

**SKATE AUSTRALIA
BRANCH PROCEDURES MANUAL**

2003

Section 1 – Introduction

1.0 Introduction

Roller Sports Australia trading as Skate Australia is recognised by the Australian Sports Commission and the Australian Olympic Committee as the peak body for skating activities in Australia.

Roller Sports Australia is governed by a five (5) member board consisting of:

President
Treasurer
Thee Committee Members

To achieve its objectives Skate Australia works to a four (4) year Strategic Plan. Through this plan it aims to provide a national focus, basic resources and overall coordination of the six (6) disciplines of skating:

Artistic
Speed
Roller Hockey
Inline Hockey
Skateboarding
Rollerblading

The Technical Branch Committees are sub committees of Skate Australia that in cooperation with the National Office service memberships in the areas of:

Competition rules and regulations
Coaching
Officiating
Pathways for Athlete Development
Development of Selection Criteria
National Teams and Squads
Competitions

This Manual has been developed to assist National Branch Committees in areas where information is regularly sought and to provide a resource for future committees. It is hoped that the information contained will benefit those charged with the responsibility of branch administration. It is not intended that it is prescriptive but rather informative.

Susan Currell
National Executive Committee

2.0 Position Descriptions

2.1 Branch Chairman

2.1.1 Primary Job Purpose:

The Branch Chairman is the principle leader and has overall responsibility for the branch administration subject to the rules of the Association.

2.1.2 Responsibilities:

Responsibilities of the Branch Chairmen include the following:

- Manage committee and/or executive meetings of the Branch
- Manage and chair the Annual General Meeting of the Branch
- Maintain effective liaison between all levels of the branch executive
- Assign duties and responsibilities to other executive committee members as required.
- Coordinate and supervise the activities of State branch chairmen, Coaches Committee and Officials Committee chairmen.
- Preparation of Annual Branch Operational Plans and budgets for Sports Development based on templates provided by the National Office.
- Preparation of Four (4) year Branch Strategic Plan and review and update this annually.
- Provide written reports to the National Office against Sports Development identified in the Branch plans.
- Provide a written report to the Board meeting as requested based on the reporting template provided.
- Provide copies of minutes of all meetings of the branch to the National Office, including semi annual and general meetings within 21days of the meeting.
- Provide a written report on Branch activities for the Annual Council Meeting.
- Coordinate the recommendation to the Board the appointment of team managers of national teams.
- Coordinate the rules and requirements of the Australian Championships subject to approval of the Board. These rules must cover age divisions and qualifications for entry into those grades.
- Provide the National Office a complete set of results of the Australian Championships.
- Provide input when requested to the High Performance Coach and/or Administrator into the selection criteria for entry to world championships and other international competitions.
- Coordinate the selection of representative at world championships and other international competitions that must be submitted to and ratified by the Board.

- Review all State Competition Sanctions and make recommendations to the Board any amendments that are required for the sanction to meet the Branch requirements.
- Establish a calendar of events of all branch activities including coaching and officiating courses, coaching clinics, competitions (state and national), and dates of branch meetings and provide to the National Office in November annually.
- Establish effective communication pathways for all key stakeholders.

2.1.3 Issues and Challenges

To have a practical understanding and appreciation of the administration of a National Branch Committee and the challenges they face. Have a thorough understanding of the needs of the branch and the ability to develop the resources to meet these needs. Be unbiased and impartial on all issues. Be well versed in the rules or procedures of meetings as well as rules pertaining to competitions conducted by the branch.

2.1.4 Accountability

The Branch Chairman is accountable to the RSA Board for all aspects of the administration of the Branch.

2.1.5 Reporting Relationships

The recommendation for appointment to the position of National Branch will be given to the Board following the meeting of the national branch committees annual general meeting each even year. The Board will appoint the National Branch Chairman provided that the nominee possesses the necessary qualifications to fulfill the position.

- In carrying out his/her duties the National Branch Chairman will liaise closely with the National Executive Officer and the National Sports Development Officer.
- Reporting to the National Branch Chairman are:-
 - National Branch Coach Committee Chairman
 - National Officials Committee Chairman
 - Chairman of State Branch Committees
 - The High Performance Coach/Administrator will liaise with the National Branch Chairman on aspects of the Branch High Performance Plan however the HPC/Administrator is responsible to report to the Board through the HPM on all aspects of the High Performance programs.

2.1.6 Key Performance Indicators

- Level of satisfaction and feedback provided by state branch committees.
- Level and quality of feedback provided by National Coach and Officials Committee Chairmen.

- Level and quality of feedback provided by the National Office in relation to provision of reports, agenda, minutes of meetings and other requirements in relation to the progress of the branch nationally.
- Appraisal process regarding issues such as the smooth running of the branch and provision of reports and minutes within the timeframe set.

2.1.7 Qualifications and Experience

- Knowledge and understanding of the issues of the branch at local, state and national level.
- Sound knowledge of Skate Australia's structure and rules and regulations.
- Clear and rational thought path and an ability to communicate clearly, both orally and in writing.
- Ability to provide leadership and work as part of a team.
- Be objective and consistent.
- High level of administrative skills including computer literacy and understanding the internet.

2.2 Coaches Committee Chairman

2.2.1 Primary Job Description:

The Chairman of the National Branch Coaches Committee is the principal leader and has overall responsibility for administration of the coaches committee subject to the rules of the Association.

2.2.2 Responsibilities:

Responsibilities of the National Branch Coaches Committee Chairmen include the following:

- Manage the Coaches Committee annual General Meeting including preparation of Agenda and collation of reports from State Panel Chairmen and forwarding to the National Office as requested.
- Prepare and submit a written report to the Branch AGM
- Provide input to Branch Operational Plans in relation to Sports Development and High Performance projects that relate to coaches and coaching activities.
- Provide a written report to the National Branch Chairman on coaching activities for inclusion in the National Branch Chairman's Report to the Board.
- Prepare and provide minutes of meetings to the National Office for circulation within 21 days of any meeting.
- In consultation with the National Office set up courses, examinations, assessment and mentoring programs that include appropriate resource materials for coaches in accordance with the National Coaching Accreditation Scheme.
- Approve examiners/presenters/lecturers for all levels of the National Coach Accreditation Scheme.
- Assist state panel chairmen to act as educational groups to train applicants for accreditation and to maintain a high level of consistency and competency.
- Establish effective communication pathways between all key stakeholders.
- Assign duties and responsibilities to other executive committee members as required.
- Provide the National Office with details of all new, upgraded and updated accreditations on a monthly basis.
- Maintain a register of all accredited coaches and provide to the National Office as required. (Register to include name, address, date of birth, level of accreditation, date acquired and expiry date).

2.2.3 Issues and Challenges

To have a practical understanding of the rules and regulations pertaining to the respective branch. Have the ability to produce training programs and resource

materials of the highest standard so that a high level of competency and consistency is maintained from coaches.

2.2.4 Accountability

The National Branch Coaches Chairman is accountable for all aspects of administration of the coaches committee and is a voting member of the National Branch Committee as well as Chairman and voting member of the National Branch Coaches Committee.

2.2.5 Reporting Relationships

The Chairman is elected at the annual general meeting of the National Branch Coaches committee from amongst those coaches eligible to vote and are present at the meeting of the respective discipline each even year.

In carrying out his/her duties the Chairman of the National Branch Coaches Committee will liaise closely with the National Branch Chairman and the State Panel Chairmen.

Reporting to the Chairman are:

- State Panel Chairmen
- Examiners/Course Presenters/Lecturers

2.2.6 Key Performance Indicators

A high level of satisfaction and feedback provided by the National Branch Chairman and the State Panel Chairmen. Provision of reports, minutes, training programs resource materials and other information within the set timeframe.

2.2.7 Qualifications and Experience

- Sound knowledge of Roller Sports governance structure
- Clear and rational thought path and an ability to communicate clearly, both orally and in writing.
- Ability to provide leadership and work as part of a team.
- Have a good understanding of the National Coach Accreditation Scheme
- High level of administrative skills including computer literacy and understanding of the internet.
- Experience at state panel level, although not compulsory, would be considered an advantage.

2.3 Position Title: Officials Committee Chairman

2.3.1 Primary Job Description:

The Chairman of the National Officials Committee is the principal leader and has overall responsibility for administration of the officials committee subject to the rules of the Association.

2.3.2 Responsibilities:

- Manage the Committees' Annual General Meeting including preparation of Agenda and collation of reports from state panel chairmen (and examiners) and forwarding to the National Office as requested.
- Prepare and submit a report to the Branch AGM
- Provide input to Branch Operational Plans in relation to Sport Development and High Performance Projects that relate to officials and officiating activities.
- Provide a written report to the National Branch Chairman on officiating activities for inclusion in the Branch Reports to Board Meetings.
- Prepare and provide Minutes of meetings to the National Office and National Branch Committee within 21 days of completion of any meeting.
- Recommend the officials for the Australian Championships
- On completion of the schedule/program/draw for the Australian Championship prepare a roster for officials and provide to the National Office and National Branch Committee a minimum of 2 weeks prior to the start of the competition.
- Appoint officials for gold medal proficiency tests (if applicable)
- Set up courses, examinations, assessment and mentoring programs together with appropriate resource material for officials in accordance with the National Officiating Program.
- Approve examiners/presenters/lecturers for all levels of the National Officiating Program.
- Assist state panel chairmen to act as educational groups to train applicants for commissions and maintain a high level of consistency and competency.
- Establish effective communication pathways between all key stakeholders.
- Assign duties and responsibilities to other executive committee members as required.
- Provide the National Office details of all new, upgraded and updated accreditations on a monthly basis.
- Maintain a register of all accredited officials and provide to the National Office as required. (Name, Address, Date of Birth, Level of Accreditation, Date Acquired and Date Expired)

2.3.3 Issues and Challenges

To have a practical understanding of the rules and regulations pertaining to the respective branch. Have the ability to produce training programs and resource materials of the highest standard so that a high level of competency and consistency is maintained from officials. The ability to establish and keep open effective communication pathways in order that the committee functions in an efficient and professional manner.

2.3.4 Accountability

The National Officials Committee Chairman is accountable for all aspects of administration of the Officials Committee and is a voting member of the National Branch Committee as well as Chairman and voting member of the National Officials Committee.

2.3.5 Reporting Relationships

The Chairman is elected at the annual meeting of the committee from amongst those officials eligible to vote and are present at the meetings of the respective committee each even year.

- In carrying out his/her duties the Chairman of the National Officials Committee will liaise closely with the National Branch Chairman and the State Panel Chairmen and examiners/presenters.
- Reporting to the Chairman of the National Officials Committee are:
 - State Panel Chairmen
 - Examiners/Course Presenters/Lecturers

2.3.6 Key Performance Indicators

Level of satisfaction and feedback provided by the National Branch Chairman and State Panel Chairmen. Provision of reports, minutes, training programs, resource materials and information within the set timeframe.

2.3.7 Qualifications and Experience

- A sound knowledge of Roller Sports governance structure
- Clear and rational thought path and an ability to communicate clearly, both orally and in writing.
- Ability to provide leadership and work as part of a team.
- Thorough understanding of competition rules and regulations.
- A sound knowledge of the appeals and/or protest processes for the respective disciplines.
- High level of administrative skills including computer literacy and understanding the internet.
- Experience at state panel level, although not compulsory, would be considered an advantage.

2.4

Branch Executive Committee

2.4.1.1 Primary Job Purpose:

The Chairman of the State Branch Committee is the principal leader and has overall responsibility for administration of the branch at state level and is a voting member of the National Branch Committee to provide input into the overall conduct of the National Branch.

2.4.1.2 Responsibilities to the National Branch Committee

Responsibilities of the State Branch Chairmen to the Executive Committee of the Australian Branch include the following:

- Provide copies of minutes of all meetings of the state branch committee to the National Branch Chairman within 21 days of the meeting.
- Provide a written report on Branch activities for the Branch Semi-annual and Annual General Meeting and at other times as requested by the National Branch Chairman.
- Provide input into the preparation of annual Branch Operational Plans and budgets.
- Provide input into the preparation of the four (4) year Branch Development Plans and budgets updated and reviewed annually.
- Provide to the Branch Chairman a list of all Sanctions issued and rejected within their branch and state on a monthly basis.
- Provide the National Office with a copy to the National Branch Chairman, a complete set of results of the State Championships
- Review applications received for team managers and other support staff of national teams and provide feedback and recommendations within the set timeframe.
- Review the selection criteria for entry to world championships and other international competitions and provide input to the National Branch Chairman.
- Review the selection of representative for world championships and other international competitions and as soon as possible following the final selection process provide input/feedback on athletes from their state, to the National Branch Chairman prior to submission of the team/s to the board for ratification.
- Establish a calendar of events of all branch activities including coaching and officiating courses, coaching clinics, competitions and dates of state branch meetings and provide to the National Branch Chairman in November each year.
- Establish effective communication pathways for all key stakeholders.

2.1.3 Issues and Challenges

To have a practical understanding and appreciation of the administration of a State Branch Committee and the challenges they face. Have a thorough understanding of the needs of the branch and the ability to

develop the resources to meet these needs. Be unbiased and impartial on all issues. Be well versed in the rules or procedures of meetings as well as rules pertaining to competitions conducted by the branch.

2.1.4 Accountability

The State Branch Chairman is accountable for all aspects of the administration of the State Branch (subject to the rules of the State Executive).

2.1.5 Reporting Relationships

The State branch chairman are elected at the annual meetings of the State Branch committees for a period of two years and are a voting member of the National Branch Committee.

- In carrying out his/her duties the State Branch Chairman will liaise closely with the National Branch Chairman.
- Reporting to the State Branch Chairman are:-
 - State Branch Coach Committee Chairman
 - State Officials Committee Chairman
 - Other positions defined within the respective State's Constitution

2.1.6 Key Performance Indicators

- Appraisal process regarding issues such as the smooth running of the state branch and provision of reports and minutes within the timeframe set.

2.1.7 Qualifications and Experience

- Knowledge and understanding of the issues of the branch at local/club, state and national level.
- Sound knowledge of Roller Sports Australia structure
- Clear and rational thought path and an ability to communicate clearly, both orally and in writing.
- Ability to provide leadership and work as part of a team.
- Be objective and consistent
- A reasonable level of administrative skills.

3.1 Annual General Meeting of the Branch

The Annual General Meeting of the Branch will be held prior to or during the Australian Championships. A quorum for a branch AGM shall be ten (10).

The Agenda, Reports and any proposals to be considered at the AGM must be in the National Office a minimum of eight (8) weeks prior to the meeting in order that these may be circulated to clubs in accordance with the RSA Constitution Clause 12 1 (c).

Business to be conducted at the AGM may include the following:

- a) Confirmation of Minutes of Previous Meeting
- b) Financial Reports
- c) Chairman's Report
- d) Reports from State Branch Chairmen
- e) Report from Officials Chairman
- f) Report from Coaches Chairman
- g) Proposals received to amend requirements
- h) Australian Championships
- i) Oceania Championships
- j) World Championships
- k) Election of Chairman (every even year)
- l) Setting of Sanction Fees
- m) Date and Venue for Next Meeting

A register of all clubs eligible to vote at the AGM will be provided to the Branch Chairman by the RSA Office.

Within 21 days of the conclusion of the meeting the Register and Minutes of the Meeting are to be forwarded to the RSA office.

The cost for the Chairman to attend the AGM will be borne by RSA as a cost to the Australian Championships. The cost of the State Branch Chairmen to attend the AGM is not the responsibility of RSA or the Branch, unless they are appointed to the A Panel for the Australian Championships and as such their costs would be met by RSA as a cost to the competition.

The cost of the Chairman of the National Branch Officials Committee to attend the AGM will be met by the Branch unless they are appointed to the A Panel for the Australian Championships and as such their costs would be met by RSA as a cost to the competition.

The cost of the Chairman of the National Branch Coaches Committee to attend the AGM will be met by the Branch unless they are appointed to the A Panel for the Australian Championships and as such their costs would be met by RSA as a cost to the competition.

The cost of the High Performance Coach/Administrator to attend the AGM, only if approved by the High Performance Manager, will be met from High Performance Funds allocated to the branch.

3.2 Semi Annual Meeting of the Branch

The Branch will hold a semi annual meeting at a time and place to be determined by the Executive, but must be held prior to the 28th February each year.

The Agenda, Reports and any proposals to be considered at the Semi Annual Meeting must be circulated to the Executive Committee no later than four (4) weeks prior to the scheduled date of the meeting.

Business to be conducted at the Semi Annual Meeting of the Branch may include the following:

- a) Confirmation and Business not yet dealt with from the AGM Minutes
- b) Confirmation of Minutes of previous semi annual meeting
- c) Financial Reports
- d) Chairman's Report
- e) Reports from State Branch Chairmen
- f) Report from Officials Chairman
- g) Report from Coaches Chairman
- h) Report from High Performance Coach
- i) Review and Update of Branch Development Plans
- j) Review and Update of Branch High Performance Plans
- k) Australian Championships
- l) Oceania Championships
- m) World Championships
- n) Date and Venue for Next Meeting
- o) General Business

Within 21 days of the conclusion of the meeting the Minutes of the Meeting are to be forwarded to the RSA office.

The cost for the Branch Chairman, National Branch Officials Chairman and National Branch Coaches Chairman to attend the Semi Annual Meeting will be borne by the Branch.

The cost of the State Branch Chairmen to attend the Semi Annual Meeting will be cost shared equally amongst all states that actively support that branch.

The cost of the High Performance Coach/Administrator to attend the Semi Annual Meeting, only if approved by the High Performance Manager will be met from the Branch High Performance Funds allocated to the Branch.

3.3 Other Meetings

3.3.1 At the Australian Championships.

A meeting will be held by the Branch Executive to deal with matters relating to the Championships and other urgent business. This meeting

will be held before the start of the Australian Championships as at date, time and venue to be determined by the Branch.

Notice of this meeting will be given to the Branch Executive at least two (2) weeks prior to the date of the meeting.

3.3.2 Team Selection Meeting

This meeting may to be held by the Branch Executive at the conclusion of any selection process for international teams. This may be at the conclusion of the Australian Championships or via teleconference depending on the selection process of the branch.

This meeting is to finalise team selection of international teams for recommendation to the RSA Board.

3.4 National Branch Officials AGM

The Annual General Meeting of the National Branch Officials Committee will be held prior to or during the Australian Championships. A quorum for a branch AGM shall be ten (10) or 1/3 of those eligible to vote whichever is the lesser.

The Agenda, Reports and any proposals to be considered at the AGM must be in the National Office a minimum of eight (8) weeks prior to the meeting in order that these may be circulated to clubs in accordance with the RSA Constitution Clause 12 1 (c).

Business to be conducted at the AGM may include the following:

- a) Confirmation of Minutes of Previous Meeting
- b) Business Arising from Minutes
- c) Chairman's Report
- d) Reports from Examiners
- e) Report from State Panel Chairmen
- f) Appointment of Examiners/Presenters
- g) Items on Branch Agenda which affect the Officials Committee
- h) Proposals received to alter rules/requirements
- i) Australian Championships
- j) Oceania Championships
- k) World Championships
- l) Election of Chairman (every even year)
- m) Date and Venue for Next Meeting

A register of all officials eligible to vote at the AGM will be provided to the Chairman by the RSA Office.

Within 21 days of the conclusion of the meeting the Register and Minutes of the Meeting are to be forwarded to the RSA office.

The cost of the Chairman of the National Branch Officials Committee to attend the AGM will be met by the Branch unless they are appointed to the A Panel for

the Australian Championships and as such their costs would be met by RSA as a cost to the competition.

The cost of the State Panel Chairmen to attend the AGM is not a responsibility of RSA or the Branch unless they are appointed to the A Panel for the Australian Championships and as such their costs would be met by RSA as a cost to the competition.

3.5 National Branch Coaches Committee

The Annual General Meeting of the National Branch Coaches Committee will be held prior to or during the Australian Championships. A quorum for a branch AGM shall be ten (10) or 1/3 of those eligible to vote whichever is the lesser.

The Agenda, Reports and any proposals to be considered at the AGM must be in the National Office a minimum of eight (8) weeks prior to the meeting in order that these may be circulated to clubs in accordance with the RSA Constitution Clause 12 1 (c).

Business to be conducted at the AGM may include the following:

- n) Confirmation of Minutes of Previous Meeting
- o) Business Arising from Minutes
- p) Chairman's Report
- q) Reports from Examiners
- r) Report from State Coaches Committee Chairmen
- s) Appointment of Examiners/Presenters
- t) Items on Branch Agenda which affect the Coaches Committee
- u) High Performance Report
- v) Professional Development for Coaches
- w) Election of Chairman (every even year)
- x) Date and Venue for Next Meeting

A register of all officials eligible to vote at the AGM will be provided to the Chairman by the RSA Office.

Within 21 days of the conclusion of the meeting the Register and Minutes of the Meeting are to be forwarded to the RSA office.

The cost of the Chairman of the National Branch Officials Committee to attend the AGM will be met by the Branch unless they are appointed to the A Panel for the Australian Championships and as such their costs would be met by RSA as a cost to the competition.

The cost of the State Coaches Committee Chairmen to attend the AGM is not the responsibility of RSA or the Branch, unless they are appointed to the A Panel for the Australian Championships and as such their costs would be met by RSA as a cost to the competition.

3.6 Artistic Requirements Meeting

These requirements are yet to be determined.

Section 4 – Sanctions and Sanction Fees

4.1 Introduction

Sanctions are applications in writing to conduct an event under the rules and regulations of Roller Sports Australia Inc. (T/S Skate Australia). All competitions, events and tournaments must be sanctioned by the appropriate authorizing bodies (Please Refer to Bylaw No.11) to be underwritten by RSA's National Insurance Scheme.

In addition they provide the State Branch, State Executive, National Branch and the RSA Board with information on all events being conducted.

4.2 Authorising Bodies

- 4.2.1 State Administrators
- 4.2.2 State Branch Chairmen
- 4.2.3 National Branch Chairmen
- 4.2.4 National Office

4.3 Types of Sanctions

- 4.3.1 Open Sanctions (State Administrators and National Office)
- 4.3.2 Interclub Competitions within one state (State Branch Chairmen)
- 4.3.3 Interstate Competitions (National Branch Chairmen)
- 4.3.4 State Championships (Board)

4.4 Applications

Applications for all Sanctions, with exception of State Championships, must be made in writing on the prescribed form and sent to the appropriate authorizing body a minimum of one month prior to the scheduled competition.

State Championship Sanction Applications must be provided to the National Office in January each year. This application must be accompanied by a full copy of the State Championship Notice including dates, venues, requirements and/or age divisions.

4.5 Sanction Fees

4.5.1 Artistic Competitions

Sanction fees, as set from time to time by the AAC Executive at the AGM are payable on **every** competition run in **all** states. The only exception to this rule is one fund raising competition in each State each year and National Championships.

The fee payable is on the basis of "per skater per event".

Examples of the sanction fee are as follows:

A skater enters 3 events at a competition - A sanction fee is payable for that skater for each of these 3 events.

A dance teams enters an event. The sanction fee is payable for each skater in the team for that event.

A precision team enters one event. The sanction fee is payable for each skater in the team for that event.

The sanction fees are to be forwarded to the AAC Chairman within three (3) weeks of the conclusion of the competition, together with a program marked up with all places and withdrawals from the competition.

4.5.2 Speed Competitions

Sanction Fees for speed competitions are payable only for State Championship events. The fee payable is \$1.00 per day per competitor. This fee should be forwarded to the National Office together with a full set of results of the State Championships within 1 month of the end of the competition.

4.5.3 Inline Hockey Competitions

Sanction Fees for inline hockey competitions are payable only for State Championship events.

The fee payable for State Championships is \$5.00 per game for every game played including finals.

This fee should be forwarded to the National Office together with a full set of results of the State Championships within 1 month of the end of the competition.

4.5.4 Roller Hockey Competitions.

Sanction Fees for roller hockey competitions are as follows:

\$5.00 per player per year.

This fee should be forwarded to the National Office with a list of the players names within 1 month of registration.

Section 5 – Coaching and Officiating

5.1 Introduction

Skate Australia is the professional/educational body for skating activities in Australia. Coach and Official education is a central component of the functions of Skate Australia. Coach and Official's education is conducted through accreditation courses and updating seminars.

The National Coach Accreditation Scheme (NCAS) and the National Official Accreditation Scheme (NOAS) have been established to provide quality training for sports coaches and officials. Skate Australia coaches and officials undertaking NCAS/NOAS qualifications participate in a variety of learning experiences.

The NCAS and NOAS aim to:

- Increase confidence and competency in coaching and officiating ability
- Improve communication skills
- Develop quality controlled learning in all courses; and
- Increase the enjoyment of sport for coaches and officials.

The National Branch Coaches and Officials Chairmen are responsible for coordinating all coaching and officiating courses and updating seminars throughout Australia.

They may delegate the responsibility for the conduct of Level 0 and Level 1 Courses to their state counterpart however the Level 2 and above is the responsibility of the National Branch.

5.2 Conducting a Coaching Courses for Speed, Roller Inline and Roller Hockey

5.2.1 Provider Arrangements

Approved course coordinators are endorsed to deliver Levels 0 and 1 of the Skate Australia Coaching Courses. At this stage Levels 2 will be provided directly by the National Branch Coaches Committee Chairmen in conjunction with the National Office.

All providers are required to deliver training programs in accordance with the curriculum and other guidelines provided by Skate Australia

5.2.2 Presenter and Assessor Requirements

Course Presenter/lecturers accreditation policy is outlined in Clause 3 below. All prospective lecturers must apply to the National Office on the appropriate application form and be approved for lecturing on all Skate Australia Courses.

Presenters are encouraged to work towards the highest level of course registration possible. Additionally, the lecturer registration process will assess competencies on a yearly basis. All presenters are required to attend the appropriate Course Presenters Course.

Course Presenter Kits are available for each level and discipline.

Assessors of each level of Skate Australia course must have obtained the level of the course accreditation for which they are assessing, and be approved by the National Branch Coaches Committee Chairman and the National Office as having appropriate assessment skills to access in accordance with this curriculum.

It is recommended that all assessors attend the appropriate assessor training course.

5.2.3 Venue

All courses should be conducted at a venue that has both suitable space for lecture/workshop presentations and other skating facility that will allow for the whole group to participate in practical skating and coaching activities.

5.2.4 Course Coordinator Accreditation Policy

The aim of the Skate Australia Course Coordinator Accreditation Policy includes:

- To determine who are suitable persons to be entrusted with the role of course coordinator.
- To allow greater access by participants to Skate Australia Courses, assuming the frequency of courses increases and the variation of locations is broader.

The requirements for accreditation as a Skate Australia Course Coordinator will be determined by the National Branch Coaches Committee Chairman in consultation with the National Office. All applications for Course Coordinators must be made to the National Office on the appropriate Application Form. (See Attachment A).

A database of accredited course coordinators will be maintained at the National Office.

The guidelines for accreditation of course coordinator for Levels 0 and 1 include the following:

1. All course coordinators must be accredited by Skate Australia
2. All course coordinators will be responsible for ensuring all lecturer/presenters that lecture during the course are approved and accredited as a Level 0 or Level 1 Lecturer/Presenter.
3. The course coordinator is expected to be a person of good repute and who is supportive of Skate Australia and its objectives.
4. The pre-requisite for accreditation will be that the proposed coordinator is a current member of Skate Australia.
5. In the event that an accredited course coordinator allows membership to lapse, they may be removed from the register.

6. The course coordinator is required to notify the National Branch Coaches Committee Chairman and National Office in writing one (1) month prior to each and every course that is to be conducted.
7. Course coordinator accreditation will be for one year and new applications will be required on January 1 each year.
8. The application for course coordinator must be received at the National Office no later than four (4) weeks prior to the course date. This is aimed at allowing time to obtain approval from the National Branch Coaches Committee Chairman and the National Office.
9. The course coordinator will be responsible for collection of appropriate fees and for forwarding to the National Office one (1) week prior to the commencement of any course the appropriate fee as per Schedule G.
10. The course coordinator will be responsible for providing the National Office with a list of names, addresses, date of birth, etc of all course participants at least one (1) week prior to the course commencement. As per Clause 5.2.13 and 5.2.14
11. The course coordinator will be responsible for completing the Course Report Form at the conclusion of every course and forwarding to the National Office no later than one (1) week following the completion of the course. As per Clause 5.2.15.

5.2.5 Lecturer/Presenter Accreditation Policy

The aim of Skate Australia's Lecturer Accreditation Policy includes:

- To attract potential lecturers whom we may have otherwise been unaware of their existence, their skills or their interest in being involved.
- To ensure that all lecturers meet a pre-determined standard.
- To avoid criticism that we are only using selected lecturers.
- To avoid alienating people who may believe they are being wrongly denied the opportunity to be involved.
- To provide a broader base of perspective lecturers.
- To ensure variation in lecturers, rather than having the same ones all the time.
- To develop a list of possible lecturers to ease the task of the Course Coordinator in securing lecturers at any given date.

It is recognised that each course level has a theory component and a practical component. Therefore recognition will be given to specific skills in lecturing/teaching. Accreditation will be specific to which units within the course, and to what level, Eg. Level 0 or Level 1.

The requirements for accreditation as a Skate Australia Course Presenter will be determined by the respective Technical Committee Coaches Chairman in consultation with the National Executive Officer. All applications for Course Presenters must be made to the National Office on the appropriate Application Form. (See Attachment B)

A database of accredited lecturers will be maintained at the National Office.

The proposed guidelines for accreditation of lecturers for Skate Australia's courses include the following:

1. The proposed lecturer/presenter will be expected to have relevant and adequate qualifications and/or experience as determined by the National Branch Coaches Committee for the topics/units that they have nominated.
2. They are also expected to be persons of good repute who are supportive of Skate Australia and its objectives.
3. A pre-requisite for accreditation will be that the proposed lecturer/presenter is a current member of Skate Australia (exemption may be granted for lecturers/presenters in specialists areas such as nutrition, recovery, and some general principles units it would however be expected that the role of these exempt lecturers/presented is minimal for the sports specific components).
4. A pre-requisite will be that the proposed lecturer/presenter must have a minimum Level 1 accreditation for Levels 0 and 1 in the discipline they will be lecturing/presenting in.
5. Presenters must also have attended a course presenters, train the trainer or presentation skill course.
6. A further pre-requisite for accreditation will be that the proposed lecturer/presenter has a current professional indemnity insurance cover such as that offered by Insurance Exchange of Australia through Skate Australia Membership. (A copy of the Certificate of Insurance will need to be included with their application if PI Insurance is not through Skate Australia Membership)
7. The accreditation will be for one year and a new application is required on January 1 each year.
8. In the event that a registered lecturer/presenter allows membership in Skate Australia or professional indemnity insurance to lapse for an unreasonable period of time, they may be removed from the register.
9. The accreditation process will include approval from the National Branch Coaches Committee Chairman and the Sports Development Officer.
10. All lecturers/presenters in all Skate Australia courses must be accredited. This responsibility lies with the Course Coordinator.

5.2.6 Administration of the Courses

No courses are to be run in any state without the knowledge and consent of the National Branch Coaches Committee Chairman and the National Office.

Courses are to conform to the guidelines provided in all ways, including price, content, administration, etc.

Course Coordinators who required Skate Australia to pay for the cost of venue and presenter fees must provide a budget for each course to be conducted. (Attachment F) This form must be forwarded to the Technical Committee Coaches Chairman and the National Office, two (2) weeks prior to the commencement of the course, and obtain approval to conduct the course from the National Office.

All relevant course fees should be sent to the National Office one (1) week prior to the commencement of the course, together with a copy of the Registration Form as per Clauses 5.2.13 and 5.2.15.

The National Office will only pay accounts on receipt of an invoice that has been approved for payment by the Course Coordinator.

5.2.7 Payment of Course Fees

All participants must pay, to the course coordinator, the course fee before commencing the course.

The cost of the course will automatically include Registration Fee with the Sports Education Unit (formerly the ACC), all course resources, and certificate (on completion of all assessment requirements).

See Attachment G (i) and Attachment G (ii) for Course Fee Structure Options. Course Fee Variation Application Form (See Attachment H) is required to be completed for all courses conducted.

5.2.8 Age Entry into the Program

There is no minimum age for Level 0 however it is expected that the participants are of an age to confidently teach all the components of the level.

Candidates for Level 1 must be a minimum age of 16 years on the date that the course commences to be eligible for accreditation.

5.2.9 Attendance Requirements and Pre-requisites

All candidates must be current members of Skate Australia to be eligible for accreditation.

Candidates must attend all sessions of the course in order to be eligible for accreditation.

There are no pre-requisites for either the Level 0 or Level 1 Course.

5.2.10 Course Presenter Kits

Skate Australia has developed a resource to assist lecturers in the delivery of the Level 0 and Level 1 Courses

The Australian Sports Commission have available a Level 0 Orientation to Coaching General Principles and Level 1 Beginning Coaching Presenter Kits. In 2004 this will be included in all Course Presenter Kits with the costs added to the cost of Skate Australia Course Presenter Kits.

The Level 0 Course Presenter Kit provides the presenters with:

- Course Overview
- Generalised Timetable
- Course Unit Outline
- Lecturer Notes
- Overhead Master

The Level 1 Course Presenter Kit provides the presenters with:

s

- Course Overview
- Generalised Timetable
- Course Unit Outline
- Lecturer Notes
- Overhead Masters
- Level 1 Workbook
- Level 1 Practical Assessment Book
- Level 1 Resource Manual
- Copies of:
 - Course Entry Pre-requisites
 - Course Exemption/RPL Policy
 - Pre—participation information questionnaire
 - Course Evaluation Form
 - Updating Guidelines
 - Practical Coaching Guidelines and Recording Form
 - Mentor Guidelines and Application Form
 - Coaches Code of Ethics and Agreement Form
 - Application to Participate in the Level 2 Course

The Course Presenter Kit provides guidelines for presenters. It is intended as an aide, to give direction. However, it is not intended to be prescriptive. Whilst the units and their objectives must be covered and met respectively, presenters are encouraged to alter the timetable order, vary the unit duration and supplement or replace the lecturer notes and overheads as they deem appropriate for that particular course.

5.2.11 Application for Course Coordinator

Nam : _____

Address : _____

_____ **Post Code** : _____

Phone : **(B)** _____ **(H)** _____

E-mail : _____

Level : **Level 0** **Level 1**

Discipline : **Speed** **Roller Hockey** **Inline Hockey**

Skateboard **Inline Skating**

Grounds for Application (Please attach any supporting documentation):

POST TO SKATE AUSTRALIA, PO BOX 721, BEENLEIGH, 4207

E-mail: info@skateaustralia.org.au

Office Use only –Date Received:	_____ / _____ / _____
Membership Expiry Date:	_____ / _____ / _____
Approved/Rejected:	Date Notified: _____ / _____ / _____

5.2.13 LEVEL 1 COURSE REGISTRATION FORM

Course Coordinator: _____ **Location of Course:** _____

Date(s) of Course: _____ **Discipline** _____

Name	Address	Phone No.	Email	Date of Birth	NESB	ATSIIC	Pass Theory (%)	Pass Practical Assessment (yes/no)

No. of Participants _____ **x \$** _____ **= Total \$** _____ **Signature Course Coordinator** _____

5.2.14 LEVEL 0 COURSE REGISTRATION FORM

Course Coordinator: _____ **Location of Course:** _____

Date(s) of Course: _____ **Discipline** _____

Name	Address	Phone No.	Email	Date of Birth	NESB	ATSIC

No of Participants _____ **X \$** _____ **= \$** _____ **Signature Course Coordinator:** _____

5.2.16 Coaching Course Budget

Course Location: _____

Course Date(s): _____

Coordinator(s): _____

Course Level: _____

Income:

No of Participants _____ x \$ _____ = \$ _____

Expenses:

Venue Hire \$ _____

Lecturer Fees \$ _____

Resource Materials \$ _____

Equipment Costs
(OHP/Video/Etc) \$ _____

ACC Registration Fees
(@ \$16.20 per person) \$ _____

Photocopying \$ _____

Postage/etc \$ _____

Other \$ _____

National Admin Fee \$ _____

Total Expenses \$ _____

Surplus/Deficit = \$=====

5.2.17 COURSE FEE VARIATION OPTIONS LEVEL 1 COACHING COURSES

Integrated General Principles & Sports Specific Course

All courses must be conducted in accordance with the procedures set down and all Course Coordinators and Presenters must be accredited by Skater Australia.

(A) Option 1 \$188.00 per participant (Minimum no. of participants is 15)

Skate Australia pays for Venue Hire, Presenter Fees, ACC Manual and Workbook, Sport Specific Resource Materials, ACC Registration Fees and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

(B) Option 2 \$66.00 per participant (No limits on minimum numbers)

Skate Australia provides ACC Manual and Workbook, Sports Specific Resource Materials, ACC Registration Fee and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. The Course coordinator meets all other costs including Venue Hire and Presenter Fees. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

Sports Specific Course Only

(C) Option 3 \$99.00 per participant (Minimum No. of participants is 15)

Skate Australia pays for Venue Hire, Presenter Fees, Sports Specific Resource Materials, ACC Registration Fees and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

(D) Option 4 \$45.00 (No limits on minimum numbers)

Skate Australia provides Sports Specific Resource Materials, ACC Registration Fee and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. The Course coordinator meets all other costs including Venue Hire, Presenter Fees, etc. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

General Principles Course Only

(E) Option 5 \$99.00 (Minimum No. of participants is 10)

Skate Australia pays for Venue Hire, Presenter Fees, ACC Manual and Workbook,. SA will mark Exams and provide Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

COURSE FEE VARIATION OPTIONS LEVEL 0 COACHING COURSES

Integrated General Principles & Sports Specific Course

All courses must be conducted in accordance with the procedures set down and all Course Coordinators and Presenters must be accredited by Skater Australia.

(A) Option 1 \$88.00 per participant (Minimum no. of participants is 10)

Skate Australia pays for Venue Hire, Presenter Fees, Sport Specific Resource Materials, and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

(B) Option 2 \$33.00 per participant (No limits on minimum numbers)

Skate Australia provides Sports Specific Resource Materials, and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. The Course coordinator meets all other costs including Venue Hire and Presenter Fees. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

Please Note: Above fee structure does not include membership in Skate Australia nor does it include Professional Indemnity Insurance. These will need to be paid separately.

5.2.19 Administration following Course

Within two (2) weeks of completion of any course the Course Coordinator/Presenter is to forward to the National Office results on the practical component of the course.

The National Office maintains a database for all participants and will provide them with a quarterly updates on their accreditation progress. Please note the National Office cannot process any registrations until the following requirements have been met.

1. Practical Assessment Sheets signed and returned by Course Presenter/Coordinator. (within two (2) weeks of conduct of course)
2. General Principles Workbook (within 1 month of conduct of course)
3. Sports Specific Workbook (within 1 month of conduct of course)
4. Evidence of 30 hours practical coaching (within 6 months of conduct of course)
5. Signed Coaches Code of Ethics Agreement Form
6. Payment of course fees (two (2) weeks prior to course)
7. Current membership
8. Coaches Insurance payment (\$26.50 in 2003)

As each component is completed these are entered into the National Database and a letter forwarded to the participant with copies to the National Coaches Committee Chairperson and the Course Coordinator.

5.2.20 Updating

All Level 1 coaches are required to maintain their accreditation through Skate Australia's Updating Policy.

All Updating Submission Forms are to be completed and sent to the National Office. The National Office will forward copies of the submissions to the National Coaches Committee Chairman who responsible for checking all updating submission forms.

5.2.21 Updating Policy

In order to update each registration coaches must in a 4 year period:

- Complete the next level of qualification; or
- Re-sit the current level qualification; or
- Complete the following number of hours of updating activities

Level 1	24 hours per year
Level 2	48 hours per year

When applying for recognition of Updating Hours, submit a clear photocopy of the pages from your Updating Hours Record Book (Available through Sports Education) or similar. Do not send the book or other originals in the mail!

Updating Activities:

50% of the required updating hours for each level should be completed through practical coaching.

Half of these practical coaching hours can be self-monitored through the use of a coaching log book. The other half of the practical coaching hours must be signed off in the log book by an authorised coach within the sport (state or regional coaching director or a coach with a higher level of qualification).

Practical coaching can be undertaken with any level of athlete or team or official or may occur on a regular basis or in specific situations such as camps and clinics.

The remainder of the updating hours must be completed by any combination of the following activities:

Coach Education:

- Lecture/present at a coaching course
- Become a mentor coach for another coach
- Attendance at an Australian Coaching Council Course or Workshop or approved education course in any of the following areas:
 - Massage
 - Physiological preparation
 - Psychological preparation
 - Planning Athlete Development
 - Sports Massage
 - Flexibility Training
 - CPR Certification
 - First Aid
 - Sports Trainer

Re-entry

If a coach does not update their registration within the specified 4 year period SA may:

- Require the coach to re-do the entire training program; or
- Require the coach to undertake a specific number of activities from the list above.

5.3 Conducting a Coaching Course for Artistic

To be completed

5.4 Conducting an Officiating Course for Speed, Roller Hockey and Roller Inline Hockey.

5.4.1 Provider Arrangements

Course coordinators are required to meet certain criteria. All providers are required to deliver training programs in accordance with the curriculum and other guidelines provided by Skate Australia

5.4.2 Presenter and Assessor Requirements

Course Presenter/lecturers requirements are outlined in Attachment B. All prospective lecturers must apply to the National Office on the appropriate application form and be approved for lecturing on all Skate Australia Courses.

Presenters are encouraged to work towards the highest level of course registration possible. Additionally, the lecturer registration process will assess competencies on a yearly basis.

Assessors of each level of Skate Australia course must have obtained the level of the course accreditation for which they are assessing, and be approved by the National Branch Officials Committee Chairman as having appropriate assessment skills to access in accordance with this curriculum.

It is recommended that all assessors attend the appropriate assessor-training course.

5.4.3 Venue

All courses should be conducted at a venue that has both suitable space for lecture/workshop presentations and rink or other skating facility that will allow for the whole group to participate in practical skating and officiating activities.

5.4.4 Course Coordinator Accreditation Policy

The aim of the Skate Australia Course Coordinator Accreditation Policy includes:

- To determine who are suitable persons to be entrusted with the role of course coordinator.
- This will then allow greater access by participants to Skate Australia Courses, assuming the frequency of courses increases and the variation of locations is broader.

The National Branch Officials Committee Chairman in consultation with the National Executive Officer will determine the requirements for accreditation as a Skate Australia Course Coordinator. All applications for Course Coordinators must be made to the National Office on the appropriate Application Form. (See Attachment A).

A database of accredited course coordinators will be maintained at the National Office.

The guidelines for accreditation of course coordinator include the following:

1. All course coordinators must be accredited by Skate Australia
2. All course coordinators will be responsible for ensuring all lecturer/presenters that lecture during the course are approved and accredited as a Lecturer/Presenter.
3. The course coordinator is expected to be a person of good repute and who is supportive of Skate Australia and its objectives.
4. The pre-requisite for accreditation will be that the proposed coordinator is a current member of Skate Australia.
5. In the event that an accredited course coordinator allows membership to lapse, they may be removed from the register.
6. The course coordinator is required to notify the National Branch Officials Committee and National Office in writing one (1) month prior to each and every course that is to be conducted.
7. Course coordinator accreditation will be for one year and new applications will be required on January 1 each year.
8. The application for course coordinator must be received at the National Office no later than four (4) weeks prior to the course date. This is aimed at allowing time to obtain approval from the National Branch Officials Committee.
9. The course coordinator will be responsible for collection of appropriate fees and for forwarding to the National Office one (1) week prior to the commencement of any course the appropriate fee as per Schedule G.
10. The course coordinator will be responsible for providing the National Branch Officials Committee Chairman and National Office with a list of names, addresses, date of birth, etc of all course participants at least one (1) week prior to the course commencement.

5.4.5 Lecturer Accreditation Policy

The aim of Skate Australia's Lecturer Accreditation Policy includes:

- To attract potential lecturers whom we may have otherwise been unaware of their existence, their skills or their interest in being involved.
- To ensure that all lecturers meet a pre-determined standard.
- To avoid criticism that we are only using selected lecturers.
- To avoid alienating people who may believe they are being wrongly denied the opportunity to be involved.
- To provide a broader base of perspective lecturers.
- To ensure variation in lecturers, rather than having the same ones all the time.
- To develop a list of possible lecturers to ease the task of the Course Coordinator in securing lecturers at any given date.

It is recognised that each course level has a theory component and a practical component. Therefore recognition will be given to specific skills in lecturing/teaching. Accreditation will be specific to which units within the course, and to what level, E.g. Level 0 or Level 1.

The National Branch Officials Committee Chairman in consultation with the National Executive Officer will determine the requirements for accreditation as a Skate Australia Course Presenter. All applications for Course Presenters must be made to the National Office on the appropriate Application Form. (See Attachment B)

A database of accredited lecturers will be maintained at the National Office.

The proposed guidelines for accreditation of lecturers for Skate Australia's courses include the following:

1. The proposed lecturer/presenter will be expected to have relevant and adequate qualifications and/or experience as determined by the National Branch Officials Committee for the topics/units that they have nominated.
2. They are also expected to be persons of good repute who are supportive of Skate Australia and its objectives.
3. A pre-requisite for accreditation will be that the proposed lecturer/presenter is a current member of Skate Australia (exemption may be granted for lecturers/presenters in specialists areas such as some general principles units it would however be expected that the role of these exempt lecturers/presented is minimal for the sports specific components.
4. A pre-requisite will be that the proposed lecturer/presenter must have a minimum accreditation in the discipline they will be lecturing/presenting in.
5. Presenters must also have attended a course presenters, train the trainer or presentation skill course.
6. The accreditation will be for one year and a new application is required on January 1 each year.
7. In the event that a registered lecturer/presenter allows membership in Skate Australia to lapse for an unreasonable period of time, they may be removed from the register.
8. The accreditation process will include approval from the National Branch Officials Committee Chairman.
9. All lecturers/presenters in all Skate Australia courses must be accredited. This responsibility lies with the Course Coordinator.

5.4.6 Administration of the Courses

No courses are to be run in any state without the knowledge and consent of the National Branch Officials Committee Chairman and the National Office.

Courses are to conform to the guidelines provided in all ways, including price, content, administration, etc.

Course Coordinators using either Option A, C or E from the Course Fee Variation Guidelines are required to complete a Budget for each course to be conducted (See Attachment F) and forward a copy to the National Branch Officials Committee Chairman and the National Office, two (2) prior to the commencement of the course.

All relevant course fees should be sent to the National Office one (1) week prior to the commencement of the course, together with a copy of the Registration Form (See Attachment C and Course Report Form (Attachment D). All monies will be deposited into the respective National Branch Account and payment for venue hire; lecturers etc will be made by the National Office only on receipt of an invoice that has been approved for payment by the Course Coordinator.

5.4.7 Payment of Course Fees

All participants must pay to the course coordinator the course fee before commencing the course.

The cost of the course will automatically include Registration Fee with the Sports Education Unit (formerly the ACC), all course resources, and certificate (on completion of all assessment requirements).

See Attachment G for Course Fee Structure Options

5.4.8 Age Entry into the Program

There is no minimum age for Level 0 however it is expected that the participants be of an age to confidently teach all the components of the level.

Candidates for higher levels must be a minimum age of 16 years on the date that the course commences to be eligible for accreditation.

5.4.9 Attendance Requirements and Pre-requisites

All candidates must be current members of Skate Australia to be eligible for accreditation.

Candidates must attend all sessions of the course in order to be eligible for accreditation.

There are no pre-requisites for either the Level 0 or Level 1. However higher Level 2 and above require that the candidate is accredited to a minimum of the next lower level accreditation.

5.4.10 Application for Course Coordinator

Name : _____

Address : _____

_____ **Post Code** : _____

Phone : **(B)** _____ **(H)** _____

E-mail : _____

Level : **Level**

Grounds for Application (Please attach any supporting documentation):

Office Use only –

Date Received: _____/_____/_____

Membership Expiry Date: _____/_____/_____

Approved/Rejected: **Date Notified:** _____/_____/_____

POST TO SKATE AUSTRALIA, PO BOX 721, BEENLEIGH, QLD 4207

E-mail: info@skateaustralia.org.au

5.4.13 Course Budget

Course Location:

Course Date(s):

Coordinator(s):

Course Level:

Income:

No of Participants _____ x \$ _____ = \$

Total Income = \$=====

Expenses:

Venue Hire \$ _____

Lecturer Fees \$ _____

Resource Materials \$ _____

Equipment Costs
(OHP/Video/Etc) \$ _____

ACC Registration Fees
(@ \$16.20 per person) \$ _____

Photocopying \$ _____

Postage/etc \$ _____

Other \$ _____

National Admin Fee \$ _____
Total Expenses = \$=====

Surplus/Deficit = \$=====

5.4.14 COURSE FEE VARIATION OPTIONS LEVEL 1 OFFICIATING COURSES

Integrated General Principles & Sports Specific Course

All courses must be conducted in accordance with the procedures set down and all Course Coordinators and Presenters must be accredited by Skate Australia.

- (A) **Option 1 \$105.50 per participant (Minimum no. of participants is 10)**
Skate Australia pays for Venue Hire, Presenter Fees, Sport Specific Resource Materials, ACC Registration Fees and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).
- (B) **Option 2 \$66.00 per participant (No limits on minimum numbers)**
Skate Australia provides Sports Specific Resource Materials, ACC Registration Fee and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. The Course coordinator meets all other costs including Venue Hire and Presenter Fees. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

Sports Specific Course Only

- (C) **Option 3 \$95.00 per participant (Minimum No. of participants is 10)**
Skate Australia pays for Venue Hire, Presenter Fees, Sports Specific Resource Materials, ACC Registration Fees and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).
- (D) **Option 4 \$66.00 (No limits on minimum numbers)**
Skate Australia provides Sports Specific Resource Materials, ACC Registration Fee and Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. The Course coordinator meets all other costs including Venue Hire, Presenter Fees, etc. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

General Principles Course Only

- (E) **Option 5 \$33.00 (Minimum No. of participants is 10 - excludes ACC fee)**
- Skate Australia pays for Venue Hire, Presenter Fees, SA will mark Exams and provide Certificate on completion of all components of the Course. Skate Australia will maintain a database of all course participants and provide details of any outstanding accreditation requirements quarterly. (Presenter Travel and Accommodation if required must be met by the Course Coordinator).

5.4.16 Administration following Course

Within two (2) weeks of completion of any course the Course Coordinator/Presenter is to forward to the National Office results on the practical component of the course.

The National Office maintains a database for all participants and will provide them with a quarterly updates on their accreditation progress. Please note the National Office cannot process any registrations until the following requirements have been met.

1. Assessment Sheets signed and returned by Course Presenter/Coordinator. (within two (2) weeks of conduct of course)
2. Signed Officials Code of Ethics Agreement Form
3. Payment of course fees (two (2) prior to course)
4. Current membership

As each component is completed these are entered into the National Database and a letter forwarded to the participant with copies to the National Officials Committee Chairperson and the Course Coordinator.

5.4.17 Updating

All Level 1 Officials are required to maintain their accreditation through Skate Australia's Updating Policy.

All Updating Submission Forms are to be completed and sent to the National Office. The National Office will forward copies of the submissions to the National Coaches Committee Chairman who responsible for checking all updating submission forms.

5.4.18 Updating Policy

In order to update each registration coaches must in a 4 year period:

LEVEL 1:

- Complete another Level 1 course
- Or achieve Level 2 accreditation
- Or attain 25 points over a 4 year period
- **Minimum of 15 points practical officiating – minimum of 4 points per year**
- **Minimum of 10 points official education and specific officials education (any mix) minimum of 2 points per year**

LEVEL 2:

- Complete another Level 2 course
- Or attain Level 3 accreditation
- Or attain 50 points over a 4 year period
- **Minimum of 30 points practical officiating – minimum of 7 points per year.**
- **Minimum of 20 points official education and specific officials education (any mix) minimum of 5 points per year.**

LEVEL 3:

- Complete another Level 3 course.
- Attain an International accreditation
- Or attain 100 points over a 4 year period
- **Minimum of 60 points practical officiating – minimum of 15 points per year.**
- **Minimum of 40 points official education and specific officials education (any mix) – minimum of 10 points per year**

CREDIT POINT SCALE FOR RSA ACCREDITATION UPDATING:

PRACTICAL OFFICIATING:

- | | |
|-----------------------------------------------------------|---------|
| • Officiate at a club level (per day) | 1 pt. |
| • Officiate at a state sanctioned event (per competition) | 1 pt. |
| • Officiate at State Championships | 2 pts. |
| • Officiate at a National Championship | 3 pts. |
| • Officiate at an International event (other than Worlds) | 5 pts. |
| • Officiate at a Junior World Championship | 10 pts. |
| • Officiate at a Senior World Championship | 15 pts. |

Note: at least 50% of practical officiating **must** be signed by the State Officials Committee Chairperson. Other 50% can be recorded and signed by official themselves. All competitions must be signed by either competition organiser or state officials committee chairperson.

OFFICIAL EDUCATION:

- | | |
|-------------------------------------------------------------------------------------|---------|
| • Write an article, published in an approved magazine or officials resource manual. | 10 pts. |
| • Complete a recognised First Aid Course | 5 pts. |
| • Present at a Level 1 officials course | 3 pts. |
| • Present at a Level 2 officials course | 5 pts. |
| • Present at a Level 3 officials course | 8 pts. |
| • Attend any rules update and procedure's workshops | 3 pts. |

SPECIFIC OFFICIALS EDUCATION:

LECTURING ACTIVITIES

- | | |
|-------------------------------------------------------|--------|
| • Lecture/present at a coaching course (rules module) | 3 pts. |
| • Conduct a level 1 officials course | 3 pts. |
| • Conduct a level 2 officials course | 5 pts. |
| • Conduct a level 3 officials course | 8 pts. |

SEMINAR ACTIVITIES

- Attend officials seminar national or state (per day) 3 pts.
- Attend officials seminar international (per day) 5 pts.

OFFICIAL'S RELATED ACTIVITIES

- Attend state officials committee meeting 1 pt
- Attend national officials committee meeting 2 pts
- Represent officials committee at branch meeting 1 pt

The officials committees of Roller Sports Australia, on request, will ascertain the acceptability of any educational course related to officials only if the request is made in writing and accompanied by the full and accurate details of the course to be undertaken.

5.5 Conducting an Officials Course for Artistic
To be completed

Section 6 – Australian Championships

6.1 Requirements/Grades and Age Divisions

The Branch Chairmen are to advise the National Office, in writing, of any recommended changes to the requirements, grades and/or age divisions of the Australian Championships no later than 9 months prior to the scheduled date of the Competition.

Amendments to requirements, grades and/or age divisions for all branches for the Australian Championships must be ratified by the board.

6.2 A Panel

6.2.1 Maximum Numbers

The maximum number of A Panel Officials funded to officiate at the Australian Championships will be eight (8). Additional A Panel officials may be considered by the board under special circumstances.

A Panel names are to be provided to the National Office a minimum of six (6) months prior to the commencement of the Australian Championships.

6.2.2 Airfare Bookings and Allowance

All airfares for A Panel Officials must be arranged through the National Office. Cost of airfares booked through any other agency will not be met by RSA.

Any A Panel official traveling to the Australian Championships using their own vehicle will only be refunded the cost of the rock bottom airfare that would have been applicable.

A daily allowance, as determined from time to time by the RSA Board, will be met as a cost to the Australian Championships.

A 50% of the determined daily allowance will be paid for A Panel officials who are not staying at hotel/motel accommodation for the duration of the competition. Eg. staying at home, staying with friends.

The daily allowance will be paid from one day prior to the commencement of the Championship to the day after the final competition.

A Panel officials are expected to attend, at their cost, any official final night function as arranged by the host state. Any A Panel official who does not attend will be excluded from the A Panel in the following year.

6.3 Appointment Guidelines and Procedures

The Chairman of Officials, in consultation with the Branch Chairman, will provide a list of officials recommended for appointment to the A Panel for any Australian Championships six (6) months prior to the commencement date of the Australian Championships.

A log of officiating activities undertaken by the official in the preceding 12 months is to be included with the recommendation.

The RSA Board is responsible for ratifying A Panel appointments for the Australian Championships.

Within seven (7) of the RSA Board meeting held to consider the recommendations, the National Office will advise the Chairman of Officials and Branch Chairman of the outcome.

6.4 Program and Programming

Nominations are to be forwarded by the State Administrators to the respective National Branch Chairman at the same time they forward the nominations to the National Office.

The National Branch Chairman, or his delegate, will coordinate all aspects of the branch competitive program including any draws required.

For any combined branch championship the National Office will provide the Branch Chairmen a suggested timetable.

The National Branch Chairmen are to provide the final draft of the program to the National Office no later than 4 weeks prior to the commencement of the competition.

The RSA Board is responsible for ratifying the program of events for the Australian Championships.

The National Office will advise the Branch Chairman of any changes required by the board within seven (7) of receiving the final draft.

6.5 Roles and Responsibilities of the Branch Chairmen in relation to the Australian Championships.

6.5.1 AAC Chairman

6.5.1.1 Prior to the Competition

- Arrange for passes for artistic coaches for access to the marshalling area
- Compile all skaters in all events into a draft program of events. Time all events.
- Arrange for birth dates to be checked for entry in correct grades. Also check any other grade entry constraints.
- Arrange for draw for order of skating to be done, and re-arrange draft program for correct skating order.
- Arrange event order for the program taking cognisance of skaters in multiple events and/or branches.

- Ensure that requirement (except figures) are included in draft program as well as previous year's winners.
- Circulate draft program to States to pick up any clashes of skaters and events.
- Arrange for draw for figure group and foot for each non-international grade to be done.
- Arrange for draw for international grades to be done.
- Ensure that figure requirements are checked with CAOC Chairman after the draw, for correctness.
- Ensure that figure draw is released to States one calendar month prior to first official training.
- Arrange for international grade figure draw to be done one day prior to the first official training session. Ensure that all State Team Managers are aware of the time and place of the draw. Include the Team Managers for any overseas skaters also.
- Ensure that sufficient figures are laid on the official floor prior to the first official training session. Figures must be arranged such that they satisfy the requirements for all grades in the Championships. Designate A and B figure panels prior to the start of the official training session, and ensure that all Team Managers know of the designation.
- Check the sound system in the venue, including the available sound equipment. Ensure that there are adequate facilities, in accordance with the equipment requirements previously provided to the National Office. (See Attachment A)
- Ensure that the host State has a roster of people to manage the music and announcing functions for each session.
- Ensure that the host State has a roster for marshals for each session.
- Ensure that the host State has a roster for floor cleaning as required.
- Ensure that music is all handed in at the Artistic AGM and sorted into event and skating order.
- Ensure that someone is appointed to manage music and announcing during the official training session.
- Ensure that the electronic scoreboard has been transported to site, if it is to be used.
- Ensure that the host State has adequate helpers available to assemble and disassemble the scoreboard.
- Ensure that the host State has adequate flipboards for the figure and precision events, and as a backup to the scoreboard if necessary.

6.5.1.2 At the Competition

- Ensure that every session, event and warmup is run with the safety of skaters as the prime and over-riding consideration.
- Ensure that first aid facilities are available at the start of the Championships, and are present for every session of the Championships, including the official training session. (The National Office will organize the first aid facilities prior to the championships however it will be a responsibility of the Branch Chairman to ensure that first aid personnel are in attendance prior to the commencement of the competition).
- Ensure that access to the marshalling area is controlled and supervised.
- Ensure that results are posted to notice boards.
- If National Team selections are made as a result of these Championships ensure that progressive selections are made during the course of the Championships.
- Ensure that a presentation roster is prepared at the start of the Championships covering each presentation session.
- Ensure that all skaters who are required for presentation, are aware that they are required, and that they must be present in competition outfit and on skates.
- Should any protests arise during the Championships, ensure that the CAOC Chairman sets up the appropriate enquiry panel in accordance with the CAOC rules.
- Ensure that the general warmup period before each session is organised to allow each competitor access to the floor. Ensure that the session announcer is in attendance at the start of the warmup session to control the duration of each section of the warmup.
- Ensure that all music is returned to Team Managers at the conclusion of the Championships.
- Ensure that all Team Managers receive a copy of all results at the conclusion of the Championships.
- Ensure that overall points are available for the Championships dinner for announcement of winners of each discipline and overall.
- Ensure that a ratified copy of National Teams is available at the Championship dinner for announcement and recognition of teams.
- Ensure that any special awards to be presented at the conclusion of the Championships are determined during the Championships.

6.5.2 ASC Chairman

6.5.2.1 Prior to the Championship

- Compile a list of all skaters in all grades and events into a draft program of events and time all events.
- Arrange for all birth dates to be checked for entry into correct grades. Also check for any other grade entry requirements (eg number permitted per grade per event).
- Arrange event order for the program after checking of skaters nominated in other branch events.
- Ensure that requirements in regards to heats/quarter/semi and finals are included in draft program as well as previous year's winners.
- Circulate draft program to States to ensure that there are no clashes of skaters and/or events.
- Arrange for the program and list of competitors to be provided to the Chief Clerk at least 3 weeks prior to the competition in order that all paperwork can be prepared ahead of the scheduled starting date.
- Arrange for meeting for draw for starting order to be held prior to the Championships and ensure that all Team Managers are aware of the time and place of the draw.
- Check to ensure that there are adequate facilities in accordance with the equipment requirements previously provided to the National Office. (See Attachment B).
- Ensure that the host State has a roster for floor cleaning as required.

6.5.2.2 At the Competition

- Ensure that every session, event and warmup is run with the safety of skaters as the prime and over-riding consideration.
- Ensure that first aid facilities are available at the start of the Championships, and are present for every session of the Championships, including the official training session.
- Ensure that access to the marshalling area is controlled and supervised.
- Ensure that results are posted to notice boards.
- Ensure that a presentation roster is prepared at the start of the Championships covering each presentation session.

- Ensure that all skaters who are required for presentation, are aware that they are required, and that they must be present in competition outfit and on skates.
- Should any protests arise during the Championships, ensure that the CSOC Chairman sets up the appropriate enquiry panel in accordance with the CSOC rules.
- Ensure that all Team Managers receive a copy of all results at the conclusion of the Championships.
- Ensure that overall points are available for the Championships dinner for announcement of winners of each discipline and overall.
- Ensure that a ratified copy of National Teams is available at the Championship dinner for announcement and recognition of teams.
- Ensure that any special awards to be presented at the conclusion of the Championships are determined during the Championships.

6.5.3 ARILHC Branch Chairman

6.5.3.1 Prior to the Competition

- Compile all teams in all events into a draft program of events. Time all events.
- Arrange for birth dates to be checked for entry in correct age divisions. Also check any other entry constraints.
- Arrange for draw to be done.
- Arrange event order for the program taking cognisance of players in multiple events and/or branches.
- Ensure that previous years winners are included in draft program.
- Circulate draft program to States to pick up any clashes of games.
- Check the sound system in the venue, including the available sound equipment. Ensure that there are adequate facilities, in accordance with the equipment requirements previously provided to the National Office. (See Attachment C).
- Ensure that the host State has a roster for floor cleaning as required.
- Ensure that the host State has adequate helpers available to assemble and disassemble the barrier if required.

6.5.3.2 At the Competition

- Ensure that every session, event and warmup is run with the safety of players as the prime and over-riding consideration.
- Ensure that first aid facilities are available at the start of the Championships, and are present for every session of the Championships, including the official training sessions. (The National Office will organize the first aid facilities prior to the championships however it will be a responsibility of the Branch Chairman to ensure that first aid personnel are in attendance prior to the commencement of the competition).
- Ensure that access to the players bench area is controlled and supervised.
- Ensure that results are posted to notice boards.
- Ensure that a presentation roster is prepared at the start of the Championships covering each presentation session.
- Ensure that all teams who are required for presentation, are aware that they are required, and that they must be present in competition outfit or state track suit.
- Should any protests arise during the Championships, ensure that the Officials Chairman sets up the appropriate enquiry panel in accordance with the rules.
- Ensure that the general warmup period before each session is organised to allow each team access to the floor. Ensure that the session announcer is in attendance at the start of the warmup session to control the duration of each section of the warmup.
- Ensure that all Team Managers receive a copy of all results at the conclusion of the Championships.
- Ensure that overall points are available for the Championships dinner for announcement of winners of overall State trophies.
- Ensure that a ratified copy of National Squads are available at the Championship dinner for announcement and recognition of teams.
- Ensure that any special awards to be presented at the conclusion of the Championships are determined during the Championships.

6.5.4 ARHC Branch Chairman

6.5.4.1 Prior to the Competition

- Compile all teams in all events into a draft program of events. Time all games.
- Arrange for birth dates to be checked for entry in correct age divisions. Also check any other entry constraints.

- Arrange for draw to be done.
- Arrange event order for the program taking cognisance of players in multiple events and/or branches.
- Ensure that previous years winners are included in draft program.
- Circulate draft program to States to pick up any clashes of games.
- Check the sound system in the venue, including the available sound equipment. Ensure that there are adequate facilities, in accordance with the equipment requirements previously provided to the National Office. (See Attachment D).
- Ensure that the host State has a roster for floor cleaning as required.
- Ensure that the host State has adequate helpers available to assemble and disassemble the barrier if required.

6.5.4.2 At the Competition

- Ensure that every session, event and warmup is run with the safety of players as the prime and over-riding consideration.
- Ensure that first aid facilities are available at the start of the Championships, and are present for every session of the Championships, including the official training sessions.
- Ensure that access to the players bench area is controlled and supervised.
- Ensure that results are posted to notice boards.
- Ensure that a presentation roster is prepared at the start of the Championships covering each presentation session.
- Ensure that all teams who are required for presentation, are aware that they are required, and that they must be present in competition outfit or state track suit.
- Should any protests arise during the Championships, ensure that the Officials Chairman sets up the appropriate enquiry panel in accordance with the rules.
- Ensure that the general warmup period before each session is organised to allow each team access to the floor. Ensure that the session announcer is in attendance at the start of the warmup session to control the duration of each section of the warmup.
- Ensure that all Team Managers receive a copy of all results at the conclusion of the Championships.
- Ensure that overall points are available for the Championships dinner for announcement of winners of overall State trophies.

- Ensure that a ratified copy of National Squads are available at the Championship dinner for announcement and recognition of teams.
- Ensure that any special awards to be presented at the conclusion of the Championships are determined during the Championships.

ATTACHMENT A (Artistic)

Artistic

Calculating Requirements

- 2 x notebook computers
- 2 x printers with parallel cables. Printers should be inkjet/bubble/jet/laser – black only required. Minimum 4ppm output in black. Should be Epson or HP LaserJet compatible.
- 4 x reams bond paper – white
- 2 x result books
- Table space for 4 people plus equipment – minimum 3000 x 750cm with 4 chairs.
- 240v power to the area including extension leads if required, plus 2 x 4 port power boards. Power supply to be reasonably secure from interference or danger to public or skaters through tripping.
- Photocopier.

Judging Requirements

- Raised judging position, directly adjacent to the floor and in the middle of the long axis of the floor. Height to be such that judges can see the floor right up to the barrier adjacent to them, with protection against inadvertently pushing chairs back off the raised platform.
- Judges table width – minimum 400cm. This will accommodate control panels, plus any documents that they have. The table can be standard table width. However, any increase in width increases the difficulty of seeing the floor adjacent to their positions.
- Secure space for judges to leave their personal belongings while judging. (Not under calculators' table). Seating area for judges.
- Artistic Electronic Scoreboard.
- Five sets of flip boards for judging Precision and Figures, plus at least one spare set.
- Elevated judging position for judging of Precision.

Music Requirements

- 2 CD Players
- 2 Tape Players

- 1 radio mike
- 1 fixed mike
- RSA and Worlds Dance.
- Safe storage for competitors' music

Communication Requirements

- Radio communications are required between the following people:
 - ❑ Referees
 - ❑ Marshals
 - ❑ Calculators
 - ❑ Announcers

Miscellaneous

- Water / Drinks required in the marshalling area for all training and competition sessions.
- 2 x Notice Boards
- Boxes in Championship Directors Office for notices.
- Dais and Backdrop for presentation

ATTACHMENT B (Speed)

Clerk Requirements

- 1 x computer (PC or laptop) with Excel and/or WinWord Program.
- 1 x printer (inkjet/bubblejet/laser black only) power cable and printer lead
- 2 x reams bond paper – white
- Individual Competitor Cards
- Forms (Starting Order, Protest, Heats, and Finals)
- Table space for 3 people plus equipment
- 240V power to the area including extension leads if required plus 2 x 4 port power boards. Power supply to be reasonably secure from interference or danger to public or skaters through tripping.
- Photocopier

Judging Requirements

- Pylons and Pylon markers
- Start and Finish Line Markings
- 10 x clipboards with pencils
- Starting gun, caps and/or whistle
- Lap Counter with minimum of 100 laps (electronic or manual)
- Video camera and tripod for finish line
- Flag for finish
- Electronic timing Equipment and computer (if applicable)
- Weather protection for Outdoors
- 8 Calibrated Stop Watches with 1000's of a sec.
- Secure area (not under clerks table) for judges personal belongings with officiating.
- Incident Report Forms

Communication Requirements

- 6 x Radio communications are required between the following people:
 - Starting Judge
 - Track Judges
 - Clerk
 - Technical Director
 - Announcer
- 1 x radio mike for indoor
- 1 x fixed mike for indoor
- Public Address System for outdoor venues

Miscellaneous

- Water / drinks required in the marshalling area for all training and competition sessions.
- 1 x Notice Board
- Boxes for State Notices & Results
- Dais and backdrop for presentation (indoor and road venue)

ATTACHMENT C (Inline Hockey)

Scorer and Timekeeper Requirements

- 1 x computer (PC or laptop) with Excel and/or WinWord Program.
- 1 x printer (inkjet/bubble jet/laser black only) power cable and printer lead
- 4 x reams of white bond paper
- Game Sheets
- Table space for 2 people
- 4 x Calibrated Stop Watches
- 240V power to the area including extension leads if required plus 2 x 4 port power boards. Power supply to be reasonably secure from interference or danger to public or players through tripping.
- Raised timekeeping/scoring position, directly adjacent to the floor and in the middle of the long axis of the floor. Height to be such that the scorer/timekeepers can see the floor with protection from the floor and from inadvertently pushing chairs back off the raised platform.
- Scoreboard (electronic or manual)
- Photocopier

Referee Requirements

- Secure area for referees to leave their personal belongings while judging (not under scorers table)
- Minimum of 20 game pucks.

Communication Requirements

- Radio mike
- Fixed mike for announcements

Miscellaneous

- Water / Drinks in players area for all training and competition sessions.
- Notice Board
- Boxes for State Notices
- Backdrop for Presentations

ATTACHMENT D (Roller Hockey)

Scorer and Timekeeper Requirements

- 1 x computer (PC or laptop) with Excel and/or WinWord Program.
- 1 x printer (inkjet/bubble jet/laser black only) power cable and printer lead
- 2 x reams of white bond paper
- Game Sheets
- Table space for 2 people
- 4 x Calibrated Stop Watches
- 240V power to the area including extension leads if required plus 2 x 4 port power boards. Power supply to be reasonably secure from interference or danger to public or players through tripping.
- Raised timekeeping/scoring position, directly adjacent to the floor and in the middle of the long axis of the floor. Height to be such that the scorer/timekeepers can see the floor with protection from the floor and from inadvertently pushing chairs back off the raised platform.
- Scoreboard (electronic or manual)
- Photocopier

Referee Requirements

- Secure area for referees to leave their personal belongings while judging (not under scorers table)
- Minimum of 5 game balls.

Communication Requirements

- Radio mike
- Fixed mike for announcements

Miscellaneous

- Water / Drinks in players area for all training and competition sessions.
- Notice Board
- Boxes for State Notices
- Backdrop for Presentation

Section 7 – Oceania Championships

7.1 Team Manager / s Appointment Procedures

Nominations and appointment procedures for Team Managers and Assistant Team Managers, if deemed necessary, are covered in RSA Bylaw 6.

7.2 Coach / s Appointment Procedures

Nominations and appointment procedures for Team coaches and National Support Coaches, if deemed necessary, are covered in RSA Bylaw 6.

7.3 Officials (Judges/Referees) Appointment Procedures

The number of officials required for each branch to attend the Oceania Championships are covered in the Heads of Agreement.

Appointment procedures for officials for Oceania Championships are covered in RSA Bylaw 7.

7.4 Cost share Policy for Team Officials

For Oceania Championships held in New Zealand the policy for costs in relation to team officials and judges/referees are covered in RSA Bylaw 7.

For Oceania Championships held in Australia the costs of team manager/s and coaches are covered in RSA Bylaw 7.

For Oceania Championships held in Australia, hosted by Roller Sports Australia, the cost of the judge/referees will be met as an expense to the competition however officials and the number of officials will be approved by the RSA Board.

7.5 Team Selection Policy

Team selection policies are to be developed in consultation with the High Performance Manager and the High Performance Coach/Administrator and circulated via state vice presidents a minimum of 6 months prior to the date/s set for selection purposes.

Team selection policies are to be ratified by the board prior to circulation and posting to the Skate Australia website.

7.6 Notification of Final Team Lists.

On completion of team selection procedures a copy the final team lists and reserves, if required, is to be forwarded to the National Office for ratification by the Board. **No announcement of teams may be made until ratified by the Board.**

The National Office will advise the Branch Chairman and Team Manager of the outcome of the board's decision within seven (7) days of ratification.

7.7 Team Selection Information

Once the team has been ratified the National Office will forward to individual team member, excluding reserves, an official letter advising them of their selection into the team.

Additional information to be included in the package is:

- 7.7.1 Two copies of the RSA Athlete Agreement
- 7.7.2 Two copies of Payment Schedule
- 7.7.3 Information on Drugs in Sport
- 7.7.4 Clothing Order Form
- 7.7.5 Medical Profile
- 7.7.6 Estimated Costs

7.8 Travel, Accommodation and Insurance

In accordance with RSA's Policy on Team Travel all team members of international teams must book all travel via the appointed Team Manager through RSA's appointed Travel Agent.

The exception to this is those athletes using **Qantas** frequent flyer points for travel. These athletes will be charged a pro-rata fee to cover the airfare costs of the appointed team officials.

For Oceania Championships held in Australia, athletes who reside in the city where the competition is being held, will be exempted from team travel cost share. They will, however, be charged a pro-rata fee to cover the airfare costs of the appointed team officials.

All team members are required to be housed at the officially appointed team accommodation.

For Oceania Championships held in New Zealand all team members are required to be covered under RSA's International Team Travel Insurance Policy and the cost included in the athletes cost share.

For Oceania Championships held in Australia RSA's International Team Travel Insurance is optional.

Team Members who do not meet the set payment schedule for costs may be removed from the team. Team members so removed will not be permitted to re-join the team at any time.

7.9 Team Clothing

Details in relation to the purchase, ordering and wearing of officially Australian Team Clothing is covered in RSA's Bylaw No. 8.

7.10 Team Cost Share

All team members will be required to meet the costs of the officially appointed team manager and coach on a cost share basis.

Team members are to be provided with a details account for all costs pertaining to the tour and/or competition.

An initial budget (estimated costs) is to be provided to team members at the time of their selection into the team. A final cost share is to be provided no less than one (1) month prior to the teams departure (or assembly for Oceania Championships held in Australia).

Copies of all correspondence in relation to cost share must be provided to the RSA National Office at the same time the team manager advises the team member.

Section 8 – World Championships

7.1 Team Manager / s Appointment Procedures

Nominations and appointment procedures for Team Managers are covered in RSA Bylaw 6.

7.2 Coach / s Appointment Procedures

It is expected that the High Performance Coach for each branch will be appointed as the National Coach for all World Championships.

National Support Coaches nomination and appointment procedures are covered in RSA Bylaw 6.

7.3 Cost share Policy for Team Officials

RSA's the policy for costs in relation to team officials is covered in RSA Bylaw 7.

7.4 Team Selection Policy

Team selection policies are to be developed in consultation with the High Performance Manager and the High Performance Coach and circulated via state vice presidents a minimum of 9 months prior to the date/s set for selection purposes.

In relation to the AAC team selection policy must be approved by the AAC Executive prior to being send to the RSA Board for ratification.

Team selection policies are to be ratified by the board prior to circulation and posting to the Skate Australia website.

7.5 Notification of Final Team Lists.

On completion of team selection procedures a copy the final team lists and reserves, if required, is to be forwarded to the National Office for ratification by the Board. No announcement of teams may be made until ratified by the Board.

The National Office will advise the Branch Chairman and Team Manager of the outcome of the Board's decision within seven (7) days of ratification.

7.6 Team Selection Information

Once the team has been ratified the National Office will forward to individual team member, excluding reserves, an official letter advising them of their selection into the team.

Additional information to be included in the package is:

- 7.6.1 Two copies of the RSA Athlete Agreement
- 7.6.2 Two copies of Payment Schedule
- 7.6.3 Estimated Costs
- 7.6.4 Information on Drugs in Sport

7.6.5 Clothing Order Form

7.6.6 Medical Profile

7.7 Travel, Accommodation and Insurance

In accordance with RSA's Policy on Team Travel all team members of international teams must book all travel via the appointed Team Manager through RSA's appointed Travel Agent.

The exception to this is those athletes using **Qantas** frequent flyer points for travel. These athletes will be charged a pro-rata fee to cover the airfare costs of the appointed team officials.

All team members are required to be housed at the officially appointed team accommodation.

All team members are required to be covered under RSA's International Team Travel Insurance Policy and the cost included in the athletes cost share.

Team Members who do not meet the set payment schedule for costs may be removed from the team. Team members so removed will not be permitted to re-join the team at any time.

7.8 Team Clothing

Details in relation to the purchase, ordering and wearing of officially Australian Team Clothing is covered in RSA;' Bylaw No. 8.

7.9 Team Cost Share

All team members will be required to meet the costs of the officially appointed team manager and coach on a cost share basis.

Team members are to be provided with a details account for all costs pertaining to the tour and/or competition.

An initial budget (estimated costs) is to be provided to team members at the time of their selection into the team. A final cost share is to be provided no less than one (1) month prior to the teams departure and/or assembly prior to departure.

Copies of all correspondence in relation to cost share must be provided to the RSA National Office at the same time the team manager advises the team member.

Section 9 – Branch Merchandise

9.1 Branch Merchandise

All merchandise purchased by the branch for re-sale at either World, Oceania or Australian Championships must be approved by the Board.

Samples of merchandise is to be provided to the RSA Board for approval at least four (4) months prior to the competition.

Branches are not permitted to sell merchandise that is in conflict with merchandise provided by RSA.

9.2 AAC

9.2.1 Proficiency Test Medals

The AAC Branch Chairman will ensure that a minimum level of stock for each item is maintained.

The AAC Branch Chairman will provide the National Office a stock take of all items held as at the 30th June each year.

All Proficiency Tests Medals and supporting documentation are available from the AAC Branch Chairman (or his nominated representative as may be advised from time to time).

Orders shall be placed on the Form AAC-01 (Appendix 1) and must be received by the AAC Branch Chairman at least three (3) weeks prior to the items required for any test.

Prices will be based on the current price list as published by the AAC from time to time. All prices include GST. Postage and handling will be added to the invoice.

All invoices are payable within fourteen (14) days.

9.2.2 Artistic Manuals

The AAC Branch Chairman will ensure that a minimum level of stock of artistic manuals is maintained.

The AAC Branch Chairman will provide the National Office a stock take of all items held as at the 30th June each year.

All Artistic Manuals are available from the AAC Branch Chairman (or his nominated representative as may be advised from time to time).

Orders shall be placed on the Form AAC-01 (Appendix 1).

Prices will be based on the current price list as published by the AAC from time to time. All prices include GST. Postage and handling will be added to the invoice.

All invoices are payable within fourteen (14) days.

Manuals are available in hard copy, in both A4 and A5 format. They are also available in CD read-only format. The CD version will not allow you to make any changes to it.

9.2.3 Sale of Dance Music

The AAC Branch Chairman will ensure that a minimum level of stock of Dance Music is maintained.

The AAC Branch Chairman will provide the National Office a stock take of all items held as at the 30th June each year.

All Dance CD's are available from the AAC Branch Chairman (or his nominated representative as may be advised from time to time).

Orders shall be placed on the Form AAC-01 (Appendix 1).

Prices will be based on the current price list as published by the AAC from time to time. All prices include GST. Postage and handling will be added to the invoice.

All invoices are payable within fourteen (14) days.

9.2.4 Event Results at Nationals

The AAC reserves the right to sell results of events to competitors at National Championships.

This may be done through the merchandising store at the Championships, or in some other way that is agreed with the Championship Director.

All expenses incurred by the Championship Director, in provision of paper and any other supplies to allow this function to occur will be reimbursed to the Championship Director.

Net proceeds from this activity are to be forwarded to the AAC Chairman for incorporation into consolidated funds of the AAC. These funds will be identified in the AAC accounts and will be available as general development funds for operation of CAOC.