



Rules of Association for Busselton Water Polo Association Inc.

(By-laws)

These Rules of Association are true as from 28/10/2023

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President

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Rules of Association

1. Name, Colours, Mascot and Bylaws

1.1 Name

At the commencement of season 2023/2024 the name of the association will be Busselton Water Polo Association Inc.

1.2 Club colours

The official colours of the Club are blue, white and yellow.

1.2 Mascot

The mascot of Association is the Stingray.

1.3 Bylaws

These bylaws apply to the members of Busselton Water Polo Association in Busselton, Western Australia

2. Definitions

In these By-Laws unless the context otherwise requires:

Act means the Associations Incorporation Act 2018 as amended.

Association means the Busselton Water Polo Association Incorporated.

Committee means the Executive Committee of the Association.

Committee Meeting: Means the meeting of the Executive and invited sub-committee members and groups.

Constitution means the Constitution of Busselton Water polo Association 2022 (December)

Clause The numbered parts of the Constitution of the Busselton Water polo Association 2022.

Division The division parts of the Constitution of the Busselton Water polo Association 2022

Financial Member means a member whose subscriptions have been paid.

General Meeting means a general meeting of the Association and includes the Annual General Meeting and Special General Meetings.

Rules means these Bylaws

State means the State of Western Australia.

Subscriptions means the fee payable annually for each category of membership.

Unfinancial means, in relation to a member of the Association, a member who has not paid the annual membership subscription within one month or more of the due date for payment.

WPA means Water Polo Australia Limited.

WPWA means Water Polo Western Australian Incorporated.

3. Objects

As in Clause 1(2) of the Constitution

4. Powers

As in Clause 1 (6) of the Constitution

5. Income and Property

5.1 The income and property of the Association shall be applied solely in the promotion of the Objects and Powers (points 3 and 4 of these by laws) of the Association.

5.2 No part of the income or property shall, directly or indirectly, be paid or otherwise transferred or distributed to any member of the Association other than in the proper exercise of the powers of the Association or the Committee.

6. Membership

6.1 Membership of the Club is open to all persons interested in water polo.

6.2 Any person wishing to become a member must apply by the electronic or written means, to the Committee in such form as the Committee from time to time directs.

7. Refusal of application

7.1 The Committee may at its discretion refuse to admit to membership of the Association any person whom they consider would not be desirable to have as a member of the Association as in Clause 9 (5) of the Constitution.

7.2 The committee only has the right to refuse an application for one calendar year.

8. Member's rights

As set out in Clause 10(1) of the constitution

9. Categories of membership

As set out in Clause 11 of the Constitution

9.1 Life Membership

As set out in Clause 11 (8g) of the constitution.

The following rules apply to the application and accreditation of Life Membership:

9.1.1 At any General Meeting, by presentation, a recommendation to member that in recognition of outstanding voluntary service to the Association, a member of the Association, after voting, be made a Life Member.

9.1.2 Members may only be presented to the Association if they have been a member, for a minimum of 5 years.

9.1.3 Voting on a recommendation, for a member to be made a Life Member, shall be by secret ballot and requires a majority of not less than two thirds (2/3) of the members present and eligible to vote, to be carried.

9.1.4 A proposed life member may be presented to the general meeting by any member of the Association. The presentation will include a letter of recommendation, outlining the members contribution to the Association. This letter will be no longer than 500 words. It will be read out by the chair of committee. If an application is for the chairperson, then it will be read by the vice president or another committee member at the time.

9.1.5 After being nominated life member, the member will:

- not be required to pay any further membership fees or subscriptions; and
- have all the rights and privileges of a Senior Player.

9.2 Any person who has dual membership with another club and their primary club is not Busselton Water Polo, may attend three training sessions/games without incurring fees. On the fourth session the member will be required to pay a dual membership fee, as set out by the committee. This fee is to cover pool hire and other fees.

10. The Committee

10.1 General

10.1.1 The management of the Association shall be vested in a Committee comprising the officers set out in clause 20 of the Constitution

10.1.2 The Committee may exercise all the powers of the Association and do anything which it considers necessary or expedient to carry out the objects of the Association.

10.2 Powers

10.2.1 In addition to clause 6 in the Constitution, without limiting the other powers that may be conferred on the Committee by these By-Laws, the Committee may, without further authorization of the members:

- Committee may not borrow more than \$50,000 in any one financial year without the prior approval of a majority of the members at a General Meeting.
- engage, control, and dismiss any employee of the Association.
- limit the number of members in each category and, subject to these Rules, prescribe qualifications for, conditions of and the rights and benefits attaching to each category of membership.
- determine entrance fees, annual subscriptions, levies, debentures, calls and other charges payable by members or users of the Association's facilities and the date by which they will be due for payment, including the power to remit in whole or in part the payment of the fees, subscriptions, and charges.
- regulate standards of conduct and dress of members and other users of the Association's facilities.
- discipline members for breaches of the By-Laws, any order or direction of the Committee or for inappropriate conduct as outline in Rule 28 and 31 of these By-laws.
- suspend a member from the use of the Association facilities for such period as the Committee considers appropriate having regard to the circumstances as set out in Rules 28 and 31 of these bylaws.
- move to expel a member in accordance with these By-Laws where the Committee considers such action to be appropriate having regard to the circumstances and to the interests of the Association and its members.
- reimburse any officer or member of the Association for out-of-pocket expenses properly incurred in connection with the discharge of duties as a member of the Association or the Committee, as long a prior approval occurred, and it was clearly documented in meeting minutes or via electronic vote. The member must complete Appendix A.
- grant an indemnity in favour of the officers of the Committee in respect of all contracts and engagements entered in good faith on behalf of the Association.
- appoint delegates as may be required to represent the Association's interests at organizations with which the Association is affiliated.

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- appoint sub-committees (which may include members who are not officers of the Association) and delegate to any sub-committee the powers and functions that the Committee thinks fit, provided that the chair of any sub-committee so appointed must refer and report back to the Committee, or as the Executive committee requests as set in clause 20(4) of the Constitution.
 - make, amend, and revoke By-Laws, codes of conduct, policies as and when it sees fit in accordance with these By-Laws.
 - generally, do all things necessary for carrying out the objects of the Association, including the setting and enforcement of all necessary policies and procedures of the Association; and
 - may recommend for member to undergo mediation

10.3 Acceptance of Committee/Sub Committee Position

10.3.1 Members who accept a position must complete Appendix D and submit to the Secretary within 14 days of accepting the position.

10.4 Presiding during a committee meeting

10.4.1 As in Clause 35.2 of the Constitution, should the President or Vice President choose to not preside/chair the meeting, a nominated or self-nominated person may preside over the meeting by majority vote.

10.4.2 If after a nominated vote a majority vote is not decided. Then all members present will be placed into a random draw, and a person chosen, this person must chair the meeting.

11. Nomination for Election of Office Holders and Auxiliary Position.

As in Clause 24 of the Constitution

11.1 Nominations must be submitted using Appendix B. It may be submitted in original or electronic copy. If submitted electronically it must include the nominees and nominators handwritten and/or digital signature of both parties.

11.2 Each member nominating may choose to submit 500 words only statement, describing their skills and desire for the position. These submissions will be emailed out to members 3 days prior to the Annual General Meeting for members to read.

12. Voting at Annual General Meeting

12.1 As stated in Clause 25(6) voting of committee members, members must be present, however proxy votes are allowed for motions, as set out in the agenda of that meeting. The Secretary will set a time and date, on the advertising of the Annual General Meeting, for receiving these proxy votes.

13. Communication of the Committee

13.1 Communication with the committee will be as best determined by the committee at the commencement of the committee.

13.2 The committee must ensure that only committee members are part of group chats, no outside members are to be in group discussions.

13.3 If using email as a form of communication then a 'family' or 'couple' email must not be used. It is recommended that club email addresses are used. e.g., president@buseeltonwaterpolo.com

14. Confidentiality of Committee Memberships and Meeting Information

14.1 Although meeting minutes will be presented and are accessible to all members of the Association. Discussions during committee meetings and conversations regarding committee information and matters are confidential. If committee meetings are deemed to have broken this confidentiality, then they may be expelled from the committee as set in Clause 28 of the Constitution.

15. Finance

In addition to Clause 68 of the Constitution.

15.1 A profit and loss statement and balance must be provided at a minimum, every third meeting of the committee, or as deemed necessary by the current committee.

15.2 The funds of the Association shall be kept in an account with an Australian bank or other financial institution in the name of the Association.

15.3 Monies will only be reimbursed to members once providing a receipt of purchase and completing a reimbursement form. See Appendix A.

15.4 Monies will not be reimbursed to members on money spent unless its approval was previously minutes in meeting minutes

Accounts approved for payment by the Committee shall be authorized in writing or electronic transmission by at least one (1) of the following, with two members required to authorize payment:

President

Vice President

Secretary

Treasurer

16.Roles of Committee Members

16.1 President

The President shall.

- Represent the Association at higher board levels (WAWPA) and at district level.
- Liaise with the secretary to determine committee meetings and agenda.
- Liaise with the treasurer on the spending of funds.
- Act as the casting vote in motion on the Committee as required.
- Chair Committee meetings, unless set out in Clause 35 in the Constitution.
- Set the calendar of events.
- Liaise with the committee to set the Association fees.
- Support committee members in their roles.
- Sit on all sub-committees as required.
- Ensure coaches are selected in the process as set out in the Rule 42 of these By-Laws.
- Ensure processes in the constitution are adhered too, e.g., dispute, misconduct, payment of fees.
- Dissolve the association as set out in the constitution, if required; and
- Perform such other duties as are required by the By-Laws or the Committee from time to time.

16.2 Vice President

The Vice President shall.

- Act as President in the absence of the President.
- In the Acting role shall carry out voting and chairing procedures as set out in the Constitution and By Laws.
- Ensure the Constitution and Bylaws are correct. Revise as required; and
- Perform such other duties as are required by the by laws or the Committee from time to time.

16.3 Secretary

The Secretary shall:

- Receive reports from the Committee and prepare the agenda for Committee meetings.

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- Co-ordinate the correspondence of the Association.
 - Maintain full and correct minutes of meetings of the Committee and the Association.
 - Ensure the Association complies with the relevant provisions of the Act including the obligation to maintain an up-to-date register of members of the Association, a record of office holders of the Association and a copy of the By-Laws of the Association.
 - Retain custody of all books, documents, records, and registers of the Association at the Secretary's place of residence or such other place as the Committee approves from time to time.
 - Organize Voting for the Best Club person; and
 - Perform such other duties as are required by the Rules or the Committee from time to time.

16.4 Treasurer

The Treasurer shall:

- be responsible for the receipt, recording and payment into the Association's accounts all money received on behalf of the Association.
- oversee the books of accounts detailing the financial transactions of the Association.
- prepare the annual statement of accounts and balance sheets of the Association.
- arrange for the annual review of the accounts of the Association, as required.
- arrange the circulation to members of the annual statement of accounts and balance sheets with the notice of the Annual General Meeting of the Association.
- comply on behalf of the Association with the Act in respect of the accounting records of the Association.
- retain custody of all securities, books and documents of a financial nature and accounting records of the Association.
- perform such other duties as are required of the Treasurer by the Act, the Rules or the Committee.
- provide to the Committee a profit and loss statement and balance sheet when requested.
- Set budgets for committee members as required; and
- Perform such other duties as are required by the By laws or the Committee from time to time.

16.5 Development Officer

The Development Officer Shall.

- Support coaches and umpires.
- Educate and direct interested coaches and umpires to professional development opportunities.
- Support coaches and umpires as required to access further training and skill development.
- Organize Association development days, training camps and skills session as directed by the Committee.
- Seek to enhance the profile of the Association by encouraging and sourcing new members.
- Communicating with new members about the opportunities within the Association; playing, coaching, or umpiring and direct as required.
- Organize specific skill sessions for the Association as required e.g., junior, women's, new player, or goalie.
- Liaise with the equipment officer to ensure coaches have correct and enough equipment.
- Encourage, educate, and communicate with players, coaches, and umpires about trailing and nominating for positions outside the Association e.g., Country Teams and State teams; and
- Perform such other duties as are required by the Rules or the Executive Committee from time to time.

16.6 Merchandise Officer

The Merchandise Officer Shall.

- Source and develop merchandise as direct by the committee.
- Have items available to purchase and a process to do that (e.g. online, or directly from Association);
- Hold stock for purchase.
- Keep and inventory of stock for purchase.
- Liaise with the treasurer about costing and profit for merchandise stock; and
- Perform such other duties as are required by the Rules or the Committee from time to time.

16.7 Sponsorship and Grant Coordinator

The Sponsorship and Grant Coordinator shall.

- Seek out sponsors for the Association, but ensuring they align with the values of the Association.
- Seek out Grants for the Association.
- Liaise with the Committee about applying for Grants.
- Liaise with the committee about the needs of the Association and seeks out grants and sponsorship for these needs.
- Ensure the Sponsorship Policy stays relevant. Review and update as required.
- Liaise with the merchandise and Social Media coordinator to ensure Sponsors and Grant Communication is as required; and
- Perform such other duties as are required by the Rules or the Committee from time to time.

16.8 Country Championship Coordinator

The Country Championship Coordinator shall.

- Liaise with the committee to ensure coaches and players are selected in accordance with the By Laws.
- Liaise with the hosting Association on matters Associated with the championships.
- Liaise with the Treasurer and Committee on the costings for the championship.
- Liaise with the Merchandise Officer and Committee about player shirts.
- Organize accommodation and travel to Championship as required.
- Develop a sub-committee, chair the subcommittee on the year that Busselton holds the Country Championships; and
- Perform such other duties as are required by the Rules or the Committee from time to time.

16.9 Social Media Coordinator

The Social Media Coordinator shall.

- Organize and coordinate the Association's, Facebook and websites and any other electronic media as directed by the Committee.

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- Make posts as directed by the Committee, and Sponsorship and Grants coordinator.
 - Respond to messages and direct as required; and
 - Perform such other duties as are required by the Rules or the Committee from time to time.

16.10 Junior Coordinator

The Junior Coordinator shall.

- Coach the juniors' players and/or support coaches to coach the junior teams.
- Organize the junior awards, as directed by the committee.
- Create Association team fixtures and games as required.
- Organize the junior wind up, with support from the social director.
- Liaise with the Development Coordinator about further development requirements for players e.g., nominating for country teams or specific skills sessions.
- Liaise with other Associations to organize competitions for juniors.
- Sit on the Executive Committee as a General Member, unless otherwise holding a Executive committee position and;
- Perform such other duties as are required by the by laws or the Committee from time to time.

16.11 Social Director

The Social Director shall.

- Organize social events for the Association from time to time.
- Organize the Association Christmas party.
- Organize the End of Year Function.
- Liaise with the Junior coordinator and coaches about Association awards and.
- Perform such other duties as are required by the Rules or the Committee from time to time.

16.12 Registrar

The Registrar shall.

- Ensure all players are named on the registration system.
- Communicate with the treasurer if players have not paid the correct fees.
- If required, make players lists as instructed by the coaches and Junior coordinator.

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- Liaise with the committee and treasurer about fees so a budget can be set; and
 - Perform such other duties as are required by the by laws or the Committee from time to time.

16.13 Equipment Officer

The Equipment Officer shall.

- Keep an inventory of equipment.
- Keep all equipment match ready.
- Communicate with the committee if new equipment is required.
- Are aware of the whereabouts of all equipment; and
- Perform such other duties as are required by the by laws or the Committee from time to time.

17. Notice of Meetings

As set out in Clause 58 and Clause 34 of the constitution

17.1 Any notice of a meeting of the members under these Rules may be given by electronic transmission to a member's email address. If a member has not provided the Association with a current email address, notice of the meeting shall be deemed to have been given by the placing of a copy of the notice of meeting on the Association's web site or Facebook page.

18. Voting at General Meetings

18.1 If a poll is demanded at a General Meeting, it shall be taken in such manner as the chairman of the meeting directs, which will be either by show of hand or written vote.

19. Committee Meetings

19.1 The Committee shall meet periodically as the requirements of the Association dictate, but at least every two months.

19.2 Any motion resulting in the Association needing to borrow funds must be passed by a unanimous decision of those Committee Members present and voting at the meeting.

19.3 All remarks shall be addressed to the Chairperson and any questions to another person shall be put through the Chairperson.

19.4 The Chairpersons ruling on all points of order and procedures shall be final, unless a motion is moved, seconded and carried "that the Chairperson's ruling be disagreed with".

The mover may speak briefly in support of the motion and the Chairperson explains why the ruling was given. The Chairperson takes the vote.

19.5 No individual may attend a committee meeting unless invited by the Association. These visitors will have no voting rights.

19.6 Committee meeting discussions are confidential, however meeting minutes may be presented to members, if requested, once, they have been voted in at the next meeting as real true events.

19.7 Any recordings of the meeting are confidential and for committee members only.

20. Executive Meetings

20.1 Should the Executive committee not hold a full complement of members. The Executive, at their discretion may invite general committee members to attend, Clause 20.1. c. The Executive Committee at the time should determine if these members have voting rights

21. Motions during Meetings

21.1 A motion shall be seconded **before** it is debated and not then be withdrawn without the consideration of the seconder and unanimous consent of the quorum.

21.2 No speaker shall speak more than once to any motion or amendment, except in personal explanation, unless she/he is the mover of the original motion exercising the right of reply.

21.3 No more than two speakers shall follow successively on the same side of the question. If the speaker, having so spoken and there is no speaker to take the opposite view, the question shall then be put to the quorum for a vote.

21.4 Members wishing to put motions forward at an Annual General Meeting must do so using Appendix E.

22. Amendments of Motions

22.1 An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply.

22.2 No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes a motion and is open for further amendment.

22.3 The mover and seconder of a motion, under discussion are not entitled to move or second an amendment to that motion.

22.4 The mover and seconder of a motion or amendment may speak to subsequent amendments. If the mover is in agreeance with the proposed amendment, then they can accept it and may seek leave to alter the motion accordingly.

22.5 An amendment which is a direct negative of the motion shall not be allowed.

22.6 Any person may move “that the question be now put” which motion, if accepted by the Chairperson, shall be put without debate. If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not prevent the mover of the original motion exercising the right of reply.

23. Patrons

23.1 At any General Meeting, the Association may, on the recommendation of the Committee, elect a person or organization willing to accept the position, as a patron of the Association.

24. Resignation of Members

24.1 In clarification of Clause 28(2) of the Constitution, writing may include electronic means including, group chat application, social media or email.

24.2 Resignation shall not relieve the member from any liability to the Association for payment of subscriptions, financial obligations or otherwise, in respect to the period up to the receipt of notice of resignation.

24.3 The resignation will be minuted at the next possible meeting, although this minuting will not have any effect of when the resignation commences.

25. Transfer of Membership

25.1 Players wishing to transfer Associations within the season must complete Appendix C. The guidelines of this transfer are set out in this form.

25.2 The Executive Committee decision is final.

25.3 Transfers do not include players who have been ‘drafted’ into other teams, for all considerations these players are still part of Busselton Water Polo Association and are players on loan.

25.4 Transfers will be minuted at the next possible meeting. This minuting will not delay or revoke the transfer, but just be formal acknowledgement.

25.5 Transfers will not be allowed during a period of suspension.

25.6 The President has the right to notify transferring Associations of any suspensions or expulsions of that member during their membership at Busselton Water Polo Association.

26. Filling a Casual Vacancy

As set out in Clause 30.

26.1 The committee may choose not to fill a vacancy, except in the case of the Secretary.

26.2 If the committee chooses to fill the position, they must advertise this vacancy to all members of the Association.

26.3 The timelines and nomination process of this position will be set out by that committee.

27. Special General Meetings

As set out in clause 57 of the Constitution.

27.1 Members to use Appendix K for Clause 57 (3) of the Constitution.

28. Misconduct

28.1 Misconduct includes behavior directed at players, spectators, umpires, or Busselton Water polo Committee, both of this and other Associations, both in and out of the pool, and at any time, including before, during or after any match. For the avoidance of doubt, misconduct can include physical gestures as well as oral and written communication.

Misconduct includes (not exhaustively) arguing with officials, not cooperating with Busselton Water polo Association officials, displaying vigorous dissent of an umpire's decision, disregarding any Committee member, abusive conduct including abusive language, gestures or actions of un-sportsman like conduct, combative arguing, abusive or negative comments, coarse language, deliberately holding up play, conduct against the spirit of the game, rough or dangerous play, threatening behavior including intimidating or assaulting or attempting to intimidate or assault any player, spectator, umpire or any member of Busselton Water polo club or any other affiliated Association. These actions result in either/or clause 45(1) of the Constitution.

28.2 Disciplinary Action includes any sanction given either by the Busselton, Water polo Community or by the Protests or Disputes Board for misconduct. These may include, but not limited to, warnings, suspension, or expulsion, as set out in Clause 45 of the Constitution.

28.3 Any person belonging to the Association may complete a misconduct form, (Appendix F). This must be given to the Secretary within 24hours of the incident. The complainant will be notified as Clause 45 (2) of the Constitution if the committee deems the matter serious enough to have a meeting.

28.4 If the person making the complaint does not feel comfortable completing Appendix F, then an Executive Committee member may complete it on their behalf.

28.5 The Executive Committee must have an urgent Committee meeting within 5 days of receiving the letter, to determine the outcome of the misconduct.

28.6 On adjournment of the meeting, the Secretary, has 24 hours to provide the complainant with the outcome. (Appendix G)

28.6 The complainant has 72hrs to contact the Secretary (Appendix H) if they wish to invoke the Protest and Disputes Board (see Rule 30 of these By -Laws)

28.7 If the complainant is on the Executive Committee, then they will not participate in the Special General meeting, Rule 28.5 of these By-Laws.

28.8 Misconduct of parents/guardians. Should the Executive Committee be notified that parents are exhibiting misconduct. The following action should be taken.

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- The parent/guardian be interviewed by a member of the Executive team. This will include explaining to them Water polo Australia National Member Protection policy.
 - If the parent/guardian continues to display misconduct, then the Committee will complete the process in Rule 28.4 – 28.7 of these By-Laws
 - Further to this, if the behavior continues then the child/member associated with this parent, may be suspended under Rule 31 of these By-Laws

29. Complaints forms

29.1 For all other matters/incidences that are not included in Rule 28 of these By-Laws then members/parent guardians may complete a complaint form. Appendix I

29.2 Appendix I when completed must be given to the Secretary. The complainant will be notified as Clause 45 (2) of the Constitution if the committee deems the matter serious enough to have a meeting.

29.3 If the person making the complaint does not feel comfortable completing Appendix I, then an Executive Committee member may complete it on their behalf.

29.4 The Executive Committee may have a special committee meeting or discuss the matter at the next meeting, this will be determined by the President and Secretary.

29.5 The complainant will be notified in 72hrs if the matter is to be discussed at a Special General Meeting or the next Committee Meeting.

29.6 The complainant will receive a written response to their complaint, by 72 hours post the meeting at which the complaint was discussed.

29.7 The complainant may choose to evoke the protests and dispute board by completing Appendix H, they have 72 hours to submit this form to the secretary.

30. Protests and Disputes Board

30.1 A member may ask for a meeting of the protests and disputes board if they feel they have been unfairly dealt with by the Committee or another member of the club, as Rule 29.7 and 28.6 of these By-Laws and by completing Appendix H.

30.2 Composition of the Board – Independent, non-members of the Association as elected by invitation at the Annual General Meeting. If nominees decline then, it will be the responsibility of the Executive Committee to nominate and invite another panel member. The committee may have more than three on the board, but only three to attend any one board meeting.

30.3 The Protests and Disputes Board shall deal with all protests received. This decision of this board will be final.

30.4 All protests/disputes put forward to the Protests and Disputes Board shall be deemed confidential.

30.5 The Board will be provided with statements from both sides of the argument, no more than 2 x A4 pages. Each side will have 5 minutes to present their arguments and have follow up questions asked by the Board

30.6 The Board will only make possibly two motions. To uphold the initial decision (e.g. suspension) or to withdraw the decision.

30.7 The Board will have access to the Constitution and By-laws.

30.8 The Board may recommend mediation.

31. Expulsion of Members

See Clause 45 and 46 of the Constitution.

Appendix J; Constitution Clause 45.2

Appendix G; Constitution Clause 45.6

Appendix H; Constitution Clause 45.7

32. These Bylaws

32.1 Interpretation

32.1.1 Any question as to the meaning of any Rules of these By-Laws will be decided by the Committee and the Committee's decision will be binding on the members.

32.2 Amendment of Rules

32.2.1 The Bylaws of the Association may be amended by a special resolution passed at a General Meeting, or at a Special General Meeting of the Association, called for that specific purpose. The notice of the meeting that is given to members must set out the proposed special resolution in full.

33. Resolving disputes

As set out in Division 3 of the Constitution

34. Mediation

As set out in Division 4 of the Constitution

34.1 If a dispute cannot be resolved under the procedures set out in the Constitution, any party to the dispute may apply to the Western Australian Water Polo Association, to determine the dispute in accordance with the Act or otherwise at law.

35. Alcohol and Drugs

35.1 No person (including spectators) without prior consent of the Executive Committee, may consume, possess or use alcohol or illicit drugs on any premises where a Busselton Association game is or will be conducted.

35.2 All players have a duty of care to other players. No player is permitted to take to the pool while under the influence of alcohol or drugs.

35.3 If in the opinion of the umpire a player is affected by an intoxicating liquor or drug (whether legal or illegal), having regard to the safety of that player or other players in the water, the umpire has absolute discretion to remove such a player from the water. Any such player removed shall take no further part in the game.

35.4 Umpires have an absolute discretion to approach any player, which in the opinion of an umpire may be affected by alcohol or drugs, and question such a player as to whether he/she has consumed alcohol or drugs or is under the influence of alcohol or drugs. Should such a player refuse to answer the questions of an umpire or provide inadequate responses, an umpire has the discretion to remove such a player from the water. Any such player removed shall take no further part in the game.

35.5 This Rule will be read in conjunction with the WA Water Polo, Alcohol, Drugs and Other Substances Policy.

36. Association Teams

36.1 Association teams shall be selected as required to participate in organized competitions between member associations.

36.2 An Association team shall consist of playing members who shall be registered members of the Association, except, where players are 'drafted'.

36.3 The number of 'drafted' players or players allowed to play 'above' or 'underage' will determine by the coach or selectors (as in Bylaw Rule 37).

36.4 The players to participate in any specific match shall be selected by the Coach.

36.5 The Association shall purchase and retain any uniform and equipment items necessary as determined by the Committee from time to time.

37. Selecting Association Teams

37.1 A selection committee of three (3) may be appointed annually to select Association representative teams for the calendar year, the number appointed will be as directed by the Executive Committee, the Team coach must be a Selector for their team.

37.2 Selectors shall be called for by the Country Championship Co-Ordinator, coach or Executive Committee when required.

37.3 The selectors will.

- Organize selection trials to select Association teams as directed by the Executive Committee.
- Select teams
- Select replacement players as required in By Law 40.2
- Nominate a captain and vice-captain of any team selected or work with teams to select a Captain or Vice-Captain, e.g. team vote

-
- Submit the results of selection for consideration and approval of the Executive.
 - The Executive shall have the right to veto any nomination either of team members, captains or vice captains on grounds other than play.

37.4 The Executive Committee will make sure all team officials travelling with junior teams have a current Working with Children check (WWC) as per Australian regulations.

38. Team Managers

38.1 Team managers will be called upon and advertised by the Country Championship Coordinator or the Executive Committee. The timelines and requirements of this selection will be determined by the Executive Committee. See By Law 42 for further clarification.

38.2 Have the responsibility and authority to manage and control the Association team and assume responsibility for any other duties as directed by the Committee.

38.3 At the discretion of the Committee, managerial duties may be allocated to the Coach or another official.

38.4 Keep a log of safety issues and medical requirements of players, as required.

38.5 In Junior teams, keep parent guardians informed.

38.6 Work closely with the Country Champs Coordinator.

38.7 The Executive Committee shall have the right to veto any nomination or selection of team manager.

39. Coaches

39.1 Coaches will be called upon and advertised by the Country Championship Coordinator or Executive Committee. The timelines and requirements of this selection will be determined by the Executive Committee. See By Law 42 for further clarification.

39.2 The Coach shall.

- Organize such training periods as they deem necessary for the conditioning of selected players.
- Be on the selection panel for Association Teams.
- Select teams for individual games and position.
- Work with the Development Coordinator on skill requirements.
- Select the Captain and Vice-Captain.
- Ensure player safety.
- Award players awards, as set out in By Law 43.

-
- Set out team requirements; and
 - Perform such other duties as are required by the Rules or the Committee from time to time.

39.3 The Executive Committee shall have the right to veto any nomination of selection of coach.

40. Selected Players

40.1 Selected players shall.

- Agree to guidelines, both training and conduct, as set out by the coach, manager and Committee.
- Pay team and championship fees as required.
- Attend training as required.
- Notify coaches or injuries or impediments to maintaining team requirements; and
- Have the required equipment and uniform.

40.2 A selected player may be subject to replacement should they:

- Fail to fulfil her obligation as per guidelines; or
- Become unfit for the contest.

The Coach shall report such player to the selectors, who shall meet to receive the report, and to interview the Coach and the player concerned. Should a replacement be deemed necessary the selectors shall name such replacement.

41. Expenses of Association Teams and Volunteers

41.1 The expenses, or a portion thereof, of Association teams may be paid at the discretion of the Committee.

41.2 The expenses of individuals or thereof, of Association representative may be paid at the discretion of the committee.

41.3 Members of the Association teams shall pay by a date stipulated. Any portion of expenses as may be decided by the Committee from year to year.

41.4 All receipts must be handed to the Treasurer after completion of event for recording.

42. Selection of Association Coaches and Managers

42.1 The Executive Committee or Country Championship Coordinator will ask for nominations of team coaches and managers as required

42.2 Team coaches must nominate their interest in writing, to the Secretary in the required time.

42.3 Coaches will be selected by a panel, as nominated by the Executive Committee. Members of the Executive who are applying for coaching positions must excuse themselves from discussions.

42.4 This panel may request further information from the nominees.

42.5 If only one coach has been nominated, they must still be selected by the panel and can be determined unsuitable.

42.6 The panel will notify the Executive Committee of their selection. The Executive Committee may invoke Rule 39.3

43. Association Awards

43.1 The following awards can be awarded at the end of each year. The Executive and Junior Coordinator will determine if these awards will be awarded yearly. Other awards may be awarded by the Executive Committee or by Junior Coordinator (with approval from the Executive Committee).

43.2 These awards will be selected by a panel as determined by the Executive Committee and Junior Coordinator.

43.3 The Senior Awards may include (for male and female teams)

- Best and Fairest Country Championships.
- Best and Fairest Season.
- Most Improved.
- Best First Year Player; and
- Most Promising.

43.4 The Junior Awards may include (these may be given per age group) ;

- Most Improved.
- Most Consistent.
- Best Team Person.
- Junior Club Person.
- Let's Vote Cup; and
- Tate Cup.

43.5 The Award for the Association Person of the year will be voted by the whole Association. As determined by the Executive Committee and the Secretary members will be

asked to vote for this award. Families may get one vote. The Committee at the time to determine the timeline and voting structure.

44. Other Policies

44.1 The Rules of Busselton Water Polo will also be used in conjunction with Water Polo Policies and Procedures

44.2 Other Busselton Water Polo Policies

- Sponsorship and Grant Policy



Expense Reimbursement Request Form

Name _____

Phone _____

Address _____

Date Submitted _____

Expense Type	Receipts attached	Date purchased	Amount	Details

Total amount; _____

Signature; _____

Readmittance details.

Name of Account and bank _____

BSB; _____

Account Number; _____

Treasurers use only.

Date Received; _____

Date Reviewed by treasurer _____

Meeting date of funds agreed too; _____

Date reimbursement transferred; _____

Appendix B



Committee Nomination Form

Name of the nominee; _____

Signature; _____

Committee Position; _____

Nominated by; _____

Seconded by; _____

DATE: _____

I have attached a 500-word statement. Yes No

Please circle

All nominations to be returned to the secretary in person or via electronic means, by the date set out in the Annual General Meeting advertisement.

Appendix C



Transfer Form

I understand that if given approval, I will be transferred to the Association requested, this transfer will be final for this season. I will not be accepted back into Busselton Water polo Association for this season.

I understand that if I am under suspension or have a complaint or misconduct form against me, the President has the full rights to educate my new club on this situation.

I understand that I must pay all outstanding fees or debt before I will be allowed to transfer to my new club.

Name; _____

Date; _____

Transfer Club; _____

Reason for Transfer _____
(not compulsory)

Office use only

Date Received; _____

Date Reviewed by President _____

Any outstanding debt: Yes NO

Transferred Approved; Yes NO

Appendix D



ACCEPTANCE of POSITION on Busselton Water polo Committee

Name _____

Position accepted _____

I have **NOT** in the last 5 years.

Please tick

___ been undischarged from bankruptcy.

___ have affairs under insolvency laws.

___ been convicted of an offence involving fraud, or dishonestly.
punishable on conviction by at least three months or more imprisonment; or

___ been convicted of an offence under Division 3 or section 127 of the
ACT.

Signed _____

Date _____

For position on the committee in year (insert year)

Appendix E



Request for Motion

Name; _____

Signature; _____

Committee Position/Position in the club (if applicable);

Motion

Requirement for process of this motion. Please circle.

Special General Meeting

Annual General meeting

All motions to be returned to the secretary in person or via electronic means. Ensure that motion is written clearly with a distinct voting ability e.g., for or against. Double negative motions will not be accepted. (e.g., motions should be written in the positive)

APPENDIX F



MISCONDUCT FORM

This misconduct form is to be completed about incidents occurring within Busselton Water Polo Association competition, program or event and must be lodged with the Association Secretary, IN 28 HRS by the complainer or under the guidance of the President. The offence may have occurred before, during or after the competition, program, or event. No misconduct will be accepted unless correct procedure is followed. Please see the By Laws for further clarification. Please complete all applicable parts

Date: _____ Time: _____

Teams: (if applicable)

_____ vs _____

Please complete the following:

Persons Name and Role (if applicable): _____

ALLEGED OFFENCE:

Please tick appropriate offence, if more than one offence, tick appropriate boxes.

<input type="checkbox"/>	Fighting / striking with a clenched fist.
<input type="checkbox"/>	Striking with an open hand.
<input type="checkbox"/>	Attempting to strike with a clenched fist.
<input type="checkbox"/>	Racial / discriminatory abuse.
<input type="checkbox"/>	Using abusive, obscene and / or threatening language.
<input type="checkbox"/>	Striking with ball or another object E.g., intentionally throwing ball at another's face.
<input type="checkbox"/>	Deliberately elbowing.
<input type="checkbox"/>	Undue rough play.
<input type="checkbox"/>	Other; please explain

Please answer the following:

1. Was a warning given to the player during the game?

☐ Yes ☐ No

2. Was the player suspended for a specified period during the game?

☐ Yes ☐ No

3. Was the player ordered off for the whole game?
☐ Yes ☐ No
4. Was the player abusive towards the Officials after the game?
☐ Yes ☐ No
5. If the matter is referred to the "Protests and Disputes Board" you will be required to appear and give evidence. Are you prepared to attend as requested?
☐ Yes ☐ No
6. The Executive Committee shall decide whether this complaint is dealt with. Are you prepared to attend mediation as requested?
☐ Yes ☐ No

Please give specifics of the offence (including word for word communication or swearing) and list any witness/ witnesses. Please remember that a copy of this misconduct shall be provided to all parties named in the form.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Are other pages Attached?

Name: _____ Signature: _____

Contact details (Phone, email)

Your Role / status

- ☐
- Athlete / player
- ☐
- Parent

☐ Coach/Assistant Coach

☐ Spectator

☐ Official / Umpire

☐ Administrator (volunteer)

☐ Other please specify _____

Contact Signature: _____

[This misconduct will remain confidential to all members except those required to participate in the investigation.](#)

Appendix G



DATE

Dear (insert player name)

Re Incident/Game (insert date and game)

It has come to the committee's attention that there was an incident between and yourself on your match/training on

We are writing this letter to remind you that misconduct of any type will not be tolerated by the Committee of Busselton Water polo Association.

Due to your conduct the Busselton Water polo Committee has decided to suspend/expel you for _____ games. The next time you are eligible to play/train is _____ (Insert Date)

If you wish to appeal this suspension, then please contact the Secretary of Busselton Water polo Association within 72hrs. Please complete the attached form or Appendix H in the By-Laws.

Yours Sincerely

Appendix H



Dear Executive Committee

I am writing to inform you that I wish to appeal my/the decision outlined in your letter on the

.....

Can you please let me know at your earliest convenience of the date and time that the Protests and Disputes Board is going to meet to discuss this,

I understand I must provide a written argument and will be interviewed.

Your sincerely

APPENDIX I



Complaint Form

This report sheet is to be completed about incidents occurring within Busselton Water Polo Association competition, program or event and must be lodged with the Association Secretary, no complaints will be accepted unless correct procedure is followed. Please see the By Laws for further clarification. Please complete all applicable parts. Please use the Misconduct form if the incident is included in Appendix F.

Please complete the following:

Persons Name and Role (if applicable): _____

1. If the matter is referred to the "Protests and Disputes Board" you will be required to appear and give evidence. Are you prepared to attend as requested?
☐ Yes ☐ No
2. The Executive Committee shall decide whether this complaint is dealt with. Are you prepared to attend mediation as requested?
☐ Yes ☐ No

Please give specifics of the complaint (including word for word communication or swearing) and list any witness/ witnesses. Please remember that a copy of this complaint shall be provided to all parties named in the complaint.

Are other pages Attached?

Name: _____ Signature: _____

Contact details (Phone, email) _____

Your Role / status

- | | |
|---|--|
| <input type="checkbox"/> Athlete / player | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Coach/Assistant Coach | <input type="checkbox"/> Spectator |
| <input type="checkbox"/> Official / Umpire | <input type="checkbox"/> Administrator (volunteer) |
| <input type="checkbox"/> Other please specify _____ | |

Contact Signature: _____

[This Complaint will remain confidential to all members except those required to participate in the investigation.](#)

Appendix J



DATE

Dear (insert player/volunteer name)

We are writing to discuss the events/incident on the the Busselton Water polo Association.

We are writing this letter to remind you that misconduct/.... of any type will not be tolerated by the Committee of Busselton Water polo Association.

Due to your conduct the Busselton Water polo Committee has proposed to expel/suspend you from Busselton Water polo Association.

The meeting regarding this suspension will be

The grounds of this suspension are

You are allowed to bring a representative to this meeting. You or your representative can provide an oral statement; no longer than 5 minutes or you may provide a written statement, no longer than 5 pages, which will be read by the chair of the meetings.

No more than 48 hours after the meeting you will receive correspondence stating the outcome of the meeting.

Yours Sincerely

Appendix K



Notice of Request of Special General Meeting

Please ensure you follow Clause 57 of the Constitution and Rule 27 of these by laws.
Please give completed form, with individual signatures (cannot be names) to the
Secretary.

Please fill in the below spaces.

Reason for calling Special General Meeting:

What Specifically do you want discussed at this meeting.

Motion to be voted on at the meeting:

Number of Members required to call Special General Meeting; _____

Signatures below.

