Underwater Hockey Australia Incorporated (UHA) By-Laws

By-laws History and Status

Revision	Prepared By	Reviewed By	Approved By	Date Approved
1	Colin Hepher/ Simon Talbot	Committee	Committee	
2	Simon Talbot			
3	Lena Plambeck	Committee	Simon Talbot	19/10/09
4	Lena Plambeck	Committee	Jane Gilligan	28/02/11
5	Rees Quilford	Committee	Committee	16/11/13
6	Amy Barry-Macaulay & Nick Marytn	Committee	Committee	13/09/14
7	Nick Martyn	UHA incorporation working group.	Committee	31/11/15
8	Rees Quilford	Incorporated feedback from state representatives	Committee	17/06/16
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11	Nathan Whelan, Renae Scothern, Sarah Tindal, Lucy Pearce	Updated to reflect AGM vote	Committee Final	08/02/2026 08/04/2026

Underwater Hockey Australia Incorporated (UHA) is the peak body of Underwater Hockey in Australia. UHA as an incorporated association is also subject to and maintains its own constitution, by-laws and guidelines. This document is designed to work hand in hand with all of the above mentioned to ensure a safe and fair environment for all people involved with Underwater Hockey in Australia.

1. **Voting rights**

1.1 Voting rights are as per outlined in the UHA constitution.
1.2 Voting rights not covered in the constitution are covered in specific sections below.

2. **Finance**

2.1 UHA membership fees will be $10.00 per associated individual senior member and $5.00 per associated individual junior member to be reviewed annually at AGM.

(a) An associated member as outlined in the UHA constitution is a person considered a financial associate member of the UHA and/or a member of an affiliated state, territory or local underwater hockey club.

2.2 UHA fees are due annually. Membership is completed by joining AUF on the anniversary each year of the initial joining date.

2.3 Budgets will be allocated to sections and programs on a majority agreement by the committee at a committee meeting, these are to be monitored and reported to the committee monthly by the treasurer.

2.4 The financial accounts of UHA are to be subject to annual financial audit and the UHA Treasurer shall forward the relevant auditor's reports to any State Underwater Hockey Commission Representative on request.
Note: these are tabled annually at the AGM.

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2.5 UHA financial reporting shall be from 1 July to 30 June of the following year.

3. **Meetings**

3.1 The UHA Annual General Meeting (AGM) shall be held at an appropriate time as outlined in the UHA constitution.

3.2 All motions to be considered at the AGM shall be called for by the Executive Director at least 60 days before such meetings. Submissions must be received by the Executive Director 30 days prior to the meeting.

3.3 Should any motion be brought that was not properly notified (as described at **Item 3.3** above), that motion may be vetoed by any member.

3.4 Decisions voted on and approved at any UHA AGM shall be in force upon conclusion of the meeting. Any decisions pertaining to National Championships shall not affect the current National Championship, unless all members vote in favour of the change/s.

3.5 All UHA Committee position holders and members (**as per table below**) shall provide a report (**as per item 11.1**), in writing, to the Executive Director 2 weeks prior to the AGM. The secretary will then circulate to the committee and members. These are to be reviewed at the AGM.

TITLE	**TITLE**
Executive Director	Australian Teams Coordinator
Secretary	Sports Integrity Officer
Treasurer	Tournament Director
Development Director	Chief Referee
Coach Director	State Representatives

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4. **Records and Documentation**

4.1

(a) The control, maintenance, and up-keep of all UHA documentation—including By-laws, guidelines, position descriptions, forms, minutes and records—are the responsibility of the UHA Secretary, Committee and its officers as decided. Such documentation should be maintained in an organised manner and made publicly accessible wherever appropriate as determined by the UHA Sport Integrity Officer

(b) The UHA Media Officer, and the secretary shall hold and maintain access to all official UHA social media accounts and ensure content is consistent with UHA policies and publicly available documentation **per 4.1(a)** above.

5. **Appointments and Elections**

5.1 The Executive Committee of UHA shall comprise the Executive Director, Treasurer, Secretary.

(a) The Management Committee of the UHA shall comprise of Executive Director, Treasurer, Secretary, Tournament Director, Development Director, Chief Referee, Coaching Director, Sports Integrity Officer and the Australian Team Coordinator.

5.2 The Committee, at its discretion, may oversee and appoint officers to assist in achieving the goals and strategic plans of UHA. Such roles shall be filled by election or appointment by the Management Committee and must include clear position descriptions and defined timeframes, prior to appointment.

5.3 Appointments to UHA Committee positions shall be for a term of no more than two (2) years, after which re-election is required. Elections will be held in alternate years, in accordance with the Constitution, as follows:

- **Year 1** (odd years– based on end of financial year): Executive Director, Secretary, Chief Referee, Coaching Director, Sports Integrity
- **Year 2** (even years– based on the end of financial year): Treasurer, Tournament Director, Development Director, Australian Team Coordinator.

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6. **Australian Teams**

6.1 For upcoming international tournaments, should a Coach and/or Team Manager (a minimum of 1 x manager per 2 x teams) not be appointed for any Australian team - then no Australian team shall attend the tournament in that division.

6.2 Members of an Australian underwater hockey team must make all payments by the dates prescribed by the Australian Team Manager. The failure of any individual to meet all specified payment dates will result in their exclusion from the team unless prior agreement has been made in conjunction with the UHA Treasurer and Aus Team coordinator. If a payment plan has been completed with a player, the total amount must be paid in full two weeks prior to the competition commencing

6.3 Each Australian team shall share the costs of airfares equally between members of individual teams. This will be based on a 'nominated airfare amount' as determined by the Team Manager in the case of players booking their own flights and/or alternate travel arrangements/routes. The 'nominated airfare amount' is the maximum amount to be shared by the team members. Airfares must not be paid for with the use of reward/frequent flyer points (either via credit card or membership with the airline). If a player chooses to use points, their reduced airfare costs will be included in the equalised cost process.

6.4 For international competitions, all travel expenses, accommodation, registration and team uniform costs for the following officials are to be shared equally by all Australian team members:

- Team Manager/s; and
- Coaches;

6.4.1 Where any of the above officials attend an international competition on behalf of the Australian team and DO NOT also play, all Australian team members shall be required to pay a levy to subsidise 100% of their travel, accommodation, registration and uniform costs;

6.4.2 Where any of the above officials attend an international competition on behalf of the Australian team and DO also play, all Australian team

members shall be required to pay a levy to subsidise 50% of their travel, accommodation, registration and uniform costs.

6.5 The cost of pool hire required for Australian teams selection shall be met by those individuals trying out for selection.

6.6 Australian team Captain(s) shall be appointed by the selectors following consultation with the Coach. The Australian team Vice Captain(s) may either be selected by the team members or by the Coach and selectors, if deemed applicable by the coach.

6.7 The entire Australian underwater hockey squad (including players, Referees, and Officials) and UHA officials shall be bound by the AUF and UHA code of behaviour.

7. **Australian Team Selectors**

7.1 UHA shall appoint a selection panel for each Australian team category, prior to the commencement of the Australian team selections.

7.2 Selection panels will consist of the team Coach plus two other selectors chosen by UHA from a pool of suitable nominees (i.e. those people satisfying the selection criteria in 7.4).

7.3 The UWH Commission of each State or Territory may nominate up to two selectors for each Australian team. State delegates should only nominate selectors with the experience to accurately judge the ability of other players in the division in which they intend to select.

7.4 Selection criteria: to be a suitable nominee an individual must satisfy one or more of the following criteria:

- Coached a national team;
- Played in a national team;
- Supplied a curriculum vitae to the UHA Committee - supporting their nomination.

7.5 If selections or a stage of selections (e.g. of a squad) occurs at the Nationals: then during Nationals training and competition, selectors may watch as many games involving players trying out for the Australian team as they are able.

7.6 A general selection criteria is set by UHA however if a National underwater hockey coach would like to put in place a more specific selection criteria they must notify State UWH Commissions, the UHA Executive Director, and the National Director of Coaching, of any further selection criteria they wish to put in place and inform selectors of this criteria. This should be provided 60 days prior to selections.

8. **Australian Team Selection**

8.1 The selection criteria are to be published and circulated at least 30 days prior to the selection trials.

8.2 A minimum of Ten (10) players are to be selected for each team however up to Twelve (12) travelling players with another Two (2) players to be selected as is reserves .

8.3 All players trialing for Australian team selection must pay a deposit prior to the selection trials, with the amount of this deposit to be set by the Australian Team Manager. Once a player has been selected, the deposit shall be non refundable in the event of subsequent withdrawal from the team, unless the player can show good cause (as determined by the UHA Committee).

8.4 As referenced in 8.3 a deposit must be paid prior to selection trials once a player has been selected, the deposit shall be non-refundable in the event of subsequent withdrawal from the team, unless the player can show good cause (as determined by the UHA Management Committee).

8.5 Australian team selection either team or squad will be undertaken no later than 6 months prior to the competition by a selection panel. If a squad is selected then a team will be selected no later than 4 months prior to the competition start.

8.5.1 Proposed team or squad selection date and venue must be submitted to the Australian Team Coordinator at least 120 days prior to the proposed date if not being completed at the National Championships. Upon a majority vote by the UHA Management Committee in favour of the proposal, the alternate date and place will then be published and circulated at least 90 days prior to the start of selections.

8.6 Announcements of National team selection outcomes are to be made to all nominees by the selectors - prior to any public announcement.

8.7 The Coach will set the selection criteria to be followed by the team selectors.

8.8 A Player trying out for an Australian team is not eligible for the selection panel for that team.

8.9 Players nominating for Age Group Underwater Hockey Teams are to provide, prior to nominating, a signed authority from their parent(s) agreeing to their participation in such a team if they are under the age of 18.

8.10 Outstanding monies owed to UHA: Australian team members owing money to UHA will be given two weeks grace following receipt of an official notice from the UHA Executive Director or Treasurer. If such outstanding monies remain unpaid at the expiry of the two weeks, the player concerned will be suspended from competing in any UHA sanctioned underwater hockey competition until such time as they have paid in full. This includes all club and local level competitions and training nights.

8.12. **Team Financial Accounts**

The Treasurer of the UHA Committee may authorise the opening of up to two (2) bank accounts to be managed by the Australian Team Manager for the purpose of administering funds for Australian Underwater Hockey teams. Where there is only one Australian Team Manager, the UHA Treasurer would act as the second signature.

8.12.1 Credit or Debit Card Facility – one shall be a credit card facility or VISA debit card for use during competitions.

8.12.2 Team Manager(s) authorised to use and manage such accounts must prepare appropriate documents (approved by UHA Treasurer) and provide detailed financial statements. These are to be submitted with the Team Manager's reports.

8.13 **Appointment of Chaperone for Tours involving Juniors** (athletes under the age of 18)

8.13.1 A travelling Chaperone shall be appointed whenever one or more Australian Junior Teams tour and stay together for international competition (i.e. when players are not billeted). The Chaperone role must be a stand-alone position.

8.13.2 Applicants for the position of Chaperone must provide:

(a) a current police check from Australian Federal Police https://www.afp.gov.au/ (cost to be reimbursed once check provided); and

(b) a valid Working with Children Check (or the equivalent clearance required in their state or territory of residence), as this demonstrates suitability to work with Children and Young People specifically.

8.13.3 All Chaperone applicants must be interviewed prior to appointment.

8.13.4 The appointed Chaperone must be non-playing. All members of any Junior Australian Teams involved shall contribute a levy to cover 100% of the Chaperone's travel and accommodation costs.

8.14 After the end of any International competition no refunds to players will be made until ALL outstanding monies owed by any player to the team account have been paid.

9. **National Coaches**

9.1 Appointment of Australian Team Coaches shall be elected by the State Representatives, following completion of the UHA selection process. This process includes:

(a) meeting the application requirements **(9.2)**
(b) participation in the interview process; and
(c) submission of the Interview Panel's review and recommendations to the State Representatives for voting.
(d)The selection panel should consist of the Coaching Director and two other members appointed by the UHA Management Committee.

9.2 Application and Prerequisites for Australian Team Coaches.

9.2.1 Application Requirements. All applications must include:

(a) current AUF membership;
(b) a valid Working With Children Check/Blue Card (or the equivalent state-based clearance), and valid National Police Check both linked to UHA;
(c) current First Aid and CPR certification;
(d) completion of all relevant Sports Integrity Australia online training (as required under the AUF-NIF Education Plan) within two (2) weeks of appointment;
(e) a signed declaration of actual or perceived conflicts of interest;
(f) a statement of intent regarding whether the applicant intends to trial for an Australian Team as a player;
(g) details of at least two referees (one personal and one professional/work-related);
(h) Community Coaching Essential Skills certification;
(i) a minimum Level 2 coaching qualification in a sport-specific discipline, or evidence of equivalent coaching experience.

9.2.2 **Coaching Qualifications**

The preferred qualification is **Level 2 sport-specific coaching**; however, applications may be assessed on the overall merits of the applicant's coaching experience, coaching plan, and other relevant attributes.

9.2.3 **Conditional Consideration**

Applications may be considered from candidates who do not yet hold a Level 2 Sports General qualification under the following conditions:

(a) the applicant must demonstrate a clear commitment to undertake the qualification, including when and how it will be completed;
(b) the applicant must contribute to the cost of the course, paying two-thirds (2⁄3) of the fee if held in their home state, or one-half (1⁄2) of the fee if held elsewhere, unless the qualification is completed prior to competition;
(c) the applicant must serve as a non-playing coach.

9.2.4 **Reappointment Review**

For a two-year coaching appointment, if the Level 2 Sports Specific course has not been completed by the conclusion of the first year's competition, the UHA committee (or equivalent if not Australian Citizen) must review the appointment before confirming reappointment for the second year.

10. **Application and Prerequisites for Australian Team Managers**

10.1 **Application Requirements**

Applications must include:

- Proof of Australian citizenship or permanent residency
- Current AUF membership
- Valid WWCC/Blue Card (or state equivalent) linked to UHA
- Current First Aid and CPR certification
- Completion of required SIA online training (per AUF-NIF Education Plan) within 2 weeks of appointment
- Signed conflict of interest declaration
- Statement on intent to trial as a player (if applicable)
- Two referees (one professional or sport-related)
- Completed Team Manager Self-Assessment form
- Statement addressing Team Manager Position Description selection criteria

10.2 **Role Overview**

The National Team Manager oversees the touring party from squad announcement to post-tournament reporting, represents UHA at official events, and upholds the Sport Integrity Australia National Integrity Framework.

10.2.1 Should a Manager or Coach resign before completing their allocated campaign, the UHA Executive shall re-advertise to seek a replacement manager or coach.

10.3 **Team Manager Application Process**

Applicants must:

- Address selection criteria in the Team Manager Position Description
- Submit the Team Manager Prerequisites and Self-Assessment form. Applications will be assessed for prerequisite compliance, skills, and experience by a UHA panel. Interviews may be conducted.
- Recommendations will then be sent to State representatives to provide a vote on the successful applicants.

10.4 **Conditional Consideration**

Applicants who do not yet meet all prerequisites may be considered if they:

- Identify unmet requirements and commit to completion before the tour or within an approved timeframe.
- Provide timelines/evidence of completion.
- Accept any conditions imposed by the UHA Selection Panel.
- Undergo Committee review prior to ratification.

10.5 **Appointment Requirements**

Before appointment is announced, nominees must:

- Sign the Team Manager Code of Conduct
- Complete all NIF Education Plan requirements and submit certification
- Have their appointment ratified by the AUF

11. **Reporting** (office bearers, injury reporting, scientific, marketing)

11.1 **Definition of Reporting Parties**

For the purposes of reporting under these bylaws, reports are to be provided by:

- UHA Management Committee members as **per 5.1(a)** above
- Sub-Committee Leads
- State Representatives

These parties are responsible for providing timely and relevant reports to the Committee in relation to their area of responsibility. Reports should be structured using the headings in Section 11.2 as a guide but may include additional information as relevant. Where no activities or issues have occurred in a reporting period, a brief explanation should be provided.

11.1.1 **Reporting Requirements**

Reporting parties, as **per 11.1** should include the following topics in their reports (where applicable):

- Outcomes – e.g., appointments, changes to bylaws, strategic decisions.
- Competitions – details of what competitions were held, where, when, and why, including results.
- Refereeing – any issues, developments, or improvements.
- Coaching – activities, updates, or training undertaken.
- Courses Held – details of workshops, training sessions, or education programs.
- Junior Underwater Hockey – developments, programs, or initiatives.
- Publicity – including liaison with government, UWH industry stakeholders, sponsors, and the broader community.
- Pool Availability – changes, access issues, or relevant updates.
- Equipment Development and Specifications – new developments, upgrades, or specifications.
- Injury Reporting – all injuries sustained, including serious incidents, and associated actions taken.
- Objectives for the Next Reporting Period – plans, targets, or intended actions.

11.1.2 **Secure Handling of Sensitive Information**

All sensitive information, including but not limited to injury reports, personal details, and complaints, must be managed in accordance with privacy obligations and best practice standards.

Sensitive information must be:

- Stored securely in accordance with the organisation's privacy policy.
- Only accessed by authorised individuals; and
- Managed in compliance with relevant legislation.

Member Protection Information Officers (MPIOs) and the Sports Integrity Officer (SIO) are responsible for the secure storage, handling, and retention of sensitive information relating to member protection, integrity matters, and

incidents involving participants. UHA Committee members, Sub-Committee Leads, and State Representatives must ensure that any sensitive information contained in reports is handled in line with these requirements and clearly identified when submitting to the UHA Committee.

11.2 **Annual Review of the UHA Five-Year Development Plan**

The UHA Five-Year Development Plan shall be reviewed and updated annually within two months of the AGM

12. **By-law Amendments**

12.1 Proposed amendments to UHA bylaws are to be requested 60 days prior to the UHA AGM and must be submitted 30 days prior to the UHA AGM.

12.2 It is the responsibility of the UHA committee to request these proposals, collate replies, and after votes are taken on proposed amendments - to update the by-laws and circulate these to all States for final approval.