

Queensland Polocrosse Association Inc.

Policy & Procedures 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





Contents

QPA Organisation Structure	4
Section A Governance Processes:	5
Principles	
1. Conflict of Interest	6
2. Code of Ethics & Proper Practice	6
Section B Management Committee Processes:	6
Principles	
1. Overarching Governance Process	7
2. Connection with Key Stakeholders	7
3. Management Committee Sub-Committees and Working Parties	7
4. Delegation to the State Administrator	7
5. Monitoring State Administrator Performance	8
6. Agenda Planning	9
7. Management Committee Member Induction	9
8. Management Committee Development	10
9. Chairperson Role Description	10
10. Expenses Incurred	10
11. Social Media	11
Section C Delegation:	11
Principles	
1. Emergency State Administrator	12
2. Protection of Assets	12
3. Communication & Support to the Management Committee	12
4. Overarching State Administrator Constraint	13
5. Financial Planning	14
6. Financial Management	14
Section D Constraints	15
Membership & Fees:	15
Umpiring:	17
Coaching:	18
Team Managers:	18
Selectors:	19
Player Grading:	21
Events:	21
Annual General Meeting & Annual Awards Evening	22
Qld Club & Zone Championships (perpetual trophy list)	22
Club Carnivals	24
Annual New Zealand Junior Exchange Program	24
Ambulance/First Aid:	24
Women's Competition Guidelines:	24
Insurance - Personal Accident Cover:	25
Member Protection & Child Protection Policy:	27
Biosecurity Policy:	27
Welfare of Polocrosse Horses:	27
Uniforms:	28
QPA Approved Playing & Practice Grounds	30
Operational Policy QPA Cattle Property <i>Magic Stone</i>:	30
Privacy Act & Disclosure Statement:	33



Appendices

1. Position Descriptions:

- a. Position Description QPA President
- b. Position Description QPA Treasurer
- c. Position Description Member of the QPA Management Committee
- d. Position Description State Administrator
- e. Position Description QPA Directors of Selectors (Junior & Senior)
- f. Position Description QPA Selectors (Junior & Senior)
- g. Position Description QPA Director of Umpiring
- h. Position Description State Umpire Committee
- i. Position Description QPA Director of Coaching
- j. Position Description QPA Director of Horse Welfare

2. Code of Conduct for QPA Management Committee Members & Selectors

3. Code of Conduct for Umpires, Coaches, Team Managers, players, parents and spectators

4. Personal Accident Cover Brochure & Claim Form

5. QPA Three Year Strategic Plan

6. Team Manager Guidelines

7. Travel Expense Claim Form

8. How to Grade Players Matrix

9. QPA Approved Playing & Practice Grounds

10. PAA form to Seeking Approval for Playing & Practice Grounds

11. Notification of Selection letter pro forma

12. PAA Member Protection Policy

13. PAA Welfare of Polocrosse Horses Policy

14. Biosecurity Event Plan

15. Annual Awards Guidelines

16. PAA Privacy Policy

17. QPA Constitution

QPA Organisation Structure

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

QPA Cattle Committee
(QPA President & Treasurer non-voting)

State Administrator

MPIO Officer

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		

*Position Descriptions Appendix 1.

Section A GOVERNANCE PROCESSES

PRINCIPLES

The Management Committee represents its members, exercising a duty of care for the association and all its stakeholders.

The Management Committee is responsible for setting the ethical framework for the association, defining and nurturing the association's fundamental values.

Sound Management Committee systems provide protection for the association, its stakeholders, the Management Committee and its Management Committee Members against fraud, illegal practises and poor performance by its own members, its State Administrator and its staff.

1. CONFLICT OF INTERESTS

POLICY

The Management Committee places great importance on making clear any existing or potential conflicts of interest for Management Committee Members.

Conflicts of interest may occur when:

- a Management Committee Member, or his/her immediate family or business interests, stand to gain financially from any business dealings, programs or services provided to the Association;
- a Management Committee Member offers a professional service to the Association;
- a Management Committee Member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage;
- a Management Committee Member holds a position in another part of the association, which has an agenda item for discussion with the Association.

Any business or personal matter, which could lead to a conflict of interest of a material nature involving a Management Committee Member and his/her role and relationship with the Association, must be declared and registered formally with the Association via the Association's *Register of Interests*.

All such registrations shall be presented to the Management Committee and minuted at the first Management Committee Meeting following entry into the records.

The Management Committee Member concerned must declare all conflicts of interest at the earliest time after the conflict is identified.

The Management Committee shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.

Where a conflict of interest is identified and/or registered, and the Management Committee has declared that it is of material benefit to the individual or material significance to the Association, the Management Committee Member concerned shall not vote on any resolution relating to that conflict or issue.

The Management Committee Member shall only remain in the room during any related discussion, or take part in any related discussion, with Management Committee approval.

The Management Committee will determine what records and other documentation relating to the matter will be available to the Management Committee Member.

All such occurrences shall be minuted.

Individual Management Committee Members, aware of a real or potential conflict of interest, or aware that there may be a possible conflict of interest, of another Management Committee Member have a responsibility to bring this to the notice of the Management Committee.

2. CODE OF ETHICS AND PROPER PRACTICE

POLICY

The Management Committee is committed to the adoption of ethical conduct in all areas of its responsibilities and authority.

Management Committee Members shall:

- act honestly and in good faith at all times;
- declare all interests that could result in a conflict between personal position & responsibility and Association priorities;
- be diligent, attend Management Committee meetings and devote sufficient time to preparation for Management Committee meetings to allow for full and appropriate participation in the Management Committee's decision making;
- ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of the Association's business;
- not disclose to any other person confidential information other than as agreed by the Management Committee or as required under law;
- act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and the moral duties of the role;
- abide by Management Committee decisions once reached notwithstanding a Management Committee Member's right to pursue a review or reversal of a Management Committee decision;
- not to do anything that in any way denigrates the Association or harms its public image;

The Management Committee shall:

- ensure that there is an appropriate separation of duties between itself and the State Administrator;
- make every reasonable effort to ensure that the Association does not raise community, supplier or stakeholder expectations that cannot be fulfilled;
- meet its responsibility to ensure that all staff employed by the Association are treated with due respect and are provided with a working environment and working conditions that meet all reasonable standards of employment as defined in relevant workplace legislation;
- regularly review its own performance as the basis for its own development and quality assurance;
- carry out its meetings in such a manner as to ensure fair and full participation of all Management Committee Members;
- ensure that the Association's assets are protected through a suitable risk management strategy.

Section B MANAGEMENT COMMITTEE PROCESSES

PRINCIPLES

- The Management Committee represents QPA members via the Zones and Clubs and other stakeholders, exercising a duty of care, moral and legal, for the association and all its stakeholders.
- The Management Committee – State Administrator relationship is a partnership that is approached in that spirit with mutual respect and support for the interdependent but separate roles.
- The Management Committee's sole direct employee, in whom is vested accountability for the Association's operation, is the State Administrator.
- The Management Committee should direct the State Administrator by providing clearly defined outcomes to be achieved and policy parameters (Delegation Policies) within which the State Administrator must remain.
- The Management Committee's delegation to the State Administrator must be unambiguous; the Management Committee must stand behind its own policies.

- The Management Committee’s assessment of the State Administrator’s performance is based on the performance indicators agreed at the commencement of a performance year (or period) as negotiated.
- Monitoring and evaluation of the State Administrator’s and the Association’s performances should be built around a rigorous and continuing process.
- The Management Committee shall add value to the association over and above that added by the State Administrator and staff.
- The Management Committee shall have an emphasis on continuous improvement for itself and individual Management Committee Members.
- The Management Committee shall aim to be as good at its job as it expects the State Administrator and staff to be at theirs.
- The Chairperson is a first among equals, fulfilling the role of servant leader to the Management Committee.

1. OVERARCHING GOVERNANCE PROCESS

POLICY

The Management Committee’s task, on behalf of its members, is to ensure that the Association achieves its mission, its strategic goals and its objectives and, in so doing, meets all the legal and moral responsibilities and requirements accompanying ‘best practice’ corporate governance.

2. CONNECTION WITH KEY STAKEHOLDERS

POLICY

- The Management Committee acts in trusteeship for the Association’s members, Clubs and key stakeholders.
- The Management Committee will gather information about their concerns, needs and aspirations.
- The Management Committee will remain up-to-date in relevant industry related matters.
- The Management Committee will report to its members on a regular basis on the performance of the association via meeting summaries and articles

3. MANAGEMENT COMMITTEE SUB-COMMITTEES AND WORKING PARTIES

POLICY

1. The Management Committee may establish sub-committees and working parties to support it in its workings.
2. Sub-committees and Working Parties will have Terms of Reference or Role Definitions clearly defining their roles, life span, procedures and functions and the boundaries of their authority, reviewed annually.
3. Unless specifically empowered by the full Management Committee, sub-committees or working parties cannot make binding Management Committee decisions or speak for the Management Committee. For the most part, the function of sub-committees and working parties, in fulfilling their role, is to make recommendations to the Management Committee.
4. However, a decision of a Sub-committee or Working Party exercising delegated authority is a decision of the Management Committee and should be treated by the State Administrator accordingly.
5. Sub-committees and Working Parties cannot exercise authority over staff nor shall they delegate tasks to any staff unless the Management Committee or State Administrator has specifically agreed to such delegation.
6. Management Committee sub-committees and Working Parties should not mirror operational divisions, departments or staff functions.

4. DELEGATION TO THE STATE ADMINISTRATOR

POLICY

1. The Management Committee delegates to the State Administrator responsibility for the implementation of its Policies, Procedures and Directions while complying with the boundaries and constraints imposed by the State Administrator Constraint Policy (Section C:4).

2. The Management Committee will develop a clear and unambiguous statement defining the association's strategic direction. This will make clear the performance indicators to be applied by the Management Committee when reviewing association and State Administrator performance.
3. The Management Committee will make it clear to the State Administrator, in writing, any constraints or limits it chooses to place on his or her freedom to take actions or make decisions that the Management Committee deems to be unacceptable within the delegation.
4. Always within the proviso that the State Administrator's decisions must be consistent with and not defeat the stated intent and the spirit of the Management Committee's policies, he/she is authorised to establish all operational policies, decisions, practices and activities.
5. The Management Committee may change its Policies, Procedures and Directions and State Administrator Delegation Policies, thereby shifting the boundary between Management Committee and State Administrator domains. By doing so, The Management Committee changes the latitude of choice given to the State Administrator. But as long as any particular delegation is in place and the State Administrator can demonstrate compliance with the intent and spirit of the Management Committee's policies, the Management Committee will respect and support the State Administrator's choices.
6. The State Administrator may defer instructions or requests from individual Management Committee Members or from unofficial groups of Management Committee Members if, in the State Administrator's opinion, such requests or instructions are:
 - inconsistent with the Management Committee's policies;
 - an unjustifiable cost to the association; or
 - an unjustifiable priority or use of time for the State Administrator or other staff members.
7. The State Administrator must notify the President of the use of point six (6) who in turn must notify the individual and the Management Committee.
8. The expert knowledge and experience of individual Management Committee Members is available to the State Administrator upon request.

5. MONITORING STATE ADMINISTRATOR PERFORMANCE

POLICY

1. The State Administrator's performance will be continuously, systematically and rigorously assessed by the Management Committee against achievement of the Key Duties as noted in the State Administrator Position Description. The Management Committee will provide regular performance feedback to the State Administrator.
2. The Management Committee's assessment of the State Administrator's performance will include those performance indicators that have been agreed at the commencement of the performance year (or period);
3. The standard applied to all facets of the performance assessment shall include that the State Administrator has met or can demonstrate compliance with the intent or spirit of the Management Committee's policies/statements;
4. There will be a bi-annual and if not possible, at least an annual formal appraisal of the performance of the State Administrator. The timing, format and process for this meeting will be negotiated between the State Administrator and the Management Committee at the beginning of the performance year;
5. A Management Committee Sub-committee may assist the Management Committee in this process and may take recommendations to the Management Committee;
6. If at any time the Management Committee engages an outside evaluator to assist the Management Committee to conduct an assessment of the State Administrator's performance, the process must be consistent with this policy. Any such evaluator is a contractor to the Management Committee, not to the State Administrator;
7. The above clauses do not waiver or override the requirement for more regular performance appraisals of the State Administrator based on specifics of performance should the Management Committee deem it necessary.

6. AGENDA PLANNING

POLICY

- As referenced in the QPA Constitution the Management Committee shall meet at least six times a year, meeting dates to be agreed at the first meeting of the year. To ensure the standards of good governance, the Management Committee will follow an agenda that;
- regularly reviews results, policies and relevant strategic issues;
- provides assurance that all relevant compliance requirements are addressed; and
- improves Management Committee performance through education and continual focus on its governance effectiveness.

The Management Committee will develop an annual agenda setting out a framework for its year's work. Examples of recurring and once-off agenda items include:

- a) Scheduled review of the Association's results as indicated in the Strategic Plan and Management Committee Directions;
- b) Scheduled time for strategic thinking;
- c) Scheduled assessment of associational risk;
- d) Consultations with key stakeholders as appropriate;
- e) Governance education;
- f) Other policy compliance monitoring both in respect of the State Administrator Constraints and Management Committee Processes policies;
- g) Management Committee effectiveness review;
- h) State Administrator performance appraisal review meeting and remuneration review;
- i) Preparation for or review of Annual General Meeting matters;
- j) Meeting with the External Auditor;
- k) Scheduled reporting by Management Committee Committees.

7. MANAGEMENT COMMITTEE MEMBER INDUCTION

POLICY

The Management Committee will provide to all new Management Committee Members a thorough induction into the affairs of both the Management Committee and the Association at large.

All prospective Management Committee Members will be provided with all relevant information.

Prior to attendance at their first Management Committee Meeting, new Management Committee Members will:

- a) Receive a copy of the Management Committee Handbook including: Policies and Procedures, Constitution, previous years minutes including financials and budget, a copy of the strategic and/or operational plans (appendix 5.), a list of committees and their terms of reference, current and past meeting papers, an association chart, a copy of the current Management Committee Members, contact lists for Management Committee, Staff and Associations
- b) Meet with the President and/or outgoing Management Committee members for a governance familiarisation. This meeting may be held as a group session or with individuals.
- c) Meet with the State Administrator for an operational familiarisation.
- d) Sign the Management Committee Code of Conduct (appendix 2.)

8. MANAGEMENT COMMITTEE DEVELOPMENT

POLICY

The Management Committee's value-adding role requires that all Management Committee Members shall have access to professional development relevant to their duties as a Management Committee Member.

1. The Management Committee will make every reasonable effort to facilitate training for all Management Committee Members and for the Management Committee as a whole to maximise the value-adding contribution to the Association.
2. The Management Committee will carry out an annual review of its performance.
3. To assist it to fulfil its monitoring responsibilities, the Management Committee may engage outside assistance. This includes but is not limited to a financial audit.
4. All expenses associated with governance effectiveness will be designed to ensure the development of the highest standard of governance, meeting costs associated with effective communication with members and other key stakeholders e.g. surveys and associated analysis, focus groups etc.

9. CHAIRPERSON ROLE DESCRIPTION

POLICY

The Chairperson provides leadership to the Management Committee, ensuring that the Management Committee's processes and actions are consistent with its policies. As appropriate the Chairperson represents the Management Committee and the Association to outside parties.

1. The Chairperson is empowered to chair Management Committee Meetings
2. The content of Meeting discussions will be confined to governance matters as defined in the Management Committee's policies.
3. All Management Committee Members will be treated fairly and even-handedly.
4. All Management Committee Members will be encouraged and enabled to make a contribution to the Management Committee's deliberations.
5. There may be times when the Chairperson is called upon to interpret a Management Committee policy or policies to outside parties in the absence of the Management Committee. All such interpretations shall reflect both the stated intent and spirit of the policy/policies.
6. The Chairperson has no authority to change unilaterally any aspect of Management Committee policy.
7. With the approval of the Management Committee, the Chairperson may establish a regular communication arrangement with the State Administrator in which there is an exchange of information. This might also provide an opportunity for the State Administrator to use such sessions as a sounding Management Committee for proposed actions or to check interpretations of Management Committee policy. However, the Chairperson will not inhibit the free flow of information to the Management Committee necessary for sound governance. Therefore the Chairperson will never come between the Management Committee and its formal links with the State Administrator.
8. The Chairperson may delegate aspects of the authority accompanying the position but remains accountable for the overall role.

10. EXPENSES INCURRED

POLICY

1. The Association will reimburse its staff (including volunteers) expenses incurred by them on behalf of the Queensland Polocrosse Association in the course of business so long as such expenses are reasonable and authorised.
2. Management Committee members and appointed Directors are able to claim reimbursement for expenses associated with duties. These include but are not limited to mileage, flights, accommodation, meeting expenses, mobile phone/internet use.

3. Expenses must be agreed to in advance and approved by the Treasurer and one other Management Committee member. Receipts must be provided and expense claim forms (appendix 7.) submitted within one month of expenditure
4. From time to time the Management Committee may direct certain positions receive an honorarium
5. Mileage will be paid at 75cents one way.
6. In the case of Qld Representative Teams an allowance may be granted for certain events for players/coaches and team managers. This is at the discretion of the Management Committee. Appendix of fees paid in the past.

11. SOCIAL MEDIA

POLICY

The Association seeks to encourage information and link-sharing amongst its membership, staff and volunteers, and seeks to utilise the expertise of its employees and volunteers in generating appropriate social media content. At the same time, social media posts should be in keeping with the image that the Queensland Polocrosse Association wishes to present to the public, and posts made through its social media channels should not damage the organisation's reputation in any way. If a member is found to be using social media to bring the game into disrepute disciplinary proceedings as per the Rule Book may be enforced.

Queensland Polocrosse Association's social media use shall be consistent with the following core values:

- **Integrity:** the Association will not knowingly post incorrect, defamatory or misleading information about its own activities, the activities of other organisations, or individuals. In addition, it will post in accordance with the organisation's Privacy Policy (appendix 16).
- **Professionalism:** the Association's social media represents the organisation as a whole and should seek to maintain a professional and uniform tone. Staff and volunteers may, from time to time and as appropriate, post on behalf of Queensland Polocrosse using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals.
- **Information Sharing:** the Association encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to its members.
- The Association should seek to grow its social media base and use this to engage with existing and potential members, donors and stakeholders. At the same time, a professional balance must be struck which avoids placing the organisation's reputation at risk.

Section C DELEGATION

PRINCIPLES

The Management Committee has a role to characterise risks and ensure that strategies to minimise or mitigate these are put into place and implemented.

The Management Committee has a responsibility to ensure that it has in place a succession plan for its own members and for its senior management.

The Management Committee should direct the State Administrator by providing clearly defined outcomes to be achieved and policy parameters within which the State Administrator must remain.

The Management Committee represents its members exercising a duty of care, moral and legal, for the association and all of its stakeholders.

The Management Committee-State Administrator relationship is a partnership that is approached in the spirit of mutual respect and support for the interdependent but separate roles.

1. EMERGENCY STATE ADMINISTRATOR

POLICY

The Management Committee recognises that one of its major risks is the loss of key personnel, particularly its State Administrator. To this end the State Administrator must not fail to ensure that there is in place an emergency management regime that can operate in the event of an unexpected loss of his or her services. There must also be at least one person capable of responding to Management Committee concerns and requirements at a level necessary for effective governance.

The State Administrator must:

- Ensure that there is in place an emergency management regime that can operate in the event the unexpected loss of his or her services.

The Management Committee must:

- Ensure that there is at least one nominated person capable of responding to Management Committee concerns and requirements at a level necessary for effective governance should the State Administrator be unavailable.

2. PROTECTION OF ASSETS

POLICY

The Management Committee shall take all prudent and reasonable actions to ensure that the Association's assets, physical and intellectual, are protected against all foreseeable damaging circumstances.

The State Administrator under the direction of the Management Committee must:

1. permit only authorised person to handle cash;
2. process the receipt or disbursement of funds within controls acceptable to the duly appointed Treasurer;
3. deposit funds only in Management Committee approved institutions;
4. insure the assets of the Association for values not less than is considered necessary for prudent risk management;
5. ensure that any purchase of goods or services is protected against conflict of interest;
6. allow employees to drive the Association's or rental vehicles only if they hold a current driver's licence in the appropriate category or if their driving record does not cause the vehicle insurance to be restricted or cancelled;
7. ensure the Association's facilities, vehicles and equipment are to be used only to support the organisation. Staff and volunteers may not use the Association's resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations. This policy does not apply to those situations where personal use of the Queensland Polocrosse Association's equipment constitutes agreed remuneration under a contract of employment;
8. ensure that a back-up is performed daily of all QPA data held on the State Administrator's PC via a hard drive to be located off site every evening. Further back-ups may be made utilising "cloud" server storage.

3. COMMUNICATION AND SUPPORT TO THE MANAGEMENT COMMITTEE

POLICY

The State Administrator shall ensure that the Management Committee remains informed about issues and concerns essential to the meeting of its duty of care, the carrying out of its responsibilities and the meeting of its accountabilities to its members and its key stakeholders.

The Management Committee imposes the following constraints. The State Administrator must:

1. provide support and information in a timely, accurate, unbiased and understandable fashion addressing the various issues to be monitored by the Management Committee;

2. be truthful in all discussions, correspondence and dealings with any internal, external or associated parties of the Association;
3. support the Treasurer in providing financial reports that:
4. make significant trends clear;
5. provide data relevant to agreed benchmarks and Management Committee agreed measures;
6. provide additional financial data as determined by the Management Committee from time to time.
7. inform the Management Committee of significant external environmental trends, achievement of, or progress towards, the achievement of the Management Committee's goals and of changes in the basic assumptions upon which the Management Committee's policies are based;
8. inform Management Committee Members when for any reason there is actual or anticipated non-compliance with a Management Committee policy;
9. inform the Management Committee of any breach of any externally imposed compliance requirement;
10. inform the Management Committee of any serious legal conflict or dispute or potentially serious legal conflict or dispute that has arisen or might arise in relation to matters affecting the Association;
11. ensure that the Management Committee is provided with the necessarily wide range of views and perspectives in support of effective decision making;
12. bring to the Management Committee's notice such occasions when it is in breach of the Management Committee Processes or linkage policies, particularly when this relates to the State Administrator's ability to carry out his/her responsibilities;
13. deal with the Management Committee as a whole except when responding to individual requests for information or requests from Management Committee Committees or Working Parties.
14. ensure that office plant or equipment is not subjected to unauthorised or improper use, improper purposes , or significant damage;
15. ensure that there is adequate protection for intellectual property, data information and files of staff, customers or the Association against loss, common damage or theft;
16. ensure that there are appropriate and effective security systems in place to adequately safeguard staff, customer or the Association's property against loss, common damage or theft;
17. maintain an appropriate office asset register;
18. ensure that the premises meet appropriate local and/or government standards and/or any other statutory or minimum code requirements;
19. maintain a current assessment and evaluation of the risk factors that could conceivably disrupt the Association's effective and efficient operations and ensure that there are plans and systems that, in times of disruptive events, will allow continuity.

4. OVERARCHING STATE ADMINISTRATOR CONSTRAINT

POLICY

The Management Committee will make clear the limits of freedom it allows its State Administrator in the design of operational methods and the choice of actions and decisions. These will be detailed in the State Administrator's Position Description and will form the basis of the Management Committee's delegation to the State Administrator.

The Management Committee imposes the following constraints:

The State Administrator must not take, or approve any action in the name of the association that is in breach of the law, is imprudent or which contravenes any association specific or commonly held business or professional ethic.

5. FINANCIAL PLANNING

POLICY

Budgeting/financial planning for any financial year or the remaining part of any financial year shall be designed to ensure the achievement of the Management Committee determined Results.

The Management Committee imposes the following restraints:

In developing the operational financial plan, the Treasurer must:

1. demonstrate,
 - a. a credible projection of revenues and expenses;
 - b. separation of capital and operational items;
 - c. projection of cash flows; and
 - d. disclosure of planning assumptions.
2. maintain financial risk within Management Committee determined parameters;
3. incorporate/accommodate medium to long term financial plans/projections and long term business direction;
4. ensure that it anticipates the achievement of a 'bottom line' not materially different from that determined by the Management Committee, e.g. a predetermined surplus, acceptable deficit or balanced budget;
5. ensure that it does not threaten the achievement of Management Committee determined financial ratios;
6. provide for current and future capital requirements;
7. provide for the Management Committee's developmental and other expenditure;
8. plan for the Management Committee determined spread of revenue sources; or
9. demonstrate responsible management of the association's assets.

6. FINANCIAL MANAGEMENT

POLICY

The State Administrator under the direction of the Treasurer is responsible for the day-to-day financial management of the association. In carrying out this duty he/she must ensure nothing is done, or authorised to be done, that could in any way cause financial harm or threaten the association's financial integrity.

The Management Committee imposes the following constraints.

In managing the day-to-day financial affairs of the association the State Administrator must:

1. use any associational funds, enter into any contracts, or accept other liabilities only for the furtherance of Management Committee approved purposes and priorities;
2. only expend funds that have been received in the financial year unless offset by approved borrowings or approved withdrawals from reserves;
3. ensure that undisputed invoices from suppliers of goods and services are paid within trade credit terms agreed with those suppliers;
4. ensure that authorised signatories are utilised in accordance with the QPA Constitution;
5. transaction cards issued to the QPA, including those held in the name of any staff, volunteers or officers on behalf of the Association, will only be used for those activities that are a direct consequence of the cardholders' function within the Association.
6. pay staff in accordance with their employment contracts;
7. authorise expenditure only within the levels established by the Management Committee and within the approved budget;
8. meet all government imposed compliance requirements or payments on time and to standard;
9. ensure that the Association does not violate Australian Accounting Standards;
10. acquire, encumber or dispose of land or buildings only with the appropriate authorisation of the Management Committee;

11. ensure that there are limitations on expenditure and adequate controls on the use credit or other purchases cards by card holding staff; or
12. assertively pursue receivables overdue;
13. Not commit the association to any expenditure that could be considered frivolous or excessive.

Section D CONSTRAINTS

1. The Management Committee has a role to characterise risks and ensure that strategies to minimise or mitigate these are put in place and implemented.
2. The Management Committee represents its members, moral and legal, exercising a duty of care for the association and all of its stakeholders.
3. The Treasurer shall not allow or cause to allow the Association's investment assets to be invested in a manner that threatens its financial security.
4. The Treasurer must not:
 - a) fail to maintain sufficient liquidity to meet short to medium term financial commitments; or
 - b) invest in other than Management Committee approved institutions.

Membership & Fees

as at 2018 playing season

Player Category	Fee Payable	Notes
Senior Player	\$475	
Intermediate Player	\$400	
Junior & Sub Junior Players	\$180	Refer below for age requirements.
Mini Junior Players	\$100	a) Mini Juniors are non-competitive but they must be nominated on-line for carnivals. b) Mini Juniors are not eligible for the family discount. c) Mini Juniors can be upgraded to competitive players during the year.
Trial Player	\$45	a) Unlimited practices. b) Trial players are not eligible for family discount.
Limited Player	\$385	a) Unlimited practices and 3 carnivals only. b) Limited Member players are not eligible for family discount
One Carnival Player	\$120	a) Unlimited practices and 1 carnival only. b) One carnival players are not eligible for family discount.
2019 Club Fees	\$600	

IMPORTANT NOTES

MEMBERSHIP: Membership must be paid with credit 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 only).
- 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) Mini Juniors, Limited Members & Trial 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 30/09/2018.

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 2018, they can play Juniors in 2018 (because at midnight on 31/12 they were still 15) however if they are 16 at midnight 31/12/2017 they can't play as a junior in 2018 as they will turn 17 during that year.

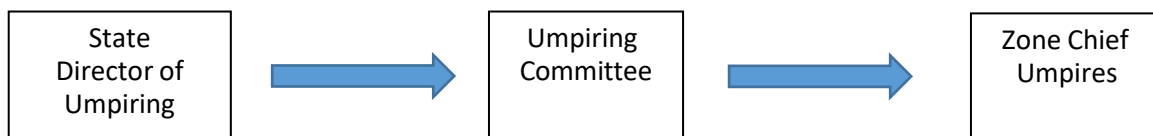
SOCIAL MEMBERS: It is a condition of our insurance policy that social members must be covered and MUST pay a minimum of \$1.00 to their Club, all Social member fees are retained by the Club. **ALL Social Members must be registered online by their Club.** These include non-playing coaches, office bearers and umpires. All must complete the online waiver.

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

Umpiring

The Qld Director of Umpiring is elected annually at the AGM and appoints his/her own deputies to form the Qld. Umpire Committee (three members plus the Qld Director of Umpiring) at the approval of the Management Committee. The retiring Director of Umpiring is to be invited on to the Qld. Umpire Committee for 12 months after retiring from the position. (Appendix 1.f & 1.g)

The Qld. Umpire Committee is able to act on behalf of the State Director of Umpiring. The State Director of Umpiring is to chair committee meetings. The Umpiring Committee has the power to override the Zone Chief Umpires on direction from the State Director of Umpiring.



Zone Chief Umpires are to be elected before the QPA AGM, **they are to be nominated through** each Zone AGM and are required to be present at the QPA AGM. Zone Chief Umpires shall be appointed by the State Director of Umpires subsequent to the QPA AGM. Zone Chief Umpires must attend Queensland Zone Titles and Queensland Club Championships

Disciplinary notices and suspensions will be directed to players via their club President and copied to the Management Committee and the Qld Umpire Committee within seven (7) days of the incident. Reports of suspensions must be recorded on the National Online Database.

Wherever possible, Umpires are not to umpire their own division at the Qld State Championships.

Umpire dress code: umpires jackets are compulsory, all Zone Chief Umpires to be supplied with jackets and saddlecloths by the QPA. Umpire dress code as per the PAA Rule Book.

Accreditation: The State Director of umpiring is the only person able to issue "A" grade tickets. The State Director shall appoint two "A" Grade Umpires, preferably Zone Chief Umpires, to inspect Umpires for "A" Grade Tickets if he is unable to do so himself. Those two umpires shall not be from the same Zone as the person being inspected and preferably not from the same Zone as each other.

Clubs must arrange approved medical assistance. The Chief Umpire of a carnival or event shall ensure that the arranged approved medical assistance is in attendance prior to the commencement of play at the carnival or event.

It shall be the responsibility of the Chief Umpire controlling a carnival or match to allocate appropriate umpires to control all matches. A list of Umpires, Horse Welfare Officer and Carnival Committee phone numbers must be on display at the administration office next to the draw.

Umpires are to complete Incident/Accident reports immediately following games and hand to the Chief Umpire to be forwarded to the State Director of Umpiring via the QPA State Administrator.

Travel allowance: The State Director of Umpiring is to be afforded the same travel allowance as the QPA Management Committee members.

Club Umpire Coach: all Qld Clubs are to have a Club Umpire Coach whose role it is to:

- a) Liaise with the Zone Chief Umpire to identify Umpires for upgrading
- b) Introduce Umpires at all levels to a mentor they are comfortable to work with
- c) Help in coaching techniques of umpiring (positioning, whistle blowing, umpiring with two umpires etc.)
- d) Work with Zone Umpires Coach to improve the umpiring consistency and confidence

Player transfers:

Non-financial players may transfer between Clubs and States at any time, once 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.

Player seeking a transfer should abide by rule 2 on page 21 of the Rule Book.

Inter Club transfers will only be accepted during the season if the State Director of Umpiring considers the transfer is in the best interest of Polocrosse and not for the sole purpose of winning a tournament or match.

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.

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.

Umpire Code of Behaviour to be read in conjunction with the Code of Conduct for Umpires, Coaches, Team Managers, players, parents and spectators and the PAA Official's Code of Ethics.

- Place the safety and welfare of the participants above all else.
- Accept responsibility for all actions taken.
- Be impartial.
- Avoid any situation which may lead to a conflict of interest.
- Be courteous, respectful and open to discussion and interaction.
- Value the individual in sport.
- Be a positive role model in behaviour and personal appearance.
- Refrain from any form of personal abuse towards players.
- Show concern and caution towards sick and injured players.
- The Umpire must be attired in correct riding clothing – white trousers, boots, helmet and Umpire's jacket.
- Be equipped with whistle and polocrosse racquet.
- Have a thorough knowledge of the Rule Book.
- Be suitably mounted.
- Ensure that equipment and playing area meet safety standards.
- Never over-instruct the players.
- Do not argue with the players or spectators.
- Treat players as you would wish to be treated as a player yourself.
- Know the signals of the game.
- Be on time.

Coaching

(Appendix 1.i)

The Director of Coaching will:

- appoint coaches to all Representative Teams;
- ensure adequate coaching accreditation events are held each year;
- ensure appointed coaches provide a written report to the Management Committee following representative events;
- ensure appointed coaches attend each coaches meeting held during major events such as those held at Nationals and Barastoc.

Code of Ethics for Coaching, to be read in conjunction with the Code of Conduct for Umpires, Coaches, Team Managers, players, parents and spectators.

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the just-average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Team Managers

Representative Team Managers will be appointed as necessary by the Qld Director of Team Managers, Team Manager Guidelines (appendix 6.) details the role and procedure for Representative Team Managers.

All Team Managers are to provide a written report to the Management Committee following representative events.

Selectors

The following policy is to be read in conjunction with the QPA Constitution, the PAA Selection Policy and Position Description for Selectors and the Directors of Selectors (appendix 1e&d).

Selector appointment: In appointing selectors the Management Committee must achieve a fair and reasonable balance between the need to:

- Select people with the capacity/qualification to fulfil the position.
- Select people who have demonstrated commitment to such tasks
- Provide a reasonable geographic distribution of selectors across the state to ensure all players have ability to be seen by selectors, and
- Reduce conflict of interest.

Conflicts of interest: Any Selector who becomes aware of a conflict of interest, or the potential for bias to be inferred, in a selection decision because of a relationship with a nominated member, shall declare their conflict of interest to the Director of Selectors. This should be declared **before** any discussion of players. If the Selector is in doubt as to whether a conflict of interest exists, he or she should disclose it to the Director of Selectors, chairing the meeting.

In such situations the Director of Selector shall ask the selector to either:

- A. Leave the room whilst a discussion regarding the suitability of the effected player takes place,
or
- B. Resign their position as Selector if the conflict is of an unmanageable magnitude.

The Director of Selectors will be required to manage the conflict of interest, and may ask any Selector to remove themselves from any individual discussion. If the conflict of interest cannot be effectively managed, Director of Selectors may request a Selector be removed from the position.

Selectors will be required to **sign a 'Code of Conduct'** (appendix 2.) which provides a more detailed explanation of the policy and process with respect to conflict of interest and selector's responsibilities. All Selectors should ensure avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of their delegated positions.

All Selectors are to be present when teams are selected however, should a selector be unable to attend a selection meeting or event it is their responsibility to contact the Director of Selectors and advise them of their preferences, issues and concerns. Junior and intermediate trials are to be held every second year, off set from the Nationals. It is incumbent upon each of the Directors of Selectors to record which Selectors have attended various events for review by the Management Committee.

Director of Selectors: Qld Junior and Senior Selectors (five of each) will be chaired by the Senior & Junior Director of Selectors, appointed annually by the Management Committee. The Director of Selectors will chair all meetings and all communication between the selectors, members and the Management Committee will be directed through the respective Director of Selectors. The Director of Selectors may not put forward their view and has no vote. The Director of Selectors (senior or junior) is the only person to advise any team changes to a player through the QPA office.

Selection of teams: Teams are appointed by the QPA Management Committee which considers the advice and recommendation of selectors. The Management Committee may request a report from the Director of Selectors regarding adequacy of process and any individual decisions. Similarly, the Director may provide the Management Committee with a report if they consider the Management Committee should be aware of any issues or potential controversy with any selections. Similarly, an individual selector who considers process or other selector inappropriate should provide a report to the Management Committee. Where the Management Committee overrules a recommendation from the Selectors it must provide the Director of Selectors with a reason as to why. However, overruling the recommendation of the Selectors should only occur in highly **exceptional circumstances**.

A statement of reasons is not required where the change is to replace a member who has withdrawn from the team. Once a team is selected, the Management Committee is to be notified via the Director of Selectors of the selected teams. From the point of the Director of Selectors notifying the Management Committee, to members being notified of their selection, should take no longer than 24 hours. Thus eliminating the possibility of teams being leaked and thereby causing unnecessary distress to members.

Selectors shall recommend teams or squads in accordance with competition requirements and guidance from the QPA Management Committee. Team selections are to be based on:

- a) capacity of the individual to be a good ambassador for the QPA and the sport of polocrosse. This includes:
 - personal dress and bearing,
 - conduct on and off the field, and
 - willingness to support team activities and objectives.
- b) current and past (no longer than 24 months) performances at National, Zone and Club level;
- c) the individual's current level of skill and physical fitness including any injury or condition which may limit the individual's ability to perform at the required level;
- d) where required, the ability, fitness and soundness of participants nominated horse;
- e) the demonstrated performance of the participant on their nominated horse;
- f) where required, the individual's ability to adapt to and ride unfamiliar horses without any significant loss of their competitiveness;
- g) the ability of the participant to assimilate into the particular competition environment;
- h) the team composition, in particular the ability of players to combine to meet the needs of a competitive team;
- i) how best to satisfy the requirements to have the correct skill sets across all three positions in the team; and
- j) any other factor considered relevant in the circumstances.
- k) If a selected player is to be replaced the new player must come from the reserve pool before new players are considered likewise in the event of a selected player's horse going out the reserve players are to be considered first. The Player put out due to horse withdrawal is to be added to the reserve pool.
- l) selectors may add a player to the reserves under extenuating circumstances with the approval of the management committee.

Nominations: When calling for 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.

The State Administrator is to remind members that event nominations are closing five days prior.

All nominations for representative teams will be received via the QPA office and disseminated to the Director of Selectors. No late nominations will be accepted. Selectors and the MC will be provided with nominations just prior to nominations closing to ensure all nominations have been correctly captured.

Team notification: Successful nominees to State teams are to be contacted in writing noting selection and selected horse, utilising the selection notification pro forma (appendix 11.). Horse and rider are selected as a combination.

Teams are to be listed in alphabetical order, women first in the case of mixed teams and noting team captain. Following notification, teams are to be noted on the QPA website and social media, thanking all nominees. It is at the discretion of the Director of Selectors as to whether team reserves are publicly released or not.

Squads: At the direction of the QPA Management Committee selectors may be requested to select squads of up to 30 men and 30 women in each category. The selections are not dependent on nominations and may be altered at will. It is the Management Committee's decision whether to make these squads public or not.

Selectors general:

The majority of Selectors should see a player competing on the horse he/she nominates on.

Selectors may confer with the State Coaching Director in the selection of Coaches.

Members not selected that wish to be reconsidered should address the appropriate Director of Selectors in writing.

Selectors are eligible for reimbursement of travel expenses incurred fulfilling their duties, these must be approved by the QPA Treasurer.

Player Grading

Player gradings are able to be reviewed during the playing season via the Zone Grading Officers 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 for revision.

All junior players are to be graded and that grading taken into account when playing in 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 (appendix 8.).

Automatically, at the end of each Polocrosse season, all financial senior players who are graded 1, will be upgraded to 1.5.

Events

The annual Queensland Polocrosse Association events calendar will be published 30 October each year. The Association will endeavour to include all planned events such as coaching and accreditation clinics, representative fixtures and meetings. A draft calendar will be compiled by the State Administrator for the future season to capture all events.

Clubs must nominate carnival dates, via each Zone, to be approved by the Management Committee by 1 August each year. 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.

Each Zone may only nominate two multi horse carnivals as per the PAA ruling.

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.

1. Annual General Meeting & Awards

As per the Constitution. Notes

All award recipients are to be advised that they are finalist and invited to attend the Annual Awards Dinner following the AGM.

All QPA life members, cattle committee, sponsors, members of the Management Committee be invited as guests of the QPA to attend the AGM and Annual Awards Evening.

2. Qld Club & Zone Championships & other major QPA events

- The Qld Club Championships shall be allocated to a Club 12 months prior at the date of the AGM. Zone Championships will be held every second year alternating with Australian National Polocrosse Championships.
- Nominations to be submitted to the Queensland Polocrosse Association by 5:00 pm the Friday prior to the weekend of the State Club / Zone Championships.
- There is to be a clear understanding by the host Club of the necessity to fully brief the State Management Committee on all arrangements.
- It is to be clearly understood that any guests of either the Australian or State Association shall be provided with entry tickets to the grounds and invited to any official or semi-official functions, at the discretion of both respective presidents.
- No other carnival may be held on the Club or Zone Championship weekend.
- All players should nominate as pool players at Qld Club and Zone Championships if not in a full team. Should a majority of players be from the same team a request may be made from the promoting committee to play together.
- Clubs are to play in their official Registered Club Colours, this is also the case when accepting awards.

- Teams are to be prompt. All Clubs must attend the Grand Parade as directed by the hosting club. All are to be properly turned out.
- It is to be impressed upon Officials and Umpires that the matches immediately after the Grand Parade and the finals are to be commenced immediately and all unnecessary delays eliminated.
- The draw is to be prominently displayed.
- Fields are to be identified by colours.
- The scoring panel for any game should contain representatives from each side.
- Announcers are to be approved by the State Management Committee and are to use discretion in their comments on accidents occurring on the field.
- Line marking material etc. (not lime), to be kept handy for re-marking fields when necessary.
- A safety line is to be placed around all fields as per the rule book.
- Fields chosen to host the Club & Zone Championships must be able to handle light rain and to be able to continue to play safely. Practice fields of similar standard must be provided.
- Presentations - to be kept as brief as possible, with beaten teams trophies presented at some time other than at the major presentation.
- Sufficient stables or yards are to be available to teams.
- Adequate facilities are to be supplied for washing and watering horses.
- Approved medical staff and vehicle to be on grounds for all days of the Carnival.
- A map of the town and grounds showing fields and stables is to be forwarded to clubs prior to the Carnival.
- Adequate staff to be provided for refreshment booths and prices kept at reasonably competitive levels with normal shop prices.
- Suggest that any sponsor's products be on sale/display at the Carnival.
- Functions at night should be organised in such a way that the players and their guests and friends can get together and move around.
- Adequate numbers of Umpires Horses should be available and of a playable standard.
- Consideration should be given to as much PR coverage as possible in collaboration with the State Administrator
- The QPA shall have the rights to sell their promotional merchandise.
- Umpires are not to judge either horses or players in the games they are umpiring.
- The Administration Office needs suitable facilities and be available and staffed at all times.
- A Veterinarian is to be available on the grounds, remunerated by the host club.
- A VIP's & Sponsors Room or Tent financed on a 50-50 basis between host club and QPA should be provided if both parties so desire and agree.
- Ablution and toilet facilities are to be of a high standard and be kept cleaned and maintained.
- Chukka timers are to be of a precision make.
- Representation of all competitions are to be played on the main field.
- An accurate balance sheet must be produced on completion of the Carnival and a copy forwarded to the Qld. State Office.
- A nominated Executive member will be appointed to liaise with the President of the host club and be responsible for arranging to inspect the fields, stabling, amenities etc, and the progress of the preparations for the Queensland Championships.
- On approval of nomination to host the Queensland Championships, the QPA will put in writing to the host club advice of their successful nomination and any fees that will be payable to the QPA.
- State Club Championships - the team nomination fee of \$30 per team (as at 2016) is to be forwarded to the QPA prior to play.
- State Club Championships - nominations for the Qld State Club Championships close 5.00pm on the Friday prior, a late fee of \$60 per team will be added to any late the nominations.
- Gate Fee: the State Management Committee must approve the gate fee PRIOR to invitations being issued for their approval.
- The QPA Management Committee will set the categories for the Queensland Zone Championships.

- The QPA President or his / her nominated representative is responsible for the allocation of judges for all the individual awards.

All Perpetual trophies are to be held by the State Office. The host club is to provide and present all trophies other than perpetual trophies. Where possible a representative of the family is to present perpetual trophies.

A Grade Open	Yeranbah Cup	John and Anne Best
B Grade Open	Trevanna Cup	Plant Family
C Grade Open	Woodlands Cup	Basingthwaite Family
D Grade Open	Calrossie Cup	Hartwig Family
A Grade Mixed	Turinga Cup	Thompson Family
B Grade Mixed	Thompson Girls	Thompson Girls
A Grade Junior	Noel Cavanagh Shield	Noel Cavanagh
Best Playing Horse	Fraser Memorial Trophy	Fraser Family

3. Club Carnivals Requirements & Task List

- Accommodation if required
- Administration/Secretaries office needs to be a solid structure-wind & rain proof
- Approved medical staff - book at least eight weeks in advance
- Balls at least three for each field
- Bells/timers for each field
- Camping, ensure details are on the carnival invite and an area designated
- Draw – ensure you have someone competent to do this
- Electricity – ensure adequate
- Entry tickets, gate keeper, gate guest list for VIPs, mail guest passes if appropriate
- Field Marking
- Field maintenance, free of stones, water truck available for dry and dusty conditions, grounds to be checked for suitability by the MC or Zone Umpire, ensure practice fields are of a playable standard.
- Gate fee
- Goal posts
- Hessian curtain/sight screen and horse float must be available in case of horse injury
- Horse Welfare Officer appointed
- Judges appointed
- Meals/catering
- Media coverage - print, broadcast & social media
- Official welcome - acknowledge: local dignitaries, VIP's, sponsors, QPA and or PAA representation, any other special guests.
- PA system
- Photographer
- Policies to be available on request – risk management, biosecurity plan
- Shower & amenities - Have adequate facilities for both men and women , must be kept clean and tidy at all times (allocate a member to check several times during each day), ensure plenty of toilet rolls and paper towels are available
- Signage - No Dogs Allowed, No glass area, Umpires Horses Only, Camping area, Road signs advertising Polocrosse, no alcohol past this point and any other you may think appropriate

- Glass bottles at polocrosse events are not encouraged at all. Should they be bought on site by attendees they must be kept strictly within the camp. At no time may glass bottles be taken anywhere around the grounds. Disciplinary action may be applied.
- Social activities - Food must be separate from the bar area, entertainment- Friday & Saturday evenings
- Stables/yards
- Time keepers/scorers/flag wavers
- Trophies
- Umpires Horse care
- Umpires - umpire jackets & saddlecloths
- Vet - must have a vet on call
- V.I.P Tent / Area
- Wash bays - Adequate number of bays with running water and hoses.
- Waste management - ensure adequate rubbish bins and frequent emptying
- Water (for horses) reasonable access required
- Whistles

4. Annual New Zealand Junior Exchange Program

Nominations 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.

5. Glass at carnivals

Glass bottles at polocrosse events are not encouraged at all. Should they be bought on site by attendees they must be kept strictly within the camp. At no time may glass bottles be taken anywhere around the grounds. Disciplinary action may be applied.

Ambulance/First Aid

As noted in the PAA Polocrosse Rule Clubs must have suitable First Aid and a minimum level of first aid in attendance at every game of Polocrosse played. An Ambulance is recommended however if unavailable or impractical Clubs may use an alternative.

Carnival invitations must state which First Aid organisation is attending.

The Chief Umpire is responsible for ensuring that approved medical assistance is in attendance prior to play.

There is to be no reference to an "Ambulance fee" on carnival invitations, "player fee" may be used.

First Aid providers and vehicle to be on the grounds for all days of events before play commences till it ceases.

QPA to pay the First Aid provider costs at trial and representative practice events.

Women's Competition Guidelines

These guidelines are to be read in conjunction with the QPA "Carnival Job List & Requirements" noted in the QPA Policy & Procedure Manual.

- The competition is open to all female players
- The QPA decide each year which Club shall host the QPA Women's Carnival and nomination shall be received in the same manner as State Club Championships and Zone Titles
- Nominations are to be called for from Clubs to host the Women's Carnival in the prior season.
- The QPA Women's Committee is to organise the selection of the teams and the selected team captain will be responsible for organising the teams' uniform.

- The host club is in charge of the trophies. Trophies for each grade are to be as per the rest of the carnival competition ie winners, runners-up and beaten team if required. The perpetual Sybil Thompson Memorial trophy will be presented annually to the winning team in conjunction with the set of handcrafted mugs for the purpose (QPA office).
- The host club will be in charge of judges for any individual prizes they may wish to have.
- The QPA is to notify the teams with player's names and grades to the host club by the nominated date.
- The host club shall work with the Women's Committee to finalise the draw.
- The QPA and chairperson of the Women's Committee will be responsible for the selection of coaches.

Insurance - Personal Accident Cover

(appendix 4.) Personal Accident / Injury Claims Procedure

- You must notify the QPA within 7 days of the injury and complete a claim form.
- **The current insurance company will not enter into any direct dialogue with members.**
- For further information on Public & Products Liability, Professional Indemnity, or Management Liability, please contact your State Association or Polocrosse Australia. www.polocrosse.org.au.

Member Protection & Child Protection Policy

As per the PAA adopted policy updated 22 May 2016. (appendix 12.)

Biosecurity Policy

The Queensland Polocrosse Association aims to conduct the safest Polocrosse events possible for all involved including competitors, horses, event organisers, volunteers and visitors. The Association and our sport affiliates take biosecurity seriously and have measures in place to mitigate the risk of infectious diseases and pests. Best practice biosecurity will be achieved through:

- Utilising the QHIA Biosecurity Plan (appendix 14.) for all events conducted by Queensland Polocrosse and our sport affiliates.
- Horse Health Declarations (HHD) for all events conducted by Queensland Polocrosse and our sport affiliates.
- Promoting the property identification code (PIC) of the horse's origin to be included on the HHD.

Biosecurity and workplace health and safety measures are put in place to provide the safest environment for horses, competitors, volunteers and visitors.

In the event of a biosecurity incident, a biosecurity contingency plan will be implemented.

People on the grounds during a biosecurity incident will be expected to comply with directions from event organisers, Queensland Polocrosse and event organisers will liaise with appropriate experts during a biosecurity incident such as Biosecurity Queensland and Queensland Health.

In relation to the Hendra Virus, Queensland Polocrosse acknowledges the advice of Workplace Health and Safety Queensland, Queensland Health and Biosecurity Queensland, that vaccination is the single most effective way of reducing the risk of Hendra virus infection in horses and provides a work health and safety and public health benefit. Strategic vaccination of horses is encouraged and horse owners should discuss their individual risk with their private veterinarian.

Welfare of Polocrosse Horses

To be read in conjunction with the PAA Code of Practice for the Welfare of Polocrosse Horses - version 2 February 2013.

1. Grounds should be adequately fenced and have gates that can be easily closed, so that stock-proofing can be obtained quickly.
2. Playing fields shall be free of holes, rocks and other obstacles.
3. Adequate horse stalls shall be provided, no electric fencing.
4. For all tournaments, where practicable, a registered Veterinarian must either be in attendance or on call at short notice.
5. A stimulant substance shall not be administered to, or provided for horses participating in polocrosse.
6. Bandages must be worn on all horses legs at all times during play and should be sewn or taped in such a manner as to ensure they remain in place for the entire match.
7. Bell boots must be worn by all playing horses.
8. If horse's tails are plaited they must be fastened in a manner such to ensure they do not come undone during play as per the Rule Book. No tape is to be used on horse tails.
9. Bits and gear must be as prescribed in the Polocrosse Rules of Polocrosse Association of Australia.
10. All horses attending Carnivals shall be inspected by their Club's Welfare Officer to ensure that all participating horses are free of ringworm or any other infectious disease.
11. All equipment must meet minimum safety standards as prescribed in the Polocrosse Rules of the Polocrosse Association of Australia.
12. Whips shall be:
 - of flexible construction;
 - free of wire or other dangerous materials;
 - up to a maximum length of 100 centimeters;
 - must have a full flap no longer than five centimeters; and
 - there will be no more than three consecutive strikes to a horse.
13. Any animal seriously injured on the field, shall if possible, be removed by conveyance.
14. A conveyance suitable for this procedure should be available at all times during play.
15. When it is necessary for horse welfare on the field, a mobile screen shall be placed around the animal prior to it being treated and should remain in place until such time as allows for the treated animal to be loaded for transportation from the area.
16. After the days play all horses shall:
 - have their tail plaits undone;
 - have all bandages removed (those used for health purposes are exempt);
 - have all bell boots removed;
 - be supplied with sufficient food and water;
 - be suitably rugged;
 - have their stalls made secure; and
 - have any injury or illness attended to.
17. The Welfare Officer should check the above within a reasonable period after the day's play.
18. All horses shall be transported in accordance with the "Code of Accepted Farming Practice for the Welfare of Farm Animals During Transportation".
19. Failure to comply with the above regulations shall result in:
 - a temporary suspension (until regulation is complied with); or
 - enforced suspension;
 - monetary fine or
 - both.

**For the responsibilities of the Horse Welfare Officer and
Penalties Refer to the Position Descriptions**

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.
- Any uniform changes are to be first approved by the Management Committee.
- Qld Representative playing uniform will consist of a predominantly maroon shirt, white pants, long top boots and approved white helmet.

Qld State Representative Uniform

All components of the State Uniform are compulsory.

To ensure that all uniforms are of the same colour and cut all players are required to contact the QPA office to determine current suppliers of state uniforms:

Senior Males

- Blazer: Maroon with State Pocket
- Shirt: White (suitable for a tie) "Van Heusen" Style AS200
- Tie: QPA tie with the grey and gold diagonal stripe (available from the QPA Office).
- Trousers: Navy – Biz Collection
"Biz Separates" Style BS29110 – with pleats
- Belt and Shoes: Black
- Spray Jacket: Maroon and white spray jacket embroidered with State Logo. Jacket available from the QPA Office. This jacket is worn over the playing uniform when not playing.

Junior Males

- Shirt: White (suitable for a tie)
- Tie: Queensland Tie with the grey and gold diagonal stripe. (available from QPA Office)
- Trousers: Navy – Biz Collection
"Biz Separates" Style BS29110 – with pleats
are available from Hanna's Toowoomba Phone – 46322099, Fax - 46384588
- Belt and Shoes: Black
- Spray Jacket: Maroon and white spray embroidered with State Logo. Available from the QPA Office. This jacket is worn in place of the blazer and over the playing uniform when not playing.

Sub Junior Males

- Shirt: White (suitable for a tie)
- Tie: Queensland Tie with the grey and gold diagonal stripe. (available from QPA Office)
- Pants: Good Dress Blue Denim Jeans
- Belt and Shoes: Black
- Spray Jacket: Maroon and white spray jacket embroidered with State Logo.
Available from the State Office.
This jacket is worn in place of the blazer and over the playing uniform when not playing.

Female Players

- Blazer: Maroon with State Pocket

- Shirt: White with collar – “Van Heusen” shirt style AWS200
- Scarf: Queensland Ladies Scarf available at the QPA Office
- Skirt: Navy Knee Length Skirt – “Biz Collection”
“Biz Separates” Style BS128LS
- Pant: Navy Flat Front Pant – “Biz Collection”
“Biz Separates” Style BS29320
- Belt and Shoes: Matt black shoes – shoes are to be court style, mid heel.
- Spray Jacket: Maroon and white jacket embroidered with State Logo. Jacket available from the State Office. This jacket is worn over the playing uniform when not playing.

Junior Females

- Shirt: White with collar – “Van Heusen” shirt style AWS200
- Scarf: Queensland Ladies Scarf available at the QPA Office
- Skirt: Navy Knee Length Skirt – “Biz Collection”
“Biz Separates” Style BS128LS
- Pant: Navy Flat Front Pant – “Biz Collection”
“Biz Separates” Style BS29320
- Belt and Shoes: Matt black shoes – shoes are to be court style, mid heel.
- Spray Jacket: Maroon and white spray jacket embroidered with State Logo. Available from the State Office. This jacket is worn in place of the blazer and over the playing uniform when not playing.

Sub Junior Female

- Shirt: White
- Scarf: Queensland Ladies Scarf available from QPA Office
- Trousers: Good Dress Blue Denim Jeans
- Belt and Boots: Matt Black Shoe
- Spray Jacket: Maroon and white spray jacket embroidered with State Logo. Available from the State Office. This jacket is worn in place of the blazer and over the playing uniform when not playing.

Pocket Rules – Effective 02/03/2012 Updated protocol of wearing pockets on State Blazers

All blazers to have the Maltese Cross only – no writing is allowed unless the person has represented the state. Writing permitted: National Titles - 2002, 2004, 2006 etc

Sydney Royal Show – 2011, 2012 etc
Upper Hunter Show - 2011, 2012 etc
Interstate Series – 2010, 2011, 2012 etc



Managers / Coaches of National Teams are eligible for blazers displaying the Maltese Cross only.

Spray jackets are not the same as blazers so therefore the above does not apply.

Effective 1 May 2009: Map of Qld no longer allowed on blazers.

Helmets: the Australian Standards approved ASNZ3838 helmet (colour white) must be worn.

Spray Jackets: All Representative players, coaches and managers must have a spray jacket (available from the QPA office – current cost \$90 plus postage).

Unacceptable Dress: Anything other than the dress stated above. eg blue wranglers.

QPA Approved Playing & Practice Grounds

The QPA Approved Playing & Practice Grounds list (appendix 9.) must be kept up to date with the PAA to ensure all approved grounds are noted on the insurance policy.

Practice grounds may be approved by the Zone Chief Umpire and Playing grounds by the State Director of Umpiring or their appointed representative. The PAA is to be advised of any approvals via the correct form and submission. (appendix 10.)

Operations Policy QPA Cattle Property *Magic Stone*

GUIDELINES FOR POLOCROSSE MEMBERS

- “Magic Stone” has been purchased by the Queensland Polocrosse Association to be run as a business.
- The homestead will be rented out under strict guidelines.
- The Cattle Committee will have full access to the property at all times, with notification to the tenant.
- QPA members and volunteers will be welcome to visit and assist during mustering, branding, stock work and working bees.
- Members will not have open access to the property outside the above mentioned occasions, without seeking special permission from the Cattle Co-ordinator.
- This property is to be used to run QPA cattle for the benefit of the QPA cattle enterprise.
- It is not to be used to run individual member’s horses or cattle.

HOMESTEAD TENANCY

- The QPA will tenant the home on Magic Stone via an approved Real Estate Agency under the conditions imposed on all such rental agreements.
- Potential tenants need to apply via the appointed Real Estate Agency and be approved by the QPA Cattle Committee.
- Rent will be determined by the QPA Cattle Committee and Treasurer under advice from the appointed Real Estate Agency.
- The QPA is only renting the brick home and immediate surrounds.
- The tenant is required to maintain the house and garage to their present standard.
- The tenant may have access to the small two bay shed to park a vehicle but the enclosed lock-up section will be retained by the QPA for their use.
- The tenant is expected to water and maintain the garden to its present state; no trees or plants can be planted or cut down without discussion with the QPA Cattle Co-ordinator.
- Tenant’s stock will be limited to two horses and two dogs (no hunting dogs), no cattle allowed. Horses may only be run in agreed paddocks. Any issues with the property need to be reported to the Cattle Co-ordinator immediately.

PERSONNEL ACCESS

- A list of names of the Cattle Committee members will be supplied to the tenant, only this group of people will have open access to the property, with notification to the tenant.
- Any other visitors will need to be authorised by the Cattle Co-ordinator.
- The tenant has the right to have visitors; however there will be no access to the property away from the immediate house area without permission from the Cattle Co-ordinator.
- No fishing, shooting or camping.

Privacy Act & Disclosure Statement

Effective December 21, 2001 to concur with new Privacy Legislation.

The Queensland Polocrosse Association Inc (QPA) is committed to respecting your right to privacy by limiting the ways we use your personal information and fully disclosing our policies. The following statement specifies how we collect information about you, what information we collect, and how it is used.

The Queensland Polocrosse Association Inc collects personal member information in its capacity as the state managing body. Such information includes your name, address, date of birth and contact details. This information is maintained by way of a sophisticated computer data -base

The primary purpose for collecting this information is for the maintenance of data management, client registers and communications.

Some of this information may be disclosed to regulatory bodies or print service providers for the preparation of information or for mail outs. Some of these disclosures may be permitted or required by the Corporations Act.

To ensure the integrity and safety of your personal information we, the QPA will only disclose information if our internal procedures deem it necessary.

Internal Member Policy.

What information about you is shared?

The QPA does not share any information about you with anyone.

We will only disclose personal information to comply with valid legal processes such as a search warrant, subpoena, or court order, or to protect our rights and property. We will disclose information when we believe in good faith that the law requires it.

Manner in which information about you is used.

We may use the information you provide us, such as your name, email address, telephone number, or mailing address, to contact you.

We may also use the information you provide us, such as your name, email address, telephone number, or mailing address, for other Polocrosse members / State bodies (both state and interstate) to contact you.

If you submit a request, complaint, or comment to us through our website, we may also use the information you provide us to respond to your inquiry.

We may also use such information to notify you of special information from the QPA or to request your participation.

External Visitor Policy. Information collected about you

You can visit most of our web pages without telling us who you are or revealing any personal information about yourself. We may track your Internet Protocol ("IP") address and your domain name to help us analyse this data for trends and statistics, but you will remain anonymous unless you voluntarily tell us who you are. (An IP address is a number that is automatically assigned to your computer by the ISP computer through which you access the Web and a domain name is the name

of the ISP computer itself through which you access the Web). This monitoring helps us evaluate how our website is used and continuously improve the content we provide.