



WAKEBOARD AUSTRALIA

Updated August 2011

Policy Book



WAKEBOARD AUSTRALIA

Administrative Guidelines

Wakeboard Australia
C/- The Secretary
642 Anakie Rd
Lovely Banks
Victoria 3221
Fax 03) 5276 1762
Email: lisa.sim@bigpond.com.au

Table of Contents

SECTION 1 — GOVERNANCE

..... 1

1. GOVERNANCE STRUCTURE

.....

1

1.1	Wakeboard Australia	1
1.2	Structure/standing under AWWF	1
1.3	Constitution	1
1.4	Intention of policy document	1
1.5	Applicability of rules	2
1.6	Amendment to rules	2
1.7	Interpretations and abbreviations	2

2 — ADMINISTRATION 4

2.1 GENERAL

4

2.1.1	Correspondence	4
2.1.2	E-Mailed and Faxed Documents	4
2.1.3	World Correspondence	4
2.1.4	Secretariat Funding	4
2.1.5	State Calendars	4
2.1.6	Federal Awards	4
2.1.7	Fund Raising Items	5
2.1.8	Foreign Policy	5
2.1.10	Selling Price	5
2.1.11	Australian Champions	6
2.1.12	World Title Results	6
2.1.13	State Tournament Results	6
2.1.14	No Smoking Policy	6
2.1.15	Underage Drinking	6
2.1.16	Drug Policy	6
2.1.17	Funding Acquittals	6
2.1.3	Website Management	6

2.2 MEMBERSHIP

7

2.2.1	Membership Fees	7
2.2.1	Membership Register	7
2.2.2	Service Awards	7
2.2.3	Conflicts of Interest	7

2.3 MEETINGS

8

2.3.1	Meeting Procedure	8
2.3.2	WBA Meetings	8
2.3.3	Meeting Attendance	8
2.3.4	Meeting Expenses	8
2.3.5	Meeting Decisions	9
2.3.6	Tabling Of Reports	9
2.3.7	State Annual General Meetings	9
2.3.8	Overseas Meetings	9
2.3.9	Agenda Items for World and Asian Australasian Region Meetings	10
2.3.10	Procedures For Electronic Voting ..	10

2.4 OFFICE BEARERS

APPOINTMENTS AND DUTY

STATEMENTS

11

2.4.1	General	11
2.4.2	WBA President	11
2.4.3	WBA Secretary	11
2.4.4	Treasurer	12
2.4.5	Vice President	12
2.4.6	Australian Team Manager	12
2.4.7	Australian Senior/Junior Team Coach	13
2.4.8	Australian Coaching Director	14
2.4.9	Fund Raising/Public Relations Officer	15
2.4.10	Australian Selectors (Refer WBA Selection Policy)	15
2.4.11	Asian – Australasian Region Delegate	16
2.4.12	Sub Committees	16

2.5 DISCIPLINE

16

2.5.1	Infringements	16
2.5.2	Disciplinary Action	17
2.5.3	Appeals	18
2.5.4	Financial Management	18

SECTION 2 — TECHNICAL POLICIES

20

1.1 AUSTRALIAN TEAMS/SQUADS

.....

20

1.1.1	Junior & senior Squad Development Program	20
1.1.1.1	Objective	20
1.1.1.2	Strategies	20
1.1.1.3	Tasks	20
1.1.1.4	Equipment	20
1.1.1.5	Funding	20
1.1.1.6	Competitors	21

1.2 AUSTRALIAN SQUADS 21

1.2.1	Australian Squad Selections	21
1.2.2	Junior Training Squads	21
1.2.3	Recognition of Junior Squad	21
1.2.4	Australian Team/Squad Member Obligations	21
1.2.5	Team Numbers	22
1.2.6	Selection Policy / Trials	22
1.2.7	Financial Assistance	22
1.2.8	Selection of Other Members of Australian International Teams	23
1.2.9	Team Uniforms	24

**SECTION 2 — TECHNICAL
POLICIES (CONT'D)**

**2 NATIONAL
COMPETITIONS .. 25**

**2.1 OFFICIALS APPOINTMENTS
AND DUTY STATEMENTS 25**

2.1.1 Chief Judge25

**2.2 AUSTRALIAN NATIONALS
OBLIGATIONS 26**

2.2.1 Appointment of Host State26

2.2.2 Related Rules27

2.2.3 Administration Obligations27

2.2.4 Technical Obligations32

3. TECHNICAL 34

3.1 GENERAL 34

3.1.1 Rule Changes34

3.1.2 Wakeboarding Out Of Division34

3.1.3 Entry Forms34

4. JUDGING 35

**4.1 JUDGING COORDINATOR'S
OBLIGATIONS 35**

4.2 JUDGING STANDARDS 35

**4.3 ASSESSMENT OF JUDGES
36**

4.3.1 General36

4.3.2 Theoretical Assessment of Judges 36

**4.4 LEVELS OF ACHIEVEMENT
FOR WBA JUDGES 36**

**4.5 JUDGING EXAMINATIONS
.....
37**

4.6 APPOINTMENTS 37

**4.7 FINANCIAL ASSISTANCE TO
JUDGES AND OFFICIALS 38**

4.8 JUDGING EQUIPMENT 38

ATTACHMENTS 39

**WAKEBOARD AUSTRALIA CONFLICT
OF INTEREST DECLARATION
..... 40**

AMENDMENTS SHEET 41

SECTION 1 — GOVERNANCE

1. GOVERNANCE STRUCTURE

1.1 Wakeboard Australia

Wakeboard Australia (WBA) is the registered business name of the Australian WaterSki and Wakeboard Federation Incorporated (AWWF), Wakeboard Division. This body is registered in the ACT, and therefore the Wakeboard Australia (WBA) policies and rules have been developed with due regard to the relevant sections in the ACT Associations Incorporation Regulations, 1991.

1.2 Structure/standing under AWWF

Wakeboard Australia is a sub-committee of the AWWF, which represents the wakeboard members within the federation at a National level.

1.3 Constitution

Wakeboard Australia operates under a Constitution initially developed in October 1996. The AWWF Constitution and Regulations may also be looked to for reference on matters not covered under either the Wakeboard Australia Constitution or these agreed Wakeboard Australia policies and rules.

This policy document has been developed under Clause 20 of the Wakeboard Australia Constitution (hereafter referred to as the Constitution), which allows for the formulation of by-laws and rules, and also states that such by-laws and rules shall be binding on every member. In development of this document consideration has also been given to Guidelines issued for National Sporting Organisations by the Australian Sports Commission.

1.4 Intention of policy document

It is intended that this policy document will contain the general operational rules applicable to Wakeboard Australia. The document is in two main sections, the first section covering administrative matters, and the second covering technical matters.

The general operating rules of WBA will be maintained in this document and will be known as the Official Wakeboard Australia Policy Book. The Policy Book is to be maintained by the WBA Vice President, assisted by other WBA members on a volunteer basis.

The Policy Book is to be available to all WBA delegates by reference to the WBA website.

1.5 Applicability of rules

In addition to the Constitution and the rules proposed in this policy document, at various times the members of Wakeboard Australia are also bound by the following:

1. AWWF and WBA Selection Policy, unless aspects of this policy provide further clarification;
2. AWWF Wakeboard Australia Official Rules are the applicable competition rules and are updated annually to ensure they are consistent with the international World Wakeboard Competition Rules.
3. AWWF rules and policies in relation to Member Protection,
4. The AWWF Drugs in Sport policy
5. AWWF Regulations
6. Member State rules and regulations as they apply for the administration of the sport within each State
7. Member State rules and regulations as they apply for the administration of the sport within each state. Member States can adjust rules to suit local conditions. Examples would be situations such as course alterations to suit local waterways requirements, age groups and divisional categories to take into account the number of local entrants. Member States cannot apply local rules for State Titles as these lead into National events.
8. Wakeboard Australia level should first deal with conflicts of rules, then if unresolved take to the AWWF level for a ruling.
9. Where this policy book is silent on particular matters, then the order of standing for guidance will be the WBA Constitution, followed by the AWWF Constitution and Regulations, followed by the ACT Associations Incorporation Regulations, 1991

1.6 Amendment to rules

All rule amendments will be put to the WBA AGM or special general meeting for ratification.

- a. Amendments can be proposed by any WBA committee member but will be considered and agreed to by a majority of the WBA committee voting members before final inclusion.
- b. Proposed amendments will then be collated and circulated not less than 30 days prior to each AGM or special general meeting to allow time for consideration by the voting members.
- c. Email circulated to all voting members by the Secretary will be an acceptable form of circulating or proposing amendments to the rules during the year

1.7 Interpretations and abbreviations

1.7.1. Abbreviations

- a. IWWF International Water Ski and Wakeboard Federation
- b. WADA World Anti Doping Authority
- c. AWWF Australian WaterSki and Wakeboard Federation Incorporated

1.7.2. Interpretations

a. Member State

Member State is defined in the AWWF Constitution under Section 11

b. WBA Executive

Under the WBA Constitution all authority rests with the voting members of the Committee. The Committee may choose to delegate authority to a Subcommittee for the performance of particular functions on its behalf. The WBA committee will define the tasks for the subcommittee and agreed performance standards. Each such delegation should be clearly documented in the minutes of the meeting in which the delegation occurs. Subcommittees will provide reports on their activities to the members of WBA on a schedule to be agreed at the time of initial delegation.

An Executive is not defined under either the Constitution of WBA or that of the AWWF. This policy document takes the standard form and use of the word as it relates to committees in the ACT Associations Incorporation Regulations, 1991 (the Regulations), and so the Executive will be deemed to consist of the office-bearers of the association, (being the President, Treasurer and Secretary); and a minimum of 3 state delegates. Section 13.7 of the Regulations further states that a person is not eligible to simultaneously hold more than 1 position on the committee. Executive positions for each year for the state delegate position will be drawn from a pool of the state delegates who do not hold one of the Executive positions. The pool will contain the remaining state delegate names. This draw will be conducted at each AGM. State delegates do not need to be present to be included in the pool draw.

As the WBA Constitution does not give a voting right to committee members other than state delegates, the executive has no power to apply rules or make decisions on behalf of WBA unless delegated to do so by the committee. Such delegations of authority to act will be agreed at each annual AGM and included in the minutes of that meeting. The President as nominal head of the Executive Group will provide details of any Executive actions during the year to the WBA AGM.

Sections identified in this document relating to the operations of an Executive group are as follows:

- 2.1.6 Grants and Awards
- 2.1.10 Selling Price
- 2.1.18 Website management
- 2.4.6 Sponsorship contract for Australian Worlds Team members

c. WBA Executive

WBA Executive will be taken to mean the WBA executive, and Vice Versa.

2 — ADMINISTRATION

2.1 GENERAL

2.1.1 Correspondence

The correct procedure for forwarding correspondence to Wakeboard Australia (WBA) is to send all correspondence to the Secretary. The Secretary will advise their contact details on election at each AGM.

The Secretary will maintain a register of all correspondence, both inwards and outwards, and will present the register and originals of all correspondence for the applicable year to the relevant AGM. The Register may be maintained in electronic format but will then be printed for presentation purposes.

Copies of correspondence will only be forwarded on to other persons if it relates to specific areas, matters, committees or actions with which they are involved.

2.1.2 E-Mailed and Faxed Documents

Emailed and faxed documents will be accepted as authentic correspondence if received by the required date.

States must register their State's official Email and fax number with the Secretary for distribution of all urgent official correspondence. It is the responsibility of each State Secretary to inform the Secretary of WBA of any changes in contact details within 7 days of such changes occurring.

2.1.3 World Correspondence

The WBA President will request the AWWF Wakeboard Delegate to establish links with relevant world Level Wakeboard committees which may have an impact on WBA operations. Such bodies may include, but are not limited to

The WBA Secretary, will table a copy of all World correspondence, both inwards and outwards, at each WBA meeting.

2.1.4 Secretariat Funding

Secretariat requirements and arrangements may be decided on from time to time by the voting members of WBA. Funding for any agreed Secretariat requirements shall then be set at the AGM and payable by all States within 60 days of the AGM.

2.1.5 State Calendars

All State Divisions are to present a calendar of events for the forthcoming season at the WBA AGM.

2.1.6 Federal Awards

AWWF shall advise the WBA Secretary President of all applicable Federal grants and awards as and when they arise. The WBA Secretary will then inform the voting members of WBA within 7 days so that they may complete any

requirements associated with the granting of any such awards in a timely manner.

Nominations for awards are to be made by the WBA Executive.

2.1.7 Fund Raising Items

The WBA has the sole rights to the manufacture and sale of the following fund raising items:

- Pressure sensitive emblems of the WBA logo
- WBA wall plaques
- WBA Key Rings
- WBA Rule Books
- Any item with the WBA Logo
- Any Videos or DVD Footage of WBA Tournaments

2.1.8 Foreign Policy

WBA agrees to abide by the 'Policy of the Government of the Day' regarding the participation in sport with Foreign Countries. Any member participating in wakeboarding, including coaching, tournaments, exhibitions, and seminars or accepting sponsorship, in contrary to the designated policy, will result in that member excluding themselves from consideration for selection in any Australian Team

2.1.9 Media

All Media (not limited to Videos/DVD's) taken at National Tournaments, as arranged by the Nationals Organising Committee obligations, shall be supplied to and remain the property of WBA.

WBA shall maintain a library of all official media (not limited to video tapes/DVD's) from National Tournaments, which should be held by a person designated by the WBA.

Copies of media taken at the National Titles or other events held by WBA will be available for sale through WBA after clearance has been given by the WBA organising committee for the particular event. Selling price will be determined under section 2.1.10.

The organising committee shall appoint a designated person who shall arrange the distribution of tapes/DVD's from the WBA library. A copy of the original tape/DVD only shall be distributed, with the original tape/DVD remaining in the library at all times unless otherwise directed by the WBA Executive.

The host State Division of a National Title will be given a copy of the respective hosted event free of charge upon application to the organising committee by that State Division.

2.1.10 Selling Price

The selling price of any WBA items as specified under clause 2.1.7 is amendable as determined by the WBA Executive. Funds will be allocated to cover production costs, with any surplus funds raised through the selling of any such items remaining the property of Wakeboard Australia, unless covered under an agreed share of profits agreement with the producers of any such

items. If such a share agreement exists then profits (determined after all expenses have been allocated) will be disbursed strictly on the basis of such agreement.

2.1.11 Australian Champions

A list of current Australian Champions shall be posted on the WBA Website and at the National Titles.

2.1.12 World Title Results

The Australian Team Manager at a World Title event, or his nominee, shall send a daily report including results to the WBA Secretary who shall distribute these results promptly to all States. Where possible these results should be on the WBA Website.

2.1.13 State Tournament Results

Results from all State tournaments are to be sent to the WBA Secretary,. The WBA Secretary shall distribute these results to the High performance Director and Australian Selectors.

2.1.14 No Smoking Policy

It is the policy of the WBA that smoking is not permitted in the following locations:

- Meeting room at WBA meetings
- Judges Tower at WBA sanctioned tournaments
- Tow boats at WBA sanctioned tournaments
- Any change rooms or toilets

2.1.15 Underage Drinking

Underage drinking will be dealt with as per the terms of 10.2 of the AWWF Regulations.

2.1.16 Drug Policy

WBA will abide by the drug policy laid down by the IWWF, WADA and the AWWF Drugs in Sport Policy.

2.1.17 Funding Acquittals

All programs/projects undertaken on behalf of WBA are to be administered through the accounts (books) of the WBA.

The person responsible for the program or project will provide all relevant and necessary accounting details, receipts and funds to the WBA Treasurer.

Acquittals from specific programs or projects that have received funding will be actioned and submitted by the WBA Treasurer in the format required to meet our obligations.

2.1.3 Website Management

WBA will maintain a website for the information of members. Available on this website will be matters of interest, application forms, WBA official public documents and notifications of National events and results. The website will be kept as up to date as possible. Items to be posted to the Website will be cleared through the WBA Executive.

2.2 MEMBERSHIP

2.2.1 Membership Fees

Membership fees are set by AWWF each year. Notification of new fees and downloadable membership forms are available at the AWWF website.

2.2.1 Membership Register

A National Membership Register is maintained by AWWF. Each State President is notified on a weekly basis of all current Australian members. The following information should be kept in as this is a policy document. The Register shall record the following information for all Memberships

1. Name, Address
2. Phone Number
3. Date of Birth
4. Membership Number
5. Date Joined (original joining date)

2.2.2 Service Awards

Award for outstanding contribution to the sport of Wakeboarding in Australia,

Criteria

1. Nominee for this award must hold a WBA Membership number
2. The award will be granted by WBA
3. The nominating State must submit a detailed resume with the nomination
4. The nominee must have contributed to the sport of Wakeboarding on both a State and National level with a minimum of 10 years active involvement
5. The award will be in the form of a Plaque, being a brass plate on a timber background of dimensions 270mm long x 190mm high and inscribed in black lettering with the following wording:

WAKEBOARD AUSTRALIA

AWARDED TO
FOR OUTSTANDING CONTRIBUTION TO THE
SPORT OF WAKEBOARDING
IN AUSTRALIA

.....
DATE

.....
PRESIDENT WA

2.2.3 Conflicts of Interest

Conflicts of interest arise when a member of the Wakeboard Australia (WBA) Executive, committee members or appointed office bearer has a personal

interest that may conflict with the best interests of WBA. Under common law you must not place yourself in a position where there is a conflict, actual or potential, between your personal interests and the duty you owe to WBA.

A conflicting interest has the potential to unfairly bias an individual's decision-making, and any such conflicting interest should be declared to WBA. Failure to declare interests leaves both the individual and WBA open to accusations of failing to act in the best interests of WBA, regardless of whether or not the conflict of interest had any effect on the decision making process.

WBA has in place a policy requiring all executive, committee and staff members to formally declare any conflict of interest they may have. The policy includes a requirement for members to complete on an annual basis a conflict of interest declaration form.

Executive, committee members or appointed office bearers also have a duty to declare any conflicts of interest which unexpectedly arise. If a conflict of interest is declared the WBA committee should decide what action, if any should be taken to ensure the conflict is dealt with appropriately.

Declaring a conflict of interest clearly shows both the WBA and the individual that they take their ethical obligations seriously.

A Conflict of Interest Declaration is available at Attachment 8. All completed declarations are to be held in a register to be administered by the Secretary. Conflicts that have been declared will be collated and notified at each WBA AGM. Conflicts of interest that unexpectedly arise and are notified through the Secretary shall be notified to the other WBA committee members within 7 working days by email.

2.3 MEETINGS

2.3.1 Meeting Procedure

The reference source for meeting procedures is "Take the Chair"

2.3.2 WBA Meetings

There shall be two meetings of the WBA scheduled as follows:

1. **Annual General Meeting** to be held as per the terms of 12.1 of the Constitution
2. **Nationals Meeting** – if the current organising State requests such a meeting it shall be held no later than the weekend prior to the WBA National Titles or such variation as may be agreed by the WBA Executive. Such a meeting should be held by phone hookup wherever possible to minimise costs, unless the organising state requests the presence of the WBA members.

2.3.3 Meeting Attendance

Any State Delegate who leaves any WBA meeting without the consent of the Chairman prior to the official closing of the meeting, shall be liable to pay his/her traveling expenses to attend that meeting.

2.3.4 Meeting Expenses

Subject to sufficient available funding, meeting room costs plus the airfares of one delegate from each State Division, the airfares of the Executive and the airfares of invited Officials such as Team Manager, Coach, etc., shall be pooled and divided equally amongst the active State Divisions & WBA. Current active State divisions are NSW, Vic, SA, ACT, WA & Qld.

Where an Officials attendance at the meeting is at their own choice and not as a result of an invitation by the WBA Executive, the Official will bear the cost of their travel and accommodation expenses.

If a State Division chooses to send a second delegate, that State Division shall pay the second delegates complete airfare and expenses.

Where a delegate travels to a meeting by car instead of flying, then the fuel costs used to travel to the meeting, should not exceed the cost of the airfare, shall be used as the pooled fare.

The airfare cost referred to above shall be the cheapest economy airfare available at the time. To obtain the cheapest airfare, the flight must be booked no later than thirty days prior to the date of the meeting. Where a delegate chooses not to book the discounted airfare, the delegate or State shall pay the additional cost incurred.

2.3.5 Meeting Decisions

It is the policy of the WBA that the State Divisions be given the opportunity to discuss the agenda items of the WBA AGM and General meetings and give directions on voting to their Delegate. Therefore, decisions on WBA meeting agenda items shall only be made on agenda items that are circulated to the State Divisions prior to the meeting and accompanied by a full description of the item.

Decisions on additional items arising out of an agenda item will be decided upon at the meeting, unless a majority of the State Divisions decide that the item be deferred to the next meeting or deferred for a postal or electronic vote.

Items raised under general business will not be decided upon at the meeting unless two-thirds majority of the State Divisions decide that a vote be taken on the item.

2.3.6 Tabling Of Reports

The reports of the Presidents, Vice President, Secretary, Region Delegate, Judging Director and Coaching Director will be tabled at the AGM.

The holders of the above-mentioned positions are to forward copies of their reports to the Secretary prior to the closing date for agenda items.

2.3.7 State Annual General Meetings

All State Division AGM's should be held prior to the AGM of the WBA. Where a state is unable to meet this requirement they shall notify the Secretary of the proposed date for their meeting and outline the reasons for noncompliance to this section.

2.3.8 Overseas Meetings

Any Rider, Judge, Driver, Scorer, Manager, Coach or Doctor, as detailed under the IWWF Rules, who is selected and ratified by WBA to represent Australia at any World or Region AA Championship, is eligible to receive financial assistance towards their travel expenses.

The WBA Committee will pre-approve the total amount of available financial assistance, with the agreed allocated amount then pooled for division amongst the riders and agreed WBA officials. (see Technical section 1.2.7 for full details of funding allocations).

Officials seeking funding must have been ratified by the WBA committee, particularly where the official is also eligible for funding from other sources such as IWWF or AA's. Officials are defined as those people entered as officials as per the official nomination form entered for the event by WBA.

Where funding support from overseas bodies is available to officials (for example invited judges, boat drivers or calculators) travelling to Worlds event, such funds should be sought first prior to claiming funding from WBA, following any instructions as per the nomination form entered. Officials must declare any additional sources of funding to the Wakeboard Australia Treasurer prior to receiving any acquittal from Australian funds.

The Team manager will be required to maintain receipts for all possible overseas expenses (for example rider entry fees, visa's, accommodation and training costs) in order to acquit funds against the AWWF grants. (see also section 2.4.6). Where officials have separate receipts, these should be made available to the team manager wherever possible.

2.3.9 Agenda Items for World and Asian Australasian Region Meetings

The WBA Secretary shall send a formal letter to the Asian Australasian Region Council Chairman, advising of any agenda items that arise out of WBA meeting.

2.3.10 Procedures For Electronic Voting

If matters arise that must be voted on, but members agree they will not call for a Special General Meeting, an electronic vote can take place. Notification of such voting will be done by the Secretary, and all members must respond to emails from the Secretary within 48 hours, noting/formally accepting their receipt. Failure to do so will indicate non-delivery of the email to the member, and such non-delivery must be followed up within a further 24 hours by a phone call from either the original member sending the email or a requested delegate from the committee such as the Secretary, as deemed appropriate by the initiator. Delegates must supply appropriate contact telephone numbers, and the Secretary is to ensure that all State delegates are kept informed of their counterparts contact details.

The Secretary must be copied into all emails, and must maintain records and copies of all emails sent and received in a readily accessible and secure format, such format to be agreed upon by the committee members. These emails are to be retained as proof of delivery/acceptance, and as proof of the members voting intentions.

2.4 OFFICE BEARERS APPOINTMENTS AND DUTY STATEMENTS

2.4.1 General

The appointments of the positions listed below will be made by the WBA Executive in accordance with the WBA Constitution or as specified in this Policy Book.

Nominations for these positions shall be accompanied by a dossier of the nominee, outlining their experience and how they propose to carry out the duties of the position.

2.4.2 WBA President

Appointment – Refer to Constitution

Duties:

In addition to those duties laid out in the Constitution:

1. Officially represent the WBA at WBA events and other functions if invited.
2. Ensure the functions of the National Organising Committee and other Sub-Committees (as laid down in the Constitution, Bylaws and Policies of the Association) are carried out.
3. Share information with the WBA committee on issues that may affect WBA in a timely manner.

2.4.3 WBA Secretary

Appointment – Refer to Constitution

Duties:

In addition to those duties laid out in the Constitution:

1. Minute all WBA meetings
2. Forward a copy of AGM and General Meeting minutes by email or post to the following:
 - a) National Committee
 - b) WBA State Division Secretaries and or Delegate
 - c) Australian Team Managers
 - d) Australian Selectors
3. Post notices and agendas for any meetings to the above
4. Post a copy of Executive Committee meetings to the National Committee
5. Handle all Correspondence
6. Liaise with State Division Secretaries as required
7. Maintain in a readily accessible electronic format copies of all WBA official documents such as the Constitution, this policy document, WBA rules and other items deemed necessary and requested by the WBA committee.

2.4.4 Treasurer

Appointment – Refer to Constitution

Duties:

In addition to those duties laid out in the Constitution:

1. Attend to all matters of a financial nature, including collection of debtors, settlement of creditors etc.
2. Arrange for the Audit of the WBA financial dealings for each relevant year prior to the AGM for the applicable year.
3. Provide a detailed financial statement to each WBA meeting and an audited statement to the Annual General Meeting. Financial statements are to include a detailed listing of all cheques written, a brief statement of purpose, and list of outstanding debtors and creditors.
4. Develop a draft budget for presentation and approval at the annual AGM.
5. Comply with the guidelines set out in Section 2.5.4 of this document

2.4.5 Vice President

Appointment – This position is not officially defined in the Constitution, however under Clause 14.1 (b) (iv) the WBA the committee may appoint any other positions they deem necessary for the proper conduct of the affairs of the Division. It is proposed that this position be appointed, if deemed necessary, by the WBA committee under the same appointment terms as the President, Secretary and Treasurer.

Duties:

1. To assist the President in all administrative matters of the WBA
2. Maintain and update to policy book
3. To co-ordinate the preparation, implementation and monitoring of the four year development plan
4. Stand in for the President if required.

2.4.6 Australian Team Manager

Appointment – By the WBA Executive, using electronic voting, following each World Title, from nominations received from the State Divisions or the individual applicant.

Duties:

1. Provide a written report to each WBA Australian Meeting on all activities pertinent to the Australian Teams.
2. Provide an annual written report to the AWWF for submission to the Australian Sports Commission as per the criteria detailed by the AWWF Office.
3. Promote the Australian Team and request from AWWF grants and sponsorship that will help towards overseas travel and training expenses for World and Regional Championships and travel within Australia to training schools and selection tournaments.
4. Organise fund raising for the Team with the aim of providing full reimbursement of expenses incurred by the Team Members and officials when they are representing Australia at World or Regional

Championships. The Team Manager will be assisted by the Team Coach, State Divisions, Squad Members & the Australian Table where possible.

5. Provide budgets current and future on costs to be incurred at World or Regional Championships and costs involved in conducting selection trials and training schools.
6. Keep records of event results and progress performances of all squad members.
7. Provide financial statements of income and expenditure incurred for World or Regional Championships
8. Arrange all uniforms for the Team Members, Officials, Reserves and Independent Riders.
9. Co-ordinate travel arrangements to the World or Regional Championships
10. Co-ordinate accommodation requirements for the Team Members at World or Regional Championships.
11. Check passports are current.
12. Check visa's and make appropriate arrangements as required.
13. Check Age Divisions on rider entries correspond correctly to the relevant rules of the competition.
14. Check all riders are current AWWF members.
15. Check all riders have a copy of IWWF rules with IWWF different rules highlighted.
16. Check if event host Country has any different customs rules and ensure all riders and officials are aware of them.

The Team Manager has the authority to obtain sponsorship for all uniforms, travel etc., and to make all Team Members adhere to the sponsorship contract with regard to the promotion of the sponsored items

The sponsorship contract must have the approval of the WBA Executive.

The Team Manager, with the approval of the Selectors, may withdraw a Team Member from representing Australia if that member does not fulfill his/her obligation to the WBA and Australia as a result of unsatisfactory behavior or refusing to abide by reasonable requests made by the Team Manager.

Within 24 hours of the conclusion of a World or Region AA Championship, arrange and advise a date to all team members of a debriefing meeting to ensure issues from the championships are addressed and techniques and strategies for the ongoing improvement of our performance implemented.

2.4.7 Australian Senior/Junior Team Coach

Appointment – By National Coaching Director at the next meeting following each World Title, from nominations received from the State Divisions or the individual applicant.

Duties:

Provide a written report to each Australian Meeting on all activities pertaining to the Australian Senior Team as detailed below

Pre World or Regional Championships

1. Prepare a training program and facilities for the Squad/Team leading up to the World or Regional Championships, both in Australia and Overseas.

2. Assist each squad member to develop an on and off water training and fitness program for their individual needs.
3. Regularly communicate with squad riders and evaluate progress of their programs.
4. Assist and coach riders with regard to improving technique and style, or resolving any difficulties they may have, or noting areas requiring special concentration.
5. Keep in touch with the latest wakeboarding styles and techniques
6. Attend and coach at squad training schools and/or arrange specialist coaches
7. Promote and assist the Team Manager in arranging training schools
8. Stay up to date with the latest rule changes
9. Guide riders where applicable to becoming event specialists
10. Get to know personally each squad member
11. Liaise regularly with the Team Manager and selectors on the progress of individual squad members.

On Site at World or Regional Championships

1. Assist the team manager to ensure riders basic needs are met, e.g. food, accommodation etc.
2. Coordinate team training sessions, noting items such as speed, wake variations, back wash, length of course, run up, etc.
3. Promote the Australian Team Concept.
4. Assist team members to the start, ensuring they have all their gear, are not put under any unnecessary pressure and are aware of the starting order or late changes to the program.
5. Ensure all team members are aware of any new rule change or tournament requirements, e.g. turn around times
6. Assist with re-ride requests
7. Observe water conditions etc., and advise as required
8. Be a people manager. This is perhaps the most important on-site duty of all. The coach must realize and understand that each rider acts and reacts differently under the obvious pressure that World or Regional Championships present
9. Every effort must be made to meet each team member's individual needs in order to minimize stress and avoid any unnecessary conflicts that may arise, as long as it is not at the expense of the TEAM CONCEPT

2.4.8 Australian Coaching Director

WBA regards the High Performance Director (HPD) to be an expansion of the National Coaching Director role.

Appointment:

The role of the High Performance Director is to represent the interest of WBA on the AWWF High Performance Committee (HPC). The Divisions of AWWF are responsible for nominating their HPD, and the representative is then endorsed in the position by AWWF. The HPC has ultimate responsibility to AWWF as it is a sub-committee of AWWF.

The HPC is chaired by a member of the AWWF Board, and has representatives from each division, who are preferably not already AWWF Board members. Also represented are a planning officer from AWWF, a medical representative (the current advisory to the AWWF Board), and a representative from the

Australian Sports Commission. All members of the board are voluntary and receive no remuneration.

Duties:

1. Provide a written report to each Australian Meeting on all activities pertaining to the duties detailed below:
2. Coordinate and conduct Coaching Accreditation courses
3. Develop guidelines for conducting training schools
4. Liaise with State Coaching Directors regarding training school programs, new methods of coaching, fitness programs relevant to wakeboarding etc.
5. Develop a list of Australian and International coaches available to coach at training schools
6. Prepare budgets for the above programs and coordinate the funding of same with the High Performance Manager or via sponsorship

2.4.9 Fund Raising/Public Relations Officer

Appointment – By the WBA Executive at the annual AGM from nominations received from the State Divisions or the individual applicant.

Duties:

1. Provide a written report to each Australian Meeting on all activities pertaining to the duties detailed below:
2. Coordinate the National promotion of wakeboarding.
3. Arrange sponsorship of the WBA and the Australian Senior and Junior Teams
4. Prepare a program for approval by the WBA Executive on promotional, sponsorship and fund raising activities
5. Coordinate with State Fundraising Officers on programs to raise funds for the Australian Team

2.4.10 Australian Selectors (Refer WBA Selection Policy)

Appointment – By the WA Executive at the next WA AGM meeting following each World Title, from nominations received from the State Divisions

Selection committee = 1 per active state. Responsibility is to provide nominations of high end riders from states. Each committee member will automatically be the President of the state unless a proxy is nominated by that President.

Selectors = 3 appointed by WBA exec, plus HP Director. All selectors and the selection committee will report to the HP Director.

There shall be no more than two of the WBA appointed selectors from any one State.

The Selection Committee shall appoint a Chairman who shall be responsible for the calling of selection meetings and ensuring all relevant information is provided to the selectors.

Airfares incurred by selectors to attend a special selection tournament may only be reimbursed where WBA has requested and approved their attendance, providing sufficient funds are available. Where a selector travels by their own

choice to view riders at an interstate event there will be no approved funding provided.

Asian – Australasian Region Delegate

Should a position become vacant the WBA President or his/her nominee shall be an automatic nomination for a position on the Asian Australasian Regional. Nominations are to be forwarded by the WBA Secretary to the AA President.

2.4.11 Sub Committees

The WBA Executive may appoint sub committees as and when the need arises.

All sub committees must observe the following obligations:

1. Be totally responsible to the WBA.
2. Be advised of their terms of reference and/or duties and strictly operate within those parameters
3. Provide written reports/recommendations to the WBA Executive as required
4. Provide detailed financial reports to the WBA Treasurer, including assisting in the completing of acquittal documents where applicable

All Sub-committee recommendations must be ratified by the WBA Executive.

2.5 DISCIPLINE

2.5.1 Infringements

Disciplinary procedures already exist in relation to the conduct of members, as follows:

- i. Section 9 of the Wakeboard Australia Constitution
- ii. Section 18 of the AWWF Constitution
- iii. AWWF Selection Policy
- iv. Part 9 of the ACT Associations Incorporation Regulations 1991
- v. Code of Conduct for WBA members as per Rule 1(d) of WBA rules

The competition rules do not contain an element for appropriate conduct of the riders, and so this policy is intended to remedy that breach. Riders will be read the Rules of Conduct at the Riders Briefing each day at the Nationals, and shall sign their agreement to abide by such rules.

Infringement (see WBA Rules 1(d) transgressions include, but are not limited to the following:

1. Violence or injury to others
2. Theft
3. Vandalism
4. Insulting or offensive words or behavior
5. Abuse of equipment
6. Substance abuse
7. Positive drug tests
8. Bringing the sport into disrepute
9. Unsportsmanlike conduct, (See WBA Rule 1(d))

2.5.2 Disciplinary Action

Section 9.1 of the WBA Constitution contains rules for the Expulsion of members. These rules are intended to come into play prior to that event being required.

WBA is committed to developing and maintaining an effective dispute resolution and discipline policy. WBA will aim to ensure that any disputes are resolved promptly, objectively and with sensitivity, will set up a dispute resolution process that is member focused and helps to address their concerns and ensure consistency in response to any disputes or complaints

The grievance procedure set out in this rule applies to disputes under these Rules between:

- a. a member and another member; or
- b. a member and the Association

The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

A Club committee representative may assist with the organisation of the initial meeting between the two parties and shall act as mediator for both parties, should the member(s) agree.

A report of the complaint and the action taken shall be made to the WBA Executive and AWWF of the person concerned within 14 days.

Action taken by the Chief Judge and/or Jury shall have effect only at the time and place of competition at which the infraction occurs and shall be limited to actions at that competition.

An infraction calling for action beyond that applicable to a competition shall be reported to the AWWF and WBA Executive by the Chief Judge, the Organiser, WBA Team Manager or WBA President/Director within 7 days of the occurrence, and must be accompanied by depositions from Officials concerned and/or witness to the infraction.

The WBA Executive shall afford the parties concerned an opportunity to state their case, which may include depositions from witnesses and other evidence.

The offender, their State Division, WBA Executive and AWWF will be notified of any action taken by the WBA Executive as soon as possible.

In the case of a more serious offence, the WBA Executive shall refer the matter to the WBA Committee for action. The WBA Executive shall investigate the matter and decide by post/fax/e-mail exchange, or at a meeting, what action is to be taken.

Action decided upon by the WBA Executive, or the WBA Committee, shall be suspended if the State Division concerned takes action which, in the opinion of the WBA Executive or the WBA Executive, is appropriate or sufficient. Such action taken by a State Division must be notified to the WBA Executive within 30 days of the infraction, or when the action to be taken by the WBA Executive or WBA Executive is to come into effect, whichever is the sooner. States can

not suspend membership, but can make application to WBA under section 9.1 of the WBA Constitution for the hearing of the matter if they deem that such action is necessary

2.5.3 Appeals

In case of a sanction taken other than at a competition, the person concerned may have recourse to appeal to the WBA, AWWF or the Party taking such action.

Appeals against decisions should be sent to the AWWF Chief Executive Officer, WBA President/Director, WBA Secretary within 15 days of the receipt of the decision being contested to be valid.

2.5.4 Financial Management

WBA will abide by the standard procedures listed below, for all financial matters. Overall, financial responsibility rests with the club's management committee, with administration of the books and accounts resting with the Treasurer.

1. Two signatures are required on all cheques. Clause 18.c of the Constitution states that the signatories are to be the WBA President and the Treasurer. If, from time to time, this is not a suitable arrangement, the WBA committee may delegate a WBA committee member as either an additional or replacement signatory.
2. The Treasurer and one other committee member are to be authorised to operate the Clubs bank accounts.
3. The clubs financial recording will include, as a minimum, the following information:
 - i. Use of a receipt book
 - ii. Bank deposit book
 - iii. Cheque book
 - iv. Cash receipt journal
 - v. Cash payment journal
4. All accounting records will be maintained in an appropriate format to allow for presentation to the auditor. The Treasurer must also be able to produce appropriate reports for presentation to the WBA committee at the AGM.
5. The Treasurer will prepare an annual budget for the club, predicting expected income and expenditure, to be presented at the AGM.
6. The Treasurer will provide a profit and loss statement and balance sheet for the annual report each year.
7. The Treasurer will have all WBA financial records audited by an independent auditor each year, in line with the Constitution.
8. The funds of the club WBA may be derived from sources such as event fees, Nationals entrance fees, annual subscriptions if applicable, donations, sponsorships and such other sources as the committee determines appropriate.
9. All accounts will be paid within commercially accepted trading terms.
10. All funds will be banked within a reasonable timeframe, but no more than 7 days after receipt.

11. The WBA committee minutes should record authorisation for major items of expenditure, based on the budget developed and put forward by the Treasurer. Such authorisations must be recorded in the minutes of meetings and given an authorisation number.
12. All payments must be accompanied by a completed WBA cheque requisition form, and such requisitions must note the approval/reference number given at WBA meetings. If no such authorisation is yet available, the form must be presented at the next meeting and be appropriately authorised.
13. All standing payments that have been budgeted for and approved at the AGM can be paid normally by the Treasurer, and may then be later ratified by the committee.
14. The Treasurer will have the power to make payments to a limit of \$1500 for the purposes of general administrative or ongoing expenses between committee meetings without seeking approval from the committee; however all such payments must then be ratified at the next meeting.

SECTION 2 – TECHNICAL POLICIES

1.1 AUSTRALIAN TEAMS/SQUADS

1.1.1 Junior & senior Squad Development Program

1.1.1.1 Objective

The objective is to maintain Australia's dominance in the World of Wakeboarding. To achieve this objective, the following program has been developed subject to funding.

1.1.1.2 Strategies

1. Establish an Australian Selection Squad, comprising the cream of Australian riders.
2. Establish an Australian Junior Team, comprising the cream of Australian Junior riders. This squad must include Sub-Juniors, both boys and girls.
3. Provide the best possible training and development techniques available.
4. Implement long term planning strategies – say 6 years
5. Develop a succession-planning program, to enable riders to strive for achievement.
6. Concentration of effort to maximize high scoring in all events.
7. Invite leading world proponents of Wakeboard Coaching to give "Guest Coaching Appearances"
8. Research coaching and administration techniques in concepts in like sports, e.g. Tournament skiing, snow skiing.
9. Selection of key personnel, such as Team Manager, Team Coach, Coaching Director to be on the basis of 'Best Man for the Job'.

1.1.1.3 Tasks

Training Schools –

Subject to funding, conduct Junior Training Schools on a National basis during school holidays, weekends and after tournaments, e.g. Nationals.

1.1.1.4 Equipment

Introduce new training aids.

Introduce extensive use of video re-training techniques. WBA to arrange provision of the necessary equipment for use by the Team Coach.

1.1.1.5 Funding

Funding is the responsibility of the Australian Junior Team Manager and to include Sponsorship for complete:

1. Training School cost
2. Riders Equipment
3. Boat

4. Video
1. Travel
2. Petrol
3. Accommodation
4. Administration (including Coaching Director)

1.1.1.6 Competitors

Ensure the entry of both the Junior and Senior Training Teams in as many as possible competitions each year. This is a minimum of four tournaments per year and is to include at least one International Tournament per year if practical.

Both the Junior and Senior teams are to train and compete at events, to enhance the viability of securing long term Sponsorship. The 'teams' are to appear at promotions and give exhibitions throughout Australia. This exposure is seen as being essential to promote the Sponsor as being associated with the 'Australian Team'.

1.2 AUSTRALIAN SQUADS

1.2.1 Australian Squad Selections

The Australian Team Squad is selected following the National Titles each year in accordance with WBA Selection Policy (refer attachment). The squad may be added to at any time.

1.2.2 Junior Training Squads

Any State which believes it has a rider/s who are worthy of selection in the Junior Squad, are encouraged to submit relevant details to the WBA Secretary. The selectors will then consider such riders.

It is the responsibility of the States to ensure that the selectors are fully informed of all riders in their State, including those not at the Nationals, who may meet the requirements for selection in the Junior Squad.

1.2.3 Recognition of Junior Squad

In recognition of being selected in an Australian Junior Squad, the following shall be provided:

1. Specialized training and coaching through training schools
2. Compete at National Titles
3. Assistance in gaining individual sponsorship

1.2.4 Australian Team/Squad Member Obligations

1. To adhere at all times to the Administration directions of the Australian Team Coach and Manager with respect to coaching and training programs he may wish to implement
2. To attend all training schools run by the Australian Team Coach or Manager for squad members, unless the Australian Team Coach or Manager grants an exemption.
3. To assist, if requested by the Team Manager, with any fundraising for the Australian Team

4. Team members are obliged to use and/or wear sponsored items for the particular event for which they have been selected. They are not at liberty to negotiate private contracts that do not have provisions for exemption of the rider if selected to participate at events where sponsorship or sponsored items have been negotiated.
5. At all times act as ambassadors for both Australia and the WBA. Failure to do so could mean exclusion from the Australian Team.
6. To attend all nominated selection trials, unless an exemption is obtained from the Australian Team Coach or Manager.

1.2.5 Team Numbers

Riders – There shall be no hard and fast policy as to the number of riders in an Australian Team. Numbers will be determined on the individual circumstances for each Team selection, bearing in mind the possibility of injuries, costs, etc. and IWWF rules.

Officials – A reserve Official will only be included in an Australian Team when an appointed Official cannot attend.

1.2.6 Selection Policy / Trials

All riders who wish to represent Australia in any International event shall be required to sign the Australian Selection Policy each year. The policy will have all the requirements for the rider to participate in the planned International Events. Selection requirements could include but are not limited to:

1. Participation at National Championships
2. Participation at Riders own State Title
3. Any other as determined by the Selectors from Interstate State Titles, a recognized an International Tournament or a Special Selection Trial.
4. **Individual Entries:** Riders who are not part of a team may compete as individuals. An individual rider's entry can be submitted to the Chief calculator 2 weeks prior to the event.
5. **Reigning National Champions:** Riders may compete in the Wakeboard Australia National Championships as individuals if they are the reigning National Champion in any event from the previously held Wakeboard Australia Championships. The rider must be a full financial member.
6. At the discretion of the President of Wakeboard Australia, elite riders participating in IWWF World Cup events may be invited to participate in the Australian National Championships.

The Selectors have the authority to invite a rider who is under consideration for Team selection, e.g. specialist rider to compete in any selection Tournament, even if they do not have the required ratings.

1.2.7 Financial Assistance

Any Rider, Judge, Driver, Scorer, Manager, Coach or Doctor, as detailed under the IWWF Rules, who is selected and ratified by WBA to represent Australia at any World or Region AA Championship, is eligible to receive financial assistance towards their travel expenses.

The WBA Committee will pre-approve the total amount of available financial assistance, with the agreed allocated amount then pooled for division amongst the riders and agreed WBA officials.

Funds will be drawn from available WBA funds and any applicable grants and sponsorships, ensuring that WBA is not placed in financial hardship by doing so. Funds may be supplemented by fundraising or sponsorship arrangements as per clause 1.4.9 of these rules. Such additional funds will be added to the available pool for equal distribution.

Officials seeking funding must have been ratified by the WBA committee, particularly where the official is also eligible for funding from other sources such as IWWF or AA's. Officials are defined as those people entered as officials as per the official nomination form entered for the event by WBA.

Where funding support from overseas bodies is available to officials (for example invited judges, boat drivers or calculators) travelling to Worlds event, such funds should be sought first prior to claiming funding from WBA, following any instructions as per the nomination form entered. Officials must declare any additional sources of funding to the Wakeboard Australia Treasurer prior to receiving any acquittal from Australian funds.

The Team manager will be required to maintain receipts for all possible overseas expenses (for example rider entry fees, visa's, accommodation and training costs) in order to acquit funds against the AWWF grants. (for details see section 2.4.6). Where officials have separate receipts, these should be made available to the team manager wherever possible.

Individual team members seeking to hold their own sponsorship arrangements for World Competition should first seek approval from the Team manager to ensure there is no conflict between sponsors.

Where Wakeboard Australia outlays any deposits for items such as accommodation on behalf of athletes or officials such amount is then deducted from their allocated funding.

Funds will be divided equally amongst all representatives on the following basis:

1. Payment of rider's entry fees
2. Payment of rider's accommodation costs
3. Payment of WBA officials accommodation costs (unless such costs have already been contributed to or paid for by international or other body)
4. Remainder to be equally divided amongst riders and officials.

Funds will not be transferred until after the return of the athlete/official, and after ensuring that the code of conduct has been adhered to. If an athlete pulls out due to a pre existing injury and has not told the selectors then they will not receive any further funding for that Worlds event.

1.2.8 Selection of Other Members of Australian International Teams

Selection of other officials such as Judges, Drivers and Calculators are selected exclusively by the World Wakeboard Council with the exception of the Chief Judge who is appointed by the IWWF. Officials who have been selected by WWC or IWWF and who then wish to apply for funding as an Australian

Official must follow the funding guidelines outlined in Administration section 2.3.8 and technical section 1.2.7.

The appointment of a Manager, Coach and/or Doctor to accompany any Australian team to overseas competitions team shall be decided by the WBA Executive. Such selections shall be notified to the WBA Committee for ratification under the funding arrangements outlined in 2.3.8.

1.2.9 Team Uniforms

Subject to the availability of team funds, representatives will be provided with an Australian Blazer.

Members provided with such a uniform will maintain it in good order, ensure they wear it in an appropriate manner, and ensure it is available for all team representative obligations such as photos, ceremonies or other events as specified by the Team Manager. At no time will the uniform display additional sponsorship logos unless prior approval has been granted under clause 2.2.7. Team uniforms will remain the property of the rider or official after the close of competition.

It may be a requirement that Blazers be worn at official functions in the future. Subject to the availability of funds an Australian Blazer shall be provided to each representative. Any uniform provided by WBA must be worn at official functions.

2 NATIONAL COMPETITIONS

2.1 OFFICIALS APPOINTMENTS AND DUTY STATEMENTS

The appointment of the positions listed below will be made by the WBA Executive in accordance with the WBA Rule Book, or as specified below.

2.1.1 Chief Judge

Appointment: to be made by the WBA Committee

Duties:

1. The prime duty of the Chief Judge is to ensure the tournament is conducted in accordance with the World and Australian Rules.
2. Inspect the site with the Safety Officer at least 24 hours prior to the commencement of the tournament.
3. Ensure the obligations as outlined in Section 2.2 have been met by the host State.
4. Check radio equipment, timers, computers and boats.
5. Ensure safety officers have been appointed and are on site.
6. Hold an Officials and Team Managers briefing prior to the Tournament and advise any special requirements pertaining to the Tournament. Advise any rule amendments or clarifications that have occurred during the season. Ensure all officials are fully aware of the need to maintain confidentiality when performing their duties.
7. Hold a riders briefing each morning prior to the commencement of the event and ensure that all riders sign a code of conduct.
8. Select judges for the events and post same at least 5 days before. Make every effort to have the three boat judges from different States. If two of the boat judges are from the same state, ensure they are separated.
9. Delegate the following duties to the boat judges:
 - i. Radio operator
 - ii. Dock Marshall

In addition:

1. Ensure each boat has all necessary equipment.
2. Ensure the boat crews are ready at least 10 minutes before the event is due to start. Delegate this job to the Assistant Chief Judge when available. Use second boat where possible and have it at the end of the course so there is no time lost during event change over.
3. Keep a record of times for each heat during the event and advise the boat crew if time is being lost (e.g. run over on turn around time). It is important to run to the program as close as possible.

4. Oversee or delegate to the Assistance Chief Judge when not officiating to ensure complete independent judging decisions.
5. Check all judges sheets and sign off prior to posting, for any possible errors.
6. Provide feedback to Drivers and Judges on their performance during the competition.
7. Nominate a boat driver, on a rotating basis, to be in attendance 45 minutes prior to the start of the day's competition.
8. Provide a detailed report to the WBA Executive on the conducting of the competition.
9. Provide a report on each official to the WBA Judging Coordinator to be used for the rating of Officials.

2.2 AUSTRALIAN NATIONALS OBLIGATIONS

The policy of the Wakeboard Australia is that every State is required to host a National Titles on a rotating basis with the host State receiving 20% of actual event entry fees after T-Shirts, rash shirts and dinners have been deducted.

2.2.1 Appointment of Host State

The WBA Committee shall decide the order of rotation of the States for holding a National Championships.

The confirmation of appointment of the host State for the National Championships shall be made no later than the WBA Annual General meeting twelve months prior to the perspective National Titles e.g. Nationals 2007 for the 2008 Championships.

Where a State chooses not to accept its turn of hosting a National Championships, the event for that year shall be open to be bid for by any State. The bids are to be forwarded in writing to the WBA Secretary and decided upon by the WBA Committee.

The current state order is as follows:

2012 WA
2013 VIC
2014 NSW
2015 SA
2016 ACT
2017 QLD
2018 TAS

Consideration will be given to including NT and TAS once those states indicate they are ready to host a National titles. The event does not need to be held within the host state as this may not always be possible. The host state can negotiate with the WBA committee for a suitable site in another state if necessary. This does not preclude the host state from receiving the relevant portion of rider fees for that year.

2.2.2 Related Rules

The following administrative and technical obligations are to be read in conjunction with the current World and Wakeboard Australia Rules.

The Administration and Technical Obligations for the Nationals will be signed by the President of the WBA and an authorised representative of the Host State.

2.2.3 Administration Obligations

2.2.3.1 Date and duration for tournament

The National Championships will not be held prior to the middle of March and no later than April 30 in that year, unless special dispensation is granted by the WBA Committee.

The date and duration of the tournament shall be approved by the WBA Committee.

If the host State cannot adhere to this time frame, they must seek an extension of time from the WBA Committee.

2.2.3.2 Organising committee

The formation of this committee should take place approximately 12 months prior to the date of the Titles, or earlier if considered necessary. However, a Promotions Officer should be active about 18 months prior, seeking sponsorship.

Monthly meetings should be sufficient at first, but may have to be held at more regular intervals approaching the Titles.

The Organizing Committee should liaise as much as possible with the WBA National Body and all minutes of the Organizing Committee must be sent to the WBA.

The Committee should be headed by the State President, or his nominee, and an Event Director appointed. The position of Chairman of the Organizing Committee and the Event Director can be combined, but when the time for the Championship arrives, the Event Director will be fully occupied with the physical running of the event and any technical requirements. The Chairman would then be available for administration matters, and general supervision of the site.

The Chairman of the Organizing Committee will be responsible for the administration requirements while the Event Director will look after the technical obligations. If the State has an organized Judging Division, the Event Director should liaise with the Judging Divisional Committee, as that body will be able to assist with many of the technical requirements.

The chief aim of the Organizing Committee is to ensure that every effort is made for competitors to have the best possible conditions so that they can record their top performances.

Event organisers are to ensure that all entries are collected three weeks prior to the event. The Event Director will check entries to make sure riders have competed in State Titles in their respective divisions and that all entrants are fully paid-up financial members of AWWF. All monies should be collected at time of acceptance. The Event Organiser will post the draft running order 1 week prior to event onto WBA website.

2.2.3.3 Personnel

Some personnel required will be Promotions Officer, Publicity Officer, Public Relations Officer, Secretary, Treasurer, Public Address Commentators, Parking Officials, Gatekeepers, Typists, Social Officer, Program Sellers, Catering Officer, Stall Attendants, Trophy Officer, Official Functions Organizer - Welcoming Dinner and Presentation Dinner.

2.2.3.4 Assistant to the chief judge

The host State shall provide an Assistant to the Chief Judge. This person shall be the administrative support to the Chief Judge and carry out the relevant duties delegated to them.

2.2.3.5 Calculator and/or computer operator

WBA will select a Chief Calculator and the host State shall make available, a suitably qualified Calculator and/or Computer Operator, to assist in the compiling of the scores, as required by the Chief Judge.

2.2.3.6 Sponsorship

As stated earlier, this area should be investigated at the earliest opportunity as most companies allocate their budget on a yearly basis.

2.2.3.7 Publicity and advertising

Good publicity is important, especially if sponsors are involved. Printers' blocks, stereotypes and artwork should be obtained from sponsors for advertising in the program. Prior advertising by means of radio, press posters etc., will assist if the host State is dependent on gate takings and stall sales.

2.2.3.8 Finance and security

Fundraising, budget control and the arrangement for banking cash over the period of the tournament should be looked after. A responsible person should be appointed to control the cash on site and deposit it in a night safe. Some form of security for competitors and sponsors property must also be organized.

2.2.3.9 Accommodation

The ideal accommodation is where the teams and officials can be housed under the one roof. However, this may be impossible, as most accommodation is scarce in all centres at holiday time.

The host State to provide competing States with approximate tariffs, type and whereabouts of accommodation at least 3 months prior to the Nationals. The host State shall provide a suitable meeting venue for the WBA meeting held prior to or during the tournament.

2.2.3.10 Printing

Programs, posters, strips for car advertising, function tickets, gate passes, directional signs, official's tags or any other requirement comes under this heading. All t-shirts, posters, and other such promotional material for the event must bear the Australian Sports Commission logo and AWWF logo.

2.2.3.11 Programs

An official program shall be posted on the WBA website (download free of charge) and copies available to all competitors and officials at the welcoming reception.

A copy of the official program shall be sent (free of charge) to the WBA Secretary by the host State for the WBA archives.

2.2.3.12 Catering

A variety of food should be available at the site – breakfast, lunches, etc. Some firms will supply equipped caravans and daily requirements if the stalls cannot be manned voluntarily. Beverages maybe hot and/or cold, soft and hard – the latter depending on the State licensing laws and the inclination of the State Organising Committee.

2.2.3.13 Social functions

The organising of all social functions, including optional events such as a welcoming dinner and presentation dinner, is undertaken by the host State. If such an event is held then provision should be made for a VIP section, to include sponsors, AWWF and WBA dignitaries. However, if the latter is an 'informal function', this is not a requirement.

2.2.3.14 Speakers at presentation dinner (order)

1. President WBA
2. President AWWF (or his nominee)
3. Chief Judge
4. Major Sponsor (if any)
5. Others as required by the host State. Prior approval to be given by WBA.

2.2.3.15 Civic reception

When a civic reception has been arranged by the host State, the Chief Judge must ensure that familiarization or the tournament is stopped, to enable invited people to attend the event.

2.2.3.16 Site facilities

Minimum requirements to include provision of toilets for competitors and spectators, storage facilities for rider's equipment and change rooms for competitors. Also Dais numbers 1, 2 and 3 for on site Medal/Trophy Presentation.

2.2.3.17 Judges tower facilities

A suitable Judges Tower (providing protection from the weather) to house the Chief Judge and Calculators is to be provided and located in a suitable position preferably near the start dock

2.2.3.18 Facilities for officials

The host State shall set aside a designated area, including tables and chairs, for the officials.

Refreshments and a light lunch are to be provided to the officials by the host State at no charge.

2.2.3.19 Public address system and announcer

A PA system shall be provided with adequate capacity to give clarity and coverage to the general site area. It shall be installed and operational for the duration of the tournament, including familiarization. The PA should be located close to, but not in, the Judges Tower. A competent announcer is to be provided for the duration of the tournament.

2.2.3.20 Parking

Adequate car and trailer parking facilities as near as possible to the site should be provided for the estimated crowd. Explicit directional signs or an attendant should be provided. If attendants are working, it may be possible for them to also sell programs.

2.2.3.21 Safety

A suitably qualified first aid officer must be on hand in case of accident to competitors, officials or spectators for both familiarization and duration of the tournament.

2.2.3.22 Trophies

Event Trophies

WBA will provide all trophies/medals for the National Titles.

These trophies/medals are to be presented on site at suitable times during the program.

Overall Trophies

The perpetual Australian Championship trophies provided by WBA are to be given to the host State prior to the start of the final round of the tournament. The WBA Secretary is to send reminder notices to the current trophy holders, advising them of the return-by-date of the trophy.

The overall trophies, including replica trophies, shall be provided by the host State and presented at the Presentation Dinner. Replica trophies are to be presented the year they are won.

2.2.3.23 Medal/trophy presentation requirements

1. Rostrum to be covered with a non-slip surface
2. Medal presentation must be ratified by the Chief Judge
3. Back-up medals/trophies to be available in case of tied positions
4. Medals/Trophies to be presented at times so that it does not interfere with the running of the tournament
5. Presentations to be made by appropriate VIPs
6. PA microphone extension to be available at the medal/trophy presentation area

2.2.3.24 Invitational riders and international riders

Riders riding by invitation at a National Title are not eligible to win an Event medal/trophy or Overall trophy but will be given a memento for attending.

2.2.3.25 Competitors and officials t-shirts

An official National Titles T-shirts shall be given (free of charge) to all competitors and officials. This T-shirt will contain the official design for the Nationals (as approved by the Nationals sub-committee and sponsor), appropriate sponsorship logos as per the sponsorship agreement, and both the Australian Sports Commission and AWWF logos.

2.2.3.26 Refunds

When a State withdraws a competitor or an individual competitor withdraws prior to the start of a Tournament, but after the closing date of entries, the host State shall refund the event fees and function payments if applicable. The host State is permitted to withhold the entry fee to cover out of pocket expenses such as t-shirts. The competitor may receive NO monetary refund but, they may receive a credit to participate in the following year's event

2.2.3.27 Risk management

The ASC advocates that WBA have in place an effective risk management strategy and process. This will require WBA to take actions to identify key risks facing the organisation of any events and ensure that risk management strategies are developed and actioned. The risk management system should comply with the Australian Risk Management Standard (AS/NZS4360:1999).

2.2.3.28 Sanctioning

Sanctioning of events must be done in order to maintain Insurance coverage. Sanctioning information is maintained on the AWWF website under Policy Documents, including the official sanctioning request form. These forms must be used for all events which require AWWF Insurance coverage, including training, public come and try days and demonstration events. Sanctioning approval must be completed prior to the event, and for ease of administration it is preferable for states to forward to the AWWF the sanctioning requests annually once each states season schedule is finalised. Variations can then be notified if necessary.

2.2.3.29 Verbal Acknowledgement of Australian Sports Commission at Nationals Events

The WBA president (or main speaker) must include the following acknowledgement as part of the official presentation:

The Australian Waterski and Wakeboard Federation and Wakeboard Australia would like to thank the Australian Government for their continued funding and commitment to our sport in this country.

The Australian Sports Commission is the Government body that develops supports and invests in sport at all levels in Australia. AWWF and Wakeboard Australia work closely with the Australian Sports Commission to develop wakeboard from community participation to high performance level.

2.2.3.30 Display of ASC logo and signage

In recognition of the funding provided by the ASC, the ASC Banner must be prominently displayed at the Nationals event site. In addition, ASC logos must appear on any product associated with the event. This will include T-shirts, rider bibs/vests, any advertising materials, media releases, or other published documentation relating to the events. In addition the ASC logo must appear on the Wakeboard Australia website.

2.2.4 Technical Obligations

2.2.4.1 Personnel

Tournament Director, Safety Director, Starting Dock Marshals, Pick-up Boat Drivers and a runner of people to look after:

1. the laying out of the course
2. removal or replacement buoys, warning flags, kickers/sliders etc if they break away
3. positioning of the Judges Tower, Starting Dock etc.

2.2.4.2 Tournament sites, preparation and course layout

Careful consideration should be given to the positioning of the course so as to provide the best water, whilst also keeping in mind the safety factors. Warning flags must be placed where there are any water hazards (e.g. shallow water, rocks etc.). These must be easily distinguishable from the course markers.

The course shall be laid out in accordance with the current IWWF World Wakeboard Rules.

2.2.4.3 Official tow boats

A minimum of two boats of V-drive configuration shall be provided.

The allocation of the towboats for each event and division during the tournament is the responsibility of the Chief Judge.

2.2.4.4 Other boats

Pick-up boats, if used, must be provided by the host State and driven by experienced drivers and carry appropriate safety equipment.

2.2.4.5 Communications

A reliable dedicated channel radio communication system is to be provided between the judge's tower and the two boats. A second reliable radio communication system is also to be provided for use between the judges tower and

1. tournament director
2. starting dock
3. safety officer

2.2.4.6 Fuel

Adequate quantities of fuel and a fuel pump are to be provided and be readily accessible to the water for fuelling of the boats. Refueling of boats is to be done in accordance with the risk management plan.

2.2.4.7 Equipment

The Safety Officer is to inspect all equipment.

2.2.4.8 Site set-up

The course, towboats etc. should be set up and approved by the Chief Judge by midday prior to familiarization drivers with course specifics.

The Event Co-ordination is to be on site 24 hours prior to familiarization to carry out his duties.

After the course and equipment set-up, none of the Nationals equipment is to be used for anything other than official tournament use.

3. TECHNICAL

3.1 GENERAL

3.1.1 Rule Changes

No rule changes are to be made by the WBA unless a unanimous passed vote of ALL States agree to such change or it is an introduced days prior to the start of the National Championships.

3.1.2 Wakeboarding Out Of Division

A rider can choose to ride out of his/her division, e.g. Sub junior to junior or Veteran Men to Senior Men, without affecting the right to return to his/her division at any time. Once a rider has competed in an Open Men's division, he/she must stay in that division unless he/she does not compete for a period of not less than 2 years. State Titles will determine what division a rider will compete in the National Championships.

3.1.3 Entry Forms

Event Coordinator shall send out the Nationals Entry Form to all members by post. Entry Forms will also be available from the WBA website.

Acceptance of Entry

ENTRY FORMS WILL ONLY BE ACCEPTED SUBJECT TO COMPLIANCE WITH CURRENT RULES.

3.1.3.1 Incorrect or incomplete entry forms

1. If a competitor's entry form is incorrect or incomplete, the Secretary or Event Coordinator of WBA shall request the necessary information immediately from the competitor. The requested information must be sent to the Event Coordinator no later than 7 days prior to the start of the event; otherwise, the entry shall be refused.
2. Entries will only be accepted with payment.
3. Late entries (up to 14 days prior will incur \$50 penalty)
4. Receipts will be issued to all competitors

3.1.4 Calculation Errors

After all scores have been officially posted and 30 minute correction time has elapsed, they shall be deemed to be true and correct and no further changes by anyone shall be permitted.

4. JUDGING

4.1 JUDGING COORDINATOR'S OBLIGATIONS

1. To make sure that judging is uniform throughout Australia.
2. To ensure that regular judging seminars are held by each State with the National Judging Coordinator.
3. To notify State Judging Directors of any rule changes to both World and Australian rules.
4. To judge at State or National level competitions.
5. To set and mark judging examinations as approved by IWWF and WWC.
6. To ensure that all States are made fully aware of Rule interpretations. Technical interpretations from the Australian Executive are to be passed on to the State Judging Directors promptly.
7. To keep a dossier on all Australian judges to assist the Chief Judge at National Titles.
8. To keep an up-to-date register of all Australian judges for selection of judges for World, Region and National Championships.
9. To set judging examinations for State levels and ratings. If the Judging Coordinator is not able to oversee these examinations, then the Judging Coordinator will appoint a suitably approved person to oversee the examinations under the IWWF and WWC guidelines.
10. The State Judging Directors are responsible to the WBA Judging Coordinator.
11. To prepare evaluation sheets to assess the ability and experience of judges.
12. To monitor the effectiveness of each State in disseminating judging information.
13. To speak at WBA Meetings on matters that directly involves the Judging Coordinator or judging in general

4.2 JUDGING STANDARDS

The best of Australian judges will have:

1. Excellent knowledge of World, Region and Australian Rule books. They will have an up-to-date knowledge and an ability to interpret the rules
2. They will be good practical judges with good powers of observation and concentration and will be able to record their observations accurately. Their decisions will be consistent and objective.

3. They will be experienced, having judged all facets of the sport at all levels and will have a continuing interest in the sport.
4. They will have a positive attitude towards the rider and the boat crew and display a professional manner. They will have the ability to communicate effectively with both the rider and the rest of the boat crew.

4.3 ASSESSMENT OF JUDGES

4.3.1 General

The assessment of judges is to be based on judges evaluation forms and are to be completed by the Chief Judge and cover such points as:

1. motivation
2. punctuality
3. rule interpretations
4. manners
5. following instructions
6. experience
7. boat duties – rider communicator, radio operator
8. course set up

General Overall Evaluation

Such assessments are to be made using all sanctioned tournaments but with the weighting on State Titles, Nationals and Selection capability tournaments.

4.3.2 Theoretical Assessment of Judges

National Level 3 – A short introductory course will result in the candidate becoming an Assistant Judge culminating in a written examination – with an 80% pass mark. All candidates must be aged 18 years or over.

National Level 2 – A WWC representative is responsible for organizing and correcting examinations for candidates. The exam consists of two parts, one written and one practical. All candidates must be aged 18 years or over.

National Chief Judge (National Level 1 – International Level 2) – Functions – first class national judges (or second class international judges) are qualified to officiate at normal homologation, National and Regional competitions. The WWC representative is responsible for organising and correcting examinations for candidates. The exam consists of two parts, one written and one practical. All candidates must be aged 18 years or over.

International Judge (International Level 1) – The first class international judges are designated by and on the responsibility of the WWC. They must be members of their respective Federations and remain so in order to retain their qualifications. All candidates must be aged 18 years or over.

The WWC representative is responsible for organising and correcting examinations for candidates. The exam consists of two parts, one written and one practical.

4.4 LEVELS OF ACHIEVEMENT FOR WBA JUDGES

Refer attachments

SPECIAL NOTES

National Level 1, once achieved, must be received on a bi-annual basis. To be eligible to maintain the rating, the judge must officiate at either the Nationals or a State Title each year. The judge must then be reassessed using the Chief Judges reports from these events and the annual Judges Exam, to ensure they have maintained the qualifications to continue at National Level 1. If the above criterion is not met, the judge's rating will revert to National Level 2. If after having not judged regularly for two years, the judges rating will revert to National Level 3. Their rating as National Level 3 will be retained for a further period of two years.

State Levels do not have to be achieved within specific time limits. It is theoretically possible to complete State Level 1 within one year, although it is recommended that it should be achieved over a longer period of time.

4.5 JUDGING EXAMINATIONS

A judge must undertake a written examination prior to being granted a rating.

Judging examinations shall be done without the aid of a Rule Book
Examinations for each judging level shall be uniform throughout Australia.

A judge may sit an exam at any time, which must be supervised by an appropriate person approved by the Judging Coordinator, to obtain a judging rating.

4.6 APPOINTMENTS

Nominations of officials for both State and National events positions shall be made by the State representative or the nominee him/herself the nomination themselves.

Acceptance of a World nomination is conditional on the Official attending the National Championships. World nominations are made to the Regional Chairman for approval prior to being sent to World Wakeboard Council for acceptance.

The WBA Secretary will coordinate and advise all nominated officials of their appointment or otherwise.

The appointment of the Chief Judge, Assistant Chief Judge, and Chief Calculator for Australian Championships shall be carried out by the WBA Committee.

The final nominations for Chief Judge, Assistant Chief Judge, and Chief Calculator shall be carried out by the WBA Executive. Wakeboard Australia can only nominate to the AA Chairman officials for consideration depending upon State, National and International knowledge of the sport.

The selection of judges and drivers for the National Titles will be carried out by the WBA Executive Committee.

The minimum level to judge or drive at a National, World or Region Championships shall be National Level 1. World and Regional Championships are decided by Regional Chairman and WWC Council.

4.7 FINANCIAL ASSISTANCE TO JUDGES AND OFFICIALS

Any Rider, Judge, Driver, Scorer, Manager, Coach or Doctor, as detailed under the IWWF Rules, who is selected and ratified by WBA to represent Australia at any World or Region AA Championship, is eligible to receive financial assistance towards their travel expenses.

The WBA Committee will pre-approve the total amount of available financial assistance, with the agreed allocated amount then pooled for division amongst the riders and agreed WBA officials (see Technical section 1.2.7 for full details of funding allocations).

Officials seeking funding must have been ratified by the WBA committee, particularly where the official is also eligible for funding from other sources such as IWWF or AA's. Officials are defined as those people entered as officials as per the official nomination form entered for the event by WBA.

Where funding support from overseas bodies is available to officials (for example invited judges, boat drivers or calculators) travelling to Worlds event, such funds should be sought first prior to claiming funding from WBA, following any instructions as per the nomination form entered. Officials must declare any additional sources of funding to the Wakeboard Australia Treasurer prior to receiving any acquittal from Australian funds.

The Team manager will be required to maintain receipts for all possible overseas expenses (for example rider entry fees, visa's, accommodation and training costs) in order to acquit funds against the AWWF grants. (see also section 2.4.6). Where officials have separate receipts, these should be made available to the team manager wherever possible.

4.8 JUDGING EQUIPMENT

Judging sheets are standardized based on approved IWWF and WWC format and used International and Nationally at all levels of competition to maintain world consistency

Any changes to the sheets will be advised by Regional Chairman and forwarded to WBA President for immediate circulation. The forms are available electronically upon request, or from the WBA website.

A judge must possess current World and Australian Rule books.

ATTACHMENTS

1. WBA Selection Policy
2. WBA Rule Book
3. Levels of Achievement for WBA Judges
4. AWWF Member Protection Policy
5. AWWF Anti-Doping Policy
6. WBA cheque requisition form
7. Conflict of Interest Declaration



WAKEBOARD AUSTRALIA
CONFLICT OF INTEREST DECLARATION

Under the policy guidelines of WBA you are required to declare and avoid situations involving a conflict of interest between your duties as a member of Wakeboard Australia and your private interests.

Details of the person making the declaration”

Name:

Position:

Postal Address:

.....

.....State:.....Postcode:.....

Work Phone:Home Phone:.....Mobile:.....

Email:

Declaration of conflict of interest: please tick appropriate box

No, I do not have a conflict of interest to declare

Yes, I do have a conflict of interest to declare

If you do have a conflict of interest to declare please describe all relevant facts and circumstances you consider give rise to a real or apparent conflict of interest. Please include the reason why you consider this situation may actually be, or be perceived by others to be, a conflict of interest.

Attach any additional information necessary.

.....
.....
.....
.....
.....

I hereby certify the information I have provided is true and accurate at the time of signing

.....

Print Name:

Signature:

...../...../.....

Date

