



Water Polo
AUSTRALIA

State Members' Membership and Registration Policy

**National Registrations, Affiliations,
Database and Capitation**

*12 June 2018
EFFECTIVE 1 July 2018*

Introduction

1.1 Background and Purpose

- 1.1.1 This National Registration Policy (the “**Policy**”) establishes the structures, procedures and rules of membership that shall apply for individuals and affiliation for entities for water polo (sometimes referred to in this Policy as “**the Sport**”) in Australia.
- 1.1.2 This Policy is formulated and enacted by Water Polo Australia (“**WPA**”) in accordance with the powers set out in WPA’s constitution. This Policy is a “Policy” as that term is defined in the WPA constitution.

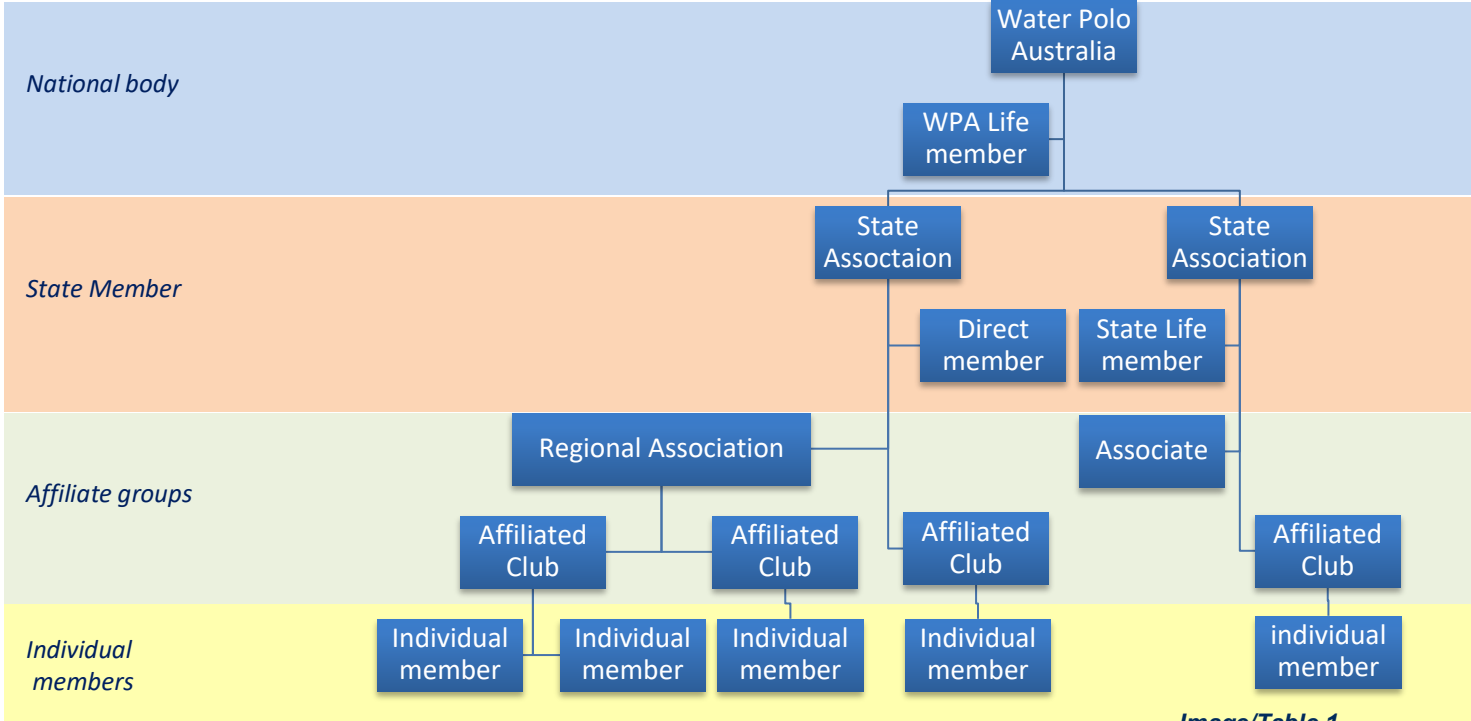
1.2 Application and Scope of Policy

- 1.2.1 The Policy was jointly developed by WPA and its seven (7) State Members.
- 1.2.2 This Policy applies to all State Members of WPA and in turn all members and affiliates of the State Members, in each class in each instance.

2. Membership and Affiliation Structures

2.1 WPA Membership Model

2.1.1 Image / Table 1 below sets out WPA’s national membership and affiliation model:



Image/Table 1

2.2 State Members of Water Polo Australia

- 2.2.1 The State Members of WPA at the date of the adoption of this Policy are:
- i. Water Polo Queensland
 - ii. Water Polo New South Wales
 - iii. Water Polo ACT
 - iv. Water Polo Victoria
 - v. Water Polo Tasmania
 - vi. Water Polo South Australia
 - vii. Water Polo Western Australia
- 2.2.2 The governance of, and administration of the conduct of the Sport in the Northern Territory is at the date of adoption of this Policy is undertaken by Water Polo Queensland, except where clause 3.5 of this Policy applies in relation to a club.
- 2.2.3 The intention of this Policy is to establish uniform criteria that apply in relation to the registration of participants in the Sport, and also in relation to the membership of and affiliation to State Members. WPA and the seven (7) State Members are committed to abiding by this Policy and acting in a uniform manner wherever possible.

2.3 Affiliation of Entities to a State Member

- 2.3.1 Affiliation of entities refers to the formal affiliation of entities that exist to conduct the Sport and related water polo activities. These entities include without limitation regional associations, clubs, schools and private providers.
- 2.3.2 All entities delivering and/or conducting the Sport in Australia must be affiliated to a State Member (in accordance with clause 3.5.1) in one of the categories referred to in clause 2.3.3.
- 2.3.3 The categories of Affiliation are:
- i. **Regional Association:** coordinated group based on State-approved geographic areas, for the purposes of coordinating and supporting affiliated clubs and their activities.
 - ii. **Affiliated Club:** incorporated clubs affiliated to the organisation for the purposes of facilitating and supporting water polo activities and members.
 - iii. **Associate Group:** group, company or institution that delivers water polo activities requiring association or sanctions. Associate Groups may include schools, universities, private providers, facilities or venues.
- 2.3.4 The Affiliation requirements under this Policy include:
- i. Affiliation required to be renewed on an annual basis.
 - ii. Mandatory use of the WPA database for registration of all subsequent members
 - iii. Affiliation will not be finalised until:
 - a. All online mandatory details have been completed;
 - b. Annual affiliation fee received in full; and
 - c. All outstanding debts or disciplinary actions are resolved.
- 2.3.5 The benefits and permissions attached to each affiliation category at a national level include, as per Image / Table 2 below:

<i>Benefits per category</i>	Regional Association	Affiliated Club	Associate Group
WPA Insurance scheme	✓	✓	✓
WPA Communications	✓	✓	✓
MemberPool Portal Profile	✓	✓	✓
Ability to register members via WPA MemberPool Database	Restricted	✓	Restricted
Ability to bulk upload player details	✓		✓
Eligible to enter teams into social/local competitions/tournaments		✓	✓
Eligible to enter teams into State/ National competitions/tournaments		✓	
Eligible to apply for event/program sanctioning	✓	✓	Restricted
Access to the CompPool competition management functionality	✓	✓	Restricted
Eligible to hold National League licence		✓	

Image/Table 2

2.3.6 Additional State Member benefits and requirements upon annual affiliations may also be awarded or required at the discretion of the relevant State Member.

2.4 Individual membership

2.4.1 Individual membership refers to natural persons who wish to be registered with an affiliated entity in a designed category of membership and therefore automatically receive membership of their State Member and WPA.

2.4.2 All people involved in or associated with the Sport in Australia are required to be registered with an affiliated entity (in accordance with clause 3.5.1) in one of the categories referred to in clause 2.4.3.

2.4.3 The categories of individual membership of State Members are:

- i. **Supporter Member:** an individual who is not an active player but is involved in the sport. This includes coaches, referees, parents, volunteers, administrator, fans and supporters. Supporter members receive “non-player benefits”.
- ii. **School Member:** an individual playing member of school age, participating in school based and run competitions and activities. School members receive “Social player benefits”.
- iii. **Flippa Member:** an individual beginner playing member or participant of a sanctioned FlippaBall program, up to 12 years of age. Flippa members receive “Social player benefits”.
- iv. **Social Member:** an individual playing member of 13 years of age and above, who participates in social or casual water polo activities. Social members may include casual or come and try players, non-competitive participants or Masters division players. Social members receive “Social player benefits”.
- v. **Youth Member:** an individual aged under 18 years, who plays in competitive divisions of the traditional sport format. Competitive divisions include National Championships, State Championships and State defined specific competition grades/leagues etc. (Seek clarification from your State Association). Youth members receive “Competitive player benefits”.

- vi. **Senior Member:** an individual, 18 years of age or above who plays in competitive divisions of the traditional sport format. Competitive divisions include National Championships, State Championships and State defined specific competition grades/leagues etc. (Seek clarification from your State Association). Senior members receive “Competitive player benefits”.
- vii. **WPA Life Member:** category award by WPA only in recognition of significant or outstanding achievement or contribution to the sport. Life members receive “Competitive player benefits” at zero cost.

Note: pursuant to clause 10(d)(iii) of the constitution of WPA, a person who is a member of a State Member may become a member of WPA; however only one class of “Individual Membership” of WPA exists under the WPA constitution.

2.4.4 Regional Association and Associate Groups are permitted to “list participants” for data reporting purposes. Participants may only be listed in the categories of School Member, Flippa Member and Social Member categories.

2.4.5 The benefits and permissions attached to each affiliation category at a national level include, as per Table / Image 3:

Benefit categories	Non-player benefits	Social player benefits	Competitive player benefits
WPA Insurance scheme	✓	✓	✓
WPA Communications	✓	✓	✓
MemberPool Portal Profile	✓	✓	✓
Access to the LearningPool and accreditation training	✓	✓	✓
Access to capitation discounts		✓	✓
Eligible to enter social/school/ local casual sanctioned competitions/ tournaments		✓ - Restricted	✓
Eligible to enter National/State/local competitive competitions/tournaments			✓
Eligible to play National Water Polo League			✓
Access to pathway and training opportunities			✓
Eligible to be selected for a National team			✓
Direct membership permitted	✓		

Image/Table 3

2.4.6 The individual membership requirements under this Policy include:

- i. Membership required to be renewed on an annual basis.
- ii. Membership will not be finalised until:
 - a. All online mandatory details have been completed;
 - b. Annual membership fee received in full (including WPA and State capitation fees and levies); and
 - c. All outstanding debts or disciplinary actions are resolved

2.4.7 Additional State Member, Regional Association or Club benefits and requirements upon annual registration may also be awarded or required at the discretion of the relevant State Member.

3. Membership and Affiliation Rules

3.1 Membership / Affiliation Term

- 3.1.1 Membership of, and affiliation to WPA and State Members is valid for a maximum of 12 months.
- 3.1.2 An affiliate may set the membership registration period for their individual members for any length of term, not exceeding 12 months.
- 3.1.3 Regardless of the membership term set by the affiliate, an individual member must pay the National / State capitation fees once per financial year:

For example, an Affiliated Club may require an individual member to register separately for the summer and winter seasons. An individual member would only be required to pay the National/State capitation portion of the registration fee once per financial year, regardless of how many times registered in that year.

3.2 Age

- 3.2.1 Membership of WPA is available to individuals of all ages, subject to the age-limiting criteria set out in clause 2.4.3.
- 3.2.2 For the purposes of clauses 2.4.3 and 3.2.1, a person's age is the person's age on 1 January in current year.

3.3 Retention of Membership

- 3.3.1 In order for an individual to maintain their membership, they must renew their membership with the relevant State Member or affiliated entity annually, by completing the online registration form and online payment.
- 3.3.2 An individual's membership may be terminated in the following situations;
 - i. If not renewed following the conclusion of the membership term;
 - ii. Upon notification of death;
 - iii. In accordance with the application of the WPA Disciplinary Policy; and
 - iv. In any other circumstance or for any other reason prescribed in the constitution or rules of the State Member or affiliated body.

3.4 Regional Associations

- 3.4.1 Regional Associations serve the purpose of facilitating water polo activity across a geographic location, on behalf of the State Member and in service of their Affiliate Clubs.
- 3.4.2 Only Affiliated Clubs can become members of a Regional Association.
- 3.4.3 Although a Regional Association cannot register individual members, a Regional Association may add listed participants to the WPA database for the purpose of data capture.

3.5 Boarder Affiliation / Registration

- 3.5.1 An individual or affiliated entity must only seek membership / affiliation from the State Member (or where applicable, the Regional Associations) that governs the geographic area of their primary residence.

- 3.5.2 For the purpose of clause 3.5.1 but subject to clause 3.5.3, the term “primary residence” means the place where an individual lives for the majority of the year.
- 3.5.3 If the primary residence is located within 100 kilometres of a State or Territory border, an individual or entity may elect from the applicable bordering State Members (and applicable subsequent entities) which one to affiliate too. Upon election the individual or entity becomes bound by the rules and requirements of that State.

3.6 Multi-club relationship

- 3.6.1 An individual must be a member of at least one Affiliated group.
- 3.6.2 An individual member may be a member of more than one Affiliated group, however that individual must identify his or her “primary club”. All other memberships will be deemed as “secondary”.
- 3.6.3 An individual member’s primary club must be affiliated to the same State Member as his or her primary residence.
- 3.6.4 Subject to rules 3.6.5 and 3.6.6, an individual member may only represent one (1) primary club as a player at National or State competitions / tournaments in any one season (as per season dates defined in that State) as determined at the start of the season.
- 3.6.5 Exemptions to clause 3.6.4 apply in respect of players picked up in the National Drafting Policy.
- 3.6.6 An individual member may undertake water polo activities as part of secondary registered club in social/school or local competitions only (i.e. not State or National Championships).

3.7 Direct Membership

- 3.7.1 A State Member may permit direct association of individual members to the State Member only (i.e. no association with an affiliated club) for “Support members”, but only in the limited circumstances of:
- i. WPA-accredited (or in the process of becoming accredited) coaches
 - ii. WPA-accredited (or in the process of becoming accredited) referees
 - iii. Australian players ordinarily resident outside of Australia.

3.8 International Players

- 3.8.1 Members who cease to reside in Australia may, during their absence from Australia, retain membership of WPA / State Member as a Direct Supporter member.

3.9 Listing of non-member Participants

- 3.9.1 In the event of sanctioned water polo activities run for non-members, affiliated entities are required to list minimal required personal data fields of all non-member participants that are involved in activities within the WPA database.
- 3.9.2 Listed participants are not official members of the organisation but will be covered by the organisations public liability insurance for the period of the sanctioned activity only.
- 3.9.3 Listed participants are reported to the Australian Sports Commission as ‘exposure’.

3.10 Gender Separation

- 3.10.1 Where gender-specific competitions apply, an individual member must enter the gender recorded on their passport (or that the passport records the person's gender as indeterminate / intersex / unspecified).

4. Membership and Affiliation Registration Processes

4.1 Mandatory use

- 4.1.1 In accordance with clause 12(a)(ix) of the WPA constitution, a register of members of all categories and types must be kept and maintained by the State Members within the National Database.
- 4.1.2 All individual members and affiliated entities that this Policy applies to must use the WPA digital database.

4.2 Data ownership

- 4.2.1 Individuals maintain ownership of their own personal information at all times. WPA owns the database collection of sport data used only in such ways as permitted by the WPA privacy policy.
- 4.2.2 WPA is bound by its applicable privacy policy in relation to information sharing.
- 4.2.3 Every entity and person bound by this Policy acknowledges that WPA and State Members may conduct random audits of membership and affiliation records and accuracy of input data.
- 4.2.4 Individual members and affiliated groups have the right to request a copy of the information held specific to themselves only, in accordance with WPA's privacy policy.

4.3 Accuracy and duplication

- 4.3.1 Every entity and person bound by this Policy is responsible for the accurate input and maintenance of data and records within the WPA database.
- 4.3.2 All parties are required to use all reasonable endeavours to ensure data is not duplicated within the database.
- 4.3.3 In event of a change mid-season of any details input to the WPA database, it is the responsibility of the individual / entity to update the change in the database.
- 4.3.4 In the event of individual members who transfer or join a new entity within the same financial year, the State and National capitation fees will be carried over to the new entity.

5. Membership and Affiliation Fees

5.1 National Affiliation Fees

- 5.1.1 Each affiliate must pay an annual affiliation fee as set by the relevant State Member.
- 5.1.2 The annual affiliation fee is to be inclusive of a national entity levy (calculated in accordance with clause 5.4)
- 5.1.3 It is a requirement of an entity's affiliation that it registers every individual member.
- 5.1.4 National affiliation fees are non-refundable.

5.2 National Membership Capitation model

- 5.2.1 “Capitation” means the mandatory administration fee included in a membership category
- 5.2.2 As of 1 July 2019 capitation in all States will be individualised on a per-member basis.
- 5.2.3 All registered individual members must pay the applicable capitation fee (in accordance with clauses 5.3 and 5.4) per their registered membership category
- 5.2.4 National membership capitation fees are paid as a mandatory component of an individual’s club registration fee, which must be paid electronically through the WPA membership database. By virtue of the automated financial system in the WPA membership database, capitation fees and levies set by each hierarchy entity. (i.e. National, State, Association, Club) is split and paid direct to the corresponding entity. No party will normally hold funds on behalf of another entity.
- 5.2.5 The National capitation fee portion of an individual’s members is non-refundable.
- 5.2.6 Capitation fees are allocated towards;
- i. National insurance scheme
 - ii. Facilitation and administration of the Sport
 - iii. Maintenance of the sports’ rules, regulations and policies
 - iv. New coach and official education programs
 - v. New digital services

5.3 National Capitation Fees

- 5.3.1 The national capitation fees available as at 1 July 2018 are as per table 4:

Category		National Capitation Fee
<i>Affiliated groups</i>	Regional Association	\$100.00
	Affiliated Club	\$75.00
	Associate Group	\$50.00
<i>Individual members</i>	Supporter	\$0.00
	School	\$0.00
	Flippa	\$15.00
	Social	\$29.00
	Youth	\$49.00
	Senior	\$59.00

Image/Table 4

- 5.3.2 WPA reserves the right to change these fees at any point in time.
- 5.3.3 Each State Member and affiliate may add additional capitation fees as deemed necessary.

5.4 National Discounts

- 5.4.1 The national discounts on capitation fees available are as per table 5:

Category	Available Discounts	Available to:
Regional area primary residence	20%	Applicable for individuals with a primary residence defined as ‘regional’ by www.homeaffairs.gov.au
Full-time student	10%	Students up to the age of 30 years with evidence of full-time study for minimum 6 months of the membership period.

Image/Table 5

- 5.4.2 National discounts apply only to the national capitation fee applicable for individual members. Not applicable to group affiliations.
- 5.4.3 Each State Member and affiliate may only offer discounts to the point that does not reduce the capitation fee applied by overarching bodies.

5.5 Transition fees and GST

- 5.5.1 Total national fees presented to members are to be inclusive of GST.
- 5.5.2 Online transaction fees for national capitation are absorbed by WPA - subject to change