

# Polocrosse Association of Australia

## Policy & Procedures

These Policy and Procedures (P&P):

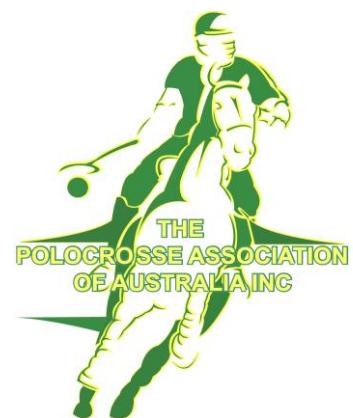
- shall be read in conjunction with the [PAA Constitution](#) and current [PAA Polocrosse Rules](#);
- may be revised via a resolution passed at any PAA Board meeting, and
- updated utilising version control 14 days post any meeting where a revision resolution has been made.

For further information please contact:

PAA National Executive Officer (NEO):

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<https://www.polocrosse.org.au/>



# Polocrosse Association of Australia (PPA) Policies and Procedures

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## 2 PAA Structure

PAA Council						
State Association Councillor	State Association Councillor	State Association Councillor	State Association Councillor	State Association Councillor	State Association Councillor	State Association Councillor
PAA Council elects the five elected Directors of the <b>PAA Board</b>						
Elected Director 1 President	Elected Director 2	Elected Director 3	Elected Director 4	Elected Director 5	PAA board Appoints Independent Director 6	PAA board Appoints Independent Director 7
PAA Board appoints						
Treasurer	National Executive Officer		Auditor		Public Officer	
PAA Board may appoint as required <b>committee or officers</b> such as						
National Umpire	National Coach	Horse Welfare Officer		National Selectors	Player Grading Review Committee	

### 2.1 PAA Board

The PAA Board is comprised of five Elected Directors (incl. the President) plus up to two appointed Independent Directors. The PAA Board has the responsibility and authority to manage the daily functions of the PAA. Each Director has one vote on any question. A quorum for Board meetings = the majority of Elected Directors.

### 2.2 PAA Council

The voting power of the PAA resides in the Council appointed annually by the State Associations, one Councillor for every fifteen (15) Registered Clubs or part thereof to a maximum of three per State Association. Councillors must be a member of a Registered Club.

### 2.3 PAA National Executive Officer (NEO)

The PAA NEO is appointed by the Board and may participate in meeting debate but does not have voting rights.

### 2.4 PAA Treasurer

The PAA Treasurer is appointed by the Board and may participate in meeting debate but does not have voting rights.

### 2.5 The Auditor

The Auditor may not be a member of the PAA nor the Public Officer.

### 2.6 The Public Officer

The Public Officer, appointed by the board must reside in the Australian Capital Territory (ACT).

### 2.7 Committees and Officers

The PAA Board, under clause 43.1 of the Constitution, may appoint a number of committees and officers to assist in its workings, such as a:

- National Umpire Committee (NUC) chaired by the National Umpire;
- Horse Welfare Officer;
- National Coach Manager;
- National Selection Committee and National Selection Committee Chair; and/or
- Player Grading Review Committee.

Expressions of interest (EOI) for these committees and roles are requested annually from the State Associations in line with the AGM other than the Selection Committee which is appointed from one National Titles Event to the next. (See Position Descriptions-[appendices11](#))

### 3 PAA Board and Governance

#### PRINCIPLES:

The PAA Board undertakes to represent its members, exercising a duty of care for the Association and all its stakeholders.

The PAA Board is responsible for setting the ethical framework for the Association, defining and nurturing the association's fundamental values.

Sound governance systems provide protection for the Association, its stakeholders, the Board and its members against fraud, illegal practises and poor performance by its own members and/or staff. The PAA represents members via the State Associations and in turn Zones, Clubs and other stakeholders, exercising a duty of care, moral and legal, for the Association and all its stakeholders.

The PAA Board shall have an emphasis on continuous improvement and professional development for Directors.

The President is a first among equals, fulfilling the role of servant leader to the Board.

#### 3.1 Conflict of interest

POLICY (Constitution 11 July 2013, Clause 25)

The PAA Board places great importance on making clear any existing or potential conflicts of interest for PAA Board or Council members.

*Directors shall declare any potential conflicts of interest in any:*

- a) contractual matter;
- b) selection matter;
- c) disciplinary matter; or
- d) other financial matter

Directors shall alert their fellow Directors to any potential conflict of interest and unless otherwise determined by the Board, absent themselves from discussions and voting if relevant.

Any business or personal matter, which could lead to a conflict of interest of a material nature involving a Director 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 Board and minuted at the first Board Meeting following entry into the records.

#### 3.2 Code of ethics and proper practice

POLICY

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

*PAA Directors shall:*

- a) act honestly and in good faith at all times;
- b) declare all interests that could result in a conflict between personal position & responsibility and Association priorities;

- c) be diligent, attend Board meetings and devote sufficient time to prepare for meetings to allow for full and appropriate participation in decision making;
- d) 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;
- e) not disclose to any other person confidential information other than as agreed by the Board or as required under law;
- f) 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;
- g) abide by Board decisions once reached notwithstanding a Board Director's right to pursue a review or reversal of a Board decision;
- h) not to do anything that in any way denigrates the Association or harms its public image.

*The PAA Board shall:*

- a) ensure that there is an appropriate separation of duties between itself and the National Executive Officer;
- b) make every reasonable effort to ensure that the Association does not raise community, supplier or stakeholder expectations that cannot be fulfilled;
- c) 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;
- d) regularly review its own performance as the basis for its own development and quality assurance;
- e) carry out its meetings in such a manner as to ensure fair and full participation of all Board Directors;
- f) ensure that the Association's assets are protected through a suitable risk management strategy.

### 3.3 Overarching Governance Process

#### POLICY

The PAA Board'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.

### 3.4 Connection with Key Stakeholders

#### POLICY

- a) The Board acts in trusteeship for the Association's members and key stakeholders.
- b) The Board will gather information about their concerns, needs and aspirations.
- c) The Board will remain up-to-date in relevant industry related matters.
- d) The Board will report regularly to its members in an open and transparent manner.

### 3.5 Committees and Officers of the PAA

#### POLICY

- a) The PAA Board may establish committees or officers to support it in its workings under (Constitution 11 July 2013, Clause 43.1)
- b) Such committees or officers will have Position Descriptions including Terms of Reference to clearly define their roles, life span, procedures and functions and the boundaries of their authority, to be reviewed annually.
- c) Unless specifically empowered by PAA Board such committees or officers cannot make binding decisions. For the most part, the function of committees, roles and/or working parties is to make recommendations to the PAA Board.

- d) However, a decision of a committee or officer, exercising delegated authority, is to be taken as a decision of the PAA Board.
- e) Committees or officers cannot exercise authority over staff nor shall they delegate tasks to any staff unless the PAA Board has specifically agreed to such delegation.

### 3.6 The Council, AGM and General Meetings

#### POLICY

- a) The voting power of the PAA resides in a Council appointed annually by all State Associations. The State Associations are to advise the PAA of their elected Councillors no less the 28 days prior to each AGM. Councillors must be registered Club members.
- b) As referenced in PAA Constitution the AGM shall take place no later than 31 May each year.

### 3.7 PAA Board Meetings

- a) Once elected the Board may hold meetings as required as detailed in the Constitution.
- b) The PAA Policy and Procedures (P&P) may only be revised via a resolution passed at any PAA Board meeting and updated utilising version control 14 days post any meeting where a revision resolution has been made.
- c) Guests may be invited to Board meeting at the Board's discretion to update the Association on various activities.

### 3.8 PAA Board Member Induction

#### POLICY

The ongoing PAA Directors will provide to all new PAA Directors a thorough induction into the affairs of both the Board and the Association. An induction meeting will be held after the AGM where an induction pack will be provided. Directors should be available for this meeting.

Prior to attendance at their first PAA Board meeting, new PAA Directors will:

- a) Receive a copy of the PAA Policies and Procedures, Constitution, [Strategic Plan](#) and/or Operational Plan, previous year's minutes including financials and budget, a list of staff, committees and officers and their terms of reference, current and past meeting papers and any other information deemed useful for fulfilling their obligations as a PAA Director. a
- b) Meet with the President and/or outgoing Directors for a governance familiarisation. This meeting may be held as a group session or with individuals.
- c) Meet with the National Executive Officer for an operational familiarisation.
- d) Sign the Deed of access, insurance and indemnity.

### 3.9 PAA Board Directors Professional Development

#### POLICY

The Board's value-adding role requires that all PAA Directors shall have access to professional development relevant to their duties as a Directors.

- a) The Board will make every reasonable effort to facilitate training for all Members to maximise the value-adding contribution to the Association.
- b) The Board will carry out an annual review of its performance.
- c) To assist it to fulfil its monitoring responsibilities, the Board may engage outside assistance. This includes but is not limited to a financial audit.
- d) 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.



### 3.10 PAA President Role

#### POLICY

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

- a) The President is empowered to call for agenda items, set the meeting agenda and chair Board meetings.
- b) All Directors will be treated fairly and even-handedly.
- c) All Directors will be encouraged and enabled to make a contribution to the Board's deliberations.
- d) There may be times when the President, as chairperson, is called upon to interpret a PAA policy or policies to outside parties on behalf of the entire Board, all such interpretations shall reflect both the stated intent and spirit of the policy/policies.
- e) The President has no authority to change unilaterally any aspect of PAA policy.
- f) With the approval of the Board, the President may establish a regular communication arrangement with the National Executive Officer in which there is an exchange of information. This might also provide an opportunity for the National Executive Officer to use such sessions to take direction on proposed actions or to check interpretations of PAA policy. However, the President will not inhibit the free flow of information to the Board necessary for sound governance. Therefore the President will not come between the Board and its formal links with the National Executive Officer.
- g) The President may delegate aspects of the authority accompanying the position but remains accountable for the overall role.

### 3.11 Board Honorariums

#### POLICY

- a) In addition to expenses incurred, the PAA will pay each PAA Board Director (elected and appointed) an honorarium as agreed annually by the Council at the AGM.
- b) Honorariums to be paid annually in line with the AGM following each year of service or as agreed by the Board.
- c) The Board will agree all other honorariums annually at the AGM for appointed committees and officers such as, but not limited to:

<b>2019 Honorariums</b>	<b>Per annum</b>
President (elected)	\$10,085
Board Directors (elected and appointed)	\$3,600
Treasurer	\$7,355
National Umpire	\$1,130
National Coach Manager	\$1,130
National Selectors (three)	\$1,130
Membership database co-ordinator	\$2,755

### 3.12 Expenses Incurred

#### POLICY

- a) The Association will reimburse its staff (including volunteers) expenses incurred by them on behalf of the PAA in the course of business so long as such expenses are reasonable, pre-approved and authorised.
- b) PAA Directors are able to claim reimbursement for expenses associated with duties. These include but are not limited to mileage, flights, accommodation, hire cars, meeting expenses and mobile phone/internet use.
- c) Expenses must be agreed to in advance and approved by the President and one other Director. Receipts must be provided and an expense claim form ([appendix 29.](#)) submitted within one month of expenditure
- d) Mileage will be paid at the annually revised ATO rate (2019=.66c/km).
- e) In the case of National Representative Teams an allowance may be granted at the discretion of the Board.

### 3.13 PAA Social Media Use

#### 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 Polocrosse Association of Australia wish to present to the public, and posts made through its social media channels should not damage the Association'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 PAA Constitution (Chap 8) may be enforced.

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

- a) 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 4](#)).
- b) 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 the PAA using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals.
- c) 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.
- d) The Association should seek to grow its social media base and use this to engage with existing and potential members, sponsors and stakeholders. At the same time, a professional balance must be struck which avoids placing the Association's reputation at risk.

### 3.14 Delegation and Succession

#### PRINCIPLES

- a) The Board has a role to characterise risks and ensure that strategies to minimise or mitigate these are put into place and implemented.
- b) The Board has a responsibility to ensure that it has in place a succession plan for its own members and for its staff.
- c) The Board should direct the NEO by providing clearly defined outcomes to be achieved and policy parameters within which the NEO must remain.
- d) The Board represents its members exercising a duty of care, moral and legal, for the Association and all of its stakeholders.
- e) The Board-National Executive Officer relationship is a partnership that is approached in the spirit of mutual respect and support for the interdependent but separate roles.

### 3.15 Delegation to the National Executive Officer

#### POLICY (Constitution 11 July 2013, Clause 28)

- a) The Board delegates to the NEO responsibility for the implementation of its Policies and Procedures while complying with the PAA Constitution and the boundaries and constraints imposed by the PAA policy and procedure.
- b) The Board 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 Board when reviewing Association's and NEO's performance.
- c) The Board will make it clear to the NEO, in writing, any constraints or limits it chooses to place on his or her freedom to take actions or make decisions that the Board deems to be unacceptable within the delegation.
- d) The PAA may change its policies and procedures and as a result the NEO delegation, however as long as any particular delegation is in place and the NEO can demonstrate compliance with the intent and spirit of the PAA's policies, the Board will respect and support the NEO's actions.
- e) The NEO may defer instructions or requests from individual Directors or from appointed Committees or Officers if, in the NEO's opinion, such requests or instructions are:
  - i. Unconstitutional;
  - ii. inconsistent with the PAA's policies;
  - iii. an unjustifiable cost to the Association; or
  - iv. an unjustifiable priority or use of time for the NEO or other staff member.
  - v. The NEO must notify the President of the use of point six (6) who in turn must notify the individual and the Board.
  - vi. The expert knowledge and experience of individual Directors is available to the NEO upon request.

### 3.16 Monitoring the National Executive Officer's Performance

#### POLICY

- a) The NEO's performance will be continuously, systematically and rigorously assessed by the Board against achievement of the Key Duties as noted in the NEO's Position Description ([appendix11a](#)). The Board will provide regular performance feedback to the State Administrator.
- b) The Board's assessment of the NEO's performance will include those performance indicators that have been agreed at the commencement of the performance year (or period);
- c) The standard applied to all facets of the performance assessment shall include that the NEO has met or can demonstrate compliance with the intent or spirit of the PAA's policies;
- d) There will be annual and if not possible, at least a bi-annual formal appraisal of the performance of the NEO. The timing, format and process for this meeting will be negotiated between the NEO and the Board at the beginning of the performance year;
- e) The above clauses do not waiver or override the requirement for more regular performance appraisals of the NEO based on specifics of performance should the Board deem it necessary.

### 3.17 Emergency Management - National Executive Officer

#### POLICY

The Board recognises that one of its major risks is the loss of key personnel, particularly its NEO. To this end the NEO 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 Board concerns and requirements at a level necessary for effective governance.

The NEO must:

- a) Ensure that there is in place an emergency management regime that can operate in the event the unexpected loss of his or her services.
- b) Current process: utilise Google Drive or similar, email the link to the delegated Board member each Thursday afternoon, to store the following information;
  - i. All passwords to gain access to PAA files, website, internet and email; and
  - ii. A weekly back up of all PAA files.

The Board must:

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

### 3.18 Protection of Assets POLICY

The Board 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 NEO under the direction of the Board must:

- a) permit only authorised person to handle cash;
- b) process the receipt or disbursement of funds within controls acceptable to the duly appointed Treasurer;
- c) deposit funds only in PAA Board approved institutions;
- d) insure the assets of the Association for values not less than is considered necessary for prudent risk management;
- e) ensure that any purchase of goods or services is protected against conflict of interest;
- f) allow employees and volunteers to drive the Association's vehicles or rental vehicles only if they hold a current drivers licence in the appropriate category or if their driving record does not cause the vehicle insurance to be restricted or cancelled;
- g) 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 PAA's equipment constitutes agreed remuneration under a contract of employment; and
- h) ensure that an automated agreed data back-up is performed daily of all PAA data held.

### 3.19 Communication and Support to the PAA Board by the NEO POLICY

The NEO shall ensure that the Board 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 Board imposes the following constraints. The NEO must:

- a) provide support and information in a timely, accurate, unbiased and understandable fashion addressing the various issues to be monitored by the Board;
- b) be truthful in all discussions, correspondence and dealings with any internal, external or associated parties of the Association;
- c) support the Treasurer in providing financial reports that:
  - i. make significant trends clear;
  - ii. provide data relevant to agreed benchmarks and Board agreed measures; and

- iii. provide additional financial data as determined by the Board from time to time.
- d) inform the Board of significant external environmental trends, achievement of, or progress towards, the achievement of the Board's goals and of changes in the basic assumptions upon which the Board's policies are based;
- e) inform Directors when there is an actual or anticipated non-compliance with a PAA policy;
- f) inform the Board of any breach of any externally imposed compliance requirement;
- g) inform the Board 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;
- h) ensure that the Board is provided with the necessarily wide range of views and perspectives in support of effective decision making;
- i) bring to the Board's notice such occasions when it is in breach of the PAA constitution or policy;
- j) deal with the Board as a whole except when responding to individual requests for information or requests from Councillors, Directors, Committees or Officers.
- k) ensure that office plant or equipment is not subjected to unauthorised or improper use, improper purposes, or significant damage;
- l) 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;
- m) 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;
- n) maintain an appropriate office asset register;
- o) ensure that any premises occupied meet appropriate local and/or government standards and/or any other statutory or minimum code requirements;
- p) 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.

### 3.20 Overarching Constraint NEO

#### POLICY

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

The Board imposes the following constraints:

The NEO 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.

### 3.21 Annual Operating Plan and Budget

#### POLICY

The Annual Operating Plan and Budget for any financial year, or the remaining part of any financial year, shall be designed to ensure the achievement of the Board's strategy.

The Board imposes the following restraints:

In developing the operational financial plan, the Treasurer must:

- a) demonstrate,
  - i. a credible projection of revenues and expenses;
  - ii. separation of capital and operational items;
  - iii. projection of cash flows; and

- iv. disclosure of planning assumptions.
- b) maintain financial risk within Board determined parameters;
- c) incorporate/accommodate medium to long term financial plans/projections and long term business direction;
- d) ensure that it anticipates the achievement of a 'bottom line' not materially different from that determined by the Board, e.g. a predetermined surplus, acceptable deficit or balanced budget;
- e) ensure that it does not threaten the achievement of Board's determined financial ratios;
- f) provide for current and future capital requirements;
- g) provide for the Board's developmental and other expenditure;
- h) plan for the Board's determined spread of revenue sources; and
- i) demonstrate responsible management of the Association's assets.

### 3.22 Financial Management

#### POLICY

The NEO under the direction of the Treasurer is responsible for the day-to-day financial management of the Association. In carrying out this duty the NEO 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 Board imposes the following constraints.

In managing the day-to-day financial affairs of the Association the NEO must:

- a) use any associational funds, enter into any contracts, or accept other liabilities only for the furtherance of Board approved purposes and priorities;
- b) only expend funds that have been received in the financial year unless offset by approved borrowings or approved withdrawals from reserves;
- c) ensure that undisputed invoices from suppliers of goods and services are paid within trade credit terms agreed with those suppliers;
- d) ensure that authorised signatories are utilised as agreed by the Board;
- e) transaction cards issued to the PAA, 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;
- f) ensure that there are limitations on expenditure and adequate controls on the use credit or other purchases cards by card holding staff;
- g) pay staff in accordance with their employment contracts;
- h) authorise expenditure only within the levels established by the Board and within the approved budget;
- i) meet all government imposed compliance requirements or payments on time and to standard;
- j) ensure that the Association does not violate Australian accounting standards;
- k) assertively pursue receivables overdue; and
- l) not commit the Association to any expenditure that could be considered frivolous or excessive.

### 3.23 Constraints – Financial

#### PRINCIPLES

- a) The Board has a role to characterise risks and ensure that strategies to minimise or mitigate these are put in place and implemented.
- b) The Board represents its members, moral and legal, exercising a duty of care for the Association and all of its stakeholders.
- c) 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.
- d) The Treasurer must not:

- i) fail to maintain sufficient liquidity to meet short to medium term financial commitments; or
- ii) invest in other than Board approved institutions.

## 4 PAA Membership & Registered Player Fees

### 4.1 Membership categories

The membership of the PAA consists of:

- a) State Associations (seven);
- b) Life Members of the PAA; and
- c) Associate Members.

(Appendix 17) details the annual fee table as approved at the AGM including the break down as described below to enhance member transparency.

Player registration fees are comprised of:

- a) PAA membership fee
- b) Player insurance component
- c) State Association fee, as determined by each State Association

### 4.2 Fee refunds

- a) No refund will be granted on the insurance component of any registered player membership fee paid.
- b) In general PAA membership fees are non-refundable however if a State Association judges that extenuating circumstances warrant a refund, that Association should apply to the Board on behalf of the member in which case the Board may consider refunding the PAA membership component of any fee paid.
- c) Any refund of the State Association component of the registered player membership fees is a matter for each State.

## 5 Umpiring

### 5.1 National Umpire Committee (NUC)

The NUC is comprised of the Chief Umpires of the seven (7) State Associations. The National Umpire and a Deputy Umpire are appointed annually by the PAA Board.

The Committee will be Chaired by an independent Chair, nominally a PAA Director. The Chair has no voting rights but may contribute to discussion. The appointed Chair is to act as an administrator to the NUC and is a conduit between the Committee and the PAA Board.

The NUC act on behalf of the PAA Board therefore any recommendations made are to be approved by the Board before communication to the State Associations via the State Executive Officers. If these recommendations require a revision of the PAA P&P or Rule Book, the recommendation must be passed as a resolution through a PAA Board meeting in the usual manner.

The NUC are tasked with:

- a) Undertaking periodic reviews and revisions of the Polocrosse Rules;
- b) Annual review and revision to update umpire training materials, resources and approaches to be made available to all States and Zones. Consideration should be given to new and innovative ways of communicating with members and fellow umpires such as the use of social media;
- c) Promoting a culture of mutual respect and accountability whilst implementing, via the PAA, clear and transparent processes. All Rules must be enforced without fear or favour with no deference to position or name;
- d) Supporting and representing all the States, particularly when specific or challenging issues arise; and

- e) Representing Australian polocrosse umpiring at National (Australian Sports Commission) and International level (international meetings and IPC).

## 5.2 Umpiring accreditation

Umpiring competency assessment ([appendix12](#))

State Umpire Syllabus ([appendix 12a](#))

National Umpire Syllabus ([appendix 12b](#))

Umpire Seminar Topics ([appendix 12c](#))

Umpire Rules Test ([appendix 12d](#))

Umpires in Polocrosse ([review and incorporate into P&P](#))

## 5.3 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.

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

## 5.4 Umpire Exchange Program

- a) The Umpire Exchange Program is an opportunity for States and Umpires to share and exchange ideas in a constructive and positive environment. With the support of our Australian Umpires the Polocrosse Association of Australia envisages the Program will create a cohesiveness and consistency across umpiring in Australia.  
Participants will be representing the Polocrosse Association of Australia (PAA), their State and the Polocrosse Umpiring Community, the PAA request that high standards of professional and personal behaviour are maintained at all times.
- b) The State Chief Umpire is to apply to the PAA National Umpire in writing for funding for exchange umpires to attend State finals/championships. This request is to be sent to the National Umpire at least two months prior to the event.
- c) The National Umpire Committee will provide written approval no later than thirty days prior to the event.



- d) The Host State will organise and pay for suitable private accommodation and transport for the duration of the Championships (including airport meet, greet and good-bye). The Host State is to advise the Participating (Exchange) Umpire of accommodation and transport arrangements at least 2 weeks prior to the Championships.
- e) The State of the participating (Exchange) Umpire will be responsible for booking and paying for flights etc. The PAA will reimburse the State Association up to \$500 per umpire, with a maximum of two umpires per state.
- f) A condition of accepting to participate as an Exchange Umpire will be the forwarding of Exchange Program Reports: The participating Exchange Umpire is required to send a “*Participating (Exchange) Umpire Report*” (Annex C) and “*Host State Report*” (Annex D) to their State Chief Umpire within 2 weeks of attending the Championships. If these reports are not received within this time frame, the Umpire’s State Association will not receive reimbursement of \$500 per umpire.
- g) Once these reports are received by relevant State Chief Umpire, they will be forwarded to the National Umpire Committee (NUC), then onto the PAA NEO who will provide reimbursement for flight costs to the Host State. An analysis of the report will be undertaken by the NUC and the participating Umpire and Host State will be contacted by a NUC committee member to discuss the Program.

## 5.5 PAA Club Code of Conduct

Rationale- Club Code of Conduct is for clubs to take responsibility for their member’s actions and work with PAA and relevant State Associations to present our sport in a professional manner whilst providing a safe, clean and healthy environment on and off the field.

- a) Ensure Club members adhere to PAA Rule Book
- b) Ensure Club members adhere to Code of Behaviour – Players
- c) Ensure Club members adhere to Code of Behaviour – Spectators
- d) Ensure Club members adhere to Code of Behaviour – Umpires
- e) Ensure Club members adhere to Code of Behaviour – Coaches
- f) Ensure Club members adhere PAA Directives
- g) Ensure teams are correctly dressed in white jeans, playing shirts and numbers as per the rule book (electrical tape is not acceptable as a number).
- h) Ensure all members maintain good horse welfare practices.
- i) Ensure members don’t use tape or adhesive wrap in horse’s tails.
- j) Ensure members don’t take glass bottles outside of camps
- k) Promote Umpiring Pathways to members
- l) Promote Coaching Pathways to members
- m) Promote Team Management Pathways to members
- n) Promote Player Development
- o) Run Player inductions each year (to be developed by PAA)
- p) Clubs must have team captains and one other team member per team attend umpire meetings at carnivals

Penalties for clubs for not abiding to PAA Code of Conduct as follows: Written warning to the Club via the Club President stating that continued violation will result in penalties issued, up to and including player, club member or whole club suspension. To be enforced in consultation with relevant State Chief Umpire and State President, PAA Board and National Umpire Committee (NUC).

## 5.6 Disciplinary Tribunal

Refer website text for Disciplinary Document and Appeal Provisions (currently under review, to be combined). ([appendix 24a](#)) and ([appendix 24b](#))

## 5.7 Match fixing policy

## 6 Horse Welfare

### 6.1 Horse Welfare Officer

The Horse Welfare Officers is appointed annually by the Board and works closely with the NUC. For the responsibilities of the Horse Welfare Officer please refer to the position descriptions ([appendix11f](#))

### 6.2 Biosecurity Policy

The Polocrosse Association of Australia 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. The PAA will operate in compliance with the Biosecurity requirements of the State where the relevant event is hosted.

In the event of a biosecurity incident the hosting State Association's biosecurity contingency plan will be implemented. People on the grounds during a biosecurity incident will be expected to comply with directions from event organisers. The PAA and event organisers will liaise with appropriate experts during a biosecurity incident.

In relation to the Hendra Virus, the PAA acknowledges the advice of government departments 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.

### 6.3 Welfare of Polocrosse Horses

PAA Code of Practice for the Welfare of Polocrosse Horses ([appendix.6](#)) and Horse Welfare and Re-introduction of Horse with Vice ([appendix 23a](#))

- a) Grounds should be adequately fenced and have gates that can be easily closed, so that stock-proofing can be obtained quickly. Playing fields shall be free of holes, rocks and other obstacles. Adequate horse stalls shall be provided, no electric fencing.
- b) For all tournaments, where practicable, a registered Veterinarian must either be in attendance or on call at short notice.
- c) A stimulant substance shall not be administered to, or provided for horses participating in polocrosse.
- d) 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.
- e) Bell boots must be worn by all playing horses.
- f) If horse's tails are plaited they must be fastened in a manner such to ensure they do not come undone during play. No electric tape is to be used on horse tails.
- g) Bits and gear must be as prescribed in the Polocrosse Rules of Polocrosse Association of Australia. All equipment must meet minimum safety standards as prescribed in the Polocrosse Rules of the Polocrosse Association of Australia.
- h) 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.
- i) Whips shall be:
  - i. of flexible construction;
  - ii. free of wire or other dangerous materials;
  - iii. up to a maximum length of 100 centimeters;
  - iv. must have a full flap no longer than five centimeters; and
  - v. there will be no more than three consecutive strikes to a horse.
- j) Any animal seriously injured on the field, shall if possible, be removed by conveyance. A conveyance suitable for this procedure should be available at all times during play. 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.

- k) After the days play all horses shall:
  - i. have their tail plaits undone;
  - ii. have all bandages removed (those used for health purposes are exempt);
  - iii. have all bell boots removed;
  - iv. be supplied with sufficient food and water;
  - v. be suitably rugged;
  - vi. have their stalls made secure; and
  - vii. have any injury or illness attended to.
- l) The Welfare Officer should check the above within a reasonable period after the day's play.
- m) All horses shall be transported in accordance with the "Code of Accepted Farming Practice for the Welfare of Farm Animals during Transportation".
- n) Failure to comply with the above regulations shall result in:
  - i. a temporary suspension (until regulation is complied with);
  - ii. enforced suspension;
  - iii. monetary fine or both.

#### 6.4 Penalty - player/horse injury

If a player/horse is injured during a game and cannot continue to play. The player causing the infringement must have a minimum of three (3) minutes on the sideline. The State Chief Umpire is to be notified via an accident/incident report and the incident is to be reviewed for a possible set penalty

#### 6.5 Horse drug testing

Refer to PAA ([appendix 23Bb](#)).

## 7 PAA National Selectors

### 7.1 National Selector Committee

- a) A National Selection Committee, comprised of up to five members, is appointed annually by the Board and works closely with the National Coach.
- b) The Committee will be Chaired by an independent Chair who is also appointed annually by the Board. The Chair has no voting rights but may contribute to discussion. The appointed Chair is to act as a conduit between the Committee and the PAA Board.
- c) Potential or perceived conflicts of interest must be managed appropriately under the direction of the independent Chair.
- d) National Selectors may hold the position for a maximum period of two years and a minimum period of one year. The PAA Board will call for EOI three months prior to each Nationals event in order to allow time for succession to occur. Incumbent selectors will be expected to hand over to the incoming selectors following each National Championship event.
- e) Selectors serve for a term of two years which expires on the anniversary of each Nationals event. The incumbent Selectors hold the position until the final day of each National Championships.
- f) The Selection Committee must comprise a reasonable geographic distribution of selectors across the nation to ensure all players have ability to be seen by selectors, and to mitigate favouritism, perceived or otherwise.
- g) The PAA Board will advise the National Selectors of the events requiring selection of representative teams according to the PAA Events Calendar.
- h) The PAA Board appoints Representative players, the Selection Committee advises the Board.
- i) The PAA only will advise all selected players of their selection.
- j) Selection meetings are for all intents and purposes closed and confidentially to be respected at all times.

## 7.2 PAA Selection Policy

([appendix 7](#)) (under review)

- a) Selectors should work to collaborate with the National Coach in relations to selection rationale and the need for selecting squads with denoted possible positions. Noting that the Selector's decision is always final.
- b) Where appropriate, consideration should be given to the horse and rider combination.

## 7.3 Athlete Anti-Doping Policy

Refer to PAA ([appendix 10](#)).

# 8 PAA Coaching

## 8.1 National Coach Manager

The National Coach Manager is appointed annually by the Board.

The National Coach Manager will work with the PAA to support Club, Zone and State Associations to develop the capacity and ability of polocrosse coaches. The National Coach Manager will ensure the Coaching Accreditation Framework remains current and advise the PAA Board on the best manner to administer the Coaching Framework to increase the number of accredited polocrosse coaches and continue to upskill current coaches.

## 8.2 Coaching accreditation

PAA Coach Accreditation Framework ([Appendix 13](#))

National Coaching Accreditation Scheme – High Performance Coach ([Appendix 13a](#))

National Coaching Accreditation Scheme – Level 1 Syllabus ([Appendix 13b](#))

National Coaching Accreditation Scheme – Level 2 Syllabus ([Appendix 13c](#))

National Coaching Accreditation Scheme – Level 3 Syllabus ([Appendix 13d](#))

Coaches code of behaviour ([appendix 13e](#))

# 9 PAA Player Grading

## 9.1 Player Grading Review Committee

A Player Grading Review Committee, comprised of three members, is appointed annually by the Board to review the submitted State Association player gradings.

- a) Player gradings are reviewed annually and during the playing season via the Club and Zone Grading Officers before submission to the State Associations and in turn the PAA for revision. The PAA Player Grading Committee is to review player gradings annually in an effort to endeavour to ensure that player gradings concur across State Associations, utilising the Player Grading Guide ([appendix 14](#)).
- b) Any change to player gradings made by the State Associations during the playing season must be immediately notified to the PAA Player Grading Committee via the NEO. If the grading significantly differs from that granted to players of a similar level in other State Associations agreement shall be reached between the PAA Player Grading Committee and the relevant State Association.
- c) All junior players are to be graded and that grading taken into account when playing in senior competition.
- d) Player gradings are to be publicly listed on the State Association's websites and the list upgraded as changes are made.
- e) Any changes to player gradings are to be updated on the Player Database within two weeks of the change being made.

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

## 10 PAA Team Managers

The Board will appoint Team Managers for representative teams as necessary.

Team Managers Manual – under review (appendix 15.)

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

## 11 PAA Events

The annual PAA events calendar will be published 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 NEO for the future season to capture all events.

The PAA must be notified and approval sought, via the relevant State Association, of any members involvement in events outside of regular Club, Zone, State and National polocrosse activities in which members participate with an expectation of player insurance coverage. In order to ensure player safety and coverage under the Association's player insurance, playing and practice grounds at any such events must be inspected as detailed (Approved Playing and Practice Grounds).

### 11.1 National Championships & Interstate Competition Player Eligibility

Refer (appendix 16)

### 11.2 Australian National Championships

All Perpetual trophies are to be held by the PAA Office.

<b>Australian National Championships Trophies</b>		
<b>Competition</b>	<b>Trophy</b>	<b>Connections/presenters</b>
Masters Men	Bill McCutcheon	Bill McCutcheon
Masters Women	John Thompson	President of the PAA
Senior Men	Caltex Shield	President of the PAA
Senior Women	Marjorie Hurst Memorial	Susan Sullivan (grand daughter)
Senior Mixed	Judy Williams Memorial	
Under 21 Men	Fay Clear Memorial	Toni Davidge (daughter)
Under 21 Women	Pam Coulson Memorial	
Under 21 Mixed	Roger Ross Memorial	Laughlin Ross(son)
Under 16 Open	Sam Irwin	
Under 16 Girls	Joy Poole	Joy Poole
Under 16 Boys	Neville Gilpin	Allan Gilpin(son)
Champion Horse in Masters	Terry Blake	Lousie Parkinson (niece)
Overall Champion Horse	Max Walters	President of the PAA
Overall Champion Horse & Rider	Graham Spackman Memorial	Judy Spackman and Paul (wife & son)

Host bodies should be aware that the National Championships are to be run under the rules set out hereunder, and any additional rules which the PAA may include.

- a) Expressions of interest to host the Australian National Championships are to come from the potential host Club or Clubs via the relevant State Association.

- b) Prior to being awarded the National Championships, the host Club shall fully brief the PAA as required on all matters concerning the following issues:
  - i. Venue;
  - ii. Location;
  - iii. Fields, minimum of five, unless provision of a field permitting night play under lights;
  - iv. Stabling, 4x4m are preferred;
  - v. Facilities, including toilet and shower facilities and food and beverage arrangements;
  - vi. Workforce and volunteers briefing plan;
  - vii. Social Program;
  - viii. Trophies;
  - ix. Accommodation options, including camp sites, powered and unpowered;
  - x. Finance and budgeting plan; and
  - xi. Media and marketing plan including sponsorship.
- c) The venue, including fields, stables, sanitation, food service areas and camp sites, will be inspected by the PAA Board prior to naming of the hosting Club and daily throughout the event.
- d) The host Club shall supply to the PAA a fully audited report, including balance sheet, within 180 days from the conclusion of the Nationals.
- e) The draw for the Nationals shall be drawn up by the Board of the PAA or a Sub Committee appointed by the PAA Board. Teams will play one game a day wherever possible. An in confidence meeting will be held prior to public release of the draw with all State Managers to ensure draw correctness. The draw to be displayed as closely as possible to the administration centre. The National Executive Officer shall be the only person authorised to distribute the draw to the State Associations. All Games listed on the Nationals draw must be played. All games shall start at the published time. A minimum notice of one (1) hour must be given when changing published match times.
- f) If a team lodges a forfeit they are removed from the competition.
- g) During preliminary games all chukkas will be six (6) minutes in duration. Finals shall consist of eight (8) chukkas; duration will be determined by the PAA National Umpire Committee (NUC) depending on conditions on the day. Competition will cease if the relative temperature reaches 36 degrees Celsius or at any time as determined by the PAA and Host State.
- h) Guests of the PAA and the host state shall be provided with complimentary tickets upon request.
- i) All states shall compete in their official colours.
- j) The Field Manager shall report to the Nationals Management Committee. All fields to be identified by a different colour. All fields to have scoreboards and the host shall ensure that the scores are posted throughout the tournament.
- k) No game will proceed without one representative from each team to conduct the scoring and time keeping, or such persons as nominated by the PAA. Results to be recorded in the Official Score sheet Booklet ([appendix.27](#)). Scorecards shall have the provision for the order in which the players take the field, with the captain similarly identified and a list of the player's names with the captain identified shall be given to the official score table for each chukka.
- l) Goal umpires shall be dressed in white coats and closed in shoes.
- m) The PAA will approve a Coordinator of Announcers. Announcers used throughout the Nationals must be approved by the PAA prior to the commencement of the Tournament. All costs associated with the announcers must be met by the Host State.
- n) Horse accommodation shall be clearly marked with the name of the relevant state. Accommodation in close proximity to main dirt roads should be avoided. Not less than three months prior to the Nationals the host shall forward a map of the town and site facilities to the State Administrators for distribution.
- o) Ambulance or Paramedic vehicles (these vehicles must be able to transport injured to hospital) and officers are to be in attendance and on the ground from the commencement of Official Practice and for each day of the Nationals (eg: St. John's, Ambulance Australia or similar

accredited Ambulance/First Aid Providers.) The PAA is to be advised prior to the event of said arrangements. A plan is to be in place to ensure free access by the Ambulance vehicle to each field. A fee maybe charged by the host Club to cover ambulance costs.

- p) The host shall be required to stage an official function, which shall be compulsory for all players and officials, with juniors optional. If PAA officials and partners attend this function all names should be provided to the Host State at least ten days prior to the event. Details of the official function to be forwarded to all states not less than thirty days prior to the Nationals. Each state shall be responsible for the purchase of tickets for its own members.
- q) The host Club shall supply a hospitality area for use by official guests, sponsors, PAA Board members and PAA appointed officers. This area should provide adequate shelter, refreshments as required and ensure unimpeded viewing of the main fields. The cost of the hospitality area is to be shared equally with the PAA and the Host State. The Host State is to appoint a Hospitality Manager for the event duration. At the commencement of the events passes are to be issued to guests, to be shown to obtain admittance. The host state shall provide trade site arrangements to PAA sponsors if required
- r) The National Championships may consist of up to thirteen competitions with a minimum of four teams in each division or as determined by the PAA Board:

Senior Men	Senior Women
Senior Mixed	Intermediate Men Under 21
Intermediate Women Under 21	Intermediate Mixed Under 21
Junior Boys Under 16	Junior Girls Under 16
Junior Mixed Under 16	Sub-Juniors Under 12 - Open
Masters Men 50 and Over	Masters Women 40 and Over
Masters Mixed (Men 50 and Over; Women 40 and Over)	

- s) Each state:
  - i. Shall appoint a State Manager who shall be responsible for all that States individual Team Managers.
  - ii. Shall appoint an Umpire Manager who will be responsible for that State's umpires.
  - iii. Shall provide the names, photos and details of all players to be published in the official program.
- t) The Australian National Umpire, or their nominee, shall hold an umpire's meeting prior to the commencement of competition. This meeting shall be at a time and place suitable to the National Umpire. The NUC shall also meet at the conclusion of each day's play to discuss any issues and recommendations to improve play or safety. The host shall consult with the NUC to ensure a suitable venue for these meetings is available for the duration of the event, away from distraction with a degree of privacy. The NUC shall nominate two umpires and a match referee to officiate at all games played during the Nationals.
- u) Nationals Dispute Committee – prior to each National Championships the PAA Board will appoint a voluntary Disputes Committee of three. This Committee shall be comprised of a PAA Director (acting as Chair) a member of the host State and a third suitably qualified individual. All Committee members must be available to attend each day of the competition.
- v) All teams competing at the Nationals shall take part in the grand parade or in any other activity approved by the PAA.
- w) Trophies shall be presented at the completion of the final or at another time at the discretion of the host committee for the relative competition. The host shall ensure that any trophy recipients are notified in sufficient time to enable them to be properly presented to receive their trophy. The selection of awards shall be carried out by persons approved by the PAA. Judges of awards

shall not be umpires of games at the tournament. The best presented team trophy shall be awarded on the basis of presentation in the grand parade.

- x) A player must have resided in Australia for two (2) years and not played for any other country at International level for two (2) years to be eligible to compete at the National Championships.
- y) The PAA shall appoint a suitably qualified veterinarian who shall preside over horse welfare issues. All matters regarding horse welfare are to be referred to the approved veterinarian. The veterinarian must be on-site one hour prior to the start of play, including official practice and must remain on grounds for the duration of all play. The appointed official veterinarian is responsible for the vetting out of horses in consultation with the Horse Welfare Officer and National Umpire. Any complaints arising from decisions made by the official veterinarian, National Umpire or Horse Welfare Officer must be in writing and signed by the team captain and relevant state team manager. The Disputes Committee will consider any such complaints and their decision shall be final. A veterinary inspection station and crush must be made available. All horses (unless incapacitated) shall be taken to the central veterinary inspection station. In the event that a horse is incapacitated the veterinary surgeon must be requested to attend over the two-way radio system. No calls for veterinary surgeons to attend to horses shall be placed over the public address system.
- z) All official vehicles, including motor cycles, must wear 'Official Vehicle' stickers at all times when they are present at the tournament. Disabled Parking must be provided and be well sign posted.

### 11.3 Other PAA events

If requested by the Board the National Selectors may be required to select representative teams for events as identified, such as International Tests and/or World Cup.

### 11.4 Annual General Meeting

As per the Constitution. The AGM is to take place no later than 31 May. 28 days prior to the AGM each State Association is to advise the PAA in writing of their elected Councillor/s.

### 11.5 PAA Awards

Nominations for the annual PAA awards are to be received from Clubs, Zones or State Associations 35 days prior to the PAA AGM in the categories of:

- Official or volunteer of the year;
- Coach of the year; or
- Umpire of the year
  - a) Please complete the nomination form (appendix 5) for the PAA Annual Awards, all nominations are to be received no later than 35 days prior to the PAA AGM.
  - b) The PAA Board will determine awardees however if the PAA Board cannot unanimously agree on the coach or umpire award recipient they may consult the National Coach and/or National Umpire who will have the final vote.
  - c) Nominees are to have made a demonstrable contribution to polocrosse at a national level during the relevant playing year.
  - d) All award recipients are to be advised that they are finalist and invited to attend the AGM and PAA Awards Presentation. If not able to present at the AGM, the PAA will forward letters and trophies to the winners.
  - e) All winners will be published on the PAA website one month after the PAA AGM.
  - f) It is the responsibility of the PAA NEO to organise trophies and engraving.

The Doreen Shepherd Memorial Perpetual Trophy, awarded for outstanding achievement in women's polocrosse, is nominated and determined by the PAA Board.

### 11.6 First Aid at Events



### **The minimum first aid required for polocrosse carnivals in Australia.**

- a) First aid provided at any sporting event should aim to save life until an ambulance arrives. First aid interventions are highly skilled tasks that require not only a qualification but also practice to maintain the level of skill required. First aid providers should importantly 'do no harm'.
- b) Across Australia there are variations in first aid services available for sporting events, and variations in legislation and terminology. Each State Polocrosse Association therefore needs to determine the level of first aid which is appropriate given the nature of our sport, access to service providers across the State, remoteness of the venue and size of the event. The level of first aid provided at any specific carnival should be advised in carnival invitations and promotional materials.
- c) Importantly Host Clubs should seek confirmation / clarification of the skills, experience and minimum equipment provided by the First Aid providers they are considering using for a
- d) Carnival.
- e) Dependent upon the number of competitors, consideration should also be given to increasing the number of First Aid Providers.
- f) Each State Association is required to advise the PAA of their policy and approach to ensure an adequate level of first aid is provided at all polocrosse carnivals.
- g) Each State, Zone and Club should also undertake a full risk assessment when Hosting Polocrosse Carnivals. These risk assessments should include, but are not limited to, appropriate First Aid services. (Potential Appendix for risk assessment)

## 12 Women in Polocrosse

The PAA supports the involvement of all in the playing and enjoyment of polocrosse. Polocrosse is a gender-neutral sport and the PAA supports the involvement of women and girls at all levels, including leadership roles such as Presidents, Chief Umpires and Team Coaches.

The PAA is purposefully working toward increasing the number of female umpires and coaches in our sport. Whenever gender is specified, unless relevant, it should be read as neutral.

## 13 Juniors in Polocrosse

[Refer website document](#) – under review.

## 14 Insurance

### **Personal Accident Cover**

Claim form [\(appendix21\)](#)

Chubb personal accident insurance guide [\(appendix21a\)](#)

Accident/Incident Report [\(appendix 22\)](#)

Personal Accident / Injury Claims Procedure:

- a) In compliance with the incident report flowchart Clubs via State Associations must notify the PAA within 14 days of any incident.
- b) Only events approved by the PAA are insured under the PAA insurance policy. All members must advise the PAA via their Club and subsequently the relevant State Association of any event outside of regular carnivals such as demonstration events, parades, coaching at pony club etc.
- c) Refer to the PAA website for the most recent insurance information. For further information please contact your State Association or the PAA [www.polocrosse.org.au](http://www.polocrosse.org.au).

## 15 Miscellaneous

### 15.1 Registration and transfer of players

N.B. Please note Rules 1-4 of the 2019 edition of the Polocrosse Rule Book will be removed from the Rule Book and incorporated into this PAA P&P.

Note change to rule 2(d): Player transfers are a matter for the State Associations, any transfer request must be considered and ratified by the relevant State Association Management Committee who must ensure that the transfer is in the best interest of Polocrosse and not for the sole purpose of winning a tournament or match.

## 15.2 Playing overseas

Players, coaches, umpires and managers in a PAA representative team are eligible for coverage under PAA insurance but must complete the overseas representative form and return to the PAA 30 days prior to departure to be eligible for insurance coverage. ([appendix28b](#)) In addition State Association representative teams may apply to the PAA Board for inclusion under the PAA insurance when playing overseas. Non representative players are not covered by insurance when traveling overseas. The PAA will advise the PAA insurers of any representative player, coach, umpire and/or manager who is travelling overseas. Representative players are encouraged to gain a full understanding of their coverage under the PAA policy and determine if further personal insurance is required.

Players, coaches and umpires who wish to transfer overseas on personal travel to participate in polocrosse activities must complete the appropriate form ([appendix28a](#)) and submit to the PAA via their State Association 30 days prior to. Non representative players are not covered by the PAA insurance when travelling overseas.

The PAA will notify the International Polocrosse Committee (IPC) and the country of destination all names of players, coaches, umpires and/or team managers intending to participate overseas. ([appendix 28c](#))

### **Visiting Overseas Player;**

Any member from another country wishing to participate in Polocrosse in Australia must complete their own international player's form from their country and submit via their country's association secretary at least 30 days prior arrival in Australia.

The PAA NEO will notify the Australian Chief Umpire, IPC and the state in which they would like to play in.

All visiting overseas players must be affiliated and registered with a club in Australia prior to playing or participating in any polocrosse activities.

## 15.3 Member Protection & Child Protection Policy

As per the PAA adopted policy updated 22 May 2016. ([appendix 08](#))

## 15.4 Alcohol and smoking

Refer to the PAA website text ([appendix20](#))

## 15.5 Glass at carnivals

Glass bottles at polocrosse events are discouraged, 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 on or near playing grounds. Disciplinary action may be applied.

## 15.6 Concussion policy

Under review.

## 15.7 Anti-Bullying

### Purpose

Bullying of any kind is unacceptable within the PAA and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The PAA is committed to provide a safe, caring and friendly environment for all members. If bullying does occur, incidents will be dealt with promptly and effectively.

### What is bullying

Any use of aggression or taunting with intent to cause harm to the victim, bullying may be physical or emotional and in serious cases may be physical or emotional and in serious cases may also be discrimination. Bullying may be done by phone, email, SMS or other means.

### How we handle Bullying

If bullying is occurring during team related activities we stop the bullying on the spot using the following steps:

- Intervene immediately, It is ok to get another adult to help
- Separate the parties involved
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay Calm. Reassure those involved, including bystanders.
- Model respectful behaviour when you intervene.

To achieve an outcome:

- Keep all parties separate while gathering the facts.
- Get the story from all relevant sources, and gather all available information regarding the circumstances under which the incident occurred.
- Listen without blame.
- Don't call the act "bullying" while you are trying to understand what took place.

With all these facts we determine if it is bullying. There is much behaviour that looks like bullying but require different approaches.

- a) Review the definition of bullying
- b) To determine if the behaviour is bullying or something else, consider the following questions
  - i. What is the history between the parties involved
  - ii. Have there been past conflicts
  - iii. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength and can include things like "popularity" and "conflict of interest"
  - iv. Has this happened before? Is the victim worried it will happen again?
- c) Remember that it may not matter "who started it" Some people who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behaviour.
- d) Once the situation has been determined as bullying support all of the parties involved while the PAA considers an appropriate conclusion to the situation.

## 15.8 PAA Representative Uniform

- a) All PAA representative players must play in their registered uniform.

- b) All PAA representative players must present in the agreed dress uniform, including blazer, as requested.
- c) Representative uniforms are to be approved by the PAA following submission by the Team Manager or Coach. Any uniform changes are to be first approved by the PAA Board.
- d) The PAA must apply for use of the Commonwealth Coat of Arms for each international competition four months prior. Only teams recognised by the Australian Sports Commission may be permitted to use the Arms or where, after consultation with the Commission, the Minister or his or her delegate is satisfied that it is appropriate for a team to receive permission. Permission, where granted, will allow the Arms to be displayed by representative sports persons on their playing and dress uniforms and by accompanying officials on their dress uniforms. Permission will not extend to use on merchandise and sponsors material. Each approval is for one competition only. Should approval be granted, the name and the dates of the competition must be shown immediately under the Arms on the dress and playing uniforms. No advertising material or sponsorship is to be positioned near the Arms and no words or images are to be positioned above the Arms.
- e) The PAA displays the Coat of Arms on the left-hand dress blazer pocket, no additional text writing is allowed other than the name and the dates of the competition directly under the Arms.
- f) The Commonwealth Coat of Arms will only be granted to open players representing Australia at World Cup and International Test competitions. Coaches and Team Managers are also eligible for Commonwealth Coat of Arms blazer pockets.
- g) Display as:
  - World Cup: 2011, 2015, 2019, etc.
  - New Zealand Test: 2019, etc.

**Men Dress Uniform**

- Green blazer
- White shirt
- Australian tie
- College grey dress trousers
- Black shoes
- Name badge\*

**Men Playing Uniform**

- Playing shirt
- White trousers/jodhpurs
- Long boots
- Approved helmet
- Warm up jacket
- Brumby green jacket

**Women Dress Uniform**

- Green blazer with gold trim
- Green skirt – calf length
- White blouse
- Australian scarf
- Tan shoes
- Bottle green jumper
- Name badge\*

**Women Playing Uniform**

- Playing shirt
- White stretch jodhpurs
- Long boots
- Approved helmet
- Warm up jacket
- Brumby green jacket

**Tack and gear**

Saddle

Breastplate

Australian saddle cloth

Under saddle cloth

Rosettes\*

Bridle (brown leather for uniformity)

Nose band

Brow band\*

Reins (white webbing preferred)

Crop

Spurs if required

3 to 4 racquets

1 plain snaffle bit

At least 3 sets of white bandages

\*These items are supplied on tour

**Other**

The team may also decide on some informal wear for social functions, suggest a green and gold polo shirt, neat pair of jeans and a good pair of neat informal type footwear.

**Suppliers for blazers and skirts:**

Rundles Pty Ltd, Newcastle NSW

Phone (02) 4940 8382

Email [info@rundletailoring.com.au](mailto:info@rundletailoring.com.au)

Ensure all players ordering use the Rundles measurement chart. Anyone who has ordered previously from Rundles may quote their sizes provided it still fits.

**Suppliers for Brumby jackets:**

Driza-Bone Pty Ltd, 11 Annand Street Toowoomba QLD 4350

Phone (07) 4632 3641

Jacket sizes are identical with Driza-Bone coats. Players requiring these jackets should try and purchase them with your local outlet.

**Suppliers for playing shirts:**

Armidale Sports Power, 116 Dangar Street Armidale NSW 2350

Phone (02) 6772 4569

Email [armidale@sportspower.com.au](mailto:armidale@sportspower.com.au)

Armidale Sports Power can supply the shirts complete with embroidery and screen printing. All players are entitled to two shirts. Gold shirts with green trim, green numbers on the back, sleeves and right front. Coat of Arms on the left front. Approval for use of Coat of Arms must be issued to the supplier. Armidale Sports Power can also help you with your own design.

**Suppliers for jumpers:**

Blowes Clothing Mudgee, 18/20 Church Mudgee NSW 2850

Phone (02) 6372 1024

Email [customerservice@blowesclothing.com.au](mailto:customerservice@blowesclothing.com.au)

Bottle green "V" jumpers with Polocrosse and a Kangaroo embroidered. Players will have to advise their sizes based on men's sizing.

**Supplier for blazer pockets embroidery:**

Arcade Badge Embroidery Co Pty Ltd, 146 Wyndham Street, Alexandria NSW 2015

Phone (02) 9690 7200

Approval to use the Coat of Arms must be issued to the supplier.

**Supplier for name badges:**

Action Badges Pty Ltd, 1-2 Jindalee Road Riverwood NSW 2210

Phone 1800 066 212

Email [info@actionbadges.com.au](mailto:info@actionbadges.com.au)

Gold bar badge with green enamel infill with the player name's and tour if possible.

### 15.9 Approved Playing and Practice Grounds

All State Associations must keep a list of State Approved Playing and Practice Grounds and provide annually, prior to commencement of the playing season, to the PAA to ensure all approved grounds are noted as required by the PAA insurance policy. Current approved playing and practice grounds list ([appendix 25.](#))

Practice grounds may be approved by the Zone Chief Umpire and Playing grounds by State Umpires or their appointed representative. The PAA is to be advised of any approvals via the correct form and submission. ([appendix 26.](#))

### 15.10 Motorbikes Policy

The use of motorbikes or like vehicles at carnivals is not encouraged by the PAA. It is recognised that the use of these particular vehicles may assist in the running of a carnival or for people that need assistance with mobility. The hosting committee should assess these requests on a case by case basis, giving serious consideration toward the vehicle being used, the need and the age and capability of the operators who should always show a duty of care towards others.

### 15.11 Forfeiting Teams Policy

In the event of a team forfeiting an entire game, not a portion of the game, during a carnival they immediately lose all recognition in the outcome of the carnival.

All polocrosse players should consider the spectators and promote the sport by playing

The PAA strongly recommend that all teams play the entire carnival.

A dead rubber game can be played as a social game on a different horse, subject to Carnival Umpire's approval.

### 15.12 Blue Bandage Polocrosse

As per the [PAA website](#)

## 16 Privacy Act & Disclosure Statement

The PAA 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. (appendix 4)

The PAA collects personal member information in its capacity as the national managing body. Such information includes your name, address, date of birth and contact details. This information is maintained by way of a membership database.

The primary purpose for collecting this information is for the maintenance of membership data, insurance compliance and communications.

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

### 16.1 Internal Member Policy.

What information about you is shared?

The PAA does not share your information with third parties other than for the purposes mentioned above.

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.

### 16.2 External Visitor Policy.

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.

## 17 Appendices

- 1 PAA Constitution
- 2 PAA Strategic Plan 2016-2020
- 3 PAA Polocrosse Rules and Guidelines 2019
- 4 PAA Privacy Policy
- 5 PAA Annual Awards nomination form
- 6 PAA Code of Practice for the Welfare of Polocrosse **review and combine into P&P and remove from website**
- 7 PAA Selection Policy **under review**
- 8 PAA Member and Child Protection Policy
- 9 PAA Prevention of Match Fixing in Sport Policy
- 10 PAA Athlete Anti-doping Policy
- 11a Position Description National Executive Officer **under review**
- 11b Position Description National Treasurer
- 11c Position Description National Umpire incl. National Umpire Committee **under review**
- 11d Position Description National Coach Manager **under review**
- 11e Position Description Selectors incl. Chair of Selectors **under review**
- 11f Position Description National Horse Welfare Officer **under review**
- 12 Umpiring Competency Assessment
- 12a State Umpire Syllabus
- 12b National Umpire Syllabus
- 12c Umpire Seminar Topics
- 12d Umpire Rules Test
- 13 Coaching Accreditation Framework
- 13a Coaching Accreditation Scheme – High Performance
- 13b Coaching Accreditation Scheme – Level 1 Syllabus
- 13c Coaching Accreditation Scheme – Level 2 Syllabus
- 13d Coaching Accreditation Scheme – Level 3 Syllabus
- 13e Coaching Code of Behaviour
- 14 Player Grading Guide
- 15 Team Managers Manual
- 16 National and Interstate Competition - Player Eligibility Policy
- 17 Annual Membership Fees



- 18**
- 19**
- 20** Alcohol & Smoking Policy
- 21** Insurance - Personal Accident Claim Form
- 21a** Chubb Personal Accident Guide
- 22** Accident/Incident Report
- 23a** Horse Welfare and re-introduction of Horse with Vice Report
- 23b** Horse Drug Testing
- 23c** Equine Medication/Treatment Logbook
- 23d** PAA Horse Health Declaration
- 24** PAA Disciplinary Guidelines incl. Appeal Provision **needs rewrite and combine appeal provisions**
- 25** PAA approved playing and practice grounds list
- 26** PAA approved playing and practice grounds - approval request form
- 27** PAA Score Sheet
- 28a** Proceeding overseas form – personal (player, coach, umpire, team manager)
- 28b** Proceeding overseas form – representative (player, coach, umpire, team manager)
- 28c** Proceeding overseas team contact record – representative
- 29** Expense claim form
- 30** Blue Bandage Polocrosse Guidelines