

BY LAWS
OF
MACQUARIE ICE SKATING CLUB

Amended at Council Meeting February 26, 2006
Made under Clause 4 (i) i & ii of the MISC Constitution

1. With regard to Family Membership: Any close relative of a skater (in the absence of a parent) who acts in the manner of a parent may apply in writing for the privileges under the Family Membership rule.
2. Should any skater or their connections in any way mistreat a judge, then the Club Council may, at its discretion, review support for that skater, and reserves the right to take disciplinary action.
3. Support for financial Home Club Members holding membership with NSWISA Inc., i.e. those that have paid the relevant and current membership fees:
 - i. International Skater (figure, dance, pair only) - \$750 each per skater per Club financial year. Each skater may be requested to provide a written report for inclusion in the club newsletter on return from competition. International skaters seeking financial support must complete and submit an "Application for Sponsorship" form to the Club Council for consideration. All such applications should be submitted in the calendar year for which sponsorship is requested.
 - ii. To National Championship, all MISC representatives (i.e. figure, dance, pair) – fully paid entry fee.
 - iii. To State Titles – the first 3 Macquarie representatives (i.e. figure, dance, pair) home in the Club Championships in direct equivalent events, fully paid entry fee.
 - iv. To be eligible for (i), (ii), (iii) above, in respect of each category of skating, skaters must not receive support from another ice-skating club in the club financial year, other than prize money or appearance money.
 - v. Each MISC Synchronised Skating Team competing at Nationals - \$1,000 per team.
 - vi. To be eligible for (i), (ii), (iii), (iv) and (v) above, skaters must have skated for Macquarie and no other Club for the whole of the Club financial year, ending each year at 31st December.
 - vii. In addition to (vi) above, to be eligible for (i) above, *new* MISC home club members who were financial at Jan 31st January in the year to which they are seeking an international skater sponsorship, shall be eligible to apply in that year, but *not* be eligible to be paid until the month of December of that year. *New* home club members who were not financial by January 31st, will not be eligible to apply for an

international skater sponsorship until the following club financial year. *Ongoing* home club members who were financial at Jan 31st January shall be paid in December of the year of application, or earlier at the club council's discretion. International sponsorships will not be paid until after the competition has been completed.

- viii. As these reimbursements are a privilege (not a right) the Club Council reserves the right to reconsider the by-laws at any time for any purpose.

4. Club Championships:

- i. Must be a member of the Club, or a guest skater invited by the event convenor.
 - ii. Everyone who enters will get to skate.
 - iii. Only a home club member of MISC can hold a Club Championship title or Club title.
 - iv. The Club Champion is the highest placed home club member skating in that division.
5. So far as practicable, Annual General Meeting of the club will be held at such a time so that the Club vote at the NSWISA AGM may be determined by the Club Membership at large in the General Business of that meeting. If, in any year, it is not practicable to hold the Annual General Meeting in advance of the NSWISA AGM, the Club Council shall determine the Club vote and direct its NSWISA representative accordingly.
6. Employees of Macquarie Ice Rink are ineligible to be members of the Macquarie Ice Skating Club Council and/or its Sub-committees.
7. Tests: These By-Laws shall be read in conjunction with the Test Rules and Regulations (the "Rules") as laid down by the NSWISA and ISA and amended from time to time. These by-laws are in no way a substitute for the test rules and regulations, rather they are complimentary to the rules.
- A. The Club's Test Co-ordinator shall be responsible for organising tests according to the Rules and By-Laws, assisted by other Club Council members from time to time, as requested by the Test Co-ordinator.
 - B. The Test Co-ordinator shall submit all documentation and Test Fees to the NSWISA as laid down in the Rules.
 - C. A Club Test Register shall be maintained. Records may be maintained on computer, however, the Test Co-ordinator is required to maintain a record in book form. This Register will contain details including date application received, name, test type, projected test date, coach and result. Upon receipt of a correctly submitted test application, an

applicant's details will be registered. This Register will be available for inspection by any Club member by request at the Test Co-ordinator's convenience.

- D. A correctly submitted test application shall consist of the following:
 - i. NSWISA Test Application form appropriately filled out and signed.
 - ii. A cheque or postal order addressed to the NSWISA for the applicable test fee.
- E. Test candidates must be financial Club members and financial members of the NSWISA. By applying to test, candidates undertake that their memberships are current. Candidates are reminded that a test undertaken without current NSWISA membership is invalid.
- F. Applications may be lodged by delivering by hand or posted to the Test Co-ordinator (preferred option), or by leaving the application in a sealed envelope on the Club tray at the Rink. The Club will not be held responsible for the applications left on the Club tray which are lost, or subject to delays in processing. Applications must be received three weeks prior to the proposed test date – registration as early as possible is recommended since this rule, i.e. test application papers and cheque CANNOT be received on the night of the test, nor will verbal applications be received from coaches, or anyone else.
- G. The NSWISA Rules governing refunds will be adhered to for any NSWISA test fee submitted, i.e. a candidate must skate on the date nominated according to the Rules, and will not be entitled to a refund if he/she does not skate, except if a medical certificate or other written evidence is provided to, and approved by the NSWISA.
- H. All test dates and venues will be determined by NSWISA.
- I. Individual candidate's test dates will be posted on the Club Noticeboard five days prior to the test date. It is the responsibility of the candidate to check the Club Noticeboard for any changes in regard to date, time and/or venue.

8. Child Protection:

- A. Nomination forms for candidates for the election to Club Council must contain the following:

“It is an offence under the NSW Child Protection (Prohibited Employment) Act of 1998 for a person convicted of a serious sex offence to apply for this position.”

Candidates for positions on MISC Inc Council must be willing to undergo a full “Working With Children” check.

- B. All members of Council must sign a “Prohibited Employment Declaration” form as soon as possible after their election to the Council of MISC Inc. Other volunteers in child related positions (competition marshal, registrar, etc.) must complete a “Prohibited Employment Declaration” form.
- C. MISC Inc will act in accordance with the policies of NSWISA in dealing with Child Protection screen procedures among pairs skaters, ice dancers, and members of synchronised skating teams.
- D. Members must be notified of the names of the Child Protection Officer/s as soon as practical after their selection, via the newsletter and club noticeboard.
- E. Child Protection Officers will:
- Maintain the Child Protection Information folder, including standard forms,
 - Keep secure signed “Prohibited Employment Declaration” forms,
 - Keep secure records of the “Working With children” check
 - Promote child protection awareness among members.
 - Follow reporting procedures in the event of an allegation of child abuse.
 - Maintain confidentiality.
 - Inform the council about reporting procedures.

ANY ALLEGATIONS MUST BE REPORTED TO THE NOMINATED CHILD PROTECTION OFFICERS ONLY.

F. Working With Children Check

As required this must be commenced as soon as each preferred applicant is appointed to the position, as outlined in the handbook “Guidelines for Sport and Recreation Organisations... Working With Children Check and Child Protection.”

G. Reporting Procedures:

- i. Reporting Procedures – Complainant
 1. Very briefly clarify details of the allegation. Write it down, sign and date it. The “child” must be under 16 years of age.
 2. Assess the risk and take interim action if necessary.
 3. Contact one of the Child Protection Officers.
- ii. Reporting Procedures – Child Protection Officer/s (CPO)
 1. CPO clarifies details from the complainant, decides if further action is needed. Do not consult with the alleged

offender, do not “question” the victim or reporter. Write, sign and date an outline.

2. CPOs act in accordance with NSWISA policies for reporting procedures, or follow the procedures in the handbook.
3. CPO collects reports, files them securely maintaining confidentiality, unless called for by NSW Police, DoCS, or other investigating body.

9. Public Officer:

A. The Public Officer is responsible for:

- i. Lodging documents with the Office of Fair Trading (and keeping the Club's Certificate of Incorporation.)
- ii. Supervising the register of members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.

B. The Public Officer must provide a copy of the Annual Statement, including financial reports, to the Office of Fair Trading within one month of the Annual General Meeting.

C. A Change in name or address of the Public Officer must be notified to the Office of Fair Trading within fourteen days.

10. Dispute Resolution:

The committee will make every effort to resolve, in a fair and equitable manner, any disputes as they arise. Unresolvable disputes will be dealt with in accordance with the provisions of the current MISC Constitution.
