



Water Polo
AUSTRALIA

WPA Membership and Registration Policy

National Registrations, Affiliations, Database and Capitation

Version 3
EFFECTIVE 1 September 2020

Amendments:

	<i>Date</i>	<i>Effective Date</i>
Version 1	18 June 2018	1 July 2018
Version 2	18 April 2019	1 July 2019
Version 3	31 August 2020	1 September 2020

WPA Membership Policy and Registration Policy

1. Introduction

1.1 Background and Purpose

1.1.1 This National Membership and Registration Policy (the “Policy”) establishes the structures, procedures and rules of membership that shall apply for individuals and affiliation for entities for water polo (sometimes referred to in this Policy as “the Sport”) in Australia.

1.1.2 This Policy is formulated and enacted by Water Polo Australia (“WPA”) in accordance with the powers set out in WPA’s constitution. This Policy is a “Policy” as that term is defined in the WPA constitution.

1.2 Application and Scope of Policy

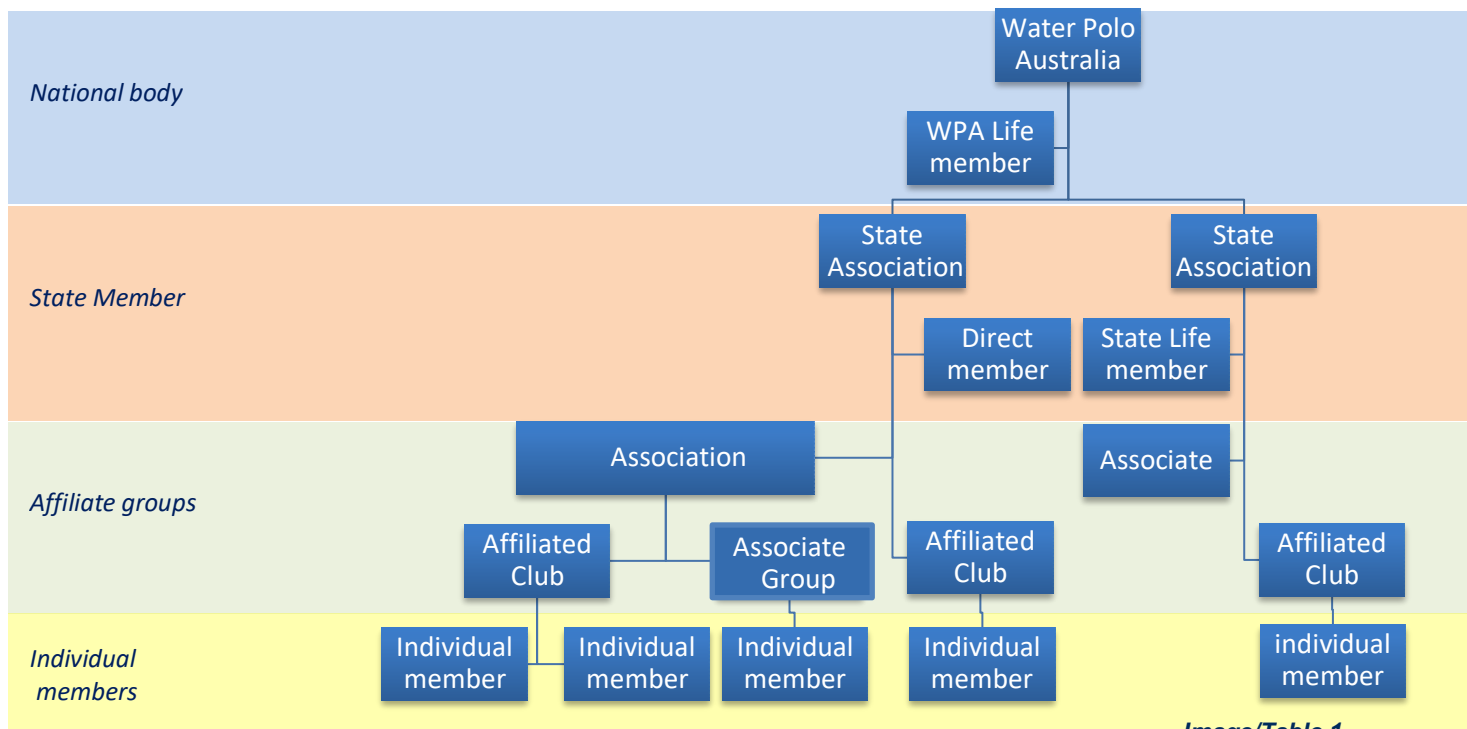
1.2.1 The Policy was jointly developed by WPA and its seven (7) State Members.

1.2.2 This Policy applies to all State Members of WPA and in turn all members and affiliates of the State Members, in each class in each instance.

2. Membership and Affiliation Structures

2.1 WPA Membership Model

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



2.2 State Members of Water Polo Australia

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

2.3 Affiliation of Entities to a State Member

- 2.3.1 Affiliation of entities refers to the formal affiliation of entities that exist to conduct the Sport and related water polo activities. These entities include without limitation associations, clubs, schools and private providers.
- 2.3.2 All entities delivering and/or conducting the Sport in Australia must be affiliated to a State Member (in accordance with clause 3.5.1) in one of the categories referred to in clause 2.3.3.
- 2.3.3 The categories of Affiliation are:
- i. **Association:** an entity that supports and coordinates competitions and activities for their clubs/teams within a State-approved geographic area.
 - ii. **Affiliated Club:** incorporated clubs affiliated to the organisation for the purposes of facilitating and supporting water polo activities and members.
 - iii. **Associate Group:** group, company or institution that delivers water polo activities requiring association or sanctions. Associate Groups/teams may include schools, universities, private providers, facilities or venues.
- 2.3.4 The Affiliation requirements under this Policy include:
- i. Affiliation required to be renewed on an annual basis (1st September)
 - ii. Mandatory use of the WPA database for registration of all subsequent members
 - iii. Affiliation will not be finalised until:
 - a. All online mandatory details have been completed;
 - b. Annual affiliation fee received in full; and
 - c. All outstanding debts or disciplinary actions are resolved.
- 2.3.5 The benefits and permissions attached to each affiliation category at a national level include, as per Image / Table 2 below

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

Image/Table 2

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

2.4 Individual membership

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

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

2.4.3 The categories of individual membership of State Members are:

- i. **Supporter Member:** an individual who is not an active player but is involved in the sport. This includes coaches, referees, parents, volunteers, administrator, fans and supporters. Supporter members receive “supporter benefits”.
- ii. **School Member:** an individual playing member of school age, representing their school in a schools only competition that is sanctioned by the State Association. School members receive “social player benefits.”
- iii. **Flippa Member:** an individual beginner playing member or participant of a sanctioned FlippaBall program, up to 12 years of age. Flippa members receive “Social player benefits”.
- iv. **Social Member:** an individual playing member of 13 years of age and above who participates in water polo activities considered as social, casual or local. Social members are ineligible to participate in National Events, State Championships and State Grade/League competitions. Social members receive “social player benefits.”

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- v. **Youth Member:** an individual aged under 18 years as of the 31st of December of the membership year, who plays in competitive divisions of the traditional sport format. Competitive divisions include National Championships, State Championships and State defined specific competition grades/leagues etc. (Seek clarification from your State Association). Youth members receive “Competitive player benefits”.
- vi. **Senior Member:** an individual, 18 years of age or above as of the 31st of December of the membership year who plays in competitive divisions of the traditional sport format. Competitive divisions include National Championships, State Championships and State defined specific competition grades/leagues etc. (Seek clarification from your State Association). Senior members receive “Competitive player benefits”.
- vii. **WPA Life Member: a WPA award category** in recognition of significant or outstanding achievement or contribution to the sport. Life members receive “Competitive player benefits” at zero cost.

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

2.4.4 WPA and affiliated entities must comply with the WPA Privacy Policy and the provisions of the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and the relevant legislation and regulations of the States and Territories when collecting and reporting on individual’s data.

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

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

Image/Table 3

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- 2.4.6 The individual membership requirements under this Policy include:
- i. Membership required to be renewed on an annual basis.
 - ii. Membership will not be finalised until:
 - a. All online mandatory details have been completed;
 - b. Annual membership fee received in full (including WPA and State capitation fees and levies); and
 - c. All outstanding debts or disciplinary actions are resolved
- 2.4.7 Additional State Member, Association or Club benefits and requirements upon annual registration may also be awarded or required at the discretion of the relevant State Member.

3. Membership and Affiliation Rules

3.1 Membership / Affiliation Term

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

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

3.2 Age

- 3.2.1 Membership of WPA is available to individuals of all ages, subject to the age-limiting criteria set out in clause 2.4.3.
- 3.2.2 For the purposes of clauses 2.4.3 and 3.2.1, a person's age is the person's age on 31 December in current membership year as defined by Water Polo Australia.

3.3 Retention of Membership

- 3.3.1 In order for an individual to maintain their membership, they must renew their membership with the relevant State Member or affiliated entity annually, by completing the online registration form and online payment.
- 3.3.2 An individual's membership may be terminated in the following situations;
- i. If not renewed following the conclusion of the membership term;
 - ii. Upon notification of death;

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- iii. In accordance with the application of the [WPA Disciplinary and Tribunal Rules](#); and
- iv. In accordance with the application of a State Membership Disciplinary Policy or sanction; and
- v. In any other circumstance or for any other reason prescribed in the constitution or rules of the State Member or affiliated body.

3.4 Registration for Border Associations/Affiliated Clubs

- 3.4.1 An affiliated entity must only seek membership / affiliation from the State Association (or where applicable, the Associations) that governs the geographic area of their primary registered address. For the purpose of clause 3.5.1, if the primary registered address is within 50 kilometers of a State Border the entity may elect to affiliate to one of the bordering State Associations.
- 3.4.2 The bordering State Associations must engage in discussions with the club and agree upon the terms of affiliation.
- 3.4.3 Upon election, the entity becomes bound by the rules and requirements of that State Association.

3.5 Multi-club relationship for Members

- 3.5.1 An individual must be a member of at least one Affiliated group.
- 3.5.2 An individual member may be a member of more than one Affiliated group, however the first club they register with for that competition year will be considered their 'primary club'. All other memberships will be deemed as "secondary".
- 3.5.3 After registering for the first time in a new season, if an individual member wishes to change their primary club (within State) they must contact their State Association to complete the intra-state transfer in line with the State's Policies and Procedures.
- 3.5.4 After registering for the first time in a new season, if an individual member wishes to change their Primary Club to a club in a different State, the individual must contact the leaving State and initiate an inter-state transfer to be approved by WPA which must be complete at least two months from the first day of the scheduled competition.
- 3.5.5 Further information regarding eligibility can be found in the Tournament Eligibility Regulations.
- 3.5.6 An individual member may undertake water polo activities as part of secondary registered club in social/school or local competitions only. An individual member can participate at a National Competition with their secondary registered club in line with the Tournament Eligibility Regulations.

3.6 Direct Membership

- 3.6.1 A State Member may permit direct association of individual members to the State Member only (i.e. no association with an affiliated club) for "Supporter members", but

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only in the limited circumstances of:

- i. WPA-accredited (or in the process of becoming accredited) coaches
- ii. WPA-accredited (or in the process of becoming accredited) referees

3.7 International Players

3.7.1 Members who cease to reside in Australia or Australian players who ordinarily reside outside of Australia may, during their absence from Australia, retain membership of an affiliated club as a competitive member

3.8. Listing of non-member Participants

3.8.1. In the event of sanctioned water polo activities run for non-members, affiliated entities are required to list minimal required personal data fields of all non-member participants that are involved in activities within the WPA database.

3.8.2. Listed participants are not official members of the organisation but will be covered by the organisations public liability insurance for the period of the sanctioned activity only.

3.8.3. Listed participants are reported to the Australian Sports Commission as 'exposure'.

3.9. Gender Separation

3.9.1. For single-sex competitions, people can participate in the competition which best reflects their gender identity. This is in accordance with the Sex Discrimination Act 1984 (Cth) and other related state and territory laws, which protects people against discrimination in sport based on gender identity, unless an exemption is permitted by the Australian Human Rights Commission.

3.9.2. For mixed-gender competitions, people can participate in a manner which best reflects their gender identity. Rules for mixed-gender competitions will be applied based on gender identity.

4. Membership and Affiliation Registration Processes

4.1 Mandatory use

4.1.1 In accordance with clause 12(a)(ix) of the WPA constitution, a register of members of all categories and types must be kept and maintained by the State Members within The MemberPool Database.

4.1.2 All individual members and affiliated entities that this Policy applies to must use the The MemberPool database.

4.1.3 WPA, State Member and Affiliated Group participant/member registrations must be gender inclusive, and align with the ACON's recommended sexuality and gender

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indicators. This includes the following options as a minimum: Male, Female, Non-Binary/Gender Fluid, Different Identity [include a text box option].

4.2 Data ownership

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

4.3 Accuracy and duplication

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

5. Membership and Affiliation Fees

5.1 National Affiliation Fees

- 5.1.1 Each affiliate must pay an annual affiliation fee as set by the relevant State Member.
- 5.1.2 The annual affiliation fee is to be inclusive of a national entity levy (calculated in accordance with clause 5.3)
- 5.1.3 It is a requirement of an entity's affiliation that it registers every individual member.
- 5.1.4 National affiliation fees are non-refundable, unless in the circumstances of technology malfunction.

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5.2 National Membership Capitation model

- 5.2.1 “Capitation” means the mandatory administration fee included in a membership category.
- 5.2.2 As of 1 July 2019, capitation in all States will be individualised on a per-member basis.
- 5.2.3 All registered individual members must pay the applicable capitation fee (in accordance with clauses 5.3) per their registered membership category.
- 5.2.4 National membership capitation fees are paid as a mandatory component of an individual’s club registration fee, which must be paid electronically through the WPA MemberPool. By virtue of the automated financial system in the WPA MemberPool, capitation fees and levies set by each hierarchy entity. (i.e. National, State, Association, Club) is split and paid direct to the corresponding entity. No party will normally hold funds on behalf of another entity.
- 5.2.5 The National capitation fee portion of an individual’s members is non-refundable, unless in the circumstances of technology malfunction.
- 5.2.6 Benefits of affiliation include, but are not limited to;
- i. National insurance scheme
 - ii. National competitions, events and pathway programs
 - iii. Facilitation and administration of the Sport
 - iv. Maintenance of the sports’ rules, regulations and policies
 - v. Sport development, including participation and development programs
 - vi. Coach and official education programs
 - vii. Digital services
 - viii. Sport advocacy at National and International level

5.3 National Capitation Fees

- 5.3.1 The national capitation fees available as at 1 September 2020 are as per table 4:

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

Image/Table 4

- 5.3.2 WPA reserves the right to change these fees at any point in time.

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5.3.3 Please note: WPA is waiving the national fee attached to the FlippaBall program for the 2020/2021 season to make FlippaBall more affordable to parents, families and clubs. WPA understands that many families have been hit hard by the COVID-19 pandemic and therefore the organization will be investing into FlippaBall to bring down fees attached to the program.

5.3.4 Each State Member and affiliate may add additional capitation fees as deemed necessary.

5.5 Transition fees and GST

5.5.1 Total national fees presented to members are to be inclusive of GST.

5.5.2 Online transaction (2% + \$1.60) fees for national capitation are absorbed by WPA - subject to change

