



Ice Skating Queensland

Charter for the Athlete Development Committee

1. Introduction

Ice Skating Queensland (“the Organisation”) is the governing body for competitive ice skating, including the disciplines of figure skating and synchronised skating, for the state of Queensland. As such, the Organisation is responsible for the promotion and development of competitive ice skaters.

2. Purpose

The purpose of the Athlete Development Committee (the “Committee”) is to support the Organisation in the development of strategy, programming and interventions that directly impact the effective development and retention of competitive ice skaters in all disciplines.

3. Composition

- a. **Membership:** The Committee shall consist of a minimum of three members but no more than eight members.
- b. **Member Nominations:** Nominees must apply in writing and Committee members shall be appointed by the Council in compliance with this Charter.
- c. **Skills-based appointments:** Collectively, the Committee should hold relevant expertise, experience, and knowledge in long-term athlete development (LTAD), sport development, high-performance coaching and systems, sports nutrition and physiotherapy, or other disciplines relevant to the Committee’s responsibilities.
- d. **Member Diversity:** The Committee consist of at least one non-male and one non-female Member. The Council shall also strive for ethnic diversity within the Committee’s membership. The Committee must also have diversity of sport disciplines.
- e. **Athlete Representation:** The Committee may include up to two athlete representatives who shall be voting Members of the Committee. Athlete representatives must be adults and hold the respect of their peers.
- f. **Term Limitations:** Membership shall be annual and concludes on January 31st each year. Members may not exceed four-consecutive terms, and terms will be staggered to ensure continuity of tenure.
- g. **Chair:** The Chair of the Committee shall be appointed by the Council. The Chair shall be responsible for coordinating the Committee’s activities, setting meeting agendas, facilitating productive meetings of the Committee, and facilitating effective communication with the CEO.
- h. **Resignation of Members:** A member may resign in writing to the President or Secretary of the Organisation. If a member fails to attend four consecutive meetings without reason or notice, their resignation will be assumed, and membership shall cease.



4. Responsibilities

- a. Long-term athlete development: The Committee is responsible for establishing, promoting, and regularly reviewing a long-term athlete development (“LTAD”) model that informs the design of all sport-specific policies, programs, and competitions to ultimately support all skaters attain their own level of personal excellence.
- b. Athlete tracking: The ADC shall propose and review a system for athlete tracking against key performance indicators identified in the established LTAD model.
- c. Program Development & Review: The ADC shall support the Organisation in the development and review of programs that support the delivery of the LTAD model.
- d. Team Queensland: annually review and propose the Team Queensland Selection Policy for the Australian Figure Skating Championships and propose value-add support to both skater and coach with the goal of achieving podiums.
- e. Sporting Policies: annually review and propose amendments to sporting policies with the aim to ensure sporting policies, individually and collectively, are in service of the Organisation’s Strategic Goals. This may include, but is not limited to, the following policies:
 - i. Bye Policy
 - ii. Concussion Policy
 - iii. Participation in Queensland Championships and Interstate Competitions
 - iv. Testing Policy
- f. Educational needs: Provide guidance on the seasonal educational and professional development needs of aspiring skaters and coaches.

5. Meetings and Reporting

- a. Meetings: The ADC will hold regular meetings, at least once a quarter. The frequency of meetings will be determined by the chairperson based on the annual plan.
- b. Quorum: A meeting of the Committee requires more than 50% of the voting members to be present, either in person or virtually.
- c. Decision-making: Decisions within the ADC are made by Special Resolution, meaning more than 75% of voting members must support the motion.
- d. Reporting: The Committee shall report its activities to the CEO, providing regular updates on progress and decisions made. In the absence of a CEO, the Committee shall defer to the President of the Organisation.

6. Authority and Resources

- a. The Athlete Development Committee is constituted as an operational committee of the Organisation, and is advisory in nature, and as such, the CEO is not held to any recommendations or requests of the Committee.
- b. All Policies designed by this Committee are to be recommended to Council for their consideration and approval.
- c. Financial Management: The ADC will be responsible for operating within a Council-approved budget. The Committee does not have signing authority for Ice Skating Queensland. As such, all contractual agreements and financial transactions must be agreed to and carried out by authorised ISQ staff.



- d. The Committee shall have the authority to seek information, documents, and resources necessary to fulfill its responsibilities and shall treat all information obtained as confidential.
- e. Renumeration: Participation on the ADC is voluntary. However, ADC members may be financially compensated if they are selected for direct delivery of programs or events where all other persons providing direct delivery are receiving financial compensation.

7. Amendment and Review

This Charter shall be reviewed annually and may be amended by the Council to reflect changes in governance best practices, or the Organisation's needs. Any amendments to the Charter require Council approval.

8. Version Control

Public web link	N/A
Approval Authority	Council
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Next Review Date	November 2024
Audience/Users	Council, Committee Members, ISQ Members, Senior Management, Key Staff
Notes	