



New South Wales Ice Skating Assoc Inc

NSWISA Club Membership Policy

Date Approved:	03/11/2020	Effective Start Date:	23/07/2020
Policy Number:	NSWISA018	Version Number:	2.0
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Related Policies/Procedures/Forms:	NSWISA Constitution, NSWISA013 NSWISA Membership Categories Policy		

Introduction

NSWISA is the recognised State Sporting Organisation (SSO) administering the sport of ice skating in NSW. NSWISA actively supports Clubs and Individual Members participating in figure skating activities in NSW.

1. Purpose of the Policy

The purpose of this Policy is to clarify the roles and responsibilities of NSWISA and NSWISA Clubs.

2. Scope

This Policy applies to NSWISA and Clubs who are Members of NSWISA.

3. Responsibilities of NSWISA to Clubs

When a Club is a Member of NSWISA it has the benefit of a wide range of services from Aussie Skate through to IJS level:

- 3.1 Affiliation with an SSO which is recognised by the NSW Office of Sport and Sport NSW
- 3.2 Provision of Policies and procedures to facilitate the effective administration of and participation in the sport in NSW
- 3.3 Support with management and governance structures, operating processes and procedures
- 3.4 Insurance through ISA's insurance policies
- 3.5 Event sanctions & inclusion on the NSWISA Calendar
- 3.6 Provision of competition gateway technology and administration support
- 3.7 Provision of Officials and technology at Club Competitions
- 3.8 Other support and services as determined from time to time



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4. Responsibilities of Clubs to NSWISA

When a Club is a Member of NSWISA it has responsibilities under both the NSWISA Constitution and this Policy. These include:

- 4.1 Being incorporated or in the process of incorporation (this process must be complete within one year of applying for Membership under the NSWISA Constitution)
- 4.2 Providing their registered ABN, Incorporation Number and GST status
- 4.3 Applying for Membership or the renewal thereof using the NSWISA Membership Portal
- 4.4 Submission of the Club's constitution (which must be acceptable to the Association and must substantially conform to NSWISA's Constitution), By-Laws and governing documents
- 4.5 Submission of the final Membership List for the previous calendar year prior to renewing their Membership each year
- 4.6 Submission of the current Membership List for the year
- 4.7 Payment of the appropriate Membership Fee prescribed in NSWISA013 NSWISA Membership Categories Policy, prior to any Club Member participating in a sanctioned event each calendar year
- 4.8 The Club Membership category is determined by the final number of registered Members of a Club as at 31st December in the previous calendar year
- 4.9 Submission of a completed Delegation of Authority Form for the Club
- 4.10 Each member of a Club Committee or other group, including any volunteers with significant responsibility &/or decision-making powers, must be an Individual Member of NSWISA (excluding Basic Introductory & Recreational Membership types)
- 4.11 Have a current and active Club Member trained and registered as a Member Protection Information Officer (MPIO) to provide support to Members and be active as part of the NSWISA MPIO network. This person should also attend or have completed Mental Health First Aid training when provided by NSWISA or accessible through another organisation.
- 4.12 Providing quarterly updates, no later than 14th April, 14th July, 14th October and 14th January to the NSWISA Board containing:
 - 4.12.1 An update of activities undertaken in the previous three (3) months
 - 4.12.2 A list of planned activities for the coming three (3) months
 - 4.12.3 A current Membership List
 - 4.12.4 Any notable achievements of Club Members in the previous three (3) months
 - 4.12.5 A current list of Office Bearers and other key persons within the Club

As per the NSWISA Constitution, by applying, the Club acknowledges and agrees that they voluntarily agree to be bound by NSWISA's Constitution, rules, regulations and policies, as well as those of ISA and the ISU.

If a Club meets their obligations under this policy, the Club will be eligible for a 10% discount on NSWISA Membership fees in the following Membership period.



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Version History:

Version	Approval Date	Change
1.0	22/7/2020	Policy Introduction
2.0	03/11/2020	Policy Update