



FSAT Policy & Procedure for Skaters, Judges, Coaches, Officials and Parents/Guardians pertaining to FSAT Events, Competitions & ISA Tests As at August 2015

This Procedure has been developed to explain the process for entering a skater in an Association Event, Competition, Championship, or ISA Test and to provide a Code of Conduct for all relevant parties involved in The Association Events, Competitions, Championships and ISA Tests. It also assists The Association administration in the processing of competition entries.

Policy for Members

Members who intend on entering an Association Event, Competition, Championships or ISA Tests must be a member of the Association 30 days prior to the registration date of the Event, Competition or Championship, or the Test date.

Unless otherwise stated, all Competitions, Championships and ISA Tests are restricted to eligible persons. An eligible person is one who meets the eligibility criteria of the ISU and ISA. (Note that these eligibility criteria mainly pertain to persons who have been paid to skate, persons employed by an ice skating rink, and to coaches).

Any member who knowingly competes or officiates at any meeting in Australia which is not held under the rules of The Association or under the rules of ISA, may be declared ineligible under the conditions and for a period determined by the Committee. The decision of the Committee will be final.

An eligible person must not be involved in the advertising of any commercial services or products without the express approval of The Association and pursuant to any advertising or promotional contract authorised to be negotiated by The Association.

Members undertaking ISA testing interstate are required to inform The Association two weeks prior to the testing date to allow time for The Association to communicate with the relevant interstate Association. Where this is not possible, it is the skater's responsibility to ensure The Association have received communication about the intention to test and responded as needed. This can be done via email or phone direct to an Executive Member. After testing, members are required to inform The Association of the outcome of the test so the testing database can be maintained.

Procedure for submitting entries

Payment should be made to The Association. This can be done either by bank deposit, cheque or money order. Payment must be received by the date registrations are due. If paying by bank deposit, two working days should be allowed for the payment to be received into The Association's account.

If paying by cheque, the cheque should be made payable to The Figure Skating Association of Tasmania, Inc., and sent to The Association's post office box.

Registration for a competition or championship is not complete until both the registration form (completed in its entirety) and payment have been received. Failure to submit the registration form in full and make payment in time will void registration.

The Figure Skating Association of Tasmania account details for bank deposit are:

BSB: 807 009

Account No: 51347462

The Figure Skating Association of Tasmania email and post office box details are:

Email address: fsatas@gmail.com

Postal address: P.O. Box 370 Glenorchy TAS 7010

Procedure if a member believes another member is ineligible to compete in a competition or championships

If any member believes another member to be ineligible to compete or undertake a test, a notice in writing must be emailed or posted to The Association Secretary within seven days from the close of registration of the relevant competition or championship.

The Committee will consider any notices and will, if warranted, investigate the matter.

All parties will be given the chance to give evidence on the matter, via email or post, to The Association.

If the Committee decides a General Meeting should be held to resolve the matter, the Secretary will forward to the member whose eligibility is disputed, a copy of the notice of objection together with a notice of the time and place fixed for the meeting. The rules of general meetings as per the Constitution apply.

In the matter of ineligibility, the member who gives notice must establish the ineligibility beyond reasonable doubt.

The decision of the Committee shall be final.

Any member who has been declared ineligible may apply for reinstatement as an eligible person. Every application must be signed by the applicant and be accompanied by such proof of the member's eligibility as required by the Committee and submitted to The Association via email or post.

Reinstatement will be granted or withheld at the discretion of the committee, subject to any conditions considered appropriate.

Policy for Code of Conduct for Coaches, Judges, Officials, Skaters, Parents and Guardians

Coaches, Judges, Officials, Skaters, Parents and Guardians shall:

- Respect the rights, dignity and worth of every human being and within the context of any or The Association's activity; treat everyone equally, regardless of sex, disability, ethnic origin or religion.
- Recognise that all skaters are athletes deserving equal attention and opportunities, thus fostering the athlete's positive interaction with all facets of The Association. Treat each skater as an individual by:
 - o Respecting the talent, development stage and goals of each skater
 - o Helping skaters with whom they are involved to reach their full potential.
 - o Being fair, considerate and honest in all dealings with skaters.
- Act responsibly and professionally as demonstrated by
 - o Displaying commensurate standards in language, manner, punctuality, preparation and presentation.
 - o Displaying self-control, respect, dignity and professionalism to all involved with the sport including, but not limited to, opponents, other coaches, officials, administrators, the media, parents and spectators.
 - o Encouraging The Associations skaters to demonstrate the same qualities.
- Alert to any form of abuse directed toward The Association members, from any source, while they are under the auspices of The Association. Abuse, in these circumstances, includes verbal, physical and emotional abuse and neglect.
- Be cognisant of any form of harassment directed towards The Association members including both sexual and racial harassment, racial vilification and persecution on the grounds of disability.

Coaches shall:

- Make the commitment to providing a quality service to The Associations skaters by:
 - o Maintaining or improving current accreditation.
 - o Seeking continual improvement through performance appraisal and ongoing education.
 - o Providing a planned and sequential training program for all members of The Associations.
 - o Maintaining appropriate records.
- Have a good working understanding of the national (ISA) and international rules (ISU) that govern the conduct of this sport and operate within these confines and the spirit of the sport.
- Be aware that any physical contact with skater should be
 - o Appropriate to the situation.
 - o Necessary for the skaters skill development.
- Demonstrate consideration toward sick and injured athletes by:
 - o The provision of a modified training program where appropriate.
 - o Allowing further participation in training and competition only when appropriate (this may warrant the provision of a Medical Certificate).
 - o Utilising emergency medical services when appropriate or encouraging injured skaters to seek medical advice when required.
 - o Maintaining an equitable interest and support to sick and/or injured skaters as would otherwise demonstrated.

Coaches and Officials shall

- Provide a safe environment for training and competition by
 - o Ensuring equipment and facilities meet safety standards.
 - o Ensuring equipment, rules, training and the environment is appropriate for the age and ability of the athletes.
 - o Ensuring that an up-to-date First Aid kit is on hand as is a The Association official who holds a current First Aid Certificate

Coaches, Judges and Officials shall

- Maintain a professional distance from The Association's skaters by discouraging all attempts to expand the relationship from that appropriate for an Association official. If inappropriate behaviour occurs, or is witnessed, it must be immediately reported to an Association committee member orally, in writing (via post or email) to The Association's Secretary.
- Act as positive role models for both the sport and skaters.

Procedure of Technical/Championships, Artistic and ISA Testing for The Association

The Association Competition and ISA Testing Form for 2013 has been amended to facilitate easy reading for the applicant plus legibility / clarity for accurate processing of the document after receipt by scanning / emailing and possibly faxing of the application. Some copies received in the past have been poor reproductions and difficult to read.

Although it is not compulsory with electronic applications, it is preferable that the membership application have a signature on it. The membership authenticity (signature) is less likely to be challenged should any incidents arise throughout the membership period. It is in PDF format as a means of subtly encouraging new members to download the application, sign it, scan and return it to us with signature evident.

Consequently, all the data required has been re-formatted and split onto specific pages as detailed below:

In order to comply with legal requirements under the Privacy Act re the collection, collation and storage of personal data (member's personal details and demographics), citizenship status, proof of age, financial and audit obligations the following has been undertaken :

2014 Association Membership Form -

This has been re-formatted to hold all the data on two pages.

The second page is to accommodate the respective member's (and/or guardian) signature and details specifics pertaining to membership type and guardianship consent obligations.

The ISA Testing form currently utilised by The Association has also been re-formatted to comply with audit requirements.

The ISA Test form consists of three pages.

The first page details - testing date and fee plus compliance obligations i.e. receipting/proof of payment, membership validation/duration, costumes, grooming, music and conduct rules.

Second page details the skater's demographics and the individual tests.

Third page is dedicated to all the financial information required in order to meet the financial audit obligations.

APPENDICES:

Appendices B - Technical/Championship Announcement

Appendices C - Technical/Championship Entry Form

Appendices D - Artistic Announcement

Appendices F - Artistic Entry Form

Appendices G - The Association Membership Form

Appendices H - ISA Testing Form