

**THE WESTERN AUSTRALIAN ICE SKATING ASSOCIATION INC**  
**(WAISA)**



**Annual Operational Plan**

January 2020 – December 2020

## ORGANISATIONAL DEVELOPMENT

### Governance, Operational and Financial Viability

<i>Strategic Priority</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timeframe</i>	<i>Performance Targets</i>	<i>Status</i>
Ensure organisation is operating to all requirements of Associations Incorporations Act.	Review constitution and compliance with annual reporting requirements.	Council	July 2020	Constitution is reviewed. Any amendments voted on by members and updated constitution registered with Dept. of Commerce. Annual report lodged.	Q1. Constitution review underway. Q2. Constitution review in final stages. Q3. Q4.
Maximise effectiveness of the Council to conduct its governing and legal responsibilities.	Develop a 2020 Operational Plan and Budget.	Council	July 2020	2019 Operational Plan and Budget approved with review, assessment and reassessment of targets quarterly.	Q1. OP and Budget being developed. Q2. Final amendments to OP and Budget drafted with consideration to effects of Covid-19 on the sport. Q3. Q4.
Strategic Planning.	Review of the 2018-2021 Strategic Plan to include stakeholder engagement and communication	Strategic Planning Committee	Ongoing	2018-2021 Strategic Plan a living document with input, review and ownership by all stakeholders	Q1. On hold due to Covid-19. Q2. On hold due to Covid-19. Q3. Q4.
Board evaluation and governance checklist.	Board evaluation process	Council	July 2020	Completion of the ASC Online Board Evaluation by the Council and the development of "areas of improvement" action plan, implementation of the plan – ownership by the Council.	Q1. Ongoing. Q2. Ongoing. Q3. Q4.

## ORGANISATIONAL DEVELOPMENT

### Planning and Policies

<i>Strategic Priority</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timeframe</i>	<i>Performance Targets</i>	<i>Status</i>
Maintain and promote WA's interest at a National level.	Attendance at ISA AGM	ISA Delegates	June 2020	WAISA Delegates attend ISA AGM. Input into review of National Policies.	Q1. Nothing to report. Q2. Delegates attend ISA AGM (Zoom Meeting due to Covid-19 restrictions) Q3. Q4.

Compliance with DSR Mandatory policy requirements	Review or development of policies for Concussion Management, Member Protection, Child Safeguarding, Financial Management, Communication, Alcohol, Drugs in Sport, Inclusion, Sports Betting, Match Fixing, Code of Conduct/Grievance/Dispute Resolution/Complaint Management, Privacy Act.	Policy review committee	July 2020	Q1. Q2. Q3. Q4.	Q1. Policies under review. Q2. Policies reviewed and approved by the Board. Q3. Q4.
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## ORGANISATIONAL DEVELOPMENT

### Communication, Technology and Business Systems

<i>Strategic Priority</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timeframe</i>	<i>Performance Targets</i>	<i>Status</i>
Development and maintenance of website and social media.	Develop and maintain website.	Webmaster	Ongoing	Content is reviewed regularly to maintain currency of information.	Q1. Website and social media up to date. Q2. Website and social media up to date. Q3. Q4.
Communicate with members.	Secretary to circulate all relevant communication to members	Secretary	Ongoing	Relevant communications circulated to members in a timely manner	Q1. Communications circulated in a timely manner. Q2. Communications circulated in a timely manner. Q3. Q4.

## PARTICIPATION

### Events and Competition Pathways

<i>Strategic Priority</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timeframe</i>	<i>Performance Targets</i>	<i>Status</i>
Develop opportunities for WA competitors to participate at all ISA competition levels.	Competition dates set and Annual Competition Calendar published	Secretary and Competition Convenor	January 2020	Annual Competition Calendar published providing opportunities for all ISA levels	Q1. Competition dates set and Annual Competition Calendar published. Q2. Competition dates revised due to Covid-19 restrictions. Q3. Q4.

Develop pathways for WA competitors to participate at all ISA competition levels	ISA Test dates set and published	Secretary and Test Convenor	January 2020	Annual ISA Test dates confirmed and published	Q1. Test dates set and published. Q2. Test dates adjusted due to Covid-19 restrictions. Q3. Q4.
Develop relationships with event promoters for events such as Disney on Ice and Winterland to provide opportunities for participation by WAISA members	Relationship with Event Promoters maintained	Secretary	Ongoing	WAISA members participate in events promoting the sport	Q1. Nothing to report. Q2. No events due to Covid-19 restrictions. Q3. Q4.
WASIA Bid to hold 2021 Australian Figure Skating Championships	Review of Bid Document.	AFSC Committee	July 2020	Successful bid to host the 2021 AFSC in Perth	Q1. Bid Document not released. Q2. Bid Document not released. Q3. Q4.

## HIGH PERFORMANCE

### Planning, Management and Policy

<b>Strategic Priority</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Performance Targets</b>	<b>Status</b>
Development of Selection Criteria for representation at Australian Figure Skating Championships (AFSC)	Selection criteria developed and published	Athlete Development Team	July 2020	State Team selection policy adopted and published	Q1. Policy review in progress. Q2. Policy revised with consideration of Covid-19 restrictions on the sport. Q3. Q4.
Selection of State Team to 2018 AFSC			October 2020	State Team competes at 2020 AFSC	Q1. No report. Q2. No report. Q3. Q4. .
Inclusion of WAISA athletes in the 2020 Developing Champions program	Development of selection criteria and nomination of identified athletes to DSR/WAIS	Athlete Development Team	January 2020	WAISA athletes participate in the 2020 Developing Champions on line program	Q1. Athletes selected and nominated to the program. Q2. RESOLVED. Q3. Q4.

## PEOPLE DEVELOPMENT

<b>Strategic Priority</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Performance Targets</b>	<b>Status</b>
Develop strategies to recruit, retain and reward volunteers.	<ul style="list-style-type: none"> <li>Develop a volunteer recruitment, retention and reward plan.</li> <li>Implement a development plan for all volunteers.</li> </ul>	Council	July 2020	<ul style="list-style-type: none"> <li>A volunteer recruitment drive is held at start of year.</li> <li>All volunteers and their roles are reviewed annually and plan is developed to support any skill development.</li> </ul>	Q1. No Report Q2. No Report. Q3. Q4.
Providing opportunities for the development of Coaches within WA	<ul style="list-style-type: none"> <li>Development of a long term strategy for Coach development across all disciplines in WA</li> </ul>	Council and Coaching Association	July 2020	<ul style="list-style-type: none"> <li>WA Coach Development plan established and operational</li> </ul>	Q1. No Report. Q2. No Report. Q3. Q4