



Ice Skating Australia Incorporated

Incorporated in the ACT
Affiliated to the International Skating Union

INFORMATION ABOUT THE ANNUAL GENERAL MEETING 2012

CIRCULAR TO: **ISA COUNCILLORS**
 ISA MEMBERS
 ISA BOARD OF MANAGEMENT
 ISA OPERATIONAL DIRECTORS
 ISA OPERATIONAL AREA MEMBER
 APSA

CIRCULAR FROM: **SUE SHELLEY, HONORARY SECRETARY**

DATE: **20 January, 2012**

The Notice of Annual General Meeting, including the agenda and detailed timetable, shall be distributed on the 22nd March, 2012.

This preliminary advice is distributed for the purpose of receiving proposals and advising advance information on the venue, time and times of the Annual General Meeting.

DATE: **SUNDAY 29TH APRIL 2012**

VENUE: **Brisbane, Queensland**

TIMES: **Commencing Approx. 9.00am SUNDAY 29TH APRIL 2012**

Concluding Approx. 5.00pm SUNDAY 29TH APRIL 2012

- Nomination Form for Board Positions
- Nomination Form for Operational Directors
- Duties of Operational Directors
- Motion proposal form attached
- Venue will be advised in the Notice of Meeting

Administration Office: Ground Floor, 6 Figtree Drive, Olympic Park NSW 2127	Postal Address: PO Box 3266 North Strathfield NSW 2137	
Tel: + 61 2 8116 9710	Fax: + 61 2 8732 1627	Email: administration@isa.org



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AGENDA ITEMS

Rule 202 provides that any matters for inclusion on the Agenda should be notified in writing to the Secretary not later than 29th February, 2012. Submission received after this date may not be included on the Agenda.

AGM COSTS

Delegates and other interested parties attending the 2012 Annual General Meeting of Ice Skating Australia Inc. do so at their own cost and are requested to arrange their own travel and accommodation through their respective State Associations.

MEETING ADMINISTRATION

In order that the meeting proceeds smoothly, all written correspondence should be submitted by email to:-

- The ISA Project Officer:- (administration@isa.org.au) *with copy to*
- The Honorary Secretary (Suzanne.Shelley@bwa.actew.com.au) **by 29th February 2012.**

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NOMINATION FORM ISA BOARD OF MANAGEMENT 2012

The following positions are due for election in 2012.

- Secretary Election is for a TWO year term.
- Board member Election is for a TWO year term.
- Board Member Election is for a TWO year term.

NAME OF ASSOCIATION (MEMBER):

NAME OF PERSON NOMINATED:

Member ship Number of nominated person:
POSITION NOMINATED FOR (please tick one):

Secretary

Board Member

SIGNATURE OF NOMINEE: _____

	<u>Name</u>	<u>Member Association And Membership Number</u>	<u>Signature</u>
Proposed by:-			
Proposed by:-			

DATE:

**Please note that the nominee needs to be a financial member of their State Association.
The State Association will be required to verify the member is financial.**

Nominations must be received in the office of ISA by 15th April, 2012

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NOMINATION FORM ISA OPERATIONAL DIRECTORS 2012

NAME OF ASSOCIATION (MEMBER): _____

NAME OF PERSON NOMINATED: _____

POSITION NOMINATED FOR (please tick one):

- Operational Director, High Performance
- Operational Director, Judging & Officials
- Operational Director, Junior Development
- Operational Director, Marketing, Promotion & Sponsorship
- Operational Director, Sport Development
- Operational Director, Synchronized Skating
- Operational Director, Technical Regulations

(SIGNATURE OF NOMINEE): _____

DATE: _____

	<u>Name</u>	<u>Member Association And Membership Number</u>	<u>Signature</u>
Proposed by:-			
Proposed by:-			

Please note that the nominee needs to be a financial member of their State Association. The State Association will be required to verify the member is financial.

Please refer over page for description of duties for Operational Director role. Nominations must be received in the office of ISA by 15th April, 2012

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Rule 216

DUTIES OF OPERATIONAL DIRECTORS

Operational Directors shall be responsible for the management of their Operational Areas, including management of their annual budgets approved by the Board:

1. Technical Regulations

- a) Technical regulations for singles, pairs and ice dancing;
- b) Recommendations for changes in relevant regulations following ISU changes;
- c) Regulations for Championships and Competitions;
- d) Any matter of technicality referred to the Director.

2. Judging and Officials

- a) Appointing National Championship and Competition Judges and Officials including Referees, Technical Controllers and Specialists, Data Operators and Video Operators;
- b) Setting panels of Judges and Officials for ISA Selection Competitions and Championships;
- c) Promoting Judges and Officials;
- d) Suspending Judges and Officials and imposing penalties;
- e) Proposing Australian and International Judges and Officials;
- f) Preparing and conducting courses of training and examinations to determine the qualifications and competence of any person seeking appointment as a Judge or Official at any level;
- g) Recommending the nomination of Judges and Officials to any International Championship or Competition.

3. Synchronized Skating

- a) Technical regulations for synchronized skating;
- b) Recommendations for changes in relevant regulations following ISU changes;
- c) Regulations for championships and competitions;
- d) Any matter of technicality referred to the Director;
- e) Development, promotion and support programs.

4. High Performance

- a) Developing initiatives for enhancing athlete development;
- b) Identifying and monitoring National Squad athletes;
- c) Ensuring the observance of any rules relating to program requirements, entries and any conditions applicable to entrants;
- d) Recommending to the Board the nomination of athletes to international competitions and championships;
- e) Liaising with government and sporting organizations in relation to high performance athletes;

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f) Recommending changes in regulations so far as they affect International entries.

5. Junior Development

a) Developing a national junior athlete program and liaising with Member associations to ensure delivery.

6. Sport Development

- a) Liaising with the Member associations on all activities to encourage participation in the Association's learn to skate programs;
- b) Promoting participation at the recreational level;
- c) Promoting adult skating;
- d) Promoting ice skating as a school sport.
- e) Developing & Maintaining Measurements/Trends on Participation

7. Marketing, Promotion & Sponsorship

- a) Overseeing the promotion the Sport on a national basis;
- b) Identifying National Marketing/Promotional opportunities;
- c) Developing and managing key Sponsorship opportunities.

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To: **Secretary of Ice Skating Australia Inc.**

The State Association of:-

**[Association
Name in full)**

Request that the following motion(s) be included on the agenda of the next general meeting of Ice Skating Australia.

No. **Wording of Motion(s)** - please print clearly

1 THAT:-

[If insufficient space, attach separate sheet]

INSTRUCTIONS

1. Your Motion must be submitted by your State Association.
2. The exception being for Current Operational Directors who may propose motions directly to the Board.
3. The exception being from APSA who may propose motions directly to the Board.
4. You may provide an explanatory note about any motion you submit.

	<u>Name</u>	<u>Position</u>	<u>Signature</u>
Proposed by:-			
Proposed by:-			
Date:-			

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