



New South Wales Ice Skating Association Inc

Competition Guidelines - Club & NSWISA Events

Date Approved:	TBA	Effective Start Date:	TBA
Policy Number:	NSWISA00??	Version Number:	1.0
Review Date:	TBA		
Related Policies/Procedures/Forms:	https://www.nswisa.com/ice/index.php/blog/policies		

1. Purpose of the Policy

- This Policy establishes the criteria for the management of NSWISA & Club Competitions run in the State of New South Wales. The Policy outlines the requirements for producing announcements, schedules and all related competition communications.

2. Application of the Policy

This Policy applies to all eligible NSWISA Member Clubs and New South Wales Ice Skating Association.

3. NSWISA Calendar of Events

All competition dates will be published in the NSWISA Events Calendar. The calendar will be published annually, no later than November.

- Ice bookings will be confirmed with rink management upon the events calendar being finalised.
 - Responsibility - NSWISA Treasurer
- NSWISA to advise ISA of intended competitions for Benchmark Permits.
 - Responsibility - NSWISA Admin

4. NSWISA Competition Budgets (Rubina Doolan – NSW Artistic, MJS Trophy, NSW Championships)

- Competition budgets will be issued after the AGM for Council review.
 - Responsibility - NSWISA Treasurer

5. Competition Schedules and Officials Panels

- Responsibility - Judges & Officials Team (refer nominated official on calendar of events)
- Provide to Club & NSWISA for uploading to websites



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6. Event Overview

Club Competitions

- Responsibility - Club Competition Convenor
 - Draft Competition Announcement using Competitions Template – refer to previous season announcement as guide.
 - Ensure most recent Competition Template is used:
[https://www.nswisa.com/ice/images/userfiles/policies/Competition Announcement Template v2- ISA 17.01.2018 NSWISA.docx](https://www.nswisa.com/ice/images/userfiles/policies/Competition%20Announcement%20Template%20v2-ISA%2017.01.2018%20NSWISA.docx)
 - Follow 6,4,3,2,1 Rule for Competitions
 - 6 weeks - Publish Announcement (this is a minimum can be published as available)
 - 4 weeks - Closing date Friday at 5:00pm
 - 3 weeks - Schedule is published by JOT
 - 2 weeks - Officials Panels published by JOT
 - 1 week - Club Undertake Draw together with Judging Official present. If practicable, draw can be undertaken the same date another event is on to ensure Officials & Skaters are present.

Announcements: Although it is stated a maximum 6 weeks prior to the event that an announcement must be published, NSWISA endeavour to load these as soon as approved preferably at the beginning of each year.

- Liaise with NSWISA for announcement approvals
- Upload announcements, skater lists, draw and schedules to Club Website and any updates to these.
- Undertake Official Draw, publish to Club website and provide to NSWISA Admin for uploading to NSWISA website.
- Responsibility - NSWISA Admin
 - Assist Club in managing announcement process and approvals
 - Upload announcements to NSWISA Website
 - Open all required portals on NSWISA Website for:
 - Skater Registrations
 - Officials Availability
 - Upload skater lists, draw, schedules and officials panels to NSWISA Website and any updates to these.



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NSWISA Competitions

- Responsibility – NSWISA Admin assisted by NSWISA Competition Convenor
- Rubina Doolan – NSW Artistic, MJS Trophy, NSWISA Championships
 - Draft Competition Announcement using Competitions Template - refer to previous season announcement as guide.
 - Ensure most recent Competition Template is used:
[https://www.nswisa.com/ice/images/userfiles/policies/Competition Announcement Template v2- ISA 17.01.2018 NSWISA.docx](https://www.nswisa.com/ice/images/userfiles/policies/Competition%20Announcement%20Template%20v2-ISA%2017.01.2018%20NSWISA.docx)
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Announcements: Although it is stated a maximum 6 weeks prior to the event that an announcement must be published, NSWISA endeavour to load these as soon as approved preferably at the beginning of the year.

- Liaise with NSWISA Judging Convenor for announcement approvals
- Upload announcements, skater lists, draw and schedules to NSWISA Website and any updates to these.
- Maintain Checklist inclusive of:
 - Participation Certificates - Assist with management and production of event participation certificates.
 - Printing - if required for event ie. Artistic or Aussie Skate Judging Sheets
 - Delivery of items to Rink ie. Medals, Trophies, Printed materials
 - Accommodation requirements for Officials (if necessary)

Version History:

Version	Approval Date	Change
V1	20.03.2017	Policy Introduction
V2	18.04.2017	revised
V3	30.01.2018	current