

**BY LAWS**  
**OF**  
**HUNTER ICE SKATING CLUB INC**

1. Should any skater or their connections in any way mistreat a judge, then the Club Committee may, at its discretion, review support for that skater, and reserves the right to take disciplinary action, as per HISC Codes of Conduct.
2. Support for financial Hunter Ice Skating Club Inc members holding membership with NSWISA Inc & ISA, i.e. those that have paid the relevant and current membership fees:
  - i) To National Championship, all HISC representatives (i.e. figure, dance, pair)- subsidised entry fee to be determined at General Meeting in the month immediately preceding Nationals based on the Club's financial position at the time.
  - ii) To be eligible for i) above, in respect of each category of skating, skaters must not receive support from another ice-skating club in the Club financial year, other than prize money or appearance money.
  - iii) Each HISC Synchronised Skating Team competing at Nationals as per i) above.
  - iv) To be eligible for i) and iii) above, skaters must have skated for Hunter and no other Club for the whole of the Club financial year, ending at 31<sup>st</sup> December
  - v) To International Representatives who have been chosen by ISA to represent Australia at an official ISU sanctioned event a subsidy to be determined at General Meeting in the month immediately preceding the International event based on the Club's financial position at the time.
  - vi) As these reimbursements are a privilege (not a right) the Club Committee reserves the right to reconsider the by-laws at any time for any purpose.
3. Club Championships:
  - i) Must be a member of the Club, or a guest skater invited by the HISC Committee.
  - ii) Everyone who enters will get to skate, subject to possible number limitations in relation to guest skaters.
  - iii) Only a HISC member that has elected to skate for HISC at least 3 months prior to the holding of the HISC Club Championships can hold a Club Championship title or Club title.

- iv) The Club Champion is the highest placed HISC member skating in that division.
  - v) The HISC member placed highest in the highest level competed at the event shall be awarded the perpetual Les Lazarus Memorial Trophy.
4. So far as practicable, Annual General Meeting of the Club will be held at such a time so that the Club vote at the NSWISA AGM may be determined by the Club Membership at large in the General Business of that meeting. If, in any year, it is not practicable to hold the Annual General Meeting in advance of the NSWISA AGM, the Club Committee shall determine the Club vote and direct its NSWISA representative accordingly.
5. Tests:- These By-Laws shall be read in conjunction with the Test Rules and Regulations (the “Rules”) as laid down by the NSWISA and ISA and amended from time to time. These by-laws are in no way a substitute for the test rules and regulations, rather they are complimentary to the rules.
- A. The Club’s Test Co-Ordinator shall be responsible for organising tests according to the Rules and By-Laws, assisted by other Club Committee members from time to time, as requested by the Test Co-Ordinator.
  - B. The Test Co-ordinator shall submit all documentation and Test Fees to NSWISA as laid down in the Rules.
  - C. A Club Test Register shall be maintained. Records may be maintained on computer, however, the Test Co-ordinator is required to maintain a record in book form. This Register will contain details including date application received, name, test type, projected test date, coach and result. Upon receipt of a correctly submitted test application, an applicant’s details will be registered. This Register will be available for inspection by any Club member by request at the Test Co-Ordinator’s convenience.
  - D. A correctly submitted test application shall consist of the following:
    - i) NSWISA Test Application form appropriately filled out and signed.
    - ii) A cheque, postal order or cash addressed to the NSWISA for the applicable test fee.
  - E. Test candidates must be financial Club members and financial members of the NSWISA. By applying to test, candidates undertake that their memberships are current. Candidates are reminded that a test undertaken without current NSWISA membership is invalid.
  - F. Applications must be to NSWISA with payment and a copy given to the HISC Test Co-Ordinator. Applications must be received four weeks prior to the proposed test date – registration as early as possible is

recommended since this rule, i.e. test application papers and payment CANNOT be received on the day of test, nor will verbal applications be received from coaches, or anyone else.

G. The NSWISA Rules governing refunds will be adhered to for any NSWISA test fee submitted, i.e. candidate must skate on the date nominated according to the Rules, and will not be entitled to a refund if he/she does not skate, except if a medical certificate or other written evidence is provided to, and approved by NSWISA.

H. All test dates and venues will be determined by NSWISA.

6. Child Protection:

A. Nomination forms for candidates for election to the Club Committee must contain the following:

”It is an offence under the NSW Child Protection (Prohibited Employment) Act of 1998 for a person convicted of a serious sex offence to apply for this position.”

Candidates for positions on Hunter Ice Skating Club Inc Committee must be willing to undergo a full “Working With Children” check.

B. All members of the Committee must sign a “Prohibited Employment Declaration” form as soon as possible after their election to the Committee of Hunter Ice Skating Club Inc. Other volunteers in child related positions (all volunteers) must complete a “Prohibited Employment Declaration” form.

C. Hunter Ice Skating Club Inc will act in accordance with the policies of NSWISA in dealing with Child Protection screen procedures among figure skaters, pairs skaters, ice dancers and members of synchronised skating teams.

D. Members must be notified of the names of the Child Protection Officer/s as soon as practical after their selection, via the Club Noticeboard and Website.

E. Complaints & Grievances Advisor/s will:

a). Maintain the Child Protection Information folder, including standard forms

b). Keep secure signed “Prohibited Employment Declaration” forms,

c). Keep secure records of the “Working With Children” check,

d). Promote child protection awareness among members,

- e) Follow reporting procedures in the event of an allegation of child abuse,
- f) Maintain confidentiality, and
- g) Inform the Club Executive Committee about reporting procedures

ANY ALLEGATIONS MUST BE REPORTED TO THE NOMINATED CHILD PROTECTION OFFICER/S ONLY.

F. Working With Children Check

As required this must be commenced as soon as each preferred applicant is appointed to the position, as outlined in the handbook “Guidelines for Sport and Recreation Organisations...Working With Children Check and Child Protection.”

G. Reporting Procedures:

- i) Reporting Procedures – Complaint
  1. Very briefly clarify details of the allegation. Write it down, sign and date it. The “child” must be under 16 years of age.
  2. Assess the risk and take interim action if necessary.
  3. Contact one of the NSWISA Child Protection Officers.