

POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

PAWA PRESIDENT

Role Statement

The President of the Polocrosse Association of Western Australia as the elected by members at each Annual General Meeting.

The President should:

Have a good working knowledge of the Association and it's activities.

Be aware of the future directions and plans of Association members.

Have a good working knowledge of the Associations constitution, rules and the duties of all office holders and sub committees.

Manage committee and/or executive meetings.

Represent the Association at local, regional and national levels as required.

Be a supportive leader for all Association members.

Act as a facilitator and host for Association activities.

Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the Association members.

As the director of Association meetings the PAWA President is to be:

Unbiased and impartial on all issues.

Well informed about the purpose of the meetings and items to be covered.

A good listener who will be able to summarize the main points of discussion.

Able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.

Well versed in the rules or procedures for the particular type of meeting being held and allow for relevant debate.

Be able to delegate.

POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

PAWA SENIOR VICE PRESIDENT, TOUR CO-ORDINATOR

Role Statement

The Senior Vice President/Tour Co-ordinator assumes the role of the PAWA President on the occasion that the President cannot attend any meeting/function/event.

Vice President

As for the role of the PAWA President when presiding at an official function/meeting/event.

Is groomed for the position of PAWA President in the event of the President resigning from the position as part of succession planning.

Tour Co-ordinator

Takes responsibility for the overall co-ordination of groups/individuals touring from Western Australia to compete at a National and International level.

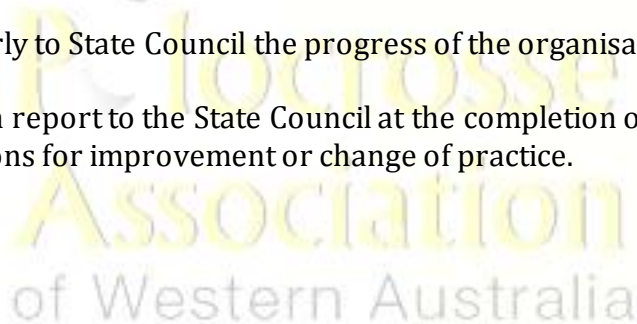
Takes responsibility for the overall co-ordination of groups/individuals touring to Western Australia to compete at a State, National and International level.

Forms a working committee to organise travel arrangements, accommodation, competition (type and venue), social events prizes and trophies, sponsorship, advertising and all other matters relating to the organisation of the tour.

Liaises with committee members on regular basis and delegates duties outside the committee as and when necessary.

Reports regularly to State Council the progress of the organisation of the tour.

Makes a written report to the State Council at the completion of the tour including recommendations for improvement or change of practice.



Department of
Sport and Recreation



POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

PAWA JUNIOR VICE PRESIDENT AND DIRECTOR OF SELECTORS

Junior Vice President

Assumes the role of PAWA President on the occasion that the President and Senior Vice President cannot attend any PAWA meeting/function/event.

Director of Selectors

To oversee a fair and equitable process of selection for all nominees.

When required, to facilitate meetings and give clarification of the selection policy to the senior, intermediate and junior selectors.

To ensure that all selectors have accurate and current information regarding nominees, along with a list of nominated horses for each nominee.

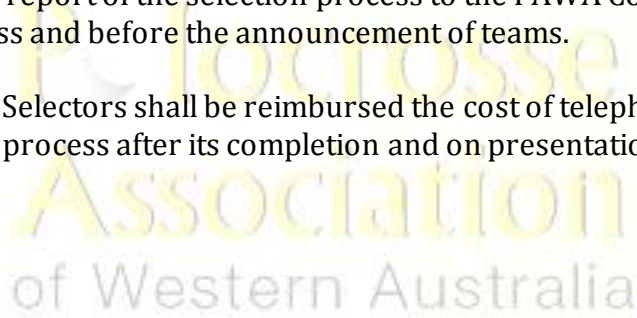
Director of Selectors to ensure the selectors send all rankings to the Executive Officer after each selection tournament, for collation and recording. After the final selection tournament, the Director of Selectors to send all records to the Executive Officer for filing/archiving.

To act in a consultative/problem solving role to all involved in the selection process e.g. player injuries, horse injuries/lameness, drug and/or alcohol related issues.

To appoint, train and oversee statisticians and to ensure that the collection of data is fair and equitable to all nominees. To collect and distribute statistical data to all selectors for their use as a guide.

To submit a full report of the selection process to the PAWA Council after the completion of selection process and before the announcement of teams.

The Director to Selectors shall be reimbursed the cost of telephone calls, postage, etc pertaining to the selection process after its completion and on presentation of an itemized account.



POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

PAWA STATE CHIEF UMPIRE

Upon appointment the State Chief Umpire - shall have State accreditation. If this accreditation is not held when appointed the incumbent has two months (from initial appointment) to ensure State accreditation is attained.

Be responsible for the appointment of umpires within the State and keep a register of accredited umpires up to date.

Progressively implement the standard accreditation scheme.

Plan, implement and evaluate umpiring programs.

Conduct State umpiring schools in accordance with the National Polocrosse Accreditation Scheme as required and evaluate/assess the effectiveness of each school providing feedback to the Australian Chief Umpire and the PAWA.

Act as the director of the State Council appointed sub committee to hear any complaints received in writing by any affiliated club on the grounds of unfairness or incompetence about an umpire.

Ensure that player registrations and transfers are executed correctly and for the best interests of the game.

Attend PAWA, PAA meetings, AGM's, WA State Council meetings and Australian National Umpires Committee meeting when required.

Give feedback to umpires after attending such mentioned meetings in relation to changes in the rules and their interpretations.

Observe and coach umpires during/after matches at regular tournaments to establish a better understanding and common interpretation of the rules of the game throughout the State.

Progressively assist and encourage umpires to maintain a high standard of polocrosse umpiring in WA.

Nominate umpires for the Probationary umpire scheme.

Liaise with the Australian Chief Umpire and the Deputy Australian Umpire on rule interpretation.

Have a thorough understanding of the rules of polocrosse.

To develop guidelines, implement and evaluate the need for change in any area related to umpiring by meeting with a panel of senior umpires as required.

To conduct three player grading meetings with the Zone umpires throughout the season. These grading meeting will have all club captains and the relevant zone umpires for any changes to

gradings. Once gradings have been agreed upon all information is to be sent to the PAWA to update electronic lists and for circulation.

Apply for Officiating funding through the Ministry of Sport and Recreation.

Instruct Zone umpires to hold umpire clinics in each of their zones on an annual basis to ensure all players have an understanding of the rules and how to interpret them.

ANTI HARASSMENT OFFICER (SCU secondary role)

The State Chief Umpire secondary role is the Anti Harassment Officer and it is his/her responsibility to investigate all complaints of harassment in line with the Anti Harassment Policy.

The Anti Harassment Officer will consider all complaints and where and when necessary seek clarification from the Ministry of Sport and Recreation. The Anti Harassment Officer will consider individual cases on their merits; if the occasion arises he/she will take complaints to State Council for approval of tribunal hearing/s.

The Anti Harassment Officer will treat all complaints seriously and will ensure they are dealt with promptly, seriously, sensitively and confidentially. Disciplinary action can be taken against a person who is found in breach of any PAWA policy.

Any sexual harassment or racial discrimination complaints received must be handled with extreme sensitivity and confidentiality according to the policy. It is imperative to seek professional council from the Association lawyer for any sexual harassment or racial discrimination complaints that may be received.



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POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

ZONE UMPIRES

Upon appointment the Zone Umpire shall:

- Be responsible for the appointment of Umpires to control all matches at tournaments in their respective zones.
- Be aware of and understand the standard accreditation scheme and assist in the implementation when required.
- Conduct umpiring schools in their respective zones under the guidelines of the PAWA Accreditation Scheme as directed by the State Chief Umpire. Provide feedback to the State Chief Umpire and the PAWA.
- Attend relevant zone meetings when required. To be aware of any rule changes and their interpretations and be responsible for the spread of such information.
- Observe and coach Umpires after/during matches at regular tournaments to establish a better understanding and common interpretation of the rules of the game throughout their Zone.
- Progressively assist and encourage Umpires to maintain a high standard of polocrosse umpiring.
- Nominate Umpires for the Probationary Umpires Scheme.
- Liaise with the State Chief Umpire on rule interpretations.
- Have a thorough understanding of the rules of Polocrosse.
- Assist the State Chief Umpire in developing guidelines, the implementation and evaluation of the need to change any area related to umpiring by meeting with a panel of senior umpires from other Zones as required.
- Update player grading lists within their Zone throughout the season.
- Represent the State Chief Umpire as the senior umpire of a tournament when he/she is not in attendance.
- Report to the State Chief Umpire on the progress of umpiring within their Zone annually.

POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

DIRECTOR OF COACHING

Coaching Structure

National Coaching Director

State Coaching Director

Zone Coaching Director

Club Coaches

LEVEL I

Is an introduction to the principals of coaching and provides basic training in the skills required for teachers of beginners or novice participants and for the conduct of training programs for Club polocrosse players.

LEVEL II

Will deal with the fundamentals of the structured body of knowledge on polocrosse instruction and with the skills of effective administration and of guidance to Coaches.

LEVEL III

Will involve the advanced theory and practice of polocrosse coaching and advanced instructional management.

Standards

1. It is a requirement of the PAWA that Club Coaches are accredited through the NCAS and has a minimum requirement of a Level I certificate.
2. As the scheme develops in the future it would seem logical that Zone and State Coaches be accredited at Level II and that National and International Coaches be accredited at Level III.

Duties and Responsibilities of Director of Coaching

- Attend meetings on behalf of the Polocrosse Association of Western Australia as requested by national Coaching Director and submit reports and plans.
- Plan and conduct Level I accreditation courses, seminars, clinics and training camps when necessary.
- Ensure all NCAS log books are signed off by the zone coaches. Copies of all signed log books are to be kept by you and the PAWA Executive Officer.
- Plan yearly coaching programs in conjunction with assistant coaches and zone coaches.
- Attend meetings of the Polocrosse Association of Western Australia and submit reports when requested.
- Disseminate all polocrosse and coaching information to all coaches as it comes to hand.
- Assist PAWA in the selection of State Team Coaches.
- Assist, advise and support all coaches when necessary.
- Continue to improve and update the coaching program.

POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

HORSE WELFARE OFFICER (Director of Coaching)

The Director of Coaching's secondary role is the overall Horse Welfare Officer. It is his/her responsibility to ensure the Horse Welfare Policy is adhered to all events he/she attends.

The Horse Welfare Officer has the right to intervene when an appointed club horse welfare officer is not effectively carrying out his/her duties.

The Horse Welfare Officer can override an appointed club horse welfare officer when he/she receives complaints or personally observes that horses are not being cared for in accordance with the Horse Welfare Policy.



POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

Duties and Responsibilities of Zone Coach

- Plan and assist in conducting coaching seminars, clinics and training camps for polocrosse players in their Zone or Club.
- Submit plans, details and reports of their coaching activities to the State Coaching Director. Advise the Director of the needs, problems and progress of coaching in their Zone.
- Disseminate and assist in disseminating all available polocrosse and coaching information to other coaches and players.
- Attend coaching seminars, courses, clinics improve and update their knowledge and understanding of polocrosse techniques and coaching.
- Assist, advise and encourage Club Coaches in all coaching activities.
- Assist the State Director in various coaching projects and assignments when requested.
- Be familiar with the structure of polocrosse as an organised sport and have a thorough knowledge of the structure and program of coaching. Be familiar with the regulations and rules of polocrosse.

Duties and Responsibilities of Club Coach

- Plan and conduct or assist in conducting basic polocrosse schools, teach and instruct new members of their Club in the sport of polocrosse.
- Plan and conduct or assist in conducting coaching and training courses within their Club.
- Co-operate and liaise with other coaches and with the State Director in all coaching matters. Assist and participate in seminars, courses and clinics in their respective clubs and areas – working together with other coaches. Inform the State Director of their Club's coaching needs.
- Liaise with the committee and their Club and advise them in all matters related to safety and coaching and inform the committee of the needs, problems and progress of the club members as related to instructing and coaching.
- Encourage junior members of their club to become proficient in polocrosse.

Polocrosse Association
of Western Australia

POLOCROSSE ASSOCIATION OF WESTERN AUSTRALIA INC

JUNIOR DEVELOPMENT OFFICER

Coaching Structure

National Director of Coaching

State Director of Coaching

Zone Coaches

Junior Development Officers

Standards

3. It is desired that the Junior Development Officer be an accredited NCAS coach but not essential.
4. The Junior Development Officer must have strong interpersonal skills and be able to relate to junior members.
5. The Junior Development Officer should be capable of preparing budgets for tours.
6. The Junior Development Officer should be computer literate and be competent with maintaining a database of junior members.
7. Be competent at seeking and applying for funding to assist junior tours.

Duties and Responsibilities of Junior Development Officer

- Be familiar with the structure of polocrosse as an organised sport and have a thorough knowledge of the structure and program of coaching. Be familiar with the regulations and rules of polocrosse.
- Advise the Director of Coaching of any problems and progress of Junior development.
- Encourage junior members of each club to become proficient in polocrosse.
- Attend meetings as and when directed by the PAWA Director of Coaching.
- Submit budgets, reports and plans when requested by the PAWA.
- Plan yearly coaching programs for junior members in conjunction with the PAWA Director of Coaching and zone coaches.
- Disseminate related junior tour information to all juniors.
- Have a State junior coaching program in place.
- Conduct a State Junior Coaching clinic each year.