

Version 7.0 (30 July 2019)

NZIFSA Anti-Doping Officer

The Anti-Doping Officer is appointed by the NZIFSA Board and responsible for education of skaters and coaches, distribution of up-to-date information pertaining to Anti-Doping practices, and ensuring skaters have completed and filed appropriate forms.

Responsible To:

The Anti-Doping Officer is responsible to the CEO.

Responsibilities and Duties

The Anti-Doping Officer should:

- be informed on the rules and regulations surrounding anti-doping, both within New Zealand and at ISU and other international competitions and events;
- be proactive in obtaining and distributing information to skaters, officials, and coaches;
- ensure that the Board understands any obligations with regards to anti-doping requirements;
- ensure that therapeutic-use exemptions are filed by all skaters who may need them and that such exemptions make it to all the relevant authorities; and
- give talks and seminars on anti-doping as required.

Knowledge and Skills Required

Ideally the Anti-Doping Officer is someone who:

- can communicate effectively;
- is well-organised;
- understands the relationship between the NZIFSA, the ISU and anti-doping organisations;
- is well informed of the rules regarding anti-doping and the procedures that must be followed both within New Zealand and Internationally;
- prepares information for distribution to all Development Squad members.

Period of Appointment

The Anti-Doping Officer is appointed by the Board for a two year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA Child Protection Officer

The Child Protection Officer is appointed by the NZIFSA Board and is responsible for ensuring the NZIFSA's Child Protection Policy is followed and as the contact person for issues relating to protection of children by the NZIFSA.

Responsible To:

The Child Protection Officer is responsible to the CEO.

Responsibilities and Duties

The Child Protection Officer should:

- Be informed of the NZIFSA's Child Protection Policy and follow the requirements set out in the policy;
- be informed on the New Zealand guidelines surrounding child protection policy (See Child Youth and Family's 'An interagency guide: Working together to keep children safe' in the first instance);
- make themselves available as a contact person for issues relating to the protection of children by the NZIFSA;
- be named as the Authorised Representative for the Police Vetting Service and facilitate and coordinate the vetting of coaches, team leaders, officials and other individuals for NZIFSA,
- ensure that the Board understands any obligations with regards to child protection requirements.

Knowledge and Skills Required

Ideally the Child Protection Officer is someone who:

- can communicate effectively;
- is well-organised;
- has empathy; and
- is well informed of the NZIFSA's Child Protection Policy and the New Zealand guidelines regarding child protection.

Pre-Appointment Checks

Pre-appointment checks must include the following:

- An application form must be completed. The application form must include self-disclosure about any criminal record of abuse or violence.
- Two confidential references (preferably involving work with children). These references must be taken up and confirmed through telephone contact.
- A Police check.

Period of Appointment

The Child Protection Officer is appointed by the Board for a two year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA Marketing and Promotion Officer

The Publicity Officer is appointed by the NZIFSA Board and is responsible for publicising the activities of the NZIFSA as required.

Responsible To

The Marketing and Publicity Officer is responsible to the CEO.

Responsibilities and Duties

The Publicity Officer should:

- ensure that they are aware of the events and activities of the NZIFSA and its members in order to market and promote the sport of ice figure skating in New Zealand;
- develop relationships with a variety of media, such as newspapers, radio and television; and
- work in conjunction with organising committee for the promotion of events and competitions held in New Zealand

Knowledge and Skills Required

Ideally the Marketing and Promotion is someone who:

- can communicate effectively;
- is well-organised; and
- has a background in or enthusiasm for marketing and promotion.

Period of Appointment

The Marketing and Promotion Officer is appointed by the Board for a two year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA Grants Officer

The Marketing Officer is appointed by the NZIFSA Board and is responsible for compiling and submitting grant applications to fund NZIFSA activities, as required.

Responsible To:

The NZIFSA Grants Officer is responsible to the CEO.

Responsibilities and Duties

The Grants Officer should:

- prepare grant applications for various NZIFSA events from a variety of trusts;
- prepare accountability reports in a timely manner as required by the funding agencies; and
- work to secure funding from a wide range of sources.

Knowledge and Skills Required

Ideally the Grants Officer is someone who:

- can communicate effectively;
- is well-organised; and
- has a understanding of grant application requirements and a knowledge of the trusts that the NZIFSA can apply to for grants.

Period of Appointment

The Grants Officer is appointed by the Board for a two year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

NZIFSA High Performance Officer

The High Performance Officer is appointed by the NZIFSA and is responsible for the development and overseeing of the NZIFSA High Performance Programme.

Responsible To:

The High Performance Officer is responsible to the CEO.

Responsibilities and Duties

The High Performance Officer should:

- monitor progress the International Squad members;
- work in conjunction with the Skater Development Director to develop pathways for ~~Talent / Age~~ Development Squad members;
- work with the Test and Competition Secretary to ensure forms are completed accurately; and
- work with monitors (Senior Officials), International Squad members and their coaches in regards to performance, training and yearly plans.

Knowledge and Skills Required

Ideally the High Performance Officer is someone who:

- can communicate effectively;
- is organised;
- has a clear understanding of high performance athletes and their needs;

Period of Appointment

The High Performance Officer is appointed by the Board for a two year term until the next AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.

Team Leader: International Events

The event Team Leader is responsible for coordinating all activities of the New Zealand team at an international event and assisting with their travel to and from the event.

Responsible To:

The Team Leader, International Events is responsible to the CEO.

Responsibilities and Duties

The Team Leader must:

- attend all team leader meetings at the event, and keep team members apprised of any relevant information from these meetings;
- coordinate and keep team members informed of any necessary changes to plans;
- travel with unaccompanied athletes under the age of 16 at all times unless accompanied by a chaperone;
- act impartially towards all team members;
- organise details of travel, accommodation, meals, and tickets while travelling to and from the event and while at the event (where necessary);
- be responsible for the conduct of all team members at the event;
- immediately inform the NZIFSA President of significant breaches of NZIFSA rules or agreements or of conduct that is inappropriate or which could jeopardise the ability of NZIFSA or its members to participate in future events; and
- provide a report on their activities at the event to the CEO.

Knowledge and Skills Required

Ideally the Team Leader is someone who:

- is able to handle crisis situations as well as routine administrative tasks;
- is a team player, willing to work with all athletes, coaches, judges, parents, and administrators; and
- has knowledge of the NZIFSA rules and agreements surrounding international participation.

Pre-Selection Checks

Pre-selection checks must include the following:

- All adults accompanying children other than their own on trips must complete an application form. The application form must include self-disclosure about any criminal record of abuse or violence.
- A confidential reference (preferably involving work with children). This reference must be taken up and confirmed through telephone contact.
- A police check.
- A signed Representatives Agreement.

Estimated Time Commitment Required & Period of Appointment

The position of team leader is expected to occupy most waking hours while travelling to and from an event and while at the event. Team leaders are appointed for a single event.