

Queensland Polocrosse Association Inc.

Club Office Holders Manual



For further information please contact:

QPA State Administrator:

poloxqld@bigpond.net.au

07 4632 3045

108 Russell St, Toowoomba Qld 4350

www.polocrosse.com.au





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This Manual should be read in conjunction with the QPA Policies and Procedures Manual, available on the QPA website www.polocrosse.com.au.

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The **Polocrosse Association of Australia (PAA)** administers the sport of polocrosse nationally and is comprised of the member states represented on the Australian Polocrosse Council. The number of eligible delegates from each state is determined by the number of registered clubs in that state.

www.polocrosse.org.au

Queensland Polocrosse Association (QPA) Organisational Structure

QPA Management Committee
(9 elected = 2 executives & 7 councillors)

QPA Cattle Committee State MPIO Officer QPA Patron
(QPA President & Treasurer non-voting) Administrator

Director of Umpiring (elected)	Director of Coaching	Director of Snr Selectors	Director of Jnr Selectors	Director of Horse Welfare	Director of Youth Development	Women's Committee Chair	Director of Team Managers	Director of Policy, Procedure & Governance
State Umpire Committee	Coaching Committee	5 Snr Selectors	5 Jnr Selectors					
Zone Chief Umpires & Umpire Coaches	Zone Coaching Directors			Zone Horse Welfare Officers	Zone Youth Development Officers	Zone Women's Reps		
Club Chief Umpires & Umpire Coaches	Club Coaches			Club Horse Welfare Officers	Club Youth Development officers	Club Women's Reps		
<u>Umpires</u> National State A grade B grade Provisional	<u>Coaches</u> Level III Level II Level I							

Qld. Polocrosse Year

September	State titles held first weekend begin compiling annual financial results for the auditor set Club AGM date, call for nominations etc.
October	hold Club AGM forward grading changes to the QPA via the Zone update the database of newly elected office holders & inform the QPA
November	complete & lodge annual return for incorporated associations submit notices of motions for the QPA AGM submit nominations for elected positions to the QPA, nominations to hold Zone & State Championships nominate delegates for the QPA AGM
December	Club affiliations paid to the QPA via Zone QPA AGM held player registration lapses 31 December
Jan/Feb	begin membership renewals plan your Club's year ie practices, coaching, fundraising activities
April-August	Qld. playing season

The QPA and all Club's financial year is 1 October to 30 September.

The membership year is a full calendar year ie all members are non-financial as at midnight 31 December.

Your Club AGM must be held as close as possible to 30 September to comply with the Constitutional requirement of holding the QPA AGM no later than 15 December. Notices of Motion must be submitted to the QPA 30 days prior to the AGM. To allow your Club ample time to discuss and submit any motions to the QPA AGM or your Zone AGM, ensure Club financials are audited in a timely fashion so you may hold your Club AGM by late October.

Once Club Office Bearers have been elected please notify the Qld. State Office and change these on the database, as they may not be altered when members are un-financial ie after 1 January.

As your Club is an incorporated association you must complete and lodge an annual return with the Office of Fair Trading within one month after your AGM. This includes noting new office holders and financial returns. (See attached guide appendix 1).

Club memberships are payable to the QPA via your Zone, prior to the QPA AGM to be eligible to vote. The QPA, in turn, affiliates federally with the PAA.

Memberships may be paid online any time after 1 January. Please remember to renew your Club's life members and social members.

QPA AGM Timeline Please keep the following dates in mind when planning your own Club and Zone AGMs.

End of September Clubs will receive

- Notice of QPA Annual General Meeting (AGM) (21 days notice required)
- MC executive nomination forms & call for motions (required to be submitted 30 days prior to the AGM)
- AGM RSVP noting delegates to attend from your Club

Late October (30 & 40 days prior to AGM)

- MC executive nominations (30 days prior) State Director of Umpiring & State Selector nomination (40 days prior) forms to be returned to QPA

- Notices of Motion to be put at the AGM returned to the QPA office (30 days prior)
- Closing date for submission of agenda items
- Postal votes sent out if applicable
- Club affiliation fess due and payable via your zone (\$600) prior to the QPA AGM to be eligible to vote.

21 days prior to QPA AGM

- Agenda distributed
- QPA to publicly post Notices of Motions received
- Club attendance (delegates) advice form for AGM due back to QPA Office

7 days prior to QPA AGM

- QPA to publicly post nominations received for MC positions
- Postal Votes for (if any) are due for return

Early December (by at least the 15th)

- QPA AGM

QPA Calendar of Events: this calendar is circulated from mid-year and it is vital that proper care and attention is paid to ensuring this is correct. Multi Horse (M/H) carnivals should be noted (two for each Zone). Clubs must nominate carnival dates, via their Zone. A carnival calendar dates meeting is usually held at the Zone or State Titles and your Club should have a representative at this. There is no point complaining about the outcome if you have not been a part of the process of setting these dates. Not every Club will always get their preferred date but they will have the opportunity to argue for it. The QPA Calendar of Events will be finalised by the end of October each year for the coming season.

Any addition to the normal carnival must be applied for at the time of carnival application eg multi horse, chukkas, women's, juniors or masters competitions.

The QPA Management Committee makes the final decision on any carnival date changes throughout the season, in the event that a club has to change their date due to unforeseen circumstances for example wet weather.

Annual New Zealand Junior Exchange Program: Each Club may nominate juniors for the NZ Junior Exchange program. Nominations are called for in September each year to be announced in November, travel in January. Up to \$1,000 in air travel allowed. It is accepted that the successful junior player and their Club will host the return visit if requested

Club Constitution/Model Rules: Every Qld Polocrosse Club is an incorporated association, as is the QPA. Your Club's Constitution or Model Rules are kept on file at the QPA Office, along with Certificates of Incorporation and have been lodged prior with the Qld. Office of Fair Trading. Any change to your Constitution/Model Rules must be approved by the QPA MC and correctly lodged with the Office of Fair Trading. A copy of your Model Rules should be on hand at all meetings.

Your association's rules must include:

- who can be on your committee
- what powers the committee has
- how positions are elected and appointed
- the term limit that exists for committee members
- the reasons a position may become vacant
- how to fill casual vacancies on the committee
- how many you need for a quorum (how many committee members must be present for a meeting)
- the procedures to follow at a committee meeting.

Club office holder roles and responsibilities

There are many online guides to Club office holder's roles and responsibilities, the following notes are a good starting point, remembering that at all times your Club's management falls under its Constitution or Model Rules. It is advisable for all Clubs to continually look toward succession planning to ensure that Club office holders are able to train potential incoming executive and to ensure that members are not put upon to serve longer than they desire.

President

- "manages" the Club
- chairs the committee
- plays a major role in general meetings.

Under the model rules, the president must chair every meeting they attend. If they can't attend a meeting, another committee member can sit in as acting chair.

Secretary: the secretary's duties include:

- keeping the register of members, (National Online Database)
- correspondence - sending and receiving letters, emails or other documents
- promptly forward all emails from the QPA to your members
- advising the president or treasurer about urgent matters that arise from correspondence or other documents
- taking nominations for the committee.
- telling members about meetings (giving plenty of notice)
- calling and convening all meetings
- arranging the venue
- preparing the agenda
- gathering and presenting any relevant documents
- taking and keeping of minutes of meetings
- making the minutes available to members
- ensure the incorporated association annual return is lodged with the Office of Fair Trading within one month after your AGM.

Treasurer: the treasurer is responsible for the financial affairs of the club. Their duties might include:

- keeping and maintaining an asset register for the association
- managing the petty cash balance
- keeping the petty cash book up-to-date
- documenting all payments made, including receipts, invoices and statements
- maintaining all deposit and cheque books
- making sure that the committee:
- approves or ratifies all payments made
- records details of these payments in the minutes
- keeping all financial records in Queensland
- ensure the end of financial year audit is done in time for the Club AGM.

They must also keep track of payments received by using:

- a receipt book of consecutively numbered receipts
- a computer system that keeps track of these records.

Club Team Registrar:

Responsible for all Club nominations on the National Online Database for State and Inter State events.

Procedure at meetings: Once again this will be covered specific to your Club in your Model rules.

A range of procedures will occur at your meetings. Many of them will be specific to the purpose of your association. However, you should be familiar with these formal procedures that may come up in your meetings.

Voting

Voting for office-bearers usually takes place at the AGM.

The meeting chair is responsible for:

- supervising the vote
- administering the process.

The process will be set out in your association's rules. Depending on your association, the process might be:

- a show of hands
- ballot papers.

Absentee voting:

If a member can't attend a meeting and still wants to vote, they may be able to do so. You will need to outline the ways they can do this in your association rules. These might include:

- appointing a proxy
- using technology to remotely participate
- appointing a lawyer to represent them
- sending a postal vote.

Think carefully about whether to allow postal voting. If you allow it, you will need to set out in the rules:

- what form it takes
- how the process will work.

Minutes

Your incorporated association must record minutes at all meetings. This includes:

- the AGM
- committee meetings
- general meetings.

Recording the minutes

The minutes should record information at the **start of the meeting**, such as:

- details of the day, date and place of the meeting
- the starting time of the meeting
- the names of those present
- apologies received from non-attendees
- a statement from the meeting chair that a quorum is present
- the meeting has been duly constituted
- a statement that the minutes of the previous meeting are correct (signed by the meeting chair).

The minutes should also record the **ongoing procedures of the meeting**. These include details of:

- every resolution or decision, including an overview of the discussions
- if a resolution passed with the required majority
- which members voted against a motion or abstained from voting (only if those members ask for this)
- any appointments made
- any members elected to office
- any member taking a leave of absence.

At the **end of the meeting**, the minutes should record:

- the date and time of the next meeting (if decided)
- the time that the meeting closed.

Inspecting the minutes

The minutes are an official, permanent record of what happens in a meeting. They should be a clear and concise summary. The secretary must keep the minutes safe, secure and accurate.

If a member asks to see the minute book for a specific general meeting, the secretary must:

- make it available to inspect within 28 days
- negotiate with the member about when and where this takes place

- give a copy of the minutes to the member.

The secretary may ask the member to pay the reasonable costs of this (such as photocopying costs).

Motions

Any member can raise a matter of business for the association to discuss. This becomes a motion for the next general meeting. The member must give notice of the motion to the secretary, who puts it on the agenda for the meeting.

The member must do this before:

- the meeting agenda fills up
- it's too late to circulate the motion among the members.

Your association's rules should set out the process for giving notice of a motion.

Special resolutions

You need a special resolution to **change to your association's legal status**. This might be:

- changing the name
- adding, removing or changing rules
- bringing the association to an end.

A special resolution must:

- be presented at a general meeting (including the AGM)
- get 75% of the vote (from members who are present and entitled to vote).

Rules of debate

All Club office holders should familiarise themselves with the general meeting rules of debate. In essence the rules of debate set out the manner in which discussion on matters before a meeting should take place in a civilised and democratic fashion.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, this rarely occurs, limited discussion of a general topic before a motion is introduced enables the motion to be correctly worded. The chair must be careful not to let the meeting get out of control at this point.

Once a motion is put and seconded the mover may speak to the motion. If it is not seconded the meeting moves on. The Chair allows speakers for and against the motion with the mover being allowed to be the final speaker but no new material should be introduced at this point. If two or more people want to speak at the same time, the Chair should call first upon the one who has not yet spoken. If the member who made the motion that is being discussed claims the floor and has already spoken on the question, he/she is entitled to be recognized before other members. Clubs may want to adopt rules limiting the time a member may speak in any one debate-for example, five minutes. The mover of a motion may not speak against his or her own motion, although the mover may vote against it. The mover need not speak at all, but when speaking, it must be in favour of the motion. If, during the debate, the mover changes his or her mind, he or she can inform the meeting of the fact by asking the meeting's permission to withdraw the motion.

Point of Order: this is a statement from a member who believes that a statement or ruling is not in accordance with the rules of debate, or a belief that the current speaker is getting off track.

Out of Order: similar to above which normally relates to a speaker getting out of line in their address for example making personal slurs. The Chair will rule out of order and silence the speaker.

Insufficient numbers: if the number of members present during the meeting is reduced below the quorum the meeting must stop until the numbers are again in order or the meeting adjourned to a later date/time.

Fundraising/Grant Submissions:

There are various grants available to sporting associations primarily through state and local government. It is important that one of your Office holders are tasked with keeping any eye out for opportunities and making submission on behalf of your Club. These offers change quickly with the political landscape so must be regularly perused.

Another common fundraiser are raffles, these must adhere to the Qld. Raffle Rules administered by the Office of Liquor and Gaming Revenue and available online www.olgr.qld.gov.au. Broadly if prizes are below \$50,000 in value and cash prizes do not exceed \$10,000 no permit is required.

Liquor licensing: Amendments to the Liquor Act 1992 effective from 1 July 2013, mean that 'eligible associations', such as sporting clubs will generally no longer have to apply for a community liquor permit if they wish to sell alcohol at a fundraising event. To assess your Club's needs visit the Office of Liquor and Gaming Regulation administered by the Department of Justice and Attorney-General. (appendix 3) In our experience it is always advisable to notify the local police station of your upcoming event.

Insurance: Membership to the QPA ensures Personal Accident coverage via the PAA. This includes social members. Refer to the QPA website for full details. Your Club also has Public, Products and Professional Liability Insurance via the PAA. Your Club may be required to supply the annual Certificate of Insurance to your landlord, local council, or with a grants submission. This is also available on the QPA website (appendix 4).

Player transfers:

Non-financial players may transfer between Clubs and States at any time. When members are financial, permission to transfer must be gained from the member's current club and state, the club and state the member is transferring to and finally the PAA. To begin this process enter details via the National Online Database. (appendix 2 - National Online Database Manual)

Player seeking a transfer within the season will be stood down for a 30 day period unless extenuating circumstances are approved by the State Umpire Committee. Financial members transferring into Queensland from another state will be charged the Queensland component of our membership relative to their player category ie senior, intermediate or junior.

Inter Club transfers will only be accepted during the season should you need to change your residential address unless the State Umpire Committee considers the transfer is in the best interest of Polocrosse and not for the sole purpose of winning a tournament or match. (appendix 5 - Inter Club Transfer Form)

Players wishing to transfer into Qld. are required to be completed and playing by the 1st July to be eligible for the Queensland Club Team Championship held in the first weekend of September.

All transfers must be ratified by the State Director of Umpiring.

Overseas players: The International Polocrosse Council (IPC), of which Australia is a member, has a system in place to ensure that the player records of all players competing out of their home country may be traced. If your Club intends to accept a member from overseas please ensure the correct release paper work from their home Association has been provided to the PAA and QPA. Conversely Australian members proceeding overseas are required to complete a player, coach or umpire proceeding overseas form (appendix 6&7)

Membership & Fees: as at 2017 playing season

Player Category	PAA Fee & Insurance	QPA Fee	Total Fee Payable	Notes
Senior Player	\$195	\$165	\$360	
Intermediate Player	\$195	\$100	\$295	
Junior U16 & Sub Junior U12 Players	\$175	\$85	\$90	Refer below for age requirements.
Mini Junior Players		\$90	\$90	a) Mini Juniors may be any junior age but are non-competitive, they must be nominated on-line for carnivals. b) Mini Juniors can be upgraded to competitive players during the year.
Trial Player	\$35	\$0	\$35	a) Unlimited practices. b) Trial players are not eligible for family discount.
Limited Player	\$175	\$105	\$280	a) Unlimited practices and 3 carnivals only. b) Limited Member players are not eligible for family discount.
One Carnival Player	\$100	\$0	\$100	a) Unlimited practices and 1 carnival only. b) One carnival players are not eligible for family discount.
2018 Club Fees			\$600	

IMPORTANT NOTES

MEMBERSHIP: Membership must be paid with credit/debit card online via the Polocrosse National Database, membership is activated upon receipt of payment. Members must be financial members of their Club to begin the membership payment process. (www.nswpolocrosse.org.au). Players are not able to nominate for a carnival or attend a practice until financial on the Database. As Member's renew their membership online they are required to tick the liability waiver.

Membership categories may be upgraded in the same manner throughout the season eg from Limited Membership to Senior Player.

FAMILY DISCOUNT: The 10% Family discount is applicable under the following long standing guidelines:

- 1) Various combinations of three or more full paying members of the one immediate family (senior, intermediates & juniors).
- 2) Families cannot claim a discount for members outside the immediate family.
- 3) All members must reside under the same roof.
- 4) Immediate family constitutes any of the following: spouse, parent, sibling, or child.
- 5) Limited Members, Trial & One Carnival players are not eligible for a family discount.
- 6) The family must apply to the QPA (in writing) for a refund after the fees are paid and the members are financial. Family discounts must be finalised by 30/09/2017.

JUNIOR AGE SPECIFICATIONS: Under 16 as at midnight 31/12 (refer page 26 of the rule book) eg: If someone turns 16 on 1st Jan 2017, they can play Juniors in 2017 (because at midnight on 31/12 they were still 15) however if they are 16 at midnight 31/12/2016 they can't play as a junior in 2017 as they will turn 17 during that year.

SOCIAL MEMBERS: It is a condition of our insurance policy that social members must be covered and MUST pay a minimum of \$1.00 to their Club, all Social member fees are retained by the Club. **ALL Social Members must be registered online by their Club.** These include non-playing coaches, office bearers and umpires. All must complete the online waiver. It is important that we recognise the vast volunteer workforce of the Qld Polocrosse Association and by ensuring social memberships are up to date in your Club these members will receive information and updates. In some cases these members may have moved away from your area but still wish to be kept informed of the Club's activities.

Any club to be found playing unregistered players will be stood down until after the next tournament in their zone or penalized \$500.

Umpires

Club umpires fall under the Zone Umpire who in turn comes under the Qld State Umpire Committee and the Qld Director of Umpiring. Umpire roles and responsibilities are clearly defined in the QPA Policy & Procedure Manual. Club Umpire Coaches should work toward developing the skills of new umpires and encouraging current umpires to upgrade and renew skills each season.

Coaching & Managing Teams

Volunteering to coach or manage a representative or visiting team is a very worthwhile endeavour for any members that wish to “give back” to the sport of polocrosse. Formal coaching accreditation is encouraged and offered via the State Director of Coaching and the QPA. Club members that wish to offer their time and skills are encouraged to contact the QPA Office.

Nominations for Representative teams

Nominations and/or Expression of Interest (EOI) will be called for from time to time from players wishing to be considered for selection in Queensland representative teams. These are able to be submitted by individual members via the National Online Database. Qld. Selectors (five junior and five senior) will then select from these nominations. Players must nominate their horses - first and second. Each horse may only be nominated as a first horse once for each event ie multiple members may not nominate on the same first horse. Instructions on the nomination process may be found on the QPA website.

Player Grading

It is important that Clubs keep their player’s gradings up to date. Gradings are able to be reviewed during the playing season via the Club Grading Officer and in turn the Zone Grading Officer before submission to the QPA. At the completion of the season, player gradings will be reviewed at Club/Zone level and then submitted to the QPA Grading Committee prior to the AGM for revision.

All junior players are to be graded and that grading taken into account when playing in the senior competition.

Player gradings are listed on the QPA website and the list upgraded as changes are made.

All Qld. gradings are to concur with others States, utilising the Grading Guide available on the QPA Website

Automatically, at the end of each Polocrosse season, all financial senior players who are graded 1, will be upgraded to 1.5. See guidelines on How to Grade, QPA Policy and Procedures Manual.

Qld Club & Zone Championships & other major QPA events: see the Policy and Procedures Manual for hosting details and guidelines.

Club Carnivals Requirements & Task List see the P&P Manual for hosting details and guidelines, summary follows

- Ensure your Club Carnival invitation is distributed via the QPA Office and social media at least two months prior, (see appendix 8) to ensure all information required is included. Resist the temptation to overly complicate invitations resulting in large data files that will not be appreciated by recipients.
- Book approved medical staff - book at least eight weeks in advance
- Arrange a local vet to be on call.

- Check you have enough balls (at least three for each field), bells/timers for each field, score books and umpire jackets and whistles.
- Camping and stables/yards
- Allocate jobs: publicity, sponsorship, trophies, entertainment, field marking and maintenance, draw, catering, bar, cleaning roster, gate keepers (ensure gate keepers understand the importance of collecting the Horse Health Declarations). Time keepers/scorers/flag wavers
- Check: water supply, electricity supply, goal posts correct, PA System, shower & amenities, required signage, wash bays, waste management
- Check the biosecurity policy and that your Club is correctly managing risks.
- Horse Welfare Officer, ensure hessian curtain/sight screen and horse float must be available in case of horse injury
- Signage - No Dogs Allowed, Umpires Horses Only, Camping area, Road signs advertising Polocrosse, no alcohol past this point and any other you may think appropriate
- Social activities - Food must be separate from the bar area, entertainment- Friday & Saturday evenings

Club Uniforms

- All Clubs to play in white pants and long boots.
- Helmets compulsory as noted in the Rule Book.
- All Clubs must play in their registered uniform and are encouraged to wear these for trophy acceptance, welcome speeches etc.
- Any uniform changes are to be first approved by the Management Committee.