

16th JULY 2011

Constitution

New South Wales Professional Skaters' Association Incorporated.

Under the Association's Incorporation Act 1984

Part 1 – Preliminary	4
1 Definitions	4
2 Name	5
3 Objects	5
Part 2 – Membership.....	5
4 Membership Qualifications.....	5
5 Application for Membership.....	6
6 Resignation of Membership and Leave of Absence	7
7 Suspension and Expulsion.....	8
8 Register of Members.....	8
9 Membership Entitlements not Transferable.....	8

10 Fees and Subscriptions	9
11 Members Liabilities	9
12 Member Protection Policy	9
13 Child Protection Policy	10
14 Code of Ethics	10
Part 3 – The Committee	10
15 Office Bearers.....	10
16 Nomination and Election of Office Bearers.....	11
17 Duties of Office Bearers.....	12
18 Duration of Appointment	15
19 Committee Meetings.....	15
20 Powers of the Committee.....	16
21 Delegates to the Australian Professional Skaters Association Inc..	16
22 Removal of a Member from the Committee.....	16
23 Meetings and Quorum – Committee Meetings.....	17
24 Delegation by Committee to Sub-Committee	18
25 Voting and Decisions–Committee and Sub Committee Meetings...	18
Part 4 – General Meetings	19
26 Annual General Meetings – holding of	19
27 Annual General Meetings – calling of and business at.....	19
28 General Meeting	19

29	Special General Meetings	20
30	Notice of Meetings	21
31	Voting	21
32	Quorums.....	21
33	Procedure – General Meeting	22
34	Presiding Member.....	23
35	Adjournment	23
36	Making of Decisions.....	23
37	Special Resolution	24
	Part 5 – Miscellaneous.....	25
38	Finances	25
39	Funds – Source and Management.....	25
40	Insurance.....	26
41	Accreditation	26
42	Alteration of Constitution.....	26
43	Indemnity	27
44	Association Property.....	27
45	Events.....	27
46	Custody of Books.....	27
47	Dissolution	28
48	Repeal of 1981 Constitution and Transitional Provisions	28

Part 1 – Preliminary

1 Definitions

Commissioner means the Commissioner of the Office of Fair Trading.

The Act means the Association’s Incorporation Act 1984.

The Regulation means the Association’s Incorporation Regulation 1999.

Committee means the group of members voted as office bearers to manage the affairs of the Association.

General Meetings means either the Annual General Meeting or a Special General Meeting.

- **Annual General Meeting** - Convened to conduct regular annual business, such as presenting the annual statement of accounts and electing Committee members.
- **Special General Meeting** – Convened to deal with any other matters that may arise. Any General Meeting of the Association that is not an AGM is a Special General Meeting.

A Resolution means a decision of a meeting. An ordinary Resolution requires a simple majority of those voting in order to be passed.

A Special Resolution means a decision of a meeting that requires a three-quarters majority of those voting to be passed. The act specifies certain notice requirements that must be satisfied in order to pass a Special Resolution. The act specifies certain decisions that should be made by way of Special Resolution.

2 Name

2.1 The name of the Association is the “New South Wales Professional Skaters’ Association Incorporated” hereinafter called the “Association”.

3 Objects

The objects of the Association are:

- (a) to draw and bind together in a responsible organization all figure skating coaches who meet the qualifications set forth for the general advancement of their profession;
- (b) to promote and maintain harmonious understanding and good working relations with the rink managements, figure skating clubs, Ice Skating Australia and its State Member Association's, the International Skating Union and such recognised national or international skating organizations as may from time to time exist;
- (c) to promote and maintain a high standard of ethical and professional conduct and skill among its members;
- (d) to promote and safeguard the general welfare and economic security of its members;
- (e) to provide members with educational opportunities that will enable their advancement within the sport;
- (f) to advance and protect the general interests and accomplishments of the pupils instructed by the members of this Association and to encourage and advance figure skating in all its branches, and,
- (g) to do all such things as are conducive or incidental to the attainment of the above objects or any of them.

Part 2 – Membership

4 Membership Qualifications

- 4.1 Membership shall be open to all persons residing in the State of New South Wales or residing in a State or Territory where no coaching organisation exists who subscribe to the objects of the Association and who come within the classes of members as hereinafter defined:

- (a) Members shall be coaches over the age of 18 years who are currently actively engaged in the teaching of figure skating or have been actively engaged in the teaching of figure skating during the previous 2 years.
- (b) Honorary Life Members shall be Members or former Members in recognition of special services rendered to the Association who shall be exempt from the payment of annual subscriptions. Honorary life membership shall be granted by the Committee.
- (c) Associate members shall be specialist people including but not limited to visiting coaches, choreographers, ballet teachers, ballroom teachers or off ice trainers. Acceptance of membership is at the total discretion of the Committee who may also impose a time limit on the membership.

4.2 Members of the Association shall be required to:

- (a) abide by the Association's Code of Ethics. See Attachment A to these rules;
- (b) abide by the Association's Member Protection Policy, which includes the Coaches Code of Behaviour. See attachment C to these rules;
- (c) abide by the Association's Child Protection Policy. See attachment D to these rules;
- (d) maintain registration of at least Level 1 accreditation with the Australian Sports Commission and keep a record of points attained in Update Activities. Points should be recorded in the form set out in Appendix 3 to these rules. See attachment E to these rules for approved Updating Activities, and,
- (e) abide by the laws of the State Government in relation to 'Working with Children' Checks.

5 Application for Membership

5.1 Application for membership of the Association:

- (a) must be made in writing using the application form set out in Appendix 1 to these rules, and,

- (b) must be lodged with the secretary of the Association.
- 5.2 As soon as practicable after receiving an application for membership, the secretary must refer the application to the Committee. The Committee will determine whether to approve or to reject the application.
- 5.3 As soon as practicable after the Committee makes that determination, the secretary must:
- (a) notify the nominee, in writing, that the Committee approved or rejected the application (whichever is applicable), and,
 - (b) if the Committee approved the application, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as a joining fee and annual subscription.
- 5.4 The secretary must, on payment by the nominee of the amounts referred to in rule 5.3(b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

6 Resignation of Membership and Leave of Absence

- 6.1 A member may resign from the Association at any time by giving notice in writing to the Secretary of such intention to resign but shall remain liable for any moneys owed to the Association. Such notice should be given in writing in the form set out at appendix 7 to these rules.
- 6.2 A member wishing to rejoin the Association after a period of resignation, may be re-admitted to membership by Resolution of the Committee and shall be required to pay the joining fee as well as the current years annual subscription fee.
- 6.3 Any member who has not renewed their membership after a period of 2 years will be deemed to have resigned.
- 6.4 A member may take a Leave of Absence from the Association for up to 2 years being exempt from the annual subscription fee. Notice should be given in writing to the Secretary of such intention to take a Leave of Absence in the form set out at appendix 7 to these rules.

- 6.5 A member returning to the Association after a Leave of Absence will be required to pay the current year's annual subscription fees.
- 6.6 A member who has not been actively coaching ice skating for more than a 2 year period will be deemed to be inactive and as such have resigned.

7 Suspension and Expulsion

The Member Protection Policy found at Attachment C outlines the procedures, outcomes and the right of appeal in relation to the Suspension and Expulsion of members.

8 Register of Members

- 8.1 The secretary shall keep a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- 8.2 If a member of the Association ceases to be a member under rule 6 or 7, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- 8.3 The register of members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- 8.4 A member of the Association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the Committee, that other amount.

9 Membership Entitlements not Transferable

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (a) is not capable of being transferred or transmitted to another person,
and,
- (b) terminates on cessation of the person's membership.

10 Fees and Subscriptions

- 10.1 The joining fee and annual subscription fee shall be set by the Committee as soon as possible after the date of the Annual General Meeting.
- 10.2 Subscriptions shall be due on the date set by the Committee provided that the aforesaid date is advertised to all members.
- 10.3 Differential subscriptions may be levied at the discretion of the Committee.
- 10.4 Any qualified person applying for new membership shall be required to pay the joining fee as set by the Committee.
- 10.5 Any qualified person who has resigned from the Association may be readmitted to membership by Resolution of the Committee on payment of the joining fee plus annual subscription fee.
- 10.6 A member shall not be deemed to be unfinancial until the set subscription is three months in arrears.

11 Members Liabilities

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by rule 10.

12 Member Protection Policy

The Association must maintain an up to date Member Protection Policy. The Member protection policy is included as attachment C to these rules and includes, but is not limited to the following matters:

- (a) the Resolution of internal disputes;
- (b) the disciplining of members, and,
- (c) the right of appeal of a disciplined member.

The Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. The Judiciary committee shall be made up of 5 members of the NSWPSA Inc committee one of which must be the Child Protection Officer, MPIO,

Complaints Reconciliation Officer and / or President of NSWPSA Inc. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Member Protection Policy.

13 Child Protection Policy

The Association must maintain an up to date Child Protection policy. The Child protection policy is included as attachment D to these rules and includes, but is not limited to the following matters:

- (a) the responsibility of members towards children;
- (b) the requirement of members to follow the 'Working with Children Check' procedures, and,
- (c) the Association's reporting procedures and response to Child Protection.

14 Code of Ethics

The Association must maintain a code of Ethics for its members to abide by and to encourage professionalism within the coaching of figure skating. The Code of Ethics is included as attachment A to these rules.

Part 3 – The Committee

15 Office Bearers

15.1 There shall be a Committee elected as hereinafter provided which shall be the governing body of the Association:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

- (e) Either a Complaints Reconciliation Officer / Member Protection Officer
- (f) Child Protection Officer
- (g) Accreditation Officer
- (h) Insurance Officer
- (i) Update Points Officer
- (j) Website Officer
- (k) Rink Representatives - One member from each ice rink in NSW, ACT and SA, who are members of the Association and are engaged in the teaching of ice skating, may be elected to the Committee in addition to those elected as office bearers.

15.2 The Committee will decide if the roles in sections 15 (1) (e) and (f) above are to be undertaken by one member of the Committee or by individual members of the Committee.

15.3 To be a Member Protection Officer, the Committee member must have completed an A.S.C approved course.

16 Nomination and Election of Office Bearers

16.1 Office Bearers, except for those elected in accordance with section 15(k), shall be proposed and seconded by two full members or honorary life members of the Association with the person so nominated signifying their consent.

Nominations close with the Secretary three clear days before the date and time fixed for the Annual General Meeting. Nominations should be in the form set out in Appendix 5 to these rules.

16.2 If the number of nominations do not exceed the number of persons to be elected then those persons so nominated shall be declared to be elected but if the nominations exceed the number then the election shall be by ballot.

16.3 Only members as defined in section 4(a) and honorary life members as defined in section 4 (b) shall be eligible to take part in the management of the affairs of or to hold any office in the Association, excluding sub Committees.

17 Duties of Office Bearers

17.1 The President and Vice President

The President shall preside at all meetings. In his/her absence, the Vice President shall preside. At meetings where the President and Vice President are absent the members shall elect a Chairman for that meeting from a member of the Committee.

17.2 The Secretary

The Secretary shall:

- (a) be responsible for the performance of all secretarial duties required by the Association and must, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address;
- (b) keep records of all office bearers and members of the Committee;
- (c) keep Minutes of proceedings at all meetings of the Association;
- (d) give notice of all meetings in accordance with these rules;
- (e) conduct all general correspondence and keep copies of such correspondence;
- (f) advertise Annual General Meeting fourteen (14) days before the date of the meeting, and,
- (g) ensure that the Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17.3 The Treasurer

The Treasurer shall:

- (a) keep proper books of accounts showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association;
- (b) receive all monies for and on behalf of the Association and immediately thereupon pay them into such bank or banks as the Committee from time to time decide, to the credit of the account or

accounts in the name of the New South Wales Professional Skaters' Association Incorporated.;

- (c) pay all accounts approved by the Committee or General Meeting;
- (d) submit a statement of the financial position of the Association at each Committee Meeting and Annual General Meeting. Prepare a Balance Sheet and Statement of all Accounts to the Secretary fourteen (14) days prior to the Annual General Meeting, and,
- (e) undertake any other financial duties deemed appropriate by the Committee.

17.4 The Complaints Reconciliation/ Member Protection Information Officer

The Complaints Reconciliation Officer shall:

- (a) be the first point of contact for any enquiries, concerns or complaints around harassment or abuse;
- (b) receive all complaints and handle them in accordance with the Member Protection Policy (at Attachment C), and,
- (c) update the Member Protection Policy as required.

17.5 The Child Protection Officer

The Child Protection Officer shall:

- (a) co-ordinate the Association's Child Protection activities and convey a clear message about the importance of Child Protection to the people involved in the Association;
- (b) co-ordinate the Association's response to Child Protection;
- (c) administer the record keeping associated with The Prohibited Employment Declarations;
- (d) ensure the "Working with Children Check" process is followed;
- (e) ensure all people involved within the Association are aware of the Child Protection Policy (at Attachment D) and relevant codes of conduct;
- (f) know the DOCS helpline number and have copies of standard reporting forms;

- (g) be aware of, or create, reporting procedures to deal with allegations of abuse, and,
- (h) ensure anyone involved within the Association has someone to go to if they have concerns or need information on Child Protection.

17.6 The Accreditation Officer

The Accreditation Officer shall:

- (a) organise accreditation courses;
- (b) ensure all new coaches have fulfilled requirements for Level 1 Accreditation and if so advise the National Body;
- (c) follow up on expired registrations;
- (d) complete renewal registrations in the system;
- (e) keep all processes up to date and working, and,
- (f) coach development.

17.7 The Insurance Officer

The Insurance officer shall effect and maintain appropriate insurance policies for the members of the Association.

17.8 The Update Points Recorder

The Update Points recorder shall:

- (a) keep true and current update point records of all of the Association's coaches, and provide these to the Australian Professional Skaters' Association Incorporated as required, i.e. at time of yearly renewals;
- (b) assist coaches in understanding why the update programme is necessary, and,
- (c) remind all coaches to send in their completed Update Points Log Sheet at regular intervals.

17.9 The Website Officer

The Website officer shall:

- (a) maintain the Association's website and or pages;

- (b) keep the website up to date with all relevant communications, constitutions, policies and other material as deemed appropriate by the Committee, and,
- (c) ensure the website is displayed in a professional manner.

18 Duration of Appointment

- 18.1 The duration of the appointment of a member of the Committee shall be whilst ever the person remains a member except that at the following Annual General Meeting all positions of Office Bearers shall be declared vacant and an election of Office Bearers shall take place.
- 18.2 Should a quorum not be attained at an Annual General Meeting the positions of Office Bearers shall not be declared vacant and the occupants of the respective positions shall with their consent continue to hold office until the next Annual General Meeting.
- 18.3 The position of any Committee member absent for three consecutive meetings without leave of absence shall automatically become vacant. Acceptance of apology shall be deemed grant of such leave.
- 18.4 Should any position on the Committee become vacant such vacancy may be filled by the Committee.

19 Committee Meetings

- 19.1 A meeting of the Committee shall be convened by the President at any time or by requisition made in writing to the Secretary by any five members of the Committee. If a meeting is not convened by the President within fourteen days after the receipt of such requisition a meeting of the Committee may be convened by the persons making the requisition.
- 19.2 All questions arising at a meeting of the Committee shall be decided by a majority vote of those present provided that in the event of an equality of votes the Chairman shall have a second or casting vote.

20 Powers of the Committee

The Committee, subject to the Act, the Regulation and these rules and to any Resolution passed by the Association in General Meeting:

- (a) shall control and manage the affairs of the Association;
- (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by these rules to be exercised by a General Meeting of members of the Association, and,
- (c) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association.

21 Delegates to the Australian Professional Skaters' Association Incorporated

- 21.1 Delegates shall be appointed by the Committee as soon as possible after the date of the Annual General Meeting to represent the Association in accordance with the rules of the Australian Professional Skaters' Association Incorporated.

22 Removal of a Member from the Committee

- 22.1 The Association in General Meeting may by Resolution remove any member of the Committee from the office of the member before the expiration of the member's term of office and may by Resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 22.2 If a member of the Committee to whom a proposed Resolution referred to in rule 22.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the Association, the secretary or the president may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the Resolution is considered.

23 Meetings and Quorum – Committee Meetings

- 23.1 The Committee must meet at least 3 times in each period of 12 months at such place and time as the Committee may determine.
- 23.2 Additional meetings of the Committee may be convened by the president or by any member of the Committee.
- 23.3 Oral or written notice of a meeting of the Committee must be given by the secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- 23.4 Notice of a meeting given under rule 23.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- 23.5 Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 23.6 No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to a time and place to be determined.
- 23.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 23.8 At a meeting of the Committee:
- (a) The president or, in the president's absence, the vice-president is to preside.
 - (b) If the president and the vice-president are absent or unwilling to act, one of the remaining members of the Committee may be chosen by the members present at the meeting to preside.

24 Delegation by Committee to Sub-Committee

- 24.1 The Committee may appoint such Sub-Committees as it sees fit for the purposes of pursuing any of the objects and purposes of the Association and for any other purpose as the Committee may determine from time to time.
- 24.2 The Committee shall appoint the Chairperson of any Sub-Committee.
- 24.3 Each Sub-Committee shall provide the Committee with regular interim reports and a final report upon completion of the task or disbandment of the Sub-Committee, whichever occurs first.
- 24.4 The Chairperson of the Sub-Committee is responsible for calling all meetings of the Sub-Committee.
- 24.5 Notice of each Sub-Committee meeting shall be given to each member of the Sub-Committee at a reasonable time before the meeting
- 24.6 The Committee may co-opt as members of a Sub-Committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person co-opted is not entitled to vote.

25 Voting and Decisions – Committee and Sub Committee Meetings

- 25.1 Questions arising at a meeting of the Committee or of any sub-Committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or sub-Committee present at the meeting.
- 25.2 Each member present at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 25.3 Subject to rule 23.5, the Committee may act despite any vacancy on the Committee.
- 25.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub Committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-Committee.

Part 4 – General Meetings

26 Annual General Meetings – holding of

- 26.1 With the exception of the first Annual General Meeting of the Association, the Association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.
- 26.2 The Association must hold its first Annual General Meeting:
- (a) within the period of 18 months after its incorporation under the Act, and,
 - (b) within the period of 6 months after the expiration of the first financial year of the Association.
- 26.3 Rules 26.1 and 26.2 have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

27 Annual General Meetings – calling of and business at

- 27.1 The Annual General Meeting of the Association is, subject to the Act and to rule 26, to be held on such date and at such place and time as the Committee thinks fit.
- 27.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
- (a) attendance;
 - (b) confirmation of minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
 - (c) presentation of the annual report and balance sheet of the last preceding financial year;
 - (d) election of Office Bearers;
 - (e) remits and notices of motion;

- (f) amendments to the constitution, and,
- (g) general business of the Association, and any general discussion which may be brought forward.

28 General Meeting

- 28.1 A General Meeting of the Association may be called at any time by the Committee.
- 28.2 If a General Meeting is not convened by the Committee within 14 days after requisition in writing for that purpose has been sent to the Secretary by any 12 members of the Association, a General Meeting may be convened by the person making such requisition.

29 Special General Meetings

- 29.1 The Committee, may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 29.2 The Committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a Special General Meeting of the Association.
- 29.3 A requisition of members for a Special General Meeting:
 - (a) must state the purpose or purposes of the meeting;
 - (b) must be signed by the members making the requisition;
 - (c) must be lodged with the secretary, and,
 - (d) may consist of several documents in a similar form each signed by one or more of the members making the requisition.
- 29.4 If the Committee fails to convene a Special General Meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- 29.5 A Special General Meeting convened by a member or members as referred to in rule 29.4 must be convened as nearly as is practicable in the same manner

as General Meetings are convened by the Committee and any member who consequently incurs expenses is entitled to reasonable reimbursement by the Association for any expense so incurred to be approved by the Committee.

30 Notice of Meetings

- 30.1 Notice of Meetings of the Association shall be deemed sufficient in the case of any or all of the following:
- (a) notice of the meeting specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting is posted on the notice boards of all ice rinks in which members of this Association are engaged in teaching;
 - (b) notification is given in writing (by post or electronic means) 14 days prior to the date set for such meeting, and,
 - (c) notification of the meeting is displayed on the Association's website 14 days prior to the date set for such meeting.
- 30.2 If the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be given to each member specifying, in addition to the matter for business, the intention to propose the Resolution as a Special Resolution.

31 Voting

- 31.1 Associate Members will have no right to vote or to hold office but may voice opinions and enter into discussions at any Annual or General Meeting of the Association.
- 31.2 Members who have paid their subscriptions for the current year and do not fall into the category as explained in rule 31.1 and Honorary Life members are entitled to vote at any Annual General or General Meeting.
- 31.3 The Chairman of the meeting shall have deliberative as well as a casting vote in the event of an equality of voting.
- 31.4 Voting may be done via Proxy, postal or electronic means (i.e. email). In the case of a Proxy, the Secretary must be advised no later than 3 days prior to the

meeting. In the case of a postal or electronic vote, the vote must be received by the secretary no later than 3 days prior to the meeting.

- 31.5 The notice appointing the proxy is to be in the form set out in Appendix 4 to these rules.

32 Quorums

- 32.1 The following shall be the quorums at the respective meetings of the Association:

- (a) Annual General Meeting7
- (b) Special General Meeting.....7
- (c) Committee Meeting5
- (d) Sub - Committee Meeting3

33 Procedure – General Meeting

- 33.1 No item of business is to be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 33.2 Seven members present in person (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- 33.3 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, is to be dissolved, and,
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 33.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

34 Presiding Member

- 34.1 The president or, in the president's absence, the vice-president, is to preside as chairperson at each General Meeting of the Association.
- 34.2 If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

35 Adjournment

- 35.1 The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 35.2 If a General Meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 35.3 Except as provided in rules 35.1 and 35.2, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

36 Making of Decisions

- 36.1 A question arising at a General Meeting of the Association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a Resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that Resolution.
- 36.2 At a General Meeting of the Association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.

- 36.3 If a poll is demanded at a General Meeting, the poll must be taken:
- (a) immediately, in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, and,
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the Resolution of the poll on the matter is taken to be the Resolution of the meeting on that matter.

37 Special Resolution

- 37.1 A Resolution of the Association is a Special Resolution:
- (a) If it is passed by a majority which comprises at least three-quarters of such members of the Association as, being entitled under these rules so to do, vote in person or by proxy at a General Meeting of which at least 21 days written notice specifying the intention to propose the Resolution as a Special Resolution was given in accordance with these rules, and,
 - (b) where it is made to appear to the Commissioner that it is not practicable for the Resolution to be passed in the manner specified in paragraph (a), if the Resolution is passed in a manner specified by the Commissioner.
- 37.2 Decisions that should be made by way of Special Resolution include:
- (a) changing the Association's name;
 - (b) changing the Association's rules;
 - (c) changing the Association's objects;
 - (d) amalgamating with another incorporated Association;
 - (e) voluntary winding up or cancelling the Association and distributing property, and,
 - (f) applying for registration as a co-operative or a company.

Part 5 – Miscellaneous

38 Finances

- 38.1 All monies received shall be paid to the credit of the Association at a bank or banks approved by the Committee at least once monthly.
- 38.2 All payments, other than those of a minor amount (amount to be set by the Committee), shall be made by cheque or Electronic Funds Transfer after being approved by the Committee and shall be signed by the Treasurer and counter-signed by the President or Secretary.
- 38.3 Receipts shall be issued for all moneys received.
- 38.4 All accounts shall be passed by a General Meeting.
- 38.5 The Committee of the Association shall cause true accounts of the Association to be kept.
- 38.6 The financial year of the Association begins on 1 July and ends on 30 June of the following year.

39 Funds – Source and Management

- 39.1 The funds of the Association are to be derived from joining fees and annual subscriptions of members, donations and, subject to any Resolution passed by the Association in General Meeting, such other sources as the Committee determines.
- 39.2 All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 39.3 The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- 39.4 Subject to any Resolution passed by the Association in General Meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Committee determines.
- 39.5 The committee will consider applications for funding under the Association's funding program. Applications will only be considered if the correct

procedures are followed using 'The Guidelines and Application Booklet' at Appendix 8

40 Insurance

The Association may effect and maintain insurance.

41 Accreditation

41.1 The Association will facilitate the National Coaching Accreditation Scheme Courses for its members and for new coaches coming into the sport. All courses must be submitted for approval to and meet the required standards of the Australian Sports Commission.

41.2 Requirements for each level of accreditation are at Attachment F to these rules.

41.3 Registration for accreditation should be in the form set out at Appendix 6 to these rules.

41.4 The association will adhere to the Recognition of Current Competence Policy and Procedures of the Australian Professional Skaters' Association Inc., found at Attachment B.

42 Alteration of Constitution

42.1 This Constitution may be amended, altered, rescinded, repealed or added to on the Special Resolution of a three-quarters majority of those present at a properly convened Annual General Meeting or a Special General Meeting called for that purpose.

42.2 At least twenty-one (21) days notice in writing of such proposed alterations shall be given to all members.

42.3 Any alterations so made shall take place immediately unless the Meeting by the same majority shall decide otherwise.

43 Indemnity

- 43.1 Every member of the Committee and every other office bearer of the Association shall be indemnified out of the funds of the Association against any liability incurred in the discharge of any duty undertaken on behalf of the Association and in defending any proceedings whether civil or criminal in which judgement is given in favour of the person or in which the person is acquitted.
- 43.2 No member of the Committee shall be responsible for any other member of the Committee, or for any Committee member of the Association by the insufficiency or deficiency of value of, or title to, any property or security acquired or taken on behalf of the Association, or by anything done in the execution of their duties of their position or in relation thereto, or otherwise than their own wilful act or default.

44 Association Property

- 44.1 All property of the Association shall be vested in the Committee for the time being which shall hold it in trust for the Association.
- 44.2 The Committee may add property from time to time for the benefit of the Association but shall not dispose of any of the property without the sanction of the members at a General Meeting.

45 Events

- 45.1 The Committee may organise such events as it considers desirable, such as championships, shows and exhibitions.
- 45.2 Conditions of entry and/ or participation etc. shall be determined by the Committee.

46 Custody of Books

Except as otherwise provided by these rules, the secretary must keep in his or her custody, or under his or her control all records, books and other documents relating to the Association.

47 Dissolution

- 47.1 The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by a majority of the votes recorded at a General Meeting convened for the purpose.
- 47.2 Any sum remaining after the satisfaction of all liabilities shall be given or transferred to such Club, Association or other Organisation to be determined by a majority of members present at such Meeting.

48 Repeal of 1981 Constitution and Transitional Provisions

The Constitution adopted on 26th April 1981 is repealed and any appointment made or resolution passed under the Constitution hereby repealed, if in force at the commencement of the Constitution, shall continue in force as far as practicable as if made or passed under this Constitution.

APPENDIX 1

**New South Wales Professional Skaters' Association
Incorporated**

APPLICATION FOR MEMBERSHIP OF ASSOCIATION (Rule 5.1)

Name:

Address:.....Phone:

Email: Date of Birth:.....

Level of Accreditation and Date Completed: (Must be at least Level 1 or Equivalent)

Nominators: (Current New South Wales Professional Skaters' Association Inc. Members)

1:..... Signature.....

2:..... Signature.....

* I enclose cheque/money order for \$ _____ being:

\$100.00 **Joining Fee**

\$ 55.00 **Membership Fee - including affiliation to Australian Professional Skaters' Association Inc.**

\$155.00 **Insurance.**

\$310.00 **TOTAL**

OR **\$ 25.00 Associate Membership Fees (See Rule 4 (c) of the Rules of the Association).**

* I have made my membership payment for \$ _____ via Direct Credit:

A/c Name: New South Wales Professional Skaters' Association Incorporated

BSB: 082 121 A/c Number: 1962 9896

- * Please attach a copy of your Certificate for Self Employed People in Child Related Employment. (Obtainable from the Commission for Children and Young People Website - www.kids.nsw.gov.au)**
- * Please attach a resume of coach education as well as coaching experience.**
- * Please attach two references - from rink managers, skate school directors or other employers.**
- * Please attach a document to prove your date of birth. (Passport / Birth Certificate)**

Please complete this form and sign your agreement to be bound by the constitution, rules, regulations and policies of New South Wales Professional Skaters' Association Inc., and the Australian Professional Skaters' Association Inc., including the Member Protection Policies and the Child Protection Policies.

ANNEXURE A: In signing this application form for membership of the New South Wales Professional Skaters' Association Inc., (here in after the Association), I acknowledge and accept the following.

- 1. The insurance provided as a member of the Association does not cover me in the event of me coaching my own child/children including for any injury, loss or damage sustained by the child/children.**
- 2. The insurance provided as a member of the Association may not cover me in the event that I undertake any coaching outside Australia and I accept full responsibility for making my own enquiries and arrangements regarding insurance in the event of coaching or travelling with a skater outside Australia.**
- 3. The Association shall not be responsible for or bear any liability whatsoever in respect of any of the matters referred to in this Annexure A.**
 - I have read acknowledge and accept the matters referred to in Annexure A.**
 - I acknowledge that if any of the information provided by me to New South Wales Professional Skaters' Association Inc. is incorrect or misleading, my membership may be subject to immediate cancellation.**

***Signed:* _____ *Date:* _____**

APPENDIX 2

**New South Wales Professional Skaters' Association
Incorporated**

**ANNUAL RENEWAL FOR MEMBERSHIP OF ASSOCIATION (Rule
4.2)**

Please fill in the following details, read the 'Coaches Code of Behaviour' (Attachment B to the Rules of the Association), enclose your cheque / money order / copy of your Direct Credit receipt and return to the address below by May 31 2009.

Charmain Barnsley, Treasurer, NSW PSA Inc. P.O. Box 5004, GREYSTANES NSW 2145

Full Name:

Address:

..... Post Code:

Telephone:..... Mobile: Email:.....

Date of Birth: (Please fill in your date of birth as it is required for re-registration)

Are you from a Non-English speaking background? (please identify)

Are you an Aboriginal or Torres Strait Islander? (which)

* I _____ hereby apply to renew my membership with the New South Wales Professional Skaters' Association Inc. from 1st June 2009 to 31st May 2010.

* I have attained _____ update points so far in this 2 year period (1st January 2009 to 31st December 2010), my Log Book has/has not been submitted to verify my Update Points.

Level 1 – 10 points per year / Level 2 & 3 - 15 points per year.

* I enclose cheque/money order for \$ _____ being:

\$ 55.00 Membership Fees - including affiliation to Australian Professional Skaters' Association Inc.

\$155.00 Insurance.

\$210.00

OR: \$ 25.00 Associate Membership Fees – Please refer to Rule 4 c of the Rules of the Association.

* I have made my membership payment for \$ _____ via Direct Credit:

A/c Name New South Wales Professional Skaters' Association Inc.

BSB: 082 121 A/c Number: 01962 9896

Please complete this form and sign your agreement to be bound by the constitution, rules, regulations and policies of New South Wales Professional Skaters' Association Inc., and the Australian Professional Skaters' Association Inc., including the Member Protection Policies and the Child Protection Policies.

ANNEXURE A: In signing this application form for membership of the New South Wales Professional Skaters' Association Inc., (here in after the Association), I acknowledge and accept the following.

1. The insurance provided as a member of the Association does not cover me in the event of me coaching my own child/children including for any injury, loss or damage sustained by the child/children.
2. The insurance provided as a member of the Association may not cover me in the event that I undertake any coaching outside Australia and I accept full responsibility for making my own enquiries and arrangements regarding insurance in the event of coaching or travelling with a skater outside Australia.
3. The Association shall not be responsible for or bear any liability whatsoever in respect of any of the matters referred to in this Annexure A.
 - I have read acknowledge and accept the matters referred to in Annexure A.
 - I acknowledge that if any of the information provided by me to New South Wales Professional Skaters' Association Inc. is incorrect or misleading my membership may be subject to immediate cancellation.

Signed: _____

Date: _____

**New South Wales Professional Skaters' Association
Incorporated**

FORM OF APPOINTMENT OF PROXY (Rule 31.5)

I, (full name)

of (address)

being a member of
..... (name of incorporated Association)

hereby appoint(full name of proxy)

of(address)

being a member of that incorporated Association, as my proxy to vote for me on my behalf at the General Meeting of the Association (Annual General Meeting or Special General Meeting, as the case may be) to be held on the.....day of and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of/against (delete as appropriate) the Resolution (insert details).

** to be inserted if desired.*

.....

Signature of member appointing proxy

Date

NOTE: A proxy vote may not be given to a person who is not a member of the Association.

APPENDIX 5

**New South Wales Professional Skaters' Association
Incorporated**

FORM OF NOMINATION OF OFFICE BEARER (Rule 16.1)

I, (Full Name)

of (Address)

Signature.....Proposed

AND

I, (Full Name)

of (Address)

Signature.....Seconded

Nominate

..... (Full Name of Nominee)

of (Address)

.....(Signature of Nominee)

being a member of the New South Wales Professional Skaters' Association Inc.

and having given their consent **to the position of**

Date.....

Nominations close with the Secretary three clear days before the date of the Annual General Meeting.

APPENDIX 6

**New South Wales Professional Skaters' Association
Incorporated**

REGISTRATION FORM FOR ACCREDITATION (Rule 41.3)

Name:

Address:.....

Phone: Home **Mobile**

Email:.....

Date of Birth:.....

Coach accreditation already attained if any?

Coaching Experience?.....

Please register me for the next available LEVEL _____ Course.

I have read the Requirements of Accreditation (New South Wales Professional Skaters' Inc. Constitution – Attachment F) and understand what is required for this level.

Signed..... **Date**.....

Any enquiries to:

Accreditation Officer – Sue Cobden suecobden@ozemail.com.au

272 Edgecliff Road, WOOLLAHRA NSW 2025

APPENDIX 7

**New South Wales Professional Skaters' Association
Incorporated**

**NOTIFICATION FORM FOR RESIGNATION OR LEAVE OF
ABSENCE (Rule 6)**

Name: _____

Address: _____

Phone Numbers: _____

Email: _____

Please fill out and sign either Notification of Resignation OR Notification of a Leave of Absence.

I hereby tender my resignation from the New South Wales Professional Skaters' Association Incorporated. I understand that if I wish to be readmitted as a member, I will be required to pay the joining fee as well as the annual subscription fee.

Signed: _____ Date: _____

I hereby give notice of my intention to Take a Leave of Absence from the New South Wales Professional Skaters' Association Incorporated. I understand that my annual subscription fee will be exempt for a two year period only, when after such time if I have still not returned as a member, I shall be deemed to have resigned.

Signed: _____ Date: _____

Please post to the Secretary at 75 Rosebery Road, Kellyville NSW 2155

New South Wales Professional Skaters' Association Inc

Funding Program



GUIDELINES AND APPLICATION BOOKLET

- **Coach and Official Development**
- **Administration Development**
- **International Travel**
- **State Organisation Initiatives**
- **Club Initiatives**

Contents	Page
1. Introduction	
- Who is eligible to apply	3
- How to apply	3
2. Categories	
- Coach and Official Development	4
- Administration Development	4
- International Travel	5
- State / National Organisation Initiatives	5
- Club Initiatives	5
3. Assessment and notification process	
- Assessment of funding applications	6
- Approval of funding recipients	6
- Notification	6
4. Further Information	6
5. Application form	7
6. Statement of support	13
7. Checklist	14
8. Application form for Club, State & National SO	15

1. Introduction

As part of the New South Wales Professional Skaters' Association (herein known as NSWPSA Inc) objective of striving for excellence in coaching, a funding program has been developed with the aim to develop and extend skills, knowledge and networks for our members.

Funding is offered in the following categories:

- Coach and Official Development
- Administration Development
- International Travel
- State / National Organisation Initiatives
- Club Initiatives

Who is eligible to apply

- Coaches who are members of NSWPSA Inc
- permanent residents of NSW
- currently involved in coaching on a weekly basis
- club associations
- New South Wales Ice Skating Association Inc
- Ice Skating Australia Inc

How to apply

- a) Complete the application form
- b) Provide necessary supporting information
- c) Lodge your completed application (including Statement of Support) with NSWPSA Inc.

N.B THERE IS NO CLOSING DATE FOR APPLICATIONS HOWEVER FUNDING IS LIMITED TO BUDGET ALLOCATIONS THAT ARE MADE AT THE START OF EACH NEW FINANCIAL YEAR.

Additional Guidelines and Application Booklets can be obtained from the Australian Professional Skaters' Association Inc website – www.apsa.net.au

New South Wales Professional Skaters' Association Funding Program Guidelines and Application Booklet

2. Categories

Coach and Official Development Funding

The Coach and Official Development Funding is offered to coaches wishing to undertake accredited training or other education in coaching or officiating as a technical specialist. It is open to coaches from grassroots to elite level.

Applicants must identify the relevant education, training or development activity that they will undertake with the assistance of the funding. They must also advise of any other funding assistance they expect to receive.

Examples of eligible professional development activities include accredited or recognized coaching or officiating training courses, relevant conference registration and tertiary level coaching qualifications.

Only one application per person will be considered.

Administration Development Funding

The Administration Development Funding is offered to members wishing to undertake training or other education in aspect to management, administration or other roles necessary in the running of NSWPSA Inc.

Applicants must identify the relevant education, training or development activity that they will undertake with the assistance of the funding. They must also advise of any other funding assistance they expect to receive.

Examples of eligible professional activities may include finance, administration, management, governance or leadership, member protection courses, child protection courses, mediation. Long and short courses covering these and other relevant topics are offered by a number of organizations that includes but is not limited to:

- Department of Sport and Recreation (www.dsr.nsw.gov.au/)
- Macquarie University (www.mq.edu.au)
- TAFE (NSW) (<http://www.tafensw.edu.au/>)
- SkillPath (<http://www.skillpath.com.au/>)
- Community Colleges

Only one application per person will be considered.

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

International Travel Funding

The International Travel Funding offers coaches an opportunity to develop overseas networks, learn about coaching at an international level and access a wide range of information and resources.

Applicants are required to identify and nominate an international event, working party meeting, international course or training opportunity that relates to their current role in our sport. Attendance at such events is for professional development purposes only. The International Travel Funding is not available for the purpose of taking part in a international event as a competitor, coach, or team official.

The applicant must advise of any additional funding that they expect to receive.

State / National Organisation Initiatives Funding

The State / National Organisation Initiatives Funding gives the New South Wales Ice Skating Association Inc and Ice Skating Australia Incorporated the opportunity to apply for financial support for initiatives that assist in coach development. Applications need to be made using the application for for Club, State and National Sporting Organisations.

The State / National Organisation Initiatives Funding is not available for the purpose of paying a coaches fee for conducting, running or organizing any activity that is for the sole purpose of skater development as skater development is the responsibility of the State or National Organisation. However if NSWPSA Inc feels the initiative will also benefit and help with the education of coaches it will be considered. Projects that benefit the broader community of coaches rather than a select few will be given priority.

Examples of eligible initiatives that would benefit both skaters and coaches may include but not limited to information sessions on the IJS system, setting goals and making weekly, monthly and yearly plans, off ice training, on ice sessions on skill development etc.

Club Initiatives Funding

The Club Initiatives Funding gives Clubs in New South Wales the opportunity to apply for financial support for initiatives that will assist in the development of coaches within their club. Applications are to be made using the application form for Club, State and National Sporting Organisations.

The Club Initiative Funding is not available for the purpose of paying a coaches fee for conducting, running or organizing any activity that is for the sole purpose of skater development as skater development is the responsibility of the club, New South Wales Ice Skating Association Inc, and Ice Skating Australia Inc. However if NSWPSA Inc feels the initiative will also benefit and help with the education of coaches the project will be given consideration.

New South Wales Professional Skaters' Association Funding Program Guidelines and Application Booklet

Examples of eligible initiatives that would benefit both skaters and coaches may include but not limited to information sessions on the IJS system, setting goals and making weekly, monthly and yearly plans, off ice training, on ice sessions on skill development etc.

3. Assessment and notification process

Assessment of funding applications

Applications will be assessed by a Funding Selection Committee comprising of members of the NSWPSA Inc council.

Applications are assessed on the information provided in response to each of the selection criteria and the supporting information. Details may be checked with course providers etc.

Where applications are deemed to be of equal merit, projects that will benefit the broader community of coaches will be given priority.

Approval of scholarship recipients

The President of NSWPSA Inc will formally approve funding recipients.

Notification

Written notification of successful and unsuccessful candidates will be provided following the Presidents approval of recipients.

4. Further Information

If you have any questions about the Funding Program please contact the Secretary of NSWPSA Inc.

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

Funding Program

Application Form For Individuals

Please indicate the funding you are applying for:

Coach and Official Development

Administration Development

International Travel

Name: _____
Home address: _____ _____
Postal address (if different to home address): _____
Phone: home: _____ work: _____ Mobile: _____
Fax: _____ Email: _____
Level of accreditation / education: _____
Supporting organization: _____
Current role/position: _____
I am a permanent resident of NSW
I am a volunteer in NSWPSA Inc
I am a coach

The information that you provide, together with the supporting information, will be used to assess your application.

1. Outline your experience, qualifications and / or training in sport administration or management, coaching, officiating or other leadership roles, including positions held and key responsibilities.

EXPERIENCE

Certificate / Course	Qualification	Date

Position held	Key Responsibilities

NB: If appropriate, please attach your current curriculum vitae or resume to this application.

2. Please provide details of the training program or other professional development activity for which the funding will be used, including dates, course information, or course brochure (please attach), outcomes, costs. **References to websites are not acceptable.**

5. Outline your career plan and major issues you wish to address or projects you wish to undertake within you sport.

6. Do you require special assistance to attend e.g remote travel, accommodation, child care? (please circle)

Yes / No

If yes, please provide details:

7. The Statement of supports has been completed by my sport or supporting organization and attached to my application? (please circle)

Yes / No

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

International Travel Scholarship Applicants ONLY

1. Please provide a detailed travel plan including:
 - description of the event, including title, dates, country and host organization

Event Title	Date	Country	Host Organisation

- itemized budget including costs associated with travel (air travel and transfers), accommodation and meals, conference fees, resources and other materials

Item	Amount
	TOTAL: \$

- support (financial or in-kind) provided by yourself, other sporting organization or other supporting organization.

Support Provided	Details

New South Wales Professional Skaters' Association Funding Program Guidelines and Application Booklet

2. How do you plan to help improve the quality of coaching in New South Wales and / or your role in NSWPSA Inc.

Statement of support from your sporting or supporting organization

Statement of Support

As the _____ (Position name) of _____

(club/organization name), I _____

(full name) support this application by _____

(Applicant's name) to apply for the

**Coach and Official Development
Administration Development
International Travel**

(please tick relevant component)

Component of the NSWPSA Inc Funding Program.

The key benefits I believe that such funding will provide are:

Signature: _____ Date: _____

My contact details are:

Phone (daytime): _____ Mobile: _____

Email: _____

NB: If necessary NSWPSA Inc may contact the above person regarding this application.

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

Checklist

Your completed **application form**

response to each of the **relevant sections**

Supporting information is attached where necessary

The **Statement of Support** is attached

Send these documents to:

The Secretary

NSWPSA Inc

75 Rosebery Rd

KELLYVILLE NSE 2155

I certify that the information I have provided in this application is true and correct.

Applicant's signature: _____ Date: _____

Privacy Statement

NSWPSA Inc will collect and store the information you provide to enable processing of applications for the Funding Program. The information you have given to us will be stored and only accessed by authorized personnel and is subject to privacy restrictions. It will only be used by the NSWPSA Inc committee and the program training provider (if applicable). Successful applicants agree to have their name released for promotional purposes.

New South Wales Professional Skaters' Association Funding Program

Guidelines and Application Booklet

Funding Program

Application Form

Club, State & National SO

Please indicate the funding you are applying for:

State / National Initiatives Funding

Club Initiatives Funding

Organisation's Details

Name of Organisation	
Street Address	
State	
Postcode	
Postal address (if different from street address)	
State	
Postcode	
Organisation's E-mail	
Website	

New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet

ORGANISATION CONTACT PERSON	
Name	
Position title	
Postal address(if different from postal address above)	
State	
Postcode	
Telephone	
Mobile	
E-mail	
Facsimile	

Principle office bearers

(Minimum of two required)

Name	
Position title	
Telephone business hours	
Mobile	
Postal Address	
Postcode	

New South Wales Professional Skaters' Association Funding Program

Guidelines and Application Booklet

Name	
Position title	
Telephone business hours	
Mobile	
Postal Address	
Postcode	

Name	
Position title	
Telephone business hours	
Mobile	
Postal Address	
Postcode	

Name	
Position title	
Telephone business hours	
Mobile	
Postal Address	
Postcode	

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

Type of applicant organization

Please tick the box that describes the organization

Club Sporting Organisation

State Sporting Organisation

National Sporting Organisation

Other, please specify:

Aims and expected outcomes for the activity for which funding is sought

Aims and Expected Outcomes	Description
Principle services, activities or events Primary target groups and/or beneficiaries of activities Estimated number of people benefiting from the organizations activities Other	Skaters: Officials: Coaches:

- support (financial or in-kind) provided by your organisation, other sporting organisation or other supporting organisation.

Support Provided	Details

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

PROJECT

Title of the project:

Key dates for the project:

Proposed start date: _____

Anticipated finish date: _____

Project description

(1000 characters)

Briefly describe the main activities that will be undertaken:

New South Wales Professional Skaters' Association Funding Program

Guidelines and Application Booklet

Why is the project needed?

(2000 characters)

Describe why the project is needed and what outcomes you expect from it. Refer to past projects or other relevant information to support your proposal.

New South Wales Professional Skaters' Association Funding Program

Guidelines and Application Booklet

Project budget

What is the amount of funding being requested in this application?

\$

Total Project Cost

\$

If your application is approved how will the money allocated to you by NSWPSA Inc be used?

Give as much detail as possible (e.g amount to be allocated to each coach and for what, amount to be put towards the moderators of the event etc)

CONTACT

Project contact person

Name	
Position title	
Postal address	
State	
Postcode	
Telephone	
Mobile	
E-mail	
Fascimile	

New South Wales Professional Skaters' Association Funding Program

Guidelines and Application Booklet

LOCATION

Location of project

* Project will be conducted throughout NSW Yes No

* Project will be conducted outside of NSW Yes No

Which state: _____

* Project will occur at multiple locations Yes No(list below)

BUDGET

A. FUNDING	\$
Funding requested from Clubs	
Funding requested from State Associations	
Funding requested from State Government eg. dept of sport and recreation	
Funding requested from Federal Government	
Other:	
Sub-Total (A)	

New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet

OBJECTIVES

Meeting the funding program objectives

Explain how the project will deliver one or more of the program objectives.

CAPACITY

Organisational capacity

Describe the capacity and / or experience of your organization to deliver the project by providing examples of other projects / activities that demonstrate this:

YEAR	DESCRIPTION

New South Wales Professional Skaters' Association Funding Program

Guidelines and Application Booklet

OUTPUTS

Project outputs and outcomes

Who will benefit from the project?

Beneficiary/ target group	Number of participants	Benefit to the participant
e.g Coaches	20	gain knowledge in teaching basic skating skills

OUTPUTS

Long term benefit of project

What is the longer-term benefit to the skating community? (2000 characters)

Describe the overall intended outcomes of the project and any strategies that will be used to sustain the achievements.

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

PARTNERSHIPS

Project Partners

If your project involves other partner organizations, please provide the following details for each organization in the partnership.

Partner 1	Name of organization	
	Contact person:	
	E-mail	
	Telephone	
	Role in Partnership	
	Contribution to project	
Partner 2	Name of organization	
	Contact Person:	
	E-mail	
	Telephone	
	Role in Partnership	
	Contribution to project	

**New South Wales Professional Skaters' Association Funding Program
Guidelines and Application Booklet**

DECLARATION

DECLARATION BY APPLICANT

Consent to disclosure

I agree that if successful, details about the project such as the applicant organisation's name, project name and description and amount of funding may be used by NSWPSA Inc for promotional purposes.

YES

NO

Declaration

The declaration below must be agreed to by a ***person who has delegated authority to sign on behalf of the organization e.g CEO, President or authorized member of the Board of Management, Council or Committee.***

1. I certify that the information given in this application is true and correct.
2. I have read and acknowledge all sections of the "Guidelines and Application Brochure".

Agree

Yes

No

Date

Print Name

Position title in organization

Signature

Warning: Once this application is submitted, no further changes will be possible.

New South Wales Professional Skaters' Association Funding Program

Guidelines and Application Booklet

ATTACHMENT A

New South Wales Professional Skaters' Association Inc.

CODE of ETHICS (Rule 14, 4.2)

1. Members shall exercise the greatest care and discretion in their relationships with other professionals and their respective students.
2. Members shall respect the rights of skaters to seek instruction or take lessons, from the professional of their choice.
3. Members shall not accept students for instruction unless, or until all lesson fees properly payable to another member or members have been duly paid. It is the duty of a member to check with any previous coach to ensure that all such fees have been paid prior to accepting a student.
4. No member shall solicit students of another member, directly or indirectly or through third parties for lessons or instruction.
5. Members shall dress neatly in a clean and appropriate manner as becoming a member of their profession.

6. Avoiding Conflict of Interest

The purpose of this document is:

- (i) to demonstrate the high ethical standards that govern the New South Wales Professional Skaters' Association Inc. (herein known as NSWPSA Inc.) and all NSWPSA Inc. activities.
- (ii) to inspire public and internal confidence in the fairness, honesty and integrity of NSWPSA Inc.

My personal Ethical Commitment to NSWPSA Inc

All who involve themselves with the NSWPSA Inc. in any capacity shall be deemed to agree that avoiding conflict of interest is a commitment to be observed and honoured as if expressed in a written document, solemnly signed by the involved person, and containing the following provisions:

- a) I agree to avoid conflict of interests when deciding whether to accept any other non-NSWPSA Inc position relating to the activities of the NSWPSA Inc. or Australian Professional Skaters' Association Inc. The "other position" could be, but not limited to one with a Club, State Association or the National Sporting Organisation, and the position could be permanent, temporary, remunerated or voluntary.

- b) If such “other positions” could reasonably appear to other members of NSWPSA Inc, the Australian Professional Skaters’ Association and their members, to the general public or to the skaters to be an improper conflict, the member concerned should decline to accept the offered position.
- c) I agree to abstain from making or influencing decisions involving personal or family gain or public acclaim.
- d) I will act with absolute independence which includes favouritism for or prejudice against, any member, coach, skater or his/her family members.
- e) I agree to strict observance of the confidentiality of non public NSWPSA Inc and/or Australian Professional Skaters’ Association Inc. information or when disclosure is prohibited by law or the NSWPSA Inc and/or Australian Professional Skaters’ Association Inc. Constitution or Regulations.
- f) I agree to prompt disclosure of my personal interest in any situation that could reasonably be considered to involve a conflict of interest.
- g) I agree to avoid evaluating, voting upon, or in any other way influencing, directly or indirectly, any decision respecting possible conflict of interest (direct or indirect) on my part. I agree to withdraw from the room during any discussion, evaluation or vote respecting such matter. This includes, but is not limited to, the award of contracts, the purchase of goods and services, engaging consultants, accepting new memberships, and the allocation of NSWPSA Inc. funds and/or resources.

Australian Professional Skaters' Association

**Recognition of Current Competence Policy and Procedures (Rule
41.4)**

1. Introduction

Participants undertaking any APSA NCAS Figure Skating coach accreditation program can apply for Recognition of Current Competence (RCC) for part or all of that coach accreditation program. RCC will be granted when all the stated learning outcomes and performance criteria of the particular coach accreditation program have been met.

2. What is RCC?

RCC is based on the awareness that people learn and develop competencies in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RCC takes into account a person's skills and experiences, no matter where these were learnt, to enable people to gain credit in a NCAS Figure Skating coach accreditation program.

3. RCC principles

The process of RCC must be quality controlled and delivered by personnel with experience in figure skating and in coach education. These personnel are responsible for ensuring that:

- **procedures** are fair and equitable
- **measures** are valid and reliable.

4. How can current competence be recognised?

Each NCAS Figure Skating coach accreditation program contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent. In broad terms, the process of RCC involves matching what participants already know and can currently do with the learning outcomes of the NCAS Figure Skating coach accreditation program.

In this way, RCC enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

5. Who can apply?

A person can apply for RCC if they think their prior learning and experience mean they can provide evidence to show that they are already competent in some or all of the learning outcomes of a particular NCAS Figure Skating coach accreditation program.

6. Benefits of RCC:

- Speeds up the process of becoming a qualified coach
- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the candidates' current competence in comparison to the stated standards of competence required
- The RCC process can clarify what relevant skills the participant does and does not possess – so that the learning program can be tailored accordingly.

7. How do you show evidence of competencies gained via prior learning?

There are many ways that a person can show evidence of their current competencies. RCC can only be granted on current evidence, that is, work that has been completed within the last four years and competencies that they are currently able to demonstrate. Following are a few examples of the ways evidence can be provided. The person will need to include a variety of these in their application form.

i. Education and training

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other training programs, school or tertiary results
- Statements outlining training programs and or study that they have undertaken and the learning outcomes/competencies achieved from these

ii. Coaching related experience

- Resumé of coaching experience and positions held, which may include reports from people within the sport
- Copies of any statements, references or articles about the coach's employment or community involvement
- Relevant coaching samples, e.g., copies of training programs, videos of coaching tools, which the coach has developed and implemented
- Reports on opportunities undertaken, which could include evaluations from training programs conducted

iii. Life experiences

- Overview of sport and recreation involvement
- Relevant work or other experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

Please remember, the above are only examples. The person should provide all the documentation that they can which clearly shows evidence of the competencies they hold. The person may also be required to demonstrate their expertise by written or practical demonstration.

8. Recognition of current competence procedure

If a person considers that they have already acquired the learning outcomes of a NCAS Figure Skating coach accreditation program, then they may formally apply to have these skills/competencies recognised.

An **RCC assessor** will assess the application. The assessor will be a person who has experience in the areas of:

- coach education
- adult education
- negotiation skills
- quality standards
- assessment methods.

It is also desirable that they are accredited at a higher level than the RCC applicant.

The RCC assessment can only be carried out when the applicant provides evidence of the relevant competencies that they believe they hold. This is achieved through completing the RCC application form and forwarding this with the required fees to the relevant NCAS Figure Skating coach accreditation program coordinator. (In the case of Level 1, the State Coaching Director or President if there is no State Coaching Director).

The following sequential process has been established as the procedure to be followed when a person wishes to obtain credit for current competencies.

Step 1 – Request

1. Applicants who consider applying for RCC will contact the relevant NCAS Figure Skating coach accreditation program coordinator, who will provide a brief explanation about the RCC process and advice to the applicant.
2. An RCC application form will then be forwarded to the applicant.

Step 2 – Complete application and send to the relevant NCAS Figure Skating coach accreditation program coordinator

1. Applicants will utilise the information contained within the RCC application form and the NCAS Figure Skating coach accreditation program overview to conduct a self-assessment against the accreditation program learning outcomes.

2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.
3. Applicants will need to gather all relevant supporting documentation and complete the RCC application form with honest, clear, complete and concise information.
4. The completed application form with supporting documentation, will then be forwarded to the relevant NCAS Figure Skating coach accreditation program coordinator who will forward the application to the State Association for consideration.

Step 3 – Assessment

On receipt of an application, the application will be reviewed to determine the completeness and relevance of the documentation. The accreditation NCAS Figure Skating coach accreditation program coordinator will:

- confirm acceptance of the application to the applicant
 - advise the applicant of the date for assessment by the State Association
 - advise the applicant of deficiencies that must be rectified or addressed before the application can proceed.
1. The NCAS Figure Skating coach accreditation program coordinator will send the application to the State Association. The State Association will compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements.
 2. The State Association will check that the evidence submitted conforms to the following RCC principles:
 - validity (is the evidence relevant?)
 - sufficiency (is there enough evidence?)
 - authenticity (is the evidence a true reflection of the candidate?)
 - currency (is the evidence recent – was a qualification obtained within the last four years? Can the person still demonstrate the required competency/ies?).
 2. In the event of partial completion of the learning outcomes, the State Association will outline which performance criteria still need to be achieved, and preferably what evidence is still required.

Options include:

 - supply further supporting documentation
 - complete certain assessment activities
 - complete parts of the coach accreditation program
 - work with a mentor to obtain the required competencies.
 3. The State Association will complete and return his or her assessors' report with recommendations for the applicant.
 4. The NCAS Figure Skating coach accreditation program coordinator will forward the report and decision to the applicant.
 5. The State Association may need to meet to discuss issues with the applicant during the assessment process. The meeting could take the form of a teleconference.

6. The State Association will keep records of all RCC applications for seven years.

Step 4 – Notification

The NCAS Figure Skating coach accreditation program coordinator coordinator will notify the applicant of the decision within two months of receiving the application.

Successful applicants for RCC will receive confirmation documentation.

Step 5 – Appeal

The applicant has the right to appeal the State Association's decision, if they believe the decision is unfair, unjust or the State Association has misinterpreted the evidence.

In the case of an appeal, an assessment panel will be established that will consist of the following personnel:

- the original RCC assessor
- an independent qualified assessor.

This assessment panel will review all material available and make a decision to either:

- grant recognition **or** deny recognition.

The RCC review assessment panel will notify the applicant of the decision within two months of receiving the appeal.

The decision of the RCC review assessment panel will be final.

APSA NCAS Figure Skating coach accreditation program – RCC Application Form

Coach Accreditation Program for which RCC is being sought:

SECTION 1 – Personal details

Name: Date of birth: / /
 Address: State: Postcode:
 Phone: Fax: Mobile:
 Email: Club/Organisation:

SECTION 2 – Evidence (COMPULSORY)

Module Name	Learning Outcomes	Summary of evidence provided <i>Please supply evidence relating to each learning outcomes in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.</i>
	<ul style="list-style-type: none"> • • • • <p>Extend as required</p>	

APSA NCAS Figure Skating coach accreditation program – RCC Application Form cont’d...

Module Name	Learning Outcomes	Summary of evidence provided
	<ul style="list-style-type: none"> • • • • <p style="color: red;">Extend as required</p>	
	<ul style="list-style-type: none"> • • • • <p style="color: red;">Extend as required</p>	

I declare that the evidence I have provided is a true and accurate record of my educational, work and life experiences:

.....

.....

Signature of applicant

Date

Payment

Applicants must pay an RCC administration fee.

Amount payable: \$ TBA

Cheque/money order enclosed payable to:

Organisation:

Address:

APSA NCAS Figure Skating coach accreditation program – RCC Assessor Report

Applicant's name:

Coach Accreditation Program for which RCC is being sought:

Learning outcomes LEARNING OUTCOMES FOR THE RELEVANT ACCREDITATION PROGRAM TO BE INSERTED IN THIS COLUMN	Evidence Supplied	<i>Validity</i> <i>(is the evidence relevant to the learning outcomes?)</i>	<i>Sufficiency</i> <i>(is there enough evidence?)</i>	<i>Authenticity</i> <i>(is the evidence a true reflection of the candidate?)</i>	<i>Current</i> <i>(is the evidence recent? obtained within the last four years?)</i>	Comments
•	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
•	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
•						

2.

APSA NCAS Figure Skating coach accreditation program – RCC Assessor Form cont'd...

Learning outcomes	Evidence Supplied	Validity	Sufficiency	Authenticity	Current	Comments
•	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
•	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	

Extend as required

All learning outcomes met: (please circle)

YES

NO (please provide advice to the applicant of what evidence they are still required to supply)

Date of assessment: _____/_____/_____ Assessor Name:

Position:

Contact number:

.....

Assessor's comments	Recommendations

ATTACHMENT C

New South Wales Professional Skaters' Association Incorporated

MEMBER PROTECTION POLICY (Rule 12)

MEMBER PROTECTION POLICY NEW SOUTH WALES PROFESSIONAL SKATERS' ASSOCIATION INCORPORATED

VERSION 2 (February 2010)

PART A – MEMBER PROTECTION POLICY

1. Introduction
2. Purpose of Policy
3. Who this Policy Applies To
4. Responsibilities of the Organisation Individual Responsibilities
5. Position Statements
 - 6.1 Child Protection
 - 6.2 Taking of Images of Children
 - 6.3 Anti-Discrimination & Harassment
 - 6.4 Sexual Relationships
 - 6.5 Pregnancy
6. Complaints Procedures
 - 7.1 Complaints
 - 7.2 Vexatious Complaints & Victimisation
 - 7.3 Mediation
 - 7.4 Tribunals
7. What is a Breach of this Policy
8. Disciplinary Measures
 - 9.1 Individuals
 - 9.2 Organisations
 - 9.3 Factors to Consider
9. Dictionary

PART B – ATTACHMENTS:

- B1: Codes of Behaviour
- B2: Codes of Ethics

PART C – ATTACHMENTS: WORKING WITH CHILDREN CHECK REQUIREMENTS

- C1. Screening/working with Children Check requirements

- C3. Member Protection Declaration
- C4. Working with Children Check Requirements

PART D – ATTACHMENTS: COMPLAINT HANDLING PROCEDURES

- D1. Complaints Procedure
- D2. Complaints Application Form
- D3. Mediation
- D4. Investigation Procedure
- D5. Handling an allegation of child abuse
- D6. Hearings & Appeals Judiciary Procedure

PART E – ATTACHMENTS: REPORTING DOCUMENTS/FORMS

- E1. Record of Informal Complaint
- E2. Record of Formal Complaint
- E3. Record of Child Abuse Allegation

**REVIEW HISTORY OF NEW SOUTH WALES PROFESSIONAL SKATERS’ ASSOCIATION
INCORPORATED MEMBER PROTECTION POLICY**

<i>Version</i>	<i>Date reviewed</i>	<i>Date endorsed</i>	<i>Content reviewed/purpose</i>
One			<ul style="list-style-type: none"> • Required constitution changes to be put in place
Two	February 2010		<ul style="list-style-type: none"> • Update and bring in line with the constitution
Three			<ul style="list-style-type: none"> •
Four			<ul style="list-style-type: none"> •

PREFACE

- New South Wales Professional Ice Skaters' Association Incorporated (herein known as NSWPSA) is committed to providing an environment that is safe for children, that is free from harassment, discrimination and abuse for everyone, and promotes respectful and positive behaviour and values.
- This policy provides a code of behaviour forming the basis of appropriate and ethical conduct which everyone must abide by.
- The President of NSWPSA is committed to ensuring that everyone associated with and in this organisation complies with this policy.

Judy Bosler

President

New South Wales Professional Ice Skaters' Association

Date: 18th Feb 2010



PART A: STATE member protection policy

Introduction

Striving for excellence in coaching.

2. Purpose of this policy

This Member Protection Policy aims to maintain ethical and informed decision-making and responsible behaviours within our sport. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. This policy informs everyone involved in our sport at the state level of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

The policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, NSWPSA will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the Australian Professional Skaters' Association Incorporated and has been incorporated into our constitution. The policy starts on **xxxxx** and will operate until replaced. Copies of the current policy and its attachments can be obtained from the Australian Professional Skaters' Association website at www.apsa.net.au and from the secretary of NSWPSA at 75 Rosebery Rd, Kellyville, NSW 2155.

3. Who this Policy Applies To

This state policy applies to the following people operating at a state level, whether they are in a paid or unpaid/voluntary capacity:

- 3.1 Persons appointed or elected to NSWPSA committees and sub-committees;
- 3.2 Support personnel appointed or elected to club or state teams and squads (e.g. team leaders, coaches.);
- 3.3 Club and State level coaches and assistant coaches;
- 3.4 Club and State technical specialists, and other officials involved in the regulation of the sport;
- 3.5 Members, including life members of NSWPSA;
- 3.6 Athletes, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by NSWPSA;
- 3.7 Any other person including spectators, parents/guardians and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy];

4. Responsibilities of the Organisation

NSWPSA must:

- 4.1 Adopt, implement and comply with this policy;
- 4.2 Make such amendments to its Constitution, Rules or Policies necessary for this policy to be enforceable;
- 4.3 Publish, distribute and promote this policy and the consequences of breaches;
- 4.4 Promote and model appropriate standards of behaviour at all times;
- 4.5 Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner;
- 4.6 Apply this policy consistently;

- 4.7 Recognise and enforce any penalty imposed under this policy;
- 4.8 Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- 4.9 Use appropriately trained people to receive and manage complaints and allegations (e.g MPIO, Complaints reconciliation officer, Member Protection Officer, Child Protection Officer);
- 4.10 Monitor and review this policy at least annually.

5. Individual Responsibilities

Individuals bound by this policy are responsible for:

- 5.1 Making themselves aware of the policy and complying with its standards of behaviour;
- 5.2 Complying with our screening requirements and Working with Children checks;
- 5.3 Placing the safety and welfare of children above other considerations;
- 5.4 Being accountable for their behaviour;
- 5.5 Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour; and
- 5.6 Complying with any decisions and/or disciplinary measures imposed under this policy.

6. Position Statements

6.1 Child Protection

NSWPSA acknowledges that our members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. NSWPSA aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

- Prohibiting any form of abuse against children;
- Ensuring people have completed a satisfactory Working with Children Check where the relevant state/territory law requires this [state/territory requirements are summarised in Part C of this policy];
- Carefully selecting and screening people over the age of 16 years who work, coach or have regular unsupervised contact with children;
- Promoting and enforcing our codes of behaviour, particularly for roles associated with juniors;
- Responding to all reports and complaints of abuse promptly, seriously and confidentially;
- Making information about child protection available, particularly for roles associated with children;
- Adopting practices that reduce risks and provide the greatest opportunity of having a child safe environment.

Anyone who reasonably suspects that a child has been or is being abused by someone within our sport, is to report it immediately to the police or relevant government agency and the NSWPSA Child Protection Officer, descriptions of the sorts of activity which may be abuse are in the Dictionary at clause 10. If anyone suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department for youth, family and community services in their state/territory.

A person will not be victimised for reporting possible child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in attachment (D5)

6.2 Taking Images of Children

Images of children can be used inappropriately or illegally. NSWPSA requires that individuals, clubs and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If NSWPSA uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

We require our members to do likewise.

6.3 Anti-Discrimination and Harassment

NSWPSA opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying, based on personal characteristics such as those listed in the Dictionary at [clause 10], are against the law.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in attachment [D1] of this policy. This will explain what to do about the behaviour and how NSWPSA will deal with the problem.

6.4 Sexual Relationships (possible disciplinary action can be taken)

NSWPSA takes the position that sexual relationships between coaches and the adult athletes that they coach should be avoided as these relationships can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the sport's public image. Such relationships may be intentionally or unintentionally exploitative due to a disparity between coaches and athletes in terms of authority, power, maturity, status, influence and dependence.

Should a sexual relationship exist between an athlete and coach, NSWPSA will consider whether any action is necessary. Factors that may be relevant in this consideration are the age and maturity of the athlete relative to the coach, the financial or emotional dependence of the athlete on the coach, and the likelihood of the relationship having any adverse impact on the athlete and/or other athletes. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the athlete. Action may include transfer, a request for resignation or dismissal from coaching duties.

In the event that an athlete attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach or athlete may wish to approach NSWPSA's (MPIO or complaints officer or other designated person] if they feel harassed. Our complaints procedure is outlined in Attachment [D1] of this policy.

6.5 Pregnancy

Everyone bound by this policy must treat pregnant women with dignity and respect and any unreasonable barriers to participation by them in our sport should be removed. We will not tolerate any discrimination or harassment against pregnant women.

While many sporting activities are safe for pregnant women, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the sporting activity and the particular pregnant woman's circumstances. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport.

NSWPSA recommends that pregnant women wanting to participate in our sport consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation. We will only require pregnant women to sign a disclaimer if we require other participants to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

7. Complaints Procedures

7.1 Complaints

NSWPSA aims to provide a simple procedure for complaints based on the principles of procedural fairness (natural justice). Any person (a complainant) may report a complaint about a person/s or organisation bound by this policy (respondent). Such complaints should be reported to (the MPIO, Complaints Reconciliation Officer, Child Protection Officer or President).

The lowest level at which a matter can be dealt with shall always be preferred. Therefore, if a complaint relates to behaviour or an incident that occurred at :

- A rink training session then the complainant should in the first instance try to sort out the problem with the person or people involved (respondent) if you feel able to do so.
- If this is not possible then the complaint should be reported to the rink representative and rink management. The rink representative MUST advise the NSWPSA MPIO, Complaints Reconciliation Officer, Child Protection Officer or President and provide NSWPSA with a written report for their records.

A complaint may be dealt with informally or formally. The complainant usually decides this unless [the MPIO, Complaints Reconciliation Officer, President of NSWPSA)considers that the complaint falls outside this policy and would be better dealt with another way and/or the law requires the complaint/allegation to be reported to an appropriate authority.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our complaint procedures are outlined in attachment [D1].

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection, criminal or other relevant legislation.

7.2 Vexatious Complaints & Victimisation

NSWPSA aims for our complaints procedure to have integrity and be free of unfair repercussions or victimisation. If at any point in the complaints process the MPIO, Complaints Reconciliation Officer or President of NSWPSA considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the Judiciary Committee for appropriate action which may include disciplinary action against the complainant.

NSWPSA will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint.

7.3 Mediation

NSWPSA aims to resolve complaints with a minimum of fuss. Complaints may be resolved by agreement between the people involved with no need for disciplinary action. Mediation allows those involved to be heard and to come up with mutually agreed solutions.

Mediation may occur before or after the investigation of a complaint. If a complainant wishes to resolve the complaint with the help of a mediator, the MPIO, Complaints Reconciliation Officer or President of NSWPSA will, in consultation with the complainant, arrange for a neutral third party mediator where possible. Lawyers are not able to negotiate on behalf of the complainant and/or the respondent. More information on the mediation process is outlined in attachment [D2].

7.4 Tribunal

A Tribunal may be convened to hear a formal complaint:

- referred to it by the MPIO, Complaints Reconciliation Officer or President of NSWPSA because of the serious nature of the complaint, or the policy directs it to be and/or
- for an alleged breach of this policy.

Our Tribunal procedure is outlined in attachment [D5].

A respondent may lodge an appeal only to the Appeal Tribunal in respect of a Tribunal decision. The decision of the Appeal Tribunal is final and binding on the people involved. Our appeals process is outlined in attachment [D6].

Every organisation bound by this policy will recognise and enforce any decision of a Tribunal or Appeal Tribunal under this policy.

8. What is a Breach of this policy

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- 8.1 Breaching the Codes of Behaviour (attachment B1 to this policy);
- 8.2 Breaching the Code of Ethics (attachment B2 to this policy);
- 8.3 Bringing the sport into disrepute, or acting in a manner likely to bring the sport and/or NSWPSA and the Australian Professional Skaters' Association Inc into disrepute
- 8.4 Failing to follow NSWPSA policies (including this policy) and procedures for the protection, safety and welfare of children;
- 8.5 Discriminating against, harassing or bullying (including cyber bullying) any person;
- 8.6 Victimising another person for reporting a complaint;
- 8.7 Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;

- 8.8 Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- 8.9 Disclosing to any unauthorised person or organisation any NSWPSA information that is of a private, confidential or privileged nature;
- 8.10 Making a complaint they **knew** to be untrue, vexatious, malicious or improper;
- 8.11 Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- 8.21 Failing to comply with a direction given to the individual or organisation during the discipline process.

9. Disciplinary Measures

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this policy must:

- **Be applied consistent with any membership requirements;**
- **Be fair and reasonable;**
- **Be based on the evidence and information presented and the seriousness of the breach;**
and
- **Be determined in accordance with our Constitution, By Laws, this policy and/or Rules of the sport.**

9.1 Individual

Subject to membership requirements, if a finding is made by a Tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

- 9.1.1 A direction that the individual make a verbal and/or written apology;
- 9.1.2 A written warning;
- 9.1.3 A direction that the individual attend counselling to address their behaviour;
- 9.1.4 A withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by NSWPSA;
- 9.1.5 A demotion or transfer of the individual to another role or activity;
- 9.1.6 A suspension of the individual's membership or participation or engagement in a role or activity;
- 9.1.7 Termination of the individual's membership, appointment or engagement;
- 9.1.8 A recommendation that the New South Wales Professional Skaters' Association Incorporated terminate the individual's membership, appointment or engagement;
- 9.1.9 In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- 9.1.10 A fine;
- 9.1.11 Any other form of discipline that the MPIO, Complaints Reconciliation Officer, Judiciary Committee or President of NSWPSA considers appropriate.

9.2 Organisation

If a finding is made that NSWPSA has breached this or the national Member Protection Policy, one or more of the following forms of discipline may be imposed by the President in conjunction with a Judiciary committee of the Australian Professional Skaters' Association Incorporated;

- 9.2.1 A written warning;
- 9.2.2 A fine;
- 9.2.3 A direction that any rights, privileges and benefits provided to NSWPSA by the national body or other peak association be suspended for a specified period;
- 9.2.4 A direction that any funding granted or given to it by the Australian Professional Skaters' Association Incorporated cease from a specified date;
- 9.2.5 Any other form of discipline that the national body or peak organisation considers to be reasonable and appropriate.

9.3 Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- Nature and seriousness of the breach;
- If the person knew or should have known that the behaviour was a breach;
- Level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action;
- Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy); and/or
- Any other mitigating circumstances.

10. Dictionary

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Child means a person who is under the age of 18 years

Child abuse involves conduct which puts children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms, including verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a complaint made under clause 7.

Complainant means a person making a complaint.

Complaints Reconciliation Officer means a person appointed under this policy to investigate a Complaint

Discrimination means treating or proposing to treat someone less favourably because of a particular characteristic in the same or similar circumstances in certain areas of public life (Direct Discrimination), or imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics (Indirect Discrimination). The characteristics covered by discrimination law across Australia are:

- Age;
- Disability;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Homosexuality and sexual orientation;

- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- Pregnancy;
- Race;
- Religious belief/activity;
- Sex or gender;
- Social origin;.

(Some States and Territories include additional characteristics such as physical features or association with a person with one or more of the characteristics listed above).

Examples of Discrimination

- **Age:** An older person is not allowed to coach simply because of age.
- **Disability:** A person is refused membership because of mild epilepsy.
- **Family responsibilities:** A member is not considered for a role because of family commitments even though the coach is the best person for the job.
- **Homosexuality:** A coach or athlete is the target of jokes and harassment after it becomes known that she is a lesbian.
- **Marital Status:** A coach is deliberately excluded from team activities and social functions because she is single
- **Pregnancy:** A woman is dropped from a position when she becomes pregnant.
- **Race:** A coach is refused membership or the target of abuse due to their Nationality.
- **Sex:** A coaching position is appointed to a member based solely on their sex and not ability.

Harassment is any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and a reasonable person would recognise it as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment is sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or some other characteristic (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal.

Discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- holding a competitive sporting activity for females only who are under 12 years of age or of any age where strength, stamina or physique is relevant or
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

It is also a breach of discrimination law to victimise a person who is involved in making a complaint of discrimination or harassment. Example: a player is ostracised by her male coach for complaining about his sexist behaviour or for supporting another player who has made such a complaint.

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such

an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification.

Mediator means an impartial/neutral person appointed to mediate Complaints.

Member Protection Information Officer means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this Policy.

Natural justice (also referred to as procedural fairness) incorporates the following principles:

- both the Complainant and the Respondent must know the full details of what is being said against them and have the opportunity to respond;
- all relevant submissions must be considered;
- no person may judge their own case;
- the decision maker/s must be unbiased, fair and just;
- the penalties imposed must be fair.

Police check means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.

This policy means this Member Protection Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct (or behaviour) means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Transgender is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint

under government legislation (e.g. anti-discrimination) or under this Policy, or for supporting such a person.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

ATTACHMENT B1: CODES OF BEHAVIOUR

1. Respect the rights, dignity and worth of every human being.

Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.

2. Treat each skater as an individual.

Respect the talent, developmental stage and goals of each skater. Help each one reach their full potential.

3. Ensure the time spent with you is a positive experience.

All skaters are deserving of equal attention and opportunities.

4. Be fair, considerate and honest with your skaters

5. Be professional and accept responsibility for your actions.

Display high standards in your language, manner, punctuality, preparation and presentation.

Display control, dignity and professionalism to all involved in the sport - other coaches, officials, judges, administrators, parents, the media and spectators.

6. Make a commitment to provide a quality service to your skater.

Maintain or improve your current NCAS accreditation, seek improvement through performance appraisal and ongoing coach education. Provide a training program that is planned and sequential. Maintain appropriate records.

7. Operate within the rules and spirit of ice skating.

The guidelines of the national and international bodies governing the sport should be followed.

Keep up to date with rules, relevant policies eg anti doping policy, selection criteria etc.

Coaches should educate their skaters on drugs in sport issues in consultation with the Australian Drug agency.

8. Any Physical contact with skaters should be -

- appropriate to the situation - necessary for the skater's development.

9. Refrain from any kind of personal abuse towards your skaters***

This includes verbal, physical and emotional abuse.

Be alert to any forms of abuse directed towards your skaters from other sources while they are in your care.

10. Refrain from any form of harassment towards your skaters***

This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability. Under no circumstances initiate any form of sexual/emotional relationship with your skater.

Actively discourage any attempt by them to form a relationship with you by thoroughly explaining the ethical **issues for** the refusal.

11. Provide a safe environment for training and competition.

Ensure facilities and ice surface meet safety standards and that the training environment, equipment and rules are appropriate for the age and ability of the skaters.

12. Show concern and caution toward sick and injured skaters.

Encourage skaters to seek medical advice when required and provide a modified training program where appropriate.

Allow further participation in training and competition only when appropriate.

Maintain the same interest and support toward sick and injured skaters.

13. Be a positive role model for your sport and your skaters.

14. Abide by the guidelines governing coach's conduct as set down by the A.S.C.

**** Please refer to the Harassment Free Sport guidelines available from the Australian Sports

ATTACHMENT B2: CODES OF ETHICS

NEW SOUTH WALES PROFESSIONAL SKATERS' ASSOCIATION INCORPORATED

CODE OF ETHICS

- 1. Members shall exercise the greatest care and discretion in their relationship with other professionals and their respective students.**
- 2. Members shall respect the rights of skaters to seek instruction or take lessons, from the professional of their choice.**
- 3. Members shall not accept students for instruction unless, or until all lesson fees properly payable to another member or members have been duly paid. It is the duty of a member to check with any previous coach to ensure that all fees have been paid prior to accepting a student.**
- 4. No member shall solicit students of another member, directly or indirectly or through third parties for lessons or instruction.**
- 5. Members shall dress neatly in a clean and appropriate manner as becoming a member of their profession.**

6. Avoiding Conflict of Interest

The purpose of this document is:

- (iii) to demonstrate the high ethical standards that govern the New South Wales Professional Skaters' Association Inc. (herein known as NSWPSA Inc.) and all NSWPSA Inc. activities.
- (iv) to inspire public and internal confidence in the fairness, honesty and integrity of NSWPSA Inc.

My personal Ethical Commitment to NSWPSA Inc

All who involve themselves with the NSWPSA Inc. in any capacity shall be deemed to agree that avoiding conflict of interest is a commitment to be observed and honoured as if expressed in a written document, solemnly signed by the involved person, and containing the following provisions:

- h) I agree to avoid conflict of interests when deciding whether to accept any other non-NSWPSA Inc position relating to the activities of the NSWPSA Inc. or Australian Professional Skaters' Association Inc. The "other position" could be, but not limited to one with a Club, State Association or the National Sporting Organisation, and the position could be permanent, temporary, remunerated or voluntary.
- i) If such "other positions" could reasonably appear to other members of NSWPSA Inc, the Australian Professional Skaters' Association and their members, to the general public or to the skaters to be an improper conflict, the member concerned should decline to accept the offered position.
- j) I agree to abstain from making or influencing decisions involving personal or family gain or public acclaim.
- k) I will act with absolute independence which includes favouritism for or prejudice against, any member, coach, skater or his/her family members.
- l) I agree to strict observance of the confidentiality of non public NSWPSA Inc and/or Australian Professional Skaters' Association Inc. information or when disclosure is prohibited by law or the NSWPSA Inc and/or Australian Professional Skaters' Association Inc. Constitution or Regulations.
- m) I agree to prompt disclosure of my personal interest in any situation that could reasonably be considered to involve a conflict of interest.
- n) I agree to avoid evaluating, voting upon, or in any other way influencing, directly or indirectly, any decision respecting possible conflict of interest (direct or indirect) on my part. I agree to withdraw from the room during any discussion, evaluation or vote respecting such matter. This includes, but is not limited to, the award of contracts, the purchase of goods and services, engaging consultants, accepting new memberships, and the allocation of NSWPSA Inc. funds and/or resources.

Attachment C: WORKING WITH CHILDREN CHECK REQUIREMENTS

1. NEW SOUTH WALES

All organisations (including clubs) within NSW that employ people in child-related employment (in a paid or unpaid capacity) must meet the requirements of the Working with Children Check (WWCC). Child related employment is work which primarily involves direct unsupervised contact with children. The WWCC involves three components:

1. **Ensuring** all paid and unpaid employees sign a [Prohibited Employment Declaration](#) which states they are not prohibited from working with children.
2. **Submitting** all applicants for **paid** employment to NSW Sport and Recreation for a WWCC background check. NSW Sport and Recreation only carries out checks for paid employees.
3. **Reporting** relevant employment proceedings for any paid and unpaid employees to the Commission for Children and Young People. A relevant employment proceeding involves any reportable conduct committed outside of work as well as in the workplace with or in the presence of a child/ren.

Sporting organisations are responsible for managing the WWCC process. Individuals cannot apply for a WWCC directly. Sporting organisations should register with [NSW Sport and Recreation](#), providing a contact who will receive the information on the background checks.

A WWCC is valid for employment in that position within the organisation. Short-term employees (where that person is being employed for periods of less than six months and returning for short periods throughout a 12 month period) only need to be checked **once** every 12 months.

For more information, including the required forms:

- www.kids.nsw.gov.au or 02 9286 7219
- www.dsr.nsw.gov.au/children/resources.asp or 02 9006 3700

2. SOUTH AUSTRALIA

There are provisions under the *Children's Protection (Miscellaneous) Amendment Act 2005* that apply to non-government and volunteer organisations that are entrusted with the care of children or who regularly come into contact with children. These provisions require organisations to have strategies in place to prevent and minimise opportunities for abuse and to appropriately respond when abuse occurs or is suspected, and to implement guidelines and processes that clearly outline effective and timely responses to child protection issues and steps of action.

Be aware that criminal history reports are likely to be introduced and mandatory for some positions in sporting organisations from 2010/2011.

Staff and volunteers who work with children are mandated notifiers and have a legal obligation to report any suspected child abuse and/or neglect.

For more information:

- www.families.sa.gov.au/childsafe or 08 8226 7000

4. **ACT**

This attachment sets out the screening process for people in ACT who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years.

NSWPSA are required to:

1. Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Obtain a completed *Member Protection Declaration (MPD)* (Attachment B2) from all people who are identified in the above step and keep it in a secure place.
3. Provide an opportunity for a person to give an explanation if a MPD isn't provided or it reveals that the person doesn't satisfactorily meet any of the clauses in the MPD. We will then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied we will not accept their membership.
4. Where possible, check a person's referees (verbal or written) about his/her suitability for the role.
5. Ask the people identified in step 1 to sign a consent form for a national police check.
6. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied we will not accept their membership.
7. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our policy. If unsatisfied, we will not appoint them.
8. Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible, and if necessary, act immediately on the outcome.
9. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
10. Return information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.

PART C1: SCREENING / WORKING WITH CHILDREN CHECK REQUIREMENTS

Background

Child protection is about keeping children safe from harm/abuse. Child abuse is illegal, and all states and territories have their own systems and laws that cover screening and/or the reporting and investigation of cases of child abuse.

Working with Children Check (WWCC) laws aim to prevent people who pose a risk from working with children as paid employees or volunteers. In New South Wales, Queensland, Western Australia, Victoria and South Australia laws require individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children. This is done by checking certain criminal history and other matters. In some states this also involves reviewing relevant findings from disciplinary proceedings. There are also requirements placed on organisations.

The Australian Capital Territory are currently reviewing their screening laws. New requirements and amendments will be added to this policy as they are introduced.

Please be aware that state and territory WWCC requirements may also apply to individuals who visit states with screening laws. For example, if a state association or club takes players U18 into New South Wales for training camps, competition or other activities, those travelling with the teams must comply with NSW law.

The state WWCC requirements apply regardless of our state or national Member Protection Policy.

The following attachments provide:

- summary information on state and territory WWCC requirements and where to obtain more information and relevant forms
- our Member Protection Declaration for South Australia and ACT who who must complete a Prohibited Employment Declaration provided by the NSW Commission for Children and Young People)
our screening requirements for people residing in ACT.

Attachment C3: MEMBER PROTECTION DECLARATION

NSWPSA has a duty of care to all those associated with the sport at the club and state level and to the individuals and organisations to whom our State Member Protection Policy applies. As a requirement of our state Member Protection Policy, NSWPSA must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of
..... (address) born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that the New South Wales Professional Skaters' Association may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the President of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 6] above has changed.

Declared in the State/Territory of
on/...../.....(date) Signature

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....
Signature:.....
Date:

Attachment C4: WORKING WITH CHILDREN CHILD PROTECTION REQUIREMENTS

The following information was updated in April 2009. It is subject to change at any time.

1. NEW SOUTH WALES

All organisations within NSW that employ people in child-related employment (in a paid or unpaid capacity) must meet the requirements of the Working with Children Check (WWCC). Child related employment is work which primarily involves direct unsupervised contact with children. The WWCC involves three components:

5. **Ensuring** all paid and unpaid employees sign a [Prohibited Employment Declaration](#) which states they are not prohibited from working with children.
6. **Submitting** all applicants for **paid** employment to NSW Sport and Recreation for a WWCC background check. NSW Sport and Recreation only carries out checks for paid employees.
7. **Reporting** relevant employment proceedings for any paid and unpaid employees to the Commission for Children and Young People. A relevant employment proceeding involves any reportable conduct committed outside of work as well as in the workplace with or in the presence of a child/ren.

Sporting organisations are responsible for managing the WWCC process. Individuals cannot apply for a WWCC directly. Sporting organisations should register with [NSW Sport and Recreation](#), providing a contact who will receive the information on the background checks.

A WWCC is valid for employment in that position within the organisation. Short-term employees (where that person is being employed for periods of less than six months and returning for short periods throughout a 12 month period) only need to be checked **once** every 12 months.

For more information, including the required forms:

- www.kids.nsw.gov.au or 02 9286 7219
- www.dsr.nsw.gov.au/children/resources.asp or 02 9006 3700

There are set obligations and strong penalties for non-compliance including for employers and volunteer co-coordinators.

For more information:

- www.checkwwwc.wa.gov.au or call 1800 883 979 (toll free)
- www.justice.vic.gov.au/workingwithchildren or 1300 652 879

2. SOUTH AUSTRALIA

There are provisions under the *Children's Protection (Miscellaneous) Amendment Act 2005* that apply to non-government and volunteer organisations that are entrusted with the care of children or who regularly come into contact with children. These provisions require organisations to have strategies in place to prevent and minimise opportunities for abuse and to appropriately respond when abuse occurs or is suspected, and to implement guidelines and processes that clearly outline effective and timely responses to child protection issues and steps of action.

Be aware that criminal history reports are likely to be introduced and mandatory for some positions in sporting organisations from 2010/2011.

Staff and volunteers who work with children are mandated notifiers and have a legal obligation to report any suspected child abuse and/or neglect.

For more information:

- www.families.sa.gov.au/childsafes or 08 8226 7000

PART D: COMPLAINT HANDLING PROCEDURES

Attachment D1: COMPLAINTS PROCEDURE

All complaints will be kept confidential and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection or other relevant legislation.

If you wish to remain anonymous, the NSWPSA may have difficulty assisting you to resolve your complaint. Procedural fairness (natural justice) means that the NSWPSA is required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond.

INFORMAL APPROACHES

Step 1: Talk with the other person (where this is reasonable and appropriate)

In the first instance, you (the Complainant) should try to sort out the problem with the person or people involved (respondent) if you feel able to do so.

Step 2: Talk to the rink representative and/or rink management

If possible talk to the rink representative and/or rink management with the person or people involved (respondent) if you feel able to do so.

Step 3: Contact a Member Protection Information Officer (MPIO) or other authorised officer

Talk with one our MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA if;

- the first and/or second step is not possible/reasonable;
- you are not sure how to handle the problem by yourself;
- you want to talk confidentially about the problem with someone and obtain more information about what you can do; or
- the problem continues after you tried to approach the person or people involved.

Contact details for the MPIO, Complaints Reconciliation Officer, Child Protection Officer and President can be found on the Australian Professional Skaters' Association website at www.apsa.net.au.

The MPIO, Complaints Reconciliation Officer, Child Protection Officer or President of NSWPSA will:

- take confidential notes about your complaint;
- try to find out the facts of the problem;
- ask what outcome/how you want the problem resolved and if you need support;
- provide possible options for you to resolve the problem;
- act as a support person if you so wish;
- refer you to an appropriate person (e.g. Mediator) to help you resolve the problem, if necessary;
- inform the relevant government authorities and/or police if required by law to do so;
- maintain confidentiality.

Step 4: Outcomes from initial contact

After talking with the MPIO, Complaints Reconciliation Officer, Child Protection Officer or President of NSWPSA you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and work out your own resolution (with or without a support person such as a MPIO); or

- to seek a mediated resolution with the help of a third person (such as a mediator); or
- to seek a formal approach.

FORMAL APPROACHES

Step 5: Making a Formal complaint

If your complaint is not resolved or informal approaches are not appropriate or possible, you may:

- make a formal complaint in writing to the MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA using the Complaints Application form Attachment D2.
- approach a relevant external agency such as an anti-discrimination commission, for advice.

On receiving a formal complaint and based on the material you have provided, the MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA will decide whether:

- they are the most appropriate person to receive and handle the complaint;
- the nature and seriousness of the complaint warrants a formal resolution procedure;
- to appoint a person to **investigate** (gather more information on) the complaint;
- to refer the complaint to mediation;
- to refer the complaint to a hearings tribunal;
- to refer the matter to the police or other appropriate authority; and/or
- to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.

In making the decision(s) outlined above, the MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA will take into account:

- whether they have had any personal involvement in the circumstances which means that someone else should handle the complaint;
- your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
- the relationship between you and the respondent (for example an actual or perceived power imbalance between you and the respondent);
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the possibility that you will be subject to further unacceptable behaviour while the complaint process is underway.

If the MPIO, Complaints Reconciliation Officer, Child Protection Officer or the NSWPSA President is the appropriate person to handle the complaint they will, to the extent that these steps are necessary:

- put the information they've received from you to the person/people you're complaining about and ask them to provide their side of the story;
- decide if they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or
- determine what, if any, further action to take. This action may include disciplinary action in accordance with this policy.

Step 6: Investigation of the complaint

- A person appointed under Step 4 will conduct an investigation and provide a written report to the President of NSWPSA and the judiciary committee who will determine what further action to take;
- If the complaint is referred to mediation, it will be conducted in accordance with Attachment D3 or as otherwise agreed by you and the respondent and the mediation provider;
- If the complaint is referred to a hearings tribunal, the hearing will be conducted in accordance with Attachment D6.
- If the complaint is referred to the police or other appropriate authority, the NSWPSA will use its best endeavours to provide all reasonable assistance required by the police or other authority.

[Any costs relating to the complaint process set out in this Policy (e.g. investigation and/or mediation and/or hearings tribunal) are to be met by the complainant and respondent unless otherwise stated in the relevant Attachment.]

Step 7: Reconsideration of initial outcome/investigation or appeal

If, under the formal complaint process, mediation is unsuccessful, you may request the MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA reconsider the complaint in accordance with **Step 4**.

You or the respondent(s) may be entitled to appeal. The grounds and process for appeals under this Policy are set out in Attachment D6.

Step 8: Documenting the resolution

The MPIO, Complaints Reconciliation Officer or Child Protection Officer will document the complaint, the process and the outcome. This document will be stored in a confidential and secure place. If the complaint was dealt with at a rink or state level, the information will be stored with the state Complaints Reconciliation Officer. If the matter is of a serious nature, or if the matter was escalated to and/or dealt with at the national level, the original document will be stored with the national Complaints Reconciliation Officer.

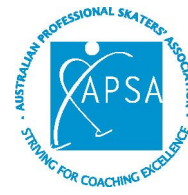
EXTERNAL APPROACHES

There are a range of other options available depending on the nature of your complaint. If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory anti-discrimination commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be harassment within its jurisdiction, you may lodge a formal complaint with the commission.

Once a complaint is received by an anti-discrimination commission, it will investigate. If it appears that unlawful harassment or discrimination has occurred, the commission will conciliate the complaint confidentially. If this fails, or is inappropriate, the complaint may go to a formal hearing where a finding will be made. The tribunal will decide upon what action, if any, will be taken. This could include financial compensation for such things as distress, lost earnings or medical and counselling expenses incurred.

If you do lodge a complaint under anti-discrimination law, you may use an appropriate person (e.g. an MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA) as a support person throughout the process. It is also common to have a legal representative, particularly at the hearing stage of a complaint.

You could also approach another external agency such as the police.



ATTACHMENT D2. Complaints Application Form.

The NSWPSA Complaints Application Procedure is an important function of the Association. Prior to filing a complaint refer to the procedures as set out in the NSWPSA Member Protection Policy located at www.apsa.net.au . To file a complaint you must send to the NSWPSA MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA the following:

-
- An original complaint and two additional copies stating the factual basis for the complaint along with documentation and evidence you feel is necessary to support your complaint.
 - The signature of the party filing the complaint must be under oath , notarized and under penalty of perjury (see 7.2) . This includes the application form, complaint and each supporting document.
 - Please refer to the specific number of the Code of Behaviour / Code of Ethics that you are claiming was violated.
 - Failure to state the specific violation may result in a dismissal of the complaint.
-

There is a \$70 filing fee. A copy of your complaint is then sent to the person against whom the complaint has been filed. That person must respond in a timely manner and a copy of their response is then forwarded to you.

After all the filings have been completed, the case will be investigated and a finding made. A notification if the action will be sent to the party filing the complaint and to the party against whom the complaint was made.

The executive of NSWPSA is authorized to change, alter or modify the above rules as occasion may require and to establish a detailed code of behaviour to supplement the above basic rules.

To file a complaint, fill out the application below in accordance with the above requirements and send an original complaint and your documentation and an additional two copies along with a \$70 filing fee made out to New South Wales Professional Skaters' Association Inc to : The Complaints Reconciliation Officer

c/- The Secretary NSWPSA 75 Rosebery Rd, Kellyville, NSW 2155.

Name: _____ Email: _____

Address: _____

Phone: _____ Mobile: _____

Best time to reach you: _____

Filed Against: _____

Violation of Codes of Behaviour / Code of Ethics number: _____

Date: _____ Signature: _____

Attachment D3: MEDIATION

Mediation is a process during which people in conflict are helped to communicate with each other to identify the areas of dispute and to make decisions about resolving it. This attachment outlines the general procedure of mediation that will be followed by NSWPSA.

1. If mediation is chosen, the MPIO, Complaints Reconciliation Officer, Child Protection Officer or the President of NSWPSA will, under the direction of NSWPSA and in consultation with the complainant and the respondent(s), arrange for a mediator.
2. The mediator's role is to assist the complainant and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with the complainant and respondent(s), will choose the procedures to be followed during the mediation. At a minimum, an agenda of issues for discussion will be prepared by the mediator.
3. The mediation will be conducted confidentially and without prejudice to the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. At the end of a successful mediation the mediator will prepare a document that sets out the agreement reached which will be signed by them as their agreement.
5. If the complaint is not resolved by mediation, the complainant may:
 - a. Write to the President of NSWPSA to request that the MPIO, Complaints Reconciliation Officer or Child Protection Officer reconsider the complaint in accordance with **Step 4**; *or*
 - b. Approach an external agency such as an anti-discrimination commission.
6. Mediation will **not** be recommended if:
 - a. The respondent has a completely different version of the events and will not deviate from these;
 - b. The complainant or respondent are unwilling to attempt mediation;
 - c. Due to the nature of the complaint, the relationship between the complainant and the respondent(s) or any other relevant factors, the complaint is not suitable for mediation; or
 - d. The matter involves proven serious allegations, regardless of the wishes of the Complainant.

Attachment D4: INVESTIGATION PROCESS

If an investigation needs to be conducted to gather more information the following steps will be followed:

1. We will provide a written brief to the investigator clarifying terms of engagement and roles and responsibilities. The investigator will:
 - 1.1 Interview the complainant and record the interview in writing.
 - 1.2 Convey full details of the complaint to the respondent (s) so that they can respond.
 - 1.3 Interview the respondent to allow them to answer the complaint, and record the interview in writing.
 - 1.4 Obtain statements from witnesses and other relevant evidence to assist in a determination, if there is a dispute over the facts
 - 1.5 Make a finding as to whether the complaint is:
 - substantiated (there is sufficient evidence to support the complaint);
 - inconclusive (there is insufficient evidence either way);
 - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
 - mischievous, vexatious or knowingly untrue.
 - 1.6 Provide a report to the President of NSWPSA documenting the complaint, investigation process, evidence, finding and, if requested, recommendations.
2. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points that are substantiated, inconclusive, unsubstantiated and/or mischievous.
3. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person/adviser (e.g. MPIO or other person).
4. The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation. Information on our appeals process is in Attachment D6.

Attachment D5: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. It is not the responsibility of anyone working in the NSWPSA in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate authorities. The following outlines the key steps to follow. More information can be obtained from State or Territory government agencies.

Step 1 – Initial Receipt of an Allegation

If a child or young person discloses an allegation involving harm or abuse to them or another child, then it is crucial that you:

- Stay calm;
- Listen, be supportive and do not dispute what the child says;
- Reassure the child that what has occurred is not the fault of the child;
- Be honest with the child and explain that other people may need to be told in order to stop what is happening;
- Ensure you are clear about what the child has said but do not elicit detailed information, ask leading questions or offer an opinion;
- Act promptly to accurately record the discussion in writing;
- Do not discuss the details with any person other than those detailed in these procedures; and
- Do not contact the alleged offender.

Step 2 – Report allegations

- Immediately report any allegation or disclosure of child abuse or situation involving a child at risk of harm, to the police and/or government child protection agency. You may need to report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the complaint should be reported (for example, the allegation may relate to poor/inappropriate practice).
- If the child's parent/s is suspected of committing the abuse, you should report the allegation to the relevant government agency.
- If the allegation involves anyone to whom our policy applies, then also report the allegation to the Child Protection Officer of NSWPSA so that they can manage the situation (e.g. contact the parents following advice from the authorities, deal with any media enquiries and manage steps 3 and 4).

Step 3 – Protect the child and manage the situation

- The Child Protection Officer will assess the risks and take interim action to ensure the child's/children's safety. Action the NSWPSA may implement includes supervision of the alleged offender or suspension of their membership until the allegations are finally determined.
- The Child Protection Officer will consider the kind of support that the child/ren and parents may need (e.g. counselling, helplines, support groups).
- The Child Protection Officer, MPIO or President of NSWPSA will address the support needs of the alleged offender.
- The Child Protection Officer, MPIO or President of NSWPSA will also put in place measures to protect the child and the person against whom the complaint is made from victimisation and gossip. If the person is suspended, it should be made clear to any persons aware of the incident that this does not mean the respondent is guilty and a proper investigation will be undertaken.

Step 4 – Internal action

- Where there is an allegation made against a person to whom this policy applies, there may be three types of investigations:
 - Criminal (conducted by police)
 - Child protection (conducted by child protection authority)
 - Disciplinary or misconduct (conducted by NSWPSA)

- Irrespective of the findings of the child protection and/or police inquiries, the NSWPSA will assess the allegation to decide whether the person should be reinstated, banned, have their employment or position terminated or any other action.
- The decision-maker(s) will be the Child Protection Officer and the President of the NSWPSA and it will consider all the information, including the findings of the police, government agency and/or court, and determine a finding, recommend action and explain its rationale for the action. This may be a difficult decision particularly where there is insufficient evidence to uphold any action by the police.
- If disciplinary action is to be taken, the procedures outlined in [Clause 9] of the policy will be followed.
- If disciplinary action is taken, the NSWPSA will advise and provide a report to the relevant government authority should this be required (e.g. the NSW Commission for Children and Young People requires notification of relevant employment proceedings).

Attachment D6: HEARINGS & APPEALS TRIBUNAL PROCEDURE

The following will be followed by hearings tribunals established by the NSWPSA to hear state member protection related complaints.

Preparation for Tribunal Hearing

1. A Judiciary Committee constituted following the rules outlined in the NSWPSA Constitution, will form the Tribunal Panel to hear a complaint that has been referred to it by the Child Protection Officer, MPIO, Complaints Reconciliation Officer or President of NSWPSA. The number of Judiciary members to be present throughout the Tribunal hearing will be a minimum of 5.
2. The Judiciary members will be provided with a copy of all the relevant correspondence, reports or information received and sent by the Child Protection Officer, MPIO, Complaints Reconciliation Officer or the President of NSWPSA relating to the complaint/allegations.
3. The Tribunal will be scheduled as soon as practicable, but must allow adequate time for the person being complained about (respondent(s)) to prepare their case for the hearing.
4. The Judiciary committee will not include any person who has any actual or perceived conflict of interest, or bias regarding the matter.
5. The Secretary will inform the respondent(s) in writing that a tribunal hearing will take place. The notice will outline:
 - That the person has a right to appear at the tribunal hearing to defend the complaint/allegation;
 - Details of the complaint, and details of all allegations and the clause of any policy or rule allegedly breached;
 - The date, time and venue of the tribunal hearing;
 - That they can make either verbal or written submissions to the Tribunal;
 - That they may arrange for witnesses to attend the Tribunal in support of their position (statutory declarations of witnesses not available or from character witnesses may also be provided to the Tribunal);
 - An outline of any possible penalties that may be imposed if the complaint is found to be true; and
 - That legal representation will not be allowed. [If the respondent is a minor, they should have a parent or guardian present.]

A copy of any information / documents that have been given to the Judiciary committee (e.g. investigation report findings) will also be provided to the respondent.

The respondent(s) will be allowed to participate in all NSWPSA activities and events, pending the decision of the Tribunal, including any available appeal process, unless the Child Protection Officer, MPIO, Complaints Reconciliation Officer or the President of NSWPSA believes it is necessary to exclude the respondent(s) from all or some NSWPSA activities and events, after considering the nature of the complaint.

6. The Secretary will notify the complainant in writing that a tribunal hearing will take place. The notice will outline:
 - That the person has a right to appear at the tribunal hearing to support their complaint;
 - Details of the complaint, including any relevant rules or regulations the respondent is accused of breaching
 - The date, time and venue of the tribunal hearing;
 - That they can make either verbal or written submissions to the Tribunal;
 - That they may arrange for witnesses to attend the Tribunal in support of their position (or provide statutory declarations from witnesses unable to attend); and
 - That legal representation will not be allowed. [If complainant is a minor, they should have a parent or guardian present.]

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the complainant.

7. If the complainant believes the details of the complaint are incorrect or insufficient they should inform the Child Protection Officer, MPIO, Complaints Reconciliation Officer or President of NSWPSA as soon as possible so that the respondent and the Judiciary committee members can be properly informed of the complaint.
8. It is preferable that the Judiciary committee include at least one person with knowledge or experience of the relevant laws/rules (e.g. Discrimination).

Tribunal Hearing Procedure

9. The following people will be allowed to attend the Tribunal Hearing:
 - The Tribunal (Judiciary) members;
 - The respondent(s);
 - The complainant;
 - Any witnesses called by the respondent;
 - Any witnesses called by the complainant;
 - Any parent / guardian or support person required to support the respondent or the complainant.
10. If the respondent(s) is not present at the set hearing time and the Tribunal Chairperson considers that no valid reason has been presented for their absence, the Tribunal Hearing will continue subject to the Tribunal Chairperson being satisfied that all Tribunal notification requirements have been met.
11. If the Tribunal Chairperson considers that a valid reason for the non-attendance of the respondent(s) has been presented, or the Tribunal Chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal will be rescheduled to a later date.
12. The Tribunal Chairperson will inform the Secretary of NSWPSA of the need to reschedule, and the Secretary will organise for the Tribunal to be reconvened.
13. The Tribunal Chairperson will read out the complaint, ask the respondent(s) if they understand the complaint and if they agree or disagree with the complaint.
14. If the respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Judiciary committee when determining any disciplinary measures (penalty).
15. If the respondent disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
 - Reference may be made to brief notes.
 - The complainant may call witnesses.
 - The respondent(s) may question the complainant and witnesses.
16. The respondent(s) will then be asked to respond to the complaint.
 - Reference may be made to brief notes.
 - The respondent may call witnesses.
 - The complainant may ask questions of the respondent and witnesses.
17. Both the complainant and respondent may be present when evidence is presented to the Tribunal. Witnesses may be asked to wait outside the hearing until required.
18. The Judiciary committee may:
 - consider any evidence, and in any form, that it deems relevant.
 - question any person giving evidence.
 - limit the number of witnesses presented to those who provide any new evidence.
 - Require the attendance of any witness it deems relevant;
 - Act in an inquisitorial manner in order to establish the truth of the issue/case before it.
19. Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.
20. If the Judiciary committee considers that at any time during the Tribunal Hearing that there is any unreasonable or intimidatory behaviour from anyone the Chairperson may stop further involvement of the person in the hearing.

21. After all of the evidence has been presented the Tribunal will make its decision in private. The Tribunal must decide whether the complaint has been substantiated on the balance of probabilities (i.e. more probable than not). As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated. The respondent will be given an opportunity to address the Tribunal on disciplinary measures which might be imposed. Disciplinary measures imposed must be reasonable in the circumstances.
22. All Tribunal decisions will be by majority vote.
23. The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed, or may advise those present that the decision is reserved and will be handed down in written form.
24. Within 48 hours, the Tribunal Chairperson will:
 - Forward to the MPIO, Complaints Reconciliation Officer or President of NSWPSA a copy of the Tribunal decision including any disciplinary measures imposed.
 - Forward a letter to the respondent(s) reconfirming the Tribunal decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal. Where the matter is of unusual complexity or importance, the Tribunal Chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.
25. The Judiciary committee does not need to provide written reasons for its decision.

Appeals Procedure

26. A complainant or a respondent(s) who is not satisfied with the decision of a Complaints Manager, the outcome of mediation or a Tribunal decision can lodge one appeal to the NSWPSA on one or more of the following bases:
 - 26.1 That a denial of natural justice has occurred; or
 - 26.2 That the disciplinary measure(s) imposed is unjust and/or unreasonable.
 - 26.3 That the decision was not supported by the information/evidence provided to the Complaints Manager/Mediator/Tribunal;
27. A person wanting to appeal in accordance with clause 25 must lodge a letter setting out the basis for their appeal with the Secretary within 14 days of the relevant decision. An appeal fee of \$70 shall be included with the letter of intention to appeal.
28. If the letter of appeal is not received by the Secretary within the time period the right of appeal lapses. If the letter of appeal is received but the appeal fee is not received by the relevant time, the appeal lapses.

29. The letter of appeal and copy of tribunal decision report will be forwarded to the NSWPSA committee to review and decide whether there are sufficient grounds for the appeal to proceed. The NSWPSA committee may invite any witnesses to the meeting it believes are required to make an informed decision.
30. If the appellant has not shown sufficient grounds for appeal in accordance with clause 25, then the appeal will be rejected. The appellant will be notified with reasons.
31. If the appeal is accepted an Appeal Tribunal with a new panel will be convened to rehear the complaint.
32. The Tribunal Procedure shall be followed for the appeal.
33. The decision of an Appeal Tribunal will be final.

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimization</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other</p>
<p>What they want to happen to fix issue</p>	
<p>What information provided</p>	
<p>What they are going to do now</p>	

This record and any notes must be kept in a confidential place – do not enter it on a computer system.
This record is to be sent to the relevant person (MPIO, Child Protection Officer or Complaints Reconciliation Officer)

Attachment E2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Name of person complained about (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other
<p>Methods (if any) of attempted informal resolution</p>	
<p>Formal resolution procedures followed (outline)</p>	
<p>If investigated: Finding -</p>	
<p>If went to hearing tribunal: Decision - Action recommended -</p>	

<p>If mediated:</p> <p>Date of mediation -</p> <p>Were both parties present -</p> <p>Terms of Agreement -</p> <p>Any other action taken -</p>	
<p>If went to appeals tribunal:</p> <p>Decision</p> <p>Action recommended</p>	
<p>Resolution</p>	<p><input type="checkbox"/> Less than 3 months to resolve</p> <p><input type="checkbox"/> Between 3 – 8 months to resolve</p> <p><input type="checkbox"/> More than 8 months to resolve</p>
<p>Completed by</p>	<p>Name:</p> <p>Position:</p> <p>Signature: / /</p>
<p>Signed by:</p>	<p>Complainant:</p> <p>Respondent:</p>

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the state level (whatever level the complaint was made).

Attachment E3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in attachment D5 have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other <input type="checkbox"/> Official	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		

Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
GEO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential place and provided to the relevant authorities (police and government) should they require them.

New South Wales Professional Skaters' Association Inc.

CHILD PROTECTION POLICY (Rule 13)

Child Protection & Intervention Policy

Executive Statement

The issue of child abuse is a complex problem that has an impact on all areas of society, including participation in sport and recreation activities.

The Wood Royal Commission into the NSW Police Service, led to increased community awareness of the significant number of child sexual assaults and incidents of abuse which occur. It also highlighted the need for the development and implementation of strategies to protect children from abusive situations.

Protecting children from abuse is a responsibility that we must all undertake. Through the implementation of strategies that assist in preventing child abuse from occurring The New South Wales Professional Skaters' Association Incorporated (herein known as NSWPSA) has taken a pro-active role in relation to child protection and intervention. These strategies will help to foster a safe and positive environment for children and young people to participate in physical activities.

In addition, development of Child Protection and Intervention Policy and Guidelines provides NSWPSA with an excellent risk management tool for developing prevention strategies and for the effective management of child abuse issues within sport.

Information contained in this document will create a framework and provide direction for officials, coaches, volunteers, members and parents of children and young people involved in NSWPSA, and affiliated regional and local clubs. It will help deliver a consistent approach to child abuse prevention at all levels of the sport and recreation industry.

Judy Bosler

Head of Organisation Date 18th Feb 2010

Policy Statement

NSWPSA is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by NSWPSA and its member bodies. NSWPSA aims to promote a safe environment for all children and to assist all officials, coaches, members and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

Rationale

The focus of the policy and guidelines is the prevention of child abuse in the sporting environment.

This policy and guidelines promote the care and protection of children participating in NSWPSA approved programs or any situation involving NSWPSA members and provide information and direction for employees, official, coaches, volunteers and members of NSWPSA.

This policy and guidelines will assist NSWPSA in establishing coordinated strategies for dealing with the problem of child abuse and neglect in a responsible, effective and consistent manner.

Objectives

Through the development of this policy

NSWPSA objectives are to:

1. provide information to assist coaches, members and volunteers in dealing with all forms of child abuse
2. provide comprehensive guidelines relating to risk minimisation and reporting/ notification procedures
3. provide direction to all coaches, members and volunteers regarding their legal responsibilities under child protection legislation
4. promote and adopt NSWPSA principles for child protection and intervention amongst volunteers, coaches, members and parents of children participating in NSWPSA programs, seminars and lessons conducted by NSWPSA approved coaches.

Scope of POLICY

The Child Protection Intervention Policy of NSWPSA are applicable to all management ,staff, members, coaches (paid, voluntary, permanent or casual) of NSWPSA, and its affiliated regional/ local organisations.

Implementation of Legislation

In order to implement the child protection legislation NSWPSA will undertake to:

1. implement strategies and procedures that focus on the best interests of children and meet the requirements of child protection legislation
2. promote a safe and supportive environment for all children and young people participating in activities which come under the umbrella of NSWPSA.
3. increase awareness and emphasise the importance of child protection issues in a sporting environment to all those involved with the activities of NSWPSA. This includes administrators, coaches, members, officials, athletes, parents and their children.
4. ensure that all members of NSWPSA are aware of their responsibilities arising from recent child protection legislation, in particular, the requirement under the Child Protection (Prohibited Employment) Act 1998, to inform their employers if they have been convicted of a serious sex offence.

Administrators, coaches, officials, members and volunteers often have a high level of contact with children in the sporting environment and play a major part in the successful operation of sporting activities.

Coaches and officials are often seen as role models. They have significant influence on the children they come into contact with and therefore have significant responsibilities.

NSWPSA expects that all administrators, coaches, members and officials whether paid or unpaid, who participate in organised sport under the banner of NSWPSA will commit to implementing risk management strategies developed by NSWPSA for child protection and intervention.

Policy Review

NSWPSA Child Protection and Intervention Policy and Guidelines will be reviewed annually and updated in line with any legislative changes that have significant impact on the manner in which child protection and intervention issues are to be dealt with.

Signed Judy Bosler Date 18th Feb 2010

Head of Organisation

What should be Reported?

Notification Procedures for Allegations of Child Abuse

NSWPSA acknowledges that issues regarding child abuse and the reporting of allegations of child abuse is highly sensitive, and should be dealt with in a confidential manner.

NSWPSA has developed these notification procedures to ensure that confidentiality is maintained throughout the process and that consistent procedures for reporting are encouraged.

NSWPSA will be proactive in its role to protect children and encourage an open environment that allows employees and members to be aware of their rights and responsibilities within NSWPSA.

Child Protection Officer

To deal appropriately with these issues and to ensure that the confidentiality of all parties involved is maintained, one person within NSWPSA will be designated as the child protection officer.

The child protection officer is responsible for reporting any allegations of child abuse that occur in NSWPSA to the local branch of the Department of Community Services (DoCS), and the NSW Police Service.

If the child protection officer is not available then the most senior person within NSWPSA should be notified.

Child Protection Officer:

Name: Monica MacDonald

Position: Child Protection Officer

Mobile: 0433 124 201

Email: monitchka557@yahoo.com.au

Written Notification

Some incidents **may seem minor**, however, they may in fact reveal more serious concerns of misconduct or a pattern of behaviour that requires further scrutiny. All people associated with NSWPSA should be aware of the indicators for child abuse and sexual abuse so that they may make an informed decision on what to report.

If you have reasonable grounds to suspect that a child participating in any organised activities conducted by NSWPSA is at risk report the matter to the child protection officer.

Verbal notification of alleged child abuse must be followed up in writing within 24 hours to the local Department of Community Services using the child protection notification form provided.

If an incident of child abuse occurs in NSWPSA it is not the responsibility of persons within NSWPSA to take it upon themselves to determine whether the allegation is true or false. This responsibility belongs with the NSW Department of Community Service and the Judiciary.

Depending on the nature of the allegations and the extent of the situation, the NSW Department of Community Service will determine the manner in which the matter will be investigated. This may involve the NSW Police Service.

All matters regarding allegations of child abuse are to be treated as confidential. The person designated as the child protection officer is the contact person for any incident involving allegations of child abuse. This is essential for confidentiality. Confidentiality protects all individuals involved:

- the alleged victim

- the alleged offender, and

- the person making the notification.

Commission for Children and Young People Act 1998

Under the **Commission for Children and Young People Act 1998**

APSA is required to:

1. notify the Commission for Children and Young People of the name and other identifying details of any coach against whom relevant disciplinary proceedings have been completed by NSWPSA irrespective of the findings
(except where the allegation has been proven to be vexatious, mischievous or false)
2. provide details of child abuse allegations/ convictions against employees to the Commission

3. notify the Commission of any applicants for child-related employment, rejected as a result of risks identified through employment screening processes
4. ensure that records of all information required to be submitted to the Commission for Children and Young People are retained by NSWPSA.

Child Protection (Prohibited Employment) Act 1998

Under the **Child Protection (Prohibited Employment) Act 1998**

NSWPSA

1. **will not** commence membership of a person in a child-related position without first requiring them to disclose whether or not they are a 'prohibited person'

2. **will not** commence membership, or continue to membership, in child-related employment, a person that has been identified as a 'prohibited person'.

ATTACHMENT E

Australian Professional Skaters' Association Incorporated

UPDATE PROGRAMME (Rule 4.2)

Published - 1992

1st Revision - August, 1999

2nd Revision - May, 2002

3rd Revision - June 2002

4th Revision- September 2009

What is Updating?

Updating requirements commenced on 1st January 1993. From that date in order to maintain or regain Accreditation and insurance, all coaches must:

Attend either an accreditation course or attain the required number of points of refresher/updating activities relevant to their accreditation level.

AND

Be a current financial member of the Australian Professional Skaters' Association Inc. (Affiliated State Association).

Coaches continuing to compete must be current members of the Australian Professional Skaters' Association Inc. and Ice Skating Australia.

How will Updating work?

Points will be awarded for activities undertaken to improve/refresh/update skills and knowledge.

Level 1: A minimum of ten (10) points per calendar year is required. 5 excess points may be carried over to the following year (i.e. an additional 5 points only are required for the second year). EXCESS POINTS CANNOT BE CARRIED OVER TO YEAR 3.

Level 2: A minimum of fifteen (15) points per year, 30 points per two (2) years (Excess as per Level 1).

Level 3: As for Level 2.

If there is any doubt as to the number of points to be allocated for any activity, the following list MUST be used.

1. Association Administration Meetings This includes any rink meetings, rink coaches meetings, APSA rink representative meetings..... 1 point per Meeting
2. Seminar/Workshop held in conjunction with 1 above... 1 per hour max. 3
3. Seminars or Workshops

1 to 2 hours.....	1 per hour
3 hours.....	3 points
4 to 5 hours.....	5 points
6+ hours/day.....	7 points
4. Levels 2 Course Modules..... 7 points/ module
5. Level 2 & 3 Residential Courses..... 7 per day
6. Attendance at International Competitions, ISU Championships & Olympic Winter Games 3 points/ event (Effective from the 1st January 2002)
7. Training/working on the Technical panel at competitions.....3 pts/.per section called
8. APSA Annual General Meeting (AGM)5 points per meeting (effective 2010)

NOTE: *Under special circumstances bonus points can be allocated.*

TOTAL YEARLY POINTS MUST BE GAINED BY MORE THAN ONE ACTIVITY.

LEVELS 1, 2 & 3

Activity/Seminar/Workshop	Points
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* Overseas Lecturer/Coach or equivalent (minimum 5 hours).....	7
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* APSA approved/organised, can be

RECORDING OF UPDATE:

Each coach should record the details of each updating activity/ workshop/ event attended in either their Australian Sports Commission Update Booklet or the NSW Professional Skaters' Association Inc. Update Log Sheet .

The co-ordinator of each updating event will be required to sign, where indicated, as verification of attendance.

Rink Management is not able to sign coaches log books.

If no representative of APSA is present, it is the obligation of the participant to obtain the signature from the course presenter.

Coaches are required to send photocopies of receipts/certificates from non skating activities- i.e.- dance classes, first aid courses.

Coaches are required to email/post their log books regularly to the update recorder, to enable APSA's records to be maintained.

Update points must be obtained by the time of yearly renewals to NSW Professional Skaters' Association Inc..

PLEASE NOTE:

Coaches who do not present their Log Book by the time of their annual renewal will not be entitled to insurance.

SUGGESTED UPDATE ACTIVITIES:

- Workshops or Seminars relating to Body & Edge Control.
- Dance/Mime, Choreography for programme construction.
- Sports Psychology.
- Plyometrics.
- Pilates

Remember- copies of receipts /certificates are required for verification.

REQUIREMENTS IF LEAVE IS TAKEN FROM COACHING:

. Coaches inactive for a period of up to 2 years:

- Level 1 must attain 10 points (non-accruable) ***in the first year of returning to coaching.***
- Level 2 or 3 must attain 15 points (non-accruable) ***in the first year of returning to coaching.***

Coaches inactive for more than 2 years and less than 4 years:

- Level 1 must attain 15 points ***before resuming coaching.***
- Level 2 or 3 must attain 20 points ***before resuming coaching.***

Coaches inactive for more than 4 years:

- Level 1 must complete the following before resuming coaching:
 - NCAS Level 1B,
 - NCAS Level 1 Final Exam
 - NCAS Level 1 Coach Assessment DVD's
- Level 2 must make application to APSA for requirements to be completed ***before returning to coaching.*** The minimum requirements will be:
 - A Strength and Conditioning Course
 - NCAS Level 2 IJS Module
 - NCAS Level 2 Choreography Module (Including DVD)
 - NCAS Level 2 Coaching Assessment – DVD Showing the coaching of 1 or 2 Junior Skills.
- Level 3 must make application to APSA for requirements to be completed ***before returning to coaching.***

ATTACHMENT F

Australian Professional Skaters' Association Incorporated

Ice Skating Australia Incorporated

NATIONAL COACHING ACCREDITATION SCHEME (Rule 41.2)

Requirements to be accredited at Level 1 - General Level – As approved in the Submission to the Australian Sports Commission.

1. Complete 40 hours on ice as an apprentice with at least 3 APSA approved Mentor Coaches (i.e. a coach of not less than 10 years experience). These hours must be done standing in on group and individual lessons with the mentor coach and must be logged by the applicant and signed by the coach. ALL apprentice hours must be completed covering the levels contained in the course, i.e. beginner to Elementary 2 Pattern & Elements.
2. Be a current financial member of Ice Skating Australia (ISA) Inc
3. Undertake the Sport Specific ("ON ICE") component of the NCAS Level 1 Figure Skating Coach Accreditation program, including coaching assessment (videos) and final written exam.
4. Successfully complete The Beginning Coaching General Principles Course (through your state Department of Sport & Recreation).
5. Before you commence your Accreditation course you must submit a copy of your 'Working with Children' Police Check certificate , (that is applicable to your State.) with your course Registration/Application form.
6. Test Requirements: Must have passed ISA's Elementary 2 Pattern as well as Elementary 2 Freestyle or Dance Tests (or equivalent).
7. Applicants must be at least 16 years old to commence the Accreditation course and must be 18 years to commence coaching private lessons as a self –employed coach. (To be eligible for Sports Liability Insurance and Professional Indemnity Insurance for Professional Coaching, members must be 18 years of age and over.)
8. Applicants have 3 years from the completion of the Sport Specific Component to complete the course.
9. After completing the course, to be an Accredited Level 1 coach, the applicant must: return the following to the Accreditation Officer:

- 1) Level 1 Accreditation Log Book showing the 40 hours of apprentice coaching that has been signed off by the mentor coaches .
- 2) Completed DVD's of the required group and private lessons (as per the Log Book).
- 3) Completed take home exam paper..
- 4) Copies of highest test levels achieved.
- 5) Copy of “Working with Children” Police Check certificate.
- 6) Copy of the ‘Beginning Coaching General Principles Course certificate.

10. Once all the requirements have been met for Level 1, you will be registered with the Australian Sports Commission (and will receive a registration number and card) and you need to become a member of your state branch of the Australian Professional Skaters' Association Inc. to commence private lesson coaching.

Requirements to be Accredited at Level 2 – Intermediate Level – As approved in the Submission to the Australian Sports Commission.

1. Be a current financial member of their State Branch of APSA.
- 2.. Undertake the Sport Specific residential (on and off ice) component of the NCAS Level 2 Figure Skating Coach Accreditation program, including coaching assessment (videos) and final written exam.
3. Successfully complete the required modules of The Intermediate Coaching General Principles Course (through your state Department of Sport & Recreation):
 - Module 1 – The Essence of Coaching,
 - Module 2 – Program Management
 - Module 6 – Inclusive Coaching and Individualization
 - Module 10 – Development and Maturation
 - Module 11 – Nutrition for Sport
 - Module 12 – Sport Psychology
 - Module 13 – Anti-Doping in Sport

4. Ensure that your ‘Working with Children’ Police Check certificate, (that is applicable to your State.) is current...

5. Singles, Pairs and Dance Coaches: Must have a student pass the Novice or Junior Qualifying Test. (Note: Only tests passed in the last five years will be recognized. In addition,

Synchronized Coaches: The coach must have coached a Junior or Senior Synchronized team that has competed in a National Championship event.

6. After completing the course, to be an Accredited Level 2 coach, the applicant must: return the following to the Accreditation Officer:

1) Completed DVD’s of the required lessons (as per the course requirements).

2) Exam results.

3) Copy of the ‘Intermediate Coaching General Principles Course module certificates.

4) Proof of Novice/Junior tests passed by students.

5) Copy of current “Working with Children” Police Check certificate.

7.. Once all the requirements have been met for Level 2, you will be re- registered with the Australian Sports Commission as a Level 2 (and will receive a new card).

Requirements to be accredited at Level 3 – Advanced Level – As approved in the Submission to the Australian Sports Commission.

- Membership of Australian Professional Skaters’ Association Inc. (Affiliated State Association) or Ice Skating Australia.
- Successfully complete the required ASC Advanced Coaching General Principles modules.
- Successfully complete the Sport-Specific component of the NCAS Level 3 Figure Skating Coach Accreditation program, including Coaching Assessment and Final Exam.
- Singles, Pairs, Dance: Have a student pass the Junior or Senior Qualifying Test. (Note: Only tests passed in the last five years will be recognised. In addition, the coach must have coached the skater/s for at least six months).
Synchro: Coach a Junior or Senior Team to compete in an International Competition.
- Have a current Basic First Aid certificate from an approved provider (for example, the Red Cross or St. John Ambulance)
- Sign and submit the APSA Code of Behaviour and Code of Ethics Forms (Attachment A & B).
- Comply with State Government Child Protection Legislation. (This may include a police check).

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