

International Competition Entries Portfolio

The International Competition Entries Portfolio holder(s) are responsible for collecting, collating, completing and forwarding entries and pre-entry forms to the required organisation(s).

The Member or Member(s) Holding this Portfolio are Responsible To

The NZISA Council, skaters, and coaches.

Responsibilities and Duties

The International Competition Entries Portfolio holder(s) should:

- distribute announcements and entry forms to competitors who have been selected to participate in an international competition or who have expressed an interest in attending the competition;
- collect, collate, check and complete the entry forms and submit them prior to the deadline;
- file pre-entry forms as required, indicating the maximum reasonably possible number of skaters, coaches, judges, officials, and chaperones;
- where pre-entry forms or entries by numbers have been submitted, or places have been allocated, inform the ISU (and/or organising committee as required) of non-attendance of skaters or judges when necessary;
- submit revised forms when travel plans change or are finalised or when skaters or judges are unable to attend;
- for ISU Championships and other competitions where free tickets are available to members of Council, advise the Council and Technical Committee members of the opportunity; and
- copy the National Secretary on all communication.

Knowledge and Skills Required

Ideally the International Competition Entries Portfolio holder(s) are someone who:

- is organised; and
- has a scanner capable of producing multi-page PDF documents.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required is 2 hours per week during the international competitive season. However, workload may exceed this during busy periods.

The International Competition Entries Portfolio is appointed indefinitely, but may be reassigned by Council at any time, particularly following an AGM.

Details of powers, procedure and any standing orders can be found in the Constitution, By-laws and Policy documents.