



MEMORANDUM AND ARTICLES OF ASSOCIATIONS

NATIONAL ICE SKATING ASSOCIATION (UK) LTD

Updated
EGM 14th June 2008

Memorandum of Association

- 1 The Company's name is the 'National Ice Skating Association of the United Kingdom Limited' hereinafter called 'the Association' or 'NISA'.
- 2 The Company's registered office is to be situated in England.
- 3 The objects for which the Association is established are:
 - (a) To acquire the assets and undertakings of the National Skating Association of Great Britain Limited, the Federation of Ice Skating Limited and any of their associated or subsidiary companies and the unincorporated associations called the National Skating Association of Great Britain and the Federation of Ice Skating and with a view thereto to enter into any agreement for that purpose and to discharge its liabilities and responsibilities.
 - (b) To act in the capacity as Controller and Governing body of ice skating within the United Kingdom, excepting ice hockey.
 - (c) To act in co-operation with the International Governing Bodies for Ice Skating and the Olympic Movement and with other International and National Bodies having similar aims.
 - (d) To promote, encourage and to further the growth of skating as a sport and a leisure activity.
 - (e) To recognise the special needs of disabled and handicapped participants in skating and to encourage opportunities for their participation. In pursuance of this, the Association shall apply for membership of the BPA (British Paralympic Association).
 - (f) To be affiliated to the International Governing Bodies for Ice Skating and any other National and International Bodies having similar aims.
 - (g) To make and enforce the Articles of Association and the General Rules of the Association.
 - (h) To protect the interests of Ice Skating, and work for improved facilities within the United Kingdom for Ice Skating.
 - (i) To arrange with any person, company undertaking or organisation for accredited representatives of the association in respect of the provision of services including insurance and travel facilities, or the purchase of goods, equipment and appliances where appropriate.
 - (j) To give prizes, medals and other awards and to join with those who would provide such awards or sponsor such undertakings, on the occasion of appropriate International Championships, competitions and other International or National Events.
 - (k) To procure to be written or made and print, publish, issue, exhibit and circulate gratuitously or otherwise any reports, periodicals, books, pamphlets, leaflets, films, photographs, instructional matter or any other such document or things as may be thought expedient in connection with the objects of Association or any of them.
- (l) In furtherance of the foregoing objects to delegate the exercise and pursuance of all or any of them in such manner as the Association may direct to any person, persons or body whether corporate or unincorporate including in particular the delegation and separate financial and administrative control and management of the Ice Skating activities of the Association and its respective disciplines.
- (m) To do all such things by the application and pursuance of all or any of the objects of the of the Association herein before set out as are or may be conducive or incidental to promoting the benefits of the members of the Association and/or ice skating in the United Kingdom.

And the Association shall have the following powers exercisable in furtherance of its said objects but not otherwise, namely:

 - (A) To purchase, take or lease, or in exchange, hire or otherwise acquire real or personal property and rights or privileges and to construct, maintain and alter buildings or other structures, where appropriate
 - (B) To sell, let or mortgage, dispose of or turn to account any or all of the property or assets of the Association.
 - (C) To borrow or raise money for the objects of the Association on such terms and on such security as may be thought fit in the furtherance of the objects.
 - (D) To issue appeals and take such other steps as may be required for the purpose of procuring contributions to the funds of the Association in the shape of donations or otherwise.
 - (E) To invest monies of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit subject to such conditions and such consents as may for the time being be imposed or required by law and subject also as hereinafter provided.
 - (F) To make any donations in cash or assets or establish or support or aid in the establishment or support of or guarantee or lend money (with acceptable security) to or for any association or institution in any way connected with the purposes of the Association or calculated to further the objects of the Association.
 - (G) To undertake, execute and administer trusts designed to further the objects and purpose of the Association.
 - (H) To engage and pay any person or persons whether on a full or part time basis or whether as consultant or employee to supervise, organise, carry on the work of or advise the Association.
 - (I) Subject to the provisions of clause 4 hereof to make any reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of staff employees or former employees of the Association.
 - (J) To act in co-operation with any companies, institutions, societies or associations which shall have objects altogether or mainly similar to those of the Association.

- (K) To pay out of funds of the Association the costs charges and expenses of and incidental to the formation and registration of the Association.
- (L) To collect and receive money and funds by way of contributions, donation, legacies, grants and other lawful method and to accept and receive gifts of property or other assets of any description for or towards all or any of the objects of the Association.
- (M) To do all such other things as are incidental or conducive to the attainment of the objects of the Association.
- (N) To enter into agreement with the Governing Bodies of other sports with reference to Eligibility Rules.
- (O) To enter into agreement after consultation with the appropriate departmental Committee(s), or to delegate its authority to any of these bodies, to:
- (i) Accept sponsorship from any source, providing that any advertising use made of such sponsorship is in agreement with the Association or its delegated body.
- (ii) Assign the Film, Radio or Television rights of any of its events, and in all cases subject to providing such conditions as may be thought fit, and providing the Eligibility rules are in no way infringed.
- (P) The television arrangements of the ISU Championships are governed by the ISU in conjunction with the Member Association organising the event and the television rights and fees of Telecasts in Great Britain of exhibitions arranged in other countries belong to the Association or its delegated body and may not be made without permission from the Association or its delegated body.
- (Q) Any approach to Film, Radio or Television Authorities for coverage of any event held under the jurisdiction of the Association must be approved by the Association or its delegated body who will normally acquire all resultant fees and rights. No sponsor or sponsor's agent shall make contact or negotiate fees on behalf of the Association with the above mentioned media unless specifically requested to do so by and in agreement with the Association or its delegated body.
- (R) Any permits issued by the respective Departmental Committees for international or national open events and competitions or exhibitions, do not in this context include film, radio or television rights which are subject to Association control.
- 4 The income and property of the Association shall be applied solely towards the promotion of its objects as set in this Memorandum of Association. Provided that nothing herein shall prevent any payment in good faith by the Association:
- (a) Of reasonable and proper remuneration to any servant of the Association and honorarium to any Member of the Association for any services rendered to the Association and of legitimate out of pocket expenses incurred in carrying out the duties of any Member or servant of the Association.
- (b) Of interest on money lent by a member of the Association at a rate per annum not exceeding 2% above the base lending rate prescribed for the time being by National Westminster Bank PLC (or if none, another appropriate rate substituted therefore by the Board of the Association).
- (c) Of reasonable and proper rent for premises demised or let by any Member of the Association.
- 5 The liability of the Members is limited.
- 6 Every Member of the Association who is entitled to vote at General Meetings of the Association undertakes to contribute to the assets of the Association in the event of the same being wound up while such a Member is a Member, or within one year after such Member ceases to be a Member, for payment of the debts and liabilities of the Association contracted before such Member ceases to be a Member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.
- 7 If upon the winding up or dissolution of the association there remains after the satisfaction of all its debts and liabilities any property or assets whatsoever, these shall be paid to or distributed only to an organisation, either in existence at the time of dissolution or subsequently established, having similar objectives as the National Ice Skating Association of UK. Responsibility for the decision as to which subsequent organisation shall be entitled to receive the remaining funds shall rest with the appropriate officers designated by or within UK Sport.
- We, the persons whose names, addresses and descriptions are subscribed, are desirous of being formed into a company in pursuance of this Memorandum of Association.
- Mr K W Pendrey (Chairman Federation of Ice Skating) 191 Rectory Road, Sutton Coldfield, West Midlands, B75 7RX.
- Ms S A Stapleford (Vice Chairman Federation of Ice Skating) 54 Eskmont Ridge, Highfield Hill, Upper Norwood, London, SE19 3PZ.
- Dated this twentieth day of November 1991
- WITNESS to the above signatures
- Mrs Carole Waterhouse (Secretary Federation of Ice Skating) 12 Christchurch Road, Ilford, Essex, IG1 4QY.
- We, the persons whose names, addresses and descriptions are subscribed, are desirous of being formed into a company in pursuance of these Articles of Association.
- Mr K W Pendrey (Chairman Federation of Ice Skating) 191 Rectory Road, Sutton Coldfield, West Midlands, B75 7RX.
- Ms S A Stapleford (Vice Chairman Federation of Ice Skating) 54 Eskmont Ridge, Highfield Hill, Upper Norwood, London, SE19 3PZ.
- Dated this twentieth day of November 1991

WITNESS to the above signatures

Mrs Carole Waterhouse (Secretary Federation of Ice Skating) 12 Christchurch Road, Ilford, Essex, IG1 4QY.

The Secretary The Company Secretary of the Association for the purpose of the Acts.

The Legal The Legal Advisor of the Association.

The Medical The Medical Advisor of the Association.

The Deputy Medical The Deputy Medical Advisor of the Association.

The Physiotherapist The Honorary Physiotherapist (Figure) of the Association

The Sport All Skating as defined within the Memorandum and Articles of the Association.

Eligibility The Eligibility Rules as defined in the general Rules of the Association.

Voting Members Members as defined by the Articles of Association for the time being in force.

Month Calendar Month.

In Writing Written, or produced in any visible substitute for writing, or partly one and partly another.

Words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include corporations. Subject as aforesaid, any words or expressions defined in the Acts shall, if not inconsistent with the subject or context, bear the same meaning in the articles.

Articles of Association

1. Preliminary

In these presents the words standing in the first column of the table next hereinafter contained shall bear the meanings set opposite to them respectively in the second column thereof, if not consistent with the subject or context.

Words	Meanings
The Acts	The Companies Act 1985, as amended by the Companies Act 2006.
The Statutes	The Companies Acts 1985 and every statutory modification of re-enactment there of for the time being in force.
The Association	The National Ice Skating Association of the United Kingdom or NISA Limited.
The NISA	The National Skating Association of Great Britain
The President	The President of the time being of NISA
The Vice President	The Vice President for the time being of the Association
These Presents	The Memorandum and Articles of Association and the General Rules for the time being in force.
The Office	The Registered Office of the Association.
The Seal	The Common Seal of the Association.
The Chairman	The Chairman for the time being of the Board of the Association
The Vice Chair	The Vice Chairman for the time being of the Board of the Association
The Board	The Board of the National Ice Skating Association of the United Kingdom Limited concerned with the day to day administration of the disciplines (hereinafter 'the Board').
Finance Officer	Appointed by the Board of the National Ice Skating Association.
General Secretary	Appointed by the Board of the National Ice Skating Association
Discipline	The disciplines of Ice Speed Skating, Ice Figure Skating, Ice Dance Skating, and Synchronized Skating.
Technical Committee	The Committee representing its corresponding discipline.

2. The Association is established for the purposes expressed in the Memorandum of Association.

3. Membership

- (a) The Members of the Association shall be:
 - (i) The Subscribers to the Memorandum of Association.
 - (ii) All subsequent Members as prescribed below.
- (b) The Members shall include "Full members", "Coaching members", "Associate members", "Overseas Resident members", "Overseas members", "Support members" and any other category of membership deemed appropriate by the Board from time to time.
- (c) 'Full Members' shall comply with the Eligibility rules of the Association and be at least 18 years of age, who are British Subjects (including subjects of all territories in the British Commonwealth) or non British Subjects who were members of the NSA on 1st January 1947.
- (d) 'Coaching Members', Members who are at least 18 years of age and who do not comply with the Eligibility rules of the Association and are registered with the Association as Professional Coaches of Ice Skating.

- (e) 'Associate Members' are Members who do not comply with the qualifications of paragraph (c) above: including:
 - (i) Those who qualify as British Subjects or by Commonwealth status, but have not reached 18 years of age.
 - (ii) Being over the age of 18 and who do riot comply with the Eligibility rules of the Association excluding all Coaching Members.
 - (iii) Non-British Subjects who joined NSA after 1st January 1947.
- (f) 'Overseas Resident Member'. A person who has been a resident of the UK for 12 months or more and is a citizen of another country, but with the rights of a Full or Associate Member.
- (g) 'Overseas Member'. A person who has been a resident of the UK for less than 12 months and is a citizen of another country, but without the rights of a Full or Associate Member.
- (h) 'Support Member'. A person who is resident and a citizen of this country, but without the rights of Full or Associate Member.
- (i) 'Life Members' may be either Full Life Members, Coaching Life Members or Associate Life Members, subject to the payment of the appropriate fee or fees, and with all rights attached to Full Members, Coaching Members and Associate Members respectively. A Full Member, Coaching Member or Associate Member who has paid the appropriate annual subscriptions to the NSA, the Federation, and/or the NISA for twenty-one consecutive years shall be deemed to be a Life (Full Coaching or Associate) Member of NISA thereafter, and no further subscriptions are payable. Coaches who were existing Life Members of the Association as at 23rd July 1994 shall be deemed to be Life Coaching Members.
- (j) To be eligible for annual membership the applicant must complete and return the form 'application for membership' or as prescribed by the Board, together with his membership subscription.
- (k) Annual Membership is to run from the date of joining or renewal in any calendar year.
- (l) Members belong to the whole Association and may attend General Meetings subject to Article 9(c).
- (m) A list of the Members shall be kept at the Registered Office of the Association and shall be subject to the provisions of the Data Protection Act currently in force at any time.
- (n) All members in whatever category shall receive an appropriate benefits package as determined by the Board.

4. Honorary Membership for distinguished services

- (a) Honorary membership of the Association may be conferred by the Board upon any person who has rendered special service to the Association with such rights and such privileges as the Board may from time to time determine.

5. Affiliated Associations

- (a) The Skating Associations of England, Scotland, Wales and Northern Ireland, including Figure/Dance Synchronized Skating and Speed sections and other Associations with an interest in skating, may be affiliated to the Association, subject to approval of its Constitution or articles by the Board and subject to payment of the appropriate fee as determined by the Board.
- (b) Not more than two representatives from each Affiliated Association may attend and participate in General Meetings of the Association. Each Affiliated Association is entitled to one vote by proxy.
- (c) Each Affiliated Association is to maintain its own Register of members, one copy of which must be deposited with the Association annually. The affiliated association is entitled to two copies of the communications of the disciplines.
- (d) The members of the Affiliated Association are eligible to participate in International and Association (NISA) events and tests providing they are also Full or Associate members of NISA. Judges and Referees of Association (NISA) events and tests must be Full Members of NISA.
- (e) All persons who officially represent Great Britain as a member of the official team are required to be Full or Associate Members.
- (f) An Association or other Body may be affiliated to the Association, subject to approval of its constitution or articles by the Board, if such body acts or is intended to act as a consultative body in respect of ice skating matters and if required to organise and administer coaching standards. Such Association or Body may be composed of eligible and non-eligible persons.
- (g) Affiliated Associations and their members may receive an appropriate benefits package as determined by the Board.

6. Affiliated Clubs

- (a) Skating Clubs within the United Kingdom may be affiliated to the Association subject to the approval of its Constitution and Articles by the (NISA) Board and payment of the appropriate fee.
- (b) Not more than one representative from each Affiliated Club may attend and participate in General Meetings of the Association. Each Affiliated Club is entitled to one vote by proxy.
- (c) Members of Affiliated Clubs may participate in Association events and tests providing they are also Full or Associate Members of the Association.

7. Subscriptions

- (a) The rate of subscription for each category of membership, including Affiliated Associations and Clubs, shall be determined by the Board. Subscriptions and fees become due on joining the Association and thereafter on the anniversary of the date of joining or on such other date as may be stipulated by the Board for that year.
- (b) Subscriptions and fees become due on joining the Association and thereafter on the

anniversary of the date of joining each year or on such other date as may be stipulated by the board for that year, except in the case of life members who have paid the appropriate life membership fee.

- (c) A Member, Affiliated Association or Club who has failed to pay his subscription within three months of the due date for payment shall cease to be a Member, Affiliated Association or Club so long as any monies due from him remain unpaid, but shall be entitled to resume membership upon payment of the appropriate subscription or fee for that year. None of the rights and privileges of membership or affiliation of the Association shall be enjoyed by any person or body so long as the subscription or fee is in default.
- (d) A Member, Affiliated Association, or Affiliated Club may resign his membership or affiliation at any time by giving notice in writing, but no part of a subscription or fee is refundable, and resignation does not relieve a member or affiliated body of any payment due from him. Membership or Affiliation shall not be transferable and shall cease on death or the dissolution of the affiliated body.

8. Suspension and Determination

The Board may suspend or determine membership or affiliation of a Member, Affiliated Association or Affiliated Club if:

- (a) The Member or Body is in breach of the Articles and General Rules of the Association or the Regulations of any Discipline in which such member or Body belongs and a disciplinary investigation is made in accordance with the Articles and General Rules of the Association, and such investigation confirms that the breach has occurred.
- (b) If in the opinion of the Board it is desirable in the interests of the Association that any Member thereof should cease to be a Member, the Board, after giving such Member an opportunity of being heard by the Association then may request such Member to resign, and if the Member shall not resign within 21 days after such request, the Board shall have the power to expel such Member from the Association.
- (c) A person resigning in pursuance of a request from the Board, or expelled under this paragraph shall be disqualified from again becoming a Member of the Association except with the consent of the Board. Proceedings of the Board under this paragraph shall be special business, but it shall not be necessary in giving notice of such business to specify the Name of the Member with reference to whom such proceedings are to be taken.

9. General Meetings

- (a) An Annual General Meeting of the Association shall be held in May, or in special circumstances may be fixed in some other month by the Board subject to meeting the provisions of Article 9(f).
- (i) Under the provisions of the Companies Act 2006, and to comply with the provisions of Article 9(L), the Association will post advance notice of the AGM on its website at least 80

(eighty) days in advance of the specified date. This notice shall be placed prominently and shall remain so until after the meeting in question has taken place.

- (ii) Members wishing to receive hard copy versions of the 80 day notification and all subsequent documentation relating (see Article 9 (c)), should register this preference with the association, in writing, before the end of December in the year preceding, enclosing a cheque for £5.00 or a sum agreed by the Board from time to time and disclosed prominently in the appropriate area on the website.
- (b) An Extraordinary General Meeting of the Association may be convened at any time by the Board. If an Extraordinary General Meeting is not convened by the Board within four weeks after a requisition for that purpose specifying in writing the object of the meeting has been sent to the Secretary of the Association as specified in the Companies Act 2006, an Extraordinary General Meeting may be convened by the Full Members making such requisition.
- (c) A General Meeting shall be convened by posting notice thereof specifying the time and place of the meeting and the business to be transacted thereat twenty one clear days at least before the meeting to every Full Member, Coaching Member and Associate Member who is over the age of eighteen years where the rights and privileges of such Members are neither restricted nor terminated under these Articles or General Rules.
- (i) Under the provisions of the Companies Act 2006, all documents relating to the General or Extraordinary meeting concerned (time/place, agenda, business to be transacted and voting forms) shall be placed prominently in downloadable format on the Association's website at least 21 days clear prior to the meeting concerned, and must remain in prominence until after the meeting has taken place, thereafter to be archived and accessible, for future reference.
- (ii) Members wishing to receive hard copy versions of the documentation, should register this preference with the Association as per Article 9(a)ii
- (d) At a General Meeting of the Association the following shall be entitled to participate to the following extent:
 - (i) Full members and Coaching Members whose rights and privileges are neither restricted nor terminated under these Articles and General Rules shall be entitled to attend and vote.
 - (ii) Associate Members who are eighteen years of age or over and whose rights and privileges are neither restricted nor terminated under these Articles and General Rules shall be entitled to attend but without power to vote.
 - (iii) Two representatives from each Affiliated Association may attend and participate and are entitled to one vote by proxy.
 - (iv) One representative from each Affiliated Club may attend and participate and is entitled to one vote by proxy.

- (e) At any General Meeting a Resolution put to the vote of the meeting shall be decided by a show of hands, and every person present and entitled to vote in person shall have one personal vote, unless prior to such vote being taken, or immediately thereafter, a ballot is:
- (i) Directed by the Chairman, or
 - (ii) Demanded by not less than 5 persons present and entitled to vote. In the case of an equality of votes the Chairman shall have a second or casting vote.
- (f) Proxy votes (in which a person entitled to vote directs the proxy for or against the resolution, or permits the proxy to exercise his discretion) are admissible at General Meetings.
- (i) The proxy may be the Chairman of the Meeting or a named person. The proxy must vote on each proposal in the manner indicated by the person so entitled, unless this has been left open to the discretion of the proxy.
 - (ii) Two or more scrutineers, who shall be full or coaching members of the Association shall be appointed by the Board of the Association to count the instruments appointing a proxy and votes given at the Meeting.
 - (iii) The Board shall appoint the company's auditors or solicitors to conduct the counting of votes and instruments of proxy and to prepare the results of the various ballots by post, those being handed to the Chairman of the Meeting in a sealed envelope to be opened in the presence of the General Meeting and passed to the scrutineers.
 - (iv) All instruments appointing a proxy must be delivered to the auditors or solicitors as in (iii) above not less than 48 hours before the commencement of the meeting.
 - (v) A person who has voted by proxy may still attend the meeting but not vote. If he so wishes he may exercise his vote at the meeting by revoking his proxy by notice in writing to the auditors or solicitors not less than 48 hours before the meeting commences.
 - (vi) To ensure confidentiality of all voting at elections and/or by post or by proxy, all votes must be delivered directly to the appointed agent as in (iii) above. The auditors/solicitors will receive the sealed envelopes and confirm the member's eligibility to vote against current NISA membership records supplied by the Association for this purpose. All valid votes/proxies will then be counted by the auditors/solicitors.
 - (vii) At elections every third year, the Board shall appoint the company's auditors or solicitors to conduct the counting of votes and to prepare the results of the various ballots by post, those being handed to the Chairman of the Meeting in a sealed envelope to be opened in the presence of the AGM and announced immediately.
 - (g) The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any such person shall not invalidate any resolution passed, or proceeding, at any meeting.
 - (h) Each approved proposal shall become effective from the time it was approved by General Meeting, except where otherwise stated on the agenda or determined by resolution of the General Meeting.
- (i) The Chairman of the Board of the Association shall preside in person over all General Meetings, and in his absence the Vice-Chairman, or a Director appointed by the Board. If after 15 minutes has elapsed from the stated start time, no director is available, the members present shall elect one of their number to chair the meeting.
 - (j) The Memorandum and Articles of Association shall not be repealed or altered save by a Special Resolution at an Extraordinary General Meeting with the approval of a 75% majority of votes cast by members entitled to vote, either by proxy or attendance at meeting but not both.
 - (k) The General Rules shall not be repealed or altered save by a General Resolution at an Ordinary or Extra-ordinary General Meeting with the approval of a simple majority of votes cast by members entitled to vote, either by proxy or attendance at meeting but not both.
 - (l) Any proposal to repeal or alter the Memorandum and Articles of Association, or the General Rules, or proposing any motion may only be submitted by full or coaching members of the association either in writing or by electronic means to be received by the Association not less than 60 days before the General Meeting concerned. All proposals must be seconded by no fewer than 2 full or coaching members stating their full names and membership numbers and stating briefly the reasons for the proposals. The Board is required to publish all such proposals in full, but may offer opinion on each proposal.
 - (m) No Special or Ordinary Resolution shall be valid if used in such a way as to contravene the Acts or the Articles and no Resolution shall be valid unless set out at length in the Notice convening the General Meeting at which the Resolution is proposed.
 - (n) Notwithstanding the provisions of the preceding paragraph if it is apparent that there is a clerical or other error or omission in any proposal comprised in the Agenda of a General Meeting, such error or omission may be corrected at the meeting without previous notice.
- 10. Election and role of NISA Board of Directors**
- (1) The Board of Directors shall comprise of a minimum of five members and a maximum of nine members which shall include a Chairman, who shall be elected from their number at the first meeting of the elected board. The Board members selected Chairman shall also be automatically elected President.
 - (2) Each position on the Board of Directors, including the Chairman, shall be responsible for a portfolio which reflects an aspect of the core business of the Association.
 - (3) Each position on the Board of Directors shall have a job description, and a personal specification, reflecting the demands and required competencies associated with that position/portfolio.

- (4) Candidates for these positions should be Full or Coaching members of the Association, and should demonstrate their capacity to fulfil the specified requirements of the position for which they offer themselves based on their experience and expertise. To be eligible for election candidates must not have reached the age of 75 before the date of election. Members must additionally indicate the discipline(s) in which they hold an interest. (Figure, Dance, Synchronized or Short Track)
- (5) Voting members of the Association shall directly elect members of the Board of Directors, to their respective portfolio positions, by a simple majority of votes balloted at the relevant General Meeting.
- a) At the elections, in the event of a tie, or if there is no candidate for a portfolio position, a casual vacancy is deemed to exist. In this event, acting reasonably and in the best interests of the association, the Board of Directors shall make an appointment to fill such casual vacancy.
- b) Every eligible voting member of the Association will be allocated up to nine votes in total for the election of board directors. Members may place one vote only in each of the contested individual portfolio positions.
- (6) Members of the Board of Directors shall be accountable to each meeting of the Board for progress within the activity areas of their portfolio, against an annual operational plan which will be compiled for each portfolio. Each member of the Board of Directors shall also be accountable under the provisions of Company Law at any time in force.
- (7) There shall be no provision for Alternate Directors, and no proxy votes shall be allowed within Board meetings.
- (8) Members of the Board of Directors may require any elected or appointed director, official or committee member to resign in the event that he/she proves to be disinterested, derelict of duty or incompetent, or loses the special skills which originally recommended him/her to the position. In this event, or if a casual vacancy should arise for whatever reason, acting reasonably and in the best interests of the association, the existing members of the Board of Directors shall make an appointment to fill such vacancy for the remaining period of that member's term of office, prior to his/her re-election.
- (9) Members of the Board of Directors shall normally serve for a three-year period, before either offering themselves for re-election or standing aside.
- (10) In election year a notification shall be posted prominently on the Association's website concurrently with the 80 days advance notice of the date of the Annual General Meeting (as provided in Article 9(a)(i) inviting nominations for the elective candidates to the Board of Directors in accordance with Article 10(4) above. Nominations may be made by voting members of the Association but not the nominee him/herself. Each nomination for the specified Board position must be seconded by a Voting Member of the Association, and received by the Association's auditors or solicitors not less than 35 days before the Annual General Meeting. To be effective, each nomination must be accompanied by: (i) a written declaration by the nominee that he/she is prepared to serve if elected; and (ii) a summary of the nominee's expertise, in accordance with Article 10(4) above including a statement of the nominee's aims and objectives if elected. The Association's auditors/solicitors shall not divulge the identities of members nominated to the Association until after the closing date. Ballot papers must be made available as described in Article 9 (c) by the Association not less than 21 days before the Annual General Meeting to voting members of the Association and to be effective, completed ballot papers must be received by the Association's auditors/solicitors not less than 7 days prior to the date of the Annual General Meeting at which the election is to be held. The result of the ballot shall be announced at the Annual General Meeting.
- (11) Following the board elections, if all the skating disciplines (Figure, Dance, Synchronized and Short track) do not have a presence on the board, additional representatives from the relevant discipline will be asked to join the board to ensure that all four disciplines have a presence. All appointments will be made by the Board as instructed under Article 10(5) a). If following this process a vacancy is created on one of the technical committees, the technical committee candidate with the next highest number of votes will be offered a place on the committee. At the discretion of the board and elected directors, those appointed board members will be attached to a skating portfolio.

11. Election of Honorary Vice President

- (1) The office of Honorary Vice President shall be directly elected by the voting membership of the Association, and maintain an ex-officio presence at meetings of the Board of Directors and such sub-committee meetings as he/she may wish to attend, but without power to vote. The Honorary Vice President shall serve for a period of three years. To be eligible for election candidates must not have reached the age of 75 before the date of election.
- (2) The Honorary Vice President may be co-opted by any Director to serve an active role on any technical committee or working groups which may be convened for the management and delivery of the activity areas included within any portfolio.
- (3) In election year the nomination and election procedures for the Offices of Honorary Vice President shall be in accordance with those prescribed in Article 10 clause 10(10) above.

12 Sub-Committees (Working Parties)

- (1) Each Director shall be charged with producing at the start of each calendar year, and in liaison with the executive officer assigned to his/her portfolio, an operational plan for the management and delivery of the activity areas included within that portfolio for the duration of the Association's forthcoming financial year.
- (2) Each Director shall have the authority to convene such sub-committees and working

groups as they see fit for the delivery of their portfolios, and each of these sub-committees and working groups shall have a membership and frequency of meetings which is appropriate to their purpose.

- (3) Membership of such sub-committees and working groups shall be ratified by the Board of Directors
- (4) Within portfolios whose activity areas are principally concerned with skating, the membership of such sub-committees and working groups shall necessarily represent the interests of each ice skating discipline where it is appropriate to do so, and also include athletes' representatives where it is appropriate to do so.
- (5) Within portfolios whose activity areas are principally concerned with corporate affairs and development, the membership of such sub-committees and working groups shall necessarily represent the interests of all relevant and major stakeholder groups within the sport of ice-skating.

13. Election of the NSA

The composition and election of the NSA Board of Trustees shall be determined in accordance with the Constitution of the NSA.

14. Disqualification

Disqualification or Resignation of members of the Board. The office of a member of the Board shall be vacated:

- (a) If the member is so required under such regulations as are at any time in force relating to Company law.
- (b) If by notice in writing to the Association he resigns his office.

15. Conduct of the Board

- (a) The affairs of the Association shall be managed by the Board which shall, subject to these Articles, have full power to take such steps and to apply the funds of the Association in such manner as they may deem expedient for the promotion of its objects; and the provisions in these Articles conferring specified powers on the Board shall not be read as limiting in any way the powers conferred by this paragraph on the Board, provided that no such powers shall have validity if used in such a way to contravene any part of these Articles or Act.
- (b) The quorum of the Board shall be fixed at its first meeting in each year and unless so fixed shall be five (5).
- (c) A meeting of the Board may be convened at any time by the Chairman of the Board. If a meeting of the Board is not convened by the Chairman within fourteen days after a requisition for that purpose has been sent to him by any 4 members of the Board, a meeting of the Board may be convened by persons making such requisition.
- (d) A meeting of the Board shall be convened by posting notice thereof at least seven days before such meeting, specifying the time and place of the meeting and so far as is

practicable the business to be transacted, to every member of the Board.

- (e) Business other than Special Business may, with consent of two thirds of the members of the Board present, be transacted at a meeting of the Board not withstanding that such business may not have been mentioned in the notice convening the meeting.

Special business shall be:

- (i) Proceedings in respect of Suspension and Determination.
- (ii) Dealing with the Capital Funds of the Association.
- (iii) Proceedings with reference to Eligibility Rules, Conduct and Complaints.
- (f) No proposal to rescind a resolution previously passed by the Board shall be considered at any meeting, unless notice thereof has been given in the notice convening the meeting and the text of the resolution proposed to be rescinded is set out in the said notice.
- (g) Subject to these Articles all questions arising at a meeting of the Board shall be decided by a majority of those present and voting on the question, provided that in the event of an equality of votes the Chairman shall have a second or Casting vote.
- (h) Proxy votes are inadmissible.
- (i) The Board may, subject to the provisions of the Articles and General Rules delegate any of their powers to Committee consisting of such member or members of the Board and/or such other persons (being Members of the Association) as the Board shall think fit.
- (j) The meetings and proceedings of any Committee of the Board shall be governed by the provisions prescribed by or pursuant to the Articles and/or the General Rules for regulating the meeting and proceedings of the Board so far as the same are applicable thereto and are not superseded by any Regulations made by the Board laid down in the General Rules.
- (k) All acts done at any meeting of the Board or of any Committees appointed by the Board or by any person acting as a member of the Board or of such Committee shall, notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of such member of the Board or Committee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board or of the Committee.
- (l) A resolution in writing signed by all the members of the Board shall be as valid and as effectual as if it had been passed at a meeting of the Board duly called and constituted and may consist of several documents in the like form each signed by one or more directors, but a resolution signed by an alternate director need not also be signed by his alternate and if it is signed by a member of the Board who has an alternate director appointed to his position, it need not be signed by the alternate director in that capacity.

16. Secretary

The Company Secretary shall be appointed by the Board and upon such conditions as it may think fit and any Secretary so appointed may be removed by it. The provisions of the Act in respect of the Company Secretary shall apply and be observed by him.

17 Election and Role of Technical Committees

- (1) The Technical Committees of Figure, Dance, Synchro & Short Track & Coaching shall be elected by the voting membership of the Association. Each Technical Committee shall comprise a maximum of five judges (Figure, Dance, Synchro) or officials (Short Track), coaches (Coaching) who shall serve for a period of three years. To be eligible for election candidates must not have reached the age of 75 before the date of election and must have reached a level as pre-determined by the Board. Voting members of the Association shall have a maximum of five votes in total to cast across any combination of the four Technical Committees, but only one vote per individual candidate. The 5 candidates receiving the highest number of votes in each Technical Committee shall be elected. (The procedures for nomination and balloting shall be as prescribed under Article 10(10) above). In the case of the Coaching Technical Committee, this must include representatives from each of the four skating disciplines. In the event of a tie or any discipline is not represented following the election, a casual vacancy is deemed to exist. In this event, appointments will be made by the Board in line with Article 10 (5a).
- (2) Each Technical Committee shall elect a Chairman from amongst their number at the first meeting of the Committee. Any elected Technical Committee member also elected to serve as a portfolio director on the board may not be elected to serve as Chairman of the Technical Committee
- (3) The role of the five Technical Committees (representing Figure, Dance, Synchronized, Short Track and Coaching) shall be to focus on the rules and regulations as laid down by the ISU in respect of their disciplines, and the application of these to the Association's test system, competition programmes, coach and judge education programmes.
- (4) In addition to these five Technical Committees meeting as and when required, the Director with responsibility for the Technical portfolio may also choose to convene a regular meeting of representatives of each of the five discipline-based Technical Committees, should there be a need to do so - for instance, in advance of the ISU Congress, to debate recommendations or responses to proposed initiatives.

18. Finances

The financial affairs of the Association shall be operated in accordance with the principles and procedures as laid down in the Association's Financial Procedures Manual. A copy of this manual is held by NISA Head Office and may be inspected by members, committee members and staff on application, during office hours. The Association's auditors will also be provided with a current copy of the Manual and with any updates or amendments as they arise.

19 Regional Structure

- (1) English regional structures shall be established to work in parallel with the home nations skating associations to ensure operational delivery of key areas of the Association's strategy, and to oversee and develop club activities within their territories.
- (2) There shall be formed each year, a UK Consultative Forum. Representation for the home nations skating associations and English regional structures on the UK Consultative Forum should reflect their relative strength in membership numbers, and the numbers of clubs and rinks which they include within their territory. Such representation shall be reviewed by the Board of Directors from time to time but shall at the outset be as follows:

English Regions	three representatives
Scotland	two representatives
Northern Ireland	one representative
Wales	one representative
- (3) Membership of the UK Consultative Forum shall be chaired by the NISA Chairman, and additionally comprise the General Secretary and Directors of the Association whose portfolios include the areas in which the home nations skating associations and English regional structures are principally active - thus:
 - Coaching
 - Communications
 - Competitions/Events/Adult
 - Development
 - Judging/Officials
- (4) The purposes of the UK Consultative Forum shall be:
 - a) To provide a forum in which the Association's strategy and policy can be debated with those who are responsible for the management of its delivery on an operational level, and to allow for input, influence and feedback into that strategy and policy.
 - b) To provide a forum in which operational plans and priorities can be debated and reviewed on a biannual basis - thus informing the planning and review processes at Board level within the Association.
- (5) The UK Consultative Forum should meet not less frequently than twice per annum - first, in February or March, to discuss and agree operational plans which seek to fulfil the objectives of the Association's strategy; and second, in December/January, to review progress in the delivery of these operational plans, and of the Association's strategy generally.
- (6) Any home nation skating association or English region may claim representation on the sub-committees or working groups of the Association's Commercial and Finance/Audit/Corporate Affairs portfolios, so long as it can demonstrate that it represents a minimum of 25 per cent of the association's total membership

- (7) There should necessarily be home nation skating association representation on Elite Skater Development sub-committees or working groups, where these are concerned with initiatives which need to be separately presented to the various home nation Sports Councils for funding - e.g., in respect of talent identification
- (8) The Association (NISA) shall have the right to be represented, with observer status, at all meetings of the home nations' and English regions' Executive Committees, Boards of Directors or committees. It is a requirement of affiliation that all Associations seeking affiliation to NISA include provision for this in their respective Constitutions.
- (9) There shall be established formal agreements between the Association and the home nations skating associations and English regions, which detail the respective roles and responsibilities of each - and which especially bind the home nations skating associations and English regions into remaining within the scope of the United Kingdom structure created by the Association. Operational plans will be agreed annually with home nations skating associations and English regions, and failure to comply may affect the affiliation status of the organisation concerned.

20. Accounts

- (a) The accounts of the Association shall be operated in accordance with the principles and procedures as laid down in the Association's Financial Procedures Manual, and as required to comply with the Companies Act 1985 and any subsequent legislation. A copy of this manual is held by NISA Head Office and may be inspected by members, committee members and staff on application, during office hours. The Association's auditors will also be provided with a current copy of the Manual and with any updates or amendments as they arise.
- (b) Summary annual Accounts shall be prepared, and shall be laid before the Annual General Meeting in every year. A copy shall be delivered to every member of the Association not less than twenty-one days clear before the date of the general meeting concerned. Any member wishing to see the full accounts after receiving the summary or modified accounts may do so on written request to the Association accompanied by a SAE.
- (c) The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounting records of the Association or any of them shall be open to the inspection of Members of the Association not being members of the Board and no Member of the Association (not being a member of the Board) shall otherwise have any right of inspecting any accounting records or document of the Association.

21. Seal

- (a) The seal of the Association shall not be affixed to any instrument except by the authority of a resolution of the Board and in the presence of at least two members of the Board and of the Secretary and the said members and

Secretary shall sign every instrument to which the Seal shall be affixed in their presence and in favour of any purchaser or person bona fide dealing with the Association, such signatures shall be conclusive evidence of the fact that the Seal has been properly affixed.

- (b) A separate book shall be kept, to be called the Seal Register, in which previous to affixing the Seal on any document there shall be entered a description of such document.

22. Notices

- (a) A notice may be served by the Association upon any Member either personally or by sending it through the post in a prepaid letter, addressed to such Member at his registered address as appearing in the Register of Members or, in the case of an Affiliated Association, or Affiliated Club to the person appointed to represent that body or to the Honorary Secretary of that body at such address as shall have been provided by the aforesaid for the service of notice.
- (b) A notice given to any representative of an Affiliated Association or Affiliated Club shall be binding on the body which he represents and any proceedings taken without further or other notice shall be binding on such body.
- (c) Every Full Member, and Associate Member over the age of 18, and the Auditor or Auditors for the time being of the Association and such other persons as may from time to time be prescribed in the Articles or by the Acts shall be entitled to receive notices of General Meetings.
- (d) NISA Judges of the ice skating controlled by the Ice Figure, Ice Dance and Synchronized Skating Committees shall be entitled to receive without charge a copy of the NISA Test Regulations relating to each Discipline in which they Judge.

23. Minutes

The Board and every Committee shall cause minutes to be kept of all meetings, including the names of those present, and all orders made or directions given, and all resolutions and proceedings of the meeting.

- (a) Extracts from any item discussed at a current Board or Committee meeting will be made available to a full voting member upon receipt of a stamped addressed envelope and a £1 service charge. In the case of Committee meetings, the person applying must be a member of the appropriate discipline.

24. Indemnity and responsibility

- (a) Any person who serves either by election, appointment or at the request of the Association or its Board as an official of the Association in any capacity shall be deemed its representative for the purpose of this Article and shall be indemnified by or on behalf of the Association against expenses, judgement, fines and accounts paid in settlement actually and reasonably incurred by such person who was or is a party to any pending or completed action, suit or proceedings whether civil, administrative or investigative by reason of such service, provided that such person acted in good faith.

- (b) Notwithstanding the provisions of the preceding paragraph, when a representative of the Association acting on its behalf exceeds his authority, any subsequent commitment or agreement resulting therefrom shall not be binding upon the Association unless ratified by it, if the third party thereto knew or had any reason to believe that such authority had not been given.
- (c) This article shall only have effect in so far as its provisions are not avoided by section 310 of the Companies Act 1985, or any statutory modification or re-enactments thereof for the time being in force. To the extent permitted by the law the Directors may arrange insurance cover at the cost of the Company in respect of any liability, loss or expenditure incurred by any Director or Officer of the Company or its subsidiaries or member or Referee or judge of any of its Committees in relation to anything done or alleged to have been done or omitted to be done as Director or Officer or member or Referee or judge.

General Rules of the Association

1. Eligibility

- (a) The rules for Eligibility were adopted by the International Skating Union (hereinafter 'ISU') at its Congress in June 1992, and came into effect immediately thereafter. The rules are binding upon all member nations. Therefore the Association agrees to automatically adopt any changes made to the Eligibility rules by the ISU Congress at any future date and to update its Articles and General Rules accordingly. Where the rules laid out in paragraphs 1 (b) to 4 (c) differ from the current ISU rules, then the ISU rules will take precedence.
- (b) It is the responsibility of each member nation to establish the basis, including any financial arrangement, in which its skaters are permitted to participate in skating events. The Eligibility rules are based upon the principle that a person should not be placed at a disadvantage by reason of his or her preparation for participation in such events.
- (c) Within the United Kingdom the responsibility for establishing the basis for Eligibility rests with the Association. The Association shall determine Regulations for Eligibility, and shall administer these as it thinks fit. Any decision of the Association shall be final and binding.
- (d) An eligible person in skating is a person who is not otherwise disqualified under any provision of the ISU Constitution or Regulations, or the Articles and General Rules of the National Ice Skating Association of the United Kingdom Limited. Only eligible persons are permitted to take part in ISU Championships or International Competitions, or in NISA competitive events.
- (e) A person is not eligible in skating if he or she:
 - (i) Is a person who has received unearned, direct or indirect financial benefit without the authorisation of the Association in connection with the preparation for or participation in competition and without such benefit being made available through the Association.
 - (ii) Is a person who has earned direct or indirect financial benefit by performing in an ice show

or exhibition or instructing in skating or permitting the use of his or her name, picture or personal appearance to advertise any commercial product, service or enterprise, unless they have applied to the relevant Departmental Committee before entering any direct or indirect financial arrangements, submitting a signed copy of the detailed Eligibility regulations application form (available from NISA) which has duly been approved by the relevant Departmental Committee.

- (iii) Is a person who having been approved by the relevant Departmental Committee to retain their eligible status, then breaches any condition of the detailed eligibility regulations application form.
- (iv) Participated in any capacity in a skating competition in violation of the Rules of the ISU or of the Association.
- (v) In the performance of the sport, manifestly contravened the Rules of the

ISU or the Association, or the spirit of fair play and good sportsmanship.

2. Restriction of Eligibility

- (a) Eligibility rights are restricted as follows:
 - (i) A person (although not otherwise disqualified pursuant to the paragraph above) who receives remuneration from ownership or management of an ice show or rink may not be a Competitor, Referee, Assistant referee, Competitor's Steward, Judge, or Starter in ISU Championships, the Olympic Winter Games or International Competitions, or Association events, or be a member of the ISU Council, Technical Committee or Appeals Commission, or a delegate to an ISU Congress, or the Board of the Association or the main Committee of the Disciplines.

Chief Executive and employees:

- (ii) The Chief Executive or any other employee of the Association shall not be entitled by virtue only of their employment to vote at any meeting of the Association or any of its Committees. The Chief Executive or any other employee may at the request of the Board or any Committee attend meetings in order to assist the Board or Committee on any matter concerning the affairs of the Association and to respond to all reasonable questions put.
- (iii) The Chief Executive (and any full time employee of the Association) (employee of the association working more than 5 hours per week) if they are also members of the Association shall be disqualified during their term of employment from voting at any meeting of the Association or any of its Committees and further shall be disqualified from holding any office or position within the Association (other than the office or position held by virtue of their employment) including but not limited to being appointed to the Board or any Committee.
- (iv) Any member who provides services to the Association in return for monetary reward shall be entitled to attend and vote at meetings and shall continue to enjoy the other benefits of their membership but shall at any meeting of

the Association, the Board or any Committee declare their interest in any matter that howsoever touches or concerns the provision of services and shall be prohibited from voting thereon. This requirement of disclosure shall be construed widely.

- (v) Paid employees of the ISU or Association and their affiliated clubs may not be a Referee, Assistant Reference, Judge, Starter or Competitor's Steward in ISU Championships, the Olympic Winter Games or International Competitions, or Association events, or be a member of the ISU Council, Technical Committee or the Appeals Commission, or the Board of the Association or the main Committee of the Disciplines. Such persons may however attend ISU Congresses as delegates, subject to the limitations set forth in the Procedural provisions of the ISU Constitution, paragraph 11, but without the right to vote.
- (b) Payments may be made for the loss of salary or wages from employment due to absence resulting from preparation for the participation in competition, including travel, provided that the Association receives proper evidence establishing such loss.
- (c) In all ISU and NISA Championships competitors, officials, coaches and service personnel may display on their persons, clothing and/or technical equipment only two trade mark (which must be dignified and no larger than thirteen (13) square centimetres) for any commercial product, service, or enterprise while competing, in the television interview area ('kiss and cry') and during the award ceremonies.
- (d) Those skaters who have been approved to retain their eligible status whilst coaching are not permitted to judge at any level (unless specifically permitted by NISA). If they are already on a NISA judging panel (including at a probationary level), they will be removed immediately on being approved as an eligible coach.

3. Loss of Eligibility

- (a) The consequence of a breach of the Eligibility rules shall be the loss of eligibility.
- (b) The ISU Council and/or Association, upon the presentation of such evidence as it considers sufficient in its sole discretion, may rule upon an alleged breach of the eligibility rules, whether or not any protest has been made against an individual's eligible status in skating.
- (c) Before a ruling is made by the Council and/or Association the person concerned shall be notified and the person concerned shall be given the opportunity to furnish an explanation of the alleged breach (which may be in writing). If the person concerned does not avail himself of such opportunity within sixty (60) days of receipt of such notice, his right to furnish an explanation shall be waived.
- (d) Matters concerning eligibility not otherwise foreseen by these rules shall be considered and determined by the Association in a manner consistent with the spirit and intent of the rules and regulations.

4. Reinstatement

- (a) A person who has been ineligible, in accordance with the provisions of these rules may not thereafter compete in ISU Championships, the Winter Olympic Games or International Competitions, or Association events, unless reinstated as an eligible person.
- (b) A person who has been ineligible, in accordance with the provisions of these rules, may not thereafter be a Referee, Assistant Referee, judge, Starter or Competitors Steward in ISU Championships, the Olympic Winter Games or International Competitions, or Association events, or be a member of the ISU Council, Technical Committee or the Appeals Commission or a delegate to an ISU Congress, unless he has been reinstated as an eligible person by the ISU Council, or be a member of a Association Board or Committee, unless he has been reinstated as an eligible person by the Association Board on the recommendation of one of its Committees.
- (c) Reinstatement is solely at the discretion of the Association, whose decision is final.

5. Doping

The Association and all members of the Association will be bound by the Doping Rules of the Association currently in force

6. Conduct of Members

- (a) No member shall knowingly participate in any Open Competition, Exhibition, Film or Television Display, or participate in any commentary or interview upon Film, Radio or Television, unless a permit has been issued, or permission granted in writing by the Board or the Associations Departmental Committee. The obligation to verify or obtain this permission rests with the skater concerned. A breach of this Rule may involve a period of suspension. This Rule does not apply to periods of general skating.
- (b) If an entrant in a competition or a candidate for a test, or a relation or trainer of an entrant or candidate shall express himself in an improper manner, or make any derogatory comment, concerning the conduct or result of a competition or test, or concerning the conduct or qualification of an official or judge, or concerning the marking of a judge, the entrant or candidate concerned may be suspended from skating in competition and tests for such period as the Board (in conjunction with the appropriate Department Committee concerned) may decide. This regulation shall not apply to complaints pursuant to Rule 7. The decision as to whether any person has come within the provision of the Rule shall be in the absolute discretion of the Association and/or Committee as aforesaid.
- (c) If any person shall act in a manner contrary to the Articles of Association, General Rules or Regulations, or so as to bring discredit on the Association, he may be suspended or disqualified for such a period as the Board and/or Committee shall decide from participating in any Competitions, tests or events of the Association or ISU.
- (d) If any person's conduct warrants discussion under this rule at either a Board or

Departmental Committee meeting he shall be given an opportunity to state his account to the said Board, or Committee, at its next meeting, or at a specially convened meeting called for the purpose of hearing the said account, prior to that Board, or Committee taking any action against the person involved.

- (e) Members have an obligation in all national and international matters to support the objects, activities and unity of NISA. Members shall **not** participate in any activities, national or international, against the integrity, the exclusive role and interests of NISA within the United Kingdom.

7. Complaints

- (a) Any Member may at any time refer a complaint to the Chairman or Vice Chairman of the Committee concerned.
- (b) The complaint shall be in writing and accompanied by a deposit of £50 (which shall be returnable at the discretion of the Committee) and shall specify:
 - (i) The person against whom the complaint is made and
 - (ii) The grounds of the complaint.
- (c) If the Chairman/Vice Chairman is of the opinion that the written complaint does not sufficiently specify the matters referred to in (b) above, he shall request the complainant to give particulars in writing and if such particulars are not supplied within a reasonable time, he may dismiss the complaint without reference to the Committee.
- (d) Upon receipt of written complaint and further particulars thereof (if any), the Chairman/Vice Chairman shall refer the matter to the Committee at its next meeting.
- (e) Unless the Committee is satisfied that the complaint does not raise any matter involving a breach of the Articles of Association or General Rules or any other matter fairly deserving of investigation the Committee shall appoint a Complaints Committee consisting of not less than 3 and not more than 5 Full Members of the Association to consider the complaint.
- (f) No Member having any particular interest in the subject matter of the complaint shall be eligible to serve on the Complaints Committee, but the eligibility of any member to serve is in the absolute discretion of the Committee.
- (g) Following the appointment of a Complaints Committee, the Chairman/Vice Chairman shall notify by writing to each person against whom the complaint is made the grounds of the complaint against him, sending a copy of each such notification to the complainant.
- (h) The hearing or (as the case may be) first hearing of the complaint shall take place not less than three weeks following the date on which the last notification referred to in (g) above was posted.
- (i) The Chairman/Vice Chairman will not send any of the persons against whom complaint is made the complainant's letter of complaint or further particulars or any copy thereof. Provided that, in exceptional circumstances,

the Chairman/Vice Chairman may, in his absolute discretion, decide to disclose the said documents to the person or persons against whom complaint is made, if it appears to him that the said person or persons cannot fairly be expected to meet the allegations against them without seeing the said documents.

- (j) Where in accordance with the proviso to (i) above the person or persons against whom the complaint is made received a copy of any of the said documents he (or they) shall keep the contents thereof confidential and shall use it for the purpose of the hearing of the complaint and any appeal and for no other purpose whatsoever and shall return all copies thereof to the Chairman Vice Chairman following the conclusion of the hearing or appeal provided that this paragraph shall not prevent any person from disclosing such documents to his Solicitors or Counsel for the purpose only of receiving advice relating to the complaint.
- (k) If either the Chairman or Vice Chairman has any particular interest in the subject matter of a complaint, then the other must take the action.
- (l) On the hearing of the complaint, the Complaints Committee shall hear the complainant and the persons against whom the complaint is made and any other persons whom any party wish the Committee to hear as witnesses.
- (m) On the hearing of the complaint, no party will be entitled to raise any matter which in the opinion of the Complaints Committee is not fairly related to the grounds of the complaint as set out in the written notification referred to in (g) above.
- (n) Following the conclusion of the hearing the Complaints Committee, shall by writing notify each party of its decision and of any disciplinary action it may have decided to take. The Complaints Committee shall report its findings to the Board and Committee.
- (o) Within twenty one days following the receipt of the notification referred to in (n) above, any party may appeal to the Board of the Association, such an appeal being in writing and accompanied by a deposit of £50, which shall be returned at the discretion of the Board.
- (p) The Chairman of the Board shall require the Chairman/Vice Chairman of the Committee concerned to submit a full written report of the complaints Committee and its findings and other relevant documentation to the Board for its next meeting.
- (q) Each party to the complaint shall be entitled to receive a copy of the report of the Complaints Committee and to be heard on the appeal, but otherwise the conduct of the appeal shall be in the entire discretion of the board.
- (r) No member of the Board who in the opinion of the other members of the Board present and voting has any particular interest in the subject matter of the complaint or appeal shall be entitled to be present as a member of the Board on the hearing of appeal.
- (s) No party to a complaint or appeal will be allowed to be legally represented on the hearing of the complaint or appeal unless the Complaints Committee or, in the case of an

appeal, the Board in its entire discretion decides to allow legal representation, whereupon all parties shall be allowed it.

8. Appointment of officials

The maximum age for inclusion in the list of appointed NISA judges and Short Track officials will be 70 years. Judges and officials over 70 years of age may apply to the NISA Board on an annual basis to continue in their role. Continued appointment over the age of 70 will be at the sole discretion of the NISA Board and reasons for any decisions will not be made public. No appeals against decisions of the Board will be considered.

9. Conduct of officials

No judge of a championship event or other competition held under ISU, or Association Regulations is allowed (unless authorised by the Board) to write for publication, under his own name or nom-de-plume, or anonymously (whether for remuneration or not) any report or article dealing with the competition concerned. The Board in conjunction with the Departmental Committee concerned may suspend from officiating at, or participating in, competitions any individual who infringes this Rule for such period as the Board may decide.

10. International Championships

- (a) Selection of competitors for international events will be made strictly in accord with the criteria contained within the NISA Selection Policy Manual.
- (b) The Association is responsible for taking out comprehensive insurance to cover third party, baggage, medical expenses and accidents including whilst skating for competitors, team managers and appointed judges entered for European and World Championships and International competitions. All other persons travelling abroad shall take out personal medical insurance cover to include third party and accidents.
- (c) In the event of Association Members being selected for Championship or Competition, and travelling by road as an official Association party, the driver, or drivers if more than one, must be willing to undergo an examination by the Honorary Medical Advisor to indicate whether they are fit and capable of undertaking such duties.

11. National Ice Skating Association Championships and Competitions

NISA Championships, Open Competitions, Competitions and exhibition events will be conducted according to rules and regulations of the Association currently in force which will be published on the Association's website and in the official newspaper.

12. Trophies

The winner (or winners) of any Championship or Competition to which a challenge trophy is attached, shall be entitled on his (their) giving security for the return of the same in such manner and to such amount as may be required by the Association or Discipline Committee concerned, to hold possession of

the challenge trophy so long as he (they) retain(s) the title, or until the ensuing 1st December, but no challenge trophy may be won outright, nor may any trophy be taken out of the United Kingdom.

13. Liabilities

Neither the Association or Committees shall be liable for accidents or damage however caused to any Member of the Association, or to any member of any Affiliated Association or Club, or candidates for tests or officials appointed by the Association or Discipline Committees arising out of or in connection with the activities of the Association on outdoor or indoor surfaces.

14. Interpretation and Alteration to the General Rules

The interpretation and application of the General Rules shall, in cases of doubt, be settled by the Board, whose decision shall be final provided that no such decision shall have validity if it contravenes any part of the Articles or of the Acts as defined in the Articles.