

# Western Australian UWH Team Manager Guidebook

The following guidebook covers all aspects of the Team Manager roles, split into two (Senior and Junior). Included is a timeline, descriptions of each required task and also the requirements from the Manager, Coach, Players and Committee.

## **Team Manager Role Description.**

The Team Manager is the sole organiser of their respective WA state teams for the National Championships. They are elected via a vote from the UWH WA Committee and the role is active from July until the tournament accounts are finalised (approximately one month post-event).

The Junior Team Manager is responsible for the Under 15 and Under 19 team(s), and the Senior Team Manager is responsible for the Elite Women, Open Elite and Masters.

### *Requirements:*

- Availability to complete required tasks throughout duration of contract
  - A large amount of work is required in July and August immediately after election to ensure players receive adequate information prior to selection trials
- The Team Manager is the first point-of-contact for all coaches, players, UWH WA Committee members and the Host State Organisers and must have reasonable contact availability
- A thorough knowledge of coordinating the various aspects of a sports team/group of people
- A working knowledge of best accounting practices
- Ability to problem-solve and work with people
- An understanding of the sport and previous experience managing or participating at a National Championships is desirable
- The Senior Team Manager is not required to attend National Championships
- The Junior Team Manager is required to attend National Championships

### *Payment:*

The Junior Team Manager and the Senior Team Manager are each paid \$500 for their services and their costs are reimbursed (as detailed in these Guidelines).

The State Team Manager Contracts are attached at Annexure A.

## **Tasks which impact all teams.**

There are a number of tasks which impact all teams and therefore the Team Managers must be able to communicate and work together. They are:

- Info Pack
  - There should be a unique info pack for Seniors and Juniors, however some content will cross over
- Uniforms
- Players who are competing in multiple divisions
- Playing coaches
- Function attendance
- AUF/UHA financial status

### Task timeline.

Further details on the below elements can be found in the relevant section of this Guidebook.

Due date	Task	Responsible
6 months out from tournament	Selection and announcement of Team Managers and coaches	UWH WA Committee
	Appointment of one person on committee to be liaison with State Team Manager	UWH WA Committee
	Decide and give notice of late fee	UWH WA Committee
	Contact Host State and provide contact details	Both Team Managers
	Book pool for 2 selections trials in collaboration with Coaches	Both Team Managers/Coaches/ UWH WA Coach Coordinator
	Liaise with UWH WA Communications Officer regarding communication portals and decide on preferred	Both Team Managers/UWH WA Communications Officer
	Decide and give notice of selection dates and venues (avoiding Father's Day where possible)	UWH WA Committee
	Make preliminary enquiries of accommodation	Both Team Managers
	Review best flights and consider appointing travel agent to be point of contact for individuals to purchase best flights (but no group bookings)	Both Team Managers
	Prepare introduction email for UWHWA committee to distribute including attaching: <ul style="list-style-type: none"> <li>• preliminary information pack</li> <li>• preliminary budget</li> <li>• nomination form link</li> </ul>	Both Team Managers
5 months out from tournament	Provide Coaches and UWHWA with a list of nominations	Both Team Managers
	Populate existing email lists using preferred communication tool for each division and one for the coaches only. The UWHWA rep should be on each email list.	Both Team Managers
	Set up spreadsheet of teams. Example spreadsheet is attached at Annexure E	Both Team Managers
	Attend first selections and assist with nominations (take laptop to the pool if possible and have hard copy forms available). Be prepared to collect some cash payments.	Both Team Managers
	Deposit all cash payments with clear descriptions	Both Team Managers
	Draft email calling for applications for Chaperones/Room Supervisors	Junior Teams Manager and UWHWA
4 months out from tournament	Provide Coaches and UWHWA with a list of any further nominations received	Both Team Managers
	Attend second selections – take laptop to the pool	Both Team Managers
	Ensure all nominated players have paid fees including late nomination fees	Both Team Managers

	Preliminary accommodation research/booking based on numbers	Both Team Managers
	Confirm with Host State number of WA teams	Both Team Managers
	Contact embroidery and bathers supplier to get current prices and size kit	Both Team Managers
3 months out from tournament	Prepare final team lists and send to Team Managers	UWH WA Committee
	Announce teams after coaches have confirmed all unsuccessful nominees have been notified	Both Team Managers
	Appoint chaperones and room supervisors as per UWHA Chaperone and Room Supervisors Policy	Junior Team Manager and UWHWA
	Update email lists with final teams and coaches	Both Team Managers
	Request and send official letter of participation for players	Both Team Managers
	Prepare final information pack and budget	Both Team Managers
	Collect payment from all players	Both Team Managers
	Finalise accommodation booking	Both Team Managers
	Pay Team Fee to Host State	Both Team Managers
	Get uniform orders from all players including specified officials and send uniform order off well before Christmas.	Both Team Managers
2 months out from tournament	Pay individual fees to Host State	Both Team Managers
	Collect payment from all players	Both Team Managers
	Meet with chaperones and room supervisors and discuss their roles and answer any queries	Junior Teams Manager
	Coordinate car bookings for junior teams and remind senior team captains, coaches, chaperones to book their own cars	Both Team Managers
1 month out from tournament	Prepare final budget	Both Team Managers
	Collect final payments	Both Team Managers
	Make final payment to Host State	Both Team Managers
	Registers teams with Host State including sending team lists (including cap numbers, captains and vice captains) to Host State	Both Team Managers
	Prepare Officials Info Pack (See example at Annexure H)	Junior Teams Manager
	Finalise room allocations for junior players and officials	Junior Teams Manager
	Arrange the chaperone's travel cards (finance_	Junior Teams Manager
	Confirm all players are financial AUF/UHA and that all relevant persons have WWC cards	Both Team Managers/UWHWA Committee
Month of tournament	Collect flight arrival details and make sure juniors are all supervised on flights	Both Team Managers
	Prepare first aid kits for chaperones	Junior Teams Manager
	Distribute uniforms	Both Team Managers
	Send hotel room configuration, final info pack for all players and coaches and the latest draw	Both Team Managers
	Collect player kits and confirm team lists	Junior Teams Manager

During tournament	Meet with chaperones and room supervisors and distribute first aid kits, Officials info packs, finance cards, tickets.	Junior Teams Manager
	Collect function tickets	Junior Teams Manager
	Take team photos at opening ceremony – send to UWH WA Communications Officer	Junior Teams Manager
	Consider coordinating a team BBQ	Junior Teams Manager
	Deal with any complaints and disciplinary action	Both Team Managers UWH WA Committee
	Remind attendees of presentation functions about moderation of alcohol consumption and no drink driving	Both Team Managers
	Provide assistance with player injuries and illness	Junior Teams Manager/UWH WA Committee
	Assist dual listed players meet their schedules	Junior Teams Manager/UWH WA Committee
	Point of contact for hotel bookings	Both Team Managers
1 month after tournament	Reconcile account	Both Team Managers
	Collect finance cards from chaperones	Junior Teams Manager
	De-brief with chaperones	Junior Teams Manager
	Arrange player refunds	Both Team Managers

### **Information packs.**

The Junior and Senior State Team Managers are required to produce an Information Pack **prior** to the first selection trials. These packs should be unique to each team to avoid sending information which does not relate to certain players. See example Information Pack at Annexure C.

Information packs are vital for players before nomination and after selection as this will be their key point of information. Information packs initially go hand-in-hand with budgets, however they do not require as frequent updating as the budget.

Information for the info packs can be sourced from the Host State information pack, as well as decisions made on uniforms, accommodation, selection trials and so on. Official Information Packs should be prepared for chaperones, state team managers and the UWHWA official

#### *Preliminary information pack*

- Required prior to the selection/nomination deadline
- Should include:
  - Competition dates
  - Competition location
  - Cost estimate
  - Payment due dates
  - Selection dates
  - Selection criteria (if provided)
  - Link to nomination form
  - Bank account details
  - Any additional information provided by Host State

#### *Final information pack*

- To be sent to selected teams
- Should include:
  - Recap on competition dates and location
  - Updated cost estimate
  - Payment due dates
  - Bank account details
  - Accommodation details
  - Any additional information provided by Host State not yet shared
  - Maps

#### *Officials Information Pack*

- Contact details of all chaperones, room supervisors, coaches, UWHWA official, state team managers, captains
- Room allocations
- Draw
- Chaperone schedule overview
- Flight itineraries
- Medical information
- Notes on Money Management

### **First Aid Kits**

First aid kits should be prepared for each chaperone including the following contents:

- Panadol
- Nurofen
- Gloves
- Band aids
- Betadine
- Bandages
- Sling
- Tweezers
- Tampons
- Saline solution
- Hydrolite
- Gauze
- Scissors
- Fixomull
- Alcohol wipes

### **Privacy**

You are required to keep members' personal information confidential during your term as manager and into the future. A Privacy Agreement is enclosed at Annexure B.

### **Policies**

UWHWA requires that you strictly comply with its policy standards as set out in the policy suite at Annexure D. Please review the policies before deciding whether the role is suitable for you.

### **Performance**

In order to be paid under your contract, you are required to comply with the task timetable set out in these Guidelines.

You are required to demonstrate to UWHWA that each of the tasks are completed as soon as they are completed.

If you fail to complete a task in accordance with the task timetable, you will be given written Notice. If you fail to complete a second task in accordance with the task timetable, your contract will terminate and you will not be paid under the contract.

### **Budgets/Cost estimates/Bank Account**

The State Team Account will have \$20,000 in it at the commencement of your role. If you require further funds, please request this from UWHWA along with justification.

Budgets/cost estimates are vital for players before nomination and after selection to ensure they have a realistic cost of the tournament in mind. Costs can be sourced from the Host State's information pack, and also after research for areas such as accommodation and car hire.

You are required to do a complete audit of all incoming and outgoing expenses after the tournament and submit it to the Treasurer for review. You must aim to have a zero balance, and absolutely no cost to UWHWA without speaking with them in advance.

### *Preparing a budget*

There is a mixture of fixed costs, those that are shared amongst the team and multiple teams.

Fixed costs include:

- Individual player fee
- Referee Fee
- Opening ceremony ticket cost
- UHA Levy
- Function ticket cost
- Uniform

Variable costs shared amongst the team (i.e. divided by number of players) include:

- Team fee
- Accommodation
- Training expenses
- Coach fee
- Car hire

Variable costs shared amongst multiple teams (ie. divided by number of players) include:

- Team Manager fee

### *Determining costs*

A budget/cost estimate should always be in **excess** of the expected costs to cover any unforeseen circumstance such as a player withdrawing and not being replaced, or an increase in a cost. Only the final account shared *after* the tournament should be exact. Any additional funds paid by players must be refunded.

Costs should always be reasonable and conscious of low-income players.

As a rule, senior players' costs excluding airfares should not exceed \$1,200. As a rule, junior players' costs excluding airfares should not exceed \$1,500.

### *Refunding excess payments and unsuccessful nomination fees*

- Excess payments are to be refunded after the tournament within one month
  - Documentation must be provided as evidence for all refunds
- Unsuccessful nomination fees should be refunded in accordance with the By-Laws

### *Payment deadlines*

- \$100 nomination fee due by first selection
- Late fees in accordance with the By-Laws
- The remaining budget should be split into monthly amounts (as equal as possible)
  - Ensure that the amounts requested will ensure sufficient funds available
- Final payment to be made in December
- Payment schedules can be determined on a case-by-case basis (in writing)
- Payment schedules should avoid payments after 30 June in each year.

- Players owing money from a previous state team are not eligible to nominate for the current year state team until their debt is rectified.

#### *Deductions*

- For players with deductions, you can opt to deduct from their final account
  - Playing coaches receive 50% of their travel and accommodation costs reimbursed
    - This amount is based on the initial airfare and accommodation costs sourced by the Senior Team Manager and are not based on the actual flight that the player booked. This is to ensure that the cost is capped
    - Note: if there is more than one playing coach, then the 50% reimbursement is shared between them, they are not both eligible to receive a 50% reimbursement
  - Playing senior managers receive \$500 contract payment



*Example budget*

<b>Overview</b>	<b>Item</b>
Competition fees	
	Team fee
	Individual player fee
	UHA levy
	Referee fee
Accommodation	
Car hire	
Official fees	Chaperones/Room supervisors
	Coach fee
	Team Manager fee
Uniform	Bathers
	Shirt
Functions	
	Opening ceremony
	Final function
Training	
	Selection and training lane hire
	Pre-comp training
Admin	(Always add \$50 buffer)
<b>TOTAL BUDGET PER PLAYERS</b>	

*Making payments to Host State*

The Host State will outline the required payment schedule. Payments should not be missed, if they will not be made on time please contact the Host State.

### **Selection/nomination form.**

A nomination form is required from all players. The preferred method is online using a Google Form so all data can be easily accessed. Hard copy should only be done when no computer access is available, and then entered by the either Team Manager into the Google Form.

To avoid future form collection, aim to have all of the below included.

#### *Information to be collected*

- Player name
- Player DOB
- Player phone number
- Player email address
- Preferred cap number
- Team in order of preference
- Player emergency contact name and contact details
- Player medical issues and allergies
- Player medication
- Underage players parent/guardian contact details (phone and email)
- Uniform sizes
- Accommodation requirements: if staying with family, they are to book their own
- Agree to the State Team Code of Conduct

### **Other Forms**

Templates of a spreadsheet to capture all of the nomination information and other useful forms are attached at Annexure E. They are available electronically on the UWHWA website document page.

### **Accommodation.**

Speak with the coach to see if there is a preference on hotel or AirBnB. In recent years, AirBnB has been the preferred option for Senior teams as it is more cost effective than a hotel and enables the team to stay together.

- Booking of this should be done by the Managers to ensure clean records are kept
- Location should be as close to the pool as possible, a 10-15 minute drive is acceptable
- If in a hot climate, air conditioning is preferred and kitchen facilities are required
- Sharing of beds should be avoided unless specifically confirmed by coach as not being an issue
- Players who opt to stay with their family need to inform the Senior Teams Manager by a certain date or risk paying a contribution toward the cost

### **Car hire.**

- Speak with the coach regarding their preferred car options
- Review the competition location and standard weather
- Compare various providers and contact them for a group discount
- Collect the required number of drivers
  - Ensure they will be able to provide a credit card at collection (direct debit cards incur a hefty fee)
- Request the company invoice UWH WA prior to collection of the vehicle

- If this is not possible, the drivers may be able to pay and the amount deducted from their outstanding account

### **Uniforms.**

UWHWA is to make a decision about whether a new uniform will be rolled out or not. If a new uniform is to be rolled out, UWHWA is to decide on the new uniform.

If WA is repeating their uniforms, players do not need to purchase new if they do not wish to. Provide them with the option if this is the case.

If a new uniform has been rolled out, all players will be required to purchase bathers and a state shirt.

If a team want to have a secondary piece of uniform, they can either coordinate it themselves or enlist the help of the relevant Team Manager to do so. For secondary pieces, no permission is needed from the Team Managers or UWH WA Committee so teams can do this independently if they wish.

The State Team Managers will need to get sizing for uniforms from all players, arrange quotes and order the uniforms, then distribute the uniforms, preferably before players travel to Nationals.

### **Functions.**

#### *Opening ceremony*

- Opening ceremony is compulsory for all WA state players
- Players must be wearing state shirt and black shorts
- Collect photos of all teams and state photo

#### *Final function*

- Optional (assumed attendance unless otherwise advised)
- Underage players in the senior team may attend if written permission is granted from their parents prior to the ticket purchase
  - These players must wear an underage wrist band
  - These players are not permitted to drink alcohol as per the State Team Code of Conduct
- Tickets will be handed out during the tournament by the Host State

### **Flights.**

- Senior players book their own flights, but the Senior Teams Manager must ensure they have the correct dates at the selection stages
- The Senior Teams Manager may opt to collect the arrival and departure times to assist with coordination at the venue but senior players are capable of this on their own
- Group bookings are to be avoided for both senior teams and junior teams however the state team manager may identify desirable flights and appoint a travel agent to be a point for individuals to book their own flights through.

### **Team Training Sessions**

The manager is to organise a coaches meeting as soon as the teams are selected, in order to agree on a team training schedule.

Coaches are to book training sessions and advise their players of training sessions, however the State Team Managers are responsible for paying for the training sessions and recording this information for the purposes of ensuring the costs are covered by the appropriate teams.

#### **Letter of participation.**

These letters are required by some councils and funding providers in order for players to access grants.

#### **Team lists and cap numbers.**

- Using the nomination form information, cap numbers will be provided. Liaise with coaches regarding cap numbers
- The Host State will send a template for the team lists
- Captains and Vice Captains are not required at this stage but it does assist the Host State

#### **Confirmation of AUF/UHA financial status.**

In order to compete, all players must be financial AUF/UHA members. This can be confirmed via a search – the UWH WA Committee can assist.

#### **Review**

You are requested to complete the Feedback Form and Manager's Report (at Annexure F) at the completion of your role so that we can continually improve the State Team procedure.

#### **Dispute Resolution**

In any dispute, the chain of authority is as follows:

At the pool = Chaperone – coach – state team manager – UWHWA official

Not at the pool = Coach – chaperone – state team manager – UWHWA official

Where possible issues should be raised directly with the person involved, and if not resolved, then the issue should be taken up the chain of authority for possible resolution of the dispute.

#### **Player injury and illness**

It is often the case that a player or more than one player will suffer injury or illness during the event, in which case the manager has in the past accompanied the player to medical appointments, and/or the hospital.

An incident report form should be completed as soon as possible and sent to UWHWA. A copy of the Incident Report Form is attached at Annexure G.

#### **Money cards for Chaperones**

Funds allocated within the budget for each individual junior team members is: **\$200.00 per player.**

This money is used by the Team Chaperone to purchase **all in house food** items and to **refuel the team bus.**

About a week out from the competition, Managers will need to go to the post office and set up 4 separate Load and Go Travel Cards (for each card you will receive 2 cards and pin numbers. Keep 1 card from each pack, ensuring to keep a record of all pin numbers for all accounts.). Each card will be loaded by the Manager according to the amount of team members playing within each team.

For example, if the U15 team has 10 players, the chaperone would receive \$2,000 for the duration of the competition.

Chaperones receive 1 loaded card and pin number at the debrief meeting with the Manager prior to the commencement of the competition. Chaperones will return cards and receipts to Manager at the conclusion of the competition before departing the accommodation.

With each purchase made, Chaperones must ensure they collect a paper receipt to keep a track of all transactions made with their card. These receipts will be used by the Manager to consolidate each chaperones expenses and to finalize and disperse any remaining funds back amongst the team members before sending out their final account.

If a card is lost or stolen, the Chaperone is to notify the Manager immediately to begin the process of recovering remaining funds and to organize cancelation of the card by calling the number provided with the card set up.

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**Annexure A – Senior and Junior State Team Manager Contracts**

**Annexure B – State Team Manager Privacy Agreement**

**Annexure C – Example Players Info Pack**

**Annexure D – UWHWA Policy Suite**

**Annexure E – State Team Forms (Underage Athletes Playing in Senior Teams, Team Spreadsheet, State Team Code of Conduct, Standard of Care)**

**Annexure F – Feedback Form and Manager’s Report**

**Annexure G – Incident Report Form**

**Annexure H – Example Officials Info Pack**

**Annexure A – Senior and Junior State Team  
Manager Contracts**

## **STATE TEAM MANAGER SERVICE AGREEMENTS/CONTRACTS**

This service agreement/contract applies to the appointed State Team Manager(s) in regards to their role and functions in the Western Australian Underwater Hockey Association ("WAUWH") state team.

### **1.0 THE STATE TEAM MANAGER AGREES AS FOLLOWS:**

- a) To carry out the functions of the Junior or Senior State Team Manager as provided for in the State Team Manager's Guidelines with diligence;
- b) To report to the WAUWH official appointed to oversee the State Team Manager's functions; and
- c) To enter into the WAUWH Confidentiality Agreement.

### **2.0 WAUWH AGREES AS FOLLOWS:**

- a) To pay the Junior State Team Manager \$500 upon completion of Part 1 of the Junior State Team manager's role (up to date of National Championships);
- b) To cover the expenses of Part 2 of the Junior State Team Manager role (expenses incurred during and associated with the duration of the National Championships); and
- c) To pay the Senior State Team Manager \$500 upon completion of the Senior Team Manager's functions as provided for in the State Team Manager's Guidelines.

### **3.0 DISPUTES**

Disputes in relation to the terms of this Service Agreement/Contract are to be resolved in accordance with the WAUWH Constitution.

### **4.0 EXECUTION OF SERVICE AGREEMENT/AGREEMENT**

Senior State Team Manager

I, \_\_\_\_\_ agree to be bound by this Service Agreement/Contract.

Signed \_\_\_\_\_

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019



Junior State Team Manager

I, \_\_\_\_\_ agree to be bound by this Service Agreement/Contract.

Signed \_\_\_\_\_

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

# **Annexure B – State Team Manager Privacy Agreement**

# STATE TEAM MANAGER CONFIDENTIALITY AGREEMENT

This agreement applies to the appointed State Team Manager(s) in regards to the confidentiality of information relating to state team players, state team junior player parents and officials.

WHEREAS:

A) The Western Australian Underwater Hockey Association ("WAUWH") possesses Confidential Information relating to individual players, players' parents and officials, which are required to be collected and stored securely in accordance with National Privacy Laws.

B: The State Team Manager may be privy to Confidential Information in relation to their duties and may be required to collect and store further Confidential Information in relation to their duties.

C: The State Team Manager agrees not to deal with the Confidential Information other than in accordance with the terms of this agreement.

**THE STATE TEAM MANAGER AGREES AS FOLLOWS:**

## 1.0 DEFINITIONS

1.1 For the purpose of the Agreement:

**"Confidential Information"** means all information, data or experience relating to the personal files of and all forms including documents databases, records, drawings, oral disclosures

**"Documents"** includes, but is not limited to: -

- (i) Nomination forms
- (ii) Emails
- (iii) Meeting minutes
- (iv) Telephone Calls/messages
- (v) Questionnaires
- (vi) Feedback forms
- (vii) Working With Children Checks
- (viii) Personal Correspondence
- (ix) Committee Meeting Minutes

## 2.0 CONFIDENTIAL OBLICATIONS

2.1 The State Team Manager unless expressly otherwise agreed with is:

(a) not to reveal any of the Confidential Information to any person outside of the Committee of WAUWH.

(b) to keep all of the Confidential Information secret and confidential;

(c) not to make copies or duplicates of the Confidential Information except to the extent that it is reasonably necessary to carry out the State Team Manager's duties .

2.2 The obligation to maintain confidentiality and not to use the Confidential Information shall remain in effect for an indefinite period.

### 3.0 GENERAL

3.2 If there is a breach of this Confidentiality Agreement, disciplinary action will be taken which could result in instant removal from the role of State Team Manager and a claim for damages.

### 4.0 EXECUTION OF AGREEMENT

I, \_\_\_\_\_ agree to be bound by this Confidentiality Agreement to ensure respect for the privacy of the state team players, players' parents and officials of WAUWH.

Signed \_\_\_\_\_

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

## **Annexure C – Example Players Info Pack**

# 2018 AUSTRALIAN UNDERWATER HOCKEY CHAMPIONSHIPS

Monday 8<sup>th</sup> – Sunday 14<sup>th</sup> January 2018

**HBF Stadium - Perth, WA**



Australian Underwater  
Federation Inc.  
Western Australian Branch



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# WELCOME TO PERTH NATIONALS 2018

Welcome team WA to the 2018 Nationals being held this year from 8<sup>th</sup> – 14<sup>th</sup> January at HBF Stadium in Perth, Western Australia.

## TEAM MANAGERS

Although we are working collaboratively to organize both teams for Nationals, to avoid double handling we will proceed as follows:

**JUNIORS** – Raine will be handling any information/queries pertaining to all junior teams. If you have any questions or require any further information about anything regarding the juniors, please contact Raine at:

Email: [raine.uwhwa@gmail.com](mailto:raine.uwhwa@gmail.com)  
Phone: 0407 089 195

**SENIORS** – Janine will be handling any information/queries pertaining to all senior teams. If you have any questions or require any further information about anything regarding the seniors, please contact Janine at:

Email: [janine.uwhwa@gmail.com](mailto:janine.uwhwa@gmail.com)  
Phone: 0428 175 243

Please try to ensure you are directing your enquiries to the correct person. This will help to avoid any confusion in communications and ensure you are receiving the most prompt assistance we can offer.



# BRIEF OVERVIEW OF THE 2018 WESTERN AUSTRALIAN UWH NATIONALS

**LOCATION:** - Perth, Western Australia

**DATE:** - 08<sup>th</sup> – 14<sup>th</sup> January 2018

**COMPETITION VENUE:** - HBF Stadium - 100 Stephenson Avenue, Mount Claremont, WA 6010. W: <https://www.hbfstadium.com.au/>

HBF Stadium (formerly known as Challenge Stadium) is a world class facility boasting three 50m pools, a gymnastics training center, a gym, crèche, cafe, dive pool and a water polo pool. The indoor 8-lane pool is a championship pool used for many high-level swimming competitions. It is a depth of 2m and is heated to 26.5 degrees. The dive pool, half of which is at a depth of 3m, is heated to 27.5 degrees.



## SELECTION INFORMATION & DATES (Times TBA)☺

**Selection 1** – 20<sup>th</sup> August 2017 – Bunbury - All teams except Men

**Selection 2** – 9<sup>th</sup> – 10<sup>th</sup> September – Perth - All teams☺(3m & 2m)

**Selection 3** - 16<sup>th</sup> September – Bunbury - All teams except Men & Women

**Mens Selection** – 1<sup>st</sup> October – Perth

**Mens & Women's Final Selection** – 7<sup>th</sup> October – Perth (am) followed by State Championships and Awards Night.

**PLEASE MAKE SURE YOU GET TO THE POOL AT LEAST HALF AN HOUR EARLY.**

## NOMINATION INFORMATION & CONDITIONS OF NOMINATION

ALL NOMINATIONS CLOSE 20<sup>TH</sup> AUGUST @ 6:00 PM. ANY NOMINATIONS RECEIVED AFTER THIS TIME WILL BE FORWARDED ONTO THE STATE PLAYERS COMMITTEE FOR CONSIDERATION.

- **DEBTORS** owing more than \$100 **MUST settle or arrange a payment agreement** with Team Managers.
- The **\$200 nomination fee** (\$20 non-refundable lane hire) must be paid **BEFORE the commencement of selections (20<sup>th</sup> August).**
- **ALL FORMS** Nomination, Code of Conduct and Standard of Care (Juniors only) must be submitted to Raine **BEFORE the commencement of selections.**
- Nominees **MUST be current members of the AUF prior to 1<sup>st</sup> Selection (20<sup>th</sup> August).**
- AUF Memberships typically expire at the end of the financial year and will need to be renewed at the beginning of the new financial year.
- New members or those needing to renew their membership, please go to <http://auf.com.au/auf-membership/> to update your account.

## FORMS ☐

SENIORS - You will need to complete and return attached forms 1 & 2

JUNIORS – You will need to complete and return attached forms 1, 2 & 3

1. Nomination/Medical Form
2. Players Code of Conduct
3. Standard of Care - Juniors only

## RETURNING YOUR FORMS

**Nomination Forms** - Please open the link below, click on Nomination form, fill out all information and submit. [www.waunderwaterhockey.com](http://www.waunderwaterhockey.com)

**C.O.C & S.O.C Forms** – Will be available for completion at the pool in Bunbury at the 1<sup>st</sup> selection on the 20<sup>th</sup> August 2017 and must be returned directly to Raine on the day.

## NOMINATION FEE

\$200 (\$20 Non-Refundable Lane Hire)☐ Please finalize your nomination fee prior to the first team selections (20<sup>th</sup> August 2017) Payments can be made in the following way....

1. Online or at the bank:

**Account Name: WA Underwater Hockey Commission Inc State Team**

**Bsb: 633000**

**Account Number: 155965759**

**Details: Your name**

2. By cheque: make cheques out to 'uwah state team'...or Pay on the day to State team manager.

**\* Note: if you are unsuccessful in the state selections, you will be refunded \$180 of the nomination fee. (\$20 will be kept for lane hire and administration costs). If you are successful in the state selections, and you subsequently withdraw and no replacement player is selected, your \$200 will not be refunded.**

# TEAM ACCOMMODATION

Accommodation has been booked for the Juniors from 08<sup>th</sup> - 14<sup>th</sup> January 2018 at Karrinyup Waters Resort – 467 North Beach Rd, Gwelup, Western Australia, 6018. [www.kwr.net.au](http://www.kwr.net.au). At this stage, additional rooms are available for any senior players or families wishing to stay with the team. Please contact Raine by no later than the 16<sup>th</sup> June 2017 if you are interested.



## PARK LOCATION & MAP



**KARRINYUP WATERS RESORT**

**TOP**  
Quality Parks

467 NORTH BEACH ROAD, GWELUP WA 6018  
Tel: (08) 9447 6135  
Reservations: 1500 933 055  
[www.kwr.net.au](http://www.kwr.net.au) Email: [top@kwr.net.au](mailto:top@kwr.net.au)

Please take time to read the following to make your stay as comfortable as possible.

**AFTER HOURS**  
Please note that you are in the city. For assistance of any kind please call the Karrinyup Waters Resort Management on 1500 933 055 or the Karrinyup Waters Resort Police on 112 or the Karrinyup Waters Resort Emergency Services on 08 9447 6135.

**LOCKING UP**  
Remember that you are in the city. For assistance of any kind please call the Karrinyup Waters Resort Management on 1500 933 055 or the Karrinyup Waters Resort Police on 112 or the Karrinyup Waters Resort Emergency Services on 08 9447 6135.

**SWIMMING POOL**  
The pool and spa are open from 7:00am to 10:00pm. The pool is for supervised guests only. If you have children who require the pool, please bring them with you. There will be a \$5.00 charge for the pool. There will be a \$5.00 charge for the pool. There will be a \$5.00 charge for the pool.

**CHECK OUT TIME**  
Check out time is 10:00am on the day of departure. Please call Reception on 1500 933 055 if you need to check out earlier.

**QUIET TIME and VISITORS**  
We will close all vehicles inside the Resort by 10:00pm and that all noise levels to this time will be quiet. All noise levels to this time will be quiet. All noise levels to this time will be quiet.

**LAUNDRY FACILITIES**  
There are two laundries across the Resort. Laundry machines require \$1.00 coins. The wash cycle takes approximately 25 minutes. There are \$1.00 coins and \$1.00 coins available at the laundries. Please ensure you have your coins ready when you arrive. Please ensure you have your coins ready when you arrive.

**NIGHT TIME MOVEMENTS**  
We recommend that when walking around the Resort at night you carry a torch with you for your safety and to prevent personal injury.

**VEHICLE REPAIR and CAR WASHING**  
Please refrain from conducting vehicle repairs within the Resort. Only by having your vehicle repaired elsewhere you can use the car wash facilities without any charge.

**BUS TIMETABLE INFORMATION**  
To catch a Transperth bus from the Resort, please walk approximately 200m north to the intersection of North Beach Road, Perth Ave and Hill Street. From this intersection, please walk north to the bus stop. The bus stop is located on the corner of North Beach Road and Perth Ave. The bus stop is located on the corner of North Beach Road and Perth Ave.

TAXI phone: 08 112 22  
DISTANCE TO PERTH: 21km  
DISTANCE TO BEACH: 40m



## ESTIMATED COST OF NATIONALS AND PAYMENT SCHEDULE

At this stage costs are still to be finalized, but as a rough guide it would be wise to budget at least \$1450 (for Juniors) & \$800 (for Seniors) for the entire trip. This includes accommodation, all expenses listed below and modest spending money.

APPROXIMATE COSTS FOR PERTH NATIONALS 2018		
COST	JUNIOR	SENIOR
Accommodation	\$350.00	Team Responsibility *
Competition Fees	\$300.00	\$320.00
Food	\$200.00	
Coach Levy	\$50.00	\$50.00
Uniforms	\$150.00	\$150.00
Chaperones	\$50.00	
Managers	\$50.00	\$50.00
Functions	\$100.00	\$150.00
Lane Hire	\$65.00	\$65.00
Busses	\$100.00	
Totals	\$1415.00	\$785.00

\* Accommodation is available for any Senior wanting to stay with the team. Please contact Janine by no later than the 16<sup>th</sup> June 2017, to secure your room.

## ESTIMATED PAYMENT SCHEDULE (SUBJECT TO CHANGE)

PROPOSED PAYMENT SCHEDULE FOR PERTH NATIONALS 2018			
PAYMENT DUE	PAYMENT	JUNIORS	SENIORS
20 <sup>th</sup> August 2017	Deposit	\$200.00	\$200.00
23 <sup>rd</sup> September 2017	1 <sup>st</sup> Payment	\$405.00	\$200.00
25 <sup>th</sup> October 2017	2 <sup>nd</sup> Payment	\$405.00	\$200.00
27 <sup>th</sup> November 2017	3 <sup>rd</sup> Payment	\$405.00	\$200.00
30 <sup>th</sup> December 2017	Final Balance	TBA	TBA

PLEASE NOTE -- As all costs are only estimates, we have elected to price everything slightly above anticipated cost to ensure we have an ample amount to cover all costs involved in the organisation process. All monies not utilized, will be refunded directly back into each contributing players nominated account.

## TRANSPORTATION

SENIORS - Senior teams will need to organize their own transport.

JUNIORS - Transport (Mini Vans) will be arranged for all Junior teams and will be included into their costs.

## FUNDRAISING

To assist you in keeping your costs to a minimum, the following link has a great variety of fundraising ideas. <http://howtofundraise.com.au/>. If you require any kind of any letter authenticating your selection into the team, please contact Raine to provide you with a confirmation letter.

## FREQUENTLY ASKED QUESTIONS

*Q. I can make it to only one of the selection dates, can I still be considered?*

A. Yes, still complete your nomination pack (All forms and fee payment). Please be aware though, those attending all of the dates may have the advantage at time of selection.

*Q. I can't make it to any of the selection dates, can I still be considered?*

A. No, sorry... Just kidding, of course you can!

Just make sure you still complete your nomination pack (All forms and fee payment). Please be aware though, those attending may have the advantage at time of selection.

*Q. If I make the team, can my family travel and stay with me?*

A. Yes. If you make the team, be sure to inform the team manager as soon as possible. Rooms reserved for family/partners are limited and will become occupied fast.

*Q. Are Senior presentations and Junior presentation nights separate?*

A. This is at the discretion of the hosting State. At the last two Nationals (WA & QLD) the Junior presentation was been separated from the Senior one. In cases where they are combined, every effort is taken by the Team Managers to ensure alcohol is only consumed responsibly by those 18 and over.

*Q. Do I really have to be a member of the AUF?*

A. Yes, if you're not, you cannot play.

*Q. I'm turning 19 next year, but not until June, can I still be part of the U19's team?*

A. Yes, The cut-off date for ages is 1st January 2018. This applies to all teams with age requirements.

IF YOU HAVE ANY FURTHER INQUIRIES, PLEASE DIRECT THEM TO THE  
APPROPRIATE STATE TEAM MANAGER.

Manager - [raine.uwhwa@gmail.com](mailto:raine.uwhwa@gmail.com)

# **Annexure D – UWHWA Policy Suite**





Western Australian  
Underwater Hockey Commission

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## BY LAWS

### 1. INTRODUCTION

1.1. These by laws supplement the Rules of the Western Australian Underwater Hockey Commission Incorporated ("WAUWH") otherwise known as the Constitution ("the Constitution"). In the event of an inconsistency between these by laws and the Constitution, the Constitution shall prevail.

### 2. AIMS

2.1. WAUWH acts as the peak state body for underwater hockey in Western Australia in accordance with the Constitution.

2.2. The core aim and purpose of WAUWH is to promote fairness, inclusiveness and safety, and foster the development of the sport of underwater hockey in Western Australia.

### 3. MEMBERSHIP

3.1. Any person that meets the following criteria is a member of WAUWH:

- Current membership with the Australian Underwater Federation ("the AUF");
- Current membership with an affiliated Western Australian underwater hockey club; and
- That person's membership with WAUWH has not been terminated pursuant to the Constitution or these by laws.

3.2. All players participating in a sanctioned WAUWH competition or event must be a member of AUF/WAUWH, however interstate players who are not registered members of WAUWH may participate in WAUWH competitions/events if they are members of the AUF.

### 4. MEMBER CONDUCT

4.1. All members are bound by a Code of Behaviour as determined by WAUWH ("the WAUWH Code of Behaviour") set out in Appendix 1.

4.2. Members of WAUWH must abide by the Code of Behaviour at all times when representing WAUWH (not limited to during training sessions, games, national and international competitions, social competitions, events, and functions).

### 5. DISCIPLINARY MATTERS

5.1 WAUWH will take disciplinary action in accordance with the Constitution.

5.2 The Constitution stipulates that one of the grounds for disciplinary action is where a member has engaged in conduct 'prejudicial' to the Association. The following amounts to conduct that is prejudicial to WAUWH:

5.1.1. Breach of (neglect or refusal to comply with) the WAUWH Code of Behaviour;

5.1.2. Behaviour and/or conduct that detracts from WAUWH's good reputation at any time the member is representing WAUWH; and/or

5.1.3. Abusive, threatening, intimidating, harassing or insulting language, conduct or behaviour towards another member, player, supporter or official presiding at a club, local, state or national underwater hockey event, forum or function.

## **6. AFFILIATED CLUBS**

6.1. To be an affiliated Western Australian underwater hockey club, a club must meet the following criteria:

- a) Have at least 6 current members;
- b) Have paid the WAUWH affiliation fee of \$100; and
- c) All members to be AUF members (financial) for the period of the year that the club is active.

6.2. Each affiliated Western Australian underwater hockey club must nominate a member of their club to act at the club's representative.

6.3. Each club representative is to report to WAUWH the details of any incidents or injury in club events to the Secretary of WAUWH.

6.4. Each Club is to have in place a system to ensure that players who are not club members, who attend that club's games, competitions and/or training are AUF members (financial).

## **7. STATE TEAMS**

### **State Team Officials**

7.1. Nominations for State Team Manager(s) shall be called for 7 months prior to the scheduled date for the Australian Underwater Hockey Championships and the position shall be decided upon by the WAUWH Committee 28 days thereafter.

7.2. Nominations for State Team Coaches and Selectors shall be called for 6 months prior to the scheduled date for the Australian Underwater Hockey Championships and the positions shall be decided upon by the WAUWH Committee 28 days thereafter.

7.3. Those nominating for official positions shall submit to the WAUWH Committee a curriculum vitae, and/or application detailing their experience, in support of their nomination. Any positions not filled shall be re-advertised.

7.4. All state team members shall share the following costs:

- (a) Playing coaches 50% airfare and 50% accommodation.
- (b) Non playing coaches 100% airfare and 100% accommodation plus:

- Bathers;
- WA t-shirt; and
- entry into one event.

(c) Managers 100% airfare and 100% accommodation plus:

- WA t-shirt;
- entry into one event;
- hire car; and
- other incidentals they incur doing the job.

7.5 In addition to the costs at clause 7.4, junior state team members shall share the following chaperone costs:

- 100% airfare and 100% accommodation;
- WA t-shirt; and
- entry into junior social functions.

7.6. If any of the positions are shared, the cost equivalent of one position only will be covered by the state team(s). However, two State Team Manager positions will be funded where there are 6 or more Western Australian teams entered into the Australian Underwater Hockey Championships.

7.7 Airfare costs are set based on average cost of airfares 3 months prior to the commencement of the Australian Underwater Hockey Championships. Accommodation costs apply to the duration of the Australian Underwater Hockey Championships only.

### **State Team Selectors**

7.8. A selection panel consisting of three people ("the state team selectors), one of whom is the team coach shall be appointed by the WAUWH Committee prior to the trials.

7.9. The state team coach must set the selection criteria to be followed by the selectors when selecting players trialling for a position in the state team.

7.10. The state team coach will provide the selectors with all relevant information and instructions prior to the trial date.

7.11. The state team coach(es) must brief all players trialling on the selection criteria for a position in the state team prior to the commencement of the trial(s).

7.12. A coach is not eligible to comment on the selection of a family member, partner or themselves.

7.13. The state team coach(es) shall inform WAUWH of the selectors' decision on the state team(s) within one week of the conclusion of the selection trials.

### **General**

7.14. All players trialling for state team selection must be current members of WAUWH and comply with the residency requirements in the Underwater Hockey Australia ("UHA") By-laws.

7.15. State team selections trials will only take place for teams that have an appointed State Team Coach.

7.16. State team selection trials shall include at least 2 in-water selection trials.

7.17. The dates of the 2 in-water selection trials shall be advertised 6 months prior to the scheduled date for the Australian Underwater Hockey Championships.

7.18. The 2 in-water selection trials are to take place between 4.5 months and 4 months prior to the scheduled date for the Australian Underwater Hockey Championships.

7.19. An optional 3<sup>rd</sup> in-water selection trial may be organised by the individual state team coach(es) in consultation with the WAUWH Committee and must be advertised at least 14 days prior to the date of the optional 3<sup>rd</sup> in-water trial.

7.20. Subject to (a) and (b) below, all WAUWH members intending to trial for state team selection must submit their nomination in writing no later than the date of the 1st in-water selection trial.

(a) A WAUWH member may lodge a late nomination prior to the state team being selected, subject to paying a late penalty; and

(b) The late penalty is to be determined by the WAUWH and is to be advertised at the same time that the 2 in-water selection trials are advertised.

7.21. All WAUWH members intending to trial for state team selection must pay a deposit to the state team manager no later than the date of the 1st in-water selection trial.

7.22. Failure to pay a deposit as required or to make appropriate arrangements in writing with the state team manager, may result in the registered members' non-selection.

7.23. The state team manager will determine the deposit amount required to be paid and will notify members of the deposit amount at the same time that the WAUWH committee advertises the dates of the selection trials.

7.24. If a registered member is unsuccessful in selection, all deposits paid by that registered member shall be refunded to them in full.

7.25. A player who is unable to attend the predetermined trial dates must submit a written application to the WAUWH Committee as their nomination for selection on the state team. A player who is unable to attend the state team trials and has submitted a written application for nomination to the state team ("the nominee"), prior to the trials being held, may be provided with an opportunity to trial at a time mutually agreed upon by the WAUWH Committee, the state team selectors and the nominee.

7.26. If a player is successful in attaining a position in the State Team, has paid in part or in full the associated costs for the event but is unable to play, they must notify the State Team Manager as soon as possible to recover costs. Players should be aware that some costs may not be recoverable. These matters are for discussion between the player, State Team Manager and WAUWH Committee, with the WAUWH Committee being responsible for final decisions regarding costs that are/not recoverable.

7.27. The announcement of the state team(s) shall be made by WAUWH within one week of the conclusion of the state team trials.

7.28. After a state team has been announced, if it comprises of 10 players or less, selection trials for that team may be re-opened at the discretion of the coach and in consultation with the WAUWH Committee, provided that:

- a) the same selection criteria outlined prior to selection trials is applied;
- b) the players already selected remain in the team and do not need to re-apply;
- c) notice of the date of the re-opening of the selection trial is provided by WAUWH to WAUWH members 28 days prior to the date of the re-opened selection trial.

## **8. STATE CHAMPIONSHIPS**

### **Aim and purpose of State Championships**

8.1 State Championships is a competition for WAUWH members that promotes participation, inclusion, and development of the sport at all levels. Its central aim is to be fun, competitive and fair for participants.

### **All participants to abide by WAUWH Code of Behaviour**

8.2 All WAUWH members, players, officials and supporters participating in State Championships overseen by the WAUWH Committee must abide by the WAUWH Code of Behaviour.

### **Teams and Grading**

8.3 No less than 30 days prior the State championships, WAUWH shall notify its members of the nature of the teams and grading to apply to State championships in that year.

8.4 Clubs must notify the WAUWH Committee of their intention to enter teams into the State championships one month prior to the event.

8.5 Clubs must have their team lists approved by the WAUWH Committee at least two weeks prior to State Championships, unless exceptional circumstances apply whereby the WAUWH Committee may approve additions to a team no later than one week prior to the competition commencing.

8.6 Players can contact the WAUWH Committee to be placed in a team when there is not a place for them to play with their preferred club team.

8.7 In the event that the State championships grading is to comprise of A-grade and B-grade divisions:

- a. A-grade players are those that have played at an elite level in a representative state or national team) within the past 3 years;
- b. B-grade level players can play in an A-grade team, however, A-grade level players cannot play in the B-grade division unless exceptional circumstances apply ; and

- c. Approval must be granted by the WAUWH committee before an A-grade player is allowed to play in B-grade on the basis of exceptional circumstances. Even with the application of exceptional circumstances, no more than two A-Grade players are allowed to play in any B-Grade side.

8.8 Players at State Championships must be WAUWH members, be members of an affiliated club who they are playing for at State Championships and must either be a current or former resident of WA. Former residents must have resided in WA for 12 consecutive months or more.

8.9 Affiliated clubs may include international or interstate players (non-resident individuals) in accordance with the UHA By-laws, as follows:

8.9.1 The WAUWH Committee will grant permission for non-resident individuals to play for an affiliated club at State Championships in the following circumstances:

8.9.1.1 Where a club team has **less than ten** players that team will be permitted to include a maximum of two non-resident players; and

8.9.1.2 Where the WAUWH committee considers that inclusion of non-resident player(s) in a club team would:

- a) benefit the competition as a whole; and
- b) encourage development of players; and
- c) maintain the integrity of the sport; and
- d) ensure fairness and equity within the competition and the promotion of the sport in WA.

8.10 A composite (e.g. Barbarians) team that does not meet the player eligibility requirements may participate in State Championships but will not be eligible for finals or medals unless the Captains of all teams in the relevant division agree that the composite/Barbarian team is eligible for finals and/or medals.

### **B-Section Rules for State Championships**

8.11 A player or official who breaches the UWHWA Code of Behaviour during the State championships may be reported by any player or official to the President, Secretary, Treasurer or Games Commissioner of UWHWA during the event.

8.12 On receipt of a report, the President, Secretary, Treasurer or Games Commissioner shall, in conjunction with another member whose role is the President, Secretary, Treasurer or Games Commissioner:

- a) Notify the offending individual(s) that they have been reported and the nature of the report;
- b) Take immediate action to have the offender(s) removed from the facility; or
- c) Caution the offender(s).

8.13 Within 60 minutes of receipt of the report, the UWHWA Chief Referee (or the Games Commissioner in the absence the Chief Referee) shall convene a tribunal for the purpose of dealing with the report, with the following people present:

- a) The Offender;
- b) The Captain of the Offender's Team;
- c) The Person making the Report;
- d) Any Witnesses;
- e) The UWHWA Chief Referee (or the Games Commissioner in the absence the Chief Referee); and
- f) Two of the following members: President, Secretary, Treasurer or Games Commissioner.

8.14 The Chief Referee (or the Games Commissioner in the absence the Chief Referee) and two members of the President, Secretary, Treasurer or Games Commissioner shall constitute the tribunal, and upon hearing all relevant details, shall decide upon an appropriate course of action to deal with the reported misconduct. Where any individual is found guilty of one of the infractions listed below, the minimum penalties below apply to the tribunal's decision:

<b>Misconduct Action</b>	<b>Minimum Penalty</b>
Verbal abuse of a Referee	1 game point
Physically 'handling' a Referee or an UWHWA official	2 game points and referred to UWHWA for further disciplinary action
Striking any member	3 game points and referred to UWHWA for further disciplinary action
Striking any member of the public	5 game points and referred to UWHWA for further disciplinary action

8.15 The CMAS International Rules for Underwater Hockey (latest edition) otherwise applies to the State Championships.

## **9. UWHWA POLICIES**

There are various WAUWH policy documents, which sit under the WAUWH Rules, these By-Laws and the WAUWH Code of Behaviour, and provide further guidance to members, officials, players and supporters regarding:

- appropriate and proper conduct
- regulation of the sport
- expectations and responsibilities of participants and
- processes and procedures for raising issues with the WAUWH.

## **10. SECTION "B" RULES (for inter-club penant competitions)**

9.1 If during the play the puck gets caught behind the goal tray, the referees shall stop play, position the puck 5 metres directly out from the back wall where the puck was caught and resume play with an equal puck.

9.2 Once playing time for a game has commenced and there are a minimum of four players of either team in the water then the referees, at their discretion, will signal the start of play.

9.3 Teams playing the last game are responsible for removing and storing the goal trays and side walls after the game (i.e. one goal per team).

9.4 A minimum of four registered players are required to make up a team, otherwise the team will forfeit the match.

9.5 Players may play a total of five (5) games in teams they are not registered in.

9.6 Players are not permitted to play in a grade lower than their registered grade.

9.7 Players may not play for another team in their registered grade.

9.8 Players may play in a grade higher than their registered grade if the team requesting that person to play doesn't have a team of six (6) players, otherwise permission of the opposing team's Captain must be gained.

9.9 Players must have played a minimum of six games for their registered team during the penant to be eligible to play in the finals. Players who have played at least one game in a higher graded team than their registered team may play for that team subject to 9.8.



**APPENDIX 1**  
**UWHWA Code of Behaviour**

1. This Code of Behaviour specifically applies to and binds all WAUWH members.
2. This Code of Behaviour also provides guidance in relation to the expected behaviour and proper conduct of players, officials and supporters.
3. WAUWH members, players, officials and supporters shall abide by the spirit and positive values of the game of underwater hockey including those of fair play, respect, tolerance, equity, and the maintenance of a high standard of personal behaviour and integrity at any time they are representing the WAUWH i.e. during training sessions, game nights, social functions, attendance at interstate or national competitions etc) and/or attending WAUWH sanctioned events or competitions, or any events or competitions run by recognised clubs in WA.
4. WAUWH members must abide by the Australian sports drug code.
5. WAUWH members, players, officials and supporters will not use any form of profanity.
6. WAUWH members, players, officials and supporters must respect the rights, dignity, and worth of each and every person involved in the sport and will not intimidate, offend, insult or humiliate another player on the grounds of age, religion, sexual orientation, gender, disability (sensory, mental or physical handicap), race, colour, marital or parental status, political ideology, economic disadvantage, and ancestry, national or ethnic origin.
7. WAUWH members, players, officials and supporters must accept responsibility for their own behaviour and performance.
8. WAUWH members, players, officials and supporters will show respect and courtesy to the referee and match officials, and respond promptly to any rulings, decisions or requests they make whether before, during or after a match.
9. WAUWH members, players, officials and supporters must not engage in a physical attack or assault, including but not limited to, the laying of a hand upon, pushing, shoving, striking, or kicking of any official, participant, coach, team representative, or spectator.
10. WAUWH members, players, officials and supporters will endeavour at all times to be mindful of safety concerns involving themselves and other members during the course of training, competition and non-competitive activities
11. WAUWH members, players, officials and supporters will not damage or deface any WAUWH sanctioned facilities.
12. WAUWH members will not use deliberately rough tactics during a game against the body or person of an opposing participant.
13. WAUWH members, players, officials and supporters must not use abusive, threatening, intimidating, harassing or insulting language, conduct or behaviour towards another person.
14. Members shall respect and play within the laws and regulations that govern the sport of Underwater hockey as set out by the Confédération Mondiale Des Activités Subaquatique (CMAS) or as interpreted by UHA or the WAUWH Committee.
15. If any party breaches this code of conduct, the WAUWH Committee may:

- a) Provide a written warning to the alleged offender; and/or
- b) Inform UHA of the alleged conduct and any concerns regarding the conduct and/or behaviour of WAUWH members, players, officials and/or supporters; and/or
- c) Where the alleged offending conduct concerns a WAUWH member, take disciplinary action in accordance with the Constitution.



**What caused damaged?**

**Contributing factors** What were the contributing factors (if any)?

**Corrective actions**

Immediate actions

What controls can be put in place to prevent this from happening again?

Recommendations for action

Who is to implement these controls/corrective actions?

Date by which action is to be taken    /    /

Form forwarded to WAUWH. Email; [Secretary@waunderwaterhockey.com](mailto:Secretary@waunderwaterhockey.com)

Sign off that action has been completed.



Western Australian  
Underwater Hockey Commission

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## State Teams Policy

### Elite Open and Women Division

- 1) Teams must have at least 7 WA player nominees, up to the standard of the national championships, who are not nominating for any other division, in order for state team selection trials to proceed;
- 2) If a player has nominated to play in the juniors or masters division as another preference to the elite open or womens division, then they are not counted in the 7, however they may ultimately be named in the team
- 3) If a player has nominated to play in the juniors or masters division as another preference to the elite open or womens division, and if they are selected for both of the teams they have nominated for, then the coach of their first preference team must decide to what extent the player can play in the second preference team.
- 4) Each division must have an A team which is selected based on the strongest players. The exception to this is where there is a clear divide between the ages of players and two teams based on an age split may be supported.
- 5) After the A team has been selected and announced, if there are at least 7 additional WA player nominations, up to the standard of the national championships, who are not nominating for any other division, then a second team may be considered. This decision is to be made by both the selectors and the committee following the announcement of the A Team.
- 6) The selectors in consultation with the committee is to decide whether the second team is a Development Team or a B Team and is to convey its decision and the selection criteria to the selectors.
- 7) Second teams are to be selected and announced within 4 weeks of the A team being announced.

### **Interstate/International Players**

- 8) If either an A team or a second team has less than 9 WA player nominations (including reserves), then the selectors in consultation with the committee may consider inviting interstate players to nominate.
- 9) In the situation where there is only likely to be one team in a division, invitations to interstate players must be made within 2 weeks of nominations closing;
- 10) In the situation of a second team, invitations to interstate players to nominate must be made within 1 week of the A team being announced.
- 11) Interstate player nominations must be accompanied by a completed form that includes the player's playing history.
- 12) If interstate players are invited to nominate, then the selectors are to accept nominations from interstate players by postal vote.
- 13) WA UWH is to seek approval for interstate players that are selected, in accordance with the UHA By Laws.

### **Multiple teams in Junior and Masters Divisions**

- 14) The selectors in consultation with the committee is to resolve whether or not the teams will be A/B, or A/Development or Country/Metro or any other split based on information from the Junior Coordinator in the case of the Junior Divisions and in consultation with masters players, in the case of the masters division.
- 15) In the case of junior divisions, a Country/Metro split is to be avoided.

*Adopted 9 December 2018*

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*President*

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*Secretary*



**Western Australian  
Underwater Hockey Commission**

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## **Spectator Behaviour Policy**

**It is a condition of entry that all Parents and Spectators visiting a Western Australian Underwater Hockey Commission (“WAUWH”) event abide by this code of behaviour. Failure to do so may result in the offender or offenders being ejected or banned from the event.**

### **Our commitment**

WAUWH is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated. These behaviours are outlined in our Code of Behaviour and specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or being drunk at an UWHWA event.

### **What we will do**

- Provide members, Clubs, parents and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to events and facilities and by requiring parents to abide by Association rules
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website and through other club communications.

- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to a game or no-alcohol club event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. committee members & referees to monitor spectator behaviour)
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

### **What we ask you to do**

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by WAUWH's Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is an official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to WAUWH's president or any committee member
- Call the police or a club official if you are concerned for your safety or the safety of others.

### **Non-Compliance**

It is a condition of entry that all Parents and Spectators visiting a WAUWH event abide by this code of behaviour. Failure to do so may result in the offender or offenders being ejected or banned from the event.

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by WAUWH's Code of Behaviour and this policy, may face disciplinary action as outlined in our Member Protection Policy.

*Adopted 9 December 2018*

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*President*

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*Secretary*



## ALCOHOL MANAGEMENT POLICY

### Western Australian Underwater Hockey WAUWH

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#### 1. PURPOSE

This policy outlines our procedures for a balanced and responsible approach to the supply, consumption and promotion of alcohol at Western Australian Underwater Hockey WAUWH ("WAUWH") training, games, special events, functions and other WAUWH-related activities. It represents WAUWH's commitment to its members, volunteers and visitors, and acknowledges the role that sporting clubs play in building strong and healthy communities.

This policy will help to ensure that WAUWH:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any WAUWH training, games, special events, functions and other activities where alcohol may be consumed.
- Upholds the reputation of WAUWH, our sponsors and our partners.
- Understands the risks associated with alcohol misuse and our role in minimising this risk.

#### 2. RATIONALE

While WAUWH does not sell alcohol, we acknowledge that alcohol may be consumed at WAUWH related events and activities including meetings, after training or games, end of season/presentation functions, sponsors' functions, trivia nights and other fundraising events. WAUWH may also hold functions at licensed venues.

Accordingly, the following requirements will apply to all members, volunteers and visitors where alcohol is consumed.

#### 3. GENERAL PRINCIPLES

Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of WAUWH.

A risk management approach will be taken in planning events and activities involving the supply or consumption of alcohol. Such events and activities will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.

In addition, WAUWH will promote additional services that are available to members to deal with alcohol related issues if they arise. Such avenues include encouraging WAUWH members to:

- Contact a local community health provider eg your local GP.
- Visit the Alcohol & Drug Foundation's 'Help & Support' section on the website <http://adf.org.au/help-support/>.





#### 4. CONDUCT EXPECTATIONS

Whilst engaging in WAUWH activities members, volunteers and visitors:

- Will accept responsibility for their own behaviour, use good judgment and take a responsible approach when alcohol is available.
- Will encourage and assist others to use good judgment when alcohol is available.
- Will not compete, train, coach or officiate if affected by alcohol.
- Will not provide, encourage or allow people aged under 18 years to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not provide alcohol only as an award to a player or official for any reason.
- Will not post images on social media of themselves or others drinking alcohol irresponsibly at WAUWH-related activities.

#### 5. INTOXICATED PEOPLE

For the purposes of this policy, a person is defined as being in a state of intoxication if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

- Intoxicated people will not be permitted to enter WAUWH functions.
- If a person becomes intoxicated (and is not putting other people at risk with their behaviour) the person will be provided with water and options for safe transport home, where available.
- If a person becomes intoxicated (and is putting other people at risk due to their behaviour) the person will be asked to leave the WAUWH function immediately and will be offered safe transport options, where available. Police may also be contacted to remove the person, if required.

##### 5.1 Underage Drinking

- Alcohol will not be provided to persons aged under 18 years.
- WAUWH will discourage the drinking of alcohol in change-rooms to reduce the risk of minors being served alcohol illegally.
- Athletes under 18 years of age are not to attend the senior presentation night at a National Underwater Hockey Championships if alcohol is being served.

##### 5.2 Availability of Non-Alcoholic and Low Alcohol Drinks

WAUWH recognises that not all WAUWH members may drink alcohol. WAUWH actively encourages venues we use for WAUWH activities and functions to have:

- Non-alcoholic and low alcohol drinks available and to provide drinking water free of charge (where available).
- Non-alcoholic drinks clearly visible and adequate in variety and supply.



## 6. FUNCTIONS

WAUWH will encourage safe celebrations and events by:

- Not conducting functions where a minimum amount of liquor sales is required.
- Not promoting or hosting 'all you can drink' functions.
- Not providing alcohol-only drink vouchers for functions.
- Limiting the number of drinks included in the price of function tickets to a maximum of four, as recommended by the National Health and Medical Research Council.

Advertisements for functions will promote safe celebrations by:

- Not overemphasising the availability of alcohol or referring to the amount of alcohol available.
- Not encouraging rapid drinking or excessive drinking.
- Giving equal reference to the availability of non-alcoholic drinks.
- Displaying a clear start and finish time for the function.
- Including a safe transport message, where possible and relevant.

## 7. SAFE TRANSPORT

WAUWH recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community. Accordingly, WAUWH implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they get home safely and avoid driving under the influence of alcohol.

## 8. WAUWH TRIPS

WAUWH will monitor and ensure any WAUWH trips, particularly end of season player trips, strictly adhere to responsible behaviour and responsible alcohol consumption in accordance with the principles of this policy and the values of WAUWH.

## 9. AWARDS/PRIZES

WAUWH will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

## 10. PROMOTING THIS POLICY AND RESPONSIBLE USE OF ALCOHOL

WAUWH will:

- Educate members, volunteers and visitors about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via our website and announcements during events and functions.
- Not advertise, promote or have alcohol served or consumed at junior events or activities.
- Actively demonstrate our attitude relating to the responsible use of alcohol and promote positive messages through our social media platforms.
- Pursue non-alcohol sponsorship and revenue sources.



- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to achieve the highest Good Sports accreditation.

#### NON-COMPLIANCE

WAUWH committee members will uphold this policy and any non-compliance will be handled according to the following process:

- WAUWH members and/or guests should notify the committee of any breaches of this Policy (for example, individuals turning up intoxicated or bringing their own alcohol to a WAUWH activity).
- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/people to leave the facilities or function.

#### 11. POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to WAUWH operations and reflects both community expectations and legal requirements.

*Adopted 9 December 2018*

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*President*

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*Secretary*



Western Australian  
Underwater Hockey Commission

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## State Team Hire Vehicles Policy

In the case of senior teams:

- Each senior state team is responsible for hiring its own vehicle and nominating its driver(s).
- Each senior team is responsible for the vehicle including all associated costs of the vehicle.

In the case of junior teams:

- The Team chaperone shall be the driver of the hire vehicle.
- All children shall occupy a seat and wear seatbelts.

In the case of all teams:

- Vehicle to be checked for damage, report any defects to the hirer before leaving the hire depot.
- The Capacity of the vehicle shall not be exceeded.
- The drivers must have a full, unrestricted license to drive the type of vehicle that is hired, drivers must be nominated on the hire policy.(only exception is for medical emergency).
- Hire vehicles are to be used to transport team members between the accommodation and the pool, and any other team needs as deemed fit by the chaperone, coach or team managers.
- Any traffic infringements incurred are the responsibility of the driver.
- Any toll charges shall be paid by the team manager and costed back to the relevant team. If possible, avoid toll charges by selecting an alternate route as these charges may add become costly.
- Any damage to vehicle must be reported to the state team manager, insurance claims to be filled out and copy given to state team manager/WAUWH secretary.
- In case of an accident or damage to vehicle, insurance excess, if required, will be funded by the relevant team, refunds will be given if applicable.

- Hire vehicles are to be handed back to the hire company clean and full of fuel.

*Adopted 9 December 2018*

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*President*

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*Secretary*



Western Australian  
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## Disciplinary Action Policy

The By-Laws provide that where there is a breach of the UWHWA Code of Behaviour, UWHWA may:

- a) Provide a written warning to the alleged offender; and/or
- b) Inform UHA of the alleged conduct and any concerns regarding the conduct and/or behaviour of WAUWH members, players, officials and/or supporters; and/or
- c) Where the alleged offending conduct concerns a WAUWH member, take disciplinary action in accordance with the Constitution.

The Constitution provides that where a member has acted in a manner prejudicial to the Association, then the Committee may resolve to suspend or expel that member's membership.

### Decisions regarding disciplinary action

In deciding what disciplinary action is appropriate in each case, the Committee is to have regard to this policy, however it is not bound by this policy.

<b>Infringement</b>	<b>Warning, suspension or expulsion</b>	<b>Period of suspension</b>
First time breach of Code of Behaviour, minor breach	Warning	N/A
First time breach of Code of Behaviour, major breach	Suspension	Up to 6 months
Second time breach of Code of Behaviour	Suspension	Up to 6 months
Behaviour that would, if convicted, amount to a criminal offence	Suspension or expulsion	Variable
Theft, fraud, sexual abuse	Expulsion	N/A

*Adopted*

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*President*

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*Secretary*



Western Australian  
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## Risk Management Policy

The Western Australian Underwater Hockey Commission ("WAUWH") is committed to providing a safe environment for the participants in our sport. The document serves as a tool to apply to WAUWH sanctioned events in the case of: -

- A] Prevention of accidents/injuries
- B] Management of an accident/injury if occurred
- C] Management of emergency situations
- D] Recording of accidents/injuries
- E] Follow up procedure for further prevention

### **A] Prevention of accidents/injuries**

#### *1] Horseplay, Running, Pushing etc. around pool deck*

The pool deck area is always a wet, hard and sometimes slippery surface. The occurrence of horseplay, running, pushing people in, throwing pucks or other items etc. is a dangerous practice. It must not be tolerated and kept in check at all times. The responsibility of control should not be left to the pool supervisors. It is the clearly an area that officials from WAUWH must control. The Games Commissioner, Coach, Captain, Club Delegate, Deck Referee or any Committee Member must first give the participants a clear warning that any or this behaviour will not be tolerated. If the participants continue then the official must seek the assistance of team captain/manager/coach to ask the offenders to leave the pool area until they are prepared to comply. If further breaches are in evidence, then the offenders must be asked to leave the pool. The official may need the assistance of a Pool supervisor to enact this procedure.

#### *2] Wrestling in the pool*

The pool playing area and in-water surrounds is not a playground. Any misbehaviour, wrestling and/or fighting will not be tolerated. The referees will monitor players and officials as per the rules of the game and appropriate penalties will apply to players. Officials will also be expected to behave in a controlled manner. Breaches outside of game play must be controlled by the organiser, coach or captain on the day. If any person not complying with these standards refuses to cease their unruly behaviour then they can be reported to a tribunal.

### *3] Blood in pool*

Due to the risks associated with disease being transmitted by a persons blood, any bleeding by a person at any underwater hockey activity must be attended to immediately. The person who is bleeding in the pool must leave the water and be escorted to the nearest first aid post to seek assistance from a trained person. If the person bleeding is unaware they are bleeding then the in-water referee, Captain, Coach or Organiser must inform the player involved and get them to leave the water and they must be escorted to a first aid post. If the person bleeding is a player in a match and refuses to leave then the chief referee must stop the game and award a forfeit in favour of the opposing team.

In all cases the person who is bleeding must be accompanied by an official until a first aid officer is in attendance. If the wound requires stitches or external help then the person must be given assistance if required by an official from underwater hockey.

### *4] Electrical appliances around pool*

All electrical cords, appliances and equipment must be of a type approved by the local Electrical Authority. The placing of leads and connections must be secure from becoming wet by using covering that is appropriate for the situation.

Any leads that cross over walkways must be secure to prevent tripping and must be in a bright easy to see colour.

Where possible have all leads above ground supported on stands so as not to pose a trip hazard and to avoid contact with water. Where cords must be on the ground across walkways or the like they must be taped or covered and highlighted. The pool should be checked for safety switch capability should a connection become wet. If this is not available then the power connections must have safety switches added. It is the responsibility of the organisers to make sure that these precautions are adhered to.

### *5] Protective Playing Equipment*

All players must wear approved protective equipment whilst engaging in any Underwater Hockey activity in the pool. This includes:

1. water polo style cap with hard plastic ear covers in place.
2. Latex (or other similar material) covered glove for the playing hand/s.
3. Mask fitted with tempered glass.
4. Fins without hard plastic blades, sharp edges or sharp buckles.
5. An approved internal mouth guard or an external type fitted to the mask or snorkel.

***For items B and C refer to recognized first aid practices for management of all such situations. St. Johns and other similar organisations have these procedures well documented.***

## **B] Management of an accident/injury if occurred**



- 1] *Blood*
- 2] *Facial injuries*
- 3] *Head/Neck/Back injuries*
- 4] *Broken Bones*

**C] Management of emergency situations**

- 1] *Cardiac Arrest*
- 2] *Unconscious person*

**D] Recording of accident/injuries**

All accidents or injuries must be recorded on the official Underwater Hockey Australia Accident/Injury Report form.

See attachment A.

A copy of this form must sent to the President of WAUWH within two weeks of the incident occurring. Failure to do so is a breach of this policy and may affect insurance responsibilities. A copy should be kept by all injured or affected parties and the state body.

**E] Follow up procedure for further prevention**

The collection of data from accident reports is an important tool for the future of the sport. All reports are to be analyzed by officials of WAUWH on an annual basis or more often if the need arises.

Any Policy, Rule or Procedure changes required as a result of any investigation carried out by any official must first be approved by WAUWH before implementation.

*Adopted 9 December 2018*

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*President*

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*Secretary*

Attachment A



**Accident / Incident report form**



Western Australian  
Underwater Hockey Commission

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## **Including People with Disabilities Policy**

### **Our commitment**

The Western Australian Underwater Hockey Commission ("WAUWH") welcomes all members of the community, regardless of their abilities. We will include people with disability in WAUWH events in both playing and non-playing roles, and administration, to the greatest extent that we can.

We will endeavour to make WAUWH as accessible as possible, based on the ability of individuals involved in WAUWH, the type and level of competition (e.g., junior versus senior competition and social versus pennant) they want to join and our capacity to make modifications that promote inclusion.

### **What we will do**

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual – and their parents if the participant is a child – for their advice about what modifications would help them to participate.
- Where possible, make adjustments to our coaching, equipment, rules or playing environment and modifications to club premises (e.g. putting in a ramp).
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Communicate with people and share club information in appropriate ways and formats.
- Expect all members of WAUWH to accept and welcome people with disability.
- Make sure people of all abilities are included in our club's social activities and are recognised for their contribution and achievement.
- Have strong policies to ensure that people can play sport and participate in our club without discrimination, harassment or bullying.
- Provide information about other options for participation outside WAUWH; for example, letting people know about sports that are primarily or only for people

with disability, or clubs where major modifications have been made to increase opportunities for participation.

**What we ask you to do**

If you have a disability:

- tell us what we can do to help include you in WAUWH events
- understand that we will do our best to make any necessary adjustments or modifications
- talk to us if you have any concerns or ideas to help us make our club more inclusive.

*Adopted 9 December 2018*

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*President*

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*Secretary*



## SAFE TRANSPORT POLICY

### Western Australian Underwater Hockey Commission

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#### 1. PURPOSE

This policy outlines our procedures for safe transport after WA Underwater Hockey Commission (“WAWUWH”) games, special events, functions and other WAWUWH-related activities where alcohol may be consumed. It represents WAWUWH’s commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure WAWUWH:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any WAWUWH games, special events, functions and other activities.
- Upholds the reputation of WAWUWH, our sponsors and partners.
- Understands the risks associated with alcohol use and driving, and our role in minimising risk.
- Educates our members about standard drinks.

#### 2. RATIONALE

Ensuring members, visitors and guests getting to and from club games, activities and events safely is an important part of being a responsible, healthy club.

While WAWUWH wishes to avoid members becoming intoxicated and notes the recommendation by the National Health and Medical Research Council to consume no more than four drinks in one sitting, as part of our associations duty of care we encourage our members to plan safe transport home. This will reduce the risk of drink-driving, injury or worse.

Alcohol and drugs affect pedestrians and drivers’ abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

#### 3. GENERAL PRINCIPLES

Our association recognises that:

- Drink driving is one of the main causes of road deaths in Australia.
- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.



- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.

#### 4. TRANSPORT FOR CLUB ACTIVITIES

This safe transport policy applies for all activities undertaken by WAUWH that involve the serving and/or consumption of alcohol.

Our association will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out e.g. pre-arranged transport.
- Print safe transport messages on relevant WAUWH activity and event invitations or flyers.
- Ensure the MC for events or committee members advise attendees that WAUWH is a Good Sports accredited organisation, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.
- Ensure telephone calls can be made free of charge to call a sober person to provide transport from the club or venue.

Where available, our association will also consider:

- Use of a community bus (such as council, school or tourist buses) and:
  - The bus or transport provided will be an alcohol-free zone (i.e. no alcohol will be permitted on the bus).
  - The bus will not be used to transport members between licensed venues.
  - People who have consumed alcohol can get home safely from the bus drop off point
- Use a range of taxi or ride share strategies such as:
  - Free telephone calls to arrange a taxi to provide transport from the venue.
  - The committee will pre-order taxis to arrive at a venue at the conclusion of a WAUWH event or function.
  - Encourage members to utilise a ride share service.

#### CONDUCT EXPECTATIONS

Whilst engaging in WAUWH activities, members, volunteers and visitors will:

- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
- Encourage and assist others to use good judgment regarding alcohol consumption.
- Make alternative transport arrangements to get to and from the activity safely.
- Share a taxi or ride share (where available) with friends.
- Consider arranging overnight accommodation.



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## 5. PROMOTING THIS POLICY

Our association will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Implement strategies to create awareness of safe transport messages to members (e.g. display standard drink posters/cards to help patrons recognise what standard drinks are and the implications on drink driving).
- Ensure this policy is easily accessible and will promote it via our website, social media, announcements during events and functions.

Visit: [www.goodsports.com.au](http://www.goodsports.com.au) for information regarding the Good Sports program.

*Adopted 9 December 2018*

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*President*

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*Secretary*



Western Australian  
Underwater Hockey Commission

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## Privacy Policy

Your privacy is important to the Western Australian Underwater Hockey Commission ("WAUWH"). We are committed to ensuring that information we hold about you is held securely and that your confidentiality is protected.

WAUWH complies with the National Privacy Principles under the Privacy Act.

To this extent, this Privacy Policy aims to explain the application of the National Privacy Principles to the particular business of WAUWH. Consequently, this Policy should be read in conjunction with the National Privacy Principles. To the extent that there is any direct inconsistency between this Policy and the National Privacy Principles, the Principles prevail. The National Privacy Principles may be viewed at the Privacy Commissioner's web site [www.privacy.gov.au](http://www.privacy.gov.au). The Privacy Commissioner's contact details may also be found at the web site.

We support:

- fair and open collection practices;
- processes that ensure information is accurate, complete and current;
- individuals' rights to see and where necessary correct information about themselves; and
- limiting the use of information.

This Policy explains how we treat information that we hold about you. It details the type of information we collect, how we may use that information, to whom we allow access and how we protect it. WAUWH reserves the right to change the terms of this Policy.

If you have any questions relating to this Privacy Policy, or you would like the current version (in the event that since the issue of this version, the Policy has been changed), please contact WAUWH.

### Collection

The types of information we collect will depend on the type of product or service we provide to you.



Generally, the type of information we collect includes your name and contact details. In some cases we may collect your health and other sensitive information, but we will obtain your consent before doing so.

We will endeavour to collect most of this information directly from you, but we may also collect some of it from:

- your Club; or
- your Federal body.

There may be other persons and entities from whom, from time to time, we may collect your personal information.

When collecting personal information we will take reasonable steps to let you know:

- our identity and how to contact us;
- the fact that you can gain access to your information;
- the purpose for which the information is being collected;
- to whom we disclose this information;
- any law that requires information to be collected; and
- the main consequences (if any) for you if information is not provided.

Where practicable we will provide you with this information before or as soon as possible after we receive your personal information. We will generally do this by issuing you with a 'privacy statement' when we first collect your personal information. The privacy statement relates not only to the information we collect on that occasion, but also to any information we subsequently collect.

Of course, you can elect not to provide us with your personal information but this may affect our ability to provide you with and administer our products and services.

WAUWH collects your personal information for a number of purposes. These include:

- to establish a database register of member details;
- to provide services to members through the use of this database;
- to satisfy our reporting requirements to other agencies;
- for the purposes of insurance where relevant; and
- to provide members with non-compulsory commercial offers.

### **Use and Disclosure**

We will not use or disclose personal information for a secondary purpose, unless:

- it is related to the primary purpose and where you would expect us to so use or disclose it;
- you have consented for us to use or disclose the information;
- we suspect unlawful activity and we use or disclose the personal information as a necessary part of our investigation or in reporting our concerns to the relevant persons or authorities;

- we reasonably believe the use or disclosure is necessary to reduce or prevent a serious and imminent threat to an individual's life, health or safety, or a serious threat to the public;
- we reasonably believe the use or disclosure is reasonably necessary for an enforcement body to prevent, investigate, or prosecute certain breaches of the law, the protection of the public revenue, seriously improper conduct or prescribed behaviour; or
- where we are required or authorised by law.

We may disclose your information to:

- our agents, consultants, auditors, contractors and contracted staff or service providers that provide administrative or other services in connection with the operation of our business;
- the Australian Sports Commission;
- the Australian Anti-Doping Sports Agency;
- our local and overseas related entities;
- where we collect your information from someone else, or another entity, then we may
  - disclose any of your personal information to that person or entity;
  - where the law requires or permits us to do so (such as to law enforcement agencies);
  - your agent or with your consent.

WAUWH may at times ascertain that it has other services or products which may foreseeably meet your needs and notify you about these. If at any time you do not wish your details to be used for these marketing purposes, please contact WAUWH.

### **Data Quality**

We will take all reasonable steps to ensure that the personal information we collect, use, or disclose is accurate, complete and current. If you are aware of any error or inaccuracy in the personal information about you that we hold or use, please contact WAUWH.

### **Data Security**

We will take all reasonable steps to protect your information from misuse, loss, unauthorised access, modification, or disclosure.

Your information is stored only in secured premises in hard copy and on electronic databases. The databases are password protected. Only staff who need access to personal information for one of WAUWH's functions, or activities are allowed access.

Some information is kept by WAUWH for a number of years to comply with legal requirements. Any personal information that is no longer needed is disposed of in a secure manner or is de-identified.

### **Access and Correction**

In addition, if you request us, we will provide you with access to your personal information unless there is an exception which applies under the Privacy Act, such as where we have a legal duty of confidentiality or non-disclosure.

If we deny access to you, we will provide our reasons.

A fee will not be charged for access but you may be charged the reasonable expenses we incur (such as search and photocopying costs).

### **Anonymity**

If we can (and if you want us to) we will deal with you anonymously.

Where it is lawful and practicable, we will allow you to enter into transactions with us on an anonymous basis.

*Adopted 9 December 2018*

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*President*

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*Secretary*



Western Australian  
Underwater Hockey Commission

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## **Communications Policy**

### **Our Commitment**

Using the internet and electronic communication is essential for communicating with clubs and members. We are committed to communication being appropriate and related to relevant business.

### **What We Will Do**

When using technology we will ensure that members' privacy is protected, clear boundaries are maintained and bullying and harassment does not occur.

We will ensure that photographs of children (under 18) in swimwear (poolside or playing) will only be published with the consent of the child's parent in writing.

### **Website**

Information on competitions, social events, committees, policies, constitution, rules and by-laws will be placed on our website.

No offensive content or photos will be uploaded to our website, especially about social activities and events.

YouTube video postings will feature positive team performances only.

A Media Officer will be appointed to provide accountability and control over what goes onto our website and Facebook page.

### **SMS and Emails**

May be used to communicate business and sanctioned events, however;

- Text communication should be short and about relevant matters
- Email communication will be used when more information is required
- Communication about children is through parents

## **Facebook**

Will be used to provide information on competitions, social events and sport relevant announcements as well as be a promotional platform for WAUWH and the sport of underwater hockey generally.

Member discussions or comments will be allowed, at the discretion of the Media Officer and the WAUWH committee.

Personal information about members will not be disclosed.

No statements will be made that are misleading, false or likely to injure the reputation of another person.

No statements will be made that might bring our sport into disrepute.

## **What We Ask You To Do**

The committee, clubs and members are expected to use the internet and electronic communication appropriately, so think about what you want to say before you write it.

Remember, an email is a written record of your thoughts on a matter and can be used against you later.

Communication (including photos and video) by the committee, clubs and members:

- Should be restricted to WAUWH matters only
- Must not offend, intimidate, humiliate or bully any member
- Must not be misleading, false or injure the reputation of members or others
- Should seek to protect the privacy of members
- Must not bring the sport, member or club into disrepute

Coaches and others working with children under 18 will direct electronic communication through parents or guardians.

## **Non-Compliance**

Any member or club found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs or discussions that harass, offend, intimidate or humiliate another member or club, may face disciplinary action as outlined in our member protection policy or covered by our code of conduct.

Cyber bullying (eg, bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or web pages) under certain circumstances is a criminal offence that can be reported by victims to the police. WAUWH, a member or club can also initiate separate action where there has been a

breach of our Member Protection, Privacy or other policies that provide for the protection, safety and welfare of members.

Members publishing false or misleading comments about another person in the public domain (eg Facebook or websites) may be liable for defamation.

Adopted 9 December 2018

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President

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Secretary



Western Australian  
Underwater Hockey Commission

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## **Reimbursement of Expenses Policy**

It is desirable for UWHWA committee meetings to take place on the same weekends as hockey events and to be held in each of the regions, to reduce and spread the costs of committee members' attendance at meetings.

Each committee member (and sub-committee member, if any) may, upon application, be reimbursed up to a maximum of \$100 to cover their proven out of pocket travel expenses for each committee meeting or general meeting that they attend in person, subject to demonstrating that the primary purpose of their travel was to attend the committee meeting.

Committee members are expected to prepare for the meeting in advance and attend the full duration of the meeting in order to be reimbursed.

Adopted 9 December 2018

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President

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Secretary

## **Annexure E – State Team Forms**

- **Underage Athletes Playing in Senior Teams**
- **Teams Spreadsheet**
- **State Team Code of Conduct**
- **Standard of Care**





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## State Team Policy

### Underage athletes in senior teams

To ensure optimum care for all underage athletes, the following policy has been implemented by UWHWA to ensure complete transparency and alleviate risks to underage athletes.

Underage athletes competing in a senior team who do not have an appointed chaperone, are under the care and control for the duration of the event including travel to and from the event, of an appointed UWHWA official. A senior team member will also be appointed as a mentor for the duration of the event.

UWHWA in accordance with Australian Federal law, deems the consumption of Alcohol by any minor, (junior - under the age of 18 years) to be strictly prohibited at all times for the duration of the entire National Championship Competition.

Underage athletes shall:

- While competing and residing with a senior team, go to their mentor or UWHWA official in relation to any queries or concerns that they have.
- Strictly avoid the consumption of alcohol.
- Not attend Senior Function if alcohol is to be served at the function.
- Sign the declaration below acknowledging this policy and agreeing to adhere to its terms.

I..... have read and understood the restrictions implemented for me as an underage athlete and I am willing to adhere to these restrictions while under the duty of care of UWHWA and in accordance with Australian laws prohibiting Alcohol consumption by a minor.

Player Signature:.....

Parents Signature:.....

Managers Signature:.....

Date:..... Players Mobile:.....

Draft



**PLAYER AND OFFICIAL CODE OF CONDUCT**

Name:..... Team.....

**THE UNDERSIGNED AGREES TO THE TERMS LISTED BELOW:**

1. All players must be current FINANCIAL members of the Australian Underwater Federation Inc. ☐
2. All payment for airfares, accommodation, uniforms, administration fees and Coach's fees must be paid in full to the Team Manager(s) by the due dates, as specified by the Team Manager in order to compete. ☐
3. Players must return and/or respond to all correspondence on or before the due date, as specified in the correspondence by the Team Coach or Team Manager(s). ☐
4. All players are responsible to the Management Team, consisting of the Team Manager(s) and Team Coaches.  
☐In addition Junior players are responsible to the Juniors' Chaperone. ☐
5. All laws of any country, State or Territory that a team is visiting must be adhered to in full. ☐
6. All rules of venues being used by the team and regulations of the host organisation must be adhered to in  
☐full.
7. Players and officials of the Management Team must not attend training, competition or meetings whilst  
☐intoxicated. In particular note that the drinking of alcohol by any juniors will not be tolerated at any stage during the official tour. The drinking of alcohol by seniors during the tour is not encouraged and supplying alcohol to juniors is forbidden and carries severe consequences. ☐
8. Players and officials must not behave in such a way as to bring criticism to the touring party, underwater hockey or their State. ☐

9. Players and officials must comply with uniform dress code requirements as set by the Team Management. ☒
10. Players must attempt to maintain themselves in peak mental and physical condition during training and ☒competition. ☒
11. Players must abide by the Australian Sports Drug Code. ☒
12. Any illness or injury must be reported to the team's Coach and/or Team Management as soon as possible. ☒
13. The Team Manager has the authority to seek medical attention for and on behalf of the players, if the Team ☒Manager considers it necessary in the circumstances. ☒
14. Players must attend all training sessions when and where reasonably required. ☒
15. Players must abide by training programs set by the Team's Coach. ☒
16. Individual sponsorship can only be displayed when permission has been granted by UWHWA and by Team Management. ☒
17. Prior to any comment being made to the media by any team player, permission must be obtained from the ☒Team Management ☒
18. This code of conduct extends to all members of all the Western Australian underwater hockey teams, ☒including players, Team Management and Juniors' Chaperone ☒
19. If any party breaches this code of conduct, then such breach may lead to fines, suspension or permanent ☒expulsion from the team, subject to review, to be decided by a committee of the UWHWA committee and Team Management. ☒

Signed: ..... Date: .....

Signed: ..... (Parent/Guardian (If under 18 years))

Signed: ..... (Witness)



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## STANDARD OF CARE UNDERAGE ATHLETES NATIONAL CHAMPIONSHIPS

Dear Parents and Guardians,

This standard of care applies to athletes that are under 18 years of age.

During the National Championships (whether in WA or another state/territory) you entrust the WA UWH Commission with the care of your child.

Set out below is:

- the standard of care that we will provide to your child;
- expectations of underage athletes; and
- expectations of parent behaviour.

If you would like to discuss any of the below, please contact the current WA UWH Commission President.

If you agree with the below, please sign and return this form.

If you do not agree with any of the below, and no alternative arrangement is agreed to by the WA UWH Committee, your child will be unable to participate in the National Championships.

### **Standard of Care**

There will be 1 chaperone per team.

Underage players will be transported in mini buses driven by the coach or chaperones. At times, underage players may be transported in private vehicles by other WA players and/or parents.

All coaches, chaperones and supervisors have a current Working with Children permit.

Underage players' dietary requirements will be catered to the best of each chaperone's ability. Full disclosure of any allergies is required.'

Food will be dealt with by the chaperone as either a joint kitty with some equal individual accounts or by equal individual accounts only. This is at the discretion of the chaperone considering the circumstances of the players and competition.

Underage players will be supervised by adults at all times around the pools.

The committee will endeavour to ensure that a chaperone or supervisor is sleeping in the same accommodation unit or in a nearby accommodation unit of each underage player.

Underage players will not be offered alcohol. They will not be permitted to attend the senior players' presentation function if alcohol is served. Underwater Hockey Australia has a policy of encouraging a separate junior players presentation function if alcohol is served at the senior function.

At times, notwithstanding the ban on underage players' exposure to alcohol, there has been alcohol found in the possession of underage players at past National Championships. Chaperones and supervisors have been instructed to be aware of this risk and persons responsible for supplying underage players with alcohol will be dealt with by the Committee.

### **Expectations of underage athletes**

These obligations apply to underage athletes in addition to the obligations set out in the players' Code of Conduct signed by all players.

Consumption of alcohol by any underage athlete at all times, including at an underage event, is strictly forbidden.

Underage athletes will not engage in any sexual behaviour while under the care of the WA UWH Commission.

If underage athletes leave the player group, they will advise their chaperone or supervisor where they are going.

Underage players are to use their best endeavours to travel with their teams in the mini buses provided and to avoid travel in private vehicles of other players.

If your child infringes any of the expectations of underage athletes, they will be banned from competing in any further games in the competition.

In serious cases, they will be sent home immediately and the parents/guardians will be invoiced for the associated costs of travel home.

### **Expectations of Parents**

Underage players are not to be taken away from the player group for private activities during the competition without express permission of the Chaperone and State Team manager;

Underage players are to stay in the same accommodation as the player group. If an alternative arrangement is agreed by the WA UWH Committee, that player will still be responsible for contributing to the player group accommodation costs;

Any complaints/concerns regarding supervision or any aspect of the competition as it related to underage athletes is to be directed to the chaperone, then the coach, then the State Team Manager.

President  
WAUWH Commission Inc

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Child name (please print)

---

Parent/guardian name (please print)

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Parent/guardian signature

---

Date

# **Annexure F – Feedback Form and Manager's Report**





### Team Manager Evaluation form

*To help us continually improve the way we manage WA underwater hockey teams, we need constructive feedback from all players, parents and officials involved. The answers provided on this form may be shown to the Team Manager, however all responses will remain anonymous outside of the UWH WA Executive Committee.*

**Team Manager name:**

<b>Were you a player, parent, or official (Chaperone, Room Supervisor)</b>
<b>How did you find the pre competition communications/documentation from the manager? Did you feel you had sufficient communication with your manager?</b>
<b>Did you feel supported and informed about the upcoming tournament?</b>
<b>Were there aspects of your tournament that you felt you would have liked more information/guidance on?</b>



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<b>Did you find the payment deadlines reasonable?</b>
<b>Were you satisfied that the funds you paid were allocated to items in a reasonable and efficient manner? Were there any items you were not satisfied with the amount you paid for them?</b>
<b>Were you satisfied with the accommodation? Were there any aspects you would have liked to have seen in your accommodation?</b>
<b>Was the manager always available when needed? Were they easy to contact/find?</b>
<b>If you experienced health issues during the competition, did you feel you were adequately catered for? Did you feel your manager dealt with your health issues in an appropriate manner?</b>



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**How did you find the uniform? Was it a good size/cut/style? Do you feel you received value for money with your uniform?**

--

**Were there any issues arising during this competition that you feel your manager could have dealt with in an improved manner?**

--

**Do you have any other comments about your manager?**

--



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### Team Manager Report

*To help us continually improve the way we manage WA underwater hockey teams, we need constructive feedback from Team Managers to learn for the next year.*

*Please provide as much detail as possible.*

**Team Manager name:**

**Nationals:**

**Team(s) managed:**

**Before the tournament**

**Was the role as advertised initially by the UWHWA Committee?**

**Were you satisfied with the Team Manager Guidelines provided?**

**Did you receive sufficient support from the UWHWA Committee?**

**Did you receive sufficient support from coaches?**

**Please provide your summary of the nomination process, including the selection process, nomination fee payment/collection, nomination rates, team selection. Please include details on any obstacle(s) you experience.**



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**Please provide your summary of all tasks completed during the period leading up to the event. Please include details on any obstacle(s) you experience.**

**During the tournament**

**Please provide an overview of the Chaperones and Room Supervisors. Please include details on any obstacle(s) you experience.**

**Please provide an overview of your experience during the tournament. Please include details on any obstacle(s) you experience.**

**After the tournament**

**Please provide a summary of the process after the tournament to close off the account. Please include details on any obstacle(s) you experience.**

**Additional comments**

**Please provide any additional feedback for the next Team Manager, UHWA Committee, Officials or Players.**

# **Annexure G – Incident Report Form**



**Accident / Incident report form**

**record no:**

**Personal details**

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Date of report: / /

**Accident/incident details**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Date reported: / /

Location: \_\_\_\_\_

Witness: \_\_\_\_\_

Reported to whom: \_\_\_\_\_

**Full accident/incident details – what happened, or in the case of a near miss, what could have happened**

**Injury – Nature of Injury**

- |                                                |                                             |                                       |
|------------------------------------------------|---------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Contusion/crush       | <input type="checkbox"/> Impact Injury      | <input type="checkbox"/> Dislocation  |
| <input type="checkbox"/> Laceration/open wound | <input type="checkbox"/> Superficial injury | <input type="checkbox"/> Foreign body |
| <input type="checkbox"/> Concussion            | <input type="checkbox"/> Sprain/strain      | <input type="checkbox"/> Fracture     |

**Location of Injury**

- |                                    |                                         |                                |
|------------------------------------|-----------------------------------------|--------------------------------|
| <input type="checkbox"/> Head/face | <input type="checkbox"/> Eye            | <input type="checkbox"/> Knee  |
| <input type="checkbox"/> Hand      | <input type="checkbox"/> Shoulder / arm | <input type="checkbox"/> Truck |
| <input type="checkbox"/> Hip/ Leg  | <input type="checkbox"/> Foot / Ankle   | <input type="checkbox"/> Back  |

**Result of Injury**

- |                                    |                                 |                                   |
|------------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Doctor | <input type="checkbox"/> Hospital |
|------------------------------------|---------------------------------|-----------------------------------|

**Name of First Aider, Hospital, Treating doctor, & Contact numbers.**

**Copy of Hospital/ Doctors Treatment report required to be attached..**

## **Annexure H – Example Officials Info Pack**





### Captain and Coach information

TEAM	NAME	POSITION	PHONE
U15 A		COACH	
		CAPTAIN	
U15 DEVELOPMENT		COACH	
		CAPTAIN	
U19 BOYS		COACH	
		CAPTAIN	
U19 GIRLS		COACH	
		CAPTAIN	
ELITE MENS		COACH	
		CAPTAIN	
METRO		COACH	
		CAPTAIN	
COUNTRY		COACH	