

2010 NATIONAL CLUB CHAMPIONSHIP HANDBOOK (NCCH)



Each year, Water Polo Canada provides teams with the opportunity to compete in National Club Championships. Water Polo Canada is committed to offering quality events with the objective of fostering growth in the number of participating teams. By so doing, we are helping our sport to grow, and providing the participants with positive and rewarding experiences.

**The Focus of the National Club Championship is to be the
PREMIER club event in Canada.**

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N.B. All changes from the 2009 NCCH are written in red.

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2010 National Club Championships Costs and Deadlines

The Host club/PSO is exempt from paying the entry fee for one (1) team / event. **Registration fees are due on the registration deadline. Registration forms will not be accepted without the accompanying fee. Clubs may pay fee via cheque or credit card (contact office@waterpolo.ca for the credit card authorization form).**

Event	Event Date	Location	Registration Deadline	Roster Deadline	Registration Fees
22U Men	March 11-14, 2010	Langley, BC	December 31, 2009	February 4, 2010	\$CAD1, 700
22U Women	March 11-14, 2010	Langley, BC	December 31, 2009	February 4, 2010	\$CAD1, 700
18U Men	April 29-May 2, 2010	Halifax, NS	February 5, 2010	March 25, 2010	\$CAD1, 700
18U Women	May 6-9, 2010	Montreal, QC	February 5, 2010	April 1, 2010	\$CAD1, 700
16U Boys	May 21-24, 2010	Regina, SK	February 5, 2010	April 15, 2010	\$CAD1, 700
16U Girls	May 21-24, 2010	Surrey, BC	February 5, 2010	April 15, 2010	\$CAD1, 700
Senior Men	TBC	Montreal, QC	TBC	TBC	\$CAD1, 700
Senior Women	TBC	Montreal, QC	TBC	TBC	\$CAD1, 700
Masters					
30+ Male		Parc Jean	Int: April 1, 2010	Int: May 15, 2010	
30+ Female	July 9-11, 2010	Drapeau	USA: April 30, 2010	USA: June 1, 2010	TBC
40+ Male		(Montreal, QC)	CDN: May 31, 2010	CDN: June 15, 2010	
40+ Female					

Please note:

Staff changes will be allowed up to and including the Pre-Competition Technical meeting, provided they are accompanied by PSO approval i.e.: registered, in good standing, and proper coaching certification.

For clubs with more than one team in the same event, a maximum change of two (2) players from one roster to another will be allowed up to and including the Pre-Competition Technical meeting.

Please be aware that Provinces may have their own deadlines (earlier than Water Polo Canada's) which must be adhered to. Please check with your PSO.

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SECTION A

Governance, Categories, Definition, and Registration

1. **Governance**

- 1.1. Rules within the National Club Championship Handbook (NCCH) apply to all National Club Championships.
- 1.2. All National Club Championships are governed by Water Polo Canada in accordance with the By-Laws, rules and regulations set forth by the General Assembly, the Water Polo Canada Board of Directors, Operations Council (OC) and National Team Committee (NTC) of Water Polo Canada.

2. **Categories of Play**

- 2.1. National events will be played in the following Categories, unless otherwise specified in the letter of invitation:
 - 2.1.1. 16U Boys / Girls **Born in 1994 or later**
 - 2.1.2. 18U Men / Women **Born in 1992 or later**
 - 2.1.3. 22U Men / Women **Born in 1988 or later**
 - 2.1.4. Senior Men / Women **Born in 1994 or earlier**
 - 2.1.5. Masters Men / Women **Born in '80 or earlier (30+) & Born in '70 or earlier (40+)**

3. **Definition**

- 3.1. Participants in a National Club Championship shall be understood to include: Players, coaches, referees, managers, chaperones, medical personnel, minor officials and volunteers. All participants must be registered members in good standing with Water Polo Canada.
 - 3.1.1. **Referees, coaches, and athletes must be registered in the “Competitive” membership registration category, and listed on the Water Polo Canada Membership Registration System at www.waterpolo.ca.**
 - 3.1.2. **All other participants- chaperones, team managers, non-paid minor officials, or general volunteers- must be registered in the “Volunteer” membership registration category, and listed on the Water Polo Canada Membership Registration System.**
 - 3.1.3. **Paid minor officials must be registered in the “Provincial” or “Competitive” membership registration category, and listed on the Water Polo Canada Membership Registration System.**

4. **Entry Format**

- 4.1. National Club Championships are open to **citizens or permanent residents** of Canada **that are registered** members in good standing **with their Club, PSO, and Water Polo Canada, and must appear on the Water Polo Canada Membership Registration System at www.waterpolo.ca.** Any team wishing to enter a National Club Championship must complete the Entry Form (page 29 of the appendix), and return it to Water Polo Canada. The Entry Form (with cheque **or credit card authorization form**) must be received by Water Polo Canada by the specific set

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deadlines (page 3). No late entries will be accepted. Provincial sanction must be received for all entries.

- 4.2. Entry fees must accompany the entry form for each team entered. Any cheque returned to Water Polo Canada for reasons of "non-sufficient funds" ("NSF") will be returned to the point of origin immediately and an additional fee of twenty five dollars (**\$CAD75.00**) will be added to the entry fee.
- 4.3. The full names (first and last) and date of births of all participants must be included on the Roster Form (page 30 of the appendix). A provincially sanctioned roster must be submitted to Water Polo Canada by the set deadline. Players may NOT be added to the roster after the respective roster deadline.
- 4.4. Staff changes will be allowed up to and including the Pre-Competition Technical meeting, provided they are accompanied by PSO approval i.e.: registered, in good standing, and proper coaching certification. For clubs with more than one team in the same event, a maximum change of two (2) players from one roster to another will be allowed up to and including the Pre-Competition Technical meeting.
- 4.5. All participants must be registered **in the appropriate membership category (section A 3.1.1, 3.1.2, and 3.1.3)**, and in good standing with their **Club, PSO, and Water Polo Canada**. Individuals or teams not abiding by this rule will not be permitted to participate in a national event.
- 4.6. Any protests, and or conflicts, should be forwarded to Water Polo Canada **forty-five days (45)** days prior to the respective National Club Championship, so that a ruling can be made prior to the respective event.
- 4.7. If a player/team becomes in bad standing prior to the Championship, the PSO staff or Board member may request to the Water Polo Canada Office, in writing, that the player/team in question not be permitted to compete. The Water Polo Canada Rep at the event shall be responsible for enforcing the ruling.

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SECTION B General Rules

1. **Rules of Play**

1.1 The rules of play for all categories shall be in accordance with the Federation International de Natation Amateur (FINA) 2009-2013 rules, except where specified elsewhere in this document.

2. **Team Eligibility**

2.1. A club must be a member of their Provincial Water Polo Organization to be eligible to compete at a National Club Championship.

2.2. Teams/clubs must be Canadian based. No foreign teams may register for a Championship with the exception of the Masters category.

2.3. 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 and/or a Championship referee, who will be responsible for the team.

2.3.1. The selected chaperone must be at least twenty-five (25) years of age;

2.3.2. Be a registered member in good standing with their Club, PSO, and Water Polo Canada;

2.3.3. Must be at least registered as a "Volunteer" on the Water Polo Canada Membership Registration System;

2.3.4. For the Senior Men's and Women's Championship an athlete can be listed as a chaperone, and will need to conform to Chaperone Code of Conduct (section E 2.0).

2.4. One of the members of the team staff must be of the same gender as the team competing, which can include the Head Coach. Chaperones or team staff of the same gender is not required for teams playing in their home town with all their players staying at home.

2.4.1. The selected same gender staff person must be at least twenty-five (25) years of age;

2.4.2. Be a registered member in good standing with their Club, PSO, and Water Polo Canada;

2.4.3. Must be at least registered as a "Volunteer" on the Water Polo Canada Membership Registration System;

2.4.4. For the Senior Men's and Women's Championship an athlete can be listed as a same gender staff person.

2.5. A chaperone and same gender staff person may appear on only one (1) team roster per event.

2.6. A participant may only appear as a Head Coach on one (1) roster per event.

2.7. All coaches, Head Coach and all Assistant Coaches, must have successfully completed the online evaluation of Making Ethical Decisions (MED). Workshops are held by the Provincial Sport Organization, while the evaluation must be done online at www.coach.ca. It is not necessary to register for the workshop, coaches whom feel confident enough may take the online evaluation directly.

2.7.1. All coaches, Head Coach and all Assistant Coaches, attending the 16U male and female

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events must be certified Competition – Introduction “The Practice Coach” or Level 1 certified + Level 2 Technical for the 2011 Championship season and beyond.

- 2.7.2. All coaches, Head Coach and all Assistant Coaches, attending the 18U, 22U, and Senior male and female events must be trained in two (2) out of the six (6) NCCP Competition – Development multi-sport modules for the 2011 Championship season and beyond. Training workshops are organized and held by the Provincial Coaching Associations. Details about the NCCP Competition – Development coaching program can be found at www.waterpolo.ca/development.aspx.
- 2.8. As a result of not having the proper coaching certification the Water Polo Canada Rep will enforce the following penalties and sanctions:
 - 2.8.1. The game will not be forfeited;
 - 2.8.2. The club will pay a fine of \$CAD200 per game (max \$CAD500/day) which will be paid to the Water Polo Canada Rep by cash or **credit card**;
 - 2.8.3. If the certified coach does not attend any games during the Championship, an additional \$CAD500 will be paid to the Water Polo Canada Rep by the club;
- 2.9. Provinces with more than one (1) team entered in a **gender and age specific National Club Championship** must hold a **Provincial Championship or suitable playdown** in order to determine the seeding of teams from that province. Teams not attending their **Provincial Championship or sanctioned playdown** are not eligible to participate at the respective National Club Championship.
 - 2.9.1. **Water Polo Canada recommends and encourages that the age and gender specific Provincial Championship or suitable playdown be played at least seven (7) days prior to the roster deadline of the respective National Club Championship. Roster deadlines are found on page 6 of this Handbook;**
 - 2.9.2. **No Water Polo Canada event/league, such as the Canadian Select League (CSL) or Major League Water Polo (MLWP) may be used as a Provincial Championship or ranking for a National Club Championship.**
- 2.10.A maximum of fifteen (15) players and three (3) staff are permitted to sit on the team bench, all of whom must appear on the team roster form.
 - 2.10.1. **All participants (athletes and bench staff) must wear similar attire, which includes coaching attire, water polo caps, player’s clothing, and bathing suits. The similar attire must contain the club’s logo, name, or be blank;**
 - 2.10.2. **Baseball caps are permitted provided that they contain either the club’s logo or name;**
 - 2.10.3. **Water Polo Canada/National Team clothing or clothing from another country is prohibited;**
 - 2.10.4. **No jeans or baseballs caps are permitted;**
 - 2.10.5. **Failure to do so will result is a \$CAD100 sanction per game.**

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3. **Player Eligibility**

- 3.1. Teams, in all categories, are permitted to select twenty (20) players, all of whom must be registered “Competitive” members in good standing with their Club, PSO, and Water Polo Canada, and must appear on the Water Polo Canada Membership Registration System at www.waterpolo.ca.
 - 3.1.1. Athletes may only appear on one (1) roster per event;
 - 3.1.2. Teams are permitted to dress fifteen (15) athletes per game;
 - 3.1.3. Teams are permitted to rotate athletes during a National Club Championships from their approved twenty (20) person roster.
- 3.2. Players on Canadian teams must be Canadian Citizens or Residents of Canada in good standing with their Club, PSO and Water Polo Canada.
- 3.3. At each National Club Championship, athletes must compete with the club with which they are registered as a primary or secondary member on their respective PSO &/or Water Polo Canada roster deadline. The following exceptions will apply:
 - 3.3.1. Only the “Developing” registered PSOs, and their clubs, that are in good standing with Water Polo Canada may accept inbound transfers from other “Developing” PSOs in good standing with their Club, PSO, and Water Polo Canada.
 - 3.3.1.1. Water Polo Canada defines “Developing” as Saskatchewan, Manitoba, Newfoundland & Labrador, Nova Scotia, New Brunswick, and Prince Edward Island.
 - 3.3.2. The Player Transfer/Loan Form must be completed, and submitted, along with the Roster Form on the appropriate roster deadline for the respective Championship. A failure to do so will place the athlete as ineligible to transfer.
- 3.4. All athletes receiving funds under the Sport Canada Athlete Assistance Program must compete at a minimum of one (1) National Club Championship. All athletes training at the National Team training centres- Calgary (Men) and Montreal (Women) must complete the Water Polo Canada AAP National Team Member Club Declaration form in the appendix on page 31 and submit to Water Polo Canada on or before December 31st of each season.
- 3.5. Each Provincial Association is to provide the following roster verification to Water Polo Canada by the respective roster deadline, in addition to verification for any staff additions that may take place at the Pre-Competition technical meeting:
 - 3.5.1. Each participant (athlete, coach, team manager, chaperone, etc) must appear on the Water Polo Canada Membership Registration System at www.waterpolo.ca;
 - 3.5.2. Each athlete is a registered “Competitive” member in good standing;
 - 3.5.3. Each participant has signed the Water Polo Canada Code of Conduct;
 - 3.5.4. Each team has a certified coach at the required level for the Championship;
 - 3.5.5. A staff of the same gender appears on the roster for traveling teams;
 - 3.5.6. A chaperone is listed on the roster.

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3.6. Water Polo Canada will post Team Rosters on the event website, a minimum of fourteen (14) days prior to the Championship.

4. Duration of the Game

4.1. 16U, 18U, 22U and Senior male and female National Club Championships shall consist of four (4) periods of eight (8) minutes stop time with a two (2) minute break between. Time shall commence at the start of each period when a player touches the ball. At all signals for stoppages, the recording watch shall be stopped until the ball is put back into play by the ball leaving the hand of the player taking the appropriate throw or when the ball is touched by a player following a neutral throw. The teams, including the players, coaches and officials, shall change ends before starting the third period and the second period of any extra time.

4.1.1. In the event registrations, and the total number of games exceed the four (4) day limit, the respective Championship's games shall consist of (4) periods of seven (7) minutes stop time with a two (2) minute break between periods.

4.1.2. The decision on game time length will be made, and announced, by Water Polo Canada shortly after the registration deadlines once all the variables have been accounted for.

4.2. The Masters event shall consist of four (4) periods of five (5) minutes stop time with a two (2) minute break between periods. Time shall commence at the start of each period when a player touches the ball. At all signals for stoppages, the recording watch shall be stopped until the ball is put back into play by the ball leaving the hand of the player taking the appropriate throw or when the ball is touched by a player following a neutral throw. The teams, including the players, coaches and officials, shall change ends before starting the third period and the second period of any extra time.

4.3. If a game requires overtime, there shall be a two (2) minute break between the end of regulation and the beginning of overtime;

4.3.1. Overtime will not be played during the round robin portion of any Championship;

4.3.2. Overtime will only occur during the qualification round of any Championship;

4.4. Overtime will proceed as outlined by the FINA 2009-2013 rule book:

4.4.1. Two (2) periods each of three (3) minutes actual play with an interval of two (2) minutes for the teams to change ends.

4.5. If at the end of the first two (2) periods of extra time the score is equal, a penalty shootout will take place as outlined by the FINA rule book:

4.5.1. If it involves the two teams having just completed a game, the shoot out will begin immediately and the same referees will be used;

4.5.2. Otherwise, the shoot out will occur thirty (30) minutes following the completion of the final game of that round, or at the first practical opportunity. The referees involved in the most recent game of that round will be used, provided they are neutral;

4.5.3. If two teams are involved the respective coaches of the teams will be requested to nominate five players and goalkeeper who will participate in the penalty shoot out; the

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goalkeeper may be changed at any time provided the substitute was listed amongst the team list in that game;

- 4.5.4. The five players nominated will be required to be listed in order and that order will determine the sequence in which those players will shoot at their opponents goal; the sequence cannot be changed;
 - 4.5.5. No players excluded for the game are eligible to be listed amongst those players to shoot or substitute as goalkeeper;
 - 4.5.6. If the goalkeeper is excluded during the penalty shoot out, a player from the nominated five players may substitute for the goalkeeper but without the privileges of the goalkeeper; following the taking of the penalty shot, the player may be substituted by another player or alternate goalkeeper. If a field player is excluded during the penalty shoot out, the player's position is removed from the list of the five players participating in the penalty shoot out, and a substituted player is placed in the last position on the list;
 - 4.5.7. Shots will be taken alternately at each end of the field of play, unless conditions at one end of the field of play advantage and/or disadvantage a team, in which case all shots may be taken at the same end. The players taking the shots will remain in the water in front of their bench, the goalkeepers will change ends, and all players not involved must sit on their team bench;
 - 4.5.8. The team to shoot first will be determined by toss of a coin;
 - 4.5.9. Should teams still be tied following the completion of the initial five penalty shots, the same five players shall then take alternate shots until one team misses and the other(s) score;
 - 4.5.10. If three or more teams are involved, each team will shoot five penalty shots against each of the other teams, alternating at each shot. The order of the first shot will be determined by draw.
- 4.6. Any visible clock shall show the time in a descending manner (that is, to show the time remaining in a period).
 - 4.7. If a game (or part of a game) must be replayed, then goals, personal fouls, and timeouts that occurred during the time to be replayed are deleted from the game score sheet, however brutality, misconduct, and any red card exclusions are recorded on the game score sheet.

5. Pool Specifications

- 5.1. The distance between the goal lines shall be thirty (30) metres for games played by men. The distance between the goal lines shall be twenty-five (25) metres for games played by women. The width of the field of play shall 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 three (3) meters. Exceptions shall be made for the following age groups:
 - 5.1.1. The field of play for the 16U boys and 18U men's categories can be twenty-five (25) metres goal line to goal line, a width of fifteen (15) meters, and a depth of two and a half (2.5) meters;

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- 5.1.2. The field of play for the 16U girls and 18U women's categories can be twenty-three (23) metres goal line to goal line, a width of fifteen (15) meters, and a depth of two and a half (2.5) meters;
- 5.1.3. The distance between the goal lines for the Masters categories of play shall be no more than twenty-five (25) meters and no less than twenty (20) meters. The width of the field of play shall be no more than twenty (20) meters and no less than fifteen (15) meters.

6. **Competition Format**

6.1. All competition formats are not to exceed four (4) days:

- 6.1.1. No more than two (2) games per team where possible;
- 6.1.2. Teams to have at least four (4) hours between games where possible;
- 6.1.3. Exceptions will be made for the double-elimination format.

6.2. See Tournament Format and Seeding in the Appendix on page 35.

7. **Tie Breaking Procedures**

7.1. In situations where teams are tied in ranking FINA 2009-2013 BL 9.6.3 shall apply.

7.2. If two (2) teams shall have equal points, further classification shall be established as follows:

- 7.2.1. The team winning the game between them shall be placed higher;
- 7.2.2. If the game between them was tied, then the results against the highest placed team(s) in the group shall be considered;
- 7.2.3. The first comparison shall be based on goal difference, and if still tied, then based on goals scored;
- 7.2.4. The comparison shall be made first compared to the highest placed team (or teams, if tied) in the group;
- 7.2.5. If still tied, the results against the next highest placed team (or teams, if tied) shall be used in succession until all results have been considered;
- 7.2.6. If still tied, the teams shall shoot penalty shots to determine which team shall be placed higher. Each team shall nominate five (5) players and a goalkeeper who will participate in the penalty shoot out. The team shall shoot five (5) penalty shots at the goal of the other team, alternating shots. If a tie exists after each team has taken five (5) shots, then teams shall take sets of alternate shots until one team scores and the other does not. The procedure shall be conducted following the final game of the round or at the first practical opportunity;
- 7.2.7. If there is more than one (1) tie in a group, the highest placed tie shall be determined first;
- 7.2.8. If it is the situation where there is more than one (1) tie in a group and it is not possible to determine the highest placed team then all results within the group shall be used to determine the highest placed team.

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- 7.3. If three (3) or more teams shall have equal points, further classification shall be established as follows:
- 7.3.1. The results among the tied teams shall determine which team is placed highest;
 - 7.3.2. If, at any time during the application of the procedure set out in Section B 7.3, the highest placed team is determined and the number of tied teams is reduced to two (2), then Section B 7.2 shall be used to determine which of the two (2) remaining teams is placed higher;
 - 7.3.3. The comparison shall be made first, upon the points of the games among the tied teams, second, the goal difference, and third, based upon goals scored;
 - 7.3.4. If still tied, the games played against the highest placed team (or teams, if tied) shall be considered;
 - 7.3.5. The first comparison shall be based on goal difference, and if still tied, then based on goals scored;
 - 7.3.6. If still tied, the results against the next highest placed team (or teams, if tied) shall be used in succession until all results have been considered;
 - 7.3.7. If still tied, the teams shall shoot penalty shots to determine which team shall be placed highest. Each team shall nominate five (5) players and a goalkeeper who will participate in the penalty shoot out. Each team shall shoot five (5) penalty shots at its opponent's goal in alternate succession. The first team shall take its first penalty shot and then each other team shall take its first penalty shot, etc. If a tie shall exist after that procedure, the teams shall then take sets of alternate shots until one team misses and the other(s) score. The procedure shall be conducted following the final game of the round or at the first practical opportunity;
 - 7.3.8. If there is more than one tie in a group, the highest placed tie shall be determined first.

8. Protests

- 8.1. A Tournament Committee shall be formed prior to the commencement of the competition. The Tournament Committee shall consist of three (3) Water Polo Canada delegates. There must be at least one (1) Water Polo Canada delegate present at each game. When reviewing an on site game related incident and protest, any member of the Tournament Committee who is perceived to have a conflict of interest with the matter at hand, must be removed from the review panel for that specific incident in question. **All decisions of this committee are final.**
- 8.2. The structure of the committee shall be as follows:
- 8.2.1. Tournament's Referee-In-Chief (RIC) and/or;
 - 8.2.2. Tournament Chairperson/Director and/or;
 - 8.2.3. Water Polo Canada Representative and/or;
 - 8.2.4. Water Polo Canada Referee evaluator and/or;

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- 8.2.5. Water Polo Canada Domestic Development Director or their **designate**.
- 8.3. All protests must be submitted to a member of the Tournament Committee, up to (30) minutes following the final game time signed by the referees, on the protested game sheet. A fee of one-hundred dollars (\$CAD100.00), in cash, must accompany the protest (the fee shall be refunded if the protest is successful). All monies will be collected by the Water Polo Canada Rep and **submitted to Water Polo Canada**. Protests must be in writing, clearly indicating the nature of the protest, and the following information must be included:
- 8.3.1. What action or person is believed to be at fault;
 - 8.3.2. In what time frame the action occurred;
 - 8.3.3. Names of witnesses (if possible);
 - 8.3.4. Team/game number (provide a copy of the game sheet);
 - 8.3.5. Diagram (if applicable);
 - 8.3.6. Signature of complainant(s).
- 9. Conduct/Discipline**
- 9.1. The Tournament Committee (Section B 8.1) must review the incident in all cases where a tournament participant has been guilty of gross misconduct, **misconduct**, brutality, or **issued (signalled) a red card**.
- 9.2. A referee who has ejected a participant from a game due to **misconduct, brutality, or a red card** must provide the Tournament Committee with a written report of the incident within thirty (30) minutes following the game. A decision will be made immediately following review of the report. All findings of this Committee are final and no appeal or protest of its decision may be made. The Tournament Committee has the authority to prevent a participant from further competition in that specific tournament or a portion thereof.
- 9.3. The Tournament Committee must make a written report of all incidents and the Water Polo Canada Rep will forward it to **the Water Polo Canada Domestic Development Director** within forty eight (48) hours of the conclusion of the tournament (see the Water Polo Canada Rep guide). The information will then be forwarded to the **National Office pending further review**. The Water Polo Canada Rep will also submit a full written report to **the Water Polo Canada National Office** within thirty (30) days of the conclusion of the tournament.
- 10. Misconduct/Brutality/Yellow and Red Cards**
- 10.1. For the National Club Championships the following FINA bench control interpretations will apply:
- 10.1.1. The Head Coach can speak and pass instructions to their team, but can not shout as if they are a radio commentator;
 - 10.1.2. The Head Coach can stand and advance to their five (5) metre line only when their team is on the attack and must be behind their goal line on defence;
 - 10.1.3. The Head Coach is responsible for the behaviour of all staff and players on the bench;

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- 10.1.4. The Head Coach can not comment or make any gestures to the game referees and Water Polo Canada delegates;
 - 10.1.5. It is forbidden for the coaches, staff, and players to go on the referees platform during the game;
 - 10.1.6. All persons who are authorized to sit on the bench, are obligated to stay seated and not to intervene verbally, with the exception of the Head Coach;
 - 10.1.7. In all cases the referee must sanction all persons that do not respect these rules by issuing a yellow (Head Coach only) or red card.
- 10.2. The FINA "Yellow card / Red card system" has been adopted for the control of the water polo bench by the referees.
- 10.2.1. The issuing (signalling) of the yellow card to the Head Coach by the referee, is an "official" warning and does not result in a loss of privilege;
 - 10.2.2. The subsequent issuing (signalling) of the red card to the Head Coach by the referee is the signal that the offender must retire to the public area or to such a designated place as determined by the **Tournament Committee** (the game referee and or Water Polo Canada rep have the authority to remove a red carded coach from the area around the field of play if behaviour warrants it i.e.: pool deck, pool side spectator seating etc.);
 - 10.2.3. Once the offender (team staff, player and or head coach) receives a red card, he/she must retire to the public area or to such a designated place as determined by the **Tournament Committee** and they will also receive an automatic one (1) game suspension (which may be carried from one Championship to another), with review for possible imposition of greater sanction depending on the severity of the incident; a second (2nd) red card is an automatic three (3) game suspension (which may carry from one Championship to another);
 - 10.2.4. It should be noted, that should the actions of the Head Coach warrant, then the referee may issue (signal) with the red card without having issued (signalled) with the yellow card which in normal circumstances is really an initial warning;
 - 10.2.5. If the offender is a team staff or player, it is an automatic red card. If the referee can not determine who the offender was, a yellow card may be issued to the Head Coach. Coaches may be listed on more than one roster and thus a coach receiving a red card will have applicable sanctions applied to the games of the team coached during the card incident and will have the same sanction applied to all teams coached at the Championship until the original sanction has been satisfied;
 - 10.2.6. Play does not have to be stopped to award a yellow card to the Head Coach, but the referee must ensure that the offender, the officials' bench and the other game referee are aware that the card has been awarded.
- 10.3. **If a referee feels that a player has committed a gross misconduct the game officials may issue (signal) a red card to a player for gross misconduct. The player receiving the red card will be sanctioned according to the standards in 10.2.**

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- 10.4. The game referee and or Water Polo Canada Rep have the authority to remove a red carded participant from the event venue if behaviour warrants. In the event such incident occurs, a report shall be filed immediately with the National Office pending further review.
- 10.5. Water Polo Canada will not tolerate any physical or verbal abuse toward the officials, coaches, Water Polo Canada staff/representatives, or the tournament organizers for the duration of any event sanctioned by Water Polo Canada (as defined in this document).
- 10.6. The Tournament Committee will automatically warrant a tournament suspension to the offender guilty of any physical or verbal abuse. Further sanctions could apply pending review of the incident by the National Office.
- 10.7. Brutality is an automatic one (1) game suspension. The Tournament Committee must also review the incident, in all cases where a tournament participant has been guilty of gross misconduct, **misconduct**, or brutality to determine if any additional action is required. The decision of the Tournament Committee is final.

11. Forfeits/Defaults

- 11.1. Any team which forfeits a game will lose by a score of 5-0. Additional action will be based on a review of the circumstances by the Tournament Committee. A forfeit is defined as a "no-show". A default is defined as a team withdrawing.

12. Selection of Referees

- 12.1. National Club Championship referees will be **recommended** by the Officials Working Group (OWG) following the entry deadline for the Championships. The PSO and OWG Reps will confirm what referees are eligible for selection. All National Club Championship referees must sign a Code of Conduct with their respective PSO prior to **attending a National Club Championship**.
- 12.2. If a referee has to be replaced, then the replacement will be the next available referee from the same PSO, and/or the identified substitute referee for the event.
- 12.3. **Once a referee has been selected, and airfare booked by Water Polo Canada, the respective referee will be responsible for any costs incurred due to itinerary change or cancellation. Extenuating circumstances will be considered.**
- 12.4. **All Championship referees are expected to be in attendance at the pre-competition technical meeting and available for the full duration of the event. Extenuating circumstances will be considered.**
- 12.5. Water Polo Canada has endorsed the referees for all National Club Championships based upon the following criteria:

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Event	Referee Certification Level	Upgrade
Senior Men and Women	National B or higher	National A
22U Men and Women	National C or higher	National B
18U Men and Women	Provincial or higher	National C
16U Boys and Girls	Provincial or higher	N/A
Masters Men and Women	Provincial or higher	N/A

- 12.6. Water Polo Canada will assign a Championship Evaluator whose **responsibility is** to evaluate and provide feedback to all Championship referees.
- 12.7. **The OWG will recommend at least 1 (one) Referee-in-Chief (RIC) for each event (gender and age specific). The OWG may make a request to Water Polo Canada for an Assistant RIC if the group deems it necessary due to the complexity of the schedule. A RIC and ARIC must be a FINA, UANA, or retired FINA, referee.**
- 12.8. **The RIC and ARIC will be responsible for the following:**
- 12.8.1. **At least the RIC or ARIC must be present at all games throughout the event;**
 - 12.8.2. **Scheduling of referee assignments;**
 - 12.8.3. **Ensuring referees are on deck at least thirty (30) minutes prior to their scheduled game time;**
 - 12.8.4. **Provide evaluations for referees upon request;**
 - 12.8.5. **Aid the Water Polo Canada Delegate in any capacity upon request;**
 - 12.8.6. **Communicating ground transportation needs for the Championship referees to and from the tournament hotel and event venue with the Host (The Host is required to provide a minimum of three (3) round trips per day).**
- 12.9. **The RIC and Evaluator has the ability to suspend, or relegate a Championship referee to goal judge, if they deem the referee's behaviour is unethical or violates any rule in this Handbook or the Water Polo Canada Code of Conduct. Additional sanctions may apply.**
- 12.10. The OWG will attempt to **recommend** one (1) referee from each participating province in the event, in addition to a minimum of one (1) neutral referee / event.
- 12.11. The OWG will also ensure that there is a minimum of one (1) FINA Referee at all other National Club Championships.
- 12.12. The OWG will use the following formula when calculating the number of referees required at each event:

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12.13.

Number of Participating Teams	Recommended Number of Referees
5 and under	4
6-9	6
10-16	8-12
17 and over	13+

- 12.14. The Host Organizing Committee is responsible for local ground transportation for all Referees (to/from hotel/facility/airport).
- 12.15. Referees assignments (to also include referees assigned to the thirty (30) second shot clock for all medal games), shall be appointed by the RIC and/or Evaluator. The RIC shall come from a different province than the respective host. The RIC, and/or Evaluator will ensure that the most qualified referees are assigned to the respective games, weighing such issues as referee qualifications, ranking, neutrality (by club) and availability in the assignment decision.
- 12.16. A minimum two (2) games per day will be a reference point for each Championship Referee.
- 12.17. The Water Polo Canada Rep **will provide support to the RIC** if the respective team coaches have a concern about a specific referee assignment during the event.
- 12.18. Team members and game referees may not discuss the game in any detail for at least a thirty (30) minute "COOLING OFF" period after the game. Of course a simple thank you or acknowledgement is acceptable and encouraged, but neither party (team members and/or game referees) may engage in any form of criticism/advice until the "COOLING OFF" period has elapsed. A breach in this policy could result in an event related sanction.
- 12.19. Referees will also be assigned for the final game played by the host team, to work as a goal judge or at any period in time throughout the event.
- 12.20. In selecting referees for the medal round, the **RIC is** allowed to consider a veto from each coach for the game in question. However, final selection should be based on performance at the event, not history or qualifications.

13. Water Polo Caps

- 13.1. Participating teams are required to bring their own water polo caps for games.
- 13.2. Teams must wear contrasting colors (i.e. dark and light).
- 13.3. If a bathing cap is worn under a water polo cap, it must be the same colour as the water polo cap.

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14. Articles Causing Injury

14.1. FINA WP Rule 6.4- "Prior to taking part in a match, the players must discard all articles likely to cause injury." The following objects are not permitted:

14.1.1. Rings;

14.1.2. Necklaces;

14.1.3. Earrings (including visible body piercing);

14.1.4. Bracelets;

14.1.5. Eye-glasses;

14.1.6. Long finger or toe nails;

14.1.7. Swimming goggles, including prescription goggles- Soft, safety and prescription glasses are permitted.

14.2. Other objects not listed here will be examined by the RIC before the tournament begins.

15. Appeals

15.1. Teams may appeal the following actions:

15.1.1. Player transfers/eligibility;

15.1.2. Administrative errors/omissions;

15.1.3. Team eligibility.

15.2. All appeals will be sent to the **National Office at least forty-five (45)** days prior to the Championship with a non-refundable \$CAD100 administration fee. Water Polo Canada will deal with the appeal **as per the Water Polo Canada Appeals Policy**.

SECTION C
General Information

1. Pre-Competition Technical Meeting

- 1.1. The Water Polo Canada Rep will organize (with support from the host) and conduct a pre-competition Technical Meeting for coaches, officials and team personnel. This meeting will take place at the event hotel or Championship pool, at 10:00PM **local time** the night prior to the start of the Championship. This meeting must be chaired by the respective Water Polo Canada Rep in conjunction with the **rest** Tournament Committee. All event referees are expected to attend.
- 1.2. The Host will send Technical Meeting information to the participating teams and Water Polo Canada by electronic mail at least thirty (30) days in advance.
- 1.3. Water Polo Canada will ensure that all Water Polo Canada Delegates, Championship Referees, and Tournament Chairperson are in attendance.
- 1.4. It is the responsibility of each team to ensure that one (1) rep/team is in attendance at the start of the Technical meeting with the team roster, which includes cap number for the competition. A club who has more than one (1) team in attendance must have a representative in attendance for each team. A failure to do so will result in a \$CAD500 sanction (cash or **credit card**) due to the Water Polo Canada Rep prior to the respective team's first game of the event. Water Polo Canada will keep the sanction in trust until any appeals are finalized and then either return the sanction to the team.
- 1.5. The following agenda items will be discussed at the meeting:
 - 1.5.1. Introduction and role of the Tournament Committee;
 - 1.5.2. Verification of team reps in attendance;
 - 1.5.3. Verification of team rosters: Head Coach, **Assistant Coaches**, Chaperone, cap numbers and captain;
 - 1.5.4. Tournament procedures: facility, scoreboard, thirty (30) second clocks, minor officials, bench, kick out board, team benches, schedule, and any other pertinent information;
 - 1.5.5. Review significant NCCH changes;
 - 1.5.6. Verification of pre-game roster procedure;
 - 1.5.7. Review All-Star selection procedure;
 - 1.5.8. Review coaches concerns;
 - 1.5.9. Tournament Chair to provide additional host information;
 - 1.5.10. Competition rules and interpretations;
 - 1.5.11. First round of referee assignments.

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2. Championship Awards

- 2.1. A Championship banner and trophy will be provided by Water Polo Canada and presented by the closing ceremony host at the conclusion of the Championship.
 - 2.1.1. The prior year's winning team will bring the Championship trophy to the Pre-Competition Technical Meeting in good condition which will involve polishing and an up-to-date engraving. A failure to do so, or if the trophy requires repairs, will result in a \$CAD250 administrative fee plus the actual costs to restore the trophy payable to Water Polo Canada in cash or **credit card**. The administrative fee must be paid prior to the team's first game of the Championship. If the trophy is lost the team/club returning the trophy must pay an administration fee of \$CAD250 plus the cost of restoring the trophy to current, not to exceed \$CAD1, 000, payable to Water Polo Canada in cash or **credit card**. The administrative fee must be paid prior to the team's first game of the Championship.
- 2.2. Water Polo Canada will provide to the host medals for the players and team staff of the gold, silver, and bronze medal winning teams. A maximum eighteen (18) medals per team will be provided. **Each Masters' event age and gender category will receive medals as stated in the latter.**
- 2.3. Water Polo Canada will provide to the host:
 - 2.3.1. Six (6) All Star Athlete Awards;
 - 2.3.2. One (1) Most Valuable Goalie Award;
 - 2.3.3. One (1) Most Valuable Player Award;
 - 2.3.4. One (1) Most Valuable Coach Award.
- 2.4. **Each Masters' event age and gender category will have the following individual awards:**
 - 2.4.1. **One (1) Most Valuable Goalie Award;**
 - 2.4.2. **One (1) Best Offensive Player Award;**
 - 2.4.3. **One (1) Best Defensive Player Award;**
- 2.5. All athletes, including the goaltender, have the ability to win the Most Valuable Player Award. In the case the Most Valuable Player Award is given to a goaltender, that same athlete does not necessarily have to be given the Most Valuable Goalie Award.
- 2.6. Any participant cited for, misconduct, a red card, or brutality is not eligible for any of the awards listed in 2.3.
- 2.7. The Water Polo Canada Rep is responsible for ensuring that three (3) stars are selected for each game and announced after each National Club Championship game is played.
- 2.8. The Tournament Committee will be responsible for selecting the awards listed in 2.3.

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SECTION D Responsibilities

1. Obligations of Water Polo Canada

- 1.1. Will provide a media rep to work with all Championship Tournament Director on pre and post event nation-wide press releases.
- 1.2. To delegate an official representative (Water Polo Canada Rep) for the duration of the competition.
- 1.3. Assign a Referee-in-Chief who will come from out of province (**where possible**).
- 1.4. To provide to the Host:
 - 1.4.1. Eighteen (18) of each – gold, silver and bronze medals;
 - 1.4.2. A bilingual banners (large pennants) for the winning team;
 - 1.4.3. Awards as listed in Section C 2.3;
 - 1.4.4. Five (5) official size Mikasa water polo balls;
 - 1.4.5. Electronic version of scoresheets and penalty sheets to be used for all games;
 - 1.4.6. Water Polo Canada golf shirts to be worn for the duration of the Championship for all Water Polo Canada Delegates including the Tournament Director;
 - 1.4.7. Sponsorship banners to be hung at the Championship pool during the duration of the event;
 - 1.4.8. Travel information of all referees and Water Polo Canada delegates;
- 1.5. To collect the entry fees from each of the participating teams. The Host is entitled to have the entry fee waived for one of their teams entered in the respective event.
- 1.6. The Host will receive, upon the completion of all the obligations in this contract, \$CAD120 per game hosting grant for seven (7) minute quarters and a \$CAD130 per game hosting grant for eight (8) minute quarters as per the approved 2007 National Championship format.
- 1.7. **The Host will receive, upon the completion of all the obligations in this contract, \$CAD100 per game hosting grant for five (5) minute quarters as per the approved 2009 National Championship format.**
- 1.8. Notify the Host of the teams that have entered the respective event a maximum of **fourteen (14)** days after the final entry deadline. Send all the relative information (team roster, mailing list, etc) a maximum of **fourteen (14)** days after the entry deadline.
- 1.9. To confirm with the respective PSOs that their Championship entries have been received and all participants are **registered** members in good standing **in the appropriate membership registration category** with Water Polo Canada.
- 1.10. To ensure a sufficient number of referees are present at the event as per Section B 12.12.

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- 1.11. Designate a Tournament Committee to be composed of three (3) of the following personnel:
 - 1.11.1. Tournament's Referee-In-Chief (RIC) and/or;
 - 1.11.2. Tournament Chairperson/Director and/or;
 - 1.11.3. Water Polo Canada Representative and/or;
 - 1.11.4. Water Polo Canada Referee evaluator and/or;
 - 1.11.5. Water Polo Canada Domestic Development Director **or designate**.
- 1.12. This committee will rule on any protest or disciplinary problem involving a participant in the competition. The decisions of this Committee will not extend beyond the dates of the competition and may be referred to the **National Office** if required.
- 1.13. **The Tournament Committee may refer the incident(s) to Water Polo Canada for additional disciplinary action based on the Water Polo Canada Discipline Policy.**
- 1.14. A **per diem** of \$CAD150 per event will be paid to:
 - 1.14.1. Referee-In-Chief;
 - 1.14.2. Evaluator;
 - 1.14.3. Water Polo Canada Rep (excluding paid staff).
- 1.15. Publish the tournament results **and information on the Water Polo Canada web site**.
- 1.16. Provide post-event evaluations along with Water Polo Canada Rep reports to the PSOs.
- 1.17. Create a tournament schedule, and ensure the schedule is posted on the Water Polo Canada web site and e-mailed to all participating teams and PSOs a minimum of twenty-eight (28) days prior to the start of competition.

2. Obligations of the Host

- 2.1. To abide by obligations assumed by the Association as part of its contractual agreement for the television coverage of the event.
- 2.2. Assure the availability of the pool for tournament play by booking required pool time, which will include an adequate swimming area for warm-up, or a designated fifteen (15) minute period prior to each game in the competition pool.
- 2.3. To send to Water Polo Canada a written confirmation of the preliminary rental agreement along with the signed contract. Water Polo Canada will only accept the terms of this contract once the host provides to Water Polo Canada written proof of the pool time availability.
- 2.4. Ensure a hospitality room is setup for all Water Polo Canada delegates, coaches, and volunteers.
- 2.5. Supply all the following equipment required for the proper running of the competition:
 - 2.5.1. One (1) game clock (visible);

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- 2.5.2. At least two (2) 30-second shot clocks (visible);
- 2.5.3. Penalty clock (if possible);
- 2.5.4. Stop watches or other back-up timing devices;
- 2.5.5. Sound system for announcing scores and penalties;
- 2.5.6. **Sound system to play music during interval breaks;**
- 2.5.7. Water polo goals meeting FINA WP 2 regulations;
- 2.5.8. Red, white, blue, and **yellow** penalty flags;
- 2.5.9. Minimum **ten (10)** official size Mikasa water polo balls per gender;
- 2.5.10. Two (2) team benches and three (3) chairs;
- 2.5.11. Fog horns- one (1) for each bench;
- 2.5.12. Penalty and time-out board (visible);
- 2.5.13. **Electronic** scoresheets and penalty sheets (provided by Water Polo Canada);
- 2.5.14. **A laptop computer provided by the Host to be used for the electronic scoresheets provided by Water Polo Canada;**
- 2.5.15. Minor officials table, Water Polo Canada delegate table, and coaches' table (all on the opposite side of the team benches);
- 2.5.16. Field of play markings:
 - 2.5.16.1. Four (4) red flags or markings (2M);
 - 2.5.16.2. Four (4) yellow flags or markings (5M);
 - 2.5.16.3. Six (6) white flags or markings (centre and goal lines).
- 2.5.17. Whistles or fog horns for the minor officials;
- 2.5.18. Ensure the presence of **at least six (6)** minor officials who have been certified as minor officials under the Water Polo Canada Officials Training and Certification Program. All of whom must be dressed in white (or at least a white **golf/dress** shirt). Minor official roles include:
 - 2.5.18.1. Two (2) goal judges;
 - 2.5.18.2. Two (2) timekeepers (game clock and shot clock);
 - 2.5.18.3. Two (2) secretaries (scoresheet and penalties);
 - 2.5.18.4. **One (1) penalty timekeeper (optional).**
- 2.6. Provide accommodations information to the participating teams and Water Polo Canada at **sixty (60)** days prior to the start of the event by e-mail.
- 2.7. **Provide Technical Meeting information as well as any other necessary information to the participating teams and Water Polo Canada at least twenty-eight (28) days prior to the start of the event.**

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- 2.8. The host will provide local transport to the event referees and Water Polo Canada Delegates that must include **at least three (3) round trips per day to and from the event venue and tournament hotel.**
 - 2.8.1. **The Host is responsible to coordinate the referee schedule and transport schedule with the tournament Referee-in-Chief;**
 - 2.8.2. **The Host has the ability to rent vehicles for the referees to coordinate their own transportation to and from the event venue and hotel.**
- 2.9. Organize a formal awards ceremony immediately at the conclusion of the tournament.
 - 2.9.1. **The Host is required to find at least two (2) alumni and/or dignitaries from their club, and/or residing in their province, to present the Championship medals, banner, trophy, and individual awards;**
 - 2.9.2. **The Water Polo Canada Delegate will act as the Master of Ceremony.**
- 2.10. Assure the safekeeping of promotional banners loaned to the Host for the purpose of promoting the Association's sponsors. Should these banners be lost, stolen or damaged, the Host will be responsible for their replacement or repair.
- 2.11. To acknowledge Water Polo Canada, Heritage Canada, and other major sponsors of Water Polo Canada in accordance with their marketing agreement.
- 2.12. Produce a souvenir program for the Event. The program must include a schedule of games, team lists and photos, welcome note, and sufficient space to fulfill Water Polo Canada's obligations to its sponsors. The host must send the final draft version to Water Polo Canada at least **fourteen days (14)** days prior to the beginning of the Championship for approval.
- 2.13. Return to Water Polo Canada, a complete statistical summary of the competition within thirty (30) days of the completion of the event, including the following:
 - 2.13.1. Photocopies of all local newspaper clippings;
 - 2.13.2. **The Excel workbook provided by Water Polo Canada containing each game's completed scoresheet;**
 - 2.13.3. **The Excel workbook provided by Water Polo Canada containing the following elements:**
 - 2.13.3.1. List of all game results;
 - 2.13.3.2. The final ranking including games won and lost, goals for and against;
 - 2.13.3.3. A list of the top goal scorers (at least 10);
 - 2.13.3.4. A list of the all-star team, MVP, MVG, and MVC.
 - 2.13.4. Two (2) copies of the souvenir program;
 - 2.13.5. Financial statement detailing incomes and expenditures;
 - 2.13.6. Any unused medals and awards, and all sponsorship banners.
- 2.14. Appoint a Communications / Publicity Chairperson who will be responsible for:

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- 2.14.1. Development of an event home page and ensure daily postings of game results, game stars, updated list of top scorers, any commentary about the games, and any pictures taken during the event. This should be done at least twice (2) per day;
- 2.14.2. Reporting of post event results to the Water Polo Canada media rep at the end of the gold medal game.
- 2.15. **Take part in at least two (2) annual Host conference calls organized and chaired by Water Polo Canada.**
- 2.16. Be subject to sanctions and / or penalties if found in breach of any of the above obligations. Such sanctions and/or penalties will be determined by the Operations' Council Chair when necessary.
- 2.17. Absorb any deficit which may be incurred from the competition.
- 2.18. To provide adequate facilities, equipment, and volunteers for the Doping Control Station as specified in the Revised Canadian Doping Control Policy effective **January 1, 2009**.

3. Obligations of the Provincial Association

- 3.1. The Provincial Association shall ensure the following:
 - 3.1.1. That all participating teams within the province are endorsed;
 - 3.1.2. That all team members are eligible and are registered **members in the proper member registration category** in good standing with the Club, Province, and Water Polo Canada, **and appear on the Water Polo Canada Membership Registration System at www.waterpolo.ca**;
 - 3.1.3. That all referees, coaches, **chaperones, and other team staff** are eligible and are registered **members in the proper member registration category** in good standing with the Club, Province, and Water Polo Canada, **and appear on the Water Polo Canada Membership Registration System at www.waterpolo.ca**;
 - 3.1.4. That all participants (coach, chaperone, referee and athlete) have the required signed Code of Conduct and have the necessary certification required;
 - 3.1.5. Sanctioning all the entry forms and team rosters, and forwarding the forms to Water Polo Canada by the appropriate deadline;
 - 3.1.6. Informing Water Polo Canada (via their provincial Officials Working Group Rep) of all available and eligible referees for each of the Championships. The Officials Working Group will select the referees who will attend the Championships, following the post National Championship entry deadline;
 - 3.1.7. Ensure that a **Provincial Championship or suitable playdown** is staged when more than one (1) team is entered in a particular Championship (**age and gender specific**) from that province, prior to the respective Championship **as per the standards described in Section A 2.9**.

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4. Obligations of the Club / Team

- 4.1. The club / team attending a National Club Championship shall ensure the following:
 - 4.1.1. The entry fee is paid to Water Polo Canada by the specific deadline;
 - 4.1.2. All players, **coaches, and referees** are registered as **“Competitive” members** with their respective Provincial Association;
 - 4.1.3. **All chaperones and team managers are registered at least as “Volunteer” members with their respective Provincial Association;**
 - 4.1.4. A completed Entry Form (appendix page 29) is submitted to your Provincial Association prior to the appropriate entry deadline as set by the PSO;
 - 4.1.5. A completed Roster Form (appendix page 30) is submitted to the Provincial Association prior to the appropriate roster deadline as set by the Provincial Association;
 - 4.1.6. All Provincial rules and regulations are maintained and adhered to and that the club / team is in good standing with both the appropriate provincial association and Water Polo Canada;
 - 4.1.7. All expenses incurred by the team are paid for by the club organization;
 - 4.1.8. All **participants (players, coaches, referees, chaperones, and team managers)** attending a National Club Championship adhere to the Code of Conduct in Section E and sign the Release and Code of Conduct Form in the appendix on page 33;
 - 4.1.9. **Adhere to the team attire rule in Section B 2.10.**

5. Water Polo Canada Sanctions

- 5.1. The following sanctions may apply if the rules **listed in this Handbook** are not adhered to:
 - 5.1.1. Removal from the area of competition;
 - 5.1.2. Loss of game(s) 5-0;
 - 5.1.3. Non-acceptance of entry;
 - 5.1.4. Probation as a member in good standing;
 - 5.1.5. Forfeit of entry fee;
 - 5.1.6. \$CAD1,000 performance bond;
 - 5.1.7. Fines;
 - 5.1.8. Declared a member in bad standing;
 - 5.1.9. Ineligible for participation in the medal round;
 - 5.1.10. Other sanctions;
- 5.2. The following are specific sanctions which will be applied against the following infractions:
 - 5.2.1. A team not having a chaperone (when required) during an event:

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- 5.2.1.1. In the case where Water Polo Canada discovers the discrepancy at time of entry the following sanction applies: Non acceptance of entry;
 - 5.2.1.2. In the case where the discrepancy is discovered on site at the event; the following sanction must apply: \$CAD50 penalty plus an amount equal to the total cost that would have been incurred by the team had it provided the appropriate individual from the respective team's home city.
- 5.3. The following sanctions must apply to a team which drops out after the entry deadline:
- 5.3.1. Forfeit entry fee;
 - 5.3.2. \$CAD1, 000 performance bond will be requested from the club prior to participation in any future Championship including the current year. This bond will be returned after full participation in the next event;
 - 5.3.3. In addition to the aforementioned sanctions, the following fines will also apply:
 - 5.3.3.1. A team that withdraws fifteen (15) to thirty (30) days prior will receive \$CAD500 fine;
 - 5.3.3.2. A team that withdraws one (1) to fourteen (14) days prior will receive \$CAD750 fine;
 - 5.3.3.3. A team that withdraws less than twenty-four (24) hours will receive \$CAD1, 000 fine.
- 5.4. All fines are payable to Water Polo Canada before any other team from that club can participate in any sanctioned event. The club will be declared in bad standing until the fine is paid.
- 5.5. A team participates in a game with a non-registered or an illegal member (illegal as defined by FINA rules or **elsewhere defined in this Handbook**) the following sanctions must apply:
- 5.5.1. A non-registered, or otherwise illegal, player, coach, or manager cannot take part in any game;
 - 5.5.2. A team using non-registered or otherwise illegal athletes, coaches and / or managers shall lose by a score of 5-0 for each game in which the team uses such illegal participants.
- 5.6. A team / club, or participant, fails to abide by any sanction imposed by Water Polo Canada the following sanction must apply:
- 5.6.1. The club / team, or individual participant, will be denied access to further Water Polo Canada activities until the complaint is rectified.
- 5.7. If a team commits any infraction with the intention of gaining an advantage (e.g. use of non registered, illegal participants, forfeiting a game for the purpose of gaining or making another team gain a better ranking), the following sanction will apply:

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- 5.7.1. The team cannot take part in the medal round;
- 5.7.2. The team shall lose by a score of 5-0 for each game in which they have intentionally tried to gain an unfair advantage.

SECTION E
Water Polo Canada Participant Code of Conduct

1. Participant Responsibilities

- 1.1. A participant attending a Water Polo Canada National Club Championship shall agree that:
 - 1.1.1. There will be no possession or use of any illegal substances and / or performance enhancing drugs;
 - 1.1.2. If under the age of majority in the province of the competition, there will be no possession or use of alcohol;
 - 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);
 - 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;
 - 1.1.5. Any contravention is sufficient grounds for a participant to be sent home at his / her own expense;
 - 1.1.6. Any contravention of the above will be dealt with by the club involved. If the club fails to act responsibly, Water Polo Canada has the obligation to impose sanction and to collect any money outstanding.
- 1.2. Unacceptable behaviour shall include:
 - 1.2.1. 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;
 - 1.2.2. Gross misbehaviour;
 - 1.2.3. Unsportsmanlike conduct;
 - 1.2.4. A participant reporting for a game in an impaired condition;
 - 1.2.5. Punishment for unacceptable behaviour, as described in the latter, and depending upon the circumstances, could vary from the above (as the extreme) to a written caution to the offender, with full or partial restriction on movement or participation in the event.
- 1.3. A report must be submitted on each individual incident, major or minor, so that the governing body (National / Provincial / Club) may decide what further action may be taken.
- 1.4. All clubs shall be sent a set of these rules and regulations.

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- 1.5. Since all clubs come under the jurisdiction of Water Polo Canada, 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.

2. Chaperone Responsibilities

- 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.
- 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.

3. Coaches' Responsibilities

- 3.1. Determine curfew times.
- 3.2. Determine team meeting times and places.
- 3.3. Control athletes during practices and games.
- 3.4. Assume duties of chaperone when chaperone is unavailable.

4. Referees' Responsibilities

- 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.
- 4.2. Represent yourself to the best of your ability in a neutral manner as a referee of Water Polo Canada.
- 4.3. Represent yourself to the best of your ability in a professional manner as a representative of Water Polo Canada.

Implementation of this code of conduct is the responsibility of each participating club. Any contravention of the above will be dealt with by the club involved. If the club fails to act responsibly, Water Polo Canada has the right and the obligation to impose sanction. Participation in National Club Championships commences when the participant leaves his / her home at the beginning of the event, and ends when the participant arrives home at the conclusion of the event. By attending a Water Polo Canada National Club Championships the participant has agreed to this code of conduct.

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SECTION F Doping Control

Water Polo Canada has fully adopted the policies of the Canadian Centre for Ethics in Sport (CCES) effective **January 1, 2009**. Water Polo Canada 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.

As a deterrent, Water Polo Canada will participate in announced and unannounced doping control of athletes in accordance with the Canadian Centre for Ethics in Sport (CCES) "Canadian Policy on Doping in Sport" and the Canadian Doping Control Regulations. A copy of the latter is available online at www.waterpolo.ca.

Further information contact:
Canadian Centre for Ethics in Sport
Ottawa, Ontario
613-521-3340
www.cces.ca

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SECTION G

Masters International Water Polo Festival

1. Amended Rules

- 1.1. Water Polo Canada will add to its docket of Canadian Club Championships a Masters age category in both genders:
 - 1.1.1. 30 and older (born in '80 or earlier);
 - 1.1.2. 40 and older (born in '70 or earlier);
 - 1.1.3. **Additional categories may be added based on demand.**
- 1.2. The Canadian Masters Championship shall follow the same rules as all other Championships events except where highlighted **in Section G or elsewhere in this Handbook.**
- 1.3. **Masters athletes must be registered "Provincial" members in good standing with their Club, PSO, and Water Polo Canada, and must appear on the Membership Registration System at www.waterpolo.ca.**
- 1.4. **Masters athletes may compete for whichever club they desire. It is recommended that an athlete play for a club within their own PSO.**
- 1.5. **Each spring, with the other Championships, there will be an open bidding process to host the Masters International Water Polo Festival.**
- 1.6. The Host is responsible to organize a social event on the Saturday evening of the event.
- 1.7. The event is to be three (3) days in length- Friday through Sunday with a pre-competition technical meeting at 10:00PM Thursday. Each team must have a representative.
- 1.8. Cost and entry deadline is listed on page three (3) of this document.
- 1.9. Games will consist of four (4) periods of five (5) minute stop time with a two (2) minute break between periods.
- 1.10. Foreign teams **must send Water Polo Canada a letter from their respective National Federation providing proof of registration in good standing and insurance coverage at least thirty (30) days prior to the start of the event.**
- 1.11. **Teams may have a player listed as Head Coach.**
- 1.12. The OWG will select the referees for the Championship. Referees must have a minimum of a Provincial certification.
- 1.13. Referees will apply a more lenient interpretation of the FINA rules given the nature and intent of the event- Active for Life. The interpretation will be decided by the Referee-In-Chief and Water Polo Canada Rep.
- 1.14. **The Championship team in any category will not receive a Championship banner or trophy.**
- 1.15. **Teams will receive medals and awards as listed in Section C 2.2 and 2.4.**

APPENDICES

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WATER POLO CANADA
- NATIONAL CLUB CHAMPIONSHIP ENTRY FORM -

EVENT: _____

EVENT DATE: _____

TEAM NAME: _____

TEAM CONTACT: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____

FAX: _____

I certify that all Water Polo Canada policies will be followed, that all fees will be paid and that the appropriate forms will be submitted on time by my club, related to this National Club Championship.

SIGNATURE OF CLUB PRESIDENT

SIGNATURE OF PROVINCIAL ASSOCIATION

THIS FORM MUST BE SUBMITTED TO YOUR PROVINCIAL ASSOCIATION PRIOR TO THE APPROPRIATE DEADLINE

Entry fees and registration deadlines are listed on page 3 of this Handbook

Form must be **sent by email** to Water Polo Canada at office@waterpolo.ca.
Word version of this document can be downloaded at www.waterpolo.ca/nccresources.aspx.

One (1) of the Host club's teams is exempt from paying the entry fee.

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WATER POLO CANADA
- NATIONAL CLUB CHAMPIONSHIP ROSTER FORM -

TEAM NAME : _____

	FULL NAME	BIRTH YEAR		FULL NAME	BIRTH YEAR
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

<u>HEAD COACH:</u> _____	<u>ASS COACH:</u> _____
<u>ASS COACH:</u> _____	<u>ASS COACH:</u> _____
<u>ASS COACH:</u> _____	<u>ASS COACH:</u> _____
<u>CHAPERONE:</u> _____	<u>SAME SEX STAFF :</u> _____

SIGNATURE OF PROVINCIAL ASSOCIATION

DATE

THIS FORM MUST BE SUBMITTED TO YOUR PROVINCIAL ASSOCIATION PRIOR TO THE APPROPRIATE DEADLINE

Form must be sent by email to Water Polo Canada at office@waterpolo.ca.

Word version of this document can be downloaded at www.waterpolo.ca/nccresources.aspx.

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**WATER POLO CANADA
AAP NATIONAL TEAM MEMBER
- CLUB DECLARATION -**

I _____ confirm that I will participate in the current water polo season as a registered member of the:

Home Club: _____

22U Team: _____

Senior Team: _____

I am responsible to inform the Training Centre Coach (es) regarding my time away from the Centre due to my current club season club obligations, which will involve my respective **Provincial Championship/suitable playdown** and National Club Championships. The Training Centre Coach, as per Water Polo Canada rules, will allow the training centre athlete to train with their club team a minimum of seven (7) days prior to the **Provincial Championship/suitable playdown** and National Club Championships.

Player Signature

Date

Parent/Guardian Signature (if player is under 18)

Date

WPC Office Signature

Date

The above form is to be returned to Water Polo Canada by December 31st of each year. The form will then be forwarded to the respective Club President for the current NCC season.

**Form must be sent by email to Water Polo Canada at office@waterpolo.ca.
Word version of this document can be downloaded at www.waterpolo.ca/nccresources.aspx.**

WATER POLO CANADA
- PLAYER TRANSFER/LOAN FORM -

Please return this form to Water Polo Canada before the appropriate deadline.

ATHLETE'S NAME:

BIRTH YEAR:

EVENT:

ATHLETE'S SIGNATURE:

PARENT/GUARDIAN

SIGNATURE:

(IF ATHLETE UNDER 18)

TRANSFER/LOAN FROM

CLUB:

CLUB PRESIDENT
SIGNATURE:

PROVINCE:

PROVINCIAL
ASSOCIATION
SIGNATURE:

TRANSFER/LOAN TO

CLUB:

CLUB PRESIDENT
SIGNATURE:

PROVINCE:

PROVINCIAL
ASSOCIATION
SIGNATURE:

**Form must be sent by email to Water Polo Canada at office@waterpolo.ca.
Word version of this document can be downloaded at www.waterpolo.ca/nccresources.aspx.**

WATER POLO CANADA
- RELEASE AND CODE OF CONDUCT FORM -

This form must be submitted to your Provincial Association for a participant to be considered eligible.

Event(s): _____

Participant Name: _____

I hereby certify that I am eligible to compete in the National Club Championships as per Section B, I also certify that I have read and understood Sections E (Participant Code of Conduct) and F (Doping Control).

Date of Birth: _____
DAY / MONTH / YEAR

Address: _____
NO. STREET

CITY PROVINCE

POSTAL CODE

Telephone Number: (_____) _____

- RELEASE -

I, _____, my heirs, executors and administrators hereby release Water Polo Canada and its representatives and the organizers (and/or their representatives) of this event, from any and all claims or actions I may have for any injuries I may sustain during the course of the event.

- CODE OF CONDUCT COMPLIANCE -

I certify that I have read and understand the terms of the Code of Conduct and will comply with it.

Signature of Participant

Date

Signature of Parent / Guardian
(If Participant under the age of 18)

Date

WATER POLO CANADA
- FORMAT AND SEEDING -

A three (3) day event will have a Thursday 10:00PM - Technical Meeting

A four (4) day event will have a Wednesday 10:00PM - Technical Meeting

*If two (2) events are hosted the same weekend at same location, the length of event may vary due to total number of teams at the event.

Four (4) and five (5) team tournaments

- Single round robin (each team plays each other once)
- Semi-final round
 - A. 1st place v. 4th place
 - B. 2nd place v. 3rd place
- Medal rounds
 - C. Winner of games A and B will play in the gold medal game
 - D. Loser of games A and B will play in the bronze medal game

Six (6) to ten (10) team tournaments

- Two (2) evenly distributed pools playing a single round robin
- Quarter-final round
 - A. 2nd place in pool A will crossover against 3rd place in pool B
 - B. 2nd place in pool B will crossover against 3rd place in pool C
- Semi-final round
 - C. Winner of game A will playoff against the winner of pool B
 - D. Winner of game B will playoff against the winner of pool A
- Medal round
 - E. Winner of games C and D will playoff in the gold medal game
 - F. Loser of games C and D will playoff in the bronze medal game
- For places five (5) through ten (10); the same format will follow suit.

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Eleven (11) to sixteen (16) team tournament

- Four (4) evenly distributed pools playing a single round robin
- Quarter-final round
 - A. 1st place in pool A will crossover against 2nd place in pool B
 - B. 2nd place in pool A will crossover against 1st place in pool B
 - C. 1st place in pool C will crossover against 2nd place in pool D
 - D. 2nd place in pool C will crossover against 1st place in pool D
- Semi-final round
 - E. Winner of games A and B will playoff against each other
 - F. Winner of games C and D will playoff against each other
- Medal round
 - G. Winner of games E and F will playoff in the gold medal game
 - H. Loser of games E and F will playoff in the bronze medal game
- For places five (5) through how many teams enter; the same format will follow suit.

Seventeen (17) team tournament and more

- Double elimination

Seeding

Seeding will be based on the prior year's Championship results- by Province. In the event that a Province has entered additional teams that were not entered in the prior year's event then they will be entered into a random draw with other similar Provinces to determine their Championship seeding. This draw will take place at Water Polo Canada by the Domestic Development Director.

When placing teams in their respective Championship division, according to their Championship seeding, the following order will apply:

Single pool round robin:

Seed #1

Seed #2

Seed #3

Seed #4

Seed #5

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Two (2) pool round robin:

<u>Pool A</u>	<u>Pool B</u>
Seed #1	Seed #2
Seed #4	Seed #3
Seed #5	Seed #6
Seed #8	Seed #7
Seed #9	Seed #10

Four (4) pool round robin:

<u>Pool A</u>	<u>Pool B</u>	<u>Pool C</u>	<u>Pool D</u>
Seed #1	Seed #2	Seed #3	Seed #4
Seed # 8	Seed # 7	Seed #6	Seed #5
Seed # 9	Seed # 10	Seed # 11	Seed # 12
Seed # 16	Seed # 15	Seed # 14	Seed # 13

Power of Seeding

Once the teams have been placed in their proper division, they will now carry a new seed within that division and the “Power of Seeding” will apply.

When applying the Championship format, Water Polo Canada must apply the “Power of seeding” principle, when determining the order of games that will occur for their respective Championship:

<u>Round I</u>	<u>Round II</u>	<u>Round III</u>	<u>Round IV</u>
#1 vs #8	#1 vs #7	#1 vs #6	Etc.
#2 vs #7	#8 vs #6	#7 vs #5	Etc.
#3 vs #6	#2 vs #5	#8 vs #4	Etc.
#4 vs #5	#3 vs #4	#2 vs #3	Etc.

The order of games may differ from the above, based on:

- Schedule format and required breaks;
- Distance teams are traveling to the event and the time zone they have traveled from;
- Host games will be allowed to account for scheduled TV coverage;
- Rationale for game order change can be provided upon request to the Domestic Development Director.