

NZISA Anti-Doping Officer

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

The Member Holding this Position Responsible To

The NZISA Council, skaters and coaches.

Responsibilities and Duties

The Anti-Doping Officer should:

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

Knowledge and Skills Required

Ideally the Anti-Doping Officer is someone who:

- can communicate effectively;
- is organised;
- understands the relationship between the NZISA, the ISU and anti-doping organisations; and
- is well informed of the rules regarding anti-doping and the procedures that must be followed both within New Zealand and Internationally.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 1 to 2 hours per week. However, workload will often exceed this during busy periods.

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

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

NZISA Child Protection Officer

The Child Protection Officer is responsible for

The Member Holding this Position Responsible To

The NZISA Council, skaters and coaches.

Responsibilities and Duties

The Child Protection Officer should:

- be informed on the rules and regulations surrounding child protection policy;
- ensure that the Council understands any obligations with regards to child protection requirements;

Knowledge and Skills Required

Ideally the Child Protection Officer is someone who:

- can communicate effectively;
- is organised;
- has empathy; and
- is well informed of the rules regarding child protection and the procedures that must be followed both within New Zealand and Internationally.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 1 to 2 hours per week. However, workload will often exceed this during busy periods.

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

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

NZISA Publicity Officer

The Publicity Officer is responsible for

The Member Holding this Position Responsible To

The NZISA Council.

Responsibilities and Duties

The Publicity Officer should:

Knowledge and Skills Required

Ideally the Publicity Officer is someone who:

- can communicate effectively;
- is organised;

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 1 to 2 hours per week. However, workload will often exceed this during busy periods.

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

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

NZISA Marketing Officer

The Marketing Officer is responsible for

The Member Holding this Position Responsible To

The NZISA Council.

Responsibilities and Duties

The Marketing Officer should:

Knowledge and Skills Required

Ideally the Marketing Officer is someone who:

- can communicate effectively;
- is organised;
- has a marketing qualification or experience in marketing

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 1 to 2 hours per week. However, workload will often exceed this during busy periods.

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

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

NZISA High Performance Officer

The High Performance Officer is responsible for

The Member Holding this Position Responsible To

The NZISA Council, skaters and coaches.

Responsibilities and Duties

The High Performance Officer should:

Knowledge and Skills Required

Ideally the High Performance Officer is someone who:

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

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 1 to 2 hours per week. However, workload will often exceed this during busy periods.

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

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

Team Leader: International Events

The team leader is responsible for coordinating all activities of a team at an international event and assisting with their travel to and from the event.

The Team Leader is Responsible To

The NZISA Council.

Responsibilities and Duties

The Team Leader must:

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

Knowledge and Skills Required

Ideally the Team Leader is someone who:

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

Estimated Time Commitment Required & Period of Appointment

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