policy
 - To foster positivity within the team and general calisthenic community. Negative representation or comments regarding the decisions of CAWA, ACF and the SDT Personnel will not be tolerated. Consequences of any breaches of this ruling will be at the discretion of the CAWA Board of Management in consultation with the SDT Team Manager.
- 9.2 A team member may be randomly tested for evidence of doping practice by ASDA.
- 9.3 Smoking/vaping is not permitted whilst in the company of team members and personnel.
- 9.4 Alcohol consumption is not permitted by members under the age of 18 years. Adults must not supply alcohol to minors and may be subject to legal ramifications if found to have breached this.
- 9.5 The SDT Manager, in consultation with the Team Coach and CAWA President, reserves the right to discipline any person in breach of the CAWA and ACF Policies, CAWA Code of Conduct and/or CAWA SDT Agreement in a manner which they deem is appropriate and fair at the time, or at a future time that is agreed upon. Breaches will be dealt with on an individual basis and dependant on the severity of the breach, may require further direction from the Board of Management.

Breaches may result in any of the following consequences:

- a) Verbal warning
- b) Written warning
- c) Removal from the team
- d) Room changes while on tour
- e) Being sent back to the team accommodation immediately from where the breach has occurred
- f) Banning from the celebration function
- g) Suspension from representing WA in the SDT for the following year
- h) A ban from CAWA and/or ACF sanctioned events in the future
- i) Immediately being sent home from the Competition at the individual's expense; and,
- j) Any other action/punishment deemed appropriate and fair by the CAWA BoM

10. Use of Social Media and Electronic Communication

- 10.1 SDT members should be aware that the creation of public groups on any social media featuring the name of Calisthenics Association of WA Inc. [CAWA] or which in any way imply the name of the Association are prohibited without approval of the Board of Management.
- 10.2 Use of the CAWA logo and images is prohibited without the approval of the Board of Management.
- 10.3 SDT members should be aware that any social media presence, conversations, interactions and images that they initiate must reflect the Mission and Values of CAWA. Members will be considered responsible for any content published publicly under their name which is connected in any way with CAWA.
- 10.4 Use of competitor/team photos is strictly forbidden by anyone other than CAWA. This includes team members, coaches, personnel and families and supporters. CAWA published photos may be shared to social media groups and private accounts. Individual competitor's photos may be used only by their legal guardians.
- 10.5 Social media groups created for SDT purposes are required to be monitored by the SDT Manager and/or the Board of Management.
- 10.6 Email and other electronic communication should be used for conveying information and ideas and should not contain:
 - (a) Criticism of other bodies and people
 - (b) An abusive or demeaning tone
 - (c) Negative emotion expression
 - (d) Highly sensitive or confidential material.
- 10.7 Mobile phones and other electronic equipment are not permitted to be used by the Sub Junior, Junior and Intermediates teams away during the Frangipani Challenge. Permission must be granted from the SDT Manager to use these items for music and photos only. SIM cards must be removed, and Wi-Fi connection is not permitted.

11. Consent to Publish and Record

- 11.1 Coaches and Assistant coaches appointed to SDT shall agree to have the choreography created for the purpose of coaching a SDT available for use by CAWA and/or the ACF for the purpose of calisthenics promotion and development. Various forms of media may be used to produce a record of

the choreography and be made available for sale by means of digital recording and live streaming.

- 11.2 Acceptance of a position with the SDT whether as a competitor, coach or personnel member means consent to the following:
- a) Information provided to SDT may be used by CAWA for the administration of the sport of calisthenics and in accordance with the objectives of the Association. This information will be held in a database at the CAWA office and may be forwarded to the Australian Calisthenics Federation (“ACF”) for use in the administration of the sport of calisthenics on a national level and in accordance with the objectives of the ACF. Members can access their personal information upon request.
 - b) The member’s name (but not address) may be mentioned in any newsletter (whether printed or electronic), posted on the CAWA website and social media, in reports about SDT.
 - c) The member may be photographed, and any photograph used in any newsletter (whether printed or electronic), posted on the CAWA website and social media or for promotion of calisthenics.
 - d) Videos may be taken of the member whilst training, such videos to be used for family keepsakes by family members or other members, or by or for coaching staff to be used for coaching purposes or by or for adjudicators for adjudication purposes.

12. Infectious disease, injury and mental health illness

- a) If a competitor is diagnosed with an infectious disease, physical injury or mental health illness, a medical clearance or management plan is required prior to their return to training/competing.
- b) Should there be an occurrence or continuation of the infectious disease, physical injury or mental health illness within four weeks prior to the competition, the option to make changes to the teams will be at the discretion of the SDT Manager in conjunction with the competitor’s medical/allied health practitioner (with the written approval of the parent/adult competitor) and the team coach.
- c) In the case of infectious disease, the competitor is to remain away from class until cleared. In the case of physical injury or mental illness, the competitor must attend class to spectate where possible.
- d) As per clause 1.3 of the SDT policy, the overall welfare and performance of the SDT always overrides that of an individual.

13. COVID-19

- 13.1 The Calisthenics Association of WA (CAWA) has travel Insurance which has an exclusion in relation to Covid-19/ pandemics. As such CAWA’s insurance does not provide any coverage for pandemic related costs or impacts.
- 13.2 Border arrangements into and out of Western Australia and, or the other States and Territories can change with no warning. CAWA will not be responsible for any costs or arrangements relating to COVID-19; including but not limited to:
- a) Changes to transport or accommodation arrangements.
 - b) Changes to the competition dates, timing, location or competition logistics.
 - c) Impacts of any border closures/restrictions within Australia.

- d) Gaining any required travel permissions (for example Good To Go Pass.)
 - e) Quarantine requirements, including costs, loss of wages/employment.
 - f) Cost or arrangements relating to illness.
- 13.3 Parents, Guardians and Participants are responsible for obtaining any required documentation such as Good to Go (G2G) passes for their child, guardian or themselves
- 13.4 In the event that a lockdown/ lockout occurs whilst away, parents / guardians who are in the state/territory will be required to pick up and care for their child.
- 13.5 In the event of a lockdown/ lockout an unaccompanied child will remain with the SDT personnel. Parents/ guardians will be responsible for any additional costs reasonably incurred.
- 13.6 CAWA will not be responsible for losses incurred should an airline/accommodation facility/venue not accept unvaccinated travellers.

WA STATE DEVELOPMENT TEAM AGREEMENT 2026

I, _____ wish for my child/myself to be considered for selection as a competitor in the **2026 CAWA WA State Development Team**.

I understand that appointment to the SDT is based on meeting the selection criteria as specified in the SDT Policies and SDT Code of Conduct.

If appointed to the team, I agree to purchase all necessary items of the team uniform and wear them in accordance with team regulations.

I understand that appointment to the SDT is dependent on the agreement to abide by the ACF Member Protection Policy Section 3: Prohibited Conduct and that breaches of the Code may result in disciplinary action.

I /my child agree/s to abide by the ACF Drugs in Sport Code. I also agree that CAWA or any team or personnel member associated with the SDT shall not be deemed responsible or liable in any way for any injury, illness or other mishap to me/my daughter during the tour. I agree to be responsible for the costs of any medical treatment and ambulance deemed necessary by the SDT Manager.

I have read the CAWA and ACF Policies as listed below and understand that any breach of the rules could lead to I/my child being ineligible for state representation.

ACF Member Protection Policy; Section 3: Prohibited Conduct

ACF Anti-Doping Policy

CAWA SDT Policies (attached)

I accept the conditions of the above [please tick]

Name _____

Signed _____

Date / /2026