

THE WESTERN AUSTRALIAN ICE SKATING ASSOCIATION INC
(WAISA)



Annual Operational Plan

January 2023 – December 2023

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 2023	Constitution is reviewed. Any amendments voted on by members and updated constitution registered with Dept. of Commerce. Annual report lodged.	Q1. Q2. Q3. Q4.
Maximise effectiveness of the Council to conduct its governing and legal responsibilities.	Develop a 2023 Operational Plan and Budget.	Council	April 2023	2022 Operational Plan and Budget approved with review, assessment and reassessment of targets quarterly.	Q1. Q2. Q3. Q4.
Strategic Planning.	Review Strategic Planning	Strategic Planning Committee	Ongoing	Strategic Plan reviewed and reassessed if required.	Q1. Q2. Q3. Q4.
Board evaluation and governance checklist.	Board evaluation process	Council	July 2023	Board evaluation to be completed with the assistance of the DLGSCI.	Q1. Q2. Q3. Q4.
Ensure organisation is fulfilling its reporting requirements	Documents submitted to the Department of Mines, Industry, Regulations and Safety.	Secretary	As required.	Organisation fulfills its reporting obligations.	Q1. Q2. Q3. Q4.

ORGANISATIONAL DEVELOPMENT

Planning and Policies

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Maintain and promote WA's interest at a National level.	Attendance at ISA AGM	ISA Delegates	June 2023	WAISA Delegates attend ISA AGM. Input into review of National Policies.	Q1. Q2. 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 2023	Policies are current and easily accessed by stakeholders documents.	Q1. Q2. 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. Q2. 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. Q2. 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 2023	Annual Competition Calendar published providing opportunities for all ISA levels	Q1. 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 2023	Annual ISA Test dates confirmed and published	Q1. 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. Q2. Q3. Q4.

WASIA Bid to hold 2024 Australian Figure Skating Championships	Review of Bid Document.	AFSC Committee	July 2023	Successful bid to host the 2024 AFSC in Perth	Q1. Q2. Q3. Q4.
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HIGH PERFORMANCE

Planning, Management and Policy

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Development of Selection Criteria for representation at Australian Figure Skating Championships (AFSC)	Selection criteria developed and published	Athlete Development Team	March 2023	State Team selection policy adopted and published	Q1. Q2. Q3. Q4.
Selection of State Team to 2023 AFSC			Mid-October 2023	State Team competes at 2023 AFSC	Q1. Q2. Q3. Q4. .
Inclusion of WAISA athletes in the 2023 Developing Champions program	Development of selection criteria and nomination of identified athletes to DSR/WAIS	Athlete Development Team	January 2023	WAISA athletes participate in the 2023 Developing Champions on line program	Q1. Q2. Q3. Q4.

PEOPLE DEVELOPMENT

<i>Strategic Priority</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timeframe</i>	<i>Performance Targets</i>	<i>Status</i>
Develop strategies to recruit, retain and reward volunteers.	<ul style="list-style-type: none"> Develop a volunteer recruitment, retention and reward plan. Implement a development plan for all volunteers. 	Council	July 2023	<ul style="list-style-type: none"> A volunteer recruitment drive is held at start of year. All volunteers and their roles are reviewed annually and plan is developed to support any skill development. 	Q1. Q2. Q3. Q4.
Providing opportunities for the development of Coaches within WA	<ul style="list-style-type: none"> Development of a long term strategy for Coach development across all disciplines in WA 	Council and Coaching Association	July 2023	<ul style="list-style-type: none"> WA Coach Development plan established and operational 	Q1. Q2. Q3. Q4.