

# NCL Handbook

14 and under; 16 and under; 19 and under; MLWP (senior)

**2016-2017**

**V2.0**



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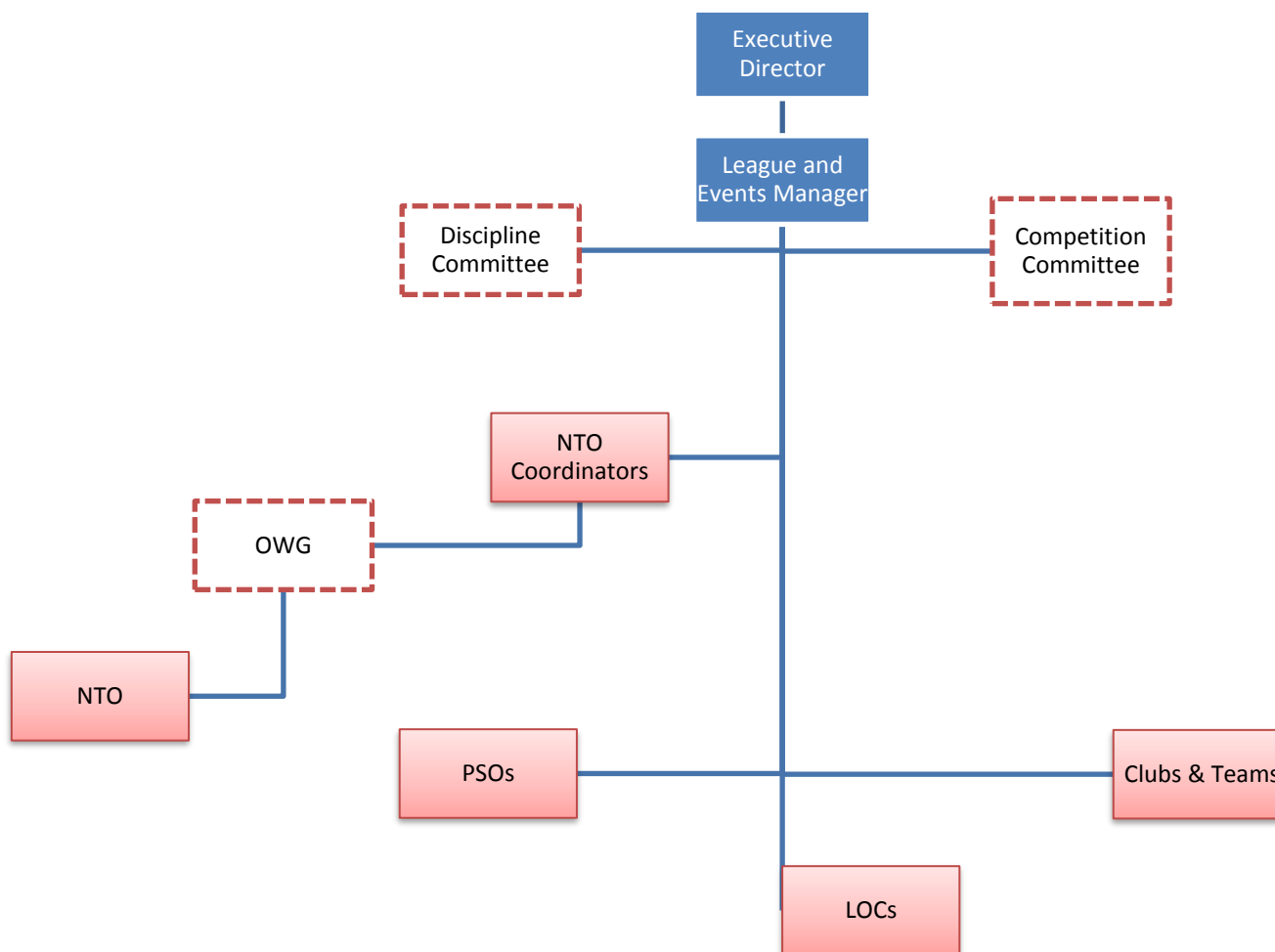
WPC would like to thank the various Competition Committee and Discipline Committee members who are volunteering their time to ensure the NCL is meeting the needs of the participants. The 2016-2017 Competition Committee members are Dan Bekhazi, Olivier Bertrand, Heather Birenbaum, Kent Hardisty, Justin Mitchell, Andrew Muir, Justin Oliveira, Neil Trousdale and Rick Valouche. The 2016-2017 Discipline Committee members are J-C Besner, Marie-Claude Deslières, Lily Olson, Neil Trousdale and Bill Shaw.

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# 1. Governance, Categories and Administration

## 1.1. League Governance Model



## 1.2. Responsibilities

- 1.2.1. Water Polo Canada (WPC), represented by the Executive Director and the League and Events Manager, is responsible for the overall strategic direction, governance, partnership management, leadership and financial management of the NCL. Other WPC staff will be appointed specific functional areas within the management and leadership of the NCL such as operations, logistics and procurement, communication and marketing and participant (athlete, coach, official) development. WPC will be responsible for establishing partnerships with local hospitality groups and establishing preferred hotel rates and other travel and accommodations concessions for participating teams. WPC is responsible for establishing a “stay and play” and “travel and play” policy for participating teams. WPC is responsible for providing each host club (or PSO) a hosting kit including marketing materials, officials’ uniforms and water polo balls.
- 1.2.2. The Competition Committee’s mandate is to aid in creating, evaluating, reviewing and implementing all technical aspects of the NCL for the various age categories (14 and under, 16 and under, 19 and under and MLWP/senior). The terms of reference of this committee can be found in [Appendix A: Competition Committee Terms of Reference](#).
- 1.2.3. The Discipline Committee’s mandate is to provide guidance and implement disciplinary standards for all competition related matters, and review behaviour deemed to be detrimental to the image of the league or contrary to the WPC code of conduct for the various NCL age categories (14 and under, 16 and under, 19 and under and MLWP/senior). The terms of reference of this committee can be found in [Appendix B: Discipline Committee Terms of Reference](#).
- 1.2.4. The National Technical Officials (NTO) Coordinators are responsible to schedule referees and delegates for all NCL game. There will be a NTO Coordinator responsible for the western provinces (British-Columbia, Alberta, Saskatchewan and Manitoba) and one person for the eastern provinces (Quebec, Ontario and Atlantic Canada). NTO coordinators will have the ability to discipline referees who are not performing their duties to the best of their abilities.
- 1.2.5. The representatives of Officials Working Group (OWG) will work closely with the NTO Coordinators to develop and manage a list of eligible officials and delegates within their provincial jurisdiction. The terms of reference for this working group can be found in [Appendix C: Officials Working Group Terms of Reference](#).

- 1.2.6. A Local Organizing Committee (LOC) will be formed for each of the Championships events: 14 and under Western and Eastern Nationals; 16 and under Western and Eastern Championships; 19 and under Western and Eastern Championships, Senior National; and the National Finals. Members of the local club, municipal tourism departments and Province will be asked to sit on the LOC along with the WPC staff members assigned. The LOC will be responsible for the organization of these events.
- 1.2.7. The host club is responsible to provide minor officials and setup / take down the field of play for all regular season games. The host club is responsible to submit the electronic scoresheet provided by WPC to the League Coordinator within 24-hours after the conclusion of each NCL match. The host club will be responsible for a hospitality suite for its volunteers, coaches and officials for competition events of more than 6 hours per day. The host club will be provided a guide with regards to minimum field of play and timing equipment requirements. The host club will be required to use all elements in the host kit provided by WPC at no additional costs to the club.
- 1.2.8. The NCL has a stay and play policy for all categories (14U, 16U, 19U, and MLWP). All clubs in the NCL will be expected to stay at WPC partner hotels for any and all NCL events where a host partner exists. The hotel partners will be listed on the WPC site. Any club who reserves rooms at a non-partner hotel will be in violation of the policy. Violation of the stay and play policy will result in the club forfeiting all of their games at the event and possible further sanctions as determined by WPC.

### 1.3. NCL Handbook

- 1.3.1. The following Handbook will govern the rules and regulations for the competition categories and events outlined herein.
- 1.3.2. The Handbook will be revised on an annual basis by the Competition Committee and WPC. The annual review will commence after the National Finals each year.

### 1.4. Competition Categories

- 1.4.1. 14 and under boys: born between **2003 and 2006**.
- 1.4.2. 14 and under girls: born between **2003 and 2006**.
- 1.4.3. 16 and under boys: born between **2001 and 2004**.
- 1.4.4. 16 and under girls: born between **2001 and 2004**.
- 1.4.5. 19 and under men: born between **1998 and 2002**.
- 1.4.6. 19 and under women: born between **1998 and 2002**.
- 1.4.7. Major League Water Polo (MLWP) / Senior men: born in 2000 or earlier

- 1.4.8. Major League Water Polo (MLWP) / Senior women: born in **2000** and earlier. Each team may have up to a maximum of four (4) athletes born in 2001 on their roster.
- 1.4.9. No exemptions will be granted for players born outside the listed age brackets.

## 1.5. Definition

- 1.5.1. The NCL is open to citizens, permanent residents of Canada, and residents of another country who are living continuously in Canada under a travel, student, or work visa, whom are recorded on the WPC Registration System in the correct registrant category at [www.waterpolo.ca](http://www.waterpolo.ca) and in good standing with their Club and PSO.
- 1.5.2. Participants in the NCL shall be understood to include: Players, coaches, referees, managers, chaperones, medical personnel, minor officials and volunteers. All participants must be registered in good standing with their club and/or PSO and Water Polo Canada.
- 1.5.3. Referees, coaches, and athletes must be recorded in the “Competitive” registration category, and listed on the Water Polo Canada *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca);
- 1.5.4. All other participants – chaperones, team managers, non-paid minor officials, or general volunteers – must be recorded in the “Volunteer” registration category, and listed on the Water Polo Canada *Registration System*;
- 1.5.5. Paid minor officials must be recorded in the “Provincial” or “Competitive” registration category, and listed on the Water Polo Canada *Registration System*.

## 1.6. Entry Format

- 1.6.1. A team wishing to enter the NCL must be affiliated with a registered Canadian Club in good standing with their PSO and WPC.
- 1.6.2. Registration for the NCL must be submitted online using the WPC *Event Management System* at [www.waterpolo.ca](http://www.waterpolo.ca). Please consult the *Event Management System Club User Guide* for details on how to register teams for WPC events. All user guides can be found online at [www.waterpolo.ca/userguides.aspx](http://www.waterpolo.ca/userguides.aspx).
- 1.6.3. Entry fees must be paid online via PayPal at the time of registration. Please consult the *Event Management System Club User Guide* for details on how to register teams for WPC events. All user guides can be found online at [www.waterpolo.ca/userguides.aspx](http://www.waterpolo.ca/userguides.aspx).
- 1.6.4. Teams qualifying for the 14 and under boys’ and girls’ Western and Eastern National Championships shall be required to register online and submit payment via PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)) by the first Thursday in April as of the 2016-2017 season.



- 1.6.5. Teams registering for the 16 and under and 19 and under competitions will be required to register online and submit a deposit via PayPal up to a maximum of 20% of the total registration fees between 90 and 120 days prior to the final registration payment deadline. The deposit deadline will be determined by WPC on an annual basis. The final registration payment deadline will be the last Tuesday in September as of 2016-2017 season.
- 1.6.6. Teams registering for the MLWP (senior) competitions will be required to register online and submit the full registration fee via PayPal on the payment deadline date. The payment deadline date will be determined by WPC on an annual basis. There is no deposit for MLWP.
- 1.6.7. Teams wishing to enter the NCL after the deposit deadline, and prior to the final registration deadline, will be permitted to do so after sending a formal request to the chairperson of the CC. The CC will review the request and will determine whether the team will be permitted to register. Teams registering after the deposit deadline will be imposed an administration fee up to a maximum of 25% of the final registration fees.
- 1.6.8. Rosters for the NCL must be submitted online using the WPC Event Management System at [www.waterpolo.ca](http://www.waterpolo.ca). Please consult the *Registration System Club User Guide* and *Event Management System Club User Guide* for details on how to register athletes, coaches and volunteers for roster submission for a Water Polo Canada Event. All user guides can be found online at [www.waterpolo.ca/userguides.aspx](http://www.waterpolo.ca/userguides.aspx).
- 1.6.9. All transfer forms must be submitted to the League Coordinator on or before November 1<sup>st</sup> of each calendar year. This applies to athletes and coaches permanently moving from one club to another and for those athletes and coaches being loaned to another club for the purpose of participating in the NCL as per rule 2.3.7.
  - 1.6.9.1. A player or coach who moves between cities in the middle of the NCL season can apply for an exemption to the November 1<sup>st</sup> deadline rule. The League and Events Manager will review the application and determine if the transfer will be approved.
- 1.6.10. All personal information of registrants selected for a roster must be accurate, rosters with incomplete or inaccurate information may be declined.

## 1.7. Financial Obligations

- 1.7.1. Teams entering the NCL will be responsible to pay a deposit up to a maximum of 20% of the total registration fees. Registration deadlines are outlined in section 1.6.4., 1.6.5. and 1.6.6.

- 1.7.2. Clubs that have paid a team deposit fee but choose not to pay the balance of the registration fee will not be refunded any portion of the deposit. A club that chooses not to pay the full registration fee after paying the deposit can put 50% of the deposit towards the registration balance of one of the club's other NCL teams.
- 1.7.3. Deposit payment and final payment may only be made online via PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)). WPC will not accept cheques or credit cards.
- 1.7.4. Teams making late payment of the final registration fees will be charged an administration fee of \$100 for every three (3) business days excluding statutory holidays. Administration fees may only be paid via PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)).
- 1.7.5. WPC will be responsible for establishing the overall budget and will determine the deposit amount and final registration fees. The budget includes, but is not limited to, the following elements:
  - 1.7.5.1. Pool rental costs
  - 1.7.5.2. Officials and staff travel and accommodations
  - 1.7.5.3. Officials and staff honoraria and salary
  - 1.7.5.4. Officials and staff uniform
  - 1.7.5.5. Travel subsidy for Senior Nationals and the National Finals
  - 1.7.5.6. Team and individual awards and National Finals awards banquet
  - 1.7.5.7. Marketing and Communication
  - 1.7.5.8. General and administration
- 1.7.6. WPC will attempt to enter into facility rental agreements directly with the competition venues. In the event a club holds the contract with the competition venue, the club will need to remit an official invoice to WPC in order to be reimbursed. The reimbursement schedule for facility rental fees are as follows:
  - 1.7.6.1. December 15<sup>th</sup>
  - 1.7.6.2. March 31<sup>st</sup>
  - 1.7.6.3. June 15<sup>th</sup>
  - 1.7.6.4. In the event the dates above fall on a weekend or statutory holiday, payments will be processed on the next business day.
- 1.7.7. The registration fees for the 2016-2017 events are as follows:
  - 1.7.7.1. 14 and under boys and girls: \$1,800 / team
  - 1.7.7.2. 16 and under boys and girls: \$5,000 / team
  - 1.7.7.3. 19 and under men and women: \$5,000 / team

- 1.7.7.4. MLWP (senior) men and women Ontario and Quebec teams: \$3,000 / team
- 1.7.7.5. MLWP (senior) men and women West (British-Columbia, Alberta, Saskatchewan, Manitoba) teams: \$2,000 / team

## 1.8. Demerit System

- 1.8.1. For minor violations of qualifying handbook regulations, teams will receive demerit points. After receiving seven (7) demerit points, the team will be fined \$250 by WPC. If a team receives another three (3) demerit points, another fine of \$250 will be levied. Every demerit after the tenth (10th) demerit will result in a \$100 fine from WPC. Fines must be paid through PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)) within a week of receiving notice of the fine. In addition, if a club with three (3) or less teams in the NCL/MLWP receives a total of fifteen (15) demerits OR if a club with four (4) or five (5) teams in the NCL/MLWP receives a total of twenty (20) demerit points OR if a club with more than five (5) teams in the NCL/MLWP receives a total of twenty-five (25) demerits, then, in addition to the individual team fines levied, the club shall be fined an additional \$750. Fines must be paid through PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)) within a week of receiving notice of the fine.
- 1.8.2. The following violations will result in demerits (all demerits are per offense):
  - 1.8.2.1. Failure to email a scoresheet to the League Coordinator within 24 hours of completion of a game – 1 Demerit
  - 1.8.2.2. Receiving a player misconduct (excluding for an illegal entry) or a coaching red card – 1 Demerit
  - 1.8.2.3. Receiving a brutality - 2 Demerits
  - 1.8.2.4. Failing to sign a scoresheet or signing a scoresheet with an incorrect roster - 1 Demerit.
  - 1.8.2.5. Violation of WPC clothing policy (ex. Different base colour of swimsuits) – 1 Demerit
  - 1.8.2.6. Violation of WPC hosting policy (ex. lack of minor officials/goal judges, pool not set up in accordance with WPC policies, no electronic scoresheet recorded, no NCL banners, etc.) – 1+ demerits
  - 1.8.2.7. Online roster errors – 1+ demerits
  - 1.8.2.8. Not having a certified coach because of a red card suspension -3 demerits
  - 1.8.2.9. Failure to set-up appropriate hospitality room when applicable (3+ demerits)

1.8.2.10. The above list is not inclusive and the league coordinator can determine other violations that will result in demerits on a case by case basis. Certain violations can result in multiple demerits (i.e. failure to have certified coach).

1.8.3. The League Manager will issue all demerits along with a notice of cause. Extenuating circumstances will be taken into consideration.

## 2. General Rules

### 2.1. Rules of play

2.1.1. The rules of play for all categories shall be in accordance with FINA WP Rule Book, except where specified elsewhere in this document.

2.1.2. In the event the FINA Technical Water Polo Committee (TWPC) and/or FINA Bureau modifies the rules of play, the NCL will have the ability to implement the new rules immediately.

2.1.3. The format for the number of players in the water (not including the goalie), and the ball size for each category is as follows:

2.1.3.1. 14U Girls: 5 on 5 with a size four ball

2.1.3.2. 14U Boys: 5 on 5 with a size four ball

2.1.3.3. 16U Girls: 6 on 6 with a size four ball

2.1.3.4. 16U Boys: 6 on 6 with a size four ball

2.1.3.5. 19U Women: 6 on 6 with a size four ball

2.1.3.6. 19U Men: 6 on 6 with a size five ball

2.1.3.7. MLWP Women: 6 on 6 with a size four ball

2.1.3.8. MLWP Men: 6 on 6 with a size five ball

2.1.4. Teams are not required to have a second goaltender. Any goaltender is required to wear a red cap with the number 1, 13, 14 or 15.

2.1.5. There will be zero tolerance for violent acts committed in the water. Any elbows, knees, head-butts or other physical action intentionally directed towards an opponent will result in a brutality.

- 2.1.6. 16 and under and 19 and under categories: teams will be permitted to request one (1) timeout per quarter.
- 2.1.7. 14 and under and MLWP category: teams will be permitted to request a maximum of two (2) timeouts throughout the entire game.

## 2.2. Team Eligibility

- 2.2.1. Teams/clubs must be Canadian based. No foreign teams may register for a Championship.
- 2.2.2. Teams must submit an initial roster of ten (10) athletes at least fourteen (14) days prior to a teams' first date of competition. Teams may manage their roster throughout the entire season and will be permitted to have up to thirty (30) athletes on their online roster form. The roster will close the final date of competition. Athletes and staff must appear on the online roster form to be eligible to compete and sit on the bench.
- 2.2.3. A maximum of fifteen (15) players and three (3) certified staff are permitted to sit on the team bench, all of whom must appear on the online team roster form. Teams' may rotate players and coaches each match.
- 2.2.4. The head coach of the team must provide an official lineup at least 20-minutes prior to start of the match and sign the scoresheet. Teams' may be asked by tournament organizers for lineups up to 24-hours prior to the competition weekend. The head coach may make lineup changes up to 20-minutes prior to each NCL match. Where a team submits a roster at the beginning of a weekend, it will not be necessary to resubmit a roster prior to each game if there are no changes. Regardless, the head coach is required to sign the scoresheet at least 20-minutes prior to the start of the match.
- 2.2.5. Any team taking minor age players (as per the provincial regulations of the location of the event) must bring, at its own expense, a chaperone other than the head coach who will be responsible for the team. The selected chaperone must be at least twenty-five (25) years of age, be a registered in good standing with their Club, PSO and WPC and registered as a "Volunteer" on the *WPC Registration System*. For the MLWP (senior) competitions, an athlete may be listed as the chaperone.
- 2.2.6. One of the members of the team staff must be of the same gender as the team competing, which can include the Head Coach. A chaperone, or team staff of the same gender, is not required for teams playing in their home town. The selected same gender staff person must be at least twenty-five (25) years of age.

- 2.2.7. Coaches must meet the following minimum National Coaching Certification Program (NCCP) standards to be eligible to participate in the NCL:
- 2.2.7.1. 14 and under boys' and girls' head coach must be certified as the Competitive Coach (formerly the Practice Coach) or level 1 certified with level 2 technical. Assistant coaches must be at least trained as the Competitive Coach. It is strongly encouraged that both coaches are certified.
  - 2.2.7.2. 16 and under boys' and girls' head and assistant coaches must be certified as the Competitive Coach (formerly the Practice Coach) or level 1 certified with level 2 technical. Coaches will have up until December 31<sup>st</sup> of each year to achieve this certification.
  - 2.2.7.3. 19 and under and MLWP (senior) men's and women's head and assistant coaches must have completed at least 2 of the 6 Competition Development multisport modules or level 3 certified offered through the [Provincial Coaching Representatives \(PTCR\)](#). Coaches will have until January 31<sup>st</sup> of each year to achieve this certification.
  - 2.2.7.4. The 2<sup>nd</sup> assistant coach (i.e. the 3<sup>rd</sup> person on the bench) at all levels does not need to be trained; however, to be eligible to sit as the 3<sup>rd</sup> member of the bench, the coach must complete the Competition Introduction [Make Ethical Decisions \(MED\) online evaluation](#).
  - 2.2.7.5. All coaches must complete the Competition Introduction [Make Ethical Decisions \(MED\) online evaluation](#) by December 31<sup>st</sup>. The online evaluation is only required once.
  - 2.2.7.6. Clubs who wish to use a coach who is ineligible based on the coaching requirements laid out above can apply for a special exemption. Clubs will have to submit a formal request to the League and Events Manager who will determine if the coaching exemption will be allowed on a case by case basis.
- 2.2.8. As a result of not having the proper coaching certification, or a head coach present (player/coach is not permitted), the WPC delegate will enforce the following penalties and sanctions:
- 2.2.8.1. The game will not be forfeited.
  - 2.2.8.2. The team will receive three (3) demerits per offense.
  - 2.2.8.3. The assistant coach may act as the head coach when the head coach is serving a suspension due to a red card sanction if the assistant coach also meets the requirements to be a head coach.

- 2.2.9. Each athlete must wear similar attire, which includes the following: water polo caps; bathing caps; player's clothing; and bathing suits. Athlete attire must be blank or contain the club's logo or name. Athletes can wear different versions of attire (i.e. swimsuits) as long as the design and major colour schemes of the attire remain the same (ex. suits must have the same base colour, but if the logo switches from the left side to the right side that is acceptable). WPC/National Team clothing, or clothing from another country, is prohibited. The uniform standard applies to opening ceremonies, pre/during/post games and awards ceremony.
- 2.2.10. All bench staff must wear similar attire, which includes the following: pants, caprice, shorts, t-shirt, golf shirt and dress shirt:
- 2.2.10.1. Pants, caprice or shorts must be blank or contain the club's logo or team name. All bench staff must wear the similar pants, caprice or shorts.
  - 2.2.10.2. T-shirt, golf shirt or dress shirt must be blank or contain the club's logo or team name. All bench staff must wear the similar t-shirt, golf shirt, or dress shirt.
  - 2.2.10.3. Baseball caps are permitted provided that they contain the club's logo or team name.
  - 2.2.10.4. WPC/National Team clothing or clothing from another country is prohibited.
  - 2.2.10.5. The uniform policy applies to opening ceremonies, pre/during/post games and awards ceremony.
- 2.2.11. Failure to adhere to the WPC clothing policy will result in demerits toward the offending team.

### 2.3. Player Eligibility

- 2.3.1. Players must be Canadian Citizens, Residents of Canada, or be a resident of another country who is living in Canada under an appropriate visa – who is living continuously in the city of their club – and in good standing with their Club, PSO and WPC registered in the "Competitive" category and in good standing with their Club, PSO and WPC, and must appear on the WPC *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca). Please consult the *Club User Guide* for details on how to register club athletes, coaches and volunteers. All user guides can be found online at [www.waterpolo.ca/userguides.aspx](http://www.waterpolo.ca/userguides.aspx).
- 2.3.2. Athletes may only appear on one (1) roster per category.
- 2.3.2.1. Clubs who enter multiple teams in a single NCL category (ex: two 16U boys' teams) will have the option of moving a total of two players

between those teams' rosters during an NCL season. Transfers must be completed by the 2<sup>nd</sup> Monday in February of the competition year.

- 2.3.3. Athletes may not be listed as a head coach or assistant coach.
- 2.3.4. If an athlete is listed on the signed roster with an incorrect hat number, the onsite Water Polo Canada delegate will make the change in hat number on the scoresheet. The team will be assessed 1 demerit for signing an incorrect scoresheet.
- 2.3.5. If an athlete who is on a team's event roster, but has not been listed on the scoresheet, is found to be in the water or on the team bench, the delegate will add the missing player's name to the scoresheet. The team will be assessed 1 demerit for signing an incorrect scoresheet.
- 2.3.6. If during the course of a game, an illegal player is found to be in the water (i.e. athlete not on the scoresheet and not registered online), the athlete shall not be permitted to play and the non-offending team shall decide if the game will be restarted from the beginning of the match or continued from the current point. In this scenario, an Incident Report will need to be written and submitted to the NTO Coordinator. If an illegal player is found after the match is over, the game will not be replayed. The Discipline Committee will review the report to determine if suspension, fines, forfeiture of match or another penalty deemed appropriate should be levied on the team who used an illegal player.
- 2.3.7. Athletes may only compete with the club with which they are registered as a primary, secondary, tertiary or fourth club member. The following exceptions will apply:
  - 2.3.7.1. Only the "Developing" registered PSOs, and their clubs that are in good standing with WPC may accept inbound transfers from other "Developing" PSOs in good standing with their Club, PSO and WPC.
  - 2.3.7.2. WPC defines "Developing" as Saskatchewan, Manitoba, Newfoundland & Labrador, Nova Scotia, New Brunswick and Prince Edward Island.
  - 2.3.7.3. MLWP (senior) athletes, excluding Senior National Team athletes, may participate on any team provided they meet the requirements in 2.3.1. above.
  - 2.3.7.4. Athletes who receive funding from their home province, but wish to play for an NCL club outside of their home province because 1) they are training at the NTC and/or 2) there are no NCL clubs within their province, are eligible to apply for an exemption that will allow them to compete for a club in a different province, without having to give up their home province registration.



- 2.3.7.5. The Player Loan form is found in [Appendix D: Player Loan Form](#) and must be submitted to League Coordinator prior to an athlete being eligible to compete. The WPC office will confirm once the athlete is eligible to be added to the team's roster.
- 2.3.7.6. All transfer forms must be submitted to the League Coordinator on or before November 1<sup>st</sup> of each calendar year.
- 2.3.8. 16 and under, 19 and under and MLWP (senior) athletes must compete in at least 20% of the regular season games in order to be eligible for the respective category's playoffs (East/West Conference Championships, National Finals and the Senior National Championships). Extenuating circumstances may exist for injuries or other situations. The team will need to submit an official letter of appeal to the CC along with verification.
- 2.3.9. Athletes training at the National Team Centre (NTC) in Calgary and Montreal on a full-time basis are eligible to play in the MLWP (senior) category of the NCL. NTC athletes are eligible to play for the club they competed most recently with at a 16U or 19U NCL event (or 18U NCC), which occurred prior to the athlete moving to the NTC. NTC athletes who do not want to, or are unable to play for their eligible youth club, but still wish to play MLWP, will be able to do so, on condition of approval from the National Team. Clubs wishing to utilize a NT athlete(s) are encouraged to work with the athlete(s) to present a recommendation to the NT staff for approval. The Senior National Team Staff will consider the following criteria when determining whether to accept or deny a placement for the athlete: positional need of the team, previous league placement of the team, logistics, and competitive balance. The Senior NT athletes are on loan from the NT during the MLWP season, and as such, ALL NT activities will take precedence over MLWP games.
- 2.4. Duration of the Game
- 2.4.1. 14 and under and MLWP (senior) games shall consist of four (4) quarters of seven (7) minute stop time with a two (2) minute interval break between periods.
- 2.4.2. 16 and under and 19 and under games shall consist of four (4) quarters of eight (8) minute stop time with a two (2) minute interval break between periods.
- 2.4.3. Regular season games or preliminary games during the Championship competitions (East/West Conference Championships, National Finals and Senior Nationals) will not have any extra time and scores that are tied at the end of regulation will remain as a tie.
- 2.4.4. Elimination or qualification games during the Championship competitions (East/West Conference Championships, National Finals and Senior Nationals) ending with a tied

score at the end of regulation will proceed to a shootout to determine the winner. The FINA shootout procedure will be applied.

## 2.5. Pool Specifications

- 2.5.1. The distance between the goal lines shall be twenty-five (25) metres. The width of the field of play shall be twenty (20) metres. The boundary of the field of play at each end shall be zero point three (0.30) metres behind the goal line. The depth of the field of play shall be two (2) meters.
  - 2.5.1.1. WPC will allow a variance of a maximum of 10% on the length and depth of the field of play and a maximum of 40% on the width for regular season games. The 14U category will have an allowed variance of 20% on the length and 20% on the depth.
  - 2.5.1.2. WPC will allow a variance of a maximum of 10% on the width, length and depth for the Championship competitions (East/West Conference Championships, National Finals and Senior Nationals).

## 2.6. Competition Formats

- 2.6.1. The **14 and under** categories shall observe the following competition format and calendar:
  - 2.6.1.1. There shall be three (3) regional leagues that will qualify teams for the Western National Championship:
    - 2.6.1.1.1. British-Columbia; Alberta; Manitoba/Saskatchewan.
  - 2.6.1.2. There shall be three (3) regional leagues that will qualify teams for the Eastern National Championships:
    - 2.6.1.2.1. Ontario; Quebec; Atlantic Canada.
  - 2.6.1.3. The regional leagues will be managed and operated by the PSOs. WPC will be responsible for the management and operations of the Western and Eastern National Championship events.
  - 2.6.1.4. A regional league is defined as:
    - 2.6.1.4.1. A minimum of three (3) teams.
    - 2.6.1.4.2. Gender specific.
    - 2.6.1.4.3. Teams must play a minimum of ten (10) games.
  - 2.6.1.5. Each regional league will be provided a number of qualification spots for a maximum of eight (8) boys' and eight (8) girls' teams in the Western National Championships and eight (8) boys' and eight (8) girls' teams at the Eastern National Championships. The number of qualification berths will be

determined by the CC once each league has submitted their schedule and league format.

- 2.6.1.6. The Championship format will be determined by the League Coordinator and CC on an annual basis.
- 2.6.2. The **16 and under** categories shall observe the following competition format and calendar:
  - 2.6.2.1. Teams shall play a regular season spanning between November and May of each year. Teams shall be divided into a Western Conference (British-Columbia, Alberta, Saskatchewan and Manitoba) and an Eastern Conference (Ontario, Quebec and Atlantic Canada).
  - 2.6.2.2. Where possible, teams shall further be divided into divisions based on regional proximity.
  - 2.6.2.3. Teams will play a minimum of fifteen (15) regular season games
  - 2.6.2.4. The playoffs shall consist of a Western Championship and an Eastern Championship, which will take place late April / early May. Each team from within the conference will automatically qualify for their respective regional Championship. The top two (2) finishers at each respective Championship will qualify for the National Finals (last weekend of May).
  - 2.6.2.5. The regular season format, regional Championships and National Finals shall be determined by the League Coordinator and the CC on an annual basis.
- 2.6.3. The **19 and under** categories shall observe the following competition format and calendar:
  - 2.6.3.1. Teams shall play a regular season spanning between November and May of each year. Teams shall be divided into a Western Conference (British-Columbia, Alberta, Saskatchewan and Manitoba) and an Eastern Conference (Ontario, Quebec and Atlantic Canada).
  - 2.6.3.2. Where possible, teams shall further be divided into divisions based on regional proximity.
  - 2.6.3.3. Teams will play a minimum of fifteen (15) regular season games.
  - 2.6.3.4. The playoffs shall consist of a Western Championship and an Eastern Championship, which will take place late April / early May. Each team from within the conference will automatically qualify for their respective regional Championship. The top two (2) finishers at each respective Championship will qualify for the National Finals (last weekend of May).
  - 2.6.3.5. The regular season format, East/West Championships and National Finals shall be determined by the League Coordinator and the CC on an annual basis.

- 2.6.4. The **MLWP (senior)** categories shall observe the following competition format and calendar:
- 2.6.4.1. Teams will play a regular season spanning between December and March of each year. Teams shall be divided into a Western Division (British-Columbia, Alberta, Saskatchewan and Manitoba), Ontario Division and a Quebec Division where possible.
  - 2.6.4.2. Teams from Ontario and Quebec will play a minimum of twelve (12) regular season games. Teams from the West will play a minimum of five (5) regular season games.
  - 2.6.4.3. The regular season format and Senior National Championships shall be determined by the League Coordinator and the CC on an annual basis.
- 2.6.5. The 16 and under and 19 under National Finals will consist of the top two (2) finishers at the respective Western and Eastern Championship events. There is no automatic entry reserved for the host at the National Finals. The format will consist of an initial semi-final followed by the medal games. The semi-finals will follow the following format: West 1 vs. East 2, West 2 vs. East 1. The winners of the semi-finals will play in the gold medal game and the losers in the bronze medal game.
- 2.6.5.1. The location of the National Finals will be determined on a yearly basis by a bid committee led by the Business and Sport Development Director. Cities and Tourism Associations will submit a bid to WPC with the hosting rights going to the best overall bid as determined by the bid committee.
  - 2.6.5.2. Once the host city has been chosen, WPC will solicit bids from the local clubs to determine who will be the hosting partner. The hosting partner will not receive automatic entry in to the National Finals but will receive a hosting grant from WPC. WPC will determine the total amount of the hosting grant on a year by year basis. The local hosting partner will enter into a memorandum of understanding with WPC, which will outline the local club's responsibilities for the National Finals and Awards Gala. The hosting grant will be paid after completion of the National Finals and Awards Gala.
  - 2.6.5.3. Teams travelling to the National Finals from outside the host city will receive a travel grant. The travel grant will be determined by WPC on an annual basis.

## 2.7. Point System

- 2.7.1. In the regular season, teams in the 14 and under, 16 and under, 19 and under and MLWP (senior) categories will receive three (3) points for a win and one (1) point for a tie.

## 2.8. Tie Breaking Procedure

- 2.8.1. In the event there are teams tied in the standings during the 14 and under Western or Eastern Championships, the FINA bylaw 9.6.3. shall be used to rank the teams within their division.
- 2.8.2. In the event two (2) teams are tied in the standings during the regular season of the 16 and under, 19 and under and MLWP (senior) categories the following tie breaking procedures will be used to rank the teams:
  - 2.8.2.1. Head-to-head record
  - 2.8.2.2. Most wins overall
  - 2.8.2.3. Most points against like opponents
  - 2.8.2.4. Most points against divisional opponents (if teams are from the same division)
  - 2.8.2.5. Head-to-head goals for/goals against differential
  - 2.8.2.6. Goals for/goals against differential against divisional opponents (if teams are from same division)
  - 2.8.2.7. Overall goals for/goals against differential
  - 2.8.2.8. Most goals scored head-to-head
  - 2.8.2.9. Most goals scored in the division (if teams are from the same division)
  - 2.8.2.10. Coin toss
- 2.8.3. In the event three (3) teams are tied in the standings during the regular season of the 16 and under, 19 and under and MLWP (senior) categories the following tie breaking procedures will be used to rank the teams:
  - 2.8.3.1. Most points in matches against tied teams
  - 2.8.3.2. Most wins overall
  - 2.8.3.3. Most points against like opponents
  - 2.8.3.4. Most points against divisional opponents (if teams are from the same division)
  - 2.8.3.5. Goals for/goals against differential between the tied teams
  - 2.8.3.6. Goals for/goals against differential against divisional opponents (if teams are from the same division)
  - 2.8.3.7. Overall goals for/goals against differential
  - 2.8.3.8. Most goals scored amongst tied teams
  - 2.8.3.9. Random draw
- 2.8.4. Once a team advances the two (2) tie breaking procedure shall be employed to rank

the remaining teams.

### 3. Officials

#### 3.1. Definition

- 3.1.1. Officials are defined as referees, minor officials and delegates. Referees and delegates are to be selected and appointed by the NTO Coordinators. It is the responsibility of each host club to supply a sufficient amount of minor officials for each hosted game.
- 3.1.2. Referees and paid minor officials must be in good standing with their club, PSO, and WPC and must appear on the WPC *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca) in the “Competitive” category. User Guides can be found online at [www.waterpolo.ca/userguides.aspx](http://www.waterpolo.ca/userguides.aspx).
- 3.1.3. Non-paid minor officials and delegates must be in good standing with their club, PSO, and WPC and must appear on the WPC *Registration System* at [www.waterpolo.ca](http://www.waterpolo.ca) in the “Volunteer” category or higher. User Guides can be found online at [www.waterpolo.ca/userguides.aspx](http://www.waterpolo.ca/userguides.aspx).
- 3.1.4. Delegates will represent WPC at each NCL match and ensure the rules and regulations of this Handbook are being applied. The Delegate will be responsible to submit discipline reports and referee evaluations on a timely fashion to the League Coordinator.

#### 3.2. Selection Criteria

- 3.2.1. The OWG shall provide a list of referees and delegates in their jurisdiction to their respective NTO coordinators.
- 3.2.2. Referees must have the following minimum Officials Training and Certification Program (OTCP) level to be eligible to referee NCL matches.
  - 3.2.2.1. 16 and under, 19 and under and MLWP (senior) regular season: Provincial “trained” or higher.
  - 3.2.2.2. 14 and under and 16 and under Eastern and Western Championships and Nationals Finals: Provincial “trained” or higher.
  - 3.2.2.3. 19 and under Eastern and Western Championships, National Finals and Senior National Championships: Provincial “certified” or higher.
- 3.2.3. NTO coordinators will attempt to schedule delegates who are certified OTCP evaluators eligible to evaluate Provincial and National level referees where possible.

3.2.4. Referees and delegates will be appointed based on geography and performance evaluations.

### 3.3. Payments and allowances

3.3.1. Referees and delegates will be paid \$CAD25 / game. All referees and delegates will receive \$CAD0.35 / KM.

3.3.2. In order for the delegates and referees to receive their honorarium they must proof and sign the scoresheet.

3.3.3. In order for delegates and referees to receive their travel allowance they must submit a Google Map link from their departing address to the competition venue address to their NTO coordinator. Referees and delegates will be permitted to expense parking and tolls within reason.

3.3.4. WPC will pay travel (flight and ground) and accommodations for referees and delegates where necessary.

3.3.5. Referees and delegates will receive a \$35 per diem when they are at the competition venue for more than 5 hours consecutively or are travelling more than 200 kilometres one way.

3.3.6. Referees receiving an evaluation will not be paid their honorarium. The evaluator will receive the honorarium that would have gone to the referee.

3.3.7. The payment schedule for officials are as follows:

3.3.7.1. December 15<sup>th</sup>

3.3.7.2. March 31<sup>st</sup>

3.3.7.3. June 15<sup>th</sup>

3.3.8. In the event the dates above fall on a weekend or statutory holiday, payments will be processed on the next business day.

### 3.4. Expectations of a WPC Referee

3.4.1. Referees are required to be on deck and in uniform at least 20 minutes prior to game time.

3.4.2. A failure to arrive on time, or if an assignment is missed altogether, the referee shall be reprimanded with a \$50 sanction in which will be deducted from their honorarium.

3.4.3. Referee uniform is defined as the official NCL golf shirt, white pants, white belt and white shoes.

- 3.4.4. A failure to dress in an appropriate manner – as defined in 3.4.2. – will result in the referee forfeiting their game honorarium and game allowance.
- 3.4.5. It is the responsibility of the delegate to include in their written report the status of the referee if there is a breach of rule 3.4.

## 4. Championship Awards

### 4.1. Championship Trophy and Banners

- 4.1.1. WPC will provide a trophy and banner to the winning team and medals (gold, silver and bronze) for each of the Championship events identified below. Each winning team will receive a replica Championship trophy.
  - 4.1.1.1. 14 and under Western Champions
  - 4.1.1.2. 14 and under Eastern Champions
  - 4.1.1.3. 16 and under Western Champions
  - 4.1.1.4. 16 and under Eastern Champions
  - 4.1.1.5. 19 and under Western Champions
  - 4.1.1.6. 19 and under Eastern Champions
  - 4.1.1.7. 16 and under National Champions
  - 4.1.1.8. 19 and under National Champions
  - 4.1.1.9. Senior National Champions

### 4.2. Individual Awards

- 4.2.1. The following individual awards will be presented at the respective 14 and under Western and Eastern National Championship events:
  - 4.2.1.1. Most Valuable Offensive Player
  - 4.2.1.2. Most Valuable Defensive Player
  - 4.2.1.3. Most Valuable Goalie
  - 4.2.1.4. Most Valuable Coach
- 4.2.2. The following individual awards will be presented at the respective 16 and under and 19 and under Western and Eastern Championship events:
  - 4.2.2.1. Regular season All-Star Team
  - 4.2.2.2. Regular season Top Goal Scorer
- 4.2.3. The following individual awards will be presented at the 16 and under and 19 and under National Finals:
  - 4.2.3.1. Most Valuable Player



- 4.2.3.2. Most Valuable Goalie
- 4.2.3.3. Most Valuable Coach
- 4.2.4. The following individual awards will be presented at the Senior National Championships:
  - 4.2.4.1. MLWP regular season Most Valuable Player
  - 4.2.4.2. MLWP regular season Top Goal Scorer
  - 4.2.4.3. MLWP regular season Most Valuable Defensive Player
  - 4.2.4.4. MLWP regular season Most Valuable Goalie
  - 4.2.4.5. MLWP regular season Most Valuable Coach
  - 4.2.4.6. Senior Nationals Championships Most Valuable Player
- 4.2.5. Participating teams will be asked to provide votes for regular season awards and all-star team awards. The team of delegates responsible for Championship events will select the Most Valuable awards.

## 5. Judiciary

### 5.1. Definition

- 5.1.1. This section applies to clubs, teams, athletes, coaches, officials, chaperones and other team personnel and herein will be referred to as a “participant”.
- 5.1.2. An incident is referred to as an event in which a participant is ejected from the game or competition venue due to any behaviour deemed to be detrimental to the image of the league, WPC and the sport of water polo (i.e. brutality, red card and misconduct). All participants are expected to act in a manner in which reflects a positive image. Incidents may occur before, during or after a NCL match as well as any adverse comments made publicly about the league or any of its members. An incident also refers to withdrawals, forfeits or code of conduct violations.
- 5.1.3. Each discipline issue will remain on a participants’ record for a period of five (5) years. A physical assault of another participant outside of the field of play will remain on a participants’ record indefinitely.
- 5.1.4. A minor incident is defined as an event that requires no sanction up to a maximum of a three (3) game suspension.
- 5.1.5. A major incident is defined as an event that requires four (4) or more games suspension. Other incidents may be deemed major incidents if they involve: repeat offenders, defaults, forfeits, withdrawals, illegal participants, a failure to adhere to sanctions or code of conduct violations.

- 5.1.6. Sanctions will apply to all NCL events and may be carried over to other categories and seasons in which that participant is partaking.

## 5.2. Responsibilities and Authority

- 5.2.1. The NCL incident reporting form found in [Appendix E: Incident Reporting Form](#) must be completed by game officials (referees and delegates) and submitted to the League Coordinator for all incidents defined in section 5.1. above within 24-hours after the conclusion of the match / incident.
- 5.2.2. The delegate(s) may suspend a participant up to a maximum of two (2) games without review by the Discipline Committee. A written report must be provided to the participant in question, the League and Events Manager and the Discipline Committee prior to the sanction being applied.
- 5.2.3. The League Manager may suspend a participant up to a maximum of three (3) games without review by the Discipline Committee. A written report must be provided to the participant in question (via the club) and the discipline Committee prior to the sanction being applied.
- 5.2.4. The Discipline Committee will review all major incident reports and provide a written discipline report to the interested parties (via the clubs) within one (1) week after receiving the incident report. The Discipline Committee may also review minor incidents at the request of the League and Events Manager.
- 5.2.5. A brutality will carry an automatic one (1) game suspension. A second brutality within the same season, regardless of the category, will carry an automatic three (3) game suspension. A third (or more) brutality within the same season, regardless of the category, will be deemed to be a major incident.
- 5.2.6. A player who receives three disqualifications and/or brutalities in one season, regardless of category, will automatically receive a one game suspension, in addition to any suspension determined by the League and Events Manager and/or the Discipline Committee. If a player receives four disqualifications and/or brutalities in one season, regardless of category, it will be deemed a major incident and reviewed by the Discipline Committee.
- 5.2.7. The League and Events Manager and/or the Discipline Committee will decide whether player suspensions resulting from disqualifications and/or brutalities are served in the category they were received in, within a different category (if applicable), or across multiple categories (if applicable) on a case by case basis.
- 5.2.8. A coaching red card will carry an automatic one (1) game suspension. Red cards apply towards the category the red card was received in. A second red card for misconduct

within the same season will carry an automatic two (2) game suspension. A third red card for misconduct within the same season will carry an automatic three (3) game suspension.

5.2.8.1. If a coach receives a red card and the suspension cannot be served because the team the coach received the red card with has no games remaining in the season, the carded individual will not be allowed to coach another one of his/her NCL teams without first serving the suspension with that team.

5.2.8.2. If a coach receives four (4) total red cards, regardless of the category, it will be deemed a major incident and reviewed by the Discipline Committee. The Discipline Committee has the ability to levy additional sanctions upon review, including sanctions outside the category in which the fourth (4<sup>th</sup>) red card was received.

5.2.9. All decisions from the League Manager and/or the discipline committee will be sent to the clubs of the involved participants.

### 5.3. Protests

5.3.1. The delegate(s) shall be responsible for the handling of all protests. While reviewing a protest, any delegate who is perceived to have a conflict of interest with the matter at hand, must be removed from the review. All decisions rendered by the delegate(s) are final and cannot be appealed.

5.3.2. Teams may only protest a technical error. A technical error does not include a judgement call made by a referee regarding the interpretation of a rule.

5.3.3. All protests must be submitted to delegate, up to (30) minutes following the final game time indicated on the electronic scoresheet. A fee of \$CAD100, payable by credit card only, must accompany the protest (the fee shall be refunded if the protest is successful). Protests must be in writing using [Appendix F: Protest Form](#).

### 5.4. Appeals

5.4.1. All incidents may be appealed with the exceptions of protests and referee rule interpretations.

5.4.2. Player transfer requests may not be appealed.

5.4.3. Minor incidents may be appealed directly to the League Manager.

5.4.4. Major incidents may be appealed directly to the Sport and Business Development Director.

5.4.5. Appeals must be submitted within 24-hours after the interested parties receive the verdict and may only be submitted in electronic format accompanied by a \$200 administration fee payable by PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)) only. Clubs, represented by the President, may submit appeals on behalf of a club participant.

5.4.5.1. While under review, the rendered verdict will remain active and the participant must adhere to the imposed decisions.

5.4.5.2. Appeals will be reviewed and decided within 48-hours after receiving the official request and payment. The participant will be reimbursed the administration fee if the appeal is successful.

## 5.5. Team Forfeits and Defaults

5.5.1. A team that forfeits a regular season game (excluding the 19 and under inter-conference "crossover" weekend) will receive a sanction of \$250 per game forfeited.

5.5.2. A team that forfeits four (4) regular season games (excluding the 19 and under inter-conference "crossover" weekend) will not be permitted to participate in the current year's National Finals.

5.5.3. A team that does not participate in the 16U or 19U East/West Conference Championships or the 19U inter-conference "crossover" weekend will receive a sanction of \$1,500 and the entire club will not be permitted to participate in the current year's National Finals.

5.5.4. A team that has qualified for the Nationals Finals, but that does not participate, will receive the following sanction:

5.5.4.1. 30 days or more notice prior to the first day of competition will result in a \$1,500 sanction;

5.5.4.2. Within 30 days will result in a \$2,000 sanction that will be provided to the team who replaces the defaulting team as a travel grant.

5.5.4.3. Within 7 days will result in a \$4,000 sanction that will be provided to the team who replaces the defaulting team as a travel grant.

5.5.5. Forfeits that result because of a force majeure or other circumstance outside of team control will not result in a sanction. WPC will review these situations on a case by case basis.

## 6. Code of Conduct

### 6.1. Participant Responsibilities

6.1.1. A participant attending a NCL match shall agree that:

- 6.1.1.1. There will be no possession or use of any illegal substances and/or performance enhancing drugs.
- 6.1.1.2. If under the age of majority in the province of the competition, there will be no possession or use of alcohol.
- 6.1.1.3. If over the age of majority, there will be no supplying of alcohol to minors (as defined by the laws of the province of the competition).
- 6.1.1.4. Any physical damage occurring, or cost arising from missing items in a room, is the responsibility of the registered occupant(s) unless some other person(s) are proven responsible. If more than one person is sharing a room, cost will be shared equally, if there is no admission of guilt. The club involved shall be responsible for collecting any such costs.
- 6.1.1.5. Any contravention is sufficient grounds for a participant to be sent home at his/her own expense.
- 6.1.1.6. Any contravention of the above will be dealt with by the club involved. If the club fails to act responsibly, WPC has the obligation to impose sanction and to collect any money outstanding.
- 6.1.1.7. Unacceptable behaviour shall include:
  - 6.1.1.7.1. Committing any act which would be considered an offence under federal, provincial or municipal laws, or the rules of the facility. An offender shall immediately be sent home. When this is not possible, the offender shall, at their own expense, be sent home as soon as possible, disqualified from further games within the tournament, and the home provincial association staff person shall be informed by telephone or fax.
  - 6.1.1.7.2. Gross misbehaviour.
  - 6.1.1.7.3. Unsportsmanlike conduct.
  - 6.1.1.7.4. A participant reporting for a game in an impaired condition.
- 6.1.1.8. Since all clubs come under the jurisdiction of WPC, clubs which send teams outside of their province are bound to supervise their teams in much the same way and complaints which may arise from such teams shall be dealt with by the Discipline Committee.

## 6.2. Chaperone Responsibilities

- 6.2.1. Be responsible for the safety and well-being in conjunction with the team coach; be responsible for the behaviour of players during the times they are not under the control of the coaching staff or manager.
- 6.2.2. Report to the coach any sickness or injury, and any incidents likely to bring discredit to the team, provincial association or country. Together with the coach, decide upon disciplinary action to be taken.

## 6.3. Coaches' Responsibilities

- 6.3.1. Determine curfew times.
- 6.3.2. Determine team meeting times and places.
- 6.3.3. Control athletes during practices and games.
- 6.3.4. Assume duties of chaperone when chaperone is unavailable.

## 6.4. Referees' Responsibilities

- 6.4.1. Be responsible for the safety and well-being in conjunction with the team coach, be responsible for behaviour of players during warm up, game time and post activity on the pool deck.
- 6.4.2. Represent yourself to the best of your ability in a neutral manner as a referee of WPC.
- 6.4.3. Represent yourself to the best of your ability in a professional manner as a representative of WPC.

## 6.5. Doping Control

- 6.5.1. WPC has fully adopted the policies of the Canadian Centre for Ethics in Sport (CCES) and the Canadian Anti-Doping Program (CADP) available online at <http://www.cces.ca/en/antidoping/cadp>. WPC strongly opposes the use, possession and supply of banned substances and practices in competitive water polo, either during training or competition in Canada or abroad by Canadian athletes, coaches, medical, para-medical or other support staff.
- 6.5.2. As a deterrent, WPC will participate in announced and unannounced doping control of athletes in accordance with the CCES CAPD.

## Appendix A: Competition Committee Terms of Reference

**Name:**

NCL Competition Committee (CC)

**Mandate:**

To aid in creating, evaluating, reviewing and implementing the technical aspects of the NCL for the various age categories (14 and under, 16 and under, 19 and under and MLWP/senior).

**Key Duties:**

1. Assist with the design and evaluation of the Handbook on an annual basis. Create recommendations for approval by Water Polo Canada.
2. Select from the list of modified rules and equipment recommended by the Competition Review Working Group.
3. Setting minimum coaching standards for each of the age categories.
4. Establish the competition format, structure and competition phase.
5. Establish the minimum and maximum ages and roster sizes for each of the age categories.
6. Review and revise the club transfer rules from one province to another.
7. Review and revise athlete eligibility criteria including minimum number of games.
8. Other items on a task-by-task basis.

**Authority:**

The CC will work with the WPC staff appointed to this group and make recommendations to the Operations Council regarding the NCL Handbook and league structure.

**Composition:**

- League and Events Manager– Chair
- High-Performance Director
- Sport Development Manager
- Representative elected by the PSO staff
- Representative elected by Officials Working Group (OWG)
- Four (4) coaches through an open application. Coaches must be registered with a club participating in at least one of the age groups (14U, 16U, 19U or senior)
  - i. Two (2) coaches from the Western provinces (BC, AB, SK & MB)
  - ii. One (1) coach from Ontario
  - iii. One (1) coach from Quebec

**Appointment and Succession:**

- WPC staff will be appointed.
- PSO staff will be elected amongst their peers.
- OWG representative will be elected amongst their peers.
- Coaches will be selected by the other standing committee members.
- Each committee member, except for the WPC staff, will serve a 2-year term and up to a maximum of 2 consecutive terms.
- The PSO rep, 1 west coach and the Quebec coach will be up for renewal odd years.
- The OWG rep, 1 west coach and the Ontario coach will be up for renewal even years.
- Term will begin September 1<sup>st</sup> of each year.

**Meetings:**

The CC will meet on a quarterly basis through webinar and at least one meeting in person.

**Objectives:**

1. To develop, maintain and implement a NCL Handbook on an annual basis.
2. To evaluate and provide recommendations on the competition structure, format and rules.



## Appendix B: Discipline Committee Terms of Reference

### Name:

Discipline Committee

### Mandate:

To provide guidance and implement standards for all competition related matters, any behaviour deemed to be detrimental to the image of the league or contrary to the WPC code of conduct for the various NCL age categories (14 and under, 16 and under, 19 and under and MLWP/senior).

### Key Duties:

1. Create disciplinary standards for all NCL categories.
2. Review the Judiciary section of the NCL Handbook on an annual basis.
3. Record keeping of all incident reports.
4. Record keeping of participants' disciplinary records.
5. Review minor incidents as needed.
6. Review and evaluate all major incidents.
7. Create precedents for minor and major incidents.
8. Ensure written reports are being distributed to interested parties on a timely basis as per the standards outlined in the NCL Handbook.

### Authority:

The Discipline Committee will work with the League Manager and provide recommendations to WPC regarding the judiciary section of the NCL Handbook.

### Composition:

- League and Events Manager – Chair
- Neutral PSO representative
- NTO Coordinators
- International Liaison

### Appointment and Succession:

- WPC staff will be appointed.
- PSO staff will be appointed by the Business and Sport Development Director.
- NTO Coordinators will be contracted by WPC.
- International liaison appointed by the Business and Sport Development Director.

**Meetings:**

The Discipline Committee will meet on an ad-hoc basis by conference call or webinar.

**Objectives:**

1. To develop, maintain and implement judiciary standards for the NCL.
2. Review the NCL Handbook section related to judiciary on an annual basis.

## Appendix C: Officials Working Group Terms of Reference

**Name:**

Officials Working Group (OWG)

**Mandate:**

To train, recruit, develop and retain referees and minor officials in Canada.

**Key Duties:**

1. Coordinate the Officials Training and Certification Program (OTCP).
2. Ensure there is an adequate number of Learning Facilitators (LFs) and Evaluators (Es) in each respective province ensuring referees are being trained and evaluated as per the National standards.
3. Provide support and information to referees within each Province regarding the OTCP and the National Championship League.
4. Provide an updated list of referees and evaluators eligible to participate in the National Championship League (NCL) to the National Technical Officials (NTO) coordinators on a quarterly basis.
5. Provide recommendations of the minimum referee standards for the NCL.
6. Nominate a representative to sit on the NCL Competition Committee.
7. Nominate a representative to sit on the NTO sub-committee who is responsible for selecting referees to participate in the Championship weekends (Senior, Eastern and Western 14U and 16U and the National Finals).
8. All other duties related to officials development and training in Canada, in consultation with WPC staff.
9. Assist with the updates on the referee database. Updates will be done PSO staff.

**Authority:**

- The OWG will work with the WPC staff appointed to this group.

**Composition:**

- WPC appointed staff – Chair.
- One representative from the following regions: British-Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Atlantic Canada.
- International Referee rep.
- Honorary Members are appointed as historians and technical experts in the officiating of the sport of water polo.

**Appointment:**

1. Representatives elected/appointed by their respective PSO.
2. The terms of the respective Provincial OWG reps will be two (2) year appointments and will be confirmed by the PSO in September as follows. Members may represent their PSO for maximum of two consecutive terms:
  - i. Even years: British-Columbia, Saskatchewan, Ontario and Atlantic Canada
  - ii. Odd years: Alberta, Manitoba and Quebec

**Meetings:**

The OWG will meet on a quarterly basis through webinar and will meet with the NCL NTO Coordinators on an ad-hoc basis via email and telephone.

## Appendix D: Player Loan Form

ATHLETE'S NAME:

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BIRTH YEAR:

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EVENT:

---

ATHLETE'S SIGNATURE:

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PARENT/GUARDIAN SIGNATURE:  
(IF ATHLETE UNDER 18)

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### TRANSFER/LOAN FROM

CLUB:

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CLUB PRESIDENT SIGNATURE:

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PROVINCE:

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PROVINCIAL ASSOCIATION  
SIGNATURE:

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### TRANSFER/LOAN TO

CLUB:

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CLUB PRESIDENT SIGNATURE:

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PROVINCE:

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PROVINCIAL ASSOCIATION  
SIGNATURE:

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This form must be completed and sent to [office@waterpolo.ca](mailto:office@waterpolo.ca). The WPC office will confirm once the athlete is eligible to compete and added to the team's online roster form.

## Appendix E: Incident Reporting Form

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Event: \_\_\_\_\_

Game#: \_\_\_\_\_ Time/Quarter of Incident: \_\_\_\_\_

### Officials

Delegate(s)			
Referees			

### Game and Incident Participants Details

	White Team		Blue Team	
Team				
Coach				
Hat #	Name	Hat #	Name	

### Incident Description by referee(s) or delegate(s)

### Decisions / Recommendations by delegate(s)

**Appendix F: Protest Form**

Event:	Date:	Time/Quarter of incident:
Game#:	White Team:	Blue Team:
FINA or Handbook rule(s) in violation:		
What technical error occurred and who was at fault?		
How did the technical error affect the outcome of the game?		
Diagram (if applicable)		