



ISWA By-Laws

This document states the By-Laws as of date of authorisation by the Management Committee and is enforceable until it is updated or repealed.

The Management Committee shall have the power to make, alter and rescind any by-laws that it considers necessary for the effective administration of the association, provided that no by-law may be inconsistent with the Constitution.

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Document Revisions

Rev.	Details	By	Date	
			Changes	Approved
A	Original Document Created	Craig McPhee	23/11/2008	24/10/09
B	Modifications	Mike Ridout	14/09/2009	24/10/09
C	Harmonising references to “the Club” and Incorporation of ISWA meetings decisions as agreed at 28 March 2015 and approved 16 May 2015 meeting	Mike Ridout	28/03/2015	16/05/2015
D	By-Law #18 added	Mike Ridout	30/7/2016	MC33



By-Law #1 – MANAGEMENT COMMITTEE

The Management Committee (MC) will communicate with skater families as much as possible through communiqués from time to time that deal with synchro matters; the website www.icesynchrowa.com; occasional functions both formal (Awards Dinner) and informal (eg fundraising events); and has an “open door” policy for all the team families at any time.

ISWA purpose

- an overarching structure to the participants of the synchro sport (and to allow ISWA to “speak with one voice”)
- an incorporated entity for liability and fund-raising issues
- support for the management of the various teams (in areas of common need while leaving each to their own specific operational issues)
- share costs and organisation resources for common kit and services (eg website; video)
- coordinating the logistics associated with Club wide activities eg organising ISWA and attending National Championships

ISWA aspirations

- Build the fabric of synchro community [eg through encouraging role models; club day outs; and allied activities (eg nutrition talks)]
- Encourage development of coaches
- Encourage development of judging staff
- Reduce team management and organisation burden, collectively and individually
- “future-proof” against the loss of corporate knowledge leaving with the departure of key individuals
- Increase opportunities for skaters (for skills; personal development; etc)
- Reduce costs for skaters

By-Law #2 – TEAM COMMITMENT and ROLES

Teams operate within the ISWA club. The club seeks to build and develop the pipeline from new emerging skaters to high end skaters, by building a pyramid whereby a large intake feeds into the teams above.... Or think of it as a ladder with steps from the entry level ISA Division up to the senior ISA Division. The health of the club and the sport relies on every step on the ladder...)

Season

A season typically runs from February through to National Competition in November. It comprises weekly sessions on ice and occasional “camps” sometimes with international coaches and sometimes as “intensives” (and team bonding) and some State based competitions. School holidays are also sometimes breaks.

Team Management

At the start of each year there are new skaters and parents in the entry level teams and they need support. ISWA01 agreed that it should assist with this transition period: ISWA if required will run the entry team, or squad, for the first say 8 weeks of the season with a view to identifying and helping people to fulfil team roles. This will allow teams to settle and choose people for team management positions having provided more information on roles and responsibilities and allowing parents a more informed decision regarding involvement.

Team Roles

Each team should give roles to individuals (who ideally will job share and definitely have “shadows”). Examples include

- Team Manager (essential)
- Treasurer / book-keeper (essential)
- Costumes and allied stuff
- Change room Attendants (chosen by the Team Coach and Team Manager)
- First Aid person(s)
- ISWA liaison to be an observer at ISWA meetings



All skaters are asked to commit to getting their team to the highest level they can, in both State and National competitions. The ultimate aim of the teams is to compete at the annual Australian Figure Skating Championships ("Nationals") held in capital cities across the country.

The skaters need to be at every practice possible, and any scheduled camp. It is understood that unavoidable absences will occur due to illness, family and school commitments etc, but these should be kept at a minimum: a synchronised team has to consistently practise as a team for their formations to work. The teams will typically continue to skate during part of the holidays (except around Christmas). Typically Easter is a skating holiday.

MC15 noted the importance of having adult and guardian presence at the rink especially for the younger teams but also for all teams to provide the volunteer support required to maintain the respective teams.

By-Law #3 - GENERAL CONDITIONS OF MEMBERSHIP

The general conditions of membership for ISWA by which members must abide include:

- 1) skaters must attend all training sessions as advised by their Coach and/or team manager
- 2) The training and competition costumes are not to be worn at any other times than official training and competition sessions, as advised by the coaching or management personnel.
- 3) If a skater is to miss a training session for any reason, then the Coach and team manager should be notified prior to the training session (this allows planning ahead of time for whatever the coach has in mind to do on the given day). Training fees will still be charged to the skater for the missed session
- 4) Skaters shall follow Coaches' instructions at all times during practice and during all competition periods.
- 5) Skaters shall arrive between 15 to 30 minutes prior to any training session, and a minimum 90 minutes prior to any competition
- 6) Skaters shall wear the required attire at all times at training and competitions
- 7) The coaches can remove any skater from the ice for disciplinary action at any time
- 8) Team selection, music, and routines are the sole responsibility of the Coach
- 9) Selection of any team leadership group is the responsibility of the Coach in consultation with the Director of Coaching
- 10) Skaters must join ISWA
- 11) An ISWA Club application form is required of each skater, including when there are sibling ISWA skaters, to confirm compliance with the constitution and by-laws, relevant policies and procedures (eg on ice etiquette)

By-Law #4 – STATE REPRESENTATION AT NATIONAL COMPETITIONS

When selected for the national competition to represent Western Australia, team members shall comply with the following:

- 1) skating team members must wear the official state uniform when required to do so
- 2) All skating team members must travel from the accommodation to skating functions and ice rink on the official team transport
- 3) All skating team members must stay on the grounds of the official team accommodation unless with permission of the Coach *and* Team Manager
- 4) It is the responsibility of all skaters to be punctual and ready to skate as directed by the coaching and team management staff
- 5) Skaters and/or parents/guardians are solely responsible to ensure the compliance to the 'Drugs in Sport' regulations
- 6) Skaters are responsible for their own equipment

By-Law #5 - COSTUMES

Skaters can keep those items for which they individually pay (eg costumes, off-ice uniform etc). Other kit (eg headpieces are (generally) to be returned for use by the following year's team).

Standard Skaters Team Uniform is determined by the Management Committee in consultation with the Director of Coaching and takes into consideration the needs of the whole club.

The Standard Skaters Team Uniform includes Off-Ice, On-Ice (Training) kit. Nationals representation involves a specific skating costume; State Representation Jacket & Pants and a Club Skate Bag

By-Law #6 – FEES, PAYMENTS & FUNDRAISING



Weekly fees to cover ice rink hire and coaching will be determined by the respective team management structures, in consultation with ISWA where required, and in accord with the team's annual budget based on the number of skaters and regular costs of ice time and coaches.

These fees apply even in cases of occasional absence due to for instance illness, holidays etc. The team may consider easing this in the case of prolonged illness / injury / etc.

Occasional camp fees will generally be calculated so as to cover costs of the activities involved. The same generally applies for costs of competitions (registration; costumes; etc).

If fees are paid by electronic funds transfer please ensure the descriptor commences with the skater name [ie at least the first four characters] followed by a reference to the reason for the payment; and email a copy of the transaction to the Team Book-keeper / treasurer as proof of payment (or hard copy).

Skaters may be required to pay a "fundraising levy" as determined by the team budget. This levy provides a guarantee that the team can compete at Nationals and covers costs such as the Coach(s) flights and accommodation; ground transport; skaters' provisions, etc.

Various fundraising activities are held by teams and ISWA to accrue funds which can go towards individual skater's costs.

Skaters and families should participate in fundraising events to contribute to the team's costs (eg registration fees; ice time; coaching; costumes; etc). Participation in fundraising activities by skater families may be recorded and funds thereby raised may be credited against their respective levies. Variations can be recommended to the team management by the designated coordinator of the given event.

MC03 agreed that

- *a common approach across the club teams to non-payment of weekly fees was desirable, recognising individual teams might have differing views*
- *skaters / parents to be made aware that fees are to be paid weekly*
- *If there are financial difficulties, the [team] treasurer to be notified asap so that a "catch up plan" can be negotiated*
- *If no contribution (even an agreed lesser amount) to weekly fees has been made in a 4-week period, the skater will not be allowed on the ice until rectified (at least in part)*
- *Skaters with outstanding balances from previous years not be allowed to recommence skating until their balance from the previous year is cleared (or some alternative method of repaying the debt is agreed)*

Such discussions and negotiations should be done in good faith with the health and welfare of the skater and the team's situation in mind.

By-Law #7 – DOUBLE TEAMERS

Occasionally we have skaters who skate in more than one team, a practice known as "double teaming"

MC03 agreed that there are 2 categories:

- *[A] a skater who personally wishes to skate in 2 teams (often from the start of the season)*
 - *[B] a skater who has been requested by the Director of Coaching to assist with a team that is short of numbers.*
- In the case of Skater (A), it was agreed that the skater should (at least initially) bear the full cost of participating in the "second" team as well as the "home" team.*

In the case of Skater (B), it is recognised that they are assisting the 2nd team (not only through increasing numbers, but also increasing skills and leadership within the group when "skating down") and should have their weekly fees for the "second" team waived. They should however be responsible for individual fees such as competition entry fees, dresses, tights, hairpieces, airfare / travel arrangements. They should be eligible to participate in fundraising activities held by both their teams and the club.

MC05 reaffirmed this, agreeing that:

There was acknowledgement that double teamers are helping the club develop when asked by the coach to act as a double teamer for another division and as such, should only pay weekly fees in their primary team. Recently GF offered Infinity skaters to skate as Infusion squad skaters for remainder of year, to allow transition to Senior to be better (and not lose months at start of next season making adjustment). It was considered that this also helps the club develop and that such 'squad' skaters should also not have to pay extra fees.

Thus such double teamers [ie those "skating up"] should not be required to pay their "second" team's FRL.



However, Should a skater seek of their own volition to participate in a “second” team (for example in order to stretch themselves to higher skating competencies) then they will be subject to all normal fees unless waived by ISWA / the relevant team managers taking into consideration all factors.¹

MC15 further considered such circumstances and acknowledged that at times “appropriate and equitable adjustment in price will occur through negotiation between the two respective Team Managers, with resort to ISWA if required.”

By-Law #8 – DRUGS IN SPORT

Synchronised Iced Skating teams are subject to the same Drugs in Sport regulations that apply to any sporting body competing at a state or national level. If any member is found to have taken a banned substance during competition, the whole team will be disqualified. If a skater is found to have taken a banned substance before nationals, the individual will be banned from competition.

Remember that the ruling applies not only to illicit drug use and performance enhancing drugs, but to prescription, herbal and over-the-counter medications (and even some drugs found in sun screens). If your child is on any prescription, check the “Drugs in Sport” handbook, or ring the enquiry line on 1800 020 506 and ask if it is permissible. (Local doctors and pharmacists may not know – ring the Drugs in Sport body for confirmation.)

By-Law #9 - INSURANCE

Personal skater insurance is provided through WAISA membership.

By-Law #10 – SPONSORSHIP AND PAYMENT TO SKATERS

Sponsorship & Payments to skaters shall be in accordance with ISU & ISA Regulations.

Because the skating team members are amateurs, they should not accept any contributions directly. Any “sponsorship money” is paid into the team bank account via the Treasurer to protect the skaters’ amateur status. Please check about any potential sponsorship or official funding before it is organised to ensure that it complies with procedures.

By-Law #11 - ASSAULT ON ANY OTHER PERSON

Skater Assault on Any Other Person:

Any skater who assaults any other person shall be required to come before the Management Committee which shall determine any such penalty deemed to be appropriate including loss of club membership. The coach and/or team manager shall order the skater away from any such event that occurs.

Parent Assault on Any Other Person:

Any parent who assaults any other person shall be required to come before the Management Committee which shall determine any such penalty deemed to be appropriate. At the request of the coach and/or team manager, the parent may be asked to leave a given event.

Coach Assault on Any Other Person:

Any coach who assaults any other person shall be required to come before the Management Committee which shall determine any such penalty deemed to be appropriate. The coach involved shall be stood down without prejudice from all coaching duties until the issue is resolved by the Management Committee and the advice of APSA sought.

By-Law #12 - COACHING APPOINTMENTS

The Director of Coaching appointment shall be made by the Management Committee. There shall be no right of appeal.

The Director of Coaching will appoint team coaches from time to time with the approval of the Management Committee (due to the budget impact).

By-Law #13 - CONFLICT OF INTEREST

Skater Conflict of Interest:

¹ This was discussed but not recorded in the minutes of ISWA05



Any skater who believes that there is a conflict of interest with any official of their team may contact a member of the Management Committee for assistance.

Parent Conflict of Interest:

Any parent who believes that there is a conflict with any player and/or coach of 'their' team may contact a member of the Management Committee for assistance.

Coach Conflict of Interest:

Any coach who believes that there is a conflict with any player and/or parent of 'their' team(s) may contact a member of the Management Committee for assistance.

A member of the Management Committee or a club member who is appropriately capable shall then be appointed to be the club "grievance co-ordinator" to handle the perceived conflict. The grievance co-ordinator shall recommend to the Management Committee any results of the process to be endorsed and acted on by the Management Committee.

By-Law #14 - SKATER INJURY

It is the responsibility of each skater to avoid injury as far as is possible both in and out of Skating activities.

The health and well-being of each skater is the responsibility of each skater's parent(s) / guardian. In the event of injury at a time when no parent/guardian is present the team personnel present will seek appropriate medical attention including calling an ambulance if this is deemed necessary.

If a skater has an existing medical condition this must be brought to the attention of the team coach and team first aid person.

By-Law #15 - SUB COMMITTEE APPOINTMENTS

From time to time the Management Committee may form sub-committees of specific purpose and term. All sub-committee membership appointments shall be made and or approved by the Management Committee.

By-Law #16 - MOBILE PHONES

The coaches request that skaters do not have mobiles around during training. Parents should contact the coach(s) or team manager direct if there is an urgent need to communicate with a skater.

By-Law #17 - COMMUNICATIONS

Internal

A regular newsletter from the Management Committee may be issued to increase club communications and understanding.

Coaches

The Director of Coaching is responsible for keeping the Synchro coaching community informed of relevant issues and APSA actions from time to time.

External

The website is our public face.

All official ISWA correspondence external to ISWA must be cleared through ISWA, with Chair's discretion as to whether the full Committee needs to approve it or not.

By-Law #18 – COMMUNICATIONS WITH SKATERS IN SENSITIVE MATTERS (MC33)

From time to time issues will arise where a coach may need / want to communicate a decision to a skater. An example is where a team's coach determines that a skater should fulfil the role of a reserve on a team. In such cases, where the skater is yet to turn 18 years of age, the coach should do so in a private setting and in the presence of at least the skater; the skater's parent(s)/Guardian(s); and the Team Manager/Representative. This is the default position of ISWA. Exceptions may be sought where the over-riding principle is the skater's best interests, and the team's best interests.