

By-laws of Brisbane Gauls Underwater Rugby Inc.

Governance

- 1) As per rule 29, the Management Committee may pass a resolution by way of 'flying minute'. Such resolutions may be passed by way of email or text message (i.e. sms).
- 2) All resolutions, including flying minutes, must be kept on the Association's Google Drive.
- 3) The President or Secretary may call a meeting of the Management Committee upon the provision of at least two (2) weeks' notice to each member of the Management Committee; however, the notice requirement may be waived if all members of the Management Committee agree to proceed with the meeting with less or no notice of a particular meeting.
- 4) A meeting of the Management Committee may be called by any method that is convenient and in common use by the Management Committee, including but not limited to:
 - a) email;
 - b) sms; and
 - c) Facebook messenger.

Financial

- 5) As per subrule 45(9) of the Rules, all expenditure must be approved or ratified by the Management Committee.
- 6) As per subrule 17A(c) of the Rules, The Treasurer is responsible for the Association's compliance with Schedule 5 of the Associations Incorporation Regulation 1999 (Qld).

Cash

- 7) The Association must operate, to the greatest extent possible, on a cashless basis.
- 8) A cash 'float' of \$50.00 is to be kept in the cash box;
- 9) In the event that cash is received by the Association:
 - a) it must be deposited into the Association's bank account as soon as practicable;
 - b) a receipt must be issued to the payor and a carbon copy of the receipt copied and stored on the Association's Google Drive; and
 - c) a monthly ledger of cash transactions must be kept on the Association's Google Drive, which includes the following details:
 - i) date;
 - ii) the name of the payor;
 - iii) the amount of cash received; and
 - iv) a description of the transaction.

Record Keeping

- 10) The Treasurer must ensure that all financial records, including receipts, are stored and maintained for at least seven (7) years.

- 11) Receipts must be obtained for all expenses incurred by or on behalf of the Association. All receipts must be scanned and uploaded to the Association's Google Drive.
- 12) The Treasurer or a delegate of the Treasurer must provide a receipt for money paid by the member to the Association as soon as practicable if requested by the member.

Reimbursements

- 13) As per subrule 45(10), a member may make a request to the Management Committee for the Association to reimburse the member for any costs incurred in the pursuit of the objects of the Association.
- 14) A member cannot be reimbursed for an expense incurred on behalf of the Association, unless the member is able to provide a receipt for the expense.

Fees

- 15) A member must, when making a transfer to the Association include a transaction description capable of allowing the Treasurer to identify the purpose of the transaction. If the transaction is not reasonably identifiable, it will be considered not to have been received by the Association.
- 16) The annual membership fee for all classes of membership, excluding life membership, is \$20.00 per annum. Such membership expires at the end of the Association's financial year.
- 17) The training fees for the Association are:
 - a) \$60.00 per month for attendance at all regular Monday and Wednesday training sessions in the relevant month;
 - b) \$30.00 per month for attendance at all regular Monday or Wednesday training sessions in the relevant month; and
 - c) \$10.00 per casual training session.
- 18) Training camp fees for the Association are, unless otherwise specified by the Management Committee, set at:
 - a) \$15.00 per session, where attendance is 15 or greater players (excluding players receiving a full discount); and
 - b) \$20.00 per session, where attendance is 14 or fewer players.
- 19) Upon a genuinely new player exhausting their 'Have a Go' entitlements, that player is entitled to one month of free training upon the purchase of their first annual membership subscription for the Association and the Australian Underwater Federation.

Standing Authorities

The Management Committee gives standing authority for the following expenditure.

- 20) The Head Coach, President, Treasurer and Secretary are authorised to incur expenses and/or liabilities on behalf of the Association in relation to pool hire for regular training sessions, up to the amount of \$1,000.00 for any single invoice.

Safety

- 21) The Head Coach or an Assistant Coach must report all incidents that eventuate in an injury or 'near miss' that occur during the course of any UWR activities that they conduct to the Secretary.
- 22) The Secretary or a delegate of the Secretary must ensure that an incident report is completed in relation to the accident or injury, and uploaded to the Association's Google Drive.
- 23) The incident report may take the form determined by the Secretary from time to time, but must include the following details:
 - a) time and date;
 - b) location;
 - c) parties;
 - d) description of incident;
 - e) description of injury (if any);
 - f) cause and contributing factors; and
 - g) action taken.

Minimum Requirements for Training

- 24) In order to participate in all UWR activities conducted by the Association, a person must be a current financial member of the AUF. However, a new or prospective member of the Association may participate in up to three UWR training sessions without being a current financial member of the AUF. All three such sessions must occur within 28 days of the first session.
- 25) A regular training session or training camp must not proceed, unless it is conducted by the Head Coach or an Assistant Coach.
- 26) The Head Coach or an Assistant Coach may require any participant in a UWR activity to complete a water safety test to ensure that it is safe for that person to participate in UWR activities. The content of a water safety test shall be determined by the Head Coach or Assistant Coach that is conducting the test. If a person cannot pass a water safety test, the Head Coach or Assistant Coach may set limitations on their participation in UWR activities up to and including exclusion.

Elite Activities

- 27) The Head Coach must develop a set of criteria for the selection of the Association's elite team. The criteria must be submitted to and approved by the Management Committee prior to the selection of the elite team.