



WHEELCHAIR  
RUGBY LEAGUE

# Wheelchair Rugby League Australia Limited

Incorporated State Member  
Affiliation Policy

Sept 2022

# Contents

## **1. GENERAL**

### **a) Introduction**

Wheelchair Rugby League Australia Limited is a national sporting body established to conduct, encourage, promote, advance, and administrate Wheelchair Rugby League throughout Australia.

To achieve this, it has established activities in each State and Territory of Australia. These activities are managed by a body in each State or Territory. This body for each State or Territory is a key part of Wheelchair Rugby League's activities and plays an integral role in the implementation and success of Wheelchair Rugby League Australia Limited's (WRLA) operations and strategy.

This state body may be an incorporated or unincorporated member of WRLA. WRLA will only recognise one legal (incorporated) or unincorporated Member in each State as the controlling body responsible for ensuring the efficient administration of Sport in that State.

**These regulations and policies are the guidelines and requirements for the recognition of a State or Territory Body as a legal member where the State Body is an incorporated body.**

**Separate guidelines apply if the State member is an unincorporated body.**

They replace all previous versions and are effective from the date of publication, as noted on the first page of this document.

## **2. STATE MEMBER STRUCTURE**

The State Member must be an incorporated association.  
A State Committee governs it.

## **3. AFFILIATION REQUIREMENTS**

### **a) Affiliation Requirements**

A State Member will only be recognised as an affiliated legal member of WRLA if the Member:

- a) Is an incorporated association
- b) adopts and maintain the Wheelchair Rugby League State Sporting Organisation Constitution.
- c) pays the Affiliation fee and subscriptions determined by WRLA to apply to the Member
- d) meets all WRLA Codes of Conduct
- e) meets all Member Affiliation requirements
- f) Meets all WRLA Policy requirements
- g) Meets al relevant NRL/ARLC Policy requirements that the WRLA advises are applicable
- h) Meets the WRLA Branding and Social Media Guidelines
- i) Meets the NRL Social Media Policy
- j) Meets all legal requirements as an incorporated association
- k) Executes the Member Affiliation Agreement; and
- l) Supports WRLA in the achievement and promotion of its Objects.

Affiliation is annual. Each Member is responsible for ensuring it meets the initial and ongoing affiliation requirements set out in this document.

## **b) Non-Compliance**

Non-compliance of a State Member to these rules and regulations and all related requirements may **at the discretion** of WRLA, result in non-affiliation of the State Member.

The WRLA National Board has the right to terminate the Affiliation of any State Member for non-compliance with the policies and regulations of the WRLA or any significant damage to the brand of WRLA or the NRL.

Such a decision shall be binding by a majority of the WRLA National Board.

## **4. STATE MEMBER CONSTITUTION**

The State Member must adopt and maintain the Wheelchair Rugby League State Sporting Organisation Constitution.

This document outlines the principles of governance for the State Member, including but not limited to:

- a) Objects
- b) Committee structure and responsibilities
- c) Committee roles

Any changes to this template Constitution must be approved in writing by the WRLA before adoption.

## **5. AFFILIATION FEE**

The State Member shall pay, as required, its annual Affiliation fee and or any other fee determined by WRLA when due.

## **6. CODES OF CONDUCT**

All members of the WRLA agree to operate and comply with the WRLA Code of Conduct.

[WRLA-Limited-Board-Code-Conduct-Feb-2022.pdf \(nrlwheelchair.com.au\)](#)

The objective of this Code is to ensure that all Members observe high standards of corporate and individual behaviour.

All members agree to follow the NRL Code of Conduct.

Link: <https://www.nrl.com/siteassets/documents/nrl-national-code-of-conduct.pdf>

## **7. AFFILIATION AGREEMENT**

The State Committee must sign the WRLA Affiliation Agreement to indicate that all members of the State Member consent to be bound by the policies, regulations, and objectives of the National Body.

The State Committee shall complete this annually by November 30<sup>th</sup> (or as advised by the WRLA National Body).

## **8. STATE MEMBER COMMITTEE**

**a) Composition of the Committee**

The composition of the State Committee is set out in section 14.1 of the State Constitution:

- a. five (5) elected Committee Members who must all be Individual members and
- b. two (2) appointed Committee Members
- c. one (1) representative Committee Member who need not be an Individual member and who shall be appointed by WRLA
- d. One (1) representative Committee Member who need not be an individual member and who shall be appointed by the ARLC state sporting organisation for the relevant State.

**b) WRLA Ratification of Committee Members**

WRLA reserves the right to ratify appointed, elected, or nominated State Committee Members before the appointment. Any member not ratified by the WRLA has the right to appeal as per Clause 14.2 of the WRLA Constitution.

Reason(s) for the non-ratification of a Committee Member by WRLA will be supplied at the time of notification and could include if the Member:

- holds an office of profit in the organisation
- is in a position of conflict
- Performs an offence or act likely to bring the organisation into disrepute or does not uphold the objectives of WRLA or the ARLC.
- Is not an Accredited member
- has not met the individual or legal requirements to be a Committee Member
- Breaches the policies and guidelines of the WRLA or the ARLC.

**c) Induction of New Committee Members**

The Chair must ensure that all Committee Members undergo appropriate induction processes that enable them to fulfil their obligations to their members and the game of Wheelchair Rugby League.

**d) Role and Responsibilities of the Committee**

Under the Constitution of WRLA, the Committee is authorised by WRLA and the Accredited members of the State to be the representative of WRLA and those members in that State. It is responsible for all state operations and activities, including but not limited to;

- Assist the State Member by providing administrative and personnel support to conduct/ play/ promote Wheelchair Rugby League
- To represent WRLA at the state or territory level.
- Ensure all state members are aware of and follow the rules, policies and guidelines of WRLA and the ARLC
- Raise funds for athletes to prepare for and participate in Wheelchair Rugby League
- Liaise with State Governments, Departments, Institutes of Sport and all other relevant stakeholders
- Liaise with education authorities concerning wheelchair rugby league and provide wheelchair rugby league educational material
- Work with local NRL bodies to jointly promote the game of Wheelchair Rugby League.
- Ensure the State Member meets all WRLA Affiliation requirements
- Plan and support the establishment of new Wheelchair Rugby League regions and provide assistance to existing regions as required
- Support the establishment of accredited and linked programs as defined by the WRLA Board from time to time.
- To support the implementation of the national strategy of WRLA.
- To raise and spend money to:

- support athletes attending national and international events
- cover fees and costs for athletes who cannot fund themselves
- cover the costs of running the state operations
- support regional growth and development
- Develop awareness of and uphold the brand and reputation of the WRLA and the ARLC
- To communicate with and keep regional committees, Athletes and Volunteers regularly informed in relation to events, policies or changes that may affect them.
- To uphold WRLA rules in their State
- To manage the use of branding
- To ensure the financial support of state activities.

#### e) General Duties and Responsibilities of Committee Members

All Board and Committee members of the WRLA agree to operate and comply with the WRLA Code of Conduct. The objective of this Code is to ensure that the Committee members observe high standards of corporate and individual behaviour in the context of their roles at WRLA.

State Committee Members must;

- act in the best interests of their members at all times
- exercise a reasonable degree of care and diligence, and confidentiality
- not to make use of information acquired through being a Committee Member to gain an improper advantage for the Member or any other person, or to cause detriment to the members of the organisation
- act with the highest level of integrity
- act objectively and demonstrate impartiality in their findings, opinions, and recommendations
- comply with all national and State legislation, including WH&S
- comply with all relevant ARLC policies
- comply with all WRLA policies
- be effective ambassadors for the game of wheelchair rugby league and the WRLA.

#### f) Regional Committees

A state body is responsible for management and governance of all regional committees in its state. It must ensure that all relevant affiliation requirements are met at the regional level.

### COMPLIANCE

- a) The State Member must comply with all relevant state and federal laws with respect to the conduct of the State Member.
- b) The State Member must comply with the WRLA Constitution.
- c) The State Member must comply with all WRLA policies, guidelines and procedures, including (without limitation) in regard to anti-doping, anti-corruption, and other sports integrity matters as may be part of the Sport Integrity Australia (**SIA**) National Integrity Framework.
- d) The State Member acknowledges its obligations under the state and federal anti-discrimination laws, agrees to comply with the state and federal anti-discrimination laws and ensures that its office holders, agents and members comply with the state and federal anti-discrimination laws.
- e) Without limiting the above, The State Member must not unlawfully discriminate in its membership on the basis of age, race, gender, marital status, disability, carer's responsibility, sexuality, or discrimination on any other basis that is contrary to the state and federal anti-discrimination laws.
- f) State Members must at all times comply with the Rules and Regulations of the Australian Rugby League Commission (**ARLC**). If there is a conflict between WRLA

policies and procedures and the Rules and Regulations of the ARLC, WRLA's policies and procedures will prevail.

- g) State Member must comply and ensure that its employees, office holders, volunteers, agents and contractors (as/where applicable) comply with all applicable child safety laws, regulations, policies and procedures as in force from time to time, including:
  - i) the relevant state laws and regulations regarding Working with Children Checks and related requirements;
  - ii) WRLA's Child Safeguarding policies
  - iii) State Working with Children regulations and requirements.

## **9. REPORTING**

### **a) Minutes, Reports and Recommendations**

Copies of the minutes of State meetings and records must be forwarded to WRLA.

### **b) Annual Accounts**

A copy of the Audited Accounts must be forwarded to WRLA within three months of financial year-end.

### **c) Register of Committee Members**

Each Committee must maintain a current list of Committee Members at all times. A copy must be forwarded to WRLA. All changes must be promptly notified.

### **d) Register of Participants, Volunteers and Sponsors**

Each Committee must maintain a current list of all participants, volunteers and sponsors. The State member privacy policy must note that all records will be shared with the National body.

### **e) Attendance at WRLA Meetings**

The President of a State Committee shall report to the WRLA National Board when requested to attend any general and/or ordinary meetings of WRLA.

### **d) Calendar of Events**

Each Committee must prepare an annual calendar of competition events, including any other sponsorship or fundraising events, to WRLA by the end of January each year.

## **10. FINANCIAL AND ASSET MANAGEMENT**

### **a) Charitable Status**

The National Bodies charitable status does not extend to a state member that is a legal incorporated body. The State body must represent the bodies charitable status correctly.

### **b) Financial Solvency**

The State Committee must immediately inform the Chair of the WRLA National Body if it believes it does not have adequate resources or access to information to perform its functions as a State Member adequately.

### **c) Asset Management**

All assets supplied/loaned to by the WRLA National Body or owned by a State Member must be acknowledged and correctly and safely maintained and kept at all times.

Assets loaned to the State by WRLA must be acknowledged by the Committee forwarding an Asset Loan Agreement Form. Refer to Appendix C.

The Committee is responsible for the proper maintenance of all assets loaned or given to it.

### **d) Bank Accounts**

Each State Member will have its own bank account, but it is recommended that the bank nominated by the WRLA National Board is utilised.

## **11. BRANDING AND SOCIAL MEDIA**

### **a) State Member Name**

State bodies are known as “State or Territory” Wheelchair Rugby League.

Regional bodies are known as “Region” Wheelchair Rugby League.

### **b) State Member Logo and Branding**

Each State and regional body is only permitted to utilise the approved logos and branding of its relevant state and regional affiliates as set out in the Branding and Social Media Policy

[LINK](#)

### **c) Social Media**

Each State and regional body is permitted to operate a Facebook and Instagram account and is responsible for all content posted on these pages. Each state must advise the nominated person responsible for management and adherence to all WRLA And NRL policies that are included on the WRLA website.

### **d) Alignment with Sponsors**

It is the responsibility of the State Committee to ensure that all the operations and image of all sponsors, donors and endorsements align with and protect the image of reputation of wheelchair rugby league and the ARLC at all times.

### **e) Sponsor Branding**

All use of sponsor branding must be authorised and approved by the sponsor or the National Body.

## **12. THE GAME**

### **a) Laws of the Game**

The State Member must ensure that the Laws of the Game are followed.

State Members can suggest rule changes to be considered by the National Body for authorisation.

### **b) Game Responsibilities**



- i. To ensure competition for all athletes each year in accordance with the Constitution of WRLA.
- ii. Prepare and maintain an annual calendar of competition events in advance by the deadline advised by the WRLA National Body for the following year to be submitted to WRLA via the annual Affiliation process.
- iii. To run a minimum of one State wheelchair rugby league program annually
- iv. To select athletes to represent their State or territory in accordance with Wheelchair Rugby League Australia's policies and procedures 'and consider any guidelines defined by the league in that state/ territory.
- v. To provide appropriate training and management for their state teams.
- vi. To support athletes selected from their State or territory to be on national teams.

### **13. SUPPORT OF WRLA NATIONAL ACTIVITIES**

#### **a) Liaison with Stakeholders**

From time to time, members of the State Committee may be required to liaise with:

- Members of the WRLA Board of Directors
- Members of the WRLA Board sub-committees
- The Auditor and Accountant of WRLA
- The NRL/ARLC
- Any staff member of WRLA
- Contracted suppliers of WRLA
- Patrons, sponsors and grant donors.

All interactions with all stakeholders must be consistent with the principles and guidelines of the WRLA at all times.

#### **b) WRLA Development Officers**

The National Body employs Development Officers in certain states and territories to assist with the achievement of WRLA objectives in that State

The State Member must support and work with their Development Officer to develop and implement National Body programs, including but not limited to:

- Training programs
- Community events
- Coaching programs
- Come and Try events.

#### **c) Support of WRLA Activities**

The State Member must support and work with the National Body Officer to develop and implement National Body, based activities including but not limited to:

- National Championship
- Sponsor events
- Fundraising events.

## APPENDIX A: LEGAL STATE MEMBER AFFILIATION PROCESS CHECKLIST

REQUIREMENT	REFERENCE	SECTION	CHECK
1	Advise WRLA of intention to incorporate		
2	Hold a meeting of members and vote on incorporation		
3	Review all relevant WRLA policies		
4	Advise WRLA of recommended Committee		
5	WRLA to advise WRLA Committee members		
	Committee member roles determined.		
	Induction of new Committee members		
	Review State Constitution	State Constitution	
	Consult WRLA on any proposed changes		
	The proposed name of the State Member must be approved By WRLA and meet the requirements of the Branding Policy	Affiliation agreement	8c
	Branding		
	Incorporation completed		
	Annual affiliation checklist completed and confirmed.		
	Affiliation agreement signed		
	Set up a bank account		

## APPENDIX B: LEGAL STATE MEMBER AFFILIATION CHECKLIST

**State Body** \_\_\_\_\_

**ABN** \_\_\_\_\_

**Completed by** \_\_\_\_\_

**Authorised by** \_\_\_\_\_

**Date** \_\_\_\_\_

AREA	REQUIREMENT	REFERENCE	SECT.	CHECK
<b>Structure</b>	State member is an Incorporated associated	Affiliation Agreement	3 a	
	State member has WRLA-approved Constitution.	Affiliation Agreement	3e	
	All office holder roles are filled.	Affiliation Agreement	3g	
	Affiliation period	Affiliation Agreement	2	
	Address for Notices			
<b>Committee Details</b>	President Name			
	Public Officer Name			
	WRLA Committee Member Name			
<b>Compliance</b>	State regulatory registration requirements met	Affiliation Agreement	4	
	All members have received the WRLA and NRL Code of Conduct	Affiliation Agreement	4	
	An effective Working with Children policy is in place	Affiliation Agreement	4	
	State Working with Children requirements are operational			
	An effective Privacy Policy is in place	Affiliation Agreement	4	
	Privacy Policy notes that data will be shared with WRLA	Affiliation Agreement	4	
	An effective Member Protection Policy is in place	Affiliation Agreement	4	
	All breaches of Policy have been advised to the National Body and handled correctly.	Affiliation Agreement	4	
<b>Reporting</b>	List of current members supplied	Affiliation Agreement	3c	
	List of Participants, volunteers, affiliates and sponsors provided	Affiliation Agreement		
	Number of current members			
	Details of Committee holders supplied	Affiliation Agreement	3d	
	Annual calendar of events provided			
	Annual competition and game plan schedule provided	Affiliation Agreement		
<b>Financial</b>	WRLA Licence/Membership fee paid			
	State member has provided proof of solvency	Affiliation Agreement	6a	
	Has met financial obligations as requested by WRLA			
	Audited Financial Accounts provided	Constitution	41	

	National Body asset stocktake completed and confirmed	Affiliation Agreement	6c	
	AGM date			
<b>Branding and social media</b>	All social media of the State Member is branded correctly with no use of NRL Wheelchair	Affiliation Agreement	8a	
	State member has a process in place to manage social media public content is nit defamatory or contentious and meets all legal requirements	Branding and Social Media Guidelines		
	Name of contact for social media			
<b>Sponsorship</b>	All sponsorship arrangements undertaken by the State Member are approved BY WRLA.	Affiliation Agreement	9	
	Sponsorship agreements are in place	Branding and Social Media Guidelines		
<b>Insurance</b>	State Member has current and appropriate insurance coverage	Affiliation Agreement	9	

## APPENDIX C; WRLA ASSET LOAN AGREEMENT FORM

<b>Item 1. Body and Contact Details (Borrower/Recipient)</b>	
State Body Name:	
Address:	
Contact name:	
Phone number:	
Email:	
<b>Item 2. Agreement Term</b>	
Term of Agreement	Reviewed annually
Agreement Expiry Date	
<b>Item 3. Equipment Description</b>	
Itemised details	10 x
Ownership	
Asset Details	
Replacement value	\$
<b>Item 4. Special Conditions - Ongoing Maintenance</b>	
The State Committee will be responsible for the ongoing management and maintenance of the assets for their expected life (approx. 10 years)	
<b>Prior to use</b>	
<ul style="list-style-type: none"> <li>Check tyre pressure and ensure correct size wheels are attached</li> <li>Familiarise yourself with the safety wheel on the wheelchairs</li> </ul>	
<b>Do not:</b>	
<ul style="list-style-type: none"> <li>Continue using a wheelchair if a puncture has occurred</li> <li>Use a wheelchair on any rough terrain or beach surfaces</li> <li>Use in a manner that may cause harm to you or others</li> </ul>	
<b>Item 5. General Indemnity and Release</b>	
6.1 The Borrower shall at all times indemnify:	
<ol style="list-style-type: none"> <li>1. The Board (including their respective officers, employees and agents) (“those indemnified”);</li> <li>2. from and against any loss, damages, personal injury, death or other loss or liability (including legal costs and expenses) (“the loss or liability”);</li> <li>3. arising from any actions, proceedings, claims, demands, or suits by any person against those indemnified;</li> <li>4. where the loss or liability arises from or is incurred by reason of or in connection with this Agreement or any Customer Contract.</li> <li>5. The Borrower agrees to release and discharge those indemnified from such actions, proceedings, claims or demands.</li> <li>6. The Borrower’s liability to indemnify those indemnified in this clause shall be reduced proportionally to the extent that any wilful, unlawful or negligent act or omission of those indemnified contributed to the loss or liability.</li> </ol>	
<b>Item 6. Agreement Execution</b>	
<b>Authorised Officer Signature – Borrower/Recipient</b>	
I _____ understand and agree to the conditions above.	
Position: _____	Witness _____
Signed: _____	Date: _____