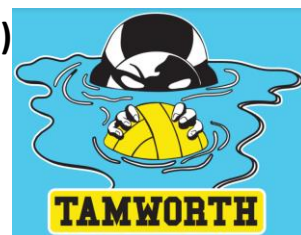


TAMWORTH & DISTRICT WATER POLO INCORPORATED (T&DWPI)

MEMBER PROTECTION POLICY

VERSION 2



As ratified by the T&DWPI Executive Committee on 22 August 2022

CONTENTS	PAGE
POLICY	
1. Introduction	2
2. Purpose of Our Policy	2
3. Who Our Policy Applies To	2
4. Extent of Our Policy	2
5. Club Responsibilities	2
6. Individual Responsibilities	3
7. Protection of Children	3
7.1 Child Protection	3
7.2 Supervision	4
7.3 Transportation	4
7.4 Taking Images of Children	4
8. Discrimination, Harassment and Bullying	5
8.1 Discrimination	5
8.2 Harassment	5
8.3 Bullying	6
9. <i>Inclusive Practices</i>	7
9.1 People with a Disability	7
9.2 People from Diverse Cultures	7
9.3 Sexual & Gender Identity	7
9.4 Pregnancy	7
9.5 Girls playing in boys teams	7
10. Responding to Complaints	8
10.1 Complaints	8
10.2 Complaint Handling Process	8
10.3 Disciplinary Measures	8
10.4 Appeals	8

Attachment 1: Working With Children Check Requirements

Attachment 2: Codes of Conduct

Attachment 3: Duty Statements

Attachment 4: Reporting Requirements and Document

MEMBER PROTECTION POLICY

1. Introduction

This Part sets out the purpose of this Member Protection Policy, who it applies to, when it commences, what words mean and who has responsibilities under this policy.

The **core values** of Tamworth & District Water Polo Inc. (T&DWPI) are:

- Safety
- Enjoyment
- Integrity

The **vision** of Tamworth & District Water Polo Inc. (T&DWPI) is to:

- Grow water polo through contributions of all members with fun, inclusive participation.
- Participation in representative teams by T&DWPI Players.
- Promote the success of T&DWPI to drive future growth.

Our **mission statement** is: ***Making a Splash: Creating Pathways, Enabling Dreams***

2. Purpose of Our Policy

The main objective of the T&DWPI (“our”, “us” or “we”) Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club’s activities.

3. Who Our Policy Applies To

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- club committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators.

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the T&DWPI and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;

- publish, distribute and promote this policy and the consequences of any breaches of this policy;;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to *Water Polo NSW or other relevant Statutory Body*.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

7.1 Child Protection

The T&DWPI is committed to the safety and wellbeing of children and young people who participate in our clubs activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

T&DWPI acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

The T&DWPI will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Developing Codes of Conduct for Adults and Children

We will adopt the Water Polo NSW codes of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Employees and Volunteers

The T&DWPI will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using Working with Children Checks. This measure aims to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The T&DWPI will ensure that Working with Children Checks are conducted for employees and volunteers working with children.

7.1.4: Support, Train, Supervise and Enhance Performance

The T&DWPI will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

The T&DWPI will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The T&DWPI will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games). Where children are required to travel away for tournaments or overnight trips and will be travelling with another parent, the parents/caregivers should be comfortable with who their child is travelling with and the vehicle being used [i.e. ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8. Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

8.3 Bullying

T&DWPI is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

9. Inclusive practices

Our club is welcoming and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

9.1 People with a disability

The T&DWPI will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4 Pregnancy

T&DWPI is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with T&DWPI. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

9.5 Girls playing in boys teams

If there is not a separate sex competition the T&DWPI will support girls playing in boys teams up until the age of 12 years.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

If a child is over the age of 12 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to Water Polo New South Wales, Water Polo Australia or other relevant Statutory Body (i.e. NSW Police).

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our *state or national* association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our *state or national* association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our *state or national* association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10.3 Disciplinary Sanctions

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;

- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to our *state or national* association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

Phone: 1300 13 55 13

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 2: CODES OF CONDUCT

Tamworth & District Water Polo will adopt the Water Polo NSW Codes of Conduct for Athletes, Coaches, Officials and Manager/Volunteers as provided on the Water Polo NSW [website](#). Parents and Spectators should abide by the Parents/Spectators Code of Conduct provided by Water Polo NSW and fully adhere to the principles of the Think.Act.Play program.

T&DWPI Representative Players will also be required to complete the following documents:

Consent to Code of Conduct for Players and Indemnity
T&DWPI Representative Player Participation Agreement

Attachment 3: DUTY STATEMENTS

- Executive Committee
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Registrar
 - Coaching Coordinator
 - Referees Coordinator
 - Coach
 - Team Manager
 - Competition Convenor
 - Publicity Officer
 - Raffles Coordinator
-



TAMWORTH & DISTRICT WATER POLO INCORPORATED (T&DWPI)

Incorporation Number: INC9881852 on the 11/06/2004

Executive Committee

Overview

An Executive committee is the group of people, elected according to the constitution of the club, to run the club on behalf of the members. The role of the Executive Committee is to implement Tamworth & District Water Polo Incorporated's (T&DWPI) strategic plans, policies, and decisions consistent with the Vision, Mission and Core Values of T&DWPI. The Executive Committee engages in decision making between General meetings or in urgent and crisis circumstances.

Duty of Care

The Executive Committee has a duty of care. Under common law, this means they have the same duties as directors and share responsibility for the effective management of the club on behalf of its members. They also owe fiduciary and statutory duties to the club.

As a general rule, the office bearers must:

- Take all reasonable steps to monitor the management of the club
- Acquire a working knowledge of the business of the club
- Keep informed of the clubs activities and assess the safety of club practices
- Be familiar with the financial status of the club by regularly reviewing financial statements
- Make enquiry into matters revealed by financial statements where necessary or prudent.

Duties of the Executive Committee

- Be diligent in their role
- Attend Committee meetings or forward their apology prior to the meeting
- Treat all people associated with the Association, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Attend to their fiduciary responsibility and make decisions based on what is best for the Association, not for individual interest or gain
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately



- Be honest at all times
- Act as a positive role model with respect to good sporting behaviour
- Refrain from smoking and excessive use of alcohol at the Association
- Adhere to the policies and procedures established by the Association
- Adhere to the legislative requirements of the Association
- Respect the equipment and resources of the Association and only use these in Association related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the Association operations and Committee functions
- Always represent the Association in a professional manner
- Not speak to the media about any aspect of the Association that could damage the Association or its reputation



Position Description - President

Primary Responsibility:

The role of the President is to provide the principle leadership and responsibility for T&DWPI and the Committee.

Key Duties:

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Work with the Executive to manage any paid employees of the Club including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.



Position Description - Vice President

Primary Responsibility:

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

Key Duties

1. In the event of the President being unable to fulfill his/her duties to step into that role;
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively;
3. Be an alternate signatory for the Club for legal purposes and financial purposes;
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees;
5. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required ;
6. Represent the Club at meetings and forums as agreed with by the President; and
7. Other duties as nominated by the President and / or Committee.



Position Description - Treasurer

Primary Responsibility:

The Treasurer is responsible for the financial management of T&DWPI.

Key Duties:

- Maintain a working level of petty cash
- Ensure money received are banked promptly and recorded correctly
- Invoice groups/members for services, eg. subscriptions, equipment, uniforms etc
- Prepare budgets for the forthcoming year describing all sources of income and expenditure
- Maintain accurate records of current income and expenditure
- Prepare annual financial accounts for auditing and provide the auditor with information as required
- Be the signatory on club cheques (with at least one other person)
- Ensure reporting requirements to Department of Fair Trading are met.
- Manage club investment programs
- File tax returns and income tax payments for employees, as required
- Prepare and present regular financial statements to management committee meetings
- Acquit funds received from government grants where applicable
- Investigate and source financial grant and funding opportunities



Position Description - Secretary

Primary Responsibility

The Secretary is responsible for the administration of T&DWPI.

Key Duties:

- Maintain records of the Committee and ensure effective management of Club's records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Is sufficiently familiar with all current Club documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings as specified in the bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.



Position Description - Registrar

Primary Responsibility

The role of the Registrar is to supervise and be responsible for the proper registration of all players within a club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details.

Key Duties:

- Plan sign-on days at commencement of season.
- Be the point of contact for all registration-related matters
- Assist members to register using the online registration system
- Ensure that all player details and important medical information is collected and stored by T&DWPI on the online registration system
- Ensure that all members (players, coaches, officials and associate members) are financial with T&DWPI at the beginning of the season
- Attend sign-on days at the commencement of the season.
- Be aware of privacy regulations and ensure the requirements are followed
- Ensure that all representative players, coaches, and managers are registered and financial with T&DWPI by reviewing all team lists submitted to Water Polo NSW & Water Polo Australia
- Keep the committee informed of the status of registrations at all times.
- Ensure that unregistered players are communicated to the competition convenor and not able to take the water
- Assist the competition convenor to check player eligibility for finals



Position Description - Coaching Coordinator

Primary Responsibility:

Ensure that every player receives coaching, that regular team coaches are maintained, that coaches and coaching standards improve, and that every junior has the chance to reach her/his optimum potential in Water Polo

Key Duties:

- Seek enough coaches for club requirements
- Endeavour to assist all coaches gain, maintain, update and improve on their coaching accreditation level
- Use incentives to promote coaches gaining accreditation e.g. pay coaching course fees or reduce club membership fees for accredited coaches.
- Ensure fair allocation of time and space at all training sessions
- Ensure all players and coaches have, or have access to the correct equipment when training, playing or coaching.
- Inform all parties of relevant training days, times and location
- List likely people willing and able to coach, with contact numbers
- Approach potential coaches personally to discuss their availability to coach
- Provide assistance with their planning and observe them in order to provide relevant feedback
- Review training sessions and coaches performance on an on-going basis
- Be available to assist at games at training or games if required
- Communicate with Club and Association Development Officers
- Seek assistance from qualified coaches to help inform and update coaches
- To progress self development, encourage the higher qualified coaches to nominate for representative teams
- Keep Club Executive committee informed on relevant issues
- Obtain and distribute relevant coaching information to all coaches
- Video coaches in action and discuss jointly
- Meet regularly as a group to provide valuable feedback and update coaching ideas



Position Description - Referees Coordinator

Primary Responsibility:

To manage T&DWPI referees by providing training, support and encouragement.

Key Duties:

- Report regularly to club/association meetings
- Receive any correspondence relating to refereeing matters, circulate to referees in your club/association and act upon it if necessary
- Ensure that all referees, players and coaches are aware of and understand rule changes or updates in interpretations
- Appoint a junior referees' coordinator to develop the theory and practical skills of junior referees if necessary
- Arrange for coaching of referees including game assistance and directions regarding current interpretations of new and existing rules
- Arrange for theory and practical testing of referees where appropriate and maintain a register of levels awarded and theory passes gained.
- Identify talented referees for further progression, regional and state level
- Select and nominate referees for teams when they attend national championships
- Arrange for an referees' coach to attend state championships, wherever possible
- Seek guidance and support through the regional, state and national associations
- Liaise with the Australian Referees Commission



Position Description - Coach

Primary Responsibility:

The coach is responsible for the development of player's skills and promoting positive attitudes of water polo.

Key Duties:

- Hold appropriate qualifications as required by State and/or National Water Polo bodies.
- Encourage players and team support officials to support the Think.Act.Play Codes of Conduct.
- Encourage players to develop a proper attitude toward competitiveness.
- Ensure that the coaching reflects the level of the competition being played.
- Liaise with the club's Coaching Coordinator when required.
- Be able to evaluate player performance and provide positive coaching advice.
- Obtain a Working with Children Check.
- Organise and plan training sessions and schedules relevant to the team
- Place the safety and welfare of the athletes above all else.
- Help each player to reach their potential.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Nominate Tamworth & District Water Polo Inc. players for relevant awards



Position Description - Team Manager

Primary Responsibility:

To act as the liaison person within the team and between the club administration and the team by keeping accurate records, communicating information effectively and providing positive support.

Key Duties:

- Collect and keep a record of and collect registration fees/team levies using T&DWPI team bank accounts
- Work with the coach to maintain team harmony and develop team unity
- Discuss with the coach any specific requirements he/she may have
- Liaise with players on team matters, including information being passed on regarding details of practices and matches for any who may be absent when information is originally given out
- Keep an attendance role of players at training, including record of those who have explained absence
- Keep an availability list and have contact details of all players and officials involved with the team
- Check with selectors/coach which players have been selected in the team
- Write up score sheets, according to selection and making sure all names are spelt correctly
- Make sure all drink bottles/cups are filled up
- Check score sheet is correct at conclusion of match and keep a copy
- Control any players/coaching staff who may require pacifying
- Make sure that the bench is kept neat and tidy during and on completion of the match
- Assist with injured players where needed, by knowing where assistance can be obtained and arrange transportation as required
- Assist with organising team fund raising and social activities
- Ensure that Codes of Conduct are signed by all players prior to touring with a representative team.



Position Description - Competition Convenor

Primary Responsibility:

The Competition Convenor is responsible for the running of the relevant T&DWPI competition and ensuring that the Local rules are followed.

Key Duties:

- Overall responsibility for the pool site and safety, working in conjunction with the pool Lifeguards
- Ensure competitions are run in accordance with the T&DWPI Local Rules and other T&DWPI policies.
- Ensure each team fulfills their volunteer duty obligations
- Ensure the pool is set up and ready for games to start on time.
- Ensure all equipment is ready for use
- Liaise with the Executive Committee on issues arising
- Ensure you are contactable at all times during the competition
- Ensure that all players are correctly registered
- Check player eligibility for finals
- Record all results and allocate competition points
- Record and tally the best and fairest points awarded for the season using RevSport
- Ensure any incident reports are sent to the Executive Committee by the required time as specified in the T&DWPI Local Rules



Position Description – Publicity Officer

Primary Responsibility:

The Publicity Officer is responsible for ensuring that T&DWPI and its sponsors receive the widest possible media coverage.

Key Duties:

- Making contact with media contacts and developing and maintaining media relationships
- Being the communications contact person for club members and media to gather and present articles
- Presenting regular articles for the club newsletter, website and social media platforms
- Ensuring that weekly media information e.g. results is provided on time and is accurate
- Writing media releases to highlight key activities / stories about the club
- Liaising with the committee about media opportunities
- Create a positive general public awareness of the Club and its activities.
- Compliance with the T&DWPI social media policy



Position Description - Raffles Coordinator

Primary Responsibility:

The Raffles Coordinator is responsible for coordinating a roster for the raffle revenue generation and management for T&DWPI.

Key Duties:

- Prepare rosters for volunteers assisting with fundraising activities.
- Supervise the collection of all monies and arrange payment to the Treasurer.
- Maintain accurate records of all sponsorship, fundraising and donations received.

Attachment 4: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div>	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div>	
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div> <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination </div> <div> <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods </div> <div> <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse </div> <div> <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse </div> <div> <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation </div> <div> <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision </div> <div> <input type="checkbox"/> Other </div>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with *T&DWPI* in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the *President* of *T&DWPI* so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The *President* will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of *T&DWPI*.
- The *President* will consider what services may be most appropriate to support the child and his or her parent/s.
- The *President* will consider what support services may be appropriate for the alleged offender.
- The *President* will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by *T&DWPI*).
- *T&DWPI* will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in *[Clause 9]* of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<div><input type="checkbox"/> Administrator (volunteer)<input type="checkbox"/> Parent</div> <div><input type="checkbox"/> Athlete/player<input type="checkbox"/> Spectator</div> <div><input type="checkbox"/> Coach/Assistant Coach<input type="checkbox"/> Support Personnel</div> <div><input type="checkbox"/> Employee (paid)<input type="checkbox"/> Other</div> <div><input type="checkbox"/> Official</div>	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.