



UWA Water Polo Club Inc

Governance Policy Pack

June 2026

Contents

Governance Framework Overview	3
Tier 1 — Fondation Documents	4
Tier 2 — Essential Policies	5
Policy 1: Spectator Behaviour	6
Policy 2: Team Selection (Seniors)	8
Policy 3: Team Selection (Juniors)	10
Policy 4: Coach Code of Behaviour	11
Policy 5: Interacting with Children	13
Policy 6: Chaperone Policy	15
Policy 7: Alcohol Policy	18
Policy 8: Social Media Policy	21
Policy 9: Financial Management	24
Policy 10: Payment Policy	26
Policy 11: Risk Management	
Policy 11: Program Budgeting and approval	29
Policy 12: Member Protection	28
Policy 13: Child Safeguarding	30
Policy 14: Privacy Policy	32
Tier 3 — Operational Guidelines	34
Policy Gap Analysis	35
Board Pack (appointments, responsibilities)	

Governance Framework Overview

This pack consolidates the governance framework and all current policies for the UWA Water Polo Club Inc. It has been structured across three tiers from legally required foundation documents through to practical operational guidelines scaled appropriately for a volunteer-led Tier 3 community sport club.

The framework is the reference point against which the board/committee should review current policy coverage, particularly ahead of the AGM and the handover to an incoming committee.

Tier 1 — Foundation documents		
Legally required · Set up once, review every 3–5 years		
Constitution / rules Associations Incorporation Act 2015	Committee structure President, treasurer, secretary	Financial controls Dual signatories, delegations
Tier 2 — Essential policies		
Required by law, Sport Australia, or WA sport bodies · Review annually		
Child safeguarding Working with children checks	Member protection Complaints & appeals process	Code of conduct Players, coaches, officials
Risk & WHS Pool safety, incident reporting	Privacy Member data handling	Financial management Spending authorities, audit
Tier 3 — Operational guidelines		
Practical how-to guides · Keep lightweight · Update as needed		
Volunteer roles Onboarding, duties	Selection policy Rep teams, grading	Social media Member guidelines
Emergency procedures First aid, pool incidents	Fees & refunds Hardship, concessions	CEO employment Scope, performance review

Note: policies already in place within this pack.

Tier 1 — Foundation Documents

Date adopted June 2026	Review frequency Every 3–5 years	Policy owner President / Board
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The Tier 1 foundation documents are the legal backbone of the club. As an incorporated association in WA, the club is governed by the Associations Incorporation Act 2015 and these documents must comply with that legislation as well as the requirements of Water Polo WA and Water Polo Australia.

Constitution / Rules

The constitution covers the club's objectives, membership categories, how general meetings are called and conducted, voting rights, and how the constitution can be amended. Water Polo WA may have a constitution for affiliated clubs this should be used and adapted to our circumstances.

Committee Structure

A minimum committee of president, vice-president, treasurer, and secretary is required under the Act. The club commonly adds a registrar and two or three ordinary members. Roles should be clearly defined in the constitution or a supporting terms of reference, including term lengths and how vacancies are filled.

Financial Controls

Financial controls specify dual-signatory requirements for bank accounts and the thresholds above which committee approval is required for spending. The club operates a Payment Policy (see Policy 10 in this pack) which supports this tier.

Tier 2 — Essential Policies

The following eleven policies form the club's essential policy framework. These are required by law, by the club's obligations as an affiliated organisation, or by the duty of care to members, participants, and staff. Each policy should be reviewed annually.

Policies currently in place within this pack:

- Spectator Behaviour
- Team Selection — Seniors
- Team Selection — Juniors
- Coach Code of Behaviour
- Interacting with Children
- Chaperone Policy
- Alcohol Policy
- Social Media Policy
- Financial Management Policy
- Payment Policy
- Risk Management Policy
- Member Protection Policy
- Child Safeguarding Policy
- Privacy Policy

Policies still to be developed: WHS Safety Management Plan and Employment Guideline. Member Protection Policy, Child Safeguarding Policy and Privacy Policy have now been formalised and are included in this pack. See Gap Analysis.

Spectator Behaviour Policy

Date adopted June 2026	Review frequency Annual	Policy owner President / CEO/Secretary
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Our Commitment

The 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 the 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
- Any threatening behaviour or physical altercation
- 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 the Club Will Do

- Provide members, parents and other sporting personnel with the Code of Behaviour and make clear the expectations and consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities.
- Reinforce messages of fair and respectful behaviour through signage, the website, newsletters and other club communication.
- Encourage 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 local police and seek their support and advice on handling inappropriate spectator behaviour.
- Encourage the reporting of incidents and investigate inappropriate behaviours, taking disciplinary or other actions as necessary.
- Encourage players, coaches, officials and spectators to call the police if concerned about escalating behaviour.

What We Ask You to Do

- Help create a positive atmosphere by showing respect for players, officials and other spectators.

- Abide by the Code of Behaviour and refrain from bad language, harassment or threatening behaviour.
- If aware of inappropriate behaviour and confident to do so, speak with the person and ask them to stop.
- Report inappropriate behaviour to the club president or a person in a position of authority.
- Call the police or a club official if concerned for the safety of yourself or others.

Non-Compliance

Members or associates found to have behaved inappropriately may face disciplinary action consistent with the Member Protection Policy.

Team Selection Policy — Seniors

Tier 3 — Operational Guideline · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Our Commitment

The club supports an open and fair process for team selection. Selection will be based on clear criteria that are communicated with all players prior to the season, program or competition commencing.

Selection Criteria

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

- Attendance at competition, training and club/team events (commitment)
- Good sportsmanship (values)
- Abiding by the Code of Behaviour on and off the field (behaviour)

In addition, players:

- Must be financial members of the club
- Will be selected on performance, commitment, values and behaviour — not personal characteristics such as race, sexuality or 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 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, particularly where family members are involved.
- Players will be provided with reasons for non-selection and areas to improve upon request or as necessary.
- Coaches will be responsible for all selection decisions once the season commences.
- Selection criteria will be reiterated during the season so players are clear about finals selection.
- Concerns about selection should be discussed with the coach/selector in the first instance. A formal written complaint to the committee may be made if unresolved.

Responsibilities

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.

Team Selection Policy — Juniors

Tier 3 — Operational Guideline · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Our Commitment

The club believes that junior sport should be safe, enjoyable, inclusive and maximise individual participation. Positive experiences in junior competition contribute to children developing a lifelong love of sport.

What the Club Will Do

- Emphasise to coaches and parents that junior sport is about participation, development and performance.
- Modify rules and equipment where possible to include children and young people of all abilities.
- Try to match junior players with others of similar ability. Adopt a cohort policy where possible, with the ability to train and play up if available.
- Provide junior players with a broad range of experiences, including participating in different positions.
- Provide equal playing time for all juniors regardless of ability where possible.
- Consider boys and girls under 12 playing on the same team, particularly if a team could not otherwise be fielded and rules have been modified.
- Ensure all team members play in the finals.

Responsibilities

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.

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.

Coach Code of Behaviour

Tier 2 — Code of Conduct · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Safety and Health of Participants

- Place the safety and welfare of 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 reach their potential. Respect the talent, developmental stage and goals of each individual 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 the 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 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.
- The club does not tolerate abusive, bullying or threatening behaviour.

Guidelines for Interacting with Children

Tier 2 — Child Safeguarding · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Maintain Appropriate Boundaries

Coaches and other personnel in positions of authority should maintain clear physical, emotional, social and sexual boundaries.

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 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

Physical contact with players or participants should generally be to develop sport skills, give sports massage, treat an injury, prevent or respond to an injury, or meet specific requirements of the sport. All contact must:

- Be appropriate for the development of a sport skill
- Have permission sought from the player or participant
- Take place in a public setting — never in isolation

Avoid Being Alone with a Child

- Do not isolate yourself with a child; avoid being alone with any particular child.
- If a child approaches you privately, speak with them in an open area in sight of other adults.

- Before going into changerooms, knock or announce your entry. Try to have at least one adult with you in a changeroom with children.

Chaperone Policy

Tier 2 — Child Safeguarding · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Our Commitment

The club is committed to ensuring the safety and well-being of all young people involved in the sport. Chaperones play an important role in creating a positive team and club culture and in fostering cooperation and team spirit.

Use of Chaperones

The club may appoint 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.
- Chaperones will be appointed for all away trips that include at least one overnight stay.

Scope

This policy applies to anyone, whether in a paid or voluntary capacity, appointed as a chaperone. The policy continues to apply to a person even after they have ceased their association with the club if disciplinary action related to their chaperone role has commenced.

Chaperone Responsibilities

- Ensure the schedule is followed — curfews, meal times, training sessions.
- Make sure athletes have the clothing or equipment they need for competition or training.
- Organise and prepare meals and supervise athlete involvement in meal preparation and clean-up.
- Enforce the rules and report any infraction of the Code of Conduct or Member Protection Policy.
- Handle any emergencies with common sense and according to club codes and guidelines.
- Accompany an injured or ill athlete who needs medical attention.
- Make sure other relevant club policies are adhered to.
- 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 athletes' tickets, keys, valuables and money when appropriate.
- Maintain a contact list of key people — managers, coaches, parents, emergency contacts.

Selection Criteria for Chaperones

Any person being considered for appointment 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 licence
- 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 their suitability to the role

Accommodation

Where possible, chaperones will be given their own separate room. A chaperone may share a room with another chaperone, coach or manager. A chaperone may share a room with their own son or daughter.

Remuneration and Reimbursement

Chaperones are appointed on a voluntary or paid basis, depending on the circumstances. Where expenses are incurred, all receipts must be retained. An Expense Form must be completed listing all expenses and given to the coach or manager with original receipts. If a personal vehicle is used, mileage will be reimbursed at current ATO rates.

Alcohol Policy

Tier 2 — Member Protection / WHS · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Our Commitment

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

Serving Alcohol

Alcohol will be served in compliance with the 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.
- 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.
- Servers will follow procedures provided in their training 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; only photo ID will be accepted.

Safe Transport

- The club will prominently display taxi phone numbers in the venue.
- Bar staff will encourage intoxicated patrons to take safe transport home.
- The 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. Free water will also be available.
- Tea and coffee will be provided at social functions.

What We Ask You to Do

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members aged under 18.
- Do not bring or drink alcohol at games in your role as coach, official or volunteer.
- Do not encourage others to drink 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. Members who become drunk at club events may be asked to leave; ongoing instances may result in suspension or termination of membership. Serving alcohol to a minor, drink spiking and related misconduct are criminal offences that will also be referred to relevant authorities.

Social Media Policy

Tier 3 — Operational Guideline · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Purpose

This policy informs the club community about using social media so people feel enabled to participate while being mindful of their responsibilities. It provides practical guidance to allow all parties to benefit from social media while minimising risks and protecting those involved. It assists in establishing a culture of openness, trust and integrity in all online activities related to the club.

Coverage

This policy applies to all persons involved with the activities of the club whether in a paid or unpaid/voluntary capacity, including members, committee members, employees, coaches, officials, athletes, and support personnel.

Scope

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

- Social networking sites (e.g. Facebook, Instagram, LinkedIn, TikTok)
- Video and photo sharing websites or apps
- Blogs and micro-blogging platforms
- Live broadcasting apps
- Podcasting

Guidelines

Use Common Sense

Whenever unsure whether content is appropriate, seek advice before sharing or refrain from sharing. Remember you are an ambassador for the club.

Protect Your Privacy

Be smart about protecting yourself and your privacy. Content posted online may become publicly available even if intended to be private. Do not post any content online that you would not be happy for anyone to see. Where possible, privacy settings should be set to limit access.

Respect Confidentiality

Maintain the privacy of club confidential information. When using social media be considerate of others and do not post information without consent. You must remove information about another

person if asked to do so. Parental or guardian consent is mandatory before publishing any information regarding minors.

Comply with Applicable Laws

Do not post or link to content that contains illegal, indecent, defamatory, vilifying or misleading content. Do not post material that is offensive, harassing, discriminatory, bullying, hateful, racist, sexist or otherwise inappropriate.

Dealing with Mistakes

If an error is made while posting, be up front and address it quickly. If someone raises a concern about improper content, address it promptly and appropriately and seek legal advice if necessary.

Financial Management Policy

Tier 1/2 — Financial Governance · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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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.

Committee of Management Obligations

The Committee of Management will ensure that:

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

Standard Procedures

- The club uses accrual-based accounting.
- Two approvers are required on all cheques and bank account transactions.
- The Treasurer and one other committee member are authorised to operate club bank accounts.
- A spending limit may be authorised by the Treasurer without committee approval; refer to the Payment Policy for thresholds.
- Monthly financial reports are prepared for committee meetings and distributed before the meeting.
- Any variances to the budget are explained to committee members.
- A bank reconciliation is undertaken at the end of each month.
- A reimbursement system is established; money will only be reimbursed on receipt of a completed claim with a receipt attached.

Reimbursement Form

A reimbursement form is maintained by the operations manager and available on Sharepoint. Completed forms must include: name, date(s) of expense, payment method, purpose of expenditure, and original receipts. Claims must be submitted within 30 days of the expense being incurred.

Payment Policy

Tier 2 — Financial Controls · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Purpose

This policy establishes the procedures and approval requirements for all payments made by the club. It is intended to ensure financial accountability, appropriate authorisation, transparency, and accurate financial record keeping.

Scope

This policy applies to club employees and contractors, board members, program managers, volunteers, and any person submitting, approving, or processing payments on behalf of the club.

Payment Categories

Contracted Payments

Includes regular income-related expenses, salaried staff payments, supplier agreements, and ongoing service contracts. These payments must:

- Be supported by an executed contract, agreement, invoice, or purchase order
- Be approved in accordance with delegated authority prior to payment
- Be recorded in the club's accounting system (Xero)

Casual Staff Payments

Casual employees and casual coaches are paid via approved timesheets submitted through the Xero Me app. The applicable hourly rate must be pre-approved. Timesheets must be approved by the relevant Program Manager, CEO, or Board. No payment will be processed without an approved timesheet.

One-Off Payments

Includes non-recurring purchases, small operational expenses, ad hoc supplier payments and event-related expenses. These may be approved by any one of: CEO, Treasurer, Vice President, or President. Approval must be documented via email, accounting workflow approval, or signed authorisation.

Banking Approval Requirements

All payments, regardless of category, require two authorised banking approvals prior to release of funds. The two approvers must be authorised banking signatories approved by the club. No single individual may both create/process a transaction and provide both banking approvals.

Reimbursements

Reimbursement claims must include: a valid tax invoice or receipt, a clear description of the expense, and the relevant business unit or program allocation. Claims must be submitted within 30 days of the expense. Reimbursements are subject to approval by an authorised approver. Reimbursements without receipts will generally not be paid.

Record Keeping

The club will maintain accurate financial records for all payments including contracts, invoices, timesheets, receipts, approval records and banking approval evidence. Financial records must be retained in accordance with applicable legal and taxation requirements.

Compliance

Any payment processed outside this policy may be delayed, rejected, or referred to the Board for review. Repeated breaches may result in disciplinary action or removal of delegated financial authority.

This policy is reviewed annually by the Board.

Risk Management Policy

Tier 2 — Risk & WHS · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee
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Policy Statement

The club acknowledges that risks are inherent in most aspects of water polo and that it faces a variety of other risks related to the pursuit and delivery of its strategy and day-to-day operations. The club understands the importance of a structured and systematised approach to the identification and management of risks.

The club is committed to managing and minimising risk by identifying, analysing, evaluating and treating risks to ensure it has the best prospects for achieving its strategic objectives and maintaining effective and efficient operations for the benefit of its members, participants and the broader community.

Risk Management Principles

The club adheres to the principles reflected in ISO 31000:2018 Risk Management — Guidelines:

- Risk management activities are integral to the club and will be integrated across all areas and activities.
- The club will ensure a structured and comprehensive approach to risk management.
- The approach to risk management will be customised and appropriate for the nature and scale of the organisation.
- The club will be inclusive of relevant stakeholders to improve risk awareness.
- The club will be dynamic in anticipating, detecting, acknowledging and responding to changing circumstances, events and the risk landscape.
- Risk management efforts shall utilise the best available information from all relevant stakeholders.
- The club acknowledges that human and cultural factors influence all aspects of risk management and will promote a risk-aware culture.
- The club will strive for continuous improvement in its risk management performance.

Risk Appetite

The club assesses its risk appetite across the following domains:

Risk Domain	Club Position	Appetite
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Health & Safety	Highest standards of health, safety and welfare for athletes, staff and participants.	Zero
Child Safety & Safeguarding	Zero tolerance for any form of abuse or exploitation of staff, volunteers, athletes and participants including children.	Zero
Financial	Not-for-profit committed to financial sustainability; low appetite for irresponsible use of financial resources.	Low
Legal & Compliance	Zero tolerance for failure to comply with legal, regulatory and legislative requirements.	Zero
Reputational	Low appetite for any activity that may compromise brand or credibility.	Low
Data Security	Zero tolerance for loss or unauthorised disclosure of personal or commercially sensitive information.	Zero
Commercial	High appetite to explore commercial opportunities and diversify revenue.	Moderate
Strategic	Willing to accept moderate to high risk in pursuit of strategic objectives.	Moderate

Roles and Responsibilities

Officers and committee members recognise their responsibilities for effective risk management, including providing leadership, allocating appropriate resources, monitoring and responding to information as it becomes available, and encouraging a culture where speaking up and raising concerns is encouraged.

The full Risk Matrix (likelihood ratings, consequence descriptors and the risk register) is maintained separately by the CEO and presented to the board annually. Version 1.0 was adopted April 2025.

Program Budgeting and Approval Policy

Tier 2 — Financial Governance · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner CEO / Treasurer / Board
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Purpose

The purpose of this policy is to ensure all club programs, tours, camps, and special initiatives are financially accountable, transparent, and appropriately governed through consistent budgeting, reporting, and approval processes.

This policy has been reviewed and updated following consideration of feedback received from AYC, Water Polo Australia, parents, participants, and internal stakeholders. That feedback has informed the structure and requirements outlined in this updated policy framework.

Scope

This policy applies to all Club-operated programs and activities, including but not limited to:

- Core development and competition programs
- Camps
- Tours and representative programs
- Special events and initiatives
- AYC-related activities
- Any additional program operating under the Club banner
- Refund policy

Policy Statement

All programs conducted by the Club must operate within an approved financial framework that enables income and expenditure to be tracked, monitored, and managed on a program-by-program basis.

Each program must be allocated to a designated business unit or cost centre to ensure financial visibility, accountability, and transparent reporting.

Core Programs

The Club Treasurer is responsible for integrating the club’s established core programs into the annual Full Year Budget. Core programs include, but are not limited to: PP, JSL, SSL, and AWL. These programs are already incorporated into the annual budgeting process and maintain clear financial visibility through standard reporting mechanisms.

Camps, Tours and Special Programs

Programs that sit outside the established core program structure including camps, tours, AYC, and other special projects must operate under a separate approved budget and operating model. Prior to commencement, the Program Coordinator must provide:

1. A detailed program budget outlining:

- Expected income
- Anticipated expenditure
- Pricing assumptions
- Participant number assumptions
- Contingency considerations

2. An operating model outlining:

- Program objectives
- Staffing and supervision arrangements
- Financial responsibilities
- Risk and compliance considerations
- Reporting expectations

Approval Process

All non-core programs must receive Board approval prior to promotion, participant registration, financial commitment, or program commencement.

The Board reserves the right to:

- Request amendments to proposed budgets or operating models
- Require additional financial controls or reporting
- Decline approval where financial or operational risk is considered unacceptable

Financial Reporting

Program Coordinators are responsible for monitoring program performance against the approved budget and providing updates as requested by the Treasurer or Board. At the completion of each program, a final financial acquittal report must be submitted to the Treasurer and Board, including:

- Actual income and expenditure
- Variance to budget
- Key outcomes and learnings
- Recommendations for future delivery

Governance and Review

This policy will be reviewed periodically by the Board to ensure it remains aligned with club governance standards, financial management expectations, and stakeholder feedback. The club remains committed to continuous improvement and transparent management of all programs delivered under its name.

Member Protection Policy

Tier 2 — Member Protection · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Secretary (MPIO) / Board
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Our Commitment

The club is committed to providing a safe, fair and inclusive environment for all members, free from harassment, discrimination, victimisation and abuse. This policy sets out how the club prevents and responds to member protection concerns, consistent with Water Polo Australia's National Integrity Framework and the Sport Integrity Australia member protection framework.

Purpose

This policy establishes the club's approach to preventing inappropriate behaviour and responding to complaints, and sets out the role of the club's Member Protection Information Officer (MPIO).

Scope

This policy applies to all players, coaches, officials, committee members, volunteers, parents and guardians, and spectators involved with the club.

Member Protection Information Officer (MPIO)

- The Secretary is appointed as the club's Member Protection Information Officer (MPIO).
- Acts as the first point of contact for members with a concern or complaint about inappropriate behaviour, discrimination, harassment or abuse.
 - Provides confidential information on the options available, including informal resolution and formal complaint pathways.
 - Listens impartially and does not investigate or decide the outcome of a complaint.
 - Refers matters to the committee, Water Polo WA or Water Polo Australia's integrity unit as appropriate, and to Police where a matter involves a child or a criminal offence.

Making a Complaint

- Where safe and appropriate, members are encouraged to raise concerns informally with the person concerned, a coach or team manager in the first instance.
- A formal complaint may be made in writing to the MPIO, Secretary or President.
- The MPIO can support a complainant to understand their options and, where requested, assist with referral to Water Polo WA or Water Polo Australia.

- Serious matters, including child safety concerns, abuse or suspected criminal conduct, are referred immediately to the relevant authority and are not resolved informally.
- A person raising or responding to a complaint may be accompanied by a support person at any stage.

Confidentiality

Information relating to a complaint is handled confidentially and shared only with those who need to know in order to respond appropriately. The club will take reasonable steps to protect a complainant from victimisation as a result of raising a concern in good faith.

Non-Compliance

Breaches of this policy or the club's Code of Behaviour may result in disciplinary action, up to and including suspension or termination of membership, and may be referred to Water Polo Australia under the National Integrity Framework.

Related Documents

Coach Code of Behaviour, Child Safeguarding Policy, Chaperone Policy, and Water Polo Australia's National Integrity Framework.

Child Safeguarding Policy

Tier 2 — Child Safeguarding · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Committee / MPIO
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Our Commitment

The club has zero tolerance for child abuse or exploitation in any form. The safety and wellbeing of children and young people is paramount in all decisions and actions taken by the club.

Purpose

This policy sets out the minimum standards the club maintains to keep children and young people safe while participating in club activities.

Scope

This policy applies to all coaches, officials, chaperones, committee members and volunteers who have contact with children and young people under the age of 18 through club activities.

Working with Children Checks

- All coaches, officials and volunteers in regular or unsupervised contact with children under 18, or in a position of trust with them, must hold a valid WA Working with Children Check (WWCC) before commencing their role.
- The club maintains a WWCC register recording each holder's card number and expiry date.
- WWCC status is verified before a person commences their role and monitored for expiry.
- Volunteers assisting on an occasional, supervised basis are assessed on a risk basis in line with WA working with children requirements.

Standards of Behaviour

Coaches, officials and volunteers are required to comply with the club's Coach Code of Behaviour and Guidelines for Interacting with Children, including maintaining appropriate physical, emotional and social boundaries and avoiding unsupervised one-on-one contact with a child.

Recruitment and Screening

- References are checked for coaching and volunteer roles that involve regular contact with junior players.

- A valid WWCC is sighted and recorded before a person starts in the role.
- New coaches, officials and volunteers working with juniors are inducted on this policy and the Coach Code of Behaviour.

Reporting a Concern

- Anyone who suspects a child is being abused, harmed or is at risk must report the concern to the MPIO or Secretary immediately.
- Where a child is in immediate danger, contact Police on 000 first.
- The club will comply with mandatory reporting obligations under Western Australian law where they apply.
- Credible concerns are reported to Water Polo WA and Water Polo Australia, and to the WA Department of Communities where required.

Roles and Responsibilities

The Committee ensures the WWCC register is maintained and that coaches and volunteers are inducted on this policy. The MPIO / Secretary receives and escalates safeguarding concerns. Coaches and volunteers comply with this policy and the Coach Code of Behaviour at all times.

Related Documents

Coach Code of Behaviour, Guidelines for Interacting with Children, Chaperone Policy, and Member Protection Policy.

Privacy Policy

Tier 2 — Privacy & Data · Review: Annually

Date adopted June 2026	Review frequency Annual	Policy owner Secretary / Board
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Our Commitment

The club respects the privacy of its members and handles personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles, and in line with its obligations to Water Polo WA and Water Polo Australia.

Purpose

This policy explains what personal information the club collects, how it is used, stored and disclosed, and the rights members have over their information.

Scope

This policy applies to the personal information of members, players, parents and guardians of junior players, volunteers, coaches and officials.

What We Collect

- Name, contact details and date of birth
- Emergency contact details
- Health or medical information relevant to safe participation
- Membership, registration and competition details
- Payment details for fees and levies
- Photos or video taken at club events, where consent has been given

How We Use Information

- Registration, competition entry and team administration
- Team selection and communication with members
- Managing health and safety, including in an emergency
- Reporting to Water Polo WA and Water Polo Australia as required
- Promoting the club, including via photos or social media, where consent has been given
- Meeting the club's legal and insurance obligations

Storage and Security

- Personal information is stored securely in the club's registration and financial systems, with access limited to committee members and officials who need it to perform their role.
- Information is retained only as long as necessary for the purpose it was collected and disposed of securely afterwards.

Disclosure

The club does not sell personal information and does not disclose it to third parties except where required for competition administration (such as to Water Polo WA, Water Polo Australia, venues or insurers) or where required by law.

Access and Correction

Members may request access to, or correction of, the personal information the club holds about them by contacting the Secretary.

Photos and Images

The club seeks consent before publishing an identifiable image of a child. Consent can be withdrawn at any time by contacting the Secretary.

Complaints

Privacy complaints should be directed to the Secretary in the first instance. Unresolved complaints may be referred to the Office of the Australian Information Commissioner (OAIC).

Related Documents

Member Protection Policy, Child Safeguarding Policy and Social Media Policy.

Tier 3 — Operational Guidelines

Tier 3 guidelines are practical how-to documents that do not require formal policy status. The following items are identified as priorities for development ahead of or shortly after the AGM. One to two pages each is sufficient.

Guideline	Purpose	Status
Employment Guideline	Board/staff authority boundary, performance review	Under contract
Volunteer Roles & Onboarding	Role descriptions, key contacts, induction checklist	Refer Board Pack
Emergency Procedures	Pool emergency protocol, defibrillator, first aid contacts	Operational Pack
Fees & Refunds	Fee schedule, hardship, concessions, refund policy	Financial
Equipment Management	Loans, storage, maintenance schedule	Operational

Policy Gap Analysis

The following table maps the club's current policy coverage against the requirements identified in the Governance Framework. It is intended to guide the board's review ahead of the AGM.

Policy / Document	Tier	Status	Action Required
Constitution / Rules	1	✓ In place	Confirm compliance with Act 2015 & Water Polo WA
Committee Terms of Reference	1	✓ In place	Formalise and attach to constitution
Financial Controls	1	✓ In place	Payment Policy adopted & review thresholds annually
Child Safeguarding Policy	2	✓ In place	Formal policy adopted; maintain WWCC register and reporting process
Member Protection Policy	2	✓ In place	Formal policy adopted; Secretary appointed as MPIO
Code of Conduct	2	✓ In place	Coach Code included & extend to players/parents/officials
WHS Safety Management Plan	2	Operational	Pool-specific plan established
Privacy Policy	2	✓ In place	Formal policy adopted June 2026; review annually
Spectator Behaviour	2	✓ In place	Review in line w/ AGM
Alcohol Policy	2	✓ In place	Review in line w/ AGM
Social Media Policy	2	✓ In place	Review in line w/ AGM
Financial Management	2	✓ In place	Review in line w/ AGM
Payment Policy	2	✓ In place	Review thresholds annually
Risk Management Policy	2	✓ In place	Update risk register annually
Team Selection — Seniors	3	✓ In place	Review in line w/ AGM
Team Selection — Juniors	3	✓ In place	Review in line w/ AGM
Interacting with Children	3	✓ In place	Review in line w/ AGM
Chaperone Policy	3	✓ In place	Review in line w/ AGM
Employment Guideline	3	✓ In place	Contracts for staff incl casuals
Volunteer Roles	3	✓ In place	Forms part of the above
Emergency Procedures	3	✓ In place	Pool environment
Fees & Refunds	3	✓ In place	Develop prior to next season
Program Budgeting & Approval	2	✓ In place	Adopted & applies to all tours, camps & AYC from next season