

WESTERN PROVINCE SCHOOLS WATER POLO ASSOCIATION

BY-LAWS

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WESTERN PROVINCE SCHOOLS WATER POLO BY-LAWS

1.0 STATUS OF PLAYERS

- 1.1 The status of players shall be all full time scholars at affiliated schools who fall into the accepted age group criteria as defined by WPSWP from time to time i.e. Under 13, 14, 15, 19 for boys and Under 13, 14, 16, 19 for girls.
- 1.2 Post Matric and or pupils in possession of a senior certificate and or pupils repeating matric may not take part in the Knockout Competition but may by agreement of the schools involved play in league matches between those schools.

2.0 AFFILIATION OF SCHOOLS AND PLAYERS

- 2.1 All schools wishing to affiliate to WPSWP shall pay an affiliation fee to WPSWP per annum. An additional fee shall be paid per team entering into the league competition.
- 2.2 All water polo players who play in competitions conducted under the auspices of a School affiliated to WPSWP shall be registered annually.

3.0 CLEARANCE OF PLAYERS

- 3.1 Any person registered as a playing member of a School must first obtain a Letter of Clearance from the School with which he is registered before being eligible to register as a playing member of any other School.
- 3.2 Should any School refuse to grant a Letter of Clearance upon application by any member as aforesaid, the applicant shall have the right of appeal against the decision, such appeal being referred to WPSWP
- 3.3 WPSWP shall be empowered to ratify or veto the decision of the School

4.0 DISCIPLINARY MATTERS

- 4.1 Violations of the Constitution, By-Laws and other regulations of WPSWP, whether committed at the administrative or sports level, may be penalised.
- 4.2 These penalties are applicable to:
 - 4.2.1 Officials
 - 4.2.2 Schools
 - 4.2.2 Individuals
- 4.3 In the case of Schools, the initial responsibility for administering both disciplinary procedure and penalties rests with the constituted body which has direct jurisdiction over the individuals concerned.
- 4.4 Only The Executive Committee may consider disciplinary measures against Schools
- 4.5 The Executive Committee is empowered to request any member to investigate any violation, and to take appropriate action
- 4.6 The severity of the penalty / penalties applied after an investigation depends on the nature of the violation, and shall be applied and administered consistent with the principles of common law in the Republic of South Africa
- 4.7 The penalties may be:
 - 4.7.1 Warning
 - 4.7.2 Reprimand
 - 4.7.3 Suspension or removal of a right

- 4.7.4 Fine
- 4.7.5 Suspension, removal of a right and imposition of a fine
- 4.7.6 Any penalty considered to be commensurate with the offence committed

5.0 APPEALS

- 5.1 When an appeal arising from decisions and/or actions of WPSWP is desired to be made, the letter of Appeal, together with a statement of the facts of the case, shall be forwarded to WPSWP
- 5.2 Within fourteen (14) days of receipt by WPSWP of such an appeal, WPSWP shall forward to the School statement relative to the facts of the Appeal

6.0 PROVINCIAL REPRESENTATIVE TEAMS

- 6.1 The regulation and control of all matters whatsoever in connection with the selection, management and control of all players to represent WPSWP, shall be under the sole jurisdiction of The Executive Committee, who shall also decide the composition and period of appointment of a Provincial Selection Panel
- 6.2 The responsibilities of members of WPSWP representative teams shall be those determined from time to time by The Executive Committee
- 6.3 The appointment of all officials to WPSWP teams shall be made by The Executive Committee
- 6.4 The period of such appointments shall be as decided by The Executive Committee
- 6.5 The Executive Committee may terminate any appointment at any time
- 6.6 For coaching appointments - Coach and Assistant Coach - a Coaching Panel appointed, convened and chaired by a representative of The Executive Committee, shall make recommendations to The Executive Committee
- 6.7 For Refereeing appointments, the WPSWP Technical Manager shall make recommendations to The Executive Committee
- 6.8 There shall be no appeal against The Executive Committee approval of the decisions of a WPSWP Selection Panel
- 6.9 The Executive Committee may appoint other select panels from time to time, to make recommendations for any other positions or purposes

7.0 PROVINCIAL COMPETITION

WPSWP shall provide support to Schools to ensure the staging of annual competitions for affiliated Schools

- 7.1 Notice of provincial trials are to be sent to all affiliated schools in good time. A team of 13 Players shall be selected on merit/development ratio as determined by SCHOOLS WATER POLO SOUTH AFRICA and SWIM SOUTH AFRICA no less than 25 days before the provincial tournament.
- 7.2 The convenor and selectors shall be appointed by The Executive Committee. A minimum of 4 Selectors and the coach shall be appointed.

8.0 HONORARY LIFE MEMBER AWARD

The Honorary Life Member Award may, on approval of The Executive Committee, be presented to:

- 8.1 Any person who, in the opinion of The Executive Committee, has given outstanding service to WPSWP at National, Provincial and school level over an extended period of not less than 5 years
- 8.2 Any person who, in the opinion of The Executive Committee, has brought honour and achievement to WPSWP at National, Provincial and school level
- 8.3 Former Provincial team players who have continued to support WPSWP at Provincial level over an extended period of not less than 5 years
- 8.4 Any player, coach or manager who has represented WPSWP in more than 35 official Provincial Under 19 games
- 8.5 Any person with outstanding attributes, not otherwise listed herein but who in the opinion of The Executive Committee, qualifies for the Life Member Award

Nominations for the Honorary Life Member Award shall be directed to the Secretary who will table them at a suitable Executive Committee meeting.

9.0 AWARDS

The following awards will be made at the annual Provincial capping ceremony:-

- 9.1 Team of the year boys and girls
- 9.2 Knock out Winners boys and girls
- 9.2 Most valuable player – under 19 boys and girls
- 9.3 Most promising junior player – under 13/14/15/16 boys and girls
- 9.4 Coach of the year – men and women
- 9.5 Referee of the year – men and women

9.0 COACHING PORTFOLIO

- 9.1 This portfolio will be headed by a Manager specifically elected for this purpose, who will submit a quarterly written report to The Executive Committee on the activities of the portfolio.
- 9.2 The Coaching Manager shall submit annual proposals to The Executive Committee for incorporation in the WPSWP Business Plan
- 9.4 The Coaching Manager shall implement educational programmes approved by WPSWP to further the development in the Western Province of water polo coaching.
- 9.5 Other duties and responsibilities of the Coaching Manager are:
 - 9.5.1 To advise WPSWP on the special needs of coaches
 - 9.5.2 Maintain appropriate records
 - 9.5.3 Determine, with the Development Manager, specific coaching needs at development level; and ensure implementation of plans to address these needs
 - 9.5.4 Make recommendations to The Executive Committee on the training and preparation of Provincial squads as may be selected from time to time
 - 9.5.5 Assist WPSWP in the planning and management of coaching clinics

9.5.6 With the Coaching Panel, make nominations for coaching appointments to WPSWP teams.

9.6 The Coaching Manager shall represent WPSWP on any forum where it is evident from the purpose and structure of that forum that coaching matters are those of primary importance

9.7 Notwithstanding the provisions of By-Law 6.1, the Coaching Manager shall be a member of every selection panel tasked with the selection of WPSWP teams

10.0 TECHNICAL PORTFOLIO

10.1 This portfolio will be headed by a Manager specifically elected for this purpose, who will submit a quarterly written report to The Executive Committee on the activities of the portfolio; which shall incorporate an account of income and expenditure for the preceding period, supported by appropriate documentation

10.2 The Technical Manager shall submit annual proposals to The Executive Committee for incorporation in the WPSWP Business Plan

10.4 The Technical Manager shall implement educational programmes approved by WPSWPA to further the development in the Western Province of water polo refereeing, scoring, timekeeping and statistics; and implement in the Western Cape a grading system for technical personnel

10.5 Other duties and responsibilities of the Technical Manager are:

10.5.1 To advise WPSWP on the special needs of referees, scorers, timekeepers and statisticians

10.5.2 Formulate match schedules for WPSWP competitions, including appointment of technical officials and securing of appropriate venues

10.5.3 Maintain appropriate records

10.5.4 Make recommendations to The Executive Committee on the structure of fees to be paid to all technical officials

10.5.5 Determine minimum standards for playing facilities for WPSWP events, and where necessary, carry out inspection of same

10.5.6 Control movement of all WPSWP technical equipment by maintaining an up-to-date inventory listing of all such equipment

11.0 FINANCIAL PORTFOLIO

11.1 The Financial Manager shall maintain the financial records of WPSWP according to accepted and statutory accounting procedures and practices

11.2 The Financial Manager shall submit quarterly Income and Expenditure statements; and shall authorise expenditure in accordance with the relevant clauses of the WPSWP Constitution

11.3 The Financial Manager shall arrange for the annual accounts to be audited for the approval of The Executive Committee; and present the Balance Sheet at the Annual General Meeting

11.4 The Financial Manager shall present budget estimates in accordance with the WPSWP Business Plan, to The Executive Committee

11.5 The Financial Manager is the primary custodian of the financial well-being of WPSWP

12.0 DEVELOPMENT PORTFOLIO

- 12.1 The Development Manager shall be responsible for ensuring the facilitation of grassroots development of water polo, through schools and other interested parties, to ensure the redress of historical inequities amongst the water polo community of the Western Province.
- 12.2 This portfolio will be headed by a Manager specifically elected for this purpose, who will submit a quarterly written report to The Executive Committee on the activities of the portfolio
- 12.3 The following shall be the duties and responsibilities of the Development Manager:
 - 12.3.1 Implementation of relevant aspects of sponsorship contracts, as determined by The Executive Committee
 - 12.3.2 Submission of proposals to The Executive Committee to facilitate further local initiatives and plans
 - 12.3.3 Advise WPSWP on priority areas for installation and/or development of facilities
 - 12.3.4 Maintain records on all development events and initiatives
 - 12.3.5 Represent WPSWP at national development initiatives
 - 12.3.6 Co-ordinate all WPSWP Development activities, including the scheduling of clinics and tournaments

13.0 SECRETARY

- 13.1 The Secretary shall report to EXCO
- 13.2 The following shall be the duties and responsibilities of the Secretary:
 - 13.2.1 The daily administrative affairs of WPSWP such as typing, correspondence, filing etc
 - 13.2.2 Copying and distribution of information as required
 - 13.2.3 Recording, typing and circulation of minutes of all meetings
 - 13.2.4 Preparation of notices and agendas of meetings, and making such arrangements as are required for meetings
 - 13.2.5 Maintain a provincial player and officials register
 - 13.2.6 Maintain records of equipment, and control inventory
 - 13.2.7 Distribution of approved information such as rule books, videos, and educational materials
 - 13.2.8 Attend all WPSWP meetings, report progress and make recommendations for the furtherance of the objectives of WPSWP
 - 13.2.9 Liaison with SCHOOLS WATER POLO SOUTH AFRICA and SWIM SOUTH AFRICA national office as required