

POLICY AND PROCEDURE STATEMENTS

South Australian Water Polo Inc



INDEX

AD – Administration	AD1 – Privacy AD2 – Code of Conduct
CM – Communication	CM1 – Record Management (TO BE DEVELOPED)
FN – Finance	FN1 – Chart of Accounts (TO BE DEVELOPED) FN2 – Payment of Accounts FN2 – Petty Cash
GN – Governance	GN1 – Role of Board of Directors (TO BE DEVELOPED) GN2 - ...
HL – Health	HL1 – Sport Injury HL2 – Smoke Free (TO BE DEVELOPED) HL3 – Asthma (TO BE DEVELOPED) HL4 – Alcohol (TO BE DEVELOPED)
ME – Major Events	ME1 - ...
NL – National League	NL1 - ...
SL – State League	SL1 – Local Competition Rules SL2 – Referee Panel
ST – State Teams	ST1 – Representative State Team - General ST2 – Representative State Team - Referees ST3 – Representative State Team - Coaches ST4 – Representative State Team - Manager/Manageress ST5 – Representative State Team - Code of Conduct

AD1 - PRIVACY

PREAMBLE

On 21 December 2001 amendments to the Commonwealth Privacy Act came into effect. The Act is likely to have an impact on the way sport at the national, state and club level, carries out its work and in particular to the way it collects, uses, stores and discloses the personal information of individuals.

The Act identifies whether the National Privacy Principles (NPPs) apply to an organisation, and if they do, what needs to be done to ensure compliance. Even if SAWPI does not need to comply with the Act, it is considered good governance that the Association adopt a policy.

The policy explains how SA Water Polo uses personal information collected through registration of memberships.

INTRODUCTION

South Australian Water Polo Inc (SAWPI) acknowledges and is committed to protecting the privacy of its members. We will collect, use, disclose and hold personal information in accordance with the *Privacy Act 1988* and the amendments to the Act.

South Australian Water Polo Inc collects and holds personal information about its members which includes but is not limited to, name, address, telephone/mobile phone number and email address.

COLLECTION OF PERSONAL INFORMATION

South Australian Water Polo Inc collects personal information directly from an individual when:

- < They register as a members of an affiliated club
- < They register as a participant of a development program conducted by SAWPI
- < They register as a participant of a training course conducted by SAWPI
- < Participate as a member of a State Team at a National Championship conducted by AWPI

South Australian Water Polo Inc may use this personal information for the following purposes:

- < Marketing for future promotions
- < Provide member with information on competition, training and development programs
- < Distributing newsletters

We may need to forward your personal information to a third party for:

- < Sponsorship purposes
- < Medical reasons, etc.

Date endorsed: 1 June 2004

Review Date: 1 June 2006

Personal information shall not be provided to a third party without approval of the member.

SECURITY AND ACCESS OF PERSONAL INFORMATION

The personal information that has been provided to SAWPI will be kept confidential and secure and will not be accessible for unauthorised use, amendment or disclosure. Only officials of South Australian Water Polo Inc will have access to such information. Members are able to access the personal information we hold about them at any time by contacting the Privacy Officer by phone, fax or by email.

Ensuring your information is accurate South Australian Water Polo Inc will reasonably attempt to ensure that the personal information we hold about members is accurate, up to date and complete. To ensure that member details are correct, SAWPI requires the assistance of its members by initially providing us with accurate information and if future changes are made to the personal information members contact the Association, so that details can be updated.

If members require any further information regarding our privacy policy or procedures please contact the privacy officer by writing to

SA Water Polo Inc
PO Box 2088
Glynde Plaza
FELIXSTOW SA 5070

or email

administration@sawaterpolo.asn.au.

RELATED POLICY & PROCEDURE

-

AD2 – CODE OF CONDUCT

PREAMBLE

SAWPI recognises that the success of our organisation and sport and the maintenance of the organisation's integrity requires that its Directors and employees pursue the highest standards of ethical conduct at all times. SAWPI will act in accordance with the following principles:

Fair Dealing

SAWPI will deal fairly with our employees, colleagues, members, players, officials, referees, coaches, suppliers, competitors and stakeholders.

Avoid Conflicts Of Interest

SAWPI acknowledges that there may be times when our personal or other interests conflict with those of the organisation. In these circumstances, SAWPI will take action to remove or manage the conflict, so as to avoid detriment to SAWPI or any perception of conflict of interest. Directors shall declare their interest and abstain from debate and voting on matters in which they have a declared interest.

Personal Transactions

SAWPI Directors or employees will not use the name of SAWPI (or any of its members) for personal gain. SAWPI will not use any information gained from our dealings with SAWPI for personal gain, nor allow any such information to be used for the personal gain of others. Any equipment, services or facilities made available to Directors or employees by SAWPI will be used only for properly authorised purposes.

Maintain Confidentiality

SAWPI will take care to ensure that confidential information about our employees, colleagues, members, players, officials, referees, coaches, suppliers, competitors and stakeholders is properly protected and not disclosed, except for proper purposes or where required by law.

Compliance with the Law And Company Policies

SAWPI will abide by the law and relevant policies at all times.

Reporting Of Breaches Encouraged

Any breaches of the law or unethical behaviour which becomes known to employees must be reported to the relevant manager. Breaches of the law which become known to a Director must be reported to the Chairperson or the Board as a whole. Any breaches so reported will be properly investigated and appropriate action taken. Persons who report suspected breaches in good faith shall be protected from victimisation.

PLAYER'S CODE OF BEHAVIOUR

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or

Date endorsed: 4 April 2005

Review Date: 4 April 2007

provoking an opponent are not acceptable or permitted behaviours in any sport.

- Work equally hard for yourself and/or your team. Your team's performance will benefit so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

ADMINISTRATOR'S CODE OF BEHAVIOUR

Includes Committee member, employee, contractor, and appointed officers of South Australia Water Polo Inc, Member Associations and Affiliated Clubs:

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not over emphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

SPECTATOR'S CODE OF BEHAVIOUR

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams.
- Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

COACH'S CODE OF BEHAVIOUR

- Respect the rights, dignity and worth of every human being. Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
- Ensure the athlete's time spent with you is a positive one. All athletes are deserving of equal attention and opportunities.
- Treat each athlete as an individual. Respect the talent, development stage and goals of each individual athlete, help each athlete reach their full potential.
- Be fair, considerate and honest with athletes. Be professional and accept responsibility for your actions. Language, manner, punctuality, preparation and presentation should display high standards. Display control, respect, dignity and professionalism to all involved in the sport - this includes opponents, coach's officials, administrators, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities.
- Make a commitment to providing a quality service to your athletes. Maintain or improve your current NCAS accreditation. Seek continual improvement through performance appraisal and ongoing coach education. Provide a training program which is planned and sequential. Maintain appropriate records.
- Operate within the rules of your sport. The guidelines of National and International bodies governing your sport should be followed. Please contact SAWPI for a rule book and any relevant policies. Coaches should educate their athletes on drugs in sport issues in consultation with ASDA.
- Provide a Drug Free Environment - Do not advocate, prescribe, recommend, support, administer or participate in the use of drugs, stimulants, or doping practices in respect of any athlete under my coaching and direction and abide by the Anti-Doping Policy of Australia Water Polo Inc or Anti Doping Policy adopted by Australia Water Polo Inc. Coaches should educate their athletes on drugs in sport issues in consultation with ASDA
- Any physical contact with athletes should be:
 - appropriate to the situation.
 - necessary for the athletes skill development.

Refrain from any form of personal abuse towards your athletes. This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.

- Refrain from any form of harassment. This includes sexual harassment, racial vilification and harassment on the grounds of disability. You should not only refrain from initiating a relationship with an athlete but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Provide a safe environment for training and competition. Ensure equipment and facilities meet safety standards. Equipment, rules, training and the environment need to be appropriate for the age of the athletes.
- Show concern and caution towards sick and injured athletes. Provide a modified training program where appropriate. Encourage athletes to seek medical advice when required. Maintain the same interest and support towards sick and injured athletes.
- Be a positive role model for your sport and athletes. Abuse and insults directed at officials or parents.
- Refrain from inappropriate behaviour towards officials and parents.
*Refer "Harassment- Free Sport guidelines" available from the Australian Sports Commission.

OFFICIAL'S CODE OF BEHAVIOUR

Includes: Referees, table officials, and appointed officers of South Australia Water Polo Inc, Member Associations and Affiliated Clubs:

- Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.
- Be professional in your appearance and manner and accept responsibility for all actions taken. Display high standards in language, manner, punctuality, preparation and presentation. Display control, respect dignity and professionalism to all involved with water polo (including athletes, coaches, officials, administrator parents and spectators) and encourage other referees/officials to demonstrate these qualities. Be courteous, respectable and open to discussion and interaction.
- Make a commitment to providing quality service to officiating your state and SAWPI by seeking continual improvement of your officiating knowledge and skill through study, performance appraisal and regular updating of competencies. Maintain and improve your Australian or SSO Panel Rating.
- Operate within the rules and spirit of water polo. Abide by and respect the regulations governing water polo and sport generally and the organizations and individuals administering those regulations.
- Refrain from any form of personal abuse towards athletes, officials, parents and coaches. This includes verbal and physical abuse.
- Refrain from any form of sexual harassment. This includes explicit, implicit, verbal and non-verbal sexual harassment.
- Provide a Drug Free Environment – Do not advocate, prescribe, recommend, support, administer or participate in the use of drugs, stimulants, or doping practices in respect of any athlete under my officiating and direction and abide by the Anti-Doping Policy of Australia Water Polo Inc or Anti Doping Policy adopted by Australia Water Polo Inc. Officials should educate their athletes on drugs in sport issues in consultation with ASDA
- Place the safety and welfare of the participants above all else. Ensure that equipment and facilities meet rule requirements and safety standards.
- Be impartial. Be a positive role model for refereeing and officiating. Show concern and caution towards sick & injured athletes. Encourage inclusivity and access to all areas of officiating. Be a positive role model for refereeing.

PARENT/GUARDIAN'S CODE OF BEHAVIOUR

As a parent/guardian of a player/participant in any activity held by or under the auspices of SAWPI, a Member Association or an Affiliated Club, you must meet the following requirements in regard to your conduct during any such activity or event:

- Remember that your child participates in sport for their own enjoyment, not yours.
- Focus on your child's efforts and performance rather than winning or losing.
- Never ridicule or yell at your child and other children for making a mistake or losing a competition.
- Show appreciation for good performance and skilful plays by all players (including opposing players).
- Respect officials' decisions and teach children to do likewise.
- Do not physically or verbally abuse anyone associated with the sport (player, coach, umpire etc).
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background

RELATED POLICY & PROCEDURE

Date endorsed: 4 April 2005

Review Date: 4 April 2007

SL1 – LOCAL COMPETITION RULES

GENERAL

- Each team shall provide its own caps, which shall comply with FINA specification.
- Teams which do not appear in correctly numbered caps, shall be reported to the Referee or Director for Competition and shall be subject to \$100 for each offence.
- The Association shall provide balls for each finals match.
- In the minor round each club shall provide a ball that must comply with FINA specification. The Referee shall report any infringement of this rule to the Director for Competition and the offending team shall be subject to \$50 fine
- Prior to the commencement of the season the Competition and Grading Committee will recommend to the Board:
 - Dimensions of the pool for each grade in the minor rounds of the competition
 - Time limit of each game in the minor rounds of the competition.

RESULT AND SCORE CARDS

- A team sheet showing the names of players in each team with their respective cap numbers and membership numbers must be signed by a team official after the scheduled match. The Referee or a Table Official shall report to the Director for Competition any infringement to this rule and the offending team shall be subject to a \$50 fine.
- During the finals series the Association shall appoint Goal Judges.
- Completed team sheets are to be submitted to the Director for Competition.

FIXTURES

- The Competition and Grading Committee prior to the commencement of the season shall draw up the program of matches for the season. The program shall show for each match:
 - Date
 - Time of commencement
 - Placeand a copy shall be given to:
 - each Association Official
 - each Referee on the Association's Referee Panel
 - the Secretary of each Affiliated Club.
- The program may only be altered with the approval of both teams in the match concerned and with the express approval of the Competition and Grading Committee, or as a result of a direction of the Board.
- The team that nominated, but is unable to continue in the appointed competition, shall be treated as a forfeit. The team that withdrew shall recruit the necessary players to provide the necessary opposition for the opposing team.
- The opposing team shall be awarded 4 points and have deemed to have scored 5 goals to nil.
- Duty Clubs shall be nominated at the time the program is prepared. In the event that a Club does not fulfil its obligations as Duty Club, the controlling Referee shall report to the Director for Competition any infringement of this rule. The offending Club shall be subject to \$50 fine for each match unattended. A club may appoint any necessary replacement with advanced notification to the Director for Competition.

SL2 – REFEREE PANEL

GRADING OF REFEREES

- Application for examination for grading and election to the Referee's panel or for re-grading as a Referee shall be made to the Volunteers and Officials Committee on the prescribed form.
- Referees on the panel shall be graded 1, 2, or 3 according to the Committee's opinion as to the standard of match, which the Referee is capable of controlling:

Grade 1

Shall be the highest standard and only grade 1 Referees shall be eligible for selection as Referees to represent South Australia,

Grade 2

Referees shall be of such a standard that they are capable of satisfactorily refereeing the Reserves and easy Senior State League matches. Grade 2 Referees will generally only be given senior matches for the purpose of practical examination for re-grading,

Grade 3

Referees will be probationary and, except for the purpose of practical examination for re-grading, shall only be given easy matches.

- All referees on the Panel should have Level 1 Accreditation as a minimum requirement.
- The Volunteers and Officials Committee may recommend to the Board the de-registration of:
 - any Referee guilty of misconduct,
 - A Grade 3 Referee who after one season has not reached a standard warranting re-grading to Grade 2, and the re-grading of any Referee, who in the opinion of the Committee, does not maintain the minimum standard for their current grade.
- A Referee, who resigns or is de-registered, may be re-registered after proper examination by the Volunteers and Officials Committee.
- After a period of two years on the panel, a Referee must apply for re-registration and be re-examined.
- All referees are required to purchase the latest version of the FINA Rule Book.

ATTIRE

- All Association Referees will be expected to be attired in whites. Black or blue shorts/trousers will be acceptable. Failure to comply will result in scheduled payment being forfeited.

APPOINTMENT

- The Volunteers and Officials Committee is to ensure that referees are appointed well in advance of scheduled matches. In addition, an emergency nomination should be provided.
- It is the appointed referee's obligation to contact the emergency referee and the Director for Volunteers and Officials if he/she is unable to attend the appointed match. Failure to notify will incur a \$10.00 fine. Failure of the emergency to attend, without just reason, will incur a \$5.00 fine.

SCHEDULE OF PAYMENT

- Payments will be made at the conclusion of each match.
- Payment will be made in accordance with Schedule 1.
- Referees will be required to sign a Remittance Form for auditing purposes.

NOMINATIONS

- All Affiliated Clubs are to nominate two (2) referees per team nomination.

Schedule 1

GRADE	Payment
A' Grade Men	\$10.00
Senior Grades	\$7.50
Junior Grades	\$5.00

ST1 – REPRESENTATIVE STATE TEAMS

INTRODUCTION

The purpose of this policy is to provide a guideline on matters associated with sending Representative State Teams (RST) to National Championships conducted under the auspice of Australian Water Polo Inc.

SAWPI DELEGATED AUTHORITY

- The Executive Officer, or the Board of Director's sanctioned delegate, is responsible for
 - Overseeing the overall organisation of RST.
 - Ensuring that all appointed coaches, managers and players receive appropriate guidelines with regard to their duties and responsibilities.
 - Ensuring that all appointed coaches, managers and players have signed the relevant SAWPI agreement forms that acknowledges the receipt of the relevant SAWPI guidelines and confirms their acceptance to the SAWPI appointment conditions.
 - Providing, in the first instance, answers to any queries relating to RST from coaches, players, parents and managers.
 - Conducting mid-point review of the training program for each RST.
 - Coordinating any responses that may need to be directed to the Board of Directors.

TRAVEL TO CHAMPIONSHIPS

- Unless otherwise specified by the Board of Directors, RST will travel to a nominated National Championship by air.
- Travel arrangements for National Championships shall be arranged using preferred suppliers of AWPI and SAWPI.
- All members of a RST shall travel together. Where an individual is granted permission to make alternative arrangements, that individual shall be responsible for making their own alternative arrangements and still be required to contribute to the cost of the team.
- SAWPI is only responsible for organising travel and accommodation for the team members and officials attending a nominated National Championship

TRAVEL AT CHAMPIONSHIPS

- Appropriate travel will be arranged during a National Championship to move athletes to all venues for the duration of the event.

ACCOMMODATION

- Unless otherwise specified by the Board of Directors, each team (male and female) shall stay at different accommodation.
- The nature of accommodation selected for teams will have consideration of the following criteria:
 - close proximity to playing venue
 - the availability of self contained apartments
 - reasonable rates.

TEAM UNIFORM

- All athletes representing RST are required to wear the approved uniform as stipulated in the SAWPI uniform Brochure.

COSTS

- The athletes selected for a RST shall share the cost (Travel, Accommodation and Car Hire/Petrol) of participating at a National Championship.
- The athletes selected in a RST shall be levied the cost of sending the Coach and Manager away with the team. (Player Levy)
- The athletes shall be levied (approx. 2% of the total cost for travel, accommodation and car hire/petrol) for the administrative cost of arranging the team to attend the nominated National Championship. (Administration Levy)
- Athletes will be sent an invoice to cover the Travel, Accommodation and Car Hire/Petrol, Player and Administration levies as soon as possible after the team has been ratified by the Board of Directors.
- The Association shall pay the cost of providing a qualified Referee to attend National Championships.
- Athletes will be required to purchase the approved uniform as stipulated in the SAWPI uniform Brochure. Payment of uniform orders is to be arranged with the Team Manager.
- The withdrawal of an athlete within three day of departure will be required to pay 50% of the necessary costs, as advised by the Board.
- All costs for RST participants must be paid in full prior to the team's departure for the event..

TEAM SELECTION

- All potential members of a RST shall be notified of the commencement of the training program.
- The selection of RST shall be made by the Selection Committee.
- Each committee will include the coach, Executive Officer and a sanctioned delegate of the Board.

Date endorsed: 06 August 2007

Review Date: 06 August 2009

- RST selection shall be based on
 - attendance
 - attitude
 - experience
 - knowledge
 - skill level
 - playing ability
 - team senseas adjudged by the Selection Committee.
- All selections are to be ratified by the Board of Directors, in line with the requirements of the Constitution.
- Any dispute over the selection of an athlete is to be dealt with by the Selection Committee in the first instance and the Board in the second instance.
- For the State Under 14 team's (selected for the East Coast Challenge or similar State based championship) and the State 16 and Under team's (selected for the Australian Championships) that up to 13 players shall be selected. If the coach of a RST wants to select a 14th and / or a 15th player the coach must present to the Board at least six weeks prior to the commencement of the tournament a written submission detailing the reasons why the extra player or players should be selected, the final decision remains with the Board.

TEAM APPOINTMENTS

- The Board of Directors shall appoint a Coach for each RST as stipulated in SAWPI Policies and Procedures ST3.
- The Board of Directors shall appoint a Manager/s for each RST whose role is described in SAWPI Policies and Procedures ST4.
- Managers shall be of suitable experience, seniority and maturity. The Manager of a girls/junior women side must be female, where the Coach is male. The Manager of a boys/junior men side must be male, where the Coach is female.
- The Manager shall have authority to
 - provide directions to the team
 - impose disciplinary action on playersin matters outside of the competition environment.

HOST STATE

- Where South Australia is the host of a National Championship, each athlete selected for a RST will be required to contribute to a levy, as determined by the Board from time to time.

DRAFTS

- A draft player will make his or her own arrangement to travel to the Host State of the Championship.
- Where a draft is required for a RST, that draft will be required to contribute their portion to the following costs:
 - Player Levy
 - Accommodation
 - Car Hire & Petrol
 - Team Uniform (if required)
 - Administration Levy

RELATED POLICY & PROCEDURE

AD2 - Code of Conduct

ST2 - Representative State Team Referees

ST3 - Representative State Team Coaches

ST4 - Role of Manager / Manageress

ST5 - State Team Code of Conduct

ST2 – REPRESENTATIVE STATE TEAM REFEREES

INTRODUCTION

The following policy applies to South Australian referees who are appointed by the Board of Directors to officiate at National Championships conducted by Australian Water Polo Inc.

PERSONAL PAYMENT

- No personal payments are to be made to the Referees.
- No reimbursements will be made for uniforms, meals, and incidentals or lost wages.

TRANSPORT

- The SA Water Polo Association is responsible for the provision and payment of interstate transport for referees to attend interstate competitions.
- Referees will travel by the same mode, standard of transport as state teams.
- Referees are responsible for their own transport to and from venue while interstate.
- Team Management will seek to provide transport to venues with State Teams wherever convenient.

ACCOMMODATION

- The SA Water Polo Association is responsible for the provision and payment of accommodation for referees while officiating at interstate competitions.
- The same standard of accommodation will be provided as for state teams.

PROFESSIONALISM

- As an official representing SAWPI, the nominated Referee(s) shall ensure that they act in a professional manner and abide by the Rules of AWPI and the conduct prescribed by the Board of Directors (Policy and Procedure Statement ST5).

PROCEDURE

- Calls for 'Expressions of Interest' will be made by the Board of Directors, at least two months prior to the nominate championships.
- Expressions of interest should be addressed to the Secretary, accompanied by a Water Polo CV stating qualifications and experience in refereeing.
- All expressions of interest received by the close of application will be presented and considered by the Board of Directs and the next scheduled meeting. This should be no less than 30 days prior to the championships.

Date endorsed: 1 June 2004

Review Date: 1 June 2006

- In making an assessment of the applicants, the Board will have regard to the following criteria:
 - Grading in accordance with Policy and Procedure Statement SL1.
 - An active referee
 - Previous National experience
- The recommendation of the Board will be final. The Secretary will notify both successful and unsuccessful applicants in writing.

RELATED POLICY & PROCEDURE

AD2 - Code of Conduct

SL1 - Referee Panel

ST5 - State Team Code of Conduct

ST3 – REPRESENTATIVE STATE TEAM COACHES

INTRODUCTION

The purpose of this policy is to provide guidelines on the selection of coaches for State Representative Teams and other coaches, as they are required.

PERSONAL PAYMENT

- No personal payments are to be made to the Coaches.
- No reimbursements will be made for uniforms, meals, and incidentals or lost wages.

TRANSPORT

- Coaches will travel by the same mode, standard of transport as state teams.
- Coaches are to travel at all times with the team.

ACCOMMODATION

- The same standard of accommodation will be provided as for state teams.

PROFESSIONALISM

- As an official representing SAWPI, the nominated Coach(s) shall ensure that they act in a professional manner and abide by the Rules of AWPI and the conduct prescribed by the Board of Directors (See Policy and Procedure Statement ST5).

APPOINTMENTS

Application

- Applicants are required to submit a Water Polo CV and a letter stating their willingness and reasons for applying for the coaching position. Applications must be submitted by the due date.

Selection

- The Board of Directors will consider applicants on the basis of their coaching qualifications and experience.
- Where necessary the applicants may be interviewed by the Development Committee.
- The Secretary will notify applicants in writing whether successful or unsuccessful.

Date endorsed: 1 June 2004

Review Date: 1 June 2006

Pre Requisites

- An overall assessment of the coach's ability will be determined on the basis of the factors listed below and on their conduct and performance as a coach.

Essential Qualifications

- Level One Coaching Accreditation.

Essential Experience

- A minimum three years at Senior Club or school coaching.
- State Team coaching.

Desirable Qualifications

- Level Two Water Polo Coaching Accreditation (Possess or working towards).
- An accredited referee.

Desirable Experience

- National League coaching
- International coaching
- International playing
- An active referee.

Wherever possible, the selected coaches of State teams should coordinate their training with the ITC and other development programs, as conducted by SA Water Polo.

PROCEDURE

- Calls for 'Expressions of Interest' will be made by the Board of Directors, at least two months prior to the nominate championships.
- Expressions of interest should be addressed to the Secretary, accompanied by a Water Polo CV stating qualifications and experience in coaching
- All expressions of interest received by the close of application will be presented and considered by the Board of Directors and the next scheduled meeting. This should be no less than 30 days prior to the championships.
- In making an assessment of the applicants, the Board will have regard to the following criteria:
 - Level 1 Accreditation
 - An active Coach and/or referee
 - Previous National experience

Date endorsed: 1 June 2004

Review Date: 1 June 2006

- The recommendation of the Board will be final. The Secretary will notify both successful and unsuccessful applicants in writing.

RELATED POLICY & PROCEDURE

AD2 - Code of Conduct

ST5 - State Team Code of Conduct

ST4 – ROLE OF MANAGER / MANAGERESS

INTRODUCTION

Training Preparation

- Prepare and circulate notice to clubs, ITC and Schools, inviting players to team trials/training four months prior to event.
- Arrange trials/training pool times in conjunction with ITC/Clubs/Competition pool requirements and SAWPI pool allocation.

Championship Preparation

- In consultation with the Administration Officers:
 - Obtain Championship program, with recommended accommodation and hire bus information from the State Association hosting championship.
 - Advise AWPI Secretary General of flight times required to and from championship.
 - Book accommodation directly with apartments/motel. Those with full cooking facilities are preferred.
 - Book 12 seater commuter bus for collection at Airport on arrival.
 - Calculate player levy to meet airline ticket, accommodation and bus hire costs for coach and manager.
 - Calculate individual player trip costs based on the cost of airline tickets, accommodation, bus hire, player levy and ancillary (petrol/parking etc) costs.
- Advise selected team members as follows:
 - Congratulation on selection
 - Other team members
 - Flight details
 - Requirement to advise school/university/employee
 - Accommodation/Trip cost & details.
 - Medical information
 - Water polo and personal requirements to take
 - Player agreement form and Code of Conduct.
- Take order with payment from players, coach and manager for State Team standard uniform.

Date endorsed: 1 June 2004

Review Date: 1 June 2006

- Place order for standard uniform with the preferred supplier in sufficient time to ensure delivery prior to departure.
- Invoice players for total trip cost a month prior to departure. Maintain record of payment.
- Provide player cap numbers and names to the State Association hosting the championship two weeks before departure.

Prior to Departure

- Obtain player agreement and medical form a week prior to departure.
- Provide SAWPI Finance Director with money collected. At the same time obtain cheque for accommodation and bus hire including refundable bond if required.
- Arrange with AWPI Secretary General for delivery of Airline Ticket a week before departure.
- Take:
 - Drivers license
 - First aid kit, nail clippers and emery board and ice pack
 - Player medical forms
 - Airline tickets
 - Accommodation booking details
 - Bus hire booking details
 - Cheques for accommodation and bus hire (if required).
 - Championship program with address of pool and game/training times
 - Set of water polo caps and 4 practice balls
 - Game statistic sheets
 - Road map and tourist information
- One hour prior to flight departure, collect group booking boarding passes at airport book-in counter and book in team luggage.

On Arrival

- Collect and pay (if required) for bus hire on arrival. Manager to drive bus at all times.
- Pay for accommodation on arrival (if required).

At the Championships

- Attend information session for team coaches and managers prior to the first game.

Date endorsed: 1 June 2004

Review Date: 1 June 2006

- Maintain team discipline, welfare, food, rest and fun. Ensure players attend team meetings, training and games.
- Obtain game statistic sheets at the completion of each match.

After the Championship

- Submit championship report to SAWPI Board of Directors within one month of the championship.

RELATED POLICY & PROCEDURE

AD2 - Code of Conduct

ST1 – State Representative Teams

ST5 - State Team Code of Conduct

ST5 – STATE TEAM CODE OF CONDUCT

INTRODUCTION

The purpose of this policy is to provide a guideline for the standard of conduct expected of players and officials of South Australian Water Polo Representative State Teams during training, travel and competition, and at other times where they are identifiable as State Team representatives.

GENERAL

- Coaches and managers of state teams are to be appointed by the Board of SAWPI.
- The Board may appoint Assistant Managers and/or Manageresses for State Teams.
- All arrangements for tours and competition must be submitted to and passed by the Board before circulation of details to players and their parents.
- Separate coaches and managers will be appointed for each team competing.
- Where possible, each team will be provided with separate accommodation.
- Payment of all monies owing must be paid before departure by the specified date or players will not be able to travel.

STANDARDS

- All players and officials are required to conduct themselves in the manner now expected of elite sports persons and professional officials, reflecting the policies and standards set by the Australian Sports Commission, South Australian Water Polo Inc, and sponsor organisations.
- All members of Association State Teams shall sign the Player's Agreement and Medical Information Form (Form F) to be eligible to represent South Australia in Interstate or International competition. The form is to be distributed and collected by Team Management. The declaration must be signed before departure.

SPORTSMANSHIP

- All players and officials are expected to participate in the true spirit of sportsmanship.
- Only the Coach and Team Captain are to involve themselves in any way with the referees or Table Officials.
- Actions in and out of the water are not to bring Water Polo into disrepute.
- During warm up there should be no 'playing around' before games, out of water warm ups should be done quietly and conscientiously by each player without distraction from others.

LOYALTY

- All players are to be loyal to their Team, Coach, and management, and follow instructions of the Coach,

Date endorsed: 1 June 2004

Review Date: 1 June 2006

Captain and Manager at all times.

UNIFORM and GENERAL ATTIRE

- Players and officials should be neatly dressed at all times, and wear the appropriate Team Uniform as nominated by the Board of Directors.

LEGAL BEHAVIOUR

- There is to be no illegal behaviour by players or officials. This includes:
 - No obscene behaviour.
 - No under age drinking at all times. (Where a player is of legal age, the Team Manager will use suitable discretion during the period of the tournament).
 - No provision or consumption of illegal drugs.
 - No provision or consumption of performance enhancing substances.
 - No attendance at licensed premises (i.e. nightclubs or bars).

PUBLIC RELATIONS

- The standard of behaviour of players and officials in and out of the water should be of a high standard and generate no public criticism.

DISCIPLINARY ACTION

- Behaviour that would bring the sport, the team or the State into disrepute will not be tolerated and a player who behaves in such a way will be returned home immediately, any additional costs being borne by the player. Repeated serious misbehaviour will put the future selection in State teams in doubt

RELATED POLICY & PROCEDURE

AD2 – Code of Conduct

ST1 - Representative State Team

ST2 - Representative State Team Referees

ST3 - Representative State Team Coaches

ST3 - Role of Manager / Manageress

ST4 - State Team Code of Conduct

Date endorsed: 1 June 2004

Review Date: 1 June 2006