

(Reprint No. 4.3)

BY-LAWS

Water Polo South Australia



Water Polo
SOUTH AUSTRALIA

The By-Laws are reprinted to incorporate all amendments
in force as at 31 March 2016

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DIVISION 1 - ADMINISTRATION

1. Affiliation

- (1) Any Incorporated club or other incorporated body in South Australia wishing to join the Association shall make a yearly application on the prescribed form.
- (2) Where the applicant has not previously been affiliated with the Association, the application must be accompanied by a copy of the constitution of the applicant body, certificate of Incorporation together with any other relevant information as the Association may require.
- (3) In order to retain affiliation with the Association an affiliate shall submit all subsequent amendments to its constitution to the Association.
- (4) The requisite fee shall accompany application for affiliation, which shall be determined at the Annual General Meeting. If affiliation is not granted, such fee shall be returned to the applicant.
- (5) Affiliation shall only be granted if two thirds (2/3) of the Board Members present and voting are in favour.
- (6) Subject to Clause 1(7), an incorporated club or other incorporated body shall not be granted affiliation unless the club or body can field a single junior team.
- (7) Provisional affiliation may be granted to such other bodies as may be decided by the Board.
- (8) Affiliated clubs must provide the secretary with the names and addresses of its president, secretary [and delegate to the board meetings]. Any changes to these officials must be notified in writing.
- (9) Clubs seeking re-affiliation must lodge their application and fee no more than one month after the date of the Annual General Meeting.
- (10) All Affiliated Clubs and their members are bound by the Bylaws of the Association.

2. TeamNominations

- (1) Subject to Clause 2(2), an Affiliated Club wishing to participate in competitions organised by the Association shall pay team registration fees, as determined at the Annual General Meeting.
- (2) The Association, at the discretion of the Board, shall not accept a nomination from an Affiliated Club for an 'A' grade team unless the club also nominates at the same time two (2) junior teams.

3. Registration

- (1) All persons who play, coach or referee in competitions conducted by or approved by the Association, and all officers of the Association, shall be required to become members of the Association.
- (2) All Affiliated Clubs shall register all players, coaches and referees other than Life Members of the Association, with the Association each year.
- (3) Application for registration shall be submitted to the Director for Membership in writing on the prescribed form approved by the Board by the club secretary/registrar and accompanied by the appropriate fee, prior to the player playing in Association matches.

(4) Registration fees shall be determined at the Annual General Meeting.

(5) A person, who is a member of an Affiliated Club that has not entered a team in a particular competition, may be granted a permit to play for another club that has entered a team. Such applications must be in writing and have the approval of the player's registered club and lodged with the Director for Competition on the prescribed form, prior to the player competing. A player making such application cannot play until such time as the Competition & Grading Committee has met and approved the application.

(6) A club playing a person other in conformation with the by-laws shall forfeit the match in which such player has taken part. Such club may be dealt with, as the board deems fit.

4. Transfers

(1) Application for transfers from one club to another club must be on the prescribed form and accompanied by such fee as determined by the Board, and delivered to the Director for Membership. Also refer to Division 5 - Item 37 Player Transfers.

(2) The Competition & Grading Committee shall consider all applications for transfer, and the applicant cannot compete for the new club until such approval has been given.

(3) Transfers will not be refused, unless the player is financially bound to the losing club. The transfer shall be promptly advised by the Director for Membership to the secretary of the clubs concerned.

(4) If a transfer is refused the applicant may appeal to the Board, as laid out in the relevant Policy and Procedure Statement.

(5) A player moving Interstate must apply for an Interstate clearance as per rules set out by AWPI.

5. Membership Types

(1) SAWPI shall consist of:

- (a) Member bodies
- (b) Associate members
- (c) Life Members.

(2) A member body of the Association shall consist of South Australian Water Polo Clubs admitted to affiliation with the Association in accordance with the rules herein.

(3) Associate membership may be granted to other incorporated bodies or persons whose objectives are consistent with the objectives of SAWPI, on such terms as determined by the Board.

6. Life Membership

(1) Any member who has given at least ten (10) years of outstanding service as an active member of the Board, not necessarily continuous, may be proposed for election as a Life Member of the Association.

(2) Such proposal, setting out details of the qualification of the nominee, shall be in writing, signed by the secretary of the nominating club, and submitted to the Association before the 30 June prior to the Annual General Meeting at which the nomination will be made.

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- (3) The Board will consider such applications and the recommendations of the Board will be submitted to the next Annual General Meeting.
- (4) The nomination shall be published in the agenda for the Annual General Meeting as a special resolution.
- (5) The election shall be by secret ballot, the result of which shall be announced by the chair of the meeting.
- (6) A majority of three-quarters of persons present and eligible to vote shall be required to endorse the nomination
- (7) Life Members shall be:
 - (a) issued with the Association Life Members badge,
 - (b) admitted to all Association fixtures free of charge,
 - (c) entitled to attend all general meetings of the Association and to speak but not vote at such meetings, unless otherwise qualified in accordance with the constitution.
- (8) The Board shall recommend no more than two (2) proposals for life membership to the Annual General Meeting in any one year.

7. Certificate of Merit

- (1) Any Member who has been a financial member of an Affiliated Club for a minimum of seven year (not necessarily continuous), included in which are five years service as an office bearer of that club, may be nominated to receive the Association Certificate of Merit.
- (2) A Committee comprising the three (3) most recent, available Association Life Members shall consider potential nominees and recommend to a Board meeting a suitable list of nominated persons for approval.
- (3) Approved nominations for the award of the Certificate of Merit should be in the hands of the Secretary at least thirty (30) days before the Annual General Meeting each year.
- (4) There shall be no more than three (3) awards in any year, but it is not necessary to nominate an award in every year.
- (5) All awards shall be in a form of a framed Certificate signed by the President and Secretary.

8. Policy & Procedure Statements

- (1) All Affiliated Clubs and their members shall abide by the Policy and Procedure Statements as defined from time to time.
- (2) The Board may at any meeting add, amend or rescind any Policy and Procedure Statements. All additions, amendments or rescissions are to be notified to all Affiliated Clubs within one calendar month of the additions, amendments or rescission.
- (3) All Policy and Procedure Statements shall be attached to the Constitution and By-laws of the Association as an attachment. The date of the Board Meeting where the addition, amendment or rescission was passed shall be noted on the Policy and Procedure Statement.
- (4) The Secretary shall post within one calendar month a hard copy of the additions, amendments or rescissions to the Affiliated Clubs who shall update the SAWPI Administration Handbook.

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(5) The Secretary shall maintain a current copy of the Constitution, By-laws and Policy and Procedure Statements and have them available at all Board Meetings. A copy of these documents should be readily available to Affiliated Clubs.

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DIVISION 2 – MEETINGS

9. Representation at General Meetings

- (1) A quorum at General Meetings shall consist of one half of the number of eligible persons to vote in accordance with this constitution plus one.
- (2) At General Meetings, each Affiliated Club may be represented by two delegates whose names must be notified to the Secretary before those delegates shall be allowed to take part in the deliberations of the meeting.
- (3) Each delegate recognised in accordance with Clause 9(2) and each member of the Board shall be entitled to one vote. The chairperson for the meeting shall be entitled to a casting vote only.
- (4) Any Affiliated Club which is not represented at an Annual or Special General Meeting by the appropriate number of delegates shall be subject to such penalty, as the Board shall determine.

10. Board Meetings

- (1) A copy of the minutes of all Board meetings shall be distributed to the secretaries of all Affiliated Clubs and to each Board Member.
- (2) The order of business at Board meetings shall be:
 - (a) Apologies
 - (b) Agenda adoption
 - (c) Confirmation of minutes of the previous meeting
 - (d) Business arising from the minutes
 - (e) Correspondence
 - (f) Application for affiliation (where applicable)
 - (g) Business held over from the previous meeting
 - (h) Motions on notice
 - (i) President's report
 - (j) Executive Officers report
 - (k) Committee Reports
 - (l) Accounts
 - (m) Executive deliberations and approval of their minutes
 - (n) General business
- (3) A quorum shall consist of one half of the number of Board Members plus one.
- (4) Notice of motion must be in writing and fourteen (14) days' notice thereof must be given to all Board Members.

- (5) To rescind or vary a resolution passed by the Board since the previous Board Meeting it shall be necessary:
- (a) to give fourteen (14) days' notice of the motion to the secretary unless the board agrees to shorter notice,
 - (b) for at least two thirds of the board members present and voting to be in favour of the motion.
- (6) Each Board Member present at a meeting shall be entitled to one vote, except that the chair shall be entitled to a casting vote only.
- (7) Any Board Member who is absent from four (4) consecutive board meetings without apology shall forfeit the office and the secretary shall advise the officer concerned of such forfeiture.
- (8) Apologies for non-attendance shall be in writing to the secretary but, by majority vote, the Board may accept an apology offered in a different form.
- (9) All members of the Association, its affiliated bodies and Life Members shall be entitled to attend board meetings but may only speak with the permission of the chair.
- (10) The Board may remove from office any official whom it considers to have acted in an unsatisfactory manner or in a manner detrimental to the well-being of the Association. Any official so removed may appeal to a special general meeting of the Association called to hear the appeal and the appeal will be successful if supported by at least two thirds of the votes cast at the meeting.
- (11) At the board meeting immediately preceding the Annual General Meeting the Board will consider its recommendations on the following:
- (a) affiliation fees for the next season
 - (b) team registration fees for the next season
 - (c) player registration fees for the next season
 - (d) nominations of not more than two persons as life members
 - (e) honoraria.
11. Reserved
12. Reserved
13. Reserved
14. Reserved

DIVISION 3 – DUTIES OF DIRECTORS AND OFFICIALS

15. Duties of Positions

(1) In addition to the duties listed herein, the Board shall prepare and maintain individual duty statements for all directors and officials of the Association. The duty statements are available from the Secretary on request.

16. President

(1) The President shall have particular responsibility for:

- (a) acting as the chief spokesperson for the Association
- (b) directing and guiding the affairs of the Association, when required
- (c) give ruling or interpretation of the constitution and rules
- (d) being an ex-officio member of all Committees.

17. Secretary

(1) The Secretary shall have particular responsibility for:

- (a) issuing all notices of meetings of the Association
- (b) conducting the correspondence of the Association
- (c) keeping a register of the names and addresses of the officers and other officials of the Association, Association officers and secretaries and delegates of Affiliated Clubs
- (d) attending meetings of the Association and take or supervise the taking of minutes of the meeting and produce at each meeting minutes of the previous meeting, recorded in a book set aside for the purpose
- (e) maintaining an attendance book
- (f) maintaining the current version of the constitution
- (d) preparing an annual report on the activities of the Association for the preceding year and forward a copy to all Affiliated Clubs, life members, and other persons or bodies admitted as members of the Association with the notice of the annual general meeting each year.

18. Director for Finance

(1) The Director for Finance shall have particular responsibility for:

- (a) keeping accurate records of all financial transactions
- (b) collecting all moneys due to the Association and pay then into the Association account at a financial institution selected by the board
- (c) disbursing moneys of the Association when directed by the board
- (d) keeping a petty cash account for the purchase of incidentals, such account to be subject to audit.

- (e) submitting to all Board meetings an up to date financial statement
- (f) passing affiliation, team registration and player membership fees as soon as possible upon receipt
- (g) submitting an audited statement of the Association's financial affairs for the preceding year for inclusion with the annual report.

(2) The Director for Finance shall be convener of the Finance & Membership Committee.

19. Director for Competition

(1) The Director for Competition shall have particular responsibility for:

- (a) passing team registration fees to the Director of Finance as soon as possible upon receipt
- (b) maintaining and exhibiting when required by the Board, a register of clubs and players, in which shall be recorded for each season the names of clubs affiliated for that season, with the names of players in each club who are registered with the Association, their Association registration numbers and a record of matches played by each player
- (c) collecting, from the table officials after each Association match, the team cards and score cards and maintain and exhibit when requested by the board, a match book in which shall be recorded the results of all premiership matches played
- (d) maintain a register of what players have played in what grade and provide a list of all players who are eligible to play in the finals to all clubs
- (e) collecting under seal, votes recorded for any best and fairest player's awards or any other awards as may be required by the Association
- (f) issuing fines where appropriate, in writing to the offending club
- (g) reporting to the Board on the activities of the committee, including any apparent infringement of the Association's rules dealing with registration and transfers.

(2) The Director for Competition shall be convener of the Competition & Grading Committee.

20. Director for Membership

(1) The Director for Membership is responsible for the efficient management of the Association's membership register and ensuring that all players, officials and volunteers involved in South Australian water polo are registered and covered by insurance.

(2) The Director for Membership shall be responsible for:

- (a) formulating Association membership guidelines and policy
- (b) ensuring AWPI & Association registration and insurance guidelines are enforced
- (c) the ongoing maintenance of a membership register including the name, address, telephone numbers, date of birth, occupation and membership type of each member
- (d) historical records as directed from time to time.

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(3) The Director for Membership is responsible for the maintenance of all Association records, property and equipment and shall ensure that all competition venues have the equipment necessary for the successful conduct of Association fixtures.

(4) The Director for Membership shall be a representative on the Finance & Membership Committee.

21. Director for National Events

(1) The Director for National Events shall have particular responsibility for ensuring that the Association's participation in National Events are supported.

(2) The Director for National Events shall be convener of the Major Events Committee, as required from time to time.

(3) The Director for National Events shall be convener of the National League Committee.

22. Director for Volunteers & Officials

(1) The Director for Volunteers & Officials is responsible for

(e) ensuring that the Association competitions and national & international events are supported by trained, qualified referees and technical officials of an appropriate standard.

(f) acting as a link between the Board and the volunteers in the sport and is responsible for co-ordinating the Association's volunteer program.

(g) convening meetings of all referees within the Association's referee panel

(h) the maintenance and improvement of the standard of refereeing in the Association

(i) encouraging suitable persons to train as referees

(j) ensuring that all changes to the rules are advised in writing to all Affiliated Clubs prior to the first match at which the new or amended rules will be used.

(2) The Director for Volunteers & Officials shall be convener of the Volunteers & Officials Committee.

23. Director for Coaching & Development

(1) The Director for Coaching & Development is responsible for improving playing standards in all levels of the game with the ultimate aims being a larger player base, greater depth of elite juniors and seniors and excellence in coaching and club administration.

(2) The Director for Coaching & Development shall have particular responsibility for:

(a) convening meetings of the coaches of the Association's state teams to discuss any matters that may affect the performance of their duties and report to the Board any recommendations from such meetings

(b) liaising with the Affiliated Clubs to provide opportunities for improved coaching facilities

(c) liaising with the Association's representatives on the national coaching accreditation scheme and report to the Board any recommendations arising from such meetings

- (d) obtaining from the selectors the names of the members of each state team together with their nomination for captain and vice - captain and submit the names to the board for ratification at least twenty one (21) days prior to the commencement of the competition in which the team will take part

- (3) The Director for Coaching & Development shall be convener of the Development Committee.

24. Director for Communication

- (1) The Director for Communication is responsible for fostering positive media coverage of water polo and developing strategies to raise the profile of the sport.

- (2) The Director for Communication shall be convener of the Communication & Marketing Committee.

25. Delegate to A.W.P.I.

- (1) The Delegate to AWPI shall be elected by the Board from amongst its members at the first Board Meeting after the Annual General Meeting.

- (2) In the event that the Delegate so elected is unable to attend a conference of the AWPI, the Board shall elect a proxy Delegate for that conference, also from amongst its own members.

- (3) The Delegate to the AWPI shall represent the Association at the conferences of the AWPI and shall convey the views of the Association as determined by the Board at such conferences and on other AWPI matters which arise from time to time

DIVISION 4 – ROLES OF THE COMMITTEES

26. Duties of the Committees

- (1) In addition to the duties more specifically outlined herein, the committees shall:
 - (k) submit plans and budgets to the Board for approval
 - (l) operate within the plans and budget as approved by the board
 - (m) undertake any other responsibilities as agreed between themselves and the Board
 - (n) have the power to co-opt additional persons and resources to assist them in the performance of their duties
 - (o) provide a written report or recommendations to the Board, following a meeting of a committee.

27. Competition and Grading

- (1) A Competition and Grading Committee shall be formed at the first meeting of the Board each year.
- (2) The Competition and Grading Committee shall consist of the Director for Competition who will act as chairperson of the Committee, and a nominated member from each of the Affiliated Clubs.
- (3) The Competition and Grading Committee is to meet regularly during the course of the season, and maintain appropriate minutes of the meetings.
- (4) The Competition and Grading Committee shall have responsibility for the:
 - (a) management of the South Australian Water Polo League (State League) and any other competition established as deemed appropriate by the Board. This shall, amongst other things, include:
 - i) grading of all teams in the competition
 - ii) determination of the eligibility of players to compete in the competitions
 - iii) preparation of the fixtures
 - iv) provision of equipment for such competitions
 - v) appointment of Referees to competition matches
 - vi) determination of the Best And Fairest Awards for each grade
 - vii) provide to all clubs a list of all players who are eligible to play in the Finals.
 - (b) convening of the tribunal
 - (c) provision of a secretary for the tribunal
 - (d) decide on all applications for permits and transfers, subject to the authority of the constitution and rules
 - (e) recommend to the Board handicaps for teams when handicap competitions are conducted by the Association

- (f) recommend to the Board prior to the start of each season the dimensions of the pool area and the time limit for each grade in the competition
- (g) establishment of new water polo competitions within the metropolitan area of Adelaide.

28. Major Events

- (1) A Major Events Committee shall be formed at the first meeting of the Board each year, where the Association is to host a National or International event.
- (2) The Major Events Committee shall consist of the Director for National Events who will act as chairperson of the Committee and a nominated member from each of the Affiliated Clubs.
- (3) The Major Events Committee shall have the responsibility for:
 - (a) liaising with appropriate bodies associated with national and international events
 - (b) the scheduling of any national or international event in South Australia
 - (c) in association with the Director for Volunteers and Officials have the necessary officials in place to conduct national or international event in South Australia.
 - (d) administering funding associated with any national or international event.

29. National League

- (1) A National League Committee shall be formed at the first meeting of the Board each year
- (2) The National League Committee shall consist of the Director for National Events who will act as chairperson of the Committee, the coach and manager of the National League team(s).
- (3) The National League Committee shall have the responsibility for:
 - (a) liaising with AWPI regarding the staging of the National League in Adelaide each year.
 - (b) ensuring that representatives of the national league team have access to suitable training opportunities
 - (c) administering funding associated with the national league, in Association with the Director for Finance
 - (d) the management of the national league season.
- (4) The Director for National Events shall be the delegate for the National Water Polo League.

30. Development

- (1) A Development Committee shall be formed at the first meeting of the Board each year.
- (2) The Development Committee shall consist of the Director for Coaching and Development who will act as chairperson of the Committee, the SAWPI Development Officer, the Director for Volunteers and Officials and the SASI Water Polo Coach(s).
- (3) The Development Committee shall have the responsibility for:

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- (a) Coaching
 - i) co-ordinating coach education throughout South Australia
 - ii) developing strategies for the recruitment of coaches at all levels
 - iii) monitoring and evaluating coaching standards at all levels of the sport
 - iv) monitoring and enhancement of coaching standards for State and Club coaches
 - v) improvement of the Professional standing of coaches within the Association
 - vi) providing support and direction to the SASI Head Coach
 - vii) liaise with the School's Liaison Officer or any Affiliated Club to provide opportunities for improved coaching.

- (b) Development
 - i) developing water polo in schools
 - ii) co-ordinating school teacher/coach education
 - iii) co-ordinating Association schools competitions
 - iv) developing strategies for talent identification and development
 - v) developing club based flippa ball competitions
 - vi) managing elite squads for junior players including the SASI program and its successors
 - vii) recruiting new players and clubs into the Association
 - viii) administering funding for development programs amongst the Affiliated Clubs.

- (c) State Teams
 - i) Appointing a selection sub-committee that shall consist of the Association coach and a nominee approved by the Board
 - ii) setting policy and guidelines.

31. Communication and Marketing

- (1) A Communication and Marketing Committee shall be formed at the first meeting of the Board each year.
- (2) The Communication and Marketing Committee shall consist of the Director for Communication who will act as chairperson of the Committee and a nominated member from an Affiliated Club.
- (3) The Communication and Marketing Committee shall have responsibility for:
 - (a) publication of the Association's Inside H₂O newsletter and shall:
 - i) compile, edit and publish the newsletter on at least a monthly basis
 - ii) be responsible for obtaining sponsors to cover publication costs

- iii) be responsible for the distribution of Inside H₂O to all members, sponsors and key group representatives
- (b) liaison with the AWPI National Publicity Officer and provision of information/photographs for the National Water Polo News.
- (c) generation and preparation of publicity and other promotional material supporting the development of water polo and SAWPI
- (d) identify potential avenues for media exposure and establish ongoing communication with media representatives
- (e) the proper presentation of Association events and shall co-ordinate VIP functions, the entertainment of sponsors and key group representatives, ensure appropriate recognition of sponsors through display of signage and co-ordinate match commentaries and poolside presentation
- (f) the promotion of major events and national league and shall make sure that all news outlets are serviced adequately and to their needs and deadlines and look after media representatives who attend major events
- (g) the preparation of publicity and other promotional material supporting the development of water polo and the Association
- (h) social events and fundraising.

32. Volunteers and Officials

- (1) A Volunteers and Officials Committee shall be formed at the first meeting of the Board each year.
- (2) The Volunteers and Officials Committee shall consist of the Director for Volunteers and Officials who will act as chairperson of the Committee and a nominated member from each of the Affiliated Clubs.
- (3) The Volunteers and Officials Committee shall have responsibility for:
 - (a) Referees and Officials
 - i) the conduct and co-ordination of referees & officials courses at all levels throughout South Australia, which include the conducting of written and practical examinations of persons applying to be registered with the Association as referees, and of registered referees applying to become re-graded. After due examinations the names of successful applicants are to be submitted to the board for approval of registration as referees in a particular grade and of their selection to the Association's panel of referees
 - ii) the promotion of the Association's Codes of Behaviour for players, officials, coaches, parents and spectators
 - iii) the appointment of referees and technical officials to the Association's competition matches. Referees are to be given not less than 48 hours notice of matches at which they will be required to referee
 - iv) monitoring and enhancement of refereeing standards
 - v) recruitment of new referees

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- vi) issue new rules to all Affiliated Clubs, in writing, prior to the next game at which the said rules will be used
- vii) improvement of the professional standing of referees within the Association.
- (b) Volunteers
 - i) developing strategies to recruit, select, appoint and deploy volunteers
 - ii) organising orientation and training of Association volunteers and promoting the worth of volunteer training to clubs
 - iii) formulating job descriptions for Association volunteers and key club volunteer positions
 - iv) developing strategies to recognise the work of volunteers both at Association and club level

33. Finance and Membership

(1) A Finance and Membership Committee shall be formed at the first meeting of the Board each year and shall comprise the President, the Director for Finance (who will act as Chairperson of the Committee), Director for Membership, Director for Communication and the Sponsorship Coordinator.

- (2) The Finance Committee shall have responsibility for:
- (a) the direction of the Association's budget and financial policy
 - (b) monitoring the Association's administration
 - (c) making recommendations of annual registration/affiliation fee structures.

34. Constitution & Governance

(1) A Constitution & Governance Committee shall be formed at the first meeting of the Board each year. The purpose of this committee is to:

- (a) review the Association's Constitution and By-laws and to make written recommendation to the Board in regard to any additions, amendments and rescissions to these documents
- (b) to ensure that the decision-making process of the Board and its Committees meets acceptable corporate governance

(2) The convener shall be a member of the Board and shall include two other financial members from Affiliated Clubs. The two other members can not come from the same Affiliated Club.

(3) The committee may also co-opt as non-voting members any person considered to have expertise relevant to the Committee.

(4) The Committee shall meet as often as required with a minimum of two meetings each year. The timing of the final meeting shall allow sufficient time for the Board to give final approval to the Committee's recommendation, which must be circulated to members at least 21 days prior to the Annual General Meeting.

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DIVISION 5 – COMPETITIONS

35. General

- (1) The premiership competition shall be divided into grades.
- (2) Affiliated clubs must advise the Director for Competition & Grading in writing the grades in which they wish to enter teams.
- (3) The Competition and Grading Committee has delegated responsibility for the administration of the competition rules.
- (4) Any dispute arising from the operations of the competition by-laws shall be addressed by the Competition and Grading Committee. The committee shall consider any disputes and determine the matter. The Director for Competition & Grading shall report to the Board all disputes considered and determinations made.
- (5) In the minor rounds, a club with teams playing in different grades, may promote and demote players at its own discretion provided players do not play for two open grades in the same round.
- (6) No Affiliated Club may enter more than two teams in one particular grade.
- (7) The playing week (round) for fixtures and competition commences Monday and ends Sunday.

36. Cap Colour

- (1) Home/First name named teams shall have first choice of cap colour, preferably wearing light colour caps and Away/Second named teams wearing dark colour caps. If a clash occurs in coloured caps, the Home/First team shall have first choice. The Referee has final discretion.

37. Player Transfers

- (1) Should a player indicate they wish to transfer clubs, it is an expectation the new Club should notify the President of the original club, giving the original club the opportunity to contact their member.
- (2) Players must be cleared by their club before becoming eligible to play for a new club. A Water Polo SA transfer form must be completed by the transfer applicant and the club from which the transfer is requested. It is the responsibility of the transfer applicant to ensure the completed transfer forms and due payment (in-season transfers \$150) are provided to Water Polo SA prior to the applicant playing for the new club. Transfers will not be accepted without payment of the transfer fee.
- (3) It is the responsibility of each club to ensure player clearances and transfers have been endorsed by Water Polo SA in writing (electronically will suffice) before the relevant player/s represent a different club in competition play. . Teams playing ineligible players will incur a forfeit.
- (4) Players who join a new club but have not been registered members of Water Polo SA for the preceding 12 months are exempt from completing a transfer form, unless financial debts are outstanding to their previous club.
- (5) International players – clearances are required by Water Polo Australia and Water Polo SA from the player's National Body. In turn, the International player must be cleared on departure (from Australia) to be eligible to play in the new country. This may be arranged electronically.

(6) Another state's player/s – clearances are required by Water Polo Australia and Water Polo SA. National transfer forms are available from the Water Polo SA office.

(7) Internal Player Transfers (Where a Club has two teams competing in the same division)

– to be read in conjunction with all other eligibility criteria

- Clubs that have two teams competing in the same division must nominate their team lists to Water Polo SA at the completion of the mid-point of the minor round season (if there is an uneven number of rounds, team lists must be provided at the completion of the game after the mid-point). No transfers can be made after this round (including minor round games and finals). Prior to this mid-point, a player can freely move between any of its Clubs teams in that division (noting players can only play for one team in that division per round). After the mid-point of the season, junior division teams that include players not nominated for the specific competing team shall have their points forfeited (each time the player plays).

38 Registration / Player & Team Eligibility

(1) When a club has two teams in the same grade, the teams shall be treated as separate 'clubs' for the purpose of the by-laws relating to player registration and transfer.

(2) A player may only play a scheduled game or be counted as having played a scheduled match if they are present at the poolside ready to play prior to the completion of the first half of that scheduled match.

(3) Table officials shall delete from the team sheet the name of players not present at the poolside ready to play prior to the completion of the first half of the match.

(4) No player can enter the game after the completion of the first half of a scheduled match.

(5) A player who is absent from competition due to representation of Australia (in Squad/Team/Camp), a South Australian State Team, a SASI Team or as a member of the Australian Institute of Sport, is eligible to play in the Club finals, barring injury that may have prevented the player's commitment to the representation.

(6) Also refer to WPSA By-Law – Division 1 Item 3.5 Registrations

(7) Minor Round – Open (Senior) Age Player Eligibility

(a) The player must be registered (online, through Fox Sports Pulse) before entering the water of their third game for the Club that season.

(b) The player must be financial (online, through Fox Sports Pulse) before entering the water of their third game for the Club that season.

(c) The player must be cleared (financially) from another club (if applicable) as per Item 37, before entering the water.

(d) A player shall only compete in one open (senior) grade game per club per round.

(e) Please note that players representing the High Performance Program team in the A Grade competition are deemed not to have officially participated in an A Grade game. This is also applicable for those competing against the High Performance Program team for their club.

(8) Minor Round – Juniors Player Eligibility

(a) The player must be registered (online, through Fox Sports Pulse) before entering the water of their third game for the Club that season.

(b) The player must be financial (online, through Fox Sports Pulse) before entering the water of their third game for the Club that season.

(c) The player must be cleared (financially) from another club (if applicable) as per item 37, before entering the water.

(d) The player must play in the division for which they are eligible by age, or in a higher division (refer to Item 39 – Player Permits).

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- (e) Please note that junior players representing the High Performance Program team in the A Grade competition are deemed to not have officially participated in an A Grade game. This is also applicable for those competing against the High Performance Program team for their club.
 - (f) Juniors may be permitted to play for other clubs in junior or senior grades only if their club does not have a team in that grade, all permit applications must be submitted to the Competition and Grading Committee in writing (electronically).
- (9) Finals Eligibility – Open (Senior) Age
- (g) As above in points (38.1) a. b. c. d.
 - (h) To be eligible to play finals matches, a player must have played at least three (3) programmed games in that season in the minor round for the team that fields the players in the finals.
 - (i) Players named on the official team sheet to compete in any A Grade final (including, but not limited to First Week, Second Week, Elimination, Semi, Preliminary, Grand) are ineligible to compete in any subsequent B Grade competition game, including finals.
 - (j) At the completion of the final A Grade minor round, a player having competed in a higher percentage of A Grade games than B Grade games, will be deemed ineligible to compete in any further B Grade games, including minor rounds and/or finals (including, but not limited to First Week, Second Week, Elimination, Semi, Preliminary, Grand). If the percentage of games played in each grade is equal, the player is eligible to continue competing in the B Grade competition (assuming all other eligibility criteria are met). This equation is determined by (A Grade games played divided by total A Grade games scheduled for that Club, multiplied by 100) and (B Grade games played divided by B Grade games scheduled for that Club, multiplied by 100).
 - (k) Please note that players representing the High Performance Program team in the A Grade competition are deemed not to have officially participated in an A Grade game. This is also applicable for those competing against the High Performance Program team.
 - (l) The following conditions shall apply for players when Member Clubs have more than one team participating in the major round (Finals) - (to be read in conjunction with all other eligibility criteria):
 - i) A Member Club may promote a player from a team in a lower Division to a team in a higher Division for any major round (final) match.
 - ii) A player may not play in a lower Division final if they have played in a higher Division game, in any final round/series.
 - (m) Please refer to Internal Player Transfers Item 37.
- (10) Finals – Juniors
- (a) As above in points (38.2) a. b. c. d.
 - (b) To be eligible to play finals matches, a player must have played at least three (3) programmed games in that season in the minor round for the team that fields the players in the finals.
 - (c) The following conditions shall apply for players to be eligible to participate in the major round (finals) of the competition in any year:
 - (d) The player shall have been selected in any team of that Club in a minimum of three (3) minor round matches.
 - (e) Please refer to Internal Player Transfers Item 37.
 - (f) Please refer to Item 39 Player Permits.

39. Player Permits

- (1) No permits will be issued on the basis of age. A player must play in the division for which they are eligible by age or in a higher division.
- (2) All permit requests for players wishing to compete in a division in which their Club has not registered a team, shall be submitted electronically (in writing) to the Competition and Grading Committee and will be considered on their merit.

(3) All players named in the Adelaide Jets NWPL team, are eligible to play for their clubs within their age division and the highest open age division available within their club.

40. Forfeiture/Withdrawal

(1) A team shall be assumed to have forfeited if:

- (a) it cannot take to the water with at least six (6) players at the nominated time of the match in a Senior Grade
- (b) it cannot take to the water with at least five (5) players at the nominated time of the match in a Junior Grade (Note: for junior grades, may be negotiated between coaches and referee(s).
- (c) it gives prior notification of the forfeit.

(2) In the event of a forfeit the opposing team shall be awarded 4 points and the score shall be deemed to be 5 goals to nil against the forfeiting team.

(3) In the event of a forfeit immediately prior to a game the opposing team must be able to establish to the satisfaction of the Referee that it was present and able to take to the water at the appointed time for the match at the start and supply a completed team sheet signed by an Official of the Club.

(4) The referee of the match shall have the discretion to allow five (5) minutes after the scheduled starting time in determining whether a team is ready to take to the water.

(5) A "fineable forfeit" is defined as a forfeit in which a club has failed to notify WPSA and the Director of Competition and Grading within the 24 hours prior to the commencement of the scheduled game; if a team does not appear poolside at the scheduled game time/venue; and/or if an ineligible player enters the water (as per 38.7 and 38.8)

(6) A "non-fineable forfeit" is defined as a game in which clubs endeavor to participate in a game, yet insufficient players arrive for the game and through negotiation competing clubs agree to play a scratch match, utilizing the pool space, and officials present.

(7) A fineable forfeit in any grade will incur a \$50 fine to the relevant Club. This is also the case for any officially scheduled games against combination teams (for example, the High Performance Team), regardless of whether that game is for premiership points.

(8) A Club playing a player that does not meet the eligibility criteria as set out in the by-laws will forfeit any game points earned by the team in which the ineligible player has competed. The team/club also incurs a \$50 fine for each game that the ineligible player competes in.

(9) Any team which has forfeited five (5) games shall be withdrawn from the competition. Clubs will be fined \$100 for every senior team which withdraws from the competition as a result of forfeiture or withdrawal after team nomination due date.

(10) When a player has played for two (2) senior open teams in the same fixture round and is in breach of the competition rules for doing so, a fineable forfeit shall be awarded against the team from the higher division. If the teams concerned are from the same division, a fineable forfeit shall be awarded against the team which played the latter game.

(11) When it is found that a club has played an unregistered or ineligible player, or a player has played under a false or assumed name, or a player has played under disqualification, a \$50 fine shall be imposed on the club regardless of whether they won or lost the game.

41. Finals Format – Seniors and Juniors

(1) In any grade in which there are more than four (4) teams competing in the minor rounds, the four teams which are awarded the highest number of premiership points in the minor round shall compete in the Finals of that grade.

(2) Semi Finals

- 1st plays 4th
- 2nd plays 3rd

(3) Winners of Semi-finals play in the Grand Final.

(4) Winner of the grand final shall be the premier team for that grade for that season.

(5) When there are only four (4) teams entered in the grade the finals shall be played between the three (3) teams which are awarded the highest number of premiership points in the minor round as follows:

- Semi Final 2nd plays 3rd
- Grand Final Winner of Semi Final plays 1st Team

(6) In the event that two (2) teams are awarded the same number of premiership points in the minor round, the order of precedence shall be determined according to the following formula:

- $\frac{\text{Goals scored for the team in the minor round}}{\text{Total of goals scored for and against the team}} \times 100$

with the team achieving the highest percentage being given precedence

42. Handicap Competition

(1) The Competition and Grading Committee may decide to hold the Premiership Competition on a handicap basis in any season, in which case handicaps shall be established by the Committee in accordance with the guidelines set by the Board.

(2) In addition to the handicap competition there shall be a Championship Competition in that season.

43. Premiership Points

(1) Points shall be awarded during the minor round on the following basis:

- (a) Win 4 points
- (b) Draw 2 points
- (c) Loss 1 point
- (d) Forfeit 0 points

(2) A team which fields a player who is not eligible to play for that team shall forfeit the match in which the offence occurred and the opposing team shall be awarded 4 points and the score shall be deemed to be 5 goals to nil against the offending team.

44. Judiciary/Disputes/Complaints

- (1) See Water Polo SA Judiciary/Disputes Policy

45. Trophies and Medallions

- (1) The Association shall each year present a set of medallions to the winning team members in each grade.
- (2) A medallion shall be awarded to all members of the team including the team coach, which wins the Grand Final in each grade in accordance with the official team sheet completed on the day of the match.
- (3) A trophy may be awarded annually to the "Best and Fairest" and/or "Most Improved" player in each grade. The Competition and Grading Committee shall determine the method of selection of the winner of the trophy at its first meeting after the Annual General Meeting.
- (4) A trophy may be awarded annually to the "Club of the Year" and/or "Volunteer of the Year". The Board shall determine the method of selection of the winner of the trophy at its first meeting after the Annual General Meeting.
- (5) Medallions and trophies shall be presented on a date and at a venue decided by the Board.

DIVISION 6 - REPRESENTATIVE TEAMS

46. Managers

- (1) Managers and Manageresses of state teams shall:
 - (a) have absolute authority and disciplinary power in all matters affecting the State Teams,
 - (b) submit a written report to the Association within two (2) calendar months of the completion of the event at which the State Teams competed.
- (2) The Board may appoint assistant managers and/or manageresses for state teams.
- (3) An assistant shall carry out the duties assigned by the manager or manageress, in whose absence the assistant shall assume the duties and responsibilities of the manager or manageress.
- (4) All members of Association state teams shall sign the player's agreement form to be eligible to represent South Australia in interstate or international competition.

47. Official Uniform

- (1) The colours of the Association shall be red, navy blue and yellow.
- (2) The official uniform of the Association shall comprise:
 - (a) white shirt with the Association badge on the left breast
 - (b) navy shorts, pants or skirt
 - (c) navy top with the Association badge on the left breast.
- (3) The Association uniform may only be worn by:
 - (a) members of selected state teams representing South Australia in interstate or international competition
 - (b) coaches and managers of such teams
 - (c) referees representing South Australia in interstate or international competition
 - (d) persons who have been given such privilege by the Board. Such approval shall require at least two-thirds of the board members present and voting to be in favour.
- (4) Variations to the official uniform may be approved by the board for a particular season, providing at least two-thirds of the board members present and voting to be in favour.

Amendment History

Reprint Summary

Reprint 1	19.7.2004
Reprint 2	4.6.2007
Reprint 3	11.11.2008
Reprint 4/4.1/4.2	24.08.2015
Reprint 4.3	31.03.2016

Amendment Details

(Entries in bold indicate amendments incorporated since the last reprint)

Substitution of entire By-laws	17.7.2004
Board Meetings – Clause 10(2)	4.6.2007
Board Meetings – Clause 10(2)	11.11.2008
2014/15 Annual General Meeting	24.08.2015
Board Meetings – Clause 10(2)	31.03.2016