

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



**Annual Operational Plan**

January 2019 – December 2019

## ORGANISATIONAL DEVELOPMENT

### Governance, Operational and Financial Viability

<b>Strategic Priority</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Performance Targets</b>	<b>Status</b>
Ensure organisation is operating to all requirements of Associations Incorporations Act.	Review constitution and compliance with annual reporting requirements.	Council	April 2019	Constitution is reviewed. Any amendments voted on by members and updated constitution registered with Dept. of Commerce. Annual report lodged.	Q1. Ongoing Q2. Ongoing Q3. Constitution review commenced Q4. Constitution review ongoing
Maximise effectiveness of the Council to conduct its governing and legal responsibilities.	Develop a 2019 Operational Plan and Budget.	Council	March 2019	2019 Operational Plan and Budget approved with review, assessment and reassessment of targets quarterly.	Q1. 2019 Operational Plan and Budget approved by the Council. Q2. Resolved 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. Ongoing Q2. Ongoing Q3. Ongoing Q4. Ongoing
Board evaluation and governance checklist.	Board evaluation process	Council	March 2019	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. Board evaluation online tool completed in consultation with DLGSCI Q4. Awaiting outcomes from Board review from DLGSCI

## 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	April 2019	WAISA Delegates attend ISA AGM. Input into review of National Policies.	Q1. Delegates nominated. Q2. Delegates attend ISA AGM. Resolved. 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	March 2019	Q1. Q2. Q3. Q4.	Q1. Policy review completed and revised policies accepted by the Council. Policies published on website. Development of Inclusion policy initiated. Q2. Inclusion Policy approved and published. Resolved. Q3. Q4.

## 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. Ongoing Q2. Ongoing Q3. Ongoing Q4. Ongoing
Communicate with members.	Secretary to circulate all relevant communication to members	Secretary	Ongoing	Relevant communications circulated to members in a timely manner	Q1. Ongoing Q2. Ongoing Q3. Ongoing Q4. Ongoing

## 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 2019	Annual Competition Calendar published providing opportunities for all ISA levels	Q1. Dates set and calendar published. Resolved. Q2. 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 2019	Annual ISA Test dates confirmed and published	Q1. Dates set and calendar published. Resolved. Q2. 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. Ongoing Q2. WAISA athletes participated in 2019 Disney on Ice Pre-Show and associated promotional opportunities Q3. WAISA athletes showcased 2019 July holiday temporary ice rinks around the metropolitan area. Q4. Ongoing
WASIA Bid to hold 2018 Australian Figure Skating Championships	Review of Bid Document.	AFSC Committee	April 2019	Successful bid to host the 2020 AFSC in Perth	Q1. Bid document not as yet available. Q2. Bid document released. Q3. Ongoing. Q4. Council agreed not to tender a bid for the 2020 AFSC due to concerns over lack of volunteers to assist with the hosting of the event.

## 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	April 2019	State Team selection policy adopted and published	Q1. Policy approved by Council and Published. Resolved. Q2. Q3. Q4.
Selection of State Team to 2018 AFSC			October 2019	State Team competes at 2019 AFSC	Q1. Ongoing Q2. Ongoing Q3. Ongoing Q4. 2019 State Team selected following the 2019 State Championships. State Team meeting organised and nominations forwarded to the Local Organising Committee. Resolved.
Inclusion of WAISA athletes in the 2019 Developing Champions program	Development of selection criteria and nomination of identified athletes to DSR/WAIS	Athlete Development Team	January 2019	WAISA athletes participate in the 2019 Developing Champions on line program	Q1. Eligible athletes engaged in the 2019 Developing Champions program. Resolved. Q2. 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	April 2019	<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. Ongoing Q2. Ongoing Q3. Ongoing Q4. Ongoing
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	April 2019	<ul style="list-style-type: none"> <li>WA Coach Development plan established and operational</li> </ul>	Q1. Ongoing Q2. Ongoing Q3. Ongoing Q4. Ongoing