



# **Underwater Rugby Australia (UWRA) By-Laws**

**DATE: 28<sup>th</sup> March 2017**

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### By-Laws History and Status

Version	Prepared by	Reviewed by	Approved by	Approval date
0.1	Bobby Chen			
0.2	Bobby Chen			
0.3	Bobby Chen			
0.4	Wayne Freeman			28 <sup>th</sup> March 2017

# **1 Voting Rights**

- 1.1 Voting rights at Underwater Rugby Australia (UWRA) meetings are one vote per Management Committee Member – with the Chairman or their nominee allowed to cast a deciding vote, should such be required.
- 1.2 The Management Committee consists of the President (Chair), Treasurer, Secretary and the Delegates.
  - 1.1.1 A Delegate is an elected representative from an ‘Affiliated Club’ and is listed in Schedule 1 of the By-Laws.
  - 1.1.2 An ‘Affiliated Club’ shall be defined as one which is listed in Schedule 1 of the By-Laws.
  - 1.1.3 An ‘Affiliated Club’ is entitled to one Delegate each.
  - 1.1.4 Any ‘Non-Affiliated Club’ may send an observer to UWRA meetings, but shall have no vote.
  - 1.1.5 With the exception of a deciding vote cast by the Chair, all Delegates have one vote each.
  - 1.1.5 A Delegate may choose to abstain in any vote.
  - 1.1.6 A “Delegate” may provide a signed document indicating their decision to appoint another “Delegate” as “PROXY” to vote on their behalf at a meeting if unable to attend.
- 1.3 There are a number of ‘Special Roles’ as listed in Schedule 2 of the By-Laws which may be filled by any member of the Association, but does not entitle the bearer to voting rights on the Management Committee.
- 1.4 A special majority is where there is a 75% or greater weight of votes in favour of a motion.

# **2 Finance**

- 2.1 UWRA membership fees are set by the UWRA membership at an AGM.
- 2.2 UWRA fees are due 1 July of each year, to coincide with the start of the UWRA financial year.
- 2.3 The financial accounts of UWRA, where there are any, are to be subject to annual financial reporting and the UWRA Treasurer shall forward the report to the representative of each Affiliated Club within the financial reporting period.
- 2.4 The financial accounts of UWRA, where there are any, are to be subject to periodic financial audit and the UWRA Treasurer shall forward the relevant auditor’s reports to the representative of each Affiliated Club.
- 2.5 The UWRA financial reporting period shall be from 1 July to 30 June of the following financial year.

### **3 Meetings**

- 3.1 The UWRA Annual General Meeting (AGM) shall be held at an appropriate time at least two months prior to the AUF federal AGM.
- 3.2 The venue and location for the UWRA AGM shall be as nominated by the Committee members from time to time. Costs, where there are any, which may be borne by UWRA are venue hire and secretarial services. Clubs shall cover all costs incurred by their Delegates.
- 3.3 All motions to be considered at meetings of the UWRA shall be tabled in the MEETING AGENDA by a Committee member at least 15 days before physical meetings and 14 days before online meetings.
- 3.4 A motion is tabled when placed on the agenda and circulated in writing or by email.
- 3.5 Should any motion be brought that was not properly tabled (as described at Item 3.3 and 3.4 above), that motion may be vetoed by any Delegate.
- 3.6 A 'meeting' can include online forms of interaction such as email, instant messaging and video conferencing applications.
- 3.7 An online meeting shall be called at least 14 days in advance by notifying all other Delegates in writing or by email; the meeting must be supported by at least 2 other Delegates.
- 3.8 A physical meeting shall be called at least 30 days in advance by notifying all other Delegates in writing or by email; the meeting must be endorsed by at least 2 other Delegates.
- 3.9 Should any meeting take place that was not properly called (as described in items 3.7 and 3.8 above) any motions that were passed during that meeting may be vetoed by any Delegates who were absent from the meeting within 30 days of the meeting.
- 3.10 A quorum of not less than 50% of the Delegates are required for any meeting.
- 3.11 Unless otherwise specified, decisions voted on and approved at any UWRA meeting shall be in force upon conclusion of the meeting.
- 3.12 All Delegates shall provide a report at the AGM as per Schedule 5.
- 3.13 This item and items 3.3-3.11 can only be amended with a special majority at a meeting where all Committee Members are present.

### **4 Records and documentation**

- 4.1 The control and up-keep of all UWRA documentation such as By-Laws, guidelines, position descriptions, forms and records are the responsibility of the Chairman or persons appointed by the UWRA committee and must be made publicly accessible within 2 months from publication.

- 4.2 The management committee will be tasked to review the Associations Rules and By-Laws every (2) Two years on a rotating basis and make any required revisions, updates or deletions to the applicable documents to ensure compliance with the latest Acts, Regulations, Codes of Practice or associations requirements to improve the functioning, safety, processes and practices of the UWRA and or its members.

## **5 Appointments and elections**

- 5.1 A Delegate of the UWRA is an elected representative from an Affiliated Club and is listed in Schedule 1 of the By-Laws.
- 5.2 A new Affiliated Club may be added to Schedule 1 by unanimous vote of the management committee at a meeting or by committee resolution.
- 5.3 Delegates shall be nominated by the executives of each Affiliated Club for election at the AGM.
- 5.4 Affiliated Clubs may recall or replace their Delegates at any time provided proper internal processes for executive decision making, in accordance with their respective constitutions, has been followed. The Chair of the Committee may amend Schedule 1 of the By-Laws from time to time to update the names of Committee members elected by each Club.
- 5.5 Affiliated Clubs shall nominate Delegates 28 days prior to the UWRA AGM. New appointments of Committee Members shall be in force on the same day of the AGM.
- 5.6 At each AGM, the members of the Management Committee retire from office, and are elected and/or re-elected from the nominated candidates as detailed in the Model Rules.
- 5.7 The elected chairman can be a non-delegate but must have been a Delegate that served for at least 1 year in the past 5 years on the UWRA committee prior to being elected as a Chairman.
- 5.8 If there are more than two nominations for Chairman, Delegates are to vote in rounds whereby the nominee with the least number of votes is eliminated after each round of voting.
- 5.9 The re-appointed and/or newly appointed Committee Members shall appoint members to any Special Roles as detailed in Schedule 2 from a list of nominees at any scheduled committee meeting.
- 5.10 Any Special Role may be appointed from a Delegate or from any other member of the UWRA.
- 5.11 Nominations for a Special Role must be open for at least 14 days before voting occurs and announced to all players.
- 5.12 The Chief Referee and National Team Coach/Coaches role will be for a period of 2 years to assist with the stability, growth and development of Underwater Rugby in Australia and the National Team.
- 5.13 If there are more than two nominees for Chief Referee or National Team Coach, Committee Members are to vote in rounds whereby the nominee with the least number of votes is eliminated after each round of voting.

- 5.14 Should the elected Chief Referee or National Team Coach resign or be replaced during their elected officials (2) two year period the replacement person will only serve out the remainder of the time of the designated role of the official that they replace.
- 5.15 Nominations for any Committee positions must be open for at least 14 days before voting occurs and announced to all players.
- 5.16 If there are more than two nominees for any Committee positions, Delegates are to vote in rounds whereby the nominee with the least number of votes is eliminated after each round of voting.

## **6 Office Bearer Duties & Responsibilities**

### **6.1 Accountability of the management committee**

One of the advantages of being incorporated is that personal liability is limited. However, management committee members still have a duty to the incorporated association. This means they may be held accountable if they:

- Deliberately fail to act in the best interests of the incorporated association.
- Abuse their powers as committee members.
- Fail to avoid conflict of interests.
- Fail to exercise due care, skill and diligence.

If a management committee does not fulfil its reporting requirements, OFT may issue a show cause notice asking the incorporated association to provide reasons why its registration should not be cancelled.

### **6.2 Applicable to all office bearers in the UWRA:**

The management committee is responsible for managing the affairs of an incorporated association and has several responsibilities under law.

An incorporated association management committee must:

- control the business and operations of the incorporated association
- ensure the incorporated association complies with its rules on calling and holding meetings
- ensure minutes of all committee and general meetings are kept
- ensure an appropriate secretary is elected or appointed
- ensure a copy of the incorporated association's rules is available to all members
- keep public liability insurance current, if the incorporated association is required to hold any
- have a nominated address for documents to be served (this must be a physical address, not a Post Office Box)
- register land or interests in land gained by the association because of its incorporation
- ensure the incorporated association's name appears on the common seal
- ensure the incorporated association's full name appears on all official documents such as advertising, business letters, accounts, official notices, publications, cheques and receipts

- notify OFT within one month of changes of office bearers (president, treasurer or secretary), the incorporated association's postal address or the secretary's residential address
- ensure proper accounting records are kept which correctly record and explain the transactions of the incorporated association and its financial position
- ensure the association's financial affairs are audited or verified annually
- ensure an AGM is held each year within six months of the end of the incorporated association's financial year
- ensure the audited or verified financial statements of the accounts of the incorporated association are submitted to members at the AGM
- lodge an annual return using the form your incorporated association is sent by OFT.

In addition, members of the committee should:

- be aware of the duties of the secretary and ensure they are properly carried out
- use reasonable care and skill in the performance of their duties
- act in good faith
- advise the committee of any conflict that may arise between their own interests and the interests of the incorporated association (e.g. advise if any incorporated association activities might result in a financial gain to themselves)
- ensure any documents addressed to the incorporated association are brought to the attention of the committee as soon as practicable after receipt
- ensure documents provided to OFT or submitted to members do not contain or omit anything that makes them false or misleading.

The rules of the incorporated association may set out additional obligations and specific restrictions on the power of the committee. As a result, each member of the committee should be familiar with the incorporated association's rules and any obligations under those rules.

**See Schedule 8 in the Appendix for individual roles, duties, and responsibilities.**

### 6.3 Communications Protocol

## **7 Office Bearers, NT Coach & Chief Referee Allowances**

### 7.1 Office Bearers

- All elected executive members shall be provided with (1) One UWRA shirt per year if required indicating that they are part of the executive team.
- All executive members will have their following years AUF membership paid if they have served on the UWRA for more than 9 months in the previous year.

### 7.2 NT Coach and Chief Referee

- All nominated officials shall be provided with (1) One UWRA shirt per year if required indicating that they are part of the executive team.
- All nominated officials will have their following years AUF membership paid if they have served on the UWRA for more than 9 months in the previous year.

### 7.3 National Team Coach

- The national team coach will have his air tickets covered for all NT training camps.

- The NT coach will have his air ticket, reasonable accommodation costs, uniform and be provided with a AUD \$50 a day allowance for meals and general expenses for the period of a tournament that the National Team attends overseas. This will include 2 days travel before and after the tournament.
- These costs will be covered by an agreed NT player contribution and or the event organiser or UWRA subsidy.

#### 7.4 Event Volunteers and Referees

- All volunteers and event officials shall be provided with (1) One UWRA shirt during the event and be required to hand it back after the event.
- Should the volunteer want to own the relevant UWRA shirt then they can purchase it at a nominated value provided by the UWRA executive from time to time.

#### 7.5 National Team

- The UWRA will provide Free of Charge every selected National Team Player with an official event shirt at least 2 months prior on them leaving to attend an official event/tournament sanctioned by the UWRA.
- The UWRA will provide any form of assistance required to apply for government grants, travel subsidies and or commercial sponsorship to reduce the financial and administrative burden from individuals selected to represent Australia in an UWRA sanctioned event.

#### 7.6 All of the above provisions from (Item 7.1 – 7.5) can be deferred if the required funds are not available at the required time.

## 8 Classes of Membership

#### 8.1 There are 6 (Six) classes of members of the Association:

- Affiliated Clubs or University bodies;
- AUF members; and
- Non-AUF members; and
- Social members; and
- Honorary members; and
- Life members;

## 9 Membership Class Rules & Benefits

#### 9.1 Affiliated Clubs or University bodies;

- All paid up affiliated clubs are allowed to have 1 (One) appointed delegate /club representative on the UWRA executive committee.
- All paid up affiliated clubs members are allowed to nominate for any office bearer role or advertised temporary position in the UWRA.
- All paid up affiliated clubs are allowed to have players take part in any planned or sanctioned activities of the UWRA.
- All paid up affiliated clubs are allowed to host the Australian Nationals on a rotating club basis.
- All paid up affiliated clubs are allowed to plan and host training camps, tournaments and training programs with other UWRA affiliated clubs.
- All paid up affiliated clubs members are allowed to be nominated for the national team.

#### 9.2 AUF members; and

- All paid up Underwater Rugby AUF members are allowed to take part in all planned and sanctioned UWRA events and activities.
- All paid up Underwater Rugby AUF members are allowed to be nominated for the Australian Underwater Rugby National Team and attend all



international CMAS events.

9.3 Non-AUF members; and

- All Non- AUF members are allowed to take part in all UWRA activities and events except the yearly National tournaments due to AUF requirements.
- All Non-AUF members to provide evidence of appropriate insurance cover for themselves and their team for any UWRA sanctioned activity or event.

9.4 Social members; and

- All paid up social members are allowed to be present at any UWRA sanctioned activity or event.
- They are not required to become AUF members.

9.5 Honorary members; and

- All appointed honorary members are allowed to be present at any UWRA sanctioned activities or events for the duration of their appointment.
- All appointed honorary members are allowed to take part in all sanctioned UWRA activities and events if they are suitably qualified / experienced and meet the relevant events published criteria.
- They are not required to become AUF members.

9.6 Life members;

- All appointed life members are allowed to be present at any UWRA sanctioned activities or events for the duration of their appointment.
- All appointed life members are allowed to take part in all sanctioned UWRA activities and events if they are suitably qualified / experienced and meet the relevant events published criteria.
- They are not required to become AUF members.

## **10 Membership Fees**

10.1 Affiliated Clubs, University bodies and Associations;

This class of member is required to pay a yearly affiliation fee of \$550.00 to the UWRA on or before the start of each financial year.

This payment can be made in (2) Two equal instalments of \$275.00 in July and January of each year for clubs that chose to pay bi-annually.

10.2 AUF members; and

This class of member is exempt from paying a yearly membership fee on or before the start of each financial year as long as they are registered paid up members of the AUF or AUFQ.

10.3 Non-AUF members; and

This class of member is required to pay a yearly fee of \$25.00 to the UWRA on or before the start of each financial year.

10.4 Social members; and

This class of member is required to pay a yearly fee of \$25.00 to the UWRA on or before the start of each financial year.

10.5 Honorary members; and

This class of member is exempt from paying a yearly membership fee to the UWRA on or before the start of the financial year/s that have been nominated as honorary members.

10.6 Life members;

This class of member is exempt from paying a yearly membership fee to the UWRA on or before the start of each financial year for the duration of their life membership appointment.

## **11 National Championships**

- 11.1 The Committee shall appoint a person or number of persons responsible for organising the National Championships.
- 11.2 The format of the National Championships shall be detailed and updated in **Schedule 6**, and conform to form UWRA AD-006 Nationals Protocol document
- 11.3 The National Championships can be a single event or take place over a number of tournaments, for example in a National League.
- 11.4 The National Championships organisers shall reasonably consult with all other Committee Members and the Chief Referee.
- 11.5 The National Championships can consist of State Teams or individual clubs.

## **12 Refereeing**

- 12.1 Any individual nominated by their Club to referee games at an Australian National Championships competition must meet at least one of the following requirements:
  - 12.1.1 Be a paid-up Underwater Rugby AUF member with a Level 1 AUF accredited referees qualification.
  - 12.1.2 Provide evidence of attendance at relevant referee training courses organised by a Chief Referee in the past 3 years.
  - 12.1.3 Satisfactory provide evidence of attendance at any other referee training course overseas recognised by the Chief Referee.

## **13 National Championship state/club teams**

- 13.1 All team members of UWR teams entered in the National Championships must be nominated as part of the official team at least 30 days prior to commencement of the National Championships.
- 13.2 Individuals representing a UWR club/team in the National Championships must be residents of that State, or that State in which the Club is located, for at least six months in the twelve months prior to the competition, with the following exceptions:
  - 13.2.1 With the permission of the Chief Referee, an individual may play for a State, or a Club in a State, that they do not reside in – provided requirements of 13.3.2 and 13.3.3 are met.

- 13.2.2 A UWR team in the National Championships may include a maximum of two non-residential players, provided that the players' 'Home State' does not field a team in any division for which the player/s are eligible to play. Permission to vary this requirement may be gained from all other teams in the affected division. The Australian Chief Referee shall notify all affected teams of any variance, and seek their approval should a State or Club request this for one or more of their teams.
- 13.2.3 Visiting international players not meeting the above requirements may only play for a team after unanimous approval is received from all other teams in the affected division, and the Chief Referee. The Chief Referee is to circulate such requests and co-ordinate responses.
- 13.3 Any team not meeting the requirements stated in 13.1-13.3 could have points deducted or wins not recorded in the National Championships, subject to a decision by the Chief Referee, overseen by the Committee, noting any complaints that may have been received.

## **14 National Team Selection Panel**

- 14.1 The Committee shall appoint a Selection Panel for each Australian team category, prior to the commencement of the National Championships.
- 14.2 Unless otherwise decided by the Committee, the Selection Panel will consist of the National Team Coach plus two other selectors chosen by the Committee from a pool of suitable nominees.
- 14.3 Criteria to be considered by the Committee in appointing selectors to the Selection Panel include:
- i. Experience as a player
  - ii. Experience as a team manager or coach
  - iii. Knowledge of the abilities of players from different clubs
  - iv. The underwater rugby community's trust in the nominee's impartiality
- 14.4 Committee Members are eligible to be appointed on the Selection Panel.
- 14.5 With the exception of the National Team Coach, a person cannot be appointed to or serve on the Selection Panel if they are a nominee for the National Team.
- 14.6 Separate Selection Panels can be created for selecting the men and women's national teams.
- 14.7 Item 14.5 does not apply to exclude the situation where a nominee for the women's national team serves on the Selection Panel for the men's national team, and vice versa.
- 14.8 During National Championships training and competition, selectors must observe as many games involving players trying out for the Australian team as they are reasonably able to.
- 14.9 The Selection Panel may wish to consult and seek advice from any other persons.
- 14.10 Nominations for the Selection Panel must be open for at least 14 days before voting occurs and announced to all players.
- 14.11 If there are more than two nominees for the Selection Panel, Delegates are to vote in rounds whereby the nominee with the least number of votes is eliminated

after each round of voting – until the required number of Selection Panel members is remaining.

## **15 Australian Team Selection**

- 15.1 The selection criteria and process are to be published in **Schedule 4** of the By-Laws.
- 15.2 15 players are to be selected for each team wherever possible, with another 5 players to be selected as reserves.
- 15.3 During the selection trials the players are to be identified with a number and/or letter.
- 15.4 Unless otherwise stated in **Schedule 4**, Australian team selection will be undertaken at the Australian National Championships by a Selection Panel.
- 15.5 The selection panel may consider written submissions from individuals not attending the competition. A maximum of two people per Australian team can be selected through written application.
- 15.6 Any player not being selected for the Australian National Team can follow the published grievance process (UWRA Form MD-003) if they feel that they have been unfairly treated or discriminated against.

## **16 Australian rules for underwater rugby**

- 16.1 The Australian rules for underwater rugby must be consistent with the latest CMAS International Rules for Underwater Rugby (CMAS Rules), as it is amended from time to time.
- 16.2 Exceptions and modifications to the CMAS Rules can be made for the National Championships or National Championship tournaments by the Chief Referee/Committee, by means of passing a motion.
- 16.3 Exceptions and modifications to the CMAS Rules passed in accordance with item 16.2 should be consistent with the spirit of the CMAS Rules.
- 16.4 Exceptions and modifications to the CMAS Rules passed in accordance with item 16.2 must be recorded in the table at **Schedule 3**.
- 16.5 Exceptions and modifications to the CMAS Rules passed in accordance with item 16.2 will have standing effect unless a sunset date is stipulated in the table at **Schedule 3**.

## **17 By-law Amendments**

- 17.1 By-Laws should be checked by a responsible person and revised every 2 years to reflect the current needs of the UWRA and its members.
- 17.2 Unless otherwise stated, items in these By-Laws can be amended by passing a motion with a simple majority in a meeting.
- 17.3 This item and item 17.1 can only be amended with a special majority at a meeting where all Committee Members are present.

## 18 Appendix

### SCHEDULE 1 - Affiliated Club Delegates

The following are the list of Australian Clubs which may elect one Delegate each to attend and vote at UWRA meetings.

Affiliated Club	Committee Member	Legal Status
Adelaide “White Pointers”	Charlotte Jordans	
Canberra “Underdogs”	Bobby Chen	
Perth Raiders	Katelyn ten Beysel	
Underwater Rugby Tasmania	Sebastien Robin	
UniDive “Gauls”	Benton Thistlewaithe	
UNSW Underwater Rugby	Carlos Ledzema	
Victoria “Seadragons” Underwater Rugby Club	Angus Lamin	

#### Schedule 1 History and Status

Last updated	Updated by	Approved by	Approval date	Description
11/09/2014	Bobby Chen			Created
15/10/2014	Bobby Chen			Updated UNSW Committee Member
28 <sup>th</sup> March 2017	Wayne Freeman	Bobby Chen		UWRA Incorporation

## SCHEDULE 2 - Committee Members

### MANAGEMENT COMMITTEE MEMBERS

Committee Position	Appointed Person/s
Chairman	Wayne Freeman
Treasurer	Dr Khazmira Bashah
Secretary	Sophie Lamande
Affiliated Club Delegates	<i>Refer to Schedule 1</i>

### SPECIAL ROLES

Position	Appointed Person/s
Chief Referee	Carlos G. Ledzema
National Team Coach	Ricardo Andres Iriarte Pulido
National Team Manager	Sebastien Robin
Media Officer	Dr Khazmira Bashah
IT Officer	Benton Thistlethwaite
Women's Development Officer	
National Championships Organisers	

#### Schedule 2 History and Status

Last updated	Updated by	Approved by	Approval date	Description
28 <sup>th</sup> March 2017	Wayne Freeman			UWRA Incorporation

## SCHEDULE 3 - Exceptions and modifications to the CMAS Rules

Relevant CMAS Rules affected	Exception/Modification	Added Date	Sunset Date
4.3 Duration of Play	In the event of any inconsistency on matters related to Duration of Play, Schedule 6 of the By-Laws, National Championships (Format and Particulars), shall prevail.	16/10/2014	N/A
1.2 Playing Area	In the event of any matter referred to the Committee related to the Playing Area, the Committee's ruling shall prevail over section 1.2 of the CMAS Rules.	16/10/2014	N/A
N/A	Where the venue does not allow for the goals to be positioned against a vertical wall, the tournament or event organisers may stipulate additional rules to discourage play behind the goal area. The rules should be endorsed by the Chief Referee and explained to the team captains before the start of the tournament or event.	16/10/2014	N/A

### Schedule 3 History and Status

Last updated	Updated by	Approved by	Approval date	Description
16/10/2014	Bobby Chen			Created
28 <sup>th</sup> March 2017	Wayne Freeman			UWRA Incorporation

## **SCHEDULE 4 - Australian National Team Selection Criteria and Process**

To ensure transparency and clarity in the National Team selection process for all interested players please see below the selection criteria that will be used by the National Team Coach, Manager, and Selection panel in selecting suitable candidates to be part of the National Team.

### **Selection criteria for Underwater Rugby Athletes 2016-2017**

<b>World Championship</b>	<ol style="list-style-type: none"><li>1. Attendance at Australian National Championships, training camps or any other meetings planned by the NT coach.</li><li>2. Individual skills and group skills (See Annex I)</li><li>3. Physical characteristics of the athlete (See Annex I)</li><li>4. Experience in any other CMAS Underwater games, World Championship</li><li>5. Australian citizen or having lived for at least 2.5 years in the country by the date of the tournament.</li><li>6. Paid up member of the AUF.</li></ol>
<b>Zone Championship (European)</b>	<ol style="list-style-type: none"><li>1. Attendance to Australian National Championships, training camps or any other meetings planned by the NT coach.</li><li>2. Individual skills and group skills (See Annex I)</li><li>3. Physical characteristics of the athlete (See Annex I)</li><li>4. Australian citizen or having lived for at least 2.5 years in the country by the date of the tournament.</li></ol>
<b>Other International Competitions</b>	<ol style="list-style-type: none"><li>1. Attendance to Australian National Championships, training camps or any other meetings planned by the NT coach.</li><li>2. Individual skills and group skills (See Annex I)</li><li>3. Physical characteristics of the Athlete (See Annex I)</li></ol>



## Player Criteria

1. Fitness:
  - swimming speed, bottom time, strength.
2. Individual skills:
  - ability to keep the ball secure under pressure, ability to win the ball from the other team, ability to tackle effectively, ability to pass effectively, ability to create offensive opportunities, ability to score goals.
3. Team skills:
  - ability to play in a certain position, ability to read the play and adapt to changes in situations, ability to work together with other team members.
4. Portfolio fit:
  - suitability of the player's range of skills (in particular, experience playing in certain positions) for the overall team being selected.

## Timeline

- A shortlist will be made available to all candidates by the end of November 2014 (after the Hobart training camp) and the final list of selected players will be published at the end of February 2015 (following the February training camp).

## Eligibility

- Eligibility to be selected in the national teams will be as per section 1.3.1.1 of the Procedures and Obligations for the Organisation of CMAS Competitions & Championships.
- Candidates will need to be either Australian citizens or Australian residents for a minimum of 4 years.

## Expected commitment:

- Selected players must sign the National Team Player Contract (2014-2015). Players will be required to maintain a competitive level of fitness until the World Championships. Attendance at all National Team training events is expected and personal reasons or change of circumstances preventing attendance need to be discussed with the National Team Coach or the National Team Manager in advance.

## Schedule 4 History and Status

Last updated	Updated by	Approved by	Approval date	Description
16/10/2014	Sebastien Robin			Creation
28 <sup>th</sup> March 2017	Wayne Freeman			UWRA Incorporation

## **SCHEDULE 5 – Executive Committee Members Yearly Reporting Format**

### **(Office Bearers, Incident Reporting and Marketing)**

Delegates are to report using the headings suggested below as a guide. A comment should be offered even if it is only to explain why nothing has happened. This is a non-exhaustive list and should be updated by the Chair as needed.

- \* Outcomes (e.g. appointments, new by-laws).
- \* Competitions (what, where, when and why) and results.
- \* Refereeing issues.
- \* Coaching.
- \* Courses held.
- \* Publicity, including liaison with government, diving industry, media etc.
- \* Pool availability.
- \* Injury report (including any serious injuries)
- \* Objectives for next reporting period.

**See Example Below:**

#### **Queensland Underwater Rugby 2015-2016**

**AUFQ Commissioner:** Wayne Freeman

#### **Membership and Participation**

Number of financial members (total): 8

Number of juniors:

Number of clubs: 1 "Unidive Gauls"

#### **Venues**

List of pools where UWR is played regularly

Brisbane – Sleeman Aquatic Centre  
Sunshine Coast – Kawana Aquatic Centre  
Toowoomba – Toowoomba Grammar Aquatic Centre  
UQ – UQ St Lucia (occasional - concrete bottom)

Pool availability issues (*if any*): Possible RA required for lockouts imposed by venue management due to Apnea activities drowning concerns.

#### **Injury report**

Number of injuries (*if any*)

- Pan Pacific Cup 2015 11 reported (St John) See separate document.
- A number of minor injuries sustained during training sessions like scratches, bruises and wrist and shoulder sprains.
- At least 2 players have also broken hands/wrists through accidentally hitting the basket or pool wall during play.

## Referee report

Number of accredited L1 referees	No Accredited CMAS or AUF referees at present. To be addressed in August 2016.
Number of accredited L2 referees	Looking at an RPL Process.
Number of accredited L3 referees	Looking at an RPL Process.

Approx. number of games/comps refereed: States, Nationals, Training Camps.

Please outline the details of any referee courses held

- Referees course held at all 2015 state games in Sydney, Tasmania, Brisbane.
- 

## Equipment & Financial commitments

Please outline any major equipment purchases  
(e.g. 1 new set goals @\$800)

- New Caps purchased for GAULS +/- \$850.00
- 2<sup>nd</sup> Second Set of Goals purchased for use at Brisbane Aquatic Centre \$550.00.

## Development report

Please outline the number and details of any introductory (or have-a-go) sessions held:

- Ricardo took part in a "HAVE A GO DAY" with Judy in Northern Queensland.

Please outline any other development activities/initiatives undertaken:

Date	Event	Location	Men	Women	Total
14-05-16	Gauls V TC 2015-2016	Sleeman Sports Complex			25
19-03-16	Gauls IV TC 2015-2016	Kawana Aquatic Centre, Birtinya QLD	4	11	15
12-13/03/2016	I TC National Team	Adelaide-Gawler (SA)	45	15	60
20-02-16	Gauls III TC 2015-2016	Sleeman Sports Complex	13	3	16
13-12-15	Christmas Training Camp	Kawana Aquatic Centre, Birtinya QLD	11	6	17
25-10-15	Gauls II TC 2015-2016	Sleeman Sports Complex	15	3	18
19-09-15	Gauls I TC 2015-2016	Sleeman Sports Complex	14	5	19
6-7/6/15	IV TC National Team	Sleeman Sports Complex	18	12	30
16-05-15	Gauls Training Camp	Sleeman Sports Complex	9	3	12
09-05-15	Gauls Training Camp	Sleeman Sports Complex	8	3	11
03-04-15	III TC National Team	Queensland Riffle Association	25	20	45
14-03-15	Gauls Training Camp	Kawana Aquatic Centre, Birtinya QLD	8	4	12
28-02-15	Gauls II TC 2014-2015	Kawana Aquatic Centre, Birtinya QLD	10	3	13
07-02-15	II TC National Team	Sydney, NSW	5	2	7

## Competition review

Please outline the details of any competitions held in the past year:

Date	Event	Location	Men	Women	Total
27-29/05/16	Pan Pacific Cup2016	Sleeman Sports Complex			120
31/10-1/11/2015	nODEX 2015	Sydney, NSW	17	6	23
4-5/4/15	Pan Pacific Cup2015	Sleeman Sports Complex	62	29	91

## Major challenges

Please outline the details of any major challenges facing the organization:

- Need to encourage all underwater clubs in Queensland to consider developing UWR teams in Qld.
- Need to market and develop an understanding and awareness of UWR in Australia.
- Need to develop UWR teams in other Qld Universities and High Schools.
- Need to develop a short, medium and long term program for the growth of UWR in Queensland.

## QLD UW-Rugby Contacts as of Apr 2016

 <b>Wayne Freeman</b> Qld Team Manager +61416 561 677 <a href="mailto:wayneuwi@bigpond.com">wayneuwi@bigpond.com</a> 65 Tallow Wood Place, Mt Gravatt East, QLD, 4122	<b>Brisbane</b> Wayne Freeman <a href="mailto:wayneuwi@bigpond.com">wayneuwi@bigpond.com</a> <b>Toowoomba</b> Ricardo Iriarte <a href="mailto:raip77@yahoo.es">raip77@yahoo.es</a>
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## Schedule 5 History and Status

Last updated	Updated by	Approved by	Approval date	Description
28 <sup>th</sup> March 2017	Wayne Freeman			UWRA Incorporation

## **SCHEDULE 6 - National Championships (Format and Particulars)**

### Schedule 6 History and Status

Last updated	Updated by	Approved by	Approval date	Description
28 <sup>th</sup> March 2017	Wayne Freeman			UWRA Incorporation

## **SCHEDULE 7- Underwater Rugby Australia Code of Conduct**

Underwater Rugby Australia (UWRA) seeks to promote and requires all players, coaches, team managers and supporters to adopt.

1. Persons shall abide by the spirit and positive values of the game of underwater rugby including those of fairness, respect, tolerance, equity, responsibility, safety and the maintenance of a high standard of personal behaviour and integrity.
2. Persons must respect the rights, dignity, and worth of each and every person involved in the sport and will not intimidate, offend, insult or humiliate another person on the grounds of age, religion, sexual orientation, gender, disability, race (including ancestral, national or ethnic origin), colour, marital or parental status, political ideology, and economic disadvantage.
3. Persons will not engage in any form of abuse or harassment, directed at an individual or group including, but not limited to, sexual harassment, victimisation, bullying and the use of profane or offensive language and gestures.
4. Persons will take responsibility for their own actions and strive to be a positive role model for others.
5. Persons will take active responsibility to ensure the overall welfare and wellbeing of all other persons covered under this Code, particularly those under 18 years of age.
6. Persons must conform to the laws and regulations that govern Confédération Mondiale des Activités Subaquatiques (CMAS), the Australian Underwater Federation (AUF), and Australian laws and local laws while overseas.
7. Persons must abide by the Australian sports drug code, adopt responsible behaviour in relation to alcohol and other drugs, and discourage their promotion in sport.
8. Persons will show respect and courtesy to referees and match officials, and comply promptly with any rulings, decisions or requests they make whether before, during or after a match.
9. Persons will ensure a safe environment for conducting activities and not use deliberately rough tactics, dangerous equipment, or engage in physical attacks, provocations or other un-sportsperson like behaviour.
10. Persons must not engage in corruption, abuse a position for personal benefit, misuse funds, or damage or deface facilities or equipment.

### **Application of the Code**

The Code applies to any person at any time they are representing, acting for or on behalf of the UWRA (e.g. athletes, coaches, managers, support team) and to any individual participating in an UWRA event (e.g. training session, tournament, social function, official tour), in Australia and overseas.

## Adoption of the Code

UWRA encourages individual clubs to adopt the Code and promote its application and visibility in all club events.

Clubs may also choose to formally adopt the Code by becoming a signatory to this document. Signatory clubs agree to support the Code and its continued development by working collaboratively with UWRA and other signatory clubs to make improvements over time.

Signatory clubs also agree to share club information about breaches of the Code, incidents and disciplinary action with the UWRA Conduct Officer, and the conduct officers of any other signatory club, to help improve the capability of UWRA and other signatory clubs in applying the Code fairly and consistently.

## Grievance Process

Persons to whom this Code applies acknowledge and agree to comply with UWRA 'Grievance Procedures' set out in documents **UWRA AD-003 Grievance Assessment Process** and **UWRA MD-003 Grievance Notification Form**.

For any breaches of this Code and reporting of incidents or disciplinary actions please contact the UWRA executive committee.

UWRA also encourages behaviour which may be of concern to any player to be brought to the attention of the Conduct Officer, even if it the behaviour in question does not contravene any of the points covered by the Code.

## Approval

This document (version 1.0) was approved by the UWRA on \_ \_ \_ \_ \_

## Signatory Clubs

### Canberra Underwater Rugby

Delegate: Bobby Chen

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Signature:**

**Date:**

Last updated	Updated by	Approved by	Approval date	Description
16/10/2014	Sebastien Robin			Creation
28 <sup>th</sup> March 2017	Wayne Freeman			UWRA Incorporation



## **SCHEDULE 8 – Roles and Duties of UWRA Office Bearers**

Nominated Office bearers in the UWRA have the following Roles, Duties and Responsibilities as designated below and are at all times required to act within the parameters established out in the Rules and By-Laws of the Association.

### **Description of Office Bearer Duties**

#### **MEMBERSHIP of EXECUTIVE COMMITTEE**

##### **Accountability of the management committee**

One of the advantages of being incorporated is that personal liability is limited. However, management committee members still have a duty to the incorporated association. This means they may be held accountable if they:

- Deliberately fail to act in the best interests of the incorporated association.
- Abuse their powers as committee members.
- Fail to avoid conflict of interests.
- Fail to exercise due care, skill and diligence.

If a management committee does not fulfil its reporting requirements, Office of Fair Trading (OFT) may issue a show cause notice asking the incorporated association to provide reasons why its registration should not be cancelled.

##### **Requirements applicable to all office bearers in the UWRA.**

General Responsibilities of all management committee members:

The management committee is responsible for managing the affairs of an incorporated association and has several responsibilities under law.

An incorporated association management committee must:

- control the business and operations of the incorporated association
- ensure the incorporated association complies with its rules on calling and holding meetings
- ensure minutes of all committee and general meetings are kept
- ensure an appropriate secretary is elected or appointed
- ensure a copy of the incorporated association's rules is available to all members
- keep public liability insurance current, if the incorporated association is required to hold any
- have a nominated address for documents to be served (this must be a physical address, not a Post Office Box)
- register land or interests in land gained by the association because of its incorporation
- ensure the incorporated association's name appears on the common seal
- ensure the incorporated association's full name appears on all official documents such as advertising, business letters, accounts, official notices, publications, cheques and receipts

- notify OFT within one month of changes of office bearers (president, treasurer or secretary), the incorporated association's postal address or the secretary's residential address
- ensure proper accounting records are kept which correctly record and explain the transactions of the incorporated association and its financial position
- ensure the association's financial affairs are audited or verified annually
- ensure an AGM is held each year within six months of the end of the incorporated association's financial year 18 Incorporated Associations
- ensure the audited or verified financial statements of the accounts of the incorporated association are submitted to members at the AGM
- lodge an annual return using the form your incorporated association is sent by OFT.

**In addition, members of the committee should:**

- be aware of the duties of the secretary and ensure they are properly carried out
- use reasonable care and skill in the performance of their duties
- act in good faith
- advise the committee of any conflict that may arise between their own interests and the interests of the incorporated association (e.g. advise if any incorporated association activities might result in a financial gain to themselves)
- ensure any documents addressed to the incorporated association are brought to the attention of the committee as soon as practicable after receipt
- ensure documents provided to OFT or submitted to members do not contain or omit anything that make them false or misleading.

The rules of the incorporated association may set out additional obligations and specific restrictions on the power of the committee. As a result, each member of the committee should be familiar with the incorporated association's rules and any obligations under those rules.

**Required Office bearers for Incorporation:**

The **president** usually chairs the management committee and will also play a major role in the incorporated association's meetings.

- Under the model rules, the president is required to
- chair all meetings he/she attends.
- If the president cannot attend a meeting for any given reason, another member of the management committee can be nominated as chair.

The **secretary** is primarily responsible for managing the records of the incorporated association. The **secretary** will also:

- take and keep minutes for the incorporated association's meetings
- keep the register of members
- take nominations for the management committee
- provide appropriate notice to members for meetings
- call and convene special general meetings
- arrange the meeting venue and prepare the agenda
- coordinate any correspondence or reports to be presented at meetings

- circulate the minutes of meetings to members
- complete any actions arising from meetings that require correspondence
- receive all incorporated association correspondence and bring urgent matters to the attention of the president or treasurer if necessary.

The **treasurer** is primarily responsible for the financial management of the incorporated association. The **treasurer** will:

- keep and maintain an asset register for the incorporated association
- manage the petty cash balance and ensure the petty cash book is kept up-to-date
- keep all documentation for payments made including receipts, invoices and statements
- keep and maintain the incorporated association's deposit and cheque books
- ensure all payments are approved or ratified by the management committee and are recorded in the minutes
- keep all financial records in Queensland
- keep either a receipt book of consecutively numbered receipts, or computer system records of them.

All management committee members will keep their hard copy Management committee handbook up to date with updated or new documents. Updates of digital documents will be sent around after approval in management meeting.

## DETAILED ROLE DESCRIPTIONS FOR UWRA COMMITTEE MEMBERS

<p><b>Chairman</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Ultimate responsibility for all Associations sanctioned activities.</li> <li>• Represent the Associations at AUF and CMAS AGM's and or Special Meetings</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Chairperson of all Associations meetings, submit annual budget to AUF, ensure all Management Committee members perform their duties as detailed in the Associations Rules and Bylaws,</li> <li>• ensure adequate insurance of Associations property, responsible for maintaining a professional working relationship with AUF,</li> <li>• act as Associations liaison (both written and verbal) with external parties,</li> <li>• maintain and ensure records are maintained and kept in proper working order,</li> <li>• Responsible for any decision relating to the Associations if the executive cannot be called upon.</li> <li>• Responsible for all aspects of Associations activity.</li> <li>• Will organise the handover between previous term and newly elected committee.</li> </ul>

<p><b>Vice Chairman</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Assist President and support every other roles</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Chairperson for meetings in President's absence; undertake organisational role e.g. Oversee Nationals;</li> <li>• Aid President and Treasurer with formulating the annual budget submissions,</li> <li>• When the President is not available, assumes all of the President's responsibilities;</li> <li>• Responsible for ensuring the website is maintained and up to date.</li> </ul>
<p><b>Treasurer</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Oversee Associations finances</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Assist President in formulation of budget submission,</li> <li>• collect and bank moneys including memberships,</li> <li>• Pay bills,</li> <li>• Report financial statement at each Association meeting,</li> <li>• Organise audit of Associations finances annually, approve expenditure claims.</li> <li>• At the end of every financial year the treasurer compiles an inventory of all gear owned by the Associations as a record of Associations assets.</li> <li>• This information is used to draw up a statement of assets and liabilities which is required for the audit.</li> </ul>
<p><b>Secretary</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• The Secretary should develop a close working relationship with the President, have a real interest in the Associations and be familiar with the laws and procedures that govern an incorporated association.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Check the post box for mail on a regular basis (at least once a week);</li> <li>• refer correspondence to relevant Management Committee members;</li> <li>• handle new member inquiries and send relevant information out to those members;</li> <li>• assist the President or Vice President with the preparation of the agenda for meetings;</li> <li>• notify relevant members of meeting time, place, date etc.;</li> <li>• recording the minutes at executive and general meetings;</li> <li>• typing up minutes and distributing them to executive members;</li> <li>• preparing and lodging relevant legislative documents;</li> </ul>

	<p>submit annual report to consumer affairs department;</p> <ul style="list-style-type: none"> <li>• writing correspondence to members on an as needs basis;</li> <li>• assist with the preparations for all UWRA events and the meeting held thereafter;</li> <li>• liaise with AUF on relevant issues on an as needs basis;</li> <li>• submit the membership database to AUF when required;</li> <li>• add new approved rules and regulations in appendix of bylaws and/or rules.</li> </ul> <p>The secretary is responsible for organising at the beginning of every new committee term that:</p> <ul style="list-style-type: none"> <li>• the names of the previous term management members will be added to the websites table and to the Honour board.</li> <li>• a poster with photos and names of all new management members to be posted in the Associations space.</li> <li>• a list of names, phone number and email of all new management committee members within two weeks after AGM and distribute it to the management members.</li> </ul>
<p><b>Affiliated Club Delegates</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• The Delegate represents the views of the respective affiliated club at the UWRA committee.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Ensure the opinions and views of their club are upheld in the UWRA</li> <li>• ?</li> </ul>

## DETAILED DESCRIPTIONS FOR UWRA SPECIAL ROLES

<b>Chief Referee</b>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Oversee all Referee obligations during all planned UWRA events.</li> <li>• Initiate and co-ordinate all referee training activities for the Associations Members.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>National Team Coach</b>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Oversee all Coaching obligations during all planned UWRA events.</li> <li>• Initiate and co-ordinate all coach training activities for the Associations Members.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>National Team Manager</b>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Manage the National Team.</li> </ul> <p><b>Duties</b></p>
<b>Media Officer</b>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Ensure the assembly of contents for the quarterly newsletter and monthly news update on the UWRA Website, prepare the master copy and distribute the newsletter to all members on the mailing list usually by e-mail.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• To provide members with the current Associations activities. These can include:</li> <li>• events calendar;</li> <li>• Associations activities such as tournaments, training and attending social events;</li> <li>• to provide a forum for the Associations Members to discuss and disseminate all relevant information and promote an inclusive culture;</li> <li>• and to maintain contact with Associations Members who are not able to attend Associations meetings.</li> <li>• Publication officer can delegate the creation of publication to others such as the web site, Facebook page and newsletters but must review all posts or information before the final product is rolled out for general viewing.</li> </ul>

<p><b>IT Officer</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Maintain and develop the Associations website, ensuring the events calendar, UWRA committee decisions and newsletter sections are regularly updated. Maintain the Associations list server.</li> </ul>
<p><b>Women's Development Officer</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Develop the growth of women's underwater rugby in Australia</li> </ul> <p><b>Duties</b></p>
<p><b>National Championships Organisers</b></p>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>• Organise the annual national championships</li> </ul> <p><b>Duties</b></p>