



**Australian Government**

**Australian Sports Commission**

# **AWWF Policy Book V8**

**Modified**

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# **AWWF REGULATIONS**

## **1 AUSTRALIAN NATIONAL TEAMS AND SQUADS**

### **1.1 Squad Notification**

The AWWF National Office shall be notified annually in writing by the Divisional Director or Divisional High Performance Committee Representative of the national squads and as soon as practicable thereafter whenever athletes are added to, or are taken off, the national squad. (AWWF 22 May 04)

### **1.2 Team Notification**

The AWWF National Office shall be notified in writing by the Divisional Director at least 4 weeks before any event of all Team Members chosen to represent the country. (AWWF 22 May 04)

### **1.3 Team Selection**

Divisions are to take particular care in the selection of participants in teams, competitions and training camps and be responsible for the behaviour of these persons. Of relevance is the Member Protection Policy and which details expected Codes of Conduct & Ethics [AWWF 22 May 04)

### **1.4 Team agreement**

Each Team member will be required to sign a Division based Team agreement endorsed by the AWWF.

### **1.5 Medical Expenses**

All Australian Team members when training or competing at an International event will be covered for medical expenses either Personal accident insurance whilst in Australia or AWWF Travel Insurance if overseas. This coverage will be for the event itself and team organised training prior to the event. It does not cover individual training eg for 3 months overseas while preparing for the event or competing in pre events before world event.

### **1.6 Team Uniforms**

- All Australian skiers/riders (team members or individuals) competing at an AWWF or IWWF sanctioned event are to wear the same uniform as the National Team (AWWF Oct 2014)
- Team Managers to determine uniforms; however all uniforms to have at least the AWWF & ASC logo's. (AWWF 22 May 04)
- Mandatory to have at least one (1) collared shirt with minimal AWWF & ASC logo for official occasions. (AWWF 22 May 04)
- Green blazers are recommended however it will be at the discretion of the Division Board as to the colours of the Team Blazer.

## **1.7 Notification of Results**

At each World championship event, the team manager is responsible for posting the results on the AWWF web page on a daily basis or as soon as practicably possible (AWWF 22 May 04).

## **1.8 Use of Coat of Arms**

The Commonwealth Coat of Arms was granted to the Commonwealth of Australia by Royal Warrant in 1912 and is used to identify Commonwealth authority and property. It is generally limited to these purposes. Exceptions can be made to allow the Coat of Arms to be worn on apparel of approved sporting teams representing Australia in international events.

Approval needs to be sought in writing (by e mail to [nationalsymbols@pmc.gov.au](mailto:nationalsymbols@pmc.gov.au)) by the National Office from the Awards and National Symbols Branch, Department of the Prime Minister and Cabinet to use the Coat of Arms on uniforms of team members and should be sought for each separate event. All requests will be considered within four months of the commencement date of the competition. (AWWF 29 Jan 03)

## **2 AWWF GENERAL MEETINGS**

Reports at General Meetings of the AWWF are recommended to be submitted against key headings as detailed below or additional headings as determined by the President of the AWWF:

### **2.1 Divisions**

- 1. Athlete Support & Development**
- 2. Coaching**
- 3. Judging and Officiating**
- 4. International Performances**
- 5. General Comments**

### **2.2 AWWF National Office**

- 1. Membership**  
Current and previous year
- 2. Insurance**  
Status report
- 3. Financial (through Finance Director)**
  - a. A copy of the latest audited financial statements.
  - b. Financial summary

### **2.3 Member States**

- 1. Copy of the most recent strategic plan (as submitted to the State Govt).**

## **2. Committee Structure**

List of names, contact telephone numbers and email addresses

## **3. State Activities**

Summary of significant activities over the past twelve months

### **2.4 Compliance**

A report on compliance with state constitutions and laws regarding AGM's, Committee Elections and submission of Audited Financial Statements.

### **2.5 Funding of Delegates to AGM**

Board Members only to be funded to attend the AGM and any other General Meeting. Only Member States approved by the Board as complying with the AWWF Constitution vide Clause 11 will be able to attend General meetings and such approved state delegates will be funded by their own State. (AWWF Oct 2014)

## **3 DRUGS IN SPORT**

### **3.1 AWWF Drugs in Sport Policy**

New AWWF Anti-Doping Policy (in line with the ASC and IWSF Anti-Doping Code both of which are based on the WADA Template) approved effective 13<sup>th</sup> Oct 04. (AWWF 12 Oct 04)

### **3.2 Drug Testing**

To be conducted by ASADA in accordance with the AWWF Anti-Doping Policy. (AWWF 22 May 04)

## **4 LIFE MEMBERSHIP**

The AWWF may award such an honour to individuals who have served at the highest level possible, i.e. Australian, Regional and in some cases at World level, and has proven to be a good ambassador for Australia. Many members give meritorious service at State/Divisional level and their recognition should be recognised at that level. Life Membership will be used in conjunction with the AWWF Hall of Fame for recognition of our people. Life Membership will generally sit at a lower level to that of the Hall of Fame.

**Skiers/Riders** should primarily be considered for life membership for their efforts at Australian and Regional Championships, with the minimum requirements being the winning of multiple gold medals in the open Division. Setting of Australian records will also be considered in the process. Skiers representing Australia at World events should also be considered where individual skiers may have represented Australia however did not finish with a top three placing.

**For Officials / Administrators** There should be sustained and substantive involvement over many years at National and Regional levels. Obviously, a mixture of the above could see a person worthy of consideration for life membership.

Life membership nominations should be made by Member States, AWWF Divisions or the AWWF Board in accordance with the AWWF Constitution.

Any nomination not approved may not be resubmitted for a further two years.

#### **4.1 AWWF Life Members**

Eighteen as of 16 May 2014

### **5 MEMBERSHIP**

#### **5.1 Membership Release and Indemnity Declaration**

All members must sign the Membership Declaration Form forming part of the Membership Application and is mandatory as a condition of membership. The Release and Indemnity Declaration will cover all sanctioned competitions and event for the relevant membership year. (AWWF 22 May 04)

#### **5.2 Family Membership**

No person can join as a junior member of the family unit if they are eighteen (18) years of age or older as at 1 July in the current membership period. (22 May 04)

#### **5.3 Junior Members**

Junior members are those who are 17 years or younger (U18) at 1 Jul in the current membership period. (22 May 04).

#### **5.4 International Skiers / Riders visiting Australia**

An International skier/rider who is visiting Australia to compete in a series of professional events eg Aussie Masters and Moomba and the duration is for approximately 4 weeks or less. If the skier/rider is a member of an IWWF affiliated Federation then no membership fee will be charged, however there is no Personal Accident insurance available to the skier/rider. Instead they must take out appropriate Travel Insurance to cover the trip which includes Professional Waterskiing or Wakeboarding. All event organisers in Australia must make this a mandatory requirement of entry. The skier/rider does have the option of joining the AWWF if they wish to receive Personal Accident insurance but must pay full AWWF membership.

An International skier/rider who comes to Australia and wishes to compete in several events and in many cases will stay for the season (over 4 weeks). In this case they must join the AWWF as a member and receive the same benefits as an Australian skier/rider which will include Personal Accident insurance. Competing in Nationals will be at the discretion of the Division involved.

#### **5.5 Australian non AWWF Members competing in Professional events**

Australians who are not members of the AWWF must join the AWWF as a full member when wishing to compete in an AWWF sanctioned Professional event where prize money is paid. All other options are as per normal AWWF membership criteria.

## **5.6 Refund Policy**

AWWF has adopted a 'no refunds' policy in regards to membership payments. Downgrades in membership status will require CEO/ Divisional Director approval and be assessed on a case-by-case basis.

## **5.7 Centralised Membership System**

AWWF to adopt a Centralised Membership System. (AWWF 8 Aug 04).

# **6 NATIONAL and STATE CHAMPIONSHIPS**

## **6.1 Naming**

- All Divisions are to use the term "championship" rather than "title" when referring to AWWF National events. (AWWF 2May 04)

## **6.2 Verification**

- All entries in all AWWF sanctioned International and National Championships are to be full financial members of the AWWF. To compete at State Titles a member must be at least a Transition member. (AWWF 22 May 04)
- Championship organisers and/or Team Managers are responsible to verify that all entrants in International, National and State Championships are financial members of AWWF in accordance with the above policy. (AWWF 22 May 04)

## **6.3 State Colours:**

Australian Capital Territory	Blue & Gold
New South Wales	Light Blue
Northern Territory	Black, White & Ochre
South Australia	Red, Navy & Gold
Queensland	Maroon
Tasmania	Gold on Green
Victoria	Navy Blue & White
Western Australia	Gold on Black

(AWWF 22 May 04)

## **6.4 Australian Records**

A standard AWWF certificate template will be used for all water ski records. Certificates are to be signed by the respective Divisional Director and the AWWF President or CEO.



## **7 DIVISIONS AND STATES**

### **7.1 Financial Statements**

Divisions are to supply financial statements to AWWF immediately after holding their AGM. (AWWF 22 May 04)

### **7.2 Olympic Committee**

Member States are encouraged to affiliate with their State Olympic Committee. (AWWF 22 May 04)

### **7.3 Juniors**

Junior ages for competition purposes to be in accordance with Divisional Rules. (AWWF 22 May 04)

### **7.4 Level 1 Accreditation**

The Divisional National Coaching Directors are to have the power to approve Applications for Recognition of Prior Learning (RPL) for the water ski component of Level 1 accreditation where he/she sees fit. All requests for RPL must go through the State Divisional Director and CEO. (AWWF 22 May 04)

### **7.5 Australian Barefoot Water Ski Club**

The Board recognises the Australian Barefoot Water Ski Club as the Barefoot Division of AWWF and AWWF Divisions and State Associations accept correspondence and liaison from the ABWSC State Divisions as being official Barefoot Divisional communications. All overseas communication on Australian Barefoot matters shall be identified only as AWWF Barefoot Division. (AWWF 22 May 04)

### **7.6 Definition of Active Divisions**

- (i) Refer to the AWWF Constitution to define an active Division. The AWWF Terms of Delegation will also provide the recommended operational guidelines for a Division to operate under.
- (ii) Active Divisions as at 1 June 2013 are: Barefoot, Disabled, Tournament, Wakeboard and Show Ski. The Disabled Division has an exemption from the requirement for the number of members. Note that under the above the Cable Wakeboard Division is not yet a defined Division. Cable Wakeboard is currently an affiliated committee operating as Cable Wakeboard Australia pending meeting the requirements for a full Division status as per 7.6(i)

### **7.7 State Division Obligations**

Any State Division not carrying out obligations to AWWF are not able to vote on Divisional matters. State Divisions must;

1. Conduct events to the Australian Rule Book for the relevant Division.
2. Hold State Divisional meetings
3. Be represented at least one Australian Divisional meeting annually.
4. Elect a State Divisional Chairman.

## **7.8 Board Compliance**

Failure to comply with AWWF Board Policy may result in AWWF affiliation being withdrawn from offending Divisions or States, and/or funding withheld.

## **7.9 State Division**

A Member State may apply to the AWWF for recognition of a particular Division within a State. (18 May 02)

# **8 GENERAL ADMINISTRATION**

## **8.1 Patron**

The AWWF has appointed Mark Beretta as our Patron. (22 May 04)

## **8.2 Sanctioned Events (AWWF Policy Book revised 5<sup>th</sup> June 2012)**

AWWF National Office is to establish and maintain an overall register of sanctioned events from all Divisions. This will contain each Division's National calendar and adhoc requests received from event organisers that are not listed on the Division Calendar.

- 1. Event organisers are to submit to their State Division, events that they wish to be placed on the National calendar and therefore will be sanctioned on the condition that they must comply with the Risk Management & Match Day Process. Each State Director has the responsibility to ensure all events are listed on the National calendar. Adhoc requests for events will be faxed or e mailed to the AWWF office which will process as per item 3 below. The sanction request form is located on the main AWWF site under the Insurance TAB.*
- 2. It is the duty of the Event organiser to ensure that all Risk Management criteria are adhered to prior to the event commencing. To ensure our risk management obligations have been met we will require the event organiser or delegated official to carry out a pre event or "match day" check list identifying any risk and taking appropriate action and documentation to reduce or eliminate. This pre event check list can be retained by the club or sent to the AWWF office for file. This form can also be found on the AWWF web site under the Insurance TAB.*
- 3. On receipt of an adhoc sanction request the AWWF office will approve the sanction, keep a copy on file and send a copy of the request to the Divisional Directors. A Director may at his/her discretion revoke a sanction request in consultation with the AWWF office if they suspect or have knowledge of a breach of the Risk Management policy or if they have any other valid reason that would warrant revoking the Sanction Request.*
- 4. Events are to be run to approved Divisional Rules.*

Note.

Personal accident Insurance is only available whilst participating in AWWF sanctioned events eg Tournaments, sanctioned training camps etc. This does not cover unsanctioned training. (eg Thursday night or Sunday morning for example Club, State or Division training). For a Ski School to be sanctioned, it must be organised at National or State Level, held over two or more consecutive days unless under special circumstances when a National Division Director may approve on a case by case basis.

### **8.3 Competitors**

All competitors in AWWF sanctioned events must be financial members of AWWF in the relevant category. (22 May 04)

### **8.4 Congress**

CEO may attend the IWSF Congress and World Championships as a second delegate subject to sufficient funding and prior approval of the Board.

### **8.5 Use of AWWF Letterhead**

AWWF letterhead only to be used by the Chief Executive Officer, National Office and Board Members (who are Divisional Chairman). Divisional letterhead is only to be used by designated members within the Divisions. (20 Oct 02).

## **9 AWWF FINANCIAL DELEGATIONS**

The following delegations are approved by the Board

- Office Manager - Office Expenses \$150
- Chief Executive Officer - HP Program - to the level of the approved HP Budget
  - Office Expenses \$500
  - Standing Expenses \$5000 (Routine budgeted expenses relating to salaries, government charges, audit fees and board approved consultancies)
- Finance Director - GST - to the level of payment due.
- AWWF Board - Unlimited, subject to funds available
- Divisional Directors - To the level of the approved HP Budget for their respective Division.

All delegations are subject to budget and funds availability. (3 May 03)

## **10 MEMBER PROTECTION**

### **10.1 Member Protection Policy (MPP)**

AWWF Member Protection Policy will be updated by the CEO on an annual basis to ensure we are in step with the ASC requirements.

## **10.2 Under Age Drinking**

Federal & State Laws relating to underage drinking is to be fully applied at all AWWF sanctioned events in accordance with the AWWF Constitution, Clause 37 (5)

## **11 AUSTRALIAN RESIDENCY RULES**

### **11.1 Eligibility to win a Medal at National Championships**

This will be the policy of each Division and must be clearly outlined in each Division policy book. (AWWF Oct 2014).

### **11.2 Australian Representation**

This will be the policy of each Division and must be clearly outlined in each Division policy book. (AWWF Oct 2014).

## **12 CROSSING STATE BOUNDARIES**

Members can elect what state they want to be a member of at the time of applying / renewing membership, providing the receiving state does not raise any objections. In the case of a midyear change a member can apply in writing to change states. This request is via the AWWF office, which in turn passes the request onto the relevant Divisional Director for approval or rejection. If the request is rejected the skier has the right of appeal. It should be noted that the rebate from this membership will stay with the state the member selected in the first instance. (AWWF 1 Jul 06)

### **Updates**

8.2 changes to sanctioning process 4<sup>th</sup> November 2011

1.5 Team Uniform 4<sup>th</sup> November 2011

8.2 Changes to the sanctioning process 5<sup>th</sup> June 2012

4.1 Life Membership update July 2014

#### 5.4 International Skier update July 2014

Changes made at AWWF Board meeting Perth October 2014. Includes  
1.4,1.5,1.6,1.8,2.0,2.5,3.1,3.2,4.0,5.5,5.6,6.1,6.2,6.4,7.1,7.2,7.4,7.6,8.1,8.2,9.0,10.  
1,11.1,11.2