

Members Offer For Nominations Process

It is of utmost importance that as “delegates” of the executive committee of the Underwater Rugby Australia (UWRA) that we champion an impartial and equitable environment for all members, sponsors and organisations that we are working with and are seen as an organisation that is “Open, Transparent, Fair and Approachable.

With this in mind we have developed a “**Members Offer for Nomination Process**” which will be required to be complied with for all appointments made in the UWRA and the subsequent “**UWRA MD-002 Offer for Nomination Form**” which will be made available to all members who feel want to nominate themselves for a role open or advertised in the UWRA.

At present the members offer for nomination items include the following but can be revised or updated if required.

NT MANAGER	NATIONAL COACH	NATIONAL TEAM SELECTION PANEL	CHIEF REFEREE
MARKETING OFFICER	SECRETARY	TREASURER	OTHER
OTHER ROLE DESCRIPTION			

Members Offer for Nomination Process Steps is as follows:

1. The member will be advised to duly complete a **OFFER FOR NOMINATION FORM MD-002** and then send it off to the UWRA executive by email to info@uwra.org.au or hard copy to an executive or committee delegate of the [UWRA Commission](#)
 - a. On this form the member will be required to provide their personal details, identify the ROLE they are nominating themselves for and provide a brief description of their skills and expertise.
 - b. Should additional or supporting evidence be available they may attach the said information, photos or documents to the offer for nomination form that they are handing over to the executive committee.



2. The UWRA will have up to **30 calendar days** after receipt of an official "OFFER FOR NOMINATION" notification to appoint a delegate/committee to look into the matter **confidentially** and reply to the nominating party in writing of their decision.
3. Should the decision for the "OFFER FOR NOMINATION" be required to take longer than 30 **calendar days** then the UWRA will inform the nominating party of the latest date of the expected decision with a brief explanation of why the decision will be delayed.
4. Once the nominating party has received the executive committee's decision, the nominating party will have up to **7 calendar days** to accept or decline the appointment.
5. In the case where the nominating party disputes the UWRA executive committee's decision they can lodge a grievance application on Form **UWRA MD-003 Grievance Notification Form** and follow the prescribed process.
