



Ice Skating Queensland

Local Organising Committee for the Australian Figure Skating Championships 2025

CHARTER

1. Introduction

The Local Organising Committee ("the LOC") for the Australian Figure Skating Championships 2025 is established to ensure the successful planning, organisation, and execution of the upcoming Championships. The LOC serves as the primary coordinating body responsible for managing all aspects of the event and ensuring a memorable experience for participants, spectators, and stakeholders. This Charter outlines the Committee's purpose, composition, responsibilities, and operational guidelines.

2. Purpose

The purpose of the LOC is to plan and oversee the execution of the Australian Figure Skating Championships 2025 in a professional manner, upholding the Values of Ice Skating Queensland (ISQ) and in support of ISA's Strategic Goals.

3. Composition

- a. **Membership:** The Committee shall consist of a minimum of three Members but no more than ten Members. Members shall be appointed by the Council and possess relevant expertise, experience, and knowledge in areas such as event management, marketing, sport development or other relevant disciplines related to the Committee's responsibilities. The Council may instruct the CEO/General Manager to assign relevant staff to join the Committee as non-voting Members.
- b. **Member Diversity:** The Committee must 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.
- c. **Athlete Representation:** The Committee may include up to two athlete representatives who shall be voting Members of the Committee. Athlete Representatives must be 18 years of age or older.
- d. **Term Limitations:** Membership expires two months after the conclusion of the Championships.
- e. **Chair:** The Chair of the Committee shall be appointed by the Council. The chairperson is responsible for overseeing the LOC, ensuring the LOC meets at a frequency to execute their responsibilities and that meetings are constructive and appropriately managed.

4. Responsibilities

- a. **Event Planning:** The Committee is responsible for identifying and planning for all aspects of the Australian Figure Skating Championships 2025 in collaboration with ISA, and producing a detailed event plan, event schedule, operational daily run sheets, budget, and site plan.
- b. **Event Administration:** The Committee is responsible for overseeing and facilitating competition entries and draw, accreditation, judging system and music.



- c. Event Presentation: The Committee is responsible for overseeing a look and feel, in compliance with the ISA AFSC Memorandum incorporating presentations, Kiss & Cry, flower retrievers and overall presentation of the event.
- d. Event Promotion & Marketing: The Committee is responsible for outlining a communications plan for ISQ Members, as well as a marketing/PR plan for the event.
- e. Stakeholder Management: The Committee is responsible for ensuring a meaningful experience is provided to all participants, officials, and spectators pre-, during and post-event. The Committee is also responsible for recruitment, training and recognition of volunteers and staff delivering the event.
- f. Risk Management & Safety: The Committee is responsible for applying's ISQ's Risk Management Policy, and conducting a risk assessment of the event, producing an event safety plan and emergency action plan.
- g. Value-Add Initiatives: The Committee is responsible for identifying and planning the delivery of value-add initiatives, such as official Banquets, merchandising, educational opportunities, and spectator entertainment.
- h. Review & Recommendations: The Committee is responsible for conducting a review of the Australian Figure Skating Championships 2025, which should include soliciting feedback from stakeholders, and produce a report of the event for ISA and ISA.

5. Meetings and Reporting

- a. Meetings: The LOC will hold regular meetings to discuss progress, address challenges, and make decisions. The frequency of meetings will be determined by the chairperson based on the needs of the event.
- 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 LOC are made through a collaborative approach, considering the consensus of the voting committee members.
- d. Reporting: The Committee shall report its activities to the Council, providing regular updates on progress and decisions made. The Committee must also provide regular reports to the ISA Board in accordance with the ISA AFSC Memborandum.

6. Authority and Resources

- a. Financial Management: The LOC will be responsible for operating within a Council-approved budget. The Committee does not have signing authority for Ice Skating Queensland. As such, all financial transactions must be agreed to and carried out by authorised ISQ staff, including any sponsorship or fundraising initiatives.
- b. Risk Management: The LOC will be responsible for conducting an event risk assessment. However, the LOC does not have the authority to overrule or amend any existing policies or risk mitigation measures implemented by ISQ.
- c. Staff Management: The LOC will be responsible for identifying the staffing needs of the event, and the tasks required, but will not be responsible for allocating any individual staff members to those roles or tasks.



7. Amendment and Review

This Charter shall be reviewed annually and may be amended by the Council to reflect changes in regulatory requirements, 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
Last Approval Date	April 29 th 2025
Next Review Date	To reviewed post 2025 event
Audience/Users	Council, Committee Members, ISQ Members, Senior Management, Key Staff
Notes	Refer to the ISA AFSC Memorandum