April 19th, 2010

Dear Member PSOs and Post-Secondary Institutions,

As the 2009-10 competitive water polo season is winding down, we at Water Polo Canada are planning for the 2010-11 season. Water Polo Canada would like to introduce to the water polo community and the educational institutions the University Championship that will be held December 3rd to 5th, 2010. It is with great pleasure that Water Polo Canada offer the opportunity to our member PSOs, OUA Schools, and other post-secondary institutions the ability to host the University Championship.

Enclosed you will find the bid package for the 2010 University Championship. Included are the dates, bidding zones, pool dimension criteria, eligibility rules, Water Polo Canada's and the Host’s responsibilities, and the Host Contract. The deadline for submission is Monday May 31st, which must include a letter of intent, or pool contract with a confirmation on the pool dimensions.

In preparation for your bid submission, Water Polo Canada would like to encourage your organization to contact your local tourism department and Provincial Government Sport body as funds and grants can be accessed when bidding for this event. As this event will bring the host city revenue dollars through hotel, rentals, food, retail, etc, the University Championship is a profitable opportunity for a city’s tourism department. Water Polo Canada can provide assistant in facilitating this process.

Please feel free to contact Water Polo Canada at office@waterpolo.ca for further information about hosting a University Championship or the bidding process.

Warm Regards,

Ahmed El-Awadi
Executive Director
Water Polo Canada
## 2010 UNIVERSITY CHAMPIONSHIP BID APPLICATION

**Event** | **Date** | **Location** | **Projected Number of Teams** | **Required Pool Dimension** | ***Estimated Pool Hour Requirements**
--- | --- | --- | --- | --- | ---
Men | December 3-5, 2010 | Priority OUA | Men: 8 | 30M x 20M x 2M Post to Post | Friday: 6:30am-10pm Saturday: 6:30am-10pm Sunday: 6:30am-5pm
Women | December 3-5, 2010 | Priority OUA | Women: 8 | 25M x 20M x 2M Post to Post | Friday: 6:30am-10pm Saturday: 6:30am-10pm Sunday: 6:30am-5pm

*Including warm up time and opening and closing ceremonies.*

Water Polo Canada will be jointly hosting the University Championship the weekend of December 3rd to 5th, 2010. The process below outlines how a school or PSO can bid on the hosting rights of this event.

Bid application (page 4 of this document) and a letter of intent, or pool contract with a confirmation on the pool dimensions, from the facility’s Aquatic Director to the Water Polo Canada office (email or fax) no later than **Monday May 31st, 2010**. Hosts will be announced at the 2010 Water Polo Canada AGM in Calgary (June 11-13). Additional Hosting details can be provided upon request.

Water Polo Canada will be accepting joint-gender bids. The male and female events do not need to be at the same venue, however, must take place in the same city or region. For example, the GTA may host the men’s event in Toronto and the women’s event in Etobicoke.
Governing Rules of the University Cup

Water Polo Canada is in development of a University Cup Handbook, which will be released at the 2010 Water Polo Canada AGM in Calgary (June 11-13). Here are some highlighted rules:

1. Entry Fee and Deadline:
   1.1. $850
   1.2. September 30th, 2010

2. Categories of Play and Eligibility:
   2.1. The event will be gender specific – men and women – that will compete separately.
   2.2. Athletes, Coaches, and other Team Staff must be “Provincial” registered members in good standing with their school, PSO, and Water Polo Canada, and must appear on the Water Polo Canada Membership Registration System at www.waterpolo.ca.
   2.3. Athletes must all be registered as full-time students with the same accredited post-secondary institution.
   2.4. Post-Secondary institution is defined as:
      2.4.1. University;
      2.4.2. College;
      2.4.3. CEGEP.

3. Duration of the Game:
   3.1. University Cup games shall consist of four (4) periods of eight (8) minutes stop time with a two (2) minutes interval break between each period.
   3.2. In the event registrations, and the total number of games exceed the three (3) day limit, the game times shall consist of (4) periods of seven (7) minutes stop time with a two (2) minutes interval break between periods.
   3.3. The decision on game time length will be made, and announced, by Water Polo Canada shortly after the registration deadline once all the variables have been accounted for.

4. Competition Format:
   4.1. The competition format for the men’s and women’s University Cup will be decided, and announced, by Water Polo Canada shortly after the registration deadline once all the variables have been accounted for.
   4.2. The competition format will be similar to the formats used for the National Club Championships.
   4.3. The competition format selected cannot exceed three (3) days of competition play.
I ___________________________, President of the ____________________________, submit a bid for the above event based on the conditions listed on the first page of the bid application. Furthermore, I understand my responsibilities of the Host Club of the aforementioned event, and that I will enter into a contractual agreement with Water Polo Canada once I have been selected as Host.

Signature________________________________________ Date____________________

Provincial Office Sanction (signature) ____________________________ Date_________________

Please review the Host contract below
WATER POLO CANADA
- University Championship -
An agreement established for the authorization and approval of
Water Polo Canada University Cup by Water Polo Canada (WPC)

The parties:
WPC legally constituted and having its’ offices at
Unit 12 - 1010 Polytek
Gloucester, Ontario, K1J 9H9
Duly represented for the purpose of the present Agreement by:

Name
Hereinafter designated “WPC”

And the Host Organization

Name
Duly represented for the purpose of this Agreement by:

Name
Hereinafter designated the “Host”

For the Event: __________________________________________________________

This will take place in the city of: _________________________________________

At the aquatic facility of: ________________________________________________

Date: __________________________________________________________________
1. **Obligations of WPC**

1.1. To delegate an official representative (Water Polo Canada Rep) for the duration of the competition, who is responsible for event and will liaise with the Tournament Director.

1.2. To provide ongoing support towards the Host.

1.3. Assign a Referee-in-Chief (RIC) and an Assistant RIC who will come from out of province (where possible).

1.4. To organize travel and accommodations for all Championship officials (referees, evaluators, and WPC representatives).

1.5. To provide to the Host:

   1.5.1. Eighteen (18) of each – gold, silver and bronze medals;
   
   1.5.2. A bilingual banner (large pennants) for the winning team;

   1.5.3. The following individual awards:

      1.5.3.1. 6 all-star team awards;
      
      1.5.3.2. 1 MVP award;
      
      1.5.3.3. 1 MVG award;
      
      1.5.3.4. 1 MVC award.

   1.5.4. Five (5) official size Mikasa water polo balls per gender;

   1.5.5. Electronic version of scoresheets and penalty sheets to be used for all games;

   1.5.6. WPC golf shirts to be worn for the duration of the Championship for all WPC Delegates including the Tournament Director;

   1.5.7. Sponsorship banners to be hung at the Championship pool during the duration of the event;

   1.5.8. Travel information of all referees and WPC delegates;

1.6. 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.

1.7. The Host will receive, upon the completion of all the obligations in this contract, $CAD120 per game hosting grant for seven (7) minutes quarters and a $CAD130 per game hosting grant for eight (8) minutes quarters as per the approved 2007 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 entry deadline.
1.9. Send all the relative logistic information a maximum of twenty-one (21) days after the entry deadline.

1.10. To ensure a sufficient number of referees are present at the event.

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. WPC Representative and/or;
   1.11.4. WPC Referee evaluator and/or;
   1.11.5. WPC Domestic Development Director.

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 WPC Executive Director if required.

1.13. The Tournament Committee may refer the incident(s) to WPC for additional disciplinary action based on the WPC 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. WPC Rep (excluding paid staff).

1.15. Publish the tournament results and information on the WPC web site.

1.16. Provide post-event evaluations along with WPC Rep reports to the PSOs.

1.17. Create a tournament schedule, and ensure the schedule is posted on the WPC web site 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 WPC as part of its contractual agreement for the radio/television coverage of the event.

2.2. Send to WPC a written confirmation of the preliminary rental agreement along with the signed contract. WPC will only accept the terms of this contract once the host provides to WPC written proof of the pool time availability and dimensions.

2.3. Assure the availability of the pool for tournament play by booking required pool time, which will include an adequate swimming area for warm up.

2.4. Ensure the pool venue chosen is of regulation size, and there is adequate deck space for athletes, coaches, officials, and WPC delegates, in addition to bleachers for spectators.

2.5. Ensure the entire playing area (including deck space) is cleared of all non-water polo materials, and there is ample free space for participating teams.

2.6. Make use of the entire playing area to use for promotional materials, which includes all partners and sponsors (i.e. nets, walls, diving boards, minor officials’ bench, etc).

2.7. Organize a Tournament Committee consisting of the following personnel:

   2.7.1. Tournament Director;
   
   2.7.2. Communications Manager;
   
   2.7.3. Accommodations and Transportation Manager;
   
   2.7.4. Minor Officials and Volunteer Manager.

2.8. Send the names and contact information of each Committee member to WPC by **September 10th, 2010**.

2.9. Find a host hotel and secure a special room rate for all participants. Hosts should seek out a sponsorship deal with host hotel.

2.10. Reserve a conference room from 9:30 – 11:30pm for the Pre-Competition Technical Meeting. The Pre-Competition Technical Meeting will take place the night prior to the beginning of the event. The conference room must be large enough to sit up to fifty (50) people in a conference setup with a panel setup at the front of the room for up to ten (10) people.

2.11. Ensure a hospitality room is setup for all WPC delegates, coaches, and volunteers – organizing breakfast, lunch, and dinner for each day of the event in addition to snacks and beverages.
2.12. Ensure the field of play is setup according to the diagram provided by WPC including but not limited to:

2.12.1. Field of play markings:
   2.12.1.1. Four (4) red flags or markings (2M);
   2.12.1.2. Four (4) yellow flags or markings (5M);
   2.12.1.3. Six (6) white flags or markings (centre and goal lines).

2.12.2. Lane markers matching the colors of the field of play markings;

2.12.3. The re-entry area is clearly indicated with red lane markers.

2.13. Supply all the following equipment required for the proper running of the competition:

2.13.1. One (1) game clock (visible);

2.13.2. At least two (2) 30-second shot clocks (visible);

2.13.3. Penalty clock (if possible);

2.13.4. Stop watches or other back-up timing devices;

2.13.5. On deck sound system for announcing goals, exclusions, game stars, and ceremonies;

2.13.6. On deck sound system to play music during interval breaks;

2.13.7. Water polo goals meeting FINA WP 2 regulations;

2.13.8. Red, white, blue, and yellow penalty flags;

2.13.9. Minimum ten (10) official size Mikasa water polo balls per gender;

2.13.10. Two (2) team benches and three (3) chairs/team bench;

2.13.11. Fog horns – one (1) for each bench;

2.13.12. Penalty and time-out board (visible);

2.13.13. Electronic scoresheets and penalty sheets (provided by WPC);

2.13.14. A laptop computer provided by the Host to be used for the electronic scoresheets provided by WPC;

2.13.15. Minor officials table, WPC delegate table, and coaches’ table (all on the opposite side of the team benches);

2.13.16. Whistles or fog horns for the minor officials.
2.14. Ensure the presence of at least eight (8) certified minor officials. The Host is responsible to organize annual minor officials’ training for all of its minor officials as per the Minor Officials’ Guide, which is part of the Water Polo Canada Officials Training and Certification Program. Minor official roles include:

2.14.1. Two (2) goal judges;
2.14.2. Three (3) timekeepers (game clock, shot clock, and exclusions);
2.14.3. Two (2) secretaries (game sheet and exclusion sheet);
2.14.4. One (1) game supervisor.

2.15. Each minor official must be dressed in white pants and wearing the official event volunteer golf shirt/t-shirt. It is the responsibility of the Host to provide each minor official and tournament volunteer with an event golf shirt/t-shirt.

2.16. Spectators, officials/volunteers, athletes, coaches, media, and VIP sections must be clearly identified and sectioned off to limit access.

2.17. Minor officials’ bench, and other delegate benches, must be covered with white table cloths and table skirts. Table skits can contain promotional materials.

2.18. Provide accommodations information to the participating teams and WPC at least sixty (60) days prior to the start of the event.

2.19. Provide Technical Meeting, media, and ceremonial information as well as any other necessary information to the participating teams and WPC at least fourteen (14) days prior to the start of the event.

2.20. The Host will provide local transport for the event referees and WPC delegates that must include transport to and from the airport, and at least three (3) round trips per day to and from the event venue and tournament hotel.

2.20.1. The Host is responsible to coordinate the referee schedule and transport schedule with the tournament Referee-in-Chief;

2.20.2. The Host has the ability to rent vehicles for the referees to coordinate their own transportation to and from the event venue and hotel.
2.21. The Host must organize a formal awards ceremony immediately following the gold medal game:

2.21.1. 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;

2.21.2. The Host is required to find a Master of Ceremony;

2.21.3. The Host is required to create an event protocol, and send to all participating teams at least fourteen (14) days prior to the event. WPC will provide a protocol template.

2.22. The Host is required to play the Canadian National Anthem prior to the medal games.

2.23. The Host is required to find an announcer for the medal games. His/her responsibility is to announce goals, exclusions, and other updates in both English and French.

2.24. Assure the safekeeping of promotional banners loaned to the Host for the purpose of promoting WPC’s sponsors. Should these banners be lost, stolen or damaged, the Host will be responsible for their replacement or repair.

2.25. To acknowledge WPC, Heritage Canada, and other major sponsors of WPC in accordance with their marketing agreement.

2.26. The Host will receive a digital copy of official WPC logo that must be used in all promotional materials and cannot be altered in any way.

2.27. Produce a bilingual souvenir program for the Event. The program must include but not limited to a schedule of games, team lists and photos, welcome note, and sufficient space to fulfill WPC’s obligations to its sponsors. The host must send the final draft version to WPC at least fourteen days (14) days prior to the beginning of the Championship for approval.

2.28. Return to WPC, a complete statistical summary of the competition within thirty (30) days of the completion of the event, including the following:

2.28.1. Photocopies of all local newspaper clippings or web links;

2.28.2. The electronic files provided by WPC containing the following:

   2.28.2.1. Completed scoresheets;
   2.28.2.2. List of all game results;
   2.28.2.3. The final ranking including games won and lost, goals for and against;
   2.28.2.4. A list of the top goal scorers (at least 10);
   2.28.2.5. A list of the all-star team, MVP, MVG, and MVC.
2.28.3. A digital copy the souvenir program;

2.28.4. Income statement detailing incomes (including ALL grants, gifts in kind, sponsor monies, etc) and expenditures;

2.28.5. Any unused medals and awards, and all sponsorship banners.

2.29. The Host must take part in individual weekly or bi-monthly calls as requested by WPC.

2.30. 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.

2.31. Absorb any deficit which may be incurred from the competition.

2.32. The Host is not permitted to charge admission.

2.33. 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.
The two parties accept this Agreement.

Completed and signed this __________ day of_______, 20 ______.

_________________________________  ________________________________
Witness                                    For WPC

_________________________________  ________________________________
Witness                                    For the Host

The pool rental agreement, this page, the cover page, and the rental agreement must be faxed to WPC (613) 748-5777 or scanned and sent by email to office@waterpolo.ca by Monday May 31st, 2010.
Appendix A: Official Setup of the Field of Play

- **GOAL JUDGE**
- **Delegate’s Bench**
- **Minor Official’s Bench**
- **Coaches’ Bench**
- **BETWEEN GOAL POSTS**
  - **3 METRES**
- **RE-ENTRY AREA (RED)**
- **GOAL LINE (WHITE)**
  - **30**
  - **2 METRES LINE (RED)**
- **5 METRES LINE (YELLOW)**
- **GREEN**
  - **HALF DISTANCE LINE (WHITE)**
- **5 METRES LINE (YELLOW)**
- **2 METRES LINE (RED)**
  - **GOAL LINE (WHITE)**
- **BOUNDARY FIELD OF PLAY**
- **MINIMUM DEPTH OF WATER**
  - **1.8 METRES**
  - **(PREFERABLY 2.0 METRES)**
- **Distance between goal line and boundary of field of play 0.3 metres**
- **MINIMUM DEPTH OF GOAL 0.3 METRES**
- **Minimum distance from goal line to pool wall:**
  - **1.68 METRES**