



## **NSSA**

### **Role of the Vice Chair**

In the absence of the Chair chairs committee meetings and AGM

Supports other committee members to understand their roles

Understands the club constitution, legal responsibilities of the club and ensures NSSA complies with relevant legislation, including but not limited to:

- Safeguarding
- Health and safety
- Insurance

In the absence of the Chair acts as figure head for NSSA – communicates both internally and externally with members, stakeholders and members of the public – represents NSSA at regional, national and international events

Assists in the production and review of NSSA Club Development Plan

Assists with liaison with NISA (the National Governing Body) including but not limited to

- Affiliation and insurance
- Management of events e.g. British Synchronized Skating Championships
- Membership of NISA Performance Squad and attendance at events
- Attendance at World Championship events (if qualified)

Assists with liaison with NIC (National Ice Centre) including but not limited to

- Management of the SLA
- Development of the monthly training schedule
- Management of events
- Delivery of Health and Safety briefings as required

Assists with liaison with the coaches including but not limited to:

- Development of annual competition schedule
- Development of squad training packages
- Development of NSSA training and development plan
- Monthly training schedule

Assists in planning and organising participation in national and international competitions, including but not limited to:

- Competition applications
- Travel
- Accommodation, meals and local travel between the hotel and rink

Assists in the production and regular review of the NSSA Risk Assessment

Assists in the management and/or delegation of additional tasks as and when required, including but not limited to:

- Organising of annual NSSA party and other social events
- Organising annual NSSA Gala
- Application for sports awards and attendance at awards ceremonies
- Liaison with media and management of other publicity opportunities e.g. BBC Ice Stars
- Clubmark lead

Takes an active role in review of disciplinary matters in accordance with NSSA Disciplinary Procedure and Policy

Looks for sources of fundraising

Has due regard for the NSSA Confidentiality and Data Protection Policy and Procedures

Assists in other tasks as delegated by the Chair

Actively plans succession, induction and handover for new Vice Chair