

**WARRNAMBOOL VOLLEYBALL ASSOCIATION  
– POLICIES & BY LAWS**

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**Definitions**

Constitution – The organisation's Constitution is like its heart and soul. It includes a Statement of Purpose, the Rules of Incorporation and structure. It is arguably the most important document the organisation has and guides safe and legal practices under the Victorian Associations Incorporation Reform Act 2012 or otherwise.

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 in 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 regional, 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, events  
↓
- 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, for a 12 month period, as per Volleyball Victoria Website

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

Full membership (includes state rep and state league), as per Volleyball Victoria Website

### Prices fixed by Volleyball Victoria

Subscription payable by - 1<sup>st</sup> 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

## **Life Members**

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

Privileges of a life member shall include free admission to all 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 is to be reviewed annually.

Life Members shall receive a trophy and framed certificate along with a gift to the 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).

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, Co-ordinator, President, Vice President and secretary.
- 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 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 members 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)**

Conflicts of interest are real, perceived or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.

It is recognised that all members of the Committee will have interests associated directly or indirectly with the functions of the association. It is possible that conflicts of interest may arise for Committee and volunteers. This policy guides how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed. This policy applies to all members of the Committee and volunteers as well as any person acting on behalf of Warrnambool Volleyball Association.

All Committee members must notify the President of any perceived, real or potential conflict of interest as soon as it is recognised. The President will decide the appropriate action regarding the reported conflict. If the conflict relates to the President the Vice President will be engaged to manage it.

Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict of Interest Register managed by the Secretary.

The Chairperson will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

Actions resulting from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

- Recording the nature of the conflict of interest including any actions or decisions
- The person who has declared the conflict to not participate in particular decisions
- The person who has declared the conflict of interest not to be present for particular discussions
- The person who has declared the conflict of interest not to participate in a series of meetings
- Where the conflict of interest has a significant impact on the reputation of the organisation, or the capability of the person to function in their role, they may be asked

to stand down from a particular committee, sub-committee or role or suspend their role until such time as the conflict of interest is no longer an issue

- Where a person fails to declare a conflict of interest they may be subject to disciplinary or legal action.

### **Delegation of Authority (Refer Model Rules 2012- Section42)**

### **Financial Management (Refer to Model Rules 2012- Section 68-69 & 70)**

Warrnambool Volleyball association will ensure that the association's finances are handled responsibly and to enable the implementation of sound day to day financial management practices with clear parameters.

### **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, 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 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 occurring will be documented on a score sheet including the actions undertaken by associations personnel.

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**

The Warrnambool Volleyball Association is a smoke-free organisation and does not permit smoking in or around the organisation's facilities, courts or within eye-shot of junior players, or in vehicles used to transport players.

### **Alcohol**

## **Refer Alcohol Management Policy(2010)-Volleyball Victoria**

The Warrnambool Volleyball Association will regulate and promote responsible consumption of alcohol at all functions and events.

## **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, Sun Smart, 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.

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.

## **Code of Conduct**

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 will result in disciplinary action.

Coaches are required to:

- 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
- 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 (eg 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 Club
- Hold appropriate valid qualifications before commencing to coach
- Never condone rule violations, unfair or unduly rough play or the use of prohibited substances
- Never smoke or drink alcohol whilst in an official capacity
- 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
- Cooperate with the coach
- Never behave in a manner that would damage the reputation of the association, either on or off the court
- Be respectful of Association's 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.
- 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

Volunteers and Spectators are required to:

- Act as good role models and ambassadors for the club 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 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 club 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:

- cooperate 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 consistently 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 club) 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.

### **Sponsorship**

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

The President and/or Seaside co-ordinator have the authority to seek and negotiate corporate sponsorship agreements. 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 associations obligations under the sponsorship arrangement are met
- will ensure that the sponsorship allocated is spent in the manner for which is 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.

### **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
- Ensure games are started on time
- Assist scorers in learning
- Assist referees in learning
- Enforces penalties when applicable – late starts, uniform violations, duty violations
- Update ladders on website
- Collates and records B+F results
- Provides an updated ladder each week
- Ensure that all equipment is stored away after games
- Organises presentation nights – trophies, venue
- Develop season draws
- Works in conjunction with team captains to create balanced teams
- Manages any injury claim 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
- The payment to the coordinator is reviewed annually by the committee in the middle of the year

**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 is 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 5 players.

In finals, teams that consist of only 5 players must play the 'hole' rule.

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

### **Eligibility to play finals**

All players in finals must be registered with the association.

To be eligible for finals, a player must have played at least 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.

### **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 season commencing.

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at competition, training and club / team events (commitment)
- good sportsmanship (values)
- will sign our association's Code of Behaviour for on and off the field (behaviour).

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 exemption, which needs to be approved by the committee prior to the tournament.

In addition, players or athletes:

- must be financial members of the club
- must attend 80% of trainings unless prior approval granted by the squad coach
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, 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 of the dates, location and criteria for team selection.
- 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 the team after selection.
- Selection criteria will be reiterated during the season so that players are clear about how teams competing in the tournaments will be chosen.
- Concerns about team selection should be discussed with selectors/coaches 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.

### **Squad Coaches**

Application to become a Squad Coach must be received in writing, after it has been advertised on the Facebook page and website and before the advertised deadline. Squad coaches are appointed for individual tournaments, via a panel of either

1\* President or Vice-President

2\* Committee Members

The decision made by the independent panel is final, if no applications are received by the due date, the committee will decide the path for filling that position.

The associations expectation of coaches is as following:

- 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 coach selects a team manager/ assistant coach, to be of the same sex as the team they will be managing/coaching
- Coaches payment are reviewed on a tournament basis

### **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, noticeboard, SMS and email.

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

### **Website**

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

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, when able to do so 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 enquiries
- 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 Club
- Develop strategies to expand member base and grow profit

### **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 chasing up on outstanding invoices.
- Budgets – Developing the annual budget in close collaboration with the committee as well as comparing the actual revenues and expenses incurred against the budget.
- 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.
- 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
  - Revenue – grants and sponsorships, special events, 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
- Ensure meeting venue is booked and key collected for each meeting
- Provide a hard cop of the agenda and previous minutes

### 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 will, among other things:

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

Seaside Tournament Coordinator

The Seaside Tournament Coordinator will, among other things:

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