

NZISA Anti-Doping Officer

The Anti-Doping Officer is appointed by the NZISA 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 NZISA Board, skaters and coaches.

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 NZISA, the ISU and anti-doping organisations; and
- is well informed of the rules regarding anti-doping and the procedures that must be followed both within New Zealand and Internationally.

Period of Appointment

The Anti-Doping Officer is appointed by the Board on a yearly basis.

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

NZISA Child Protection Officer

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

Responsible To:

The NZISA Board, skaters and coaches.

Responsibilities and Duties

The Child Protection Officer should:

- be informed on the rules and regulations surrounding child protection policy;
- 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 rules regarding child protection and the procedures that must be followed both within New Zealand and Internationally.

Period of Appointment

The Child Protection Officer is appointed by the Board on a yearly basis.

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

NZISA Marketing and Promotion Officer

The Publicity Officer is appointed by the NZISA Board and is responsible for publicising the activities of the NZISA 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 NZISA 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 Council on a yearly basis.

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

NZISA Grants Officer

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

Responsible To:

The NZISA Grants Officer is responsible to the CEO.

Responsibilities and Duties

The Grants Officer should:

- prepare grant applications for various NZISA events from a variety of trusts; 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 NZISA can apply to for grants.

Period of Appointment

The Grants Officer is appointed by the Council on a yearly basis.

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

NZISA High Performance Officer

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

Responsible To:

The High Performance Officer is responsible to the CEO, the skaters and their coaches.

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 ID 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 ~~Council~~ Board on a yearly basis.

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 skaters who are attending the competition/event and their parents, if minors.

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 NZISA President of significant breaches of NZISA rules or agreements or of conduct that is inappropriate or which could jeopardise the ability of NZISA 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 NZISA rules and agreements surrounding international participation.

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.