

(Reprint No. 3)

BY-LAWS

South Australian Water Polo Inc



The By-Laws are reprinted to incorporate all amendments
in force as at 11 November 2008

CONTENTS

	Page
DIVISION 1 – ADMINISTRATION	
Affiliation	1
Team Nominations	1
Registration	1-2
Transfers	2
Membership Types	2
Life Membership	2-3
Certificate of Merit	3
Policy & Procedure Statements	3-4
DIVISION 2 – MEETINGS	
Representation at General Meetings	5
Board Meetings	5-6
DIVISION 3 – DUTIES OF DIRECTORS AND OFFICIALS	
Duties of Positions	7
President	7
Secretary	7
Director for Finance	7-8
Director for Competition	8
Director for Membership	8-9
Director for National Events	9
Director for Volunteers & Officials	9
Director for Coaching & Development	9-10
Director for Communication	10
Delegate to A.W.P.I.	10

DIVISION 4 – ROLES OF THE COMMITTEES

Duties of the Committees	11
Competition and Grading	11-12
Major Events	12
National League	12
Development	12-13
Communication and Marketing	13-14
Volunteers and Officials	14-15
Finance and Membership	15
Constitution & Governance	15

DIVISION 5 - COMPETITION

General	17
Finals Eligibility	17
Finals	18
Handicap Competition	18
Premiership Points	19
Forfeiture of Matches	19
Trophies and medallions	20
Disputes and Complaints	20
Independent Tribunal	21

DIVISION 6 – REPRESENTATIVE TEAMS

Managers	23
Official Uniform	23

BY LAWS

DIVISION 1 - ADMINISTRATION

Affiliation

1. (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.

Team Nominations

2. (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.

Registration

3. (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 can not 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.

Transfers

4. (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.

(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.

Membership Types

5. (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.

Life Membership

6. (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.

BY LAWS

- (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.

Certificate of Merit

7. (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.

Policy & Procedure Statements

8. (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.

(Reprint No. 1)

South Australian Water Polo Inc

4

BY LAWS

(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.

DIVISION 2 – MEETINGS

Representation at General Meetings

9. (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.

Board Meetings

10. (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.

DIVISION 3 – DUTIES OF DIRECTORS AND OFFICIALS

Duties of Positions

15. (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.

President

16. (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.

Secretary

17. (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.

Director for Finance

18. (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.

Director for Competition

19. (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 premierships 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.

Director for Membership

20. (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.

BY LAWS

(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.

Director for National Events

21. (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.

Director for Volunteers & Officials

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

- (a) ensuring that the Association competitions and national & international events are supported by trained, qualified referees and technical officials of an appropriate standard.
- (b) acting as a link between the Board and the volunteers in the sport and is responsible for co-ordinating the Association's volunteer program.
- (c) convening meetings of all referees within the Association's referee panel
- (d) the maintenance and improvement of the standard of refereeing in the Association
- (e) encouraging suitable persons to train as referees
- (f) 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.

Director for Coaching & Development

23. (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.

Director for Communication

24. (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.

Delegate to A.W.P.I.

25. (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

Duties of the Committees

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

Competition and Grading

27. (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.

Major Events

28. (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.

National League

29. (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.

Development

30. (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:

BY LAWS

- (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.

Communication and Marketing

31. (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.

Volunteers and Officials

32. (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

BY LAWS

- 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

Finance and Membership

33. (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.

Constitution & Governance

34. (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 - COMPETITION

General

35. (1) The premierships competition shall be divided into grades.
- (2) Affiliated clubs must advise the Director for Competition in writing on the prescribed form 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 taken up with the Competition and Grading Committee. The committee shall consider any disputes and determine the matter. The Director for Competition shall report to the Board all disputes considered and determinations made.
- (5) In the minor rounds, where a club has teams playing in different grades, a club with two or more teams may promote and demote players at its own discretion so long as they do not play for two open grades in the same round.
- (6) No Affiliated Club may enter more than two teams in any one particular grade.

Finals Eligibility

36. (1) To be eligible to play finals matches, a player must have played at least three (3) of the matches programmed in that season in the minor round for the club that fields the players in the finals.
- (2) Where 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.
- (3) To determine whether a player has played in a match regard shall not be had to any player who is not present at the poolside ready to play prior to the completion of the first half of a scheduled match.
- (4) Table officials shall delete from the team sheet the names of players that are not present at the poolside ready to play prior to the completion of the first half of the match.
- (5) No player not already having participated in the match shall take to the water after the completion of the first half of a scheduled match.
- (6) Where a club has more than one team playing, a player having played in one grade may be promoted to another grade, but may not be demoted;
- (7) Where a club fields two teams in the same grade, a player eligible to play for both teams, must compete in the Finals for the team the player was fielded in the first round of the Finals matches.
- (8) A player who is absent from competition due to representation of an Australian 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 Finals despite Clause 36(1), barring injury that may have prevented the player's commitment to the representation.

Finals

37. (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 premierships points in the minor round shall compete in the Finals of that grade.

(2) The order of Play in the Finals shall be:

First Semi Final	Team 3	v	Team 4
Second Semi Final	Team 1	v	Team 2
Final	Winner First Semi Final	V	Loser Second Semi Final
Grand Final	Winner Second Semi Final	V	Winner Final

the winner of the grand final shall be the premier team for that grade for that season.

(3) 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 premierships points in the minor round as follows:

Semi Final	Team 3	v	Team 2
Grand Final	Winner Semi Final	v	Team 1

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

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

with the team achieving the highest percentage being given precedence

Handicap Competition

38. (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.

BY LAWS

Premiership Points

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

Win	4 points
Draw	2 points
Loss	1 point
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.

(3) Table officials are to check the eligibility of a player and advise the controlling referee that an ineligible player is or has participated. The referee must advise the club of the team in question.

Forfeiture of Matches

40. (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 (Note: for junior grades, may negotiate between coaches and referee(s) to be at least five (5) players).

(b) 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 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) In the event that a team gives 48 hours notice of its intention to forfeit a match, the opposing team must submit to the Director for Competition a list of those players who would have been fielded had the match taken place, and those players shall be deemed to have taken part in the match. Failure to provide a list of players, the team shall also be deemed to have forfeited.

Trophies and Medallions

41. (1) Each team, which wins a grade competition, shall be awarded the Association championship pennant.
- (2) The Association shall each year present a set of medallions to the winning team in each grade.
- (3) 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 team sheet handed to the Director for Competition on the day of the match.
- (4) 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.
- (5) 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.
- (6) Medallions and trophies shall be presented on a date and at a venue decided by the Board.

Disputes and Complaints

46. (1) Any official of the Association, who is an observer, has the power to report to the Board in writing to the Secretary within 48 hours of the incident or 48 hours of returning to Adelaide from a Interstate or Overseas trip any player or official, for behaviour derogatory to the objects of the Association. Such report shall be dealt with, as the Board deems fit.
- (2) During the whole of the day of any particular match the referee for the match has the power to report any player. The referee shall advise a table official at the first opportunity that a report is to be made. Such report must be handed to the Director of Competition & Grading in writing within 24 hours of the occurrence of the alleged offence.
- (3) The reporting referee shall advise the Director of Competition within 24 hours of a reportable incident arising from a game that a report or reports have been made and the Director of Competition shall convene a tribunal to hear the charge or complaint.
- (4) The referee who reports a player must advise the player verbally or otherwise that the report will or has been made and this shall be regarded by the Association as sufficient notification to the player and the Affiliated Club that the report has been made.
- (5) Club officials are bound to take whatever steps are necessary to answer the charges or complaints, which are subject of reports, at the next tribunal or board meeting as the case may be.
- (6) Except in the case of reports made in accordance with Clause 46(1), a player who has been reported may continue to take part in any competition until such time as the case is heard and a decision as to a penalty, if any, is decided.
- (7) Any referee, official or board member laying a charge or complaint shall appear in person to substantiate the charge and the accused shall have the right to hear all evidence submitted and have the power to cross-examine the accuser. Both the accuser and the accused shall have the right to call witness and/or counsel.

BY LAWS

Independent Tribunal

48. (1) An independent tribunal, consisting of three members, shall be appointed by the Board at the first meeting after the annual general meeting to undertake such investigations as the Board may from time to time require. Any two or more members may adjudicate on a report, and their findings shall be the findings of the tribunal.

(2) The independent tribunal shall:

- (a) Investigate all charges made by officials and referees against players of the Association and deal with any players found guilty of such charges, or of giving false or misleading evidence, or of failing to attend a meeting of the tribunal without reasonable excuse or other misdemeanors
- (b) Report to the Competition and Grading Committee any official of the Association found guilty of giving false or misleading evidence, or of concealing relevant information from the tribunal
- (c) Adjourn for a period of not less than one day nor more than four weeks before hearing the case of a player who does not appear at the appointed time for the hearing of a case without having given reasonable excuse for non-attendance. Except within the limitations herein before provided, such period of adjournment shall be at the discretion of the tribunal and notwithstanding any other rule, during such adjournment the player shall be suspended. In the event that the player fails to appear at the adjourned hearing without reasonable excuse, the Tribunal shall then hear the case forthwith in the absence of the player and shall make such finding and impose such penalty, if any, as it shall see fit
- (d) Meet as soon as practicable following an incident out of which a complaint or report arose, but at least within seven (7) days.

(3) Subject to the constitution, the decision of the tribunal shall be final but it may review its own decisions.

(4) A player who has been found guilty and suspended shall be disqualified from participating in water polo up to and including a calendar date or during a specified number of matches as decided by the tribunal. The Club for which the player is registered shall not grant a clearance to a suspended player until after the end of the disqualification period and such player shall not be eligible for consideration for the current season "Best and Fairest" award. A reported player eligible to play in both under age and senior grades shall not be eligible to play in any grade during the period of suspension but will only be ineligible for the "Best and Fairest" award in the grade in which the offence occurred. Loss of eligibility for "Best and Fairest" awards in any senior grade shall make the player ineligible for the awards in all senior grades.

(5) The Director of Competition & Grading shall convene meetings of the tribunal.

(6) In the event that the tribunal is unable to meet within the specified seven days, the Director Competition & Grading shall call a meeting of the Competition and Grading Committee to appoint an Acting Tribunal to meet within the prescribed time. The acting tribunal shall have the same powers; duties and responsibilities as the tribunal for the purpose of the matters referred to it.

(7) The Director of Competition & Grading or an appointed deputy shall attend meetings of the tribunal to record the proceedings but shall not take part in the hearing of the case.

(8) Emergency meetings of the tribunal may be held in special circumstances.

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BY LAWS

DIVISION 6 - REPRESENTATIVE TEAMS

Managers

49. (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 Secretary 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.

Official Uniform

50. (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.

BY LAWS

Amendment History

Reprint Summary

Reprint 1	19.7.2004
Reprint 2	4.6.2007
Reprint 3	11.11.2008

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