



HUNTER ICE SKATING CLUB INCORPORATED
BYLAWS

1. Codes of Behaviour

In the interest of safety and harmony of skating, coaches, skaters, parents/guardians, volunteers should observe the following Codes of Behaviour;

a. Club Committee Code of Behaviour

- i. Perform position as set out in the HISC job descriptions;
- ii. Shall act in accordance with HISC constitution and bylaws;
- iii. Place the safety and welfare of skaters above all else;
- iv. Be impartial, consistent, objective and respectful when dealing with skaters, parents/guardian, members of the club, judges and officials and members of the public;
- v. Accept responsibility for your actions and decisions;
- vi. Avoid any situations which may lead to or be construed as a conflict of interest;
- vii. Be approachable and offer assistance, where possible, or refer them to an appropriate Club Committee Member;
- viii. Respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability or cultural background.

b. Skaters Code of Behaviour

- i. Give your best at all times;
- ii. Participate for your own enjoyment and benefit;
- iii. Follow all rules and regulations;
- iv. Never argue with an official. If you disagree have your coach approach the official after the competition;
- v. Control your temper. Verbal abuses of officials, sledging other skaters or deliberately distracting or provoking an opponent are not acceptable or permitted;
- vi. Work equally hard for yourself and/or your team. Be a good sport;
- vii. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor;
 - i. Cooperate with your coach, team-mates and opponents. Without them, there would be no competition;
 - ii. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

c. Parents/Guardians Code of Behaviour

- i. Encourage children to participate and have fun;
- ii. Focus on the child's effort and performance rather than winning or losing;
- iii. Remember that children participate in sport for their enjoyment, not yours. Encourage children to participate, do not force them;
- iv. Encourage children to participate according to the rules and to settle disagreements without resorting to hostility or violence;
- v. Remember that children learn best by example;
- vi. Appreciate good performance and skillful moves by all participants;
- vii. Support all efforts to remove verbal and physical abuse from sporting activities. Respect officials' decisions and teach children to do likewise;

- viii. Show appreciation for volunteers, officials and administrators. Without them your child could not participate;
- ix. Parent's are not to sit on the change room side of the rink or to be in the penalty box / middle box and are not to linger on the barrier;
- x. If a parent choses to change coaches they should be respectful by notifying the current coach first
- xi. Respect the rights, dignity and worth of person regardless of their gender, ability, cultural background or religion;

d. Volunteer/ Official Code of Conduct

- i. Place the safety and welfare of skaters above all else;
- ii. Be impartial, consistent, objective and respectful when dealing with skaters, parents/guardian, members of the club, judges and officials and members of the public;
- iii. Accept responsibility for your actions and decisions;
- iv. Must hold a WWCC and provide the number to the Executive Committee;
- v. Refer any complaints or issues to a member of the Executive Committee;
- vi. Avoid any situations which may lead to or be construed as a conflict of interest;
- vii. Be approachable and offer assistance, where possible, or refer them to a member of the Executive Committee;
- viii. Alcohol or drugs are not permitted while volunteering;
- ix. Respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability or cultural background.

e. Coaches Code Of Conduct

- i. Place the safety and welfare of the athletes above all else;
- ii. Help each skater reach their potential - respect the talent, development stage and goals of each skater and encourage with positive and supportive feedback;
- iii. Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development;
- iv. Be honest and do not allow your qualifications to be misrepresented;
- v. Focus on your students efforts and performance rather than whether they win or lose;
- vi. Be reasonable in your demands on skater's time, energy and enthusiasm;
- vii. Operate within the rules and spirit of the sport and teach the skaters to do the same;
- viii. All skaters are deserving of equal time and attention according to the needs and goals of the skater;
- ix. Ensure that the time the skater spends with you is a positive experience;
- x. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all athletes;
- xi. Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage athletes to do the same;
- xii. Show concern and caution toward sick and injured athletes. Follow the advice of a physician when determining whether an injured athlete is ready to recommence training or competition;
- xiii. If a skater wishes to change coaches, both coaches should be respectful of the skater's decision;
- xiv. Obtain appropriate qualifications according to APSA and keep up to date with the latest coaching practices and the principles of growth and development of skaters;
- xv. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion;

2. Member Protection Information Statement

Introduction

HISC aims to provide a safe and fair environment for all Members participating in figure skating activities under its purview. The responsibilities relating to Member Protection in the activities endorsed by HISC are of the utmost importance. This HISC Member Protection Statement establishes the commitment of HISC to ensure the safety and ethical treatment of all Members involved in HISC activities.

a. Purpose of the Statement

The purpose of this Statement is to clearly communicate HISC's commitment to Member protection. Member protection relates to ensuring the safe and ethical treatment of all members regardless of their age, race, colour, sex, sexual orientation, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

HISC is committed to providing a safe and positive environment for all participants in events held by or endorsed by HISC. This environment should support Members in their participation in our sport and be free from discrimination or harassment of any kind. HISC declare that high ethical standards must govern all activities of the Association and our Members and that adherence to this Statement by all involved persons is expected at all times.

b. Scope

This Policy applies to all HISC Members, NSWISA Members, Guests from other State Associations, ISA and ISU Members, as well as anyone who attends HISC events or has dealings or arrangements with HISC &/or HISC Members.

c. General Statement & Policy

All persons attending or involved in HISC events or events endorsed by HISC or our Members must show respect for all participants and others attending or involved in the event. The protection of all Members, especially vulnerable Members such as children is the responsibility of everyone and all stakeholders are expected to take this responsibility seriously. All participants must maintain the highest level of personal behaviour and respect for all skaters, officials and volunteers and protect the young and vulnerable to the best of their ability from exploitation of any kind. Physical, sexual, emotional and psychological abuse, neglect and misconduct of any type will not be tolerated and must be reported.

HISC is committed to complying with all applicable laws and policies, in particular those relating to child protection, safety and discrimination. All adults in official positions must have a valid WWCC which has been verified by the organising committee. Without fail, adults must report immediately any suspicion or allegation of child abuse to HISC &/or the appropriate authorities.

All involved persons are reminded that all HISC events are non-smoking and that Policies such as the HISC Social Media, Code of Ethics & Behaviour and Conflict of Interest Policies must be respected and adhered to at all times.

All Members and Guests have the right to feel safe while participating in our sport.

d. Breaches of this Statement

Harassment, bullying, discrimination and abuse is not part of the HISC culture and will not be tolerated. Anyone who witnesses any of these actions is obliged to report the incident(s) to HISC by emailing memberprotectionofficer@hisc.com.au or contacting a member of the HISC Executive Committee. All reports will be investigated and any breach or violation of this Policy will be taken into account in evaluating further participation in HISC activities. This may include attendance or participation in events, or holding appointed or elected HISC positions.

A breach or violation of this Statement may be deemed to be misconduct, a disciplinary offence, and/or an ethical offence and HISC may suspend any person(s) for a definite period or forever exclude that person(s) from all HISC events and activities. HISC reserves the right to refer any complaints to the NSWISA Disciplinary Committee and/or relevant authorities.

3. Social Media Policy

Social networking means any medium on the internet in which Hunter Ice Skating Club wishes to participate (ie Facebook, Twitter, Youtube etc.). Hunter Ice Skating Club means the organisation known as Hunter Ice Skating Club, its affiliates and members. Hunter Ice Skating Club will be hereafter called HISC in this document.

The HISC community rules and guidelines for online social networking are:
All comments, visuals, videos and other type of material posted on an online social networking site by its members do not necessarily reflect the opinions or ideals of HISC and its affiliates or its volunteers.

HISC does not represent or warrant the accuracy of any statement or product claims made on an online social networking site, is not responsible for any user content on that site, and does not endorse any opinions expressed on that site. All users must comply with the social networking medium's terms of use and the community rules for the medium in which NSWIA is participating.

HISC shall monitor every posting of user content on HISC social networking sites and reserves the right to remove any posting deemed inappropriate or offensive and will block the person responsible for such activity. Social media posts are not an open forum to attack, ridicule or object to HISC or HISS rules and policies. It is to be noted to the committee via other channels who will then be able to deal with and reiterate any information to the membership as necessary.

HISC will not, and expects that users will not, post any materials that fall into any of the following categories and may have any materials removed that:

- a. Have content that the moderator deems inappropriate, which includes but is not limited to swearing, abusive language and inappropriate photos;
- b. Defame abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- c. Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent, misleading or unlawful material or information;
- d. Upload or attach files that contain software or other material protected by intellectual property and copyright laws (or by rights of privacy of publicity) unless the user owns or controls the rights thereto or has received all necessary consents;
- e. Upload or attach files that contain viruses, corrupted files, or any other similar software or programs that may;
- f. Damage the operation of another's computer;
- g. Delete any author attributions, legal notices or proprietary ownership;
- h. Falsify the origin or source of software or other material contained in a file that is uploaded;

- i. That discriminate against a member of the community based on sex, race, sexuality, religion or any other issue;
- j. Advertise for any products, business or services;
- k. Link or refer to inappropriate content of an explicit nature;
- l. Refer to personal details including address, phone number or any other contact details;
- m. Spam the wall, or incite or encourage other users to spam the wall with any kind of content.

4. Rink Etiquette

In the interest of safety and harmony of skating, coaches and skaters of all levels should observe the following ice etiquette.

- a. Skaters and coaches must treat each other with respect;
- b. In the interests of the Club as a whole, all members and their parents/guardians will always support the coaching staff;
- c. The more experienced skaters need to be aware of the newer and smaller skaters and be prepared to avoid them. This applies at all times even when a skater is in a lesson or doing their program to music;
- d. Priority – who has right of way:
 - i. A skater doing a program with music when in a lesson;
 - ii. A coach and skater when in a lesson;
 - iii. A skater doing a program with music
 All skaters must be aware of this, and give way as indicated. However paragraph a) still applies;
- e. The canteen and zamboni corners are dedicated jump zones. Skaters are to avoid these areas, unless in a lesson with a coach, however skaters are to be aware that all corners may be used to jump;
- f. Skaters are to enter and exit the ice from the middle gate / penalty box or the gate near the music box. All other gates to be kept closed during the sessions;
- g. Coaches have priority use of the music system. Skaters may use the music system but must follow the music playing rules;
- h. Skaters must not stand around in the middle of the ice talking, as it makes it very difficult for the skaters who are there to practice. All discussions should be held off the ice. Parent's are not to sit on the change room side of the rink and are not to linger on the barrier;
- i. Skaters are to wear the HISC issued vest when skating their program to music. Skaters are to remove their vest when their program has finished. Skaters should be aware of who is skating their program to music;
- j. Skaters who fall must get up immediately unless an injury prevents them from doing so;
- k. All skaters must take care not to step or skate into the path of other skaters, when entering the ice or moving away from the barrier;
- l. Skaters need to be aware of skaters preparing for a jump and give them the right of way. However the skater preparing for a jump should be aware of where other skaters are prior to the preparation;
- m. Skaters must not eat or drink on the ice. Only plastic water bottles should be used close to the barrier;
- n. Skaters should not skate in between a coach and student who are in a lesson;
- o. When asked to leave the ice at the end of any session, please do so promptly;
- p. Bad language and disrespectful actions will not be tolerated at any time;
- q. Persistent and willful breaches to these rules or the applicable Code of Conduct will lead to disciplinary action in terms of the Disciplinary Procedures by the club and may lead to suspension from club training sessions.

5. Music Playing in HISC Figure Skating Sessions

- a. Coaches have priority at all times for their skater's in a lesson;
- b. Skaters must wear a HISC issued vest at all times when skating their program to music. Skater's must remove their vest on completion of their program;
- c. Skaters are permitted to play their music no more than 3 times during a figure skating session outside of their lesson. The music is not to be monopolised by one skater;
- d. Music System
 - i. Purchase your Tag from the link available on the HISC Website (cost \$20 AUS);
 - ii. Tag payment needs to be received in a HISC Account before issue;
 - iii. Once you have your tag: Log onto www.rinkmusic.com
 - iv. Click on 'Members' then 'Subscribe'
 - v. Complete skater's details and the hit 'submit'
 - vi. Select membership type and this will automatically take you to the payment page;
 - vii. Select your Country and enter your payment details (**please this is in \$US**) and 'submit' – This will take you to your receipt. Please make sure you print your receipt for your records
 - viii. You will automatically be taken to the upload music page. At the top it will identify your membership expiry date. This is when you will need to renew your membership;
 - ix. Once you have uploaded your music – press log out and you are done.
 - x. You can ONLY use your tag for yourself;
 - xi. If there is more than one family member in the house that skates, each skater will need to have their OWN tag. This includes coaches;
 - xii. Coaches Tags will have priority to the music when they use their tag for the student in the current lesson. The Current program music will finish and then the Music the coach has swiped will be played next. If more than one coach is in line it goes in Numerical order of when they swipe;
 - xiii. If you forget your tag – you can NOT ask your coach to put your music on unless in a lesson with that coach. If you are seen to be doing this, your music and your coach's tag will be suspended for two days. Coaches tag will have priority, and this is unfair to other skaters;
 - xiv. You can fast forward your program to a certain section e.g. step sequence section;
 - xv. No need to line up and wait, you can continue to skate, and your name will be announced over the system to be ready to skate next. If you are not ready, your music will play automatically, and you will miss your turn;
 - xvi. No stopping your music and starting again. You need to re swipe and wait your turn.
- e. The laptop will be kept for emergency use only. It may only be used if there is an issue with the music system not working properly. This may only be determined by a coach. If a skater has an issue please speak to a coach or Club Committee Member before using the laptop;
- f. Any issues with the music system please notified the Club via the form available online or speak to a Club Committee Member or Head Coach.

6. Financial support

Financial support for Hunter Ice Skating Club Members holding a current financial membership:

- a. to be eligible for financial support skaters, must have skated for HISC and no other club for the whole of the Club financial year, ending 31st December;
- b. for the Australian Figure Skating Championships all HISC members representing NSWISA once they have taken to the ice will receive complimentary HISC membership for the following year, this is not transferable for cash;
- c. to be eligible for 5. b. in respect of each category of skating, skaters must not receive financial support from another Ice Skating Club in the Club financial year, other than prize money, sponsorship and appearance money;
- d. HISC members shall not receive financial support for International Competitions;
- e. HISC organised training and development seminars may be subsidised for members from time to time at the discretion of the Club Committee and voted on accordingly;
- f. If at any time the Club receives sponsorship then those funds must be allocated in the best interest of the entire Club. Any funds received must be presented to the following General Meeting. Individual sponsorship shall be the sole responsibility of the Member.

7. Club Awards and Certificates

- a. Club championships:
 - i. Will be decided at the annual MJS competition held at HISS;
 - ii. Must be a financial member of the Club;
 - iii. Club champion will be the highest place HISC member skating in the division;
 - iv. The HISC member placed highest in the highest level competed at MJS shall be awarded the perpetual Les Lazarus Memorial Trophy. In the event of members placing in the same position in the highest level category the skater with the highest score shall be awarded the Trophy;
 - v. only a HISC member who has elected to represent HISC at least 3 months prior to the holding of the Club Championships can hold a Club Championship title or Club title;
 - vi. Trophies will be awarded at Club Presentation night as determined by the Club Committee from time to time;
- b. Club achievement certificates may be awarded at presentation night, for members who have gone above and beyond in any area of the sport, this maybe (but not limited to), good sportsmanship, excellent achievement, leadership, volunteering, administration. These will be decided and voted on, at the last Club Committee meeting before the presentation night.

8. Tests

Tests shall be conducted in accordance with NSWISA and ISA test rules and regulations. Tests for IJS prelim and above, dance and pairs will be organised according to NSWISA. Test candidates must be financial members of the club and NSWISA. Aussie Skate tests shall be organised by the Test Officer in liaison with the Head Coach. All testing shall be done by the Head Coach, or another appointed coach. Aussie skate test candidates shall be financial members of the club.

9. Volunteering

Parents/Guardians may from time to time be required to Volunteer at a Hunter Ice Skating Club hosted event. Volunteers must hold a WWCC and provide the number to the Executive Committee, prior to volunteering. All Volunteers must abide by the HISC Volunteer Code of Behavior.

10. Club Forms

All Club forms must be reviewed annually at the first general meeting following the annual general meeting. Any changes to be made must be approved by the Club Committee.

11. Guest Skater

- a. Not a member of HISC;
- b. Must be a member of another Club and State Association;
- c. Will be required to fill out the Guest Skater Registration Form before attending a Figure Skating Session;
- d. Where limits apply priority will be given to HISC Members;
- e. HISC Codes of Behaviour, Rink Etiquette and Music Playing Rules (including the purchasing of a tag must be adhered to.

12. COVID-19 Safety Plan

Hunter Ice Skating Club understands that sport participation at all levels and abilities make an important contribution to the physical, psychological and emotional well-being of individuals. Hunter Ice Skating Club is excited to be able to reopen figure sessions within the Sport NSW government guidelines. All individual sport participants must play a role to continue to keep our community safe and healthy. HISC members are required to follow the COVID-19 Safety Plan set out below:

- a. Follow any occupancy guidelines as set out by HISS or NSW Health
- b. Follow advise from rink staff, HISC Committee Members;
- c. Physical and social distancing
 - i. HISC mandates physical distancing/social distancing as one of the most effective methods of reducing the spread of virus. We require all attendees to maintain 1.5 metre separation between people who are not from the same household and maintain a minimum of 4sqm per person. All off-ice activities must be held outside the rink;
- d. Hygiene and infection control preventative measures. Enhanced hygiene reduces disease transmission. Please abide by the following rules;
 - i. Hand sanitizer to be used upon entering the building;
 - ii. A thermal temperature check may be done on entry (please note a temperature 38 or over will not be permitted to enter & will be directed to go be tested);
 - iii. Strictly apply personal hygiene measures pre and post training;
 - iv. No physical greetings such as handshakes or hugs, and minimise all unnecessary contact with others;
 - v. Practice respiratory hygiene by sneezing/cough into flexed elbow/tissue, immediately dispose of tissue;
 - vi. Skaters are to bring their own tissues and disposed of them immediately after use;
 - vii. Do not attend lessons if unwell.
- e. Entry and Exit into the building
 - i. Entry through one door, exit through another;
 - ii. Warm up before entry, be ice ready on arrival;
 - iii. Exit immediately after completion of session no delays or standing around talking.
- f. Sports participation
 - i. A 'Get in, train and get out' strategy exists for ice sport participants to limit time and person-to-person contact. Remember participants are requested to maintain at least 1.5m apart with no contact between any person;
- g. Infection Control
 - i. Members must immediately report any common signs and symptoms of COVID-19 to the HISC Vice President or Head Coach;
 - ii. Members must report any close contact with a person known to have contracted COVID-19 to the Vice President or Head Coach
- h. Websites for further information;
 - i. [Return to Ice' Guidelines](#)
 - ii. <https://sport.nsw.gov.au/novel-coronavirus-covid-19>

13. Memberships

All memberships lodged (both new and renewals), after the 31st October of that year will have their membership rolled over till 31st December of the following year;

14. Confidentiality Agreement

All Club Executive Committee Members must sign a HISC Confidentiality Agreement by the first General Meeting following the Annual General Meeting of that year.

Lodging a complaint – all parties involved in a complaint issue must sign a confidentiality agreement, members, parent/guardian.

15. Position Descriptions

a. President

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. Presents a knowledgeable and approachable figurehead for HISC membership to all;
- iii. Oversee the general operations of HISC;
- iv. Chair all HISC general meetings and executive meetings;
- v. Liaison point between HISC and outside entities (i.e. Coaches, Rink Management, Other Skating Clubs, Other Rink's Management, NSWISA, ISA, Other State's associations);
- vi. Oversee the organisation of competitions to be held at HISS alongside the Competition Convenor;
- vii. Aim to attend all official HISC events;
- viii. Carries the deliberative and if necessary casting vote in a General Meeting;
- ix. Maintain open working relationship with Vice President informing that person of all current issues;
- x. Handoff all relevant materials to incoming elected party within 2 weeks of vacating position;
- xi. Support the Secretary with NSWISA reports when necessary;
- xii. Prepare a report for all HISC meetings;
- xiii. Is an Office Bearer/signatory on the HISC bank accounts;
- xiv. Key holder for the HISC Correspondence Box;
- xv. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

b. Vice President

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. Assist the President in their role (as in the position description);
- iii. Act as the President in all aspects when the President is absent for any length of time;
- iv. Maintain open working relationship with President informing that person abreast of all current issues;
- v. Oversee the Club's COVID-19 Safety Plan as per NSW Government and Sport NSW guidelines in conjunction with NSWISA;
- vi. Aim to attend all official HISC events;
- vii. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

c. Secretary

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. General responsibility for all secretarial duties of HISC;
- iii. General Meetings
 1. Call for agenda items in writing fourteen (14) days prior to meeting via email;
 2. Prepare & Post Agenda items and notify members seven (7) days prior to the meeting via email;
 3. Organise the use of technology when necessary e.g. Zoom, (any costs associated with this shall be discussed and passed at a general meeting, and reimbursed following the appropriate **clause 14.c.xv**);
 4. Take Minutes at the meeting;
 5. Reproduce previous minutes in timely fashion when called upon;
 6. Prepare and distribute meeting minutes to all members within seven (7) days of the general meeting;
- iv. Annual General Meeting
 1. Email notice of the AGM to members and Call for Nominations for the Club committee positions for the ensuing year 21 days prior to the date that was set at the previous AGM;
 2. Receive all nominations 14 days prior to the AGM;
 3. Prepare Agenda and nominations;
 4. Email the agenda and nominations to members 7 days prior to the AGM;
 5. Have Web Master Post Agenda and nominations on Club Website 7 days prior to meeting;
 6. Take Minutes at the meeting;
 7. Prepare and distribute the minutes of the AGM with notification of all new Club Committee Members within 7 days of the AGM;
- v. Receive all incoming correspondence on behalf of HISC and present all such correspondence to HISC Committee for action/notation;
- vi. Advise all information regarding upcoming competitions
 1. By emailing members
 2. Having the webmaster place the information on the HISC website;
- vii. Prepare outgoing correspondence as required from decisions made by the HISC Committee for sign off by the relevant committee members;
- viii. Maintain a register of meeting minutes and correspondence;
- ix. Prepare and submit all necessary reports to NSWISA;
- x. Prepare and submit all necessary Department of Fair Trading documentation;
- xi. Ensure all Child Protection Declarations are up to date and kept on file for all relevant parties;
- xii. Aim to attend all official HISC events;
- xiii. Is an Office Bearer/signatory on the HISC bank accounts;
- xiv. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

d. Treasurer

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;

- ii. Oversee the financial operation of HISC, including income from all sources and expenditure for all purposes;
- iii. Maintain the balance sheet;
- iv. Maintain the assets register, the key register, and the account signatory register;
- v. Oversee expenditure only after such expenditure (for whatever purpose) has been approved by a majority vote at a properly convened meeting of HISC;
- vi. Is an Office Bearer/signatory on the HISC bank accounts;
- vii. Bank all incoming funds (from whatever source) directly to the HISC bank account and keeping accurate records of the source of such funds;
- viii. Keep banking records up to date at all times through monthly reconciliations;
- ix. Keep the assets of the club recorded in such a manner that the whereabouts of such assets are known at all times (i.e. through maintenance of the asset register);
- x. Issue keys to only those committee members who are authorised to hold keys. (i.e. by maintaining the key register);
- xi. Key holder for the HISC Correspondence Box;
- xii. Keeping the signatories of bank accounts updated at all times (i.e. ensure only those committee members who are expressly authorised have signatory rights on the bank accounts of HISC and any of its approved sub-committees);
- xiii. Aim to attend all official HISC events;
- xiv. Present an updated financial report to all HISC meetings;
- xv. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

e. Membership Secretary

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. Maintain the membership register of HISC;
- iii. Collection of membership renewal/new forms and the appropriate subscriptions;
- iv. Maintain privacy of members information;
- v. Provide HISS with updated Member List;
- vi. Provide HISS with updated emergency contact details;
- vii. All membership subscriptions received are to be receipted and handed to the Treasurer for verification;
- viii. Notify the Executive Committee of new memberships for ratification
- ix. Receive nominations for the Club Committee positions for the upcoming AGM, confirm they are financial members and email the nominee the job description, club constitution and bylaws; Oversee any voting for committee members at the AGM through confirmation of financial status of members prior to being given ballot papers;
- x. Aim to attend all official HISC events;
- xi. Key holder for the HISC Correspondence Box;
- xii. Any issue arising from a membership shall be brought to the attention of the Executive Committee;
- xiii. Send a reminder out stating membership are due by the 1 January of the following year to the current membership list in the first week of November each year;
- xiv. Follow up on unpaid membership as they arise;
- xv. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly

convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

f. Test Officer

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. Tests shall be conducted in accordance with NSWISA and ISA;
- iii. Tests for IJS Prelim and above, dance and pairs will be organised according to NSWISA, oversee tests held at HISC, i.e. ice time availability and costs;
- iv. Aussie Skate Tests
 1. Shall receive Aussie Skate applications;
 2. Organise tests in conjunctions with the Head Coach;
 3. Oversee the presentation of the certificates upon passing;
 4. Aim to attend all Test sessions
- v. Maintain a record of all tests completed by HISC members and present a report to HISC meetings of the results;
- vi. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

g. Fundraising and Sponsorship Officer

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. Oversee the fundraising efforts of HISC through the running of various merchandising stalls, raffles, competitions etc;
- iii. Maintain a record of all proceeds from such activities;
- iv. Receipt all funds received to the Treasurer for verification and banking into the HISC bank account;
- v. Present all documented sponsorship proposals (in writing) to a HISC general meeting for approval prior to implementation. (Must bear in mind that the club is predominantly made up of children and any sponsorship must be from appropriate sources;
- vi. Report any successful deals in full at HISC meetings;
- vii. Maintain records of all stock holdings at all times;
- viii. Seek authorisation from HISC meeting for any expenditure of any type prior to proceeding. This includes seeking approval for restocking of merchandising by submitting request for purchases (i.e. items & their cost) at HISC meeting;
- ix. Fundraising/sponsorship funds are raised for the benefit of the entire membership and any application of these funds can only proceed following the approval of such expenditure at a duly convened meeting of HISC;
- x. Present fundraising report to all HISC meetings, detailing all funds raised, value of any merchandise sold and current stock holding of merchandise;
- xi. Run the "Skate School Table" at Wednesday afternoon, Thursday afternoon and Saturday morning skate school sessions;
- xii. Maintain the existing "Secondhand" sales of Skating Dresses, Skates, Guards etc. and keep up to date records of these activities including a record of all stock held and receipt all payments to the treasurer;
- xiii. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly

convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

- h. Aussie Skate Liaison Officer**
 - i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
 - ii. Offer information about HISC to interested parties via flyers, verbal information, referral to other committee members, referral to HISC website;
 - iii. Provide an understanding of the club to interested parties attending skate school or other figure skating sessions;
 - iv. Keep a stock of various HISC forms for interested parties;
 - v. Advise new members to complete the membership form on the HISC website; Liaise with the HISC training and development officer in regard to upcoming Aussie skate events;
 - vi. Aim to attend all Aussie Skate events;
 - vii. Present an Aussie Skate Liaison report to all HISC Meetings;
 - viii. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

- i. Training and Development Officer**
 - i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
 - ii. Research various training and development opportunities that may be relevant to HISC membership and present this information to HISC meetings;
 - iii. Present proposals for training and development to HISC meetings, outlining full costings, venues, trainers, applicable levels, timing, etc (NB This may be an on-going process that could span across more than one meeting);
 - iv. Ensure that any expenditure proposed is done so in such a way that there will be an offsetting and equal expenditure for all levels of HISC membership;
 - v. Maintain a register of all training & development undertaken by HISC membership for presentation at HISC meetings throughout the year;
 - vi. Present a Training & Development Report to all HISC meetings;
 - vii. Maintain all HISC training equipment in good order;
 - viii. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

- j. Competition Convener**
 - i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
 - ii. Take responsibility for the running of all HISS based competitions;
 - iii. Liaise with HISC Committee on competitions to be held for the Calendar year, incorporating all aspects of the Competition including, but not limited to;
 - 1. Name of Competition
 - 2. Date of Competition
 - 3. Entry Fees

4. Levels Included

- iv. Liaise with NSWISA where appropriate when hosting a NSWISA sanctioned event;
- v. Liaise with NSWISA where appropriate when hosting a ISA sanctioned event;
- vi. Liaise with HISS Management as to availability of ice time for competitions;
- vii. Liaise with Coffee Shop Management as to catering for HISS based competitions where applicable;
- viii. Seek out Volunteers to assist in the running of competitions including (but not limited to):
 - 1. Gate Persons/Spectator Ticket Sales;
 - 2. Skater Registration;
 - 3. Marshaling;
 - 4. Music Playing;
 - 5. Announcing;
 - 6. Judges Assistants;
 - 7. Fundraising;
 - 8. Presentation of Trophies and/or medals;
 - 9. Setting up & dismantling of Judges tables/stands & Podium;
 - 10. General tidying up of rink at end of each event.
- ix. All Volunteers are required to complete a "Working With Children Declaration" prior to being able to Volunteer;
- x. Maintain Volunteer Register with details of all HISC Volunteers;
- xi. Organise trophies/medals & Participation Certificates for HISC based competitions. Update perpetual trophies where appropriate;
- xii. Organise thank you gifts for Judging Panels after consultation with HISC Committee as to expenditure;
- xiii. Organise Gift Bags for Competitors after consultation with HISC Committee as to expenditure;
- xiv. Present reports to HISC Committee meetings on all activities throughout the year. Ensure the HISC Secretary is provided with a synopsis of each competition to enable them to complete the required NSWISA Council report;
- xv. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

k. Synchro Delegate

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. Oversee the management of the HISC Synchronised Ice Skating Team, Ice Reflections;
- iii. Liaise with the coach, parents and team members;
- iv. Liaise with the HISC Head Coach when necessary;
- v. Register the team each year with Synchro Australia;
- vi. Complete all necessary team entries;
- vii. Ensure all team members are members of HISC, NSWISA and ISA as necessary
- viii. Ensure all members have a POA number;
- ix. Oversee music, costumes and travel arrangements;
- x. Keep a register of all team members details including emergency contact details;
- xi. Organise training and development opportunities when they arise;
- xii. Provide a report to HISC General Meetings;

- xiii. Appoint a team treasurer to management the teams finances ie: collect weekly fee, competition entries etc, pay ice time at each session;
- xiv. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

I. Theatre on Ice Delegate

- i. Club Committee members shall act in accordance with the HISC Constitution and Bylaws;
- ii. Oversee the management of the HISC Theatre On Ice team;
- iii. Liaise with the coach, parents and team members;
- iv. Liaise with the HISC Head Coach when necessary;
- v. Register the team each year with ISA;
- vi. Complete all necessary team entries;
- vii. Ensure all team members are members of HISC, NSWISA and ISA as necessary
- viii. Ensure all members have a POA number;
- ix. Oversee music, costumes and travel arrangements;
- x. Keep a register of all team members details including emergency contact details;
- xi. Organise training and development opportunities when they arise;
- xii. Provide a report to HISC General Meetings;
- xiii. Appoint a team treasurer to management the teams finances ie: collect weekly fee, competition entries etc, pay ice time at each session;
- xiv. Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

m. Head Coach

- i. Provide support for all skaters;
- ii. Liaise between the Club and coaches from time to time;
- iii. Liaise between the Club and skaters from time to time;
- iv. Liaise between rink staff and the Club from time to time;
- v. Be called upon to assist the Executive Committee from time to time;
- vi. Be involved in the decision making process for training and development opportunities;
- vii. Be involved in the decision making process for Competitions held at HISS;
- viii. Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

n. Grievance Officer

- i. Follow the grievance procedures as set out in the Constitution;
- ii. Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices

are received. All payments will be made by electronic funds transfer from the HISC bank account.

- o. Member Protection Information Officer**

 - i. Follow the MPIO guidelines as set out in the HISC Bylaws;
 - ii. Follow the MPIO guidelines as set out in the Member Protection Policy of Ice Skating Australia;
 - iii. If the matter cannot be resolved using the steps set out in the guidelines, refer the matter to ISA or the relevant authorities;
 - iv. Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

- p. Public Officer**

 - i. Acts as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable;
 - ii. Is an authorised signatory for the club;
 - iii. Is not an authorised signatory for the clubs bank account;
 - iv. Notify Fair Trading of any change in the association's official address within 28 days;
 - v. Custody of any documents as required by the constitution;
 - vi. Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

- q. Publicity Officer**

 - i. should have a sound understanding of on-going and future Club activities;
 - ii. should have a good knowledge of various elements of the media and present the club in the best possible light;
 - iii. Good communication and writing skills;
 - iv. Making contact with the media to develop awareness of the Club. Media contact should include television, radio, newspaper and Internet;
 - v. Ensure media information is accurate and provided in a timely manner;
 - vi. Write media releases to highlight key activities including stories about the club, skaters and coaches;
 - vii. Liaise with parents of skaters to be included in media releases or stories;
 - viii. Keep the Club Committee informed of all media activity;
 - ix. Provide a report to HISC General Meetings;
 - x. Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.