

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



**Annual Operational Plan**

January 2018 – December 2018

## 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.	All	June 2018	Constitution is reviewed. Any amendments voted on and agreed to by all members and updated constitution registered with Dept. of Commerce.	Q1. Constitution review ongoing. Q2. Constitution review ongoing. Q3. New Constitution adopted. RESOLVED.
Maximise effectiveness of the Board to conduct its governing and legal responsibilities.	Development of Board charter	All	April 2018-June 2018	Board Charter finalized and published on website.	Q1. Ongoing. Q2. Ongoing. Q3. Ongoing. Q4. Ongoing.
	Develop a 2018 Operational Plan and Budget.	All	March 2018	2018 Operational Plan and Budget approved with review, assessment and reassessment of targets quarterly.	Q1. 2018 Operational Plan drafted. Q2. Operational plan reviewed. Q3. Operational plan reviewed. Q4. Operational plan reviewed.
Development of a Strategic Plan	Development of a 4 year Strategic Plan (2018-2021)	Strategic Planning Committee	June 2018	2018-2220 Strategic plan approved and published on website.	Q1. 2018-2021 Strategic Plan drafted and approved. RESOLVED.
Board evaluation and governance checklist	Board evaluation process	Secretary	March 2018	Board evaluation and governance checklist completed.	Q1. Ongoing. Q2. Ongoing. Q3. Ongoing. Q4. Ongoing.

## ORGANISATIONAL DEVELOPMENT

### Planning and Policies

<b>Strategic Priority</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Performance Targets</b>	<b>Status</b>
Maintain and promote WA's interest at a National level.	Attendance at ISA AGM	ISA Delegates	April 2018	WAISA Delegates attend ISA AGM. Input into review of National Policies.	Q1. Delegates nominated. Q2. AGM attended. RESOLVED.
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 2018	Q1 – provide update on compliance with DSR Mandatory policy requirements. Q2 – Develop and finalise priority outstanding policies Q3 – Develop and finalise outstanding lower priority policies Q4 – Develop and finalise lowest priority policies	Q1. Policies review commenced. Q2. Policy review completed and new policies published. RESOLVED.

## ORGANISATIONAL DEVELOPMENT

### Communication, Technology and Business Systems

<i><b>Strategic Priority</b></i>	<i><b>Action</b></i>	<i><b>Responsibility</b></i>	<i><b>Timeframe</b></i>	<i><b>Performance Targets</b></i>	<i><b>Status</b></i>
Development and maintenance of website and social media.	Develop and maintain website.	Webmaster	On going	Content is reviewed regularly to maintain currency of information.	Q1. Website up to date. Q2. Website up to date. Q3. New website designed with estimated delivery November 2018. Q4. New website live.
Communicate with members.	Secretary to circulate all relevant communication to members	Secretary	On going	Relevant communications circulated to members in a timely manner	Q1. Communications issued in a timely manner. Q2. Communications issued in a timely manner. Q3. Communications issued in a timely manner. Q4. Communications issued in a timely manner.

## PARTICIPATION

### Events and Competition Pathways

<i><b>Strategic Priority</b></i>	<i><b>Action</b></i>	<i><b>Responsibility</b></i>	<i><b>Timeframe</b></i>	<i><b>Performance Targets</b></i>	<i><b>Status</b></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 2018	Annual Competition Calendar published providing opportunities for all ISA levels	Q1. Competition dates set and Annual Calendar published. RESOLVED.
Develop pathways for WA competitors to participate at all ISA competition levels	ISA Test dates set and published	Secretary and Test Convenor	January 2018	Annual ISA Test dates confirmed and published	Q1. Test dates set and Annual Calendar published. RESOLVED.
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	On going	WAISA members participate in events promoting the sport	Q1. 2018 Disney Pre-Show offered again plus outdoor ice rink at Hillary's Board Harbour. Q2. Above Events successfully completed. Q3. Ongoing. Q4. Ongoing.

WASIA Bid to hold 2018 Australian Figure Skating Championships	Review of Bid document and consultation with Management at CIA	AFSC Committee	April 2018	Successful bid to host the 2020 AFSC in Perth	Q1. ISA have not yet called for bids for the 2020 AFSC. Q2. ISA have not yet called for bids for the 2020 AFSC. Q3. ISA have not yet called for bids for the 2020 AFSC. Q4. ISA have not as yet called for bids for the 2020 AFSC.
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## 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 State Squad and Development Squad Selection criteria	Selection Policy for State Squad and Development Squad developed	Athlete Development Team	April 2018	State Squad and Development Squads announced	Q1. Selection Policy under review. Q2. Due to revised Selection Policy t there is now no requirement for a Squad or Development Squad. RESOLVED.
Development of Selection Criteria for representation at Australian Figure Skating Championships (AFSC)	Selection criteria developed and published	Athlete Development Team	April 2018	State Team selection policy adopted and published	Q1. Selection Policy under review. Q2. Selection Policy revised, adopted and published. RESOLVED.
Selection of State Team to 2018 AFSC			October 2018	State Team competes at 2018 AFSC	Q1. Ongoing. Q2. Ongoing. Q3. Ongoing. Q4. State Team competed at 2018 AFSC. RESOLVED.
Inclusion of WAISA athletes in the 2018 Developing Champions program	Development of selection criteria and nomination of identified athletes to DSR/WAIS	Athlete Development Team	January 2018	WAISA athletes participate in the 2018 Developing Champions on line program	Q1. Athletes identified and Developing Champions program commenced. RESOLVED.

## 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>	All	April 2018	<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. Hall of Fame established to recognise key volunteers. State Banquet held with key volunteers recognized and rewarded.
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>	All	April 2018	<ul style="list-style-type: none"> <li>WA Coaches participate in development camps during 2018</li> </ul>	Q1. Coaching Seminar with Brian Orser planned for May. Q2. Coaching Seminar with Brian Orser completed. Q3. Ongoing. Q4. Ongoing.