

WESTERN PROVINCE SCHOOLS WATER POLO ASSOCIATION

ARTICLES OF CONSTITUTION

(FINAL 15 NOVEMBER 2018)

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WESTERN PROVINCE SCHOOLS WATER POLO ASSOCIATION CONSTITUTION

1.0 NAME

This organisation shall be known as WESTERN PROVINCE SCHOOLS WATER POLO ASSOCIATION (hereinafter referred to and known as WPSWP)

2.0 LEGAL PERSONALITY

2.1 WPSWP, with continued existence apart from its members or executive, is a legal person which holds property independent of its members, incurs debts and liabilities and initiates or defends legal actions in its own name, and acts through its properly authorised organs, office bearers and / or representatives.

2.2 All immovable property or registered rights in immovable property obtained by WPSWP shall be registered in the name of WPSWP.

3.0 JURISDICTION

The area of jurisdiction shall be the Region of Western Province, as defined in the Constitution of the Republic of South Africa, interim or otherwise.

4.0 HEADQUARTERS

The headquarters of WPSWP shall be at Eagles Nest, Constantia, Cape Town, or at such place as the Executive Committee may from time to time determine.

5.0 INDEMNITY

5.1 Every office bearer, official or employee of WPSWP shall be indemnified by WPSWP against all costs, losses and expenses which he may incur or become liable for by virtue of any reason or any act of omission in the discharge of his duties, unless the loss in question is caused by his own gross negligence, dishonesty or bad faith.

5.2 Office bearers, officials and employees of WPSWP shall be indemnified by WPSWP against pecuniary loss sustained by reason of legal proceedings, arising out of whatsoever official or employee in his representative capacity, provided that the indemnity conveyed herein shall not extend to the private case of employees and acts outside the official appointment and of office in WPSWP (in the case of office bearers and officials)

6.0 OBJECTIVES

The objectives of WPSWP shall be:

6.1 To manage, administer, integrate and foster participation at all levels within their boundaries

6.2 To promote recognition of Water polo as a leading participative spectator sport

6.3 To encourage the provision of appropriate facilities for participation in water polo

- 6.4 To foster and develop non-racial and non-sexist structures in all organisations which may seek and obtain affiliation to WPSWP
- 6.5 To affiliate to SCHOOLS WATER POLO, SOUTH AFRICA, SWIMMING SOUTH AFRICA and WESTERN PROVINCE SCHOOLS AQUATICS.
- 6.6 To establish and maintain cordial relations with other sporting bodies
- 6.7 To act in the interests of sport, and water polo in particular.

7.0 POWERS

WPSWP shall have the power to do all such things as are incidental or conducive to the attainment of the objects described in the preceding clause, and in particular shall be empowered :

- 7.1 To establish and maintain a uniform approach to the rules and administration of Water polo
- 7.2 To manage, administer and promote inter school and inter provincial water polo
- 7.3 To keep such records as are necessary
- 7.4 To hear and adjudicate upon appeals from decisions and/or actions of affiliates; the right of appeal not necessarily being confined to affiliates or members thereof, provided that such appeals have been notified by the appellant to the affiliate concerned.
- 7.5 To suspend, disqualify, fine or otherwise deal with any affiliate, member or officer thereof which or who has committed any breach of this Constitution or of the By-Laws or Rules made thereunder, or practised, counselled or sanctioned any conduct which is in the opinion of WPSWP unfair, unbecoming or contrary to the interests of water polo.
- 7.6 To maintain absolute political and religious neutrality and not admit any racial or other form of legally prohibited discrimination
- 7.7 To provide for the representation of WPSWP at National Tournaments
- 7.8 To impose and receive fees, dues and levies
- 7.9 To purchase, take on lease, or in exchange, hire or otherwise acquire real or personal property and hold, occupy, use, employ, sell, lease, licence, hire-out, manage, grant, convey and surrender any real or personal property.
- 7.10 To accept any sponsorship or gift whether subject to a special trust or not
- 7.11 To borrow or raise and secure the payment of money in such manner as WPSWP thinks fit whether the same be money borrowed or owing by WPSWP
- 7.12 To deposit for a fixed period or at call or invest or otherwise deal with any moneys of profit, remuneration and otherwise whatsoever as may from time to time be determined by the Executive Committee and to realise any such securities
- 7.13 To give any guarantee or any security of WPSWP or upon the property of WPSWP that may be required or agreed upon for the performance of any contract, undertaking or arrangement entered into by WPSWP
- 7.14 To make gifts, subscriptions and donations to any authorities, institutions or associations
- 7.15 To make provision for the operation of the Inter Schools Water Polo League and Inter Schools Knock out competition and or any other league, as authorised by SCHOOLS WATER POLO, SOUTH AFRICA and SWIMMING SOUTH AFRICA

- 7.16 To appoint full-time or part-time employees to assist in meeting its objectives subject to the availability of funds to remunerate said employees
- 7.17 The income and property of WPSWP shall be applied solely towards the promotion of the objectives of WPSWP and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of WPSWP provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or employee of WPSWP or to any member of WPSWP in return for any services actually rendered to WPSWP or reasonable or proper rent for premises let by any member of WPSWP, outside of the jurisdiction of the specific portfolio to which the member has been elected
- 7.18 To institute and enforce, in consultation with any interested authority, association or committees, a policy of testing water polo officials and players registered with SCHOOLS WATER POLO, SOUTH AFRICA and SWIMMING SOUTH AFRICA for prohibited drug use
- 7.19 To ensure that cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments drawn on WPSWP's bank account shall be in each case:
- (a) authorised by two persons
 - (b) signed by the authorised signatories or in the event of unavailability of the aforementioned, other authorised members of The Executive Committee
- 7.20 In exercising the powers as aforesaid, the following shall apply:
- 7.20.1 the activities of WPSWP shall be carried on in a non-profit manner and with an altruistic or philanthropic intent;
 - 7.20.2 no activity will directly or indirectly promote the economic self-interest of any fiduciary or employee of WPSWP otherwise than by way of reasonable remuneration;
 - 7.20.3 no funds will be distributed to any person (other than in the course of undertaking any public benefit activity);
 - 7.20.4 WPSWP will not be a party to, or knowingly permit, nor has knowingly permitted itself to be used as part of any transaction, operation or scheme of which the sole or main purpose is the reduction, postponement or avoidance of liability for any tax, duty or levy which, but for such transaction, operation or scheme, would have been or would have become payable by any person under the Income Tax Act or any other Act administered by the Commissioner for the South African Revenue Service;
 - 7.20.5 no resources of WPSWP will be used, directly or indirectly, to support advance or oppose any political party;
 - 7.20.6 no donation will be accepted which is revocable at the instance of the donor for reasons other than a material failure to confirm to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms of section 18A of the Income Tax Act: provided that a donor (other than a donor which is an approved public benefit organisation or an institution, board or body which is exempt from tax in terms of section 10(1)(cA)(i) of the Income Tax Act, which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or any connected person in relation to such donor to derive some indirect benefit from the application of such donation;
 - 7.20.7 a copy of all amendments to this constitution of WPSWP will be submitted to the Commissioner for the South African Revenue Service.

8.0 MEMBERSHIP

Membership of WPSWP shall consist of schools that fall within the jurisdiction of the association and who offer water polo as a school sport.

8.1 It is the duty of a member school to:

- promote and develop the sport of water polo
- effectively carry-out the enforcement of the Constitution and by-laws of WPSWP
- effectively implement the development policies of WPSWP and SCHOOLS WATER POLO, SOUTH AFRICA and SWIMMING SOUTH AFRICA
- register on an individual basis all water polo players and officials in that school
- to be responsible and accountable to WPSWP for fulfilling its obligations pursuant to WPSWP strategic plan as revised from time to time

8.2 Members' Liability

The liability of a member to contribute towards the payment of the debts and liabilities of WPSWP, or the costs, charges and expenses of the winding up of WPSWP is limited to the amount, if any, unpaid by the member in respect of membership of WPSWP

9.0 FEES, DUES AND LEVIES

9.1 Each School shall pay annually to WPSWP an Affiliation Fee and team entry fee to be determined annually by The Executive Committee in conjunction with the approval of its annual budget, and such affiliation fee shall be due and payable on 31 March in each year in respect of the year ending 31 December following.

9.2 Each School shall also be liable to pay WPSWP, from time to time, such other fees and on such date(s) as may be decided by the Executive Committee

10.0 SUSPENSION AND CESSATION OF MEMBERSHIP

10.1 Failure by a School to pay all or part of its Affiliation Fee and team entry fee before the 31 March in each year, or to pay any other fees as decided before due date for payment, shall entail the automatic suspension of the School in default. The suspension may be set aside, with the defaulting School restored to membership, on payment of the money in arrears and of such fines as may be deemed appropriate by the Executive Committee

10.2 Any violation by a member of the Constitution and By-Laws of WPSWP or of any order made in conformity therewith shall render such member liable to suspension from WPSWP by The Executive Committee

10.3 Any member of WPSWP may on the motion of The Executive Committee be liable for expulsion for:

- 10.3.1 Any violation of the Constitution and By-Laws of WPSWP or any order made in conformity therewith,
- 10.3.2 Conduct unbecoming a member,
- 10.3.3 Conduct not in the interests of WPSWP and the promotion of its objects.

11.0 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following:

Chairperson
Vice Chairperson
Technical Manager
Secretary
Financial Manager
Development Manager
Coaching Manager

- 11.1 The Executive Committee shall be elected at the Annual General Meeting, which shall be held prior to the end of March in each year.
- 11.2 The Executive Committee shall assume office at the end of the meeting in which they were elected. All members of the Executive Committee shall be eligible for re-election
- 11.3 Nominations for election to The Executive Committee shall close with the Secretary fourteen (14) days prior to the Annual General Meeting. Such nominations shall be accompanied by a signed acceptance of nomination and respective c.v.'s, which shall be circulated to all voting members prior to the Annual General Meeting. Nominations may be made by any Member of WPSWP. Such nominations shall be appropriately seconded.
- 11.4 In the event of there being no nominations for election to any specific portfolio, the Chairperson shall call for and accept nominations for that office at the first meeting or from the floor if accepted by the meeting.
- 11.5 The office of a member of The Executive Committee shall be taken to have become vacant if evidence is produced that the member of EXCO:
- 11.5.1 has died
- 11.5.2 has resigned
- 11.5.3 has been absent from three (3) consecutive Executive Committee meetings without leave
- 11.5.4 is incapable of managing his own affairs
- 11.5.5 has been declared bankrupt or files a petition for the sequestration of his affairs
- 11.5.6 ceases to be permanently resident in South Africa
- 11.5.7 has been convicted of a criminal offence without the option of a fine
- 11.6 The election of the members of the executive committee shall be subject to the condition that there shall at all times be three members of the executive committee who are not connected persons as contemplated in the Income Tax Act, and that no single person shall directly or indirectly control the decision making powers relating to the WPSWP.

12.0 EXECUTIVE COMMITTEE: POWERS AND DUTIES

- 12.1 The Executive Committee shall have the authority to do anything or take any steps which might be done by WPSWP in the furtherance of its objects and powers, in accordance with this Constitution, the By-Laws and the policies of WPSWP from time to time.
- 12.2 The following special powers and obligations rest with The Executive Committee:
- 12.2.1 to attend to all legal matters on behalf of WPSWP;

- 12.2.2 to make, amend and repeal By-Laws for the due and proper regulation of the affairs of WPSWP, and the due and proper functioning of its members and officials; said amendments to be ratified by the AGM
- 12.2.3 to host, when applicable, international and national events in conjunction with the appropriate structures and organisations concerned;
- 12.2.4 to appoint such number of standing committees with such powers, from time to time, as may be necessary;
- 12.2.5 to attend to all matters of discipline and appoint such committees as may be necessary for this purpose and shall have the power to suspend, caution and/or impose a fine upon any member.
- 12.2.6 to approve the selection of representative teams, subject to conditions contained within the By-Laws of WPSWP;
- 12.2.7 to generally execute any legal act on behalf of WPSWP, thus doing all that is necessary for the fulfilment of the objects of WPSWP, provided that such act is not contrary to this Constitution.

13.0 EXECUTIVE COMMITTEE: MEETINGS AND PROCEDURES

- 13.1 At Executive Committee meetings, the Executive Chairperson shall hold the Chair and if he is absent, the Vice Chairperson shall chair the meeting.
- 13.2 The Executive Committee shall meet monthly or where necessary. Minutes of such meetings shall be distributed within fourteen (14) days thereof to all members.
- 13.3 All resolutions of The Executive Committee shall be determined by a simple majority of votes cast, and each Executive Committee member shall have one vote. In the event of there being an equality of votes the chairman shall have a casting vote.
- 13.4 The quorum for a meeting of The Executive Committee shall be 4 members.
- 13.5 Representation by proxy is not permitted.
- 13.6 In the event that there is a casual vacancy in a position of The Executive Committee, the remaining members of The Executive Committee may appoint a substitute member, which person shall hold office for the unexpired term of the former Executive Committee member for whom he is substitute.
- 13.7 In the event of any decision relating to the award of a contract to a third party, any member of The Executive Committee who has any direct interest in it or would benefit from such contract, shall declare such interest and recuse himself from the meeting during the debate and resolution of the item concerned.

14.0 EXECUTIVE COMMITTEE: PORTFOLIOS

- 14.1 The powers and duties of each elected member of The Executive Committee will be prescribed by the By-Laws of WPSWP, as amended from time to time.
- 14.2 Prior to the Annual General Meeting to be held for the purpose of electing The Executive Committee, the candidate for nomination shall indicate on the appropriate nomination form, the position for which he is accepting nomination.
- 14.3 Notwithstanding the preceding Clauses, the Chairperson may require any of the Managers to attend to matters additional to his designated portfolio.

15.0 ANNUAL GENERAL MEETING

- 15.1 The Annual General Meeting of WPSWP shall be held before the 30 March in every calendar year at a venue to be decided by The Executive Committee.
- 15.2 The Secretary shall furnish all members of WPSWP with a copy of:
- 15.2.1 Agenda
 - 15.2.2 Nomination forms
 - 15.2.3 Chairperson's Report
 - 15.2.4 Financial statements
 - 15.2.5 Reports from each Manager/port folio
- 15.3 The financial year of WPSWP shall be from 1 January to 31 December
- 15.4 Notice of the Annual General Meeting shall be received fourteen (14) days before such meeting, and shall be issued in writing by the Secretary.
- 15.5 The quorum at an Annual General Meeting shall be 50% (fifty per centum) of those members entitled to be represented.
- 15.6 Representation shall be in accordance with Clause 18.0 of this Constitution. Each delegate shall be properly appointed in writing by the member and credentials shall be presented to the Secretary at the meeting.

16.0 BUSINESS AT THE ANNUAL GENERAL MEETING

- 16.1 To receive credentials
- 16.2 To read, confirm or otherwise deal with the minutes of the last Annual General Meeting and any Special General Meeting held in the interim.
- 16.3 To receive and consider the Chairman's Report, Financial statements and reports of Managers.
- 16.4 To elect members of The Executive Committee according to Clause 11.0
- 16.5 To consider any proposed addition, alteration or amendment to the Articles of Constitution of WPSWP, of which due notice shall have been given
- 16.6 To transact such special business of which due notice shall have been given.

17.0 SPECIAL GENERAL MEETING

- 17.1 A Special General Meeting of WPSWP shall be called:
- 17.1.1 by the The Executive Committee for whatever purpose they deem necessary;
 - 17.1.2 on the request of at least 50% of member schools.
- 17.2 Only business specified in the notice of such a meeting shall be considered.

- 17.3 The Secretary shall provide all Executive Committee members and Member Associations with fourteen (14) days notice of a Special General Meeting, and of the business to be transacted.
- 17.4 The quorum at a Special General Meeting shall be 50% (fifty per centum) of those members entitled to vote.

18.0 REPRESENTATION AND VOTING POWERS

- 18.1 Each School shall be represented at General Meetings, whether Annual or Special, by a minimum of one delegate. Only one delegate will have a vote.
- 18.2 In the case of election of The Executive Committee, voting will be conducted by secret ballot, and the customary practices associated therewith.
- 18.3 A simple majority of votes shall be sufficient and legally valid to elect or declare the nomination of any individual member to office.
- 18.4 A two-thirds majority of votes shall be sufficient and legally valid to amend Articles of Constitution of WPSWP.
- 18.5 A declaration by the person presiding the meeting or electoral officer (in the case of elections) of the result of a secret ballot shall be conclusive.
- 18.6 Executive Committee members shall not act as representatives of any Member School.
- 18.7 Voting powers are allocated as follows:
- 18.7.1 Executive Members: 1 vote each
- 18.7.2 Schools: 1 vote each

19.0 COLOURS AND EMBLEMS

- 19.1 The colours of WPSWP shall be Royal Blue and White
- 19.2 The emblem of WPSWP as awarded shall be the Disa
- 19.2 The emblem and colours may be changed from time to time

20.0 AMENDMENTS TO THE CONSTITUTION

- 20.1 This Constitution may be amended, rescinded or altered at any Annual or Special General meeting of WPSWP provided that:
- 20.1.1 Fourteen (14) days notice is given to all The Executive Committee and Member Schools;
- 20.1.2 such notice contains the nature and grounds for the amendment;
- 20.1.3 the said amendment is passed by a majority of two thirds of those present and entitled to vote at said meeting;
- 20.2 In the event of any dispute over the meaning of any word, phrase or section of this Constitution, the interpretation of the Chairperson in consultation with The Executive Committee shall be final and binding.

21.0 DISSOLUTION

- 21.1 WPSWP may be dissolved if at least two-thirds of its members present and voting at a General Meeting of members convened for the purpose of considering such a matter are in favour of dissolution.
- 21.2 Not less than thirty (30) days notice shall be given of such meeting and the notice convening the meeting shall clearly state that the question of dissolution of WPSWP and disposal of its assets will be considered. If there is no quorum at such a meeting, the meeting shall stand adjourned for not less than one week and thereafter the members attending such a meeting shall constitute a quorum.
- 21.3 If upon dissolution of WPSWP there remain any assets whatsoever after the satisfaction of its debts and liabilities, the remaining assets shall be transferred to:
- 21.3.1 a public benefit organisation which has been approved in terms of Section 30 of the Income Tax Act, preferably to such an organisation as has similar objectives to WPSWP;
 - 21.3.2 any institution, board or body which is exempt from the payment of income tax in terms of Section 10(1)(cA)(i) of the Act, which has as its sole or principal object the carrying on of any public benefit activity; or
 - 21.3.3 any department of state or administration in the national or provincial or local sphere of government of the Republic, contemplated in section 10(1)(a) or (b) of the Act.
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WESTERN PROVINCE SCHOOLS WATER POLO ASSOCIATION

BY-LAWS

(FINAL AS OF 17 MARCH 2008)

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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

10.0 COACHING 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.
- 10.2 The Coaching Manager shall submit annual proposals to The Executive Committee for incorporation in the WPSWP Business Plan
- 10.4 The Coaching Manager shall implement educational programmes approved by WPSWP to further the development in the Western Province of water polo coaching.
- 10.5 Other duties and responsibilities of the Coaching Manager are:
 - 10.5.1 To advise WPSWP on the special needs of coaches
 - 10.5.2 Maintain appropriate records
 - 10.5.3 Determine, with the Development Manager, specific coaching needs at development level; and ensure implementation of plans to address these needs
 - 10.5.4 Make recommendations to The Executive Committee on the training and preparation of Provincial squads as may be selected from time to time
 - 10.5.5 Assist WPSWP in the planning and management of coaching clinics

- 10.5.6 With the Coaching Panel, make nominations for coaching appointments to WPSWP teams.
- 10.6 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
- 10.7 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
- 11.0 TECHNICAL PORTFOLIO**
- 11.1 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
- 11.2 The Technical Manager shall submit annual proposals to The Executive Committee for incorporation in the WPSWP Business Plan
- 11.3 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
- 11.4 Other duties and responsibilities of the Technical Manager are:
- 11.4.1 To advise WPSWP on the special needs of referees, scorers, timekeepers and statisticians
- 11.4.2 Formulate match schedules for WPSWP competitions, including appointment of technical officials and securing of appropriate venues
- 11.4.3 Maintain appropriate records
- 11.4.4 Make recommendations to The Executive Committee on the structure of fees to be paid to all technical officials
- 11.4.5 Determine minimum standards for playing facilities for WPSWP events, and where necessary, carry out inspection of same
- 11.4.6 Control movement of all WPSWP technical equipment by maintaining an up-to-date inventory listing of all such equipment
- 12.0 FINANCIAL PORTFOLIO**
- 12.1 The Financial Manager shall maintain the financial records of WPSWP according to accepted and statutory accounting procedures and practices
- 12.2 The Financial Manager shall submit quarterly Income and Expenditure statements; and shall authorise expenditure in accordance with the relevant clauses of the WPSWP Constitution
- 12.3 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
- 12.4 The Financial Manager shall present budget estimates in accordance with the WPSWP Business Plan, to The Executive Committee
- 12.5 The Financial Manager is the primary custodian of the financial well-being of WPSWP

13.0 DEVELOPMENT PORTFOLIO

- 13.1 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.
- 13.2 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
- 13.3 The following shall be the duties and responsibilities of the Development Manager:
 - 13.3.1 Implementation of relevant aspects of sponsorship contracts, as determined by The Executive Committee
 - 13.3.2 Submission of proposals to The Executive Committee to facilitate further local initiatives and plans
 - 13.3.3 Advise WPSWP on priority areas for installation and/or development of facilities
 - 13.3.4 Maintain records on all development events and initiatives
 - 13.3.5 Represent WPSWP at national development initiatives
 - 13.3.6 Co-ordinate all WPSWP Development activities, including the scheduling of clinics and tournaments

14.0 SECRETARY

- 14.1 The Secretary shall report to EXCO
- 14.2 The following shall be the duties and responsibilities of the Secretary:
 - 14.2.1 The daily administrative affairs of WPSWP such as typing, correspondence, filing etc
 - 14.2.2 Copying and distribution of information as required
 - 14.2.3 Recording, typing and circulation of minutes of all meetings
 - 14.2.4 Preparation of notices and agendas of meetings, and making such arrangements as are required for meetings
 - 14.2.5 Maintain a provincial player and officials register
 - 14.2.6 Maintain records of equipment, and control inventory
 - 14.2.7 Distribution of approved information such as rule books, videos, and educational materials
 - 14.2.8 Attend all WPSWP meetings, report progress and make recommendations for the furtherance of the objectives of WPSWP
 - 14.2.9 Liaison with SCHOOLS WATER POLO SOUTH AFRICA and SWIM SOUTH AFRICA national office as required