

Ice Skating Queensland Inc.

Member of Ice Skating Australia Incorporated

ABN: 332 431 382 88

Club Development Program

Application Guidelines

Ice Skating Queensland Inc. (ISQ) is preparing to provide funding to affiliated clubs for the development of all branches of Figure Skating (singles, pairs and dance) and Synchronized Skating.

Mission Statement

The ISQ Council recognizes that multiple opportunities are available within the global sporting community and that in response; improving the participation and standard and advancement of the athletes should be raised amongst all ISQ members.

To accomplish this, ISQ will ensure that the components necessary for advancement (i.e. administrative responsibility, technical planning/implementation and competitive opportunity) will be supported and monitored within an ongoing Club Development Program. This financial support will result in providing greater access to activities, sessions and opportunities to lift the standard of its skaters with the aim that ISQ Members acknowledge and support this principle and act accordingly.

Objectives

In line with the above Mission Statement, the ISQ will strive to achieve the following main objectives within the ISQ Club Development Program:

- To contribute to upholding the principles of the ISQ
- To improve the quality of Figure and Synchronized Skating throughout the ISQ Members
- To support projects and initiatives within ISQ Clubs that meet published and agreed criteria as set by the ISQ Council.
- To support transfer of professional knowledge and experience to assist ISQ Members
- To support the Forward Planning and strategic plan of ISQ
- To support programs developed by the various ISQ advisory Committees
- To evaluate, decide and respond, on a timely basis, to plans and projects/programs placed before the Council for consideration in line with the stated mission statement, objectives and the current budget allocations
- To establish various performance indicators for each program/project as approved and to follow up the meeting of the agreed performance indicators
- To require that the applicant report periodically to the ISQ Council on the work and progress of the Project/program with emphasis on the measurable outcomes

Club Development Projects

Financial support to Members for projects is awarded with the aim of broadening interest in and implementing figure skating advancement projects and initiatives for junior and competitive skaters

within their club. This funding will be provided as approved for specific ISQ Club Development Projects. Club Development Program funding consists of the following areas:

- (a) Training camps *(including but not limited to)*:
 - Off ice development
 - Club bonding
 - Guest instructors/presenters
- (b) Group development - On Ice *(including but not limited to)*:
 - Group sessions/lessons conducted for lower level skaters, concentrating on all the basic elements of skating.
 - Group sessions/lessons conducted for state level figure skaters (concentrating on edges and program components)
- (c) Group development - Off Ice *(including but not limited to)*:
 - Strength and conditioning sessions
 - Dance/movement classes
- (d) Seminars / Workshops *(including but not limited to)*:
 - Sport psychology
 - Stretching
 - Strength and conditioning
 - Fitness testing
 - Injury prevention
- (e) Coaches Education *(including but not limited to)*:
 - Mentoring programs
 - Seminar/workshops/courses for updating or acquiring knowledge
 - Educational training seminars
- (f) Equipment (for use of club members and in some cases the greater ice skating community) *(including but not limited to)*:
 - Gym mats for safe rotations in warm up area
 - Specific gym equipment
 - Training video analysis set up
 - Music equipment
- (g) Other support

The following criteria apply for the funding of proposed projects:

- Funding will be granted to Clubs on a pro rata system according to the number and levels of members specifically within the club/s.
- Priority will be given to combined projects (involving at least two ISQ Affiliated Clubs)
- Projects should be equitable amongst coaches and other professionals
- Provide opportunities and be accessible to all club skaters - levels, ages and abilities (pending project)
- Practical and developed to achieve measurable outcomes
- Provided within a safe environment

- Provided within a block or on a continual basis (pending project)

The ISQ is able to provide assistance in regards to developing suitable projects specific to the Clubs requirements and situation.

Application Guidelines for Club Development Projects

1. All Application forms must be used when applying with all parts (Part A – Part D) of the form completed.
2. The Affiliated Club submitting the application must make a financial contribution towards the project. This may be in the form of payment from skaters, club or other contributions. The amount of the Member's contribution towards the project must be shown on the application. Failure to provide this data may negate the application.
3. The ISQ Club Development Program will apply only to projects in an existing branch of a skating discipline. There must be evidence that the discipline is established in the club of the applying Member and the project funds will be used to increase, improve or expand this branch in the respective area.
4. A one-year maximum timeframe for specific projects will be granted. After the year, the Club must reapply should the project wished to be continued.
5. A separate application is required to be submitted for each club development project and/or initiative.
6. The Council and the appropriate advisory committee will monitor projects conducted on an ongoing basis.
7. Members have the opportunity to apply for financial support for Development Projects at any time of the year. However, all applications must be submitted not later than 2 months before the proposed beginning of the implementation of the project.
8. The Application must be sent by fax or e-mail to the Secretary of Ice Skating Queensland (as per Part D of the application form).
9. The ISQ Council will evaluate applications received as soon as possible and will act upon all applications in a timely manner. If an application is not accepted or remains pending, the Council will advise applicants of the reasons.
10. If the application is approved, the ISQ Secretary will inform the applicant in writing.
11. At the time of approval, ISQ Secretary will outline reporting requirements and their timelines. All Members who receive financial support shall send their report to the ISQ Secretary by the appropriate due date. The reports are a necessary requirement in order to evaluate new applications and for a Member to remain subject to benefit of future ISQ Club Development Program assistance.
12. All financial support made available by the ISQ for the Club Development Program, **must be used by the Member for the approved project only.**
13. It is important to acknowledge that the ISQ Club Development Program is funded in order to improve the skating activities of Members. The ISQ Council must have clear evidence that the Project's objectives will be achieved. For this purpose, ISQ Council or at its request an advisory committee may also visit Members in order to gain an overview of how the ISQ funded projects may or will develop, and to determine whether the financial support from the ISQ will result or has resulted in expected measurable outcomes.
14. The above-mentioned conditions and procedures are subject to review from time to time as issues evolve and progress within the ISQ.

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Club Development Program

Application for Support

APPLICATION GUIDELINES

Please refer to the ISQ Club Development Program and the Administrative conditions and procedures for application and implementation of Development Projects.

Part A – Information About Your Club and Application Submission

1.	Club Name

2.	Home Rink

3.	About your club membership: Indicate the numbers under each heading where applicable			
	Junior Members	Senior skating members	Senior non-skating members	Other membership class (please specify)
Male				
Female				
TOTAL				
Overall Total Current Club Membership numbers				

4.	Application Contact Provide the name of the person responsible for this application and the relevant contact details.				
Title (Mr/Mrs/Ms)		First Name		Surname	
Position Title					
Phone (Business hours)				Fax (Business hours)	
Mobile					
Email					
Postal Address					
	Suburb		Postcode		

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Part B – About Your Project

Complete Part B for each project initiative for which you are seeking funding. This section of the application form will become your project plan if your project is approved.

Have you:	Yes	No
• Applied for any other ISQ Club Development Projects in the current year? If so how many? _____	<input type="checkbox"/>	<input type="checkbox"/>
• Applied for this particular project in previous years?	<input type="checkbox"/>	<input type="checkbox"/>

1. Project Title
What is the name of your project or initiative?

2. Funding Area
Funding required for:
(a) Training camps <input type="checkbox"/>
(b) Group development - On Ice <input type="checkbox"/>
(c) Group development - Off Ice <input type="checkbox"/>
(d) Seminars / Workshops <input type="checkbox"/>
(e) Coaches Education / Officials Education <input type="checkbox"/>
(f) Equipment <input type="checkbox"/>
(g) Other support <input type="checkbox"/>

3. Project Description
What are you planning to do? Provide a description of the complete project in as much detail as required

4. Project Purpose
Why are you doing it? How will it increase or improve opportunities for participation or standard of skaters?

5. Number of skaters/members and levels targeted for this program
List the expected number of skaters, level of the skaters, skating discipline/s, names of other clubs involved (if applicable)

6. Project Personnel (if applicable)
Who will be the professionals conducting the project / sessions (ie. Coaches, instructors, other professionals/educators)? Provide qualifications, insurance and blue card details.

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7.	Project Overview and Explanation Complete as many objectives and strategies as appropriate.				
Objectives of the project (What do you want your project to achieve?)	Strategies (What will you do to achieve your objective?)	Expected results of the project	Timeframe (start and completion)	Project budget	Measurable outcome (How will you know if what you have done was successful?)
<i>Example: Objective 1 (include an example for skating)</i>			<i>1 January 2008 – 1 August 2008</i>		

8.	Project Costs What are the anticipated breakdown of the costs for your project Please ensure costs are GST inclusive.		
Description / Item	Funding requested \$	Other funding contribution (if applicable)	Specify funding contribution S = skaters C = club D = donated
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Totals	\$ 0.00	\$ 0.00	
Project Total	\$ 0.00		

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9. Project Cost Summary	
Total Project Cost (Transfer the total project cost from the table above)	\$
Clubs contribution (if applicable)	\$
Skaters contribution (if applicable)	\$
Contribution from other sources (if applicable)	\$
Amount of Funding Requested	\$ 0.00

Please submit any other relevant supporting documentation for your project application

Part C – Declaration

We confirm that the application:

- Has been reviewed and is supported by the members of the Club
- All information is true and accurate
- I understand that the information supplied in this application will be made public if the application is successful for funding

We agree to submit project reports and expense statements when and as required.

Club President	
Name	
Signature	
Date	

Club Secretary	
Name	
Signature	
Date	

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Part D – Checklist and Submit Your Application

Please contact ISQ if you need to discuss any aspect of this Application.

Contact: Jenny Houlahan

Phone: 07 3277 7563

Email: administrator@isq.org.au

Website: www.isq.org.au

Checklist	
1. Have you completed all questions on this application form?	<input type="checkbox"/>
2. Are the questions in this application answered in full?	<input type="checkbox"/>
3. Have you attached (securely) any relevant supporting information?	<input type="checkbox"/>
4. Have you signed the application form?	<input type="checkbox"/>
5. Have you taken a photocopy of your completed application and all other supporting documentation for your own records?	<input type="checkbox"/>

All applications shall be submitted directly to:

Club Development Program
The Secretary
Ice Skating Queensland Inc
PO Box 82
Archerfield Qld

Bank Account Details for payment of claim:

BSB:Account No:.....Account Name:

For ISQ Office Use Only

Approved by:Date: Approved by:Date:

Chq. No / Direct Deposit No: Date Paid: