

WARRNAMBOOL VOLLEYBALL ASSOCIATION

– POLICIES & BY-LAWS (version 1.5, updated October 2019)

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Definitions

Model Rules- Every incorporated group must have Rules of Incorporation which define how the organisation operates and guides the committee. These Rules of Incorporation are a contract with members and are guided by Consumer Affairs - this is how things will be done and are a legally binding document. The Rules of Incorporation define the rights of members and the responsibility of the Association in meeting these rights. An Association's Rules are lodged with Consumer Affairs on incorporation or when changes are made. To change the rules, the process starts with a Special Resolution and then follows a process.

By-Laws - By-laws are not law excepting that they must not contradict the Rules of Incorporation. By-laws sit under the Constitution/ Rules, however the connection is that it should be included in the Rules that the Association Committee can change the by-law. Changing of by-laws does not require a Consumer Affairs application or approval unless it requires a change to the Association Rules to administer. By-laws are generally more operational and internal to the sport in nature. They define the rules internal to the sport or competition and are laid down by the state body or the association/league
Ensure that only the most important matters and powers are contained in the constitution, with the remainder to be set out in regularly reviewed policies and by-laws

To change a by law, the committee must give 28 days' notice for all committee members to be informed of the notice to change a by law. For changes to be adopted, 80% of the committee must be in favour. The committee may inform the general membership if they feel the need to do so.

Purpose

To provide opportunities for people to play volleyball both domestically and at representative levels.

Vision

A vibrant, supportive, inclusive and sustainable volleyball association in Warrnambool

Mission

To achieve a vibrant, supportive, inclusive and sustainable volleyball the Warrnambool Volleyball association will;

- Provide domestic competitions
- Provide training to association members
- Compete in tournaments
- Work with local schools
- Ensure strong governance
- Identify opportunities
- Provide a safe and friendly environment
- Fundraise via the Annual Seaside Volleyball Tournament
- Provide pathways for players to compete at state and national levels

Our Values

- Integrity
- Inclusiveness

- Innovation
- Teamwork
- Ownership of our actions

Organisation Structure

- Membership
 - ↓
- Committee of Management (Inc.) – working groups including website, fundraising, finance, admin, movies, events, facility, art cards
 - ↓
- Volunteers

Committee Commitment

We the committee are entrusted with the running of the Warrnambool Volleyball Association, and to continue the long and proud history it has, for present & future generations.

Registration for Members

Victorian Volleyball & Warrnambool Volleyball Association Inc. shall be the keepers of all Warrnambool Volleyball Association members' information, upon payment through the Victorian Volleyball online payment process.

Subscriptions / Membership Fees

Amount at incorporation:

Social members \$42, for a 12 month period (including tournament play)

For those wishing to play at a higher level pay the following

Full membership (includes state rep and state league) \$92

Prices fixed by Volleyball Victoria

Subscription payable by - 1st April

If not paid within 4 weeks of due date penalties can be imposed

If not paid by end of 6 weeks association has the power to suspend a player

Memberships are to be reviewed annually and changes made by appropriate measures.

Life Members

Life members will be identified through formal committee approval. Any member can nominate another member for consideration. Two life members and two general members to endorse the nomination in writing, stating why they feel they should receive a "Life Membership". The committee will consider member contribution (e.g. committee involvement, coaching, volunteer roles), years of exceptional service and conduct, 80% of committee must vote in favour of the life member nomination.

Privileges of a Life Member shall include free admission to all formal functions held by the association.

A Life Member shall have their Warrnambool Volleyball Association fee paid annually. The Volleyball Victoria component is to be paid for by the Life Member.

A Life Member is entitled to one free match per night. This to be reviewed annually.

A life member shall have all privileges of ordinary membership without payment of subscription but shall not be relieved of any financial obligations.

Life Members shall receive a trophy and framed certificate along a gift to value of \$150.00

Honorary Member

Such an honour will be awarded to individuals who make an outstanding sustained contribution to the Association for the period of at least 10 years.

Honorary Members shall receive a trophy and framed certificate.

Child Safe Environment-Refer to Volleyball Victoria

The Warrnambool Volleyball Association is committed to the safety and wellbeing of children and young people who participate in our associations activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained.

The Association will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children .This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children. The Warrnambool Volleyball Association will ensure that Working with Children Checks are conducted for volunteers working with children, where an assessment is required by law.

The Warrnambool Volleyball Association will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected.

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any association activity, they will ask another member to stay until the child is collected.

Parents and or guardians are responsible for organising the transportation of their children to and from association activities (e.g. training and games).Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

The Association requires that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will also not provide information about a child's hobbies, interests, school or the like, as this can be used by other persons to "groom" a child.

We will only use images of children that are relevant to our association's activities and we will ensure that they are suitably clothed in a manner that promotes our association. We will seek permission from a child's parent or guardian before using their images.

Information Privacy

Warrnambool Volleyball Association is fully committed to protecting everyone's right to privacy. Officials involved in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Committee's responsibility to ensure that relevant officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular:

- Warrnambool Volleyball Association will only collect personal and health information that is required for its activities
- Information will only be used for the purpose for which it was collected
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand
- Information will only be accessed by Team Officials and Committee Members
- Information will be securely stored (e.g. lockable filing cabinet or protected by password)
- Information will be destroyed if it is no longer needed for any purposes

Equal Opportunity

Warrnambool Volleyball Association supports equal opportunity as applied to membership, coaching, committee appointments and player selection and will make decisions based on a person's skills with disregard to personal characteristics including race, gender, marital/parental status, physical or intellectual impairment, same sex preference, age, or political affiliation or beliefs. The exception to this statement exist where a rule or by-law has been established by the association, Association or State Body that prohibits participation of an individual in a particular competition because of safety or maturation considerations.

All members of the association are expected to treat all people with respect and not to discriminate directly or indirectly against people based on personal characteristics including those listed. Any person engaging in behaviour deemed as racially vilifying, homophobic, or discriminatory will encounter disciplinary action.

Harassment & Bullying

Harassment and bullying of any kind is not acceptable at Warrnambool Volleyball Association and complaints related to behaviour of this nature will be treated as serious and will be dealt with promptly, confidentially and impartially by the Committee or chosen independent party. No person who lodges a complaint with respect to harassment will be disadvantaged because they have made the complaint. (*Refer Complaints process*)

Diversity, Equity & Inclusion

Warrnambool Volleyball Association is committed to and values diversity and inclusion across all levels of the organisation. The Association is committed to supporting member associations to be inclusive, value diversity and be free of discrimination. It is Warrnambool Volleyball Associations intention that all members are treated fairly and with respect and that no one is denied access through discrimination.

In recruiting for Committee Members, Warrnambool Volleyball Association will actively seek diverse membership which is reflective of our local community. This includes the inclusion of women, men, people from culturally and linguistically diverse backgrounds, people with varying abilities and viewpoints
Warrnambool Volleyball Association is committed to taking positive action where inequalities exist and the development of a program of on-going training and awareness in order to promote diversity in our sport

Conflict of Interest-Refer Model Rules 2012-Section 64

Delegation of Authority-Refer Model Rules 2012-Section 42

Financial Management- Refer to Model Rules 2012-Sections 68-69 & 70

Sponsorship

Warrnambool Volleyball Association encourages the involvement of appropriate community and corporate sponsors in the provision of programs, facilities, and events.

The President and/or Seaside Co-ordinator have the authority to seek and negotiate corporate sponsorship agreements for the approval of the Committee. These negotiations must be in line with the policy statements below.

Sponsorship participants must all be from reputable organisations whose public image, products and services are consistent with our values and goals.

Warrnambool Volleyball Association;

- will ensure that the sponsorship arrangement does not conflict with association policies or impose conditions that would impact on the association's ability to carry out its functions
- will ensure that the sponsorship agreement maintains the professional image of all parties
- will develop and maintain a positive relationship with our sponsors through regular communication
- will ensure that the association obligations under the sponsorship arrangement are met
- will ensure that the sponsorship allocated is spent in the manner for which it was provided
- will ensure that no office bearer or member receives any personal benefit as a result of a sponsorship arrangement
- does not explicitly endorse the sponsor or its product through its association.

Health & Safety- refer Warrnambool City Council Policy

Warrnambool Volleyball Association is committed to keeping all people involved with the association, safe and to manage any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

The Association will adhere to all safety related directives from Volleyball Victoria, Warrnambool City Council and local stadiums and schools.

Everyone involved with the association is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting.

The Association will have first aid equipment and adequately trained volunteers available for competition and training. In the case of an accident occurring where there are no trained personnel present, association representatives will act on the side of caution and will seek medical assistance, or ambulance support.

The Association will ensure that players utilise personal safety equipment and that general playing equipment and playing surfaces are well maintained

Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by association's personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to inform risk management strategies.

A safety briefing will be conducted at the commencement of the season for all Committee members, coaches, first aid representatives, team managers etc. This will include information on how to report accidents / incidents
The Coordinator will replenish first aid kits prior to season commencement and replace any items out of date

Smoke Free Environment-Refer Smoke Free Policy- Volleyball Victoria <https://volleyballvictoria.org.au/>

Alcohol- Refer to Alcohol Management Policy (2010) - Volleyball Victoria <https://volleyballvictoria.org.au/>

Health Promotion

The Warrnambool Volleyball Association encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.

Volunteers

The Warrnambool Volleyball Association values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents. Volunteers include all volunteers long and short-term as well as the Committee.

The Association will provide to volunteers appropriate training, insurance cover, induction, role descriptions and a safe and healthy workplace as far as is practical.

All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal.

The Association will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.

Volunteers have the right to leave their role but should give as much notice as possible. The Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

Mixed Domestic Competition -

Teams:

Each team will be made up of a maximum of 6 players on the court with a minimum of 2 females where practicable.

At no time may a team have 3 men next to the net at the same time where practicable.

The minimum number of players to be allowed to take the court as a team is five (5). Should any injury during a match prevent a team from maintaining the minimum number of players on the court, the team will not be permitted to continue with less than five (5) players.

Teams that consist of only 5 players must play the "hole" rule.

Starting times of time limited competition matches are to be as signified by the sounding of the association's timer.

In all time limit matches, finishing times are to be strictly observed, regardless of the actual starting times.

Finishing times of time limited competition matches are to be as signified by the sounding of the association's timer. No more play may take place, and the ball will be considered dead immediately the timer starts to sound.

Four team final – Dependant on amount of teams and weeks in the season, options may include: Round One 1 v 2 and 3 v 4. Round Two is the loser of 1 v 2 and the winner of 3 v 4. Round two winner, will play the winner from round one 1v 2, in the grand final. Option two, First v Fourth, Second V Third, winners to play in the grand final.

Eligibility to Play in Finals

All players in finals must be registered with the association.

To be eligible for finals, a player must have played at least five (5) Open Competition matches during the current season with the same team.

Duty

All players are required to attend 'duty' as rostered. Duty will include scoring and refereeing of games. Failure to attend duty may result in a team losing premiership points.

Squad Coaches' appointments

All coaching positions will become vacant after the conclusion of Victorian Volleyball Country Championships.

New coaching applications will be advertised by the early August, with coaches appointed by late August.

Applicant/s to meet with an independent panel of 3. Panel members to consist of:

1 x President or Vice President

1 x Committee member

1 x Life Member

The appointment of the independent panel will be final.

If no applications are received by the due date, the committee will decide the path for filling that position.

Squad Coaches

The Associations expectations of Senior appointed coaches is as following:

Attend the four tournaments as per appointment criteria.

Attend all trainings in full with the exception of exceptional personal reasons.

In the event of not being able to attend training, the coach is required to contact the president.

The committee recommend the appointed coach selects a team manager / assistant coach, to be of the same sex as the team they will be managing / assisting.

Liaise with the uniform coordinator.

Collect all players' money in relation to accommodation, training and competition entry, by tournament closing date otherwise team will not be attending.

Team Selection (South West Pirates Squad)

Our Association supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all players prior to the first squad trial date.

Senior squad teams will attend the following tournaments: Bendigo, Horsham, Seaside and Victorian Country Champs if numbers are viable.

For Squad players, playing time must be earned. Equal playing time is never guaranteed in these teams at any event. The following factors influence playing time, in no particular order of importance:

- Attendance at competition, training and association / team events (commitment)
- Good sportsmanship (values)
- Abiding by our association's Code of Behaviour on and off the field (behaviour).
- Volleyball skill and ability as evaluated by the coach
- Individual position and role on the team
- Adherence to the association's/coaches/team rules

Qualification: All players selected to play MUST have played 5 games in each season's domestic competition. In exceptional circumstances a coach may request an exception. Player exceptions to be approved by the committee, prior to the tournament the coach is requesting an exception for.

In addition, players or athletes:

- must be financial members of the association
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, and religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

Process

- Players will be informed in writing of the dates, location and criteria for team selection.
- Selectors will be appointed by the committee and be responsible for pre-season selection decisions.
- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, players will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about team selection.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the association committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy

Code of Conduct-Volleyball Victoria

The following Code of Conduct has been developed to ensure that all players, members, spectators, officials and volunteers have a very clear understanding of the behaviour that is expected from everyone and to make it clearly understood that breaches of these codes may result in disciplinary action.

Coaches are required to: Refer Volleyball Victoria

- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Support, encourage and involve all players regardless of their talent level
- Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the players and educate players as to their responsibilities in contributing to a safe environment
- Never ridicule or yell at players for errors or poor performance
- Always consider the wellbeing and safety of participants before performance and results
- Encourage participants to value their performances and not just results
- Encourage and guide participants to accept responsibility for their own performance and behaviour both on and off the field
- Maintain respectful and appropriate relationships with all participants
- Ensure all activities are appropriate to the age, ability and experience of participants
- Promote the positive aspects of the sport (e.g. fair play)
- Always respect the official's decision and support them to carry out their role
- Display consistently high standards of good sporting behaviour and appearance
- Follow all guidelines laid down by the national governing body and the association
- Hold appropriate valid qualifications before commencing to coach or prepared to obtain
- Never condone rule violations, unfair or unduly rough play or the use of prohibited substances
- Never use offensive language or behaviour
- To act as a role model at all times

Players are required to:

- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Play by the rules and respect the umpire's decisions
- Display good sporting behaviour at all times
- Never use offensive language or behaviour towards anyone or engage in sledging or bullying of any person
- Co-operate with their coach
- Adhere to association policies including smoke-free areas and liquor license requirements
- Never behave in a manner that would damage the reputation of the association either on or off the field
- Be respectful of Association property including uniforms and equipment never argue with an official. If you disagree with an official, discuss the matter with your coach after the game.
- It is an expectation that players attend all trainings unless prior arrangement is made with their coach.
- Players are to be mindful of the fact that while wearing Warrnambool Volleyball Association/South West Pirates attire, they are representatives of the association and should behave in a manner that best represents the association.

Volunteers and Spectators are required to:

- Act as good role models and ambassadors for the association at all times
- Always welcome opposition players, spectators, officials etc. to the association
- Never use offensive language or behaviour
- Treat everyone including the opposition with respect regardless of their gender, ability, cultural background or religion
- Display consistently high standards of good sporting behaviour including respecting the official's decisions
- Adhere to the smoke-free policies of the association
- Not to consume alcohol in any place other than where the association's license allows
- Adhere to and support the association policies
- Be trustworthy

Complaints Process

When a complaint is received in writing by our association, the person receiving the complaint (e.g. President) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the association will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our *State* association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our State association and an investigation is conducted, the association will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our State association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

Disciplinary Sanctions

Our association may take disciplinary action against anyone found to have breached our policies or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our association;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our association considers reasonable and appropriate.

Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our association) to our State association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Communication

Electronic and hard copy communication is essential for sharing association news and information with our members. Our communication will be timely, appropriate and related to association business.

We use a range of electronic tools to communicate with our members including Facebook, social media, newsletter, SMS and email.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our association's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.

The committee will nominate a web master to keep the web page updated.

No offensive content or photos will be published.

If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, association-sanctioned social events and other association business, however:

- SMS messages should be short and about association/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

Social media

We treat all social media postings, blogs, status updates and tweets as public 'comment'.

Postings (written, photos or videos) will be family-friendly and feature positive association news and events.

No personal information about our members will be disclosed.

No statements will be made that are misleading, false or likely to injure a person's reputation.

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

Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the association.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

Position Descriptions

President

The President will, among other things:

- Chair the General Committee meeting monthly
- Handle any complaints and enquires
- Liaise with VV, Sponsors / Suppliers and other stakeholders (schools etc.)
- Assist with all social / fundraising activities
- Support all committee members in their roles
- Provide positive direction for association
- Develop strategies to expand member base

Vice President

The Vice President will, among other things:

- Attend the general committee meeting monthly
- Support President in all duties
- Attend user group meetings when President unavailable
- Chair committee meetings in President's absence
- Take minutes at meetings if Secretary unavailable

Treasurer

The Treasurer will, among other things:

- Attend the general committee meeting monthly
- **Bank account maintenance** – Banking, book keeping and record keeping (ensuring that a proper record is kept of all money received and payments made and that accounts are reconciled once per month).
- **Financial transaction maintenance** – Managing of financial transaction and reconciliation, keeping up-to-date records as well as an audit trail and recording all transactions
- **Invoicing** – Preparing outgoing invoices and paying incoming invoices. Keeping all invoicing up-to-date and chase up on outstanding invoices.
- **Budgets** – When required in close collaboration with the committee as well as comparing the actual revenues and expenses incurred against the budget. (hard copies at meetings)
- **Reports** – Keeping the committee regularly informed of key financial events, trends, concerns, and assessment of financial health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the committee as well as to the Annual General Meeting.
- Prepare grants proposals to generate funds for the organisation.
- Ensuring that the accounts are ready for audit each year.
- Taking reasonable steps to ensure implementation of systems to prevent funds being stolen or misused. Ensuring cash and cheque books are kept securely.
- Keep track of:
 - **Assets** – cash in bank, accounts receivable (who owes you money, how much, when was it due), outstanding accounts
 - **Liabilities** – payables (to whom do you owe money and how much), outstanding invoices or loan agreements
 - **Revenue** – grants and sponsorships, special events and benefits, documentation, inventory

Secretary

The Secretary will, among other things:

- Attend the general committee meeting monthly
- Prepare and share agenda's seven days prior to monthly meeting
- Take minutes at meetings, distributing to members no more than seven days after meeting being held
- Write/edit and distribute other documents as required
- Check mail box weekly and pass on mail to appropriate person/s
- Ensure meeting venue is booked and key collected for each meeting
- Provide hard copy of agenda & previous minutes

Communications/Marketing Officer

The Communications and Marketing Officer will, among other things:

- Attends the general committee meeting monthly
- Maintains contact with sponsors
- Identifies and pursues potential sponsors
- Markets association effectively
- Manages regular newsletters and Association functions
- Increases association exposure to members and sponsors
- Liaises with various media outlets for all promotional events/tournament exposure etc.

Social and Fundraising Officer

The Social and Fundraising Officer will, among other things:

- Attends the general committee meeting monthly
- Arranges and coordinates social events (quiz nights etc.)
- Arranges and manages all fundraising activities

General member

The General member will, among other things:

- Attends the general committee meeting monthly
- Assist other committee positions as required/requested
- Contributes actively to discussion and actions

Program Coordinator

The Program Coordinator runs the Tuesday night competition by doing the following tasks:

- Providing score sheets and balls for games.
- Collects score sheets and ensures they have been filled out correctly.
- Ensures games are started on time.
- Assist scorers in learning.
- Assist's ref's in learning.
- Enforces penalties when applicable – Late starts, uniform violations, duty violations.
- Updates ladders on website.
- Collates and records B+F results.
- Provides an updated ladder each week.
- Ensures that all equipment is stored away after games.
- Organises presentation nights –trophies, venue.
- Develops season draws.

- Works in conjunction with team captains to create balanced teams.
- Manages any injury claims with VV.
- Is responsible for the smooth running of the domestic competition.
- Takes pictures of games for association Facebook page.
- Handles any dispute and protest resolution on the night.

Seaside Tournament Coordinator

The Seaside Tournament Coordinator will, among other things:

- Coordinate all aspects of the Seaside Tournament including promotion, communication, timetable, volunteer coordination and other tasks as required.

Payment to Volunteers

Warrnambool Volleyball Association may make payments to volunteers to meet expenses with consideration of Australian Tax Office obligations (see below).

Payments will be made at the discretion of the Committee of Management. Squad coaches' payments will be \$150 per day of tournament, with the exception being the Seaside tournament where a flat payment of \$200 will be forthcoming.

Those in specially appointed roles such as a junior team manager, manager or manageress they will have their accommodation covered to a maximum of \$50 per night.

The Program Coordinator's payment is \$120 per week this is to be reviewed annually; payment is for the coordination of the local domestic competition. The Seaside Tournament Coordination payment will be considered by the Committee of Management when setting the budget each year.

The Association acknowledges that any payment is a token amount compared to the services provided or expenses incurred by the volunteer.

'A payment to a volunteer that is not assessable income will have many of the following characteristics:

- *The payment is to meet incurred or anticipated expenses.*
- *The payment has no connection to the volunteer's income-producing activities or services.*
- *The payment is not received as remuneration or as a consequence of employment.*
- *The payment is not relied upon or expected by the volunteer for day-to-day living.*
- *The payment is not legally required or expected.*
- *There is no obligation on the part of your organisation to make the payment.*
- *The payment is a token amount compared to the services provided or expenses incurred by the volunteer. Whether the payment is token depends on the full facts surrounding the payment and volunteer's circumstances.'*

(Australian Tax Office)

Appointment of Program Coordinator and Seaside Tournament Coordinator

The selection of the Program Coordinator will be undertaken by the Committee of Management (or selection sub-committee) in June. Selection may involve 1) review and renewal of the current year position or 2) through an expression of interest process.

The selection of the Seaside Tournament Coordinator will be undertaken by the Committee in July. Selection may involve 1) review and renewal of the current year position or 2) through an expression of interest process.

The Program Coordinator and Seaside Tournament Coordinator roles are open to all members.