



## Ice Skating Australia Incorporated

Affiliated to the International Skating Union

### Procedure Document: SS11-11P-V1

## Perpetual Trophies and Shields

### Overview

This document establishes the process for management and responsibility for perpetual trophies and shields.

### Related Documents

Form SS11-12F Perpetual Trophies and Shields Agreement

## POLICY

- 1 Teams are responsible for the safekeeping and maintenance for any perpetual trophy or shield awarded to them by Ice Skating Australia Incorporated (ISA).
- 2 In the event of loss or irreparable damage to the item, the Team will pay for a full replacement including all previous engraving.
- 3 In the event of any damage, the Team will pay to restore the item to its original condition.
- 4 Any team awarded a perpetual trophy or shield is responsible for engraving it with the year of the Championship and the Name of the Team.
- 5 ISA will pay a reasonable amount to cover the above engraving by including cash or by reimbursing the team on production of an invoice.
- 6 Teams must notify the Operational Director for Synchronized Skating when the engraving has been completed.
- 7 Two copies of SS11-12F Perpetual Trophy and Shield Agreement are to be signed by two Team officials, preferably the Team Captain and the Team Manager or Coach. One copy is kept by the Team, the other is returned to the Operational Director for Synchronized Skating.
- 8 Trophies and shields remain in the possession of ISA until the Agreement is signed.
- 9 Trophies and shields must be returned to ISA by Synchronized Skating Official Draw of the 2012 AFSC.
- 10 On the date for submission of the Team Lists for the AFSC, Teams or the State Association must notify the Operational Director for Synchronized Skating how the trophy or shield will be returned to ISA.
- 11 Trophies and shields may be brought to the 2012 AFSC by the Team, by an Official of the Team's State Association or shipped to ISA or the OC of the AFSC at the Team's expense.
- 12 In the event that the Team is unable to comply with any aspects of this policy, the responsibility will fall to the State Association that the Team represented at the 2011 AFSC.

**Authorised by:** ISA Board of Management

**Authorisation date:** June 2011