



UWA Water Polo Club Inc



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UWA Water Polo Club Inc

SPECTATOR BEHAVIOUR

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours are outlined in our Code of Behaviour and specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training or being drunk at a club event.

What we will do

- Provide members, their parents and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate/social members).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in any newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a game or no-alcohol club event.



- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

What we ask you to do

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our club's Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.

Non-Compliance

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Behaviour and this policy, may face disciplinary action to best provide a Member Protection Policy.



UWA Water Polo Club Inc

TEAM SELECTION POLICY – SENIORS

Our commitment

Our club supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all players prior to the season/program/competition commencing.

What we will do

Criteria

Selection decisions will be based mainly on performance; however they will also consider:

- attendance at competition, training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Behaviour on and off the field (behaviour).

In addition, players or athletes:

- must be financial members of the club
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

Process

- Players will be informed of the dates, location and criteria for team selection.
- Selectors/coaches/managers will be appointed by the committee and be responsible for selection decisions.
- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.



- As requested, or as necessary, players will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about team selection once the season commences.
- Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the club committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

What we ask you to do

Selection committee

- Ensure players are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.

Players

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials.
- Talk with your coach about any concerns and seek feedback about how to improve your performance.



UWA Water Polo Club Inc

TEAM SELECTION POLICY – JUNIORS

Our commitment

We believe that junior sport should be safe, enjoyable, inclusive and maximise individual participation. Our club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.

What we will do

- Emphasise to coaches and parents that junior sport is about participation, development and performance.
- Understand the modify rules and equipment where possible to include children and young people of all abilities and encourage their participation.
- Try to match junior players with others of their own ability (e.g. if there are enough players, have two teams in an age division). Adopt a cohort policy where possible in junior teams with the ability to train and play up if available.
- Provide junior players with a broad range of experiences (e.g. participating in different positions).
- Provide equal playing time for all juniors, regardless of their ability where possible.
- Consider boys and girls under 12 years of age playing on the same team, particularly if a team could not otherwise be fielded and rules have been modified.
- Ensure that all team members play in the finals.

What we ask you to do

Coaches

- Focus on promoting participation, not always winning and losing.
- Ensure all team members have the chance to play, rotate through positions and receive equal playing time.



- If you coach your own children, treat them like all other team members (e.g. rotations, playing time or participation).

Parents

- Help out the coach where possible at training and games.
- Focus on your child's effort and performance, not the score.
- Encourage your child and other team members.
- Respect the selection decisions of the coach.



UWA Water Polo Club Inc

COACH CODE OF BEHAVIOUR

Safety and Health of Participants

- Place the safety and welfare of the participants above all else.
- Be aware of and support the sport's injury management plans and return to play guidelines.

Coaching excellence

- Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.

Honour the sport

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.

Integrity



- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Never participate in or advocate practices that involve match fixing.

Respect

- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- We do not tolerate abusive, bullying or threatening behaviour.



UWA Water Polo Club Inc

GUIDELINES FOR INTERACTING WITH CHILDREN

Maintain appropriate boundaries

Coaches and other personnel in positions of authority should maintain clear:

Physical boundaries

- Use drills to develop fitness, not as a punishment
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the athlete
- Work within sight of others at all times

Emotional boundaries

- Use positive feedback on performance, not negative feedback about the person
- Be encouraging and avoid put-downs

Social boundaries

- Attend sport related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions
- Do not socialise with athletes via social media

Sexual boundaries

- Do not have sexual relationships with athletes you are coaching
- Do not touch athletes in ways likely to make them feel uncomfortable

Minimise physical contact

Generally, physical contact with players or participants should be to:

- Develop sport skills
- Give sports massage



- Treat an injury
- Prevent or respond to an injury
- Meet the specific requirements of the sport

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s
- Permission from the player or participant should always be sought
- Players or participants should be congratulated or comforted in public not in an isolated setting

Avoid being alone with a child

To protect yourself and the child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians)
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children



UWA Water Polo Club Inc

CHAPERONE POLICY

Our commitment

We are committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperone is part of that commitment.

We are committed to providing the best possible support for chaperones and the young people they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team and club culture, in fostering cooperation and team spirit.

Use of Chaperones

UWA Water Polo Club Inc may appoint and use chaperones for events hosted by the club, tours and away trips when any of the athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:8, one chaperone for every eight athletes under the age of 18.

Chaperones will be appointed for all away trips that include at least one overnight stay.

Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed as a chaperone for said athletes. This policy will continue to apply to a person even after they have stopped their association or employment with UWA Water Polo Inc if disciplinary action, related to their role as chaperone, has commenced.

Responsibilities

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by the coach or manager, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

A chaperone accompanying a team or group of athletes will be required to:

- ensure the schedule is followed, for example, curfews, meal times, training sessions;



- make sure athletes have any clothing or equipment they need for competition or training, for example, the right uniform or strip and relevant accreditations;
- organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and clear up;
- enforce the rules and report any infraction of the club’s Code of Conduct or Member Protection Policy;
- handle any emergencies with common sense and according to our codes and guidelines.
- accompany an injured or ill athlete who needs medical attention;
- make sure other relevant club policies are adhered to, for example, Dropping Off and Collection of Children.
- work cooperatively with team officials, including coaches and managers;
- help supervise travel schedules and travel logistics;
- not consume any alcoholic beverages whilst on chaperone duty;
- safeguard the athletes tickets, keys, valuables and money when appropriate;
- maintain a contact list of key people, such as managers, coaches, parents, emergency.

Selection criteria

Any person being considered for appointment to the role of Chaperone must:

- be over the age of 18;
- have completed a Working with Children Check;
- be a paid up member of the club;
- possess a current driver’s license;
- provide a brief written overview of any relevant experience;
- have a current first aid certificate (desirable);
- provide details for two referees who can attest to the applicant’s suitability to the role.

Accommodation

Where possible, chaperones will be given their own separate room. However, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

A chaperone may share a room with his or her son or daughter.

Remuneration and reimbursement

Chaperones are appointed on a voluntary or paid basis, depending on the circumstances.



A chaperone may be required to pay upfront for things like groceries, accommodation or petrol. In this case, all receipts must be retained for reimbursement upon return.

If a chaperone uses a personal vehicle, mileage costs will be reimbursed based on current Australian Tax Office rates. An accurate log of the journey must be kept.

An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts, to the coach or manager.



UWA Water Polo Club Inc

ALCOHOL POLICY

Our commitment

Our club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.

Alcohol-free social events will be provided for young people and families.

We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

What we will do

Serving Alcohol

Alcohol will be served in compliance with the requirements of our club's liquor licence and in accordance with the safety and wellbeing of patrons.

- Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- A committee member will be present at events where alcohol is served.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.
- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.



Underage drinking

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

Safe transport

- We will prominently display taxi phone numbers in the venue.
- Club members and bar staff will encourage intoxicated patrons to take safe transport home.
- Our club will implement a designated driver program.

Food and other drinks

- A range of snacks and meals will be available when alcohol is served.
- The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
- Tea and coffee will be provided at the bar during social functions.

Promoting the responsible use of alcohol

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will not advertise, promote or serve alcohol at junior events or activities.
- We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

What we ask you to do

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.



- Do not spike another person's drink.

Non-Compliance

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.



UWA Water Polo Club Inc

SOCIAL MEDIA

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to UWA Water Polo Inc.

This policy contains guidelines for the water polo community to engage in social media use.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

Coverage

This policy applies to all persons who are involved with the activities of UWA Water Polo Club Inc whether they are in a paid or unpaid/voluntary capacity.

- members, including life members
- persons appointed or elected to boards, committees and sub-committees;
- employees
- members of the Executive;
- support personnel, including managers, coaches, delegates and others;
- Athletes;
- referees, umpires and other officials;
- member associations



Scope

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google, Instagram, Tik Tok)
- Video and photo sharing websites or apps (e.g. YouTube, Instagram, etc)
- Blogs and micro-blogging platforms
- Live broadcasting apps
- Podcasting

Guidelines

You must adhere to the following guidelines when using social media related to UWA Water Polo Club Inc or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for UWA Water Polo Club Inc.

Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

Respect confidentiality and sensitivity

When using social media, you must maintain the privacy of UWA Water Polo Club Inc confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of the club.



Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

Dealing with mistakes

If a person makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses UWA Water Polo Club Inc of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.



UWA Water Polo Club Inc

FINANCIAL MANAGEMENT

PURPOSE

To ensure that the club's finances are handled responsibly and to enable the implementation of sound day to day financial management practices with clear parameters.

SAMPLE POLICY STATEMENTS

The Committee of Management will ensure that:

- A suitably qualified person is recruited to the role of Treasurer
- Adequate support by means of a financial sub-committee or advisory group is established if needed
- A budget is available to purchase up to date financial software if needed
- An approved budget for the year is determined and that expenditure is within budget
- Sufficient income is available to meet the budget requirements
- All funding agreements are adhered to and acquitted as required
- Monthly financial management reports are produced and presented to the next Committee Meeting
- All legal and taxation requirements are attended to and delivered on time
- An review is completed if necessary in accordance with the Associations Incorporations Act
- Decisions regarding investment are resolved by the Committee

SAMPLE PROCEDURES

Club will abide by the standard procedures listed below.

- Decide whether to use cash or accrual-based accounting
- Two approvers are required on all cheques / for all accounts
- The Treasurer and one other Committee Member are authorised to operate the club bank accounts
- A limit may be authorised by the Treasurer without the approval of the committee
- Monthly Financial reports are prepared for Committee Meetings and distributed before the meeting
- Any variances to the budget are explained to the Committee Members
- A bank reconciliation will be undertaken at the end of each month to ensure receipts and payments balance with deposits and withdrawals



- After a review a subsequent action plan to respond to the report if necessary.
- A reimbursement system will be established to record transactions, and money will only be reimbursed on receipt of a reimbursement claim with a receipt.

A sample reimbursement form is provided on the following page:



Employee Reimbursement Form

Name: _____

	Dates of Expense	Payment Method (Out of Pocket or by Corporate Card)	Purpose of Expenditure: Please give detailed reasons for all expenditures.
1			
2			

Summary of Expenses

	Description	Reason for expense + business unit	Total
1			
2			
Expense Report Total			

I certify these are valid business expenses.

signed: _____ Date: _____

I have reviewed these expenses, and I believe they are true and accurate.

Approved by: _____ Date: _____

- Bank details to be provide separate to the form.



RECORD OF COMPLAINT

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



Nature of complaint (category/basis/grounds) Can tick more than one box	☐ Harassment or ☐ Discrimination ☐ Sexual/sexist ☐ Selection dispute ☐ Coaching methods ☐ Sexuality ☐ Personality clash ☐ Verbal abuse ☐ Race ☐ Bullying ☐ Physical abuse ☐ Religion ☐ Disability ☐ Victimisation ☐ Pregnancy ☐ Child Abuse ☐ Unfair decision ☐ Other
What they want to happen to fix issue	
Information provided to them	



Resolution and/or action taken	
Follow-up action	