

Alberta Water Polo Association

General Rules 12U, 14U, Youth Provincial League

Alberta Water Polo Association

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albertawaterpolo.ca



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About AWWPA

MISSION STATEMENT

To promote, govern, support, and advance water polo in the province of Alberta. We collaborate with our partners and members to provide a safe, positive, and progressive sport environment.

VISION

Our innovation and leadership, recognized at National and Provincial levels, has resulted in a network of thriving water polo clubs and communities in Alberta.

VALUES

Accountable: We hold all members responsible for their actions.

Professional: We support the laws of the game, regulations of the administration system and that we are honest in all of our interactions.

Collaborative: We believe we must work together to advance water polo in Alberta.

Transparent: We will ensure all debates are had in the open and that the entire membership has access to the latest information.

Fair: It is our practice to treat all in an equal and just way.

Leadership: We model leadership through volunteer development, structure and best practices.

This handbook will be revised on an annual basis and will start after Provincials each year. All Alberta clubs will have input into the final copy. League play will be governed and administered by the Alberta Water Polo Association.

All dates and deadlines for registration and clinics are available on the AWWPA website and database. You must register all teams on the database.

General Rules for 12U and 14U AWWPA Provincial Leagues

COMPETITION CATEGORIES

- 12U boys: born **2008** and later
- 12U girls: born **2008** and later
- 14U boys: born between **2006** and **2009** for Western Finals/ AWWPA **2006-2009**
- 14U girls: born between **2006** and **2009** for Western Finals/ AWWPA **2006-2009**
- Youth boys and girls - **2003** and later

Age Groups - Our season runs from September to April. In the past there has been a little confusion about the listing of the 'U' before or after the age listed. We hope this helps clarify the reason to the 'U' after the age. An athlete that is born between January 1st and the end of our season could turn the top of the age category, for example if 'Kate' is born January 15th 2007, she would be 11 until January 15th and then be 12 for the remainder of the season. We are following the same standards, using the year someone is born, with all National and FINA events.

Alberta Water Polo has created the provincial weekends so that each age group is playing on one day to help save on costs and travel time.

FALL INVITATIONALS - 12U and 14U

Fall Invitationals run from October to December. Our aim is to introduce new athletes and families to league play and provide a snap shot of water polo tournaments. This league is subsidized so that new athletes and families have a better understanding of tournament play before they decide if they would like to participate in the Winter League. Clubs do have the option to enter a team into one or all of the events.

ENTRY FORMAT

- All athletes, coaches, volunteers must be entered onto the Water Polo Canada database and in good standing with their respective team, club and PSO. All athletes must be registered in the 'Provincial' category.
- Any team wishing to enter the Provincial League must enter all teams and rosters onto the database under the applicable event name. The team registration deadline will be posted on the AWWPA website on the Provincial page. Please also see the Provincial Schedule for team registration deadlines. [LINK](#)
- An entry fee per team/per tournament is \$100.00 (one hundred) for Fall Invitationals. AWWPA will invoice the clubs as per teams entered. A NSF cheque will be returned to the club and, an additional twenty dollar (\$20.00) fee will be added on to the entry fee.
- Teams must be gender specific with a minimum of six (6) athletes for 12U, and (7) athletes for 14U to a maximum of twenty (20) athletes on a game roster. A survey will be sent to coach's in November to determine if 12U will remain at (6) athletes or move to (7).
- Clubs who register athletes after the roster deadline will be able to add those athletes to their team roster only if the athlete is a newly registered athlete with the club or, if they have not been added to another roster with the same or other club.

- The following fines will be charged to the clubs with the following deadlines:

	Withdrawal after deadline listed on the database and the Provincial Schedule	A team does not have the minimum # of athletes listed from roster to start the game
Fall Invitationals	\$300.00	\$250.00 per game
Winter League	\$500.00	\$250.00 per game
Roster changes made after deadline	\$25.00	

WINTER LEAGUE 12U & 14U

For teams wishing to enter in to the 14U NCL Western Finals they are obligated to participate in the provincial winter league. AWPA works with the national body to meet all the requirements they have set out so our Alberta teams meet their standards.

Our Alberta Winter League runs from January to April. Clubs enter their teams by the deadline in December. AWPA will create a schedule over several weekends. The schedule is published on the Alberta Water Polo website. Clubs participate in the running of the league with providing minor officials and some hospitality responsibilities. The AWPA Commissioner will be in communication with each club representative to outline these details.

ENTRY FORMAT

- All athletes, coaches, volunteers must be entered onto the Water Polo Canada database and in good standing with their respective team, club and PSO. All athletes must be registered in the 'Provincial' category.
- Any team wishing to enter the Provincial League must enter all teams and rosters onto the database under the applicable event name. Team registration deadlines will be posted on the AWPA website on the Provincial page. Please also see the Provincial Schedule for team registration deadlines. [LINK](#)
- An entry fee of \$400.00 (four hundred) will be charged per team entering the Winter League. AWPA will invoice the clubs as per teams entered. A NSF cheque will be returned to the club and, an additional twenty dollar (\$20.00) fee will be added on to the entry fee.
- Teams must be gender specific with a minimum of six (6) athletes for 12U, and seven (7) athletes for 14U to a maximum of twenty (20) athletes on a game roster. A survey will be sent to coach's in November to determine if 12U will remain at (6) athletes or move to (7).
- Clubs who register athletes after the roster deadline will be able to add those athletes to their team roster only if the athlete is a newly registered athlete with the club or, if they have not been added to another roster with the same or other club.
- The rosters will re-open for one (1) day, the last Monday /Tuesday before the event from Monday 4 PM until Tuesday 10 PM, so that coaches are able to adjust their rosters and cap numbers. Any changes made after the roster closes will result in a \$25 fee and the club will be invoiced.
- If a team withdraws within 30 days of the first league weekend, there will be a fine of \$750.00 (seven hundred fifty) imposed to help off-set the costs of redoing the schedule for that age, gender and the unused pool space.

- If a team forfeits, for every game there is not enough members to start the game, according to the FINA rules, there will be a fine of \$250.00 per game and the team will show a loss. If a team forfeits 3 (three) or more games during the Provincial League season, they will not be eligible for medals at Provincial Championships.
- Western Finals - club teams that qualify (after Provincials) for the Western Finals will be responsible to register their teams on the WPC data base and pay the full WPC entry fee.

RULES OF PLAY - 12U & 14U

- The rules of play for all categories shall be in accordance with FINA WP Rule Book, except where specified elsewhere in this document. The FINA 2017-2021 WP Rule Book is still under review. AWPA will notify all clubs in regards to new changes that may impact league play.
- The team must start the game with the required number of athletes in the water. If a team does not have enough to start the game at the published time, that team will forfeit and have a loss of 0-5. As exhibition, the game can be played man down for both teams or they can share players from the existing game sheet (so the other team can lend players) but at no time will another player or gender be allowed in the pool to play that game. There will also be a \$250.00 (two hundred fifty) fine charged to the team.
- 14U League shall play with six (6) field players and a goaltender for a maximum of seven (7) athletes in the water.
- Teams are not required to have a second goaltender. The goaltender is required to wear a red cap with the number 1, 13, 14 or 15.
- Teams will be permitted to request a maximum of 2 (two) timeouts throughout the entire game.
- The field of play will be a maximum of 25 meters from goal line to goal line for both male and female competitions. The width shall be no larger than **20 meters from sideline to sideline**. If the field of play is shortened to 20m - the goalie is allowed to shoot at any point in time during the game.
- When the score differential is 10 or higher, the game will be running time.
- Teams must progress the ball forward without undue delay past half and once past half, the ball is to remain in the offensive zone until a turnover occurs.
- In live play off of a 2m free throw (a player cannot swim, pass, shoot, fake, or a combination of all of those upon taking the ball at the 2m free throw mark)
- Team goalies are allowed to play full games as individuals (coach's discretions).
- **Goalies cannot pass over the half line.**
- **If the goalie fouls the player anywhere in the pool, they will receive an ejection.**
- If a player receives a red card for violence in this league, they will be under review and only that athlete (not the Head Coach) will face the consequences of their actions. For reference please see the AWPA Code of Conduct at [LINK](#)

12U Modified Rules

- 12U league shall play (5) field players and a goaltender for the Fall Invitationals (this will be re-visited for the Winter League)
- 5M free throws will be allowed.
- All field players must be over half to score a goal.
- Will use the adjusted net size.

TEAM ELIGIBILITY/RULES - 12U & 14U

- Teams/clubs must be Alberta based.
- Athletes must reside in Alberta and be primary members of an Alberta Water Polo club.
- A maximum of fifteen (15) players and three (3) certified staff are permitted to sit on the team bench, all whom must appear on the online team roster form. One (1) Head Coach and two (2) Assistant Coaches
- Teams may rotate players and coaches each match.
- For the 14U League Western Finals, WPC is enforcing that each athlete must wear similar attire. This includes the following: water polo caps, bathing caps, player's clothing, and bathing suits. Athlete attire must be blank or contain the club's logo or name. WPC/National Team clothing, or clothing from another country is prohibited.
- For the 14U League Western Finals, all bench staff must wear similar attire, which includes the following: pants, caprice, shorts, t-shirt, golf shirt and dress shirt.
 - Pants, caprice or shorts must be blank or contain the club's logo or team name. All bench staff must wear the same pants, caprice or shorts.
 - T-shirt, golf shirt or dress shirt must be blank or contain the club's logo or team name. All bench staff must wear the same t-shirt, golf shirt, or dress shirt.
 - Baseball caps are permitted if they contain the club's logo or team name.
 - WPC/National Team clothing or clothing from another country is prohibited.
 - No jeans are permitted.
 - The uniform policy applies to opening ceremonies, pre/during/post games and awards ceremony.
 - At the 14U Western Finals, failure to do so will result in a \$250.00CDN sanction per game or ceremony. The WPC delegate will not advise teams of a uniform violation. The WPC delegate will ask the team's Head Coach to complete a credit card authorization form after each game that a violation has occurred. A team will not be permitted to play their next game until the sanction is paid in full by credit card.

PLAYER ELIGIBILITY - 12U & 14U

- Players must be a resident of Alberta and in good standing with their Club, PSO and registered in the “Provincial” category in the WPC data base.
- For the 14U Western Finals, all athletes must be registered in the out of province category.
- Athletes may only appear on 1 (one) roster per category.
- Athletes may not be listed as a Head Coach or Assistant Coach.
- Athletes are bound to play for the CLUB with which they are registered for the season. The athlete will be able to transfer but not play for another team or club until the next season.

COACHES

- Coaches must meet the following minimum National Coaching Certification Program (NCCP) standards to be eligible to participate in the AWPA. Proof of certification may be required.
 - 12 and under boys’ and girls’ Head Coach and Assistant Coaches must have a minimum certification of Community Coach.
 - 14 and under boys’ and girls’ Head Coach must have a minimum certification of Competitive Coach (formerly the Practice Coach) or level 1 certified with level 2 technical. Assistant Coaches must be at least trained as the Competitive Coach or have taken the Community Coach. (Please note that NCL coaches at the 14U level are required to have completed the Competitive Coach).
 - Coaches will have until January 31st of each year to achieve this certification.
- For Fall Invitationals, Winter League and Provincials 2019/20, all coaches Volunteer, Provincial and National status must be certified through the Respect in Sport coaching module.
- For Fall Invitationals, Winter League and Provincials 2019/20, all coaches Volunteer, Provincial and National status must have current Vulnerable Sector Police Check.
- For Fall Invitationals, Winter League and Provincials 2019/20, all coaches must complete Making Ethical Decisions. The online evaluation is only required once and proof of certification is required and sent to the AWPA office.
- Because of not having the proper coaching certification, or a Head Coach present, the League Commissioner will enforce the following penalties and sanctions:
 - The game will not be forfeited.
 - The club will pay a fine of \$100.00 CAD per game which will be invoiced to the club.
 - The fine will NOT be enforced if the coach is absent due to a red card sanction

For further information on Coaching Pathways please visit [LINK](#)

Clubs are required to submit their coaches’ certification by 14 February 2020. These can be scanned and sent to commissioner@albertawaterpolo.ca

** A minimum of two coaches from each club must attend the second day of the workshop. [LINK](#)

GAME DURATION - 12U & 14U

- 12 and under games shall consist of 4 (four) quarters of 7 (seven) minute running time with a 1 (one) minute interval break between periods and a 2 (two) minute half time. There will be no shot clock.
- 14 and under games shall consist of 4 (four) quarters of 6 (six) minute stop time with a 1 (one) minute interval break between periods and a 2 (two) minute half time. There will be a 30-sec shot clock.
- For the Western Finals, it will be 4 (four) quarters of 7 (seven) minute stop time with 2 (two) minutes between quarters. There will be a 30-sec shot clock.

During regular season play, games ending in a tie will result in each team receiving a tie in the standings and no additional play will be had. During Provincial Finals for all age categories and genders, games ending with a tied score at the end of regulation will proceed to a 'Golden Goal' overtime period of ten minutes where the first team to score a goal will result in the end of the game. Teams will NOT change ends after regulation play and a two-minute break will occur between regulation and overtime period. If the 10 minute overtime period comes to an end without a 'Golden Goal' being scored, teams will immediately change ends and another 10 minute overtime period will commence until a goal is scored.

When the score differential is 10 or higher, the game will be running time for all categories.

POINTS AND STANDINGS

During regular season play the standings for each division will be based on each team's win-loss-tie record. Points will be assigned as follows: two (2) points for a win, one (1) point for a tie and zero (0) points for a loss.

NATIONAL QUALIFICATIONS

The regular season results will determine the teams seeding for Provincial Finals.

COMPETITION FORMATS

Please note that the 2019/29 14U Western Finals format is determined by Water Polo Canada previous to the season start date. AWPAC does not foresee any current changes however we will notify the clubs if any changes occur that affect our 14U Provincial League.

The **14 and under** categories shall observe the following competition format and calendar:

- There shall be three (3) regional leagues that will qualify teams for the Western National Championship:
 - British-Columbia Alberta Manitoba/Saskatchewan.
- The regional leagues will be managed and operated by the PSOs. WPC will be responsible for the management and operations of the Western and Eastern National Championship events.
- A regional league is defined as:
 - A minimum of three (3) teams.
 - Gender specific.
 - Teams must play a minimum of ten (10) games.
 - Age year of birth for the 2019/20 season, 2006-2009 for Championships.
- Each regional league will be provided a number of qualification spots for a maximum of eight (8) boys' and eight (8) girls' teams in the Western National Championships and eight (8) boys' and eight (8) girls' teams at the Eastern National Championships. The number of qualification berths will be determined by the commissioner. Once each league has submitted their schedule and league format.
- The NCL Championship format shall consist of two (2) divisions of four (4) teams.

PROTESTS

- The delegate(s) shall be responsible for the handling of all protests. While reviewing a protest, any delegate who is perceived to have a conflict of interest with the matter at hand, must be removed from the review. All decisions rendered by the delegate(s) are final and cannot be appealed.
- Teams may only protest a technical error. A technical error does not include a judgement call made by a referee regarding the interpretation of a rule.
- All protests must be submitted to delegate, up to 30 (thirty) minutes following the final game time indicated on the electronic scoresheet. A fee of (one hundred) \$100.00 CDN, payable by cash only, must accompany the protest. The fee will be refunded if the protest is successful. Protests must be in writing and sent to commissioner@albertawaterpolo.ca

APPEALS

- All incidents may be appealed with the exceptions of protests and referee rule interpretations.
- Player transfer requests may not be appealed.
- Minor incidents may be appealed directly to the Executive Director or League Commissioner.
- Major incidents may be appealed directly to AWPA Executive Director who will then collaborate with the AWPA board.
- Appeals must be submitted within 24-hours after the interested parties receive the verdict and may only be submitted in the electronic format accompanied by a (two hundred) \$200.00CDN administration fee payable by email transfer. The club president may submit appeals on behalf of the club participant.
 - While under review, the rendered verdict will remain active and the participant must adhere to the imposed decisions.
 - Appeals will be reviewed and decided within one (1) week after receiving the official request and payment. The participant will be reimbursed the administration fee if the appeal is successful.(APPENDIX 2)

OFFICIALS

Definition

- Officials are defined as referees, minor officials and delegates. Referees and delegates are to be selected and appointed by the AWPA Officials Chair. It is the responsibility of each host club to supply a sufficient number of minor officials for each hosted game. All minor officials must be registered as a volunteer in the database.
- Referees must be in good standing with their club, PSO, and WPC. They must appear on the WPC database in the “Provincial” category when refereeing a 12U game and “Out of Province” for 14U and above. Referees must also attend the refresher clinic every year to be eligible to referee for that season. (APPENDIX 1) User Guides can be found online at [LINK](#)

Minor officials and delegates must be in good standing with their club, PSO, and WPC and must appear on the WPC data base in the “Volunteer” category or higher.

Each club is to provide a Master Facilitator. Responsibilities are as follows:

- Take part in a pre-season course to review supervising duties for the minor officials table. The facilitator will leave with a good understanding of all minor officials’ roles, so that they are able to run and lead a minor officials course for their club members.
- Must have good understanding of water polo or other sports to aid in the training provided.
- Organize and be sure your club volunteers are trained for each job on the minor official’s bench.
- To oversee minor officials, sign up when your club’s city is the tournament host. It is the facilitator’s responsibility to work with the club Volunteer Coordinator to make sure all the minor official time slots are filled, and that they show up on time for their shift.
- Responsible for supervising and delegating another facilitator those games your club representatives are working.

All electronics (clocks/timing system) are to be the same for the entire season to prevent any changes from initial minor officials training at the start of the season.

AWPA is developing a Master Facilitator Minor Officials training tool, and a hand book that will be ready prior to Fall Invitationals.

MINOR OFFICIALS - Fall Invitationals, Winter League, Alberta Open & Provincials

- Each club is responsible for bringing forward or naming one club representative who will ensure that their club’s minor official’s duties are fulfilled for each event.
- AWPA will create the minor officials schedule. When necessary and/or if other clubs would like to volunteer at an event they are welcome to contact the League Commissioner to fulfill minor officiating duties.
- The League Commissioner will send out the schedule to the elected club representative.
- The League Commissioner will help monitor the Minor Officials Schedule. E.g. Remind clubs if positions are not being filled
- It is suggested that each club volunteer complete two shifts in succession.
- The League Commissioner will notify the club representative when one of their volunteers fails to show up for a minor officiating position.

CODE OF CONDUCT

- Alberta Code of Conduct for athletes, minor officials and referees is found in on the AWWPA website
- [Policies and Procedures](#)

REFEREES

- The Regional Referee Course will be offered within the first two months of the season.
- The Regional Referee course is an entry level referee education program into the competition stream. People entering this course should have some prior water polo experience as a player, coach, minor official, or Community Referee. The type of competition for the Regional Referee is regional and provincial events.
- The dates and costs for the Calgary & Edmonton workshops are posted on the Provincial Schedule. [LINK](#)

CHAPERONE RESPONSIBILITIES

All chaperones are to join the rest of the parents in the stands/viewing area once the athletes are in the water.

Please see the following guidelines if a club deems it necessary to assign a team chaperone. Some coaches may prefer to meet solely with their athletes on pool deck pre & post-game.

Responsibilities include:

- Meeting your team at a designated area.
- Take the athletes to the correct pool and for the correct time determined by the coach.
- The safety and well-being of athletes in conjunction with the team coach.
- The coach will be responsible for all the athletes during game time.
- Ensure that athletes take responsibility for keeping their gear together and back packs/bags closed to prevent theft.
- Ensure that the athletes pick up any litter left behind after their game.

HOSPITALITY (meals during tournament)

All minor officials, referees and coaches are kindly reminded to bring their own water bottle to each event.

- For Fall Invitationals, Winter League and Provincials we will be providing meals for the referees only.
- The decision (to provide meals for referees only) was made to help reduce incurred costs to the clubs for food, the hospitality room and to help increase volunteers for minor officiating duties or other duties.
- All clubs from the tournament host city (fall and winter) are responsible to donate small snacks for the minor officials, e.g., granola bars, apples, cookies.

****Water Polo Canada has not released their handbook for the 14U NCL and there may be some modifications for the AWWPA Winter League to reflect those changes**

PROVINCIAL YOUTH LEAGUE WP4's – 2019-20 Season

Over the summer AWPA ran a WP4's test event in Red Deer, this was a huge success. For the 2019-20 season the Provincial Youth League is going to run under the WP4's format. This should help clubs who wish to enter a team into the youth league but simply do not have the numbers.

This league is running in tandem with the 12U & 14U Fall Invitational & Winter League. Games will be hosted on the same day as 12U.

The primary purpose of this League is to provide programming to youth aged athletes that have no previous competition experience, do not have the financial means, or who do not wish to train at the National Competition Level.

The goal for the Youth League is to close the gap and provide games for everyone that needs them whether they are learning, or just looking for those extra minutes that they may not receive in the NCL. In addition, we aim to help the clubs increase their athlete numbers so that we are able to provide two tiers of competition to address the athlete's varying interests in play.

**** Teams that choose to enter the Youth League WP4's will receive the WP4's rules/format document. With this being a trial program we will be involving the clubs who are involved with getting feedback.**

**** Upon further review an "Open" category and separate play may be added to the schedule for athletes and teams who wish to participate in Edmonton and Calgary based on feedback and pool space. This is where NCL athletes and 18+ athletes can participate.**

ENTRY FORMAT - Youth League WP4's

- All athletes, coaches, volunteers must be entered onto the Water Polo Canada database and in good standing with their respective team, club and PSO. All athletes must be registered in the 'Provincial' category.
- Any team wishing to enter the Provincial League must enter all teams and rosters onto the database under the applicable event name. Team registration deadlines will be posted on the AWPA website on the Provincial page. Please also see the Provincial Schedule for team registration deadlines. (APPENDIX 1)
- An entry fee of \$400.00 will be charged per team entering the Youth League. A one-time fee for Fall and Winter. AWPA will invoice the clubs as per teams entered.
- Teams must be gender specific with a minimum of **five (5) athletes to a maximum of twelve (12)** athletes on a game roster.
- Clubs who register athletes after the roster deadline will be able to add those athletes to their team roster only if the athlete is a newly registered athlete with the club or, if they have not been added to another roster with the same or other club.
- The rosters will re-open for one (1) day, the last Monday /Tuesday before the event from Monday 6 PM until Tuesday 10 PM, so that coaches are able to adjust their rosters and cap numbers. Any changes made after the roster closes will result in a \$25 fee and the club will be invoiced.
- If a team forfeits, for every game there is not enough members to start the game, according to the FINA rules, there will be a fine of \$250.00 per game and the team will show a loss.

- The team must start the game with the required number of athletes in the water. If a team does not have enough to start the game at the published time, that team will forfeit and have a loss of 0-5. As exhibition, the game can be played man down for both teams or they can share players from the existing game sheet (so the other team can lend players) but at no time will another player or gender be allowed in the pool to play that game. There will also be a fine charged to the team.

	Withdrawal after deadline listed on the database and the Provincial Schedule	A team does not have the minimum # of athletes listed from roster to start the game
Youth League WP4's	\$300.00	\$250.00 per game
Roster changes after the Tuesday 10pm deadline.	\$25.00	

TEAM ELIGIBILITY & PLAYER ELIGIBILITY – Youth League WP4's

- Teams/clubs must be Alberta based.
- Athletes must reside in Alberta and be primary members of an Alberta Water Polo club.
- A maximum of eight (8) players and three (3) certified staff are permitted to sit on the team bench, all of whom must appear on the online team roster form. One (1) Head Coach and 2 (two) Assistant Coaches.
- Teams may rotate players and coaches each match.
- Players must be a resident of Alberta and in good standing with their Club, PSO and registered in the "Provincial" category in the WPC data base.
- Athletes may only appear on 1 (one) roster per category.
- Athletes may not be listed as a Head Coach or Assistant Coach.
- Athletes are bound to play for the CLUB with which they are registered for the season. The athlete will be able to transfer but not play for another team or club until the next season.
- Any athlete that does not currently participate in the NCL (2019/20 season) is eligible to play in the Youth League WP4's given that they are born in 2003 and later.

POOL DECK DEPUTY

Across Canada there is a growing awareness of the negative impact abuse directed towards officials is having on all participants in minor sports. At the local, regional and National level, sports organizations are promoting programs that ensure ethical conduct is observed by all those involved in community sports activities. AWPA has identified the need to implement a specific program targeting the unruly and disrespectful behaviour that occasionally takes place during events. The abuse of minor officials, who are for the most part volunteers and young athletes, makes it increasingly difficult to adequately staff and run competitions. If our sport is to continue to grow, it is a priority that all those involved feel as though they can participate in an environment free from harassment and abuse of any kind. The Pool Deck Deputy program is designed to empower one representative from each participating team to speak up on behalf of the referees and officials in order to ensure that parents/spectators contribute to promoting a positive atmosphere during all AWPA sanctioned events.

POOL DECK DEPUTY GUIDELINES:

- All teams participating in an AWPA sanctioned event must designate an individual at each game to act as a Pool Deck Deputy (PDD). It is the member club's responsibility to ensure that all of their teams provide a PDD.
- All clubs must email their designated PDD's name to the commissioner@albertawaterpolo.ca twenty four (24) hours before the game/tournament.
- The PDD needs only to present themselves to the Commissioner or Referee if the situation warrants their participation.
- For consideration: we suggest that there is consistency in PDDs. Two to three representatives per team that remain during the Fall Invationals and then the Winter League. Potentially the PDD can change for the Fall and Winter League play. This may help team parents and the AWPA commissioner identify the PDD.
- The PDD is to wear the arm band provided by AWPA as identification for the duration of the game. AWPA will provide two am bands per club at the start of the season. The clubs are required to purchase any lost bands.
- All clubs must contact the Commissioner no less than 24 hours prior to a scheduled game if they are concerned that they will not be able to fill the PDD position.
- Any club that fails to provide a PDD at three (3) or more games during a given season will be subject to a fifty (\$50.00) fine.

POOL DECK DEPUTY RESPONSIBILTIES & ACTIONS:

- To locate themselves on the spectator side of the field.
- To monitor the behaviour of THEIR teams' parents/spectators.
- To act on behalf of the referee by reminding parents/spectators to keep negative/abusive comments to themselves and to refrain from vocalizing negative comments during or after the game.

An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, official or spectator).

If someone displays this behavior AWPA procedures are;

1. The team PDD monitors their "fans" and asks the individual to stop.
2. If the person continues, the delegate or commissioner needs to be told and the individual will receive one warning from the delegate/league commissioner and an incident report will be written.
3. If the behavior continues the game will be stopped by the referee or AWPA commissioner and the person will be asked to leave the game area.
4. If the person refuses to leave, the offending team automatically loses.
5. The game will be forfeited.
6. Any and all incident reports are to be submitted to the AWPA office, this will be presented to the AWPA Discipline Chair as per the AWPA Discipline and Complaints Policy. Further disciplinary action and/or sanctions may be applied. Records of all sanctions and decisions will be maintained by the AWPA.

To avoid escalating confrontation(s), the PDD is NOT expected to put themselves in a situation which may compromise their safety.

Also please note, no parents are allowed on pool deck while their team is arming up, playing or directly after a game. This will help prevent:

- Negative comments made towards referees, coaches and athletes.
- Communication with the Minor Officials table.

And it will allow the coach to focus on his/her athletes playing in the water and on the bench.

INCLEMENT WEATHER POLICY

AWPA's decision to cancel an event will be based on Environment Canada Weather reports, Alberta Highway reports and weather conditions at the host site. The safety of our athletes, coaches, parents, is paramount to any weather related decision. This is never an easy decision and one we take seriously.

AWPA will cancel an event if the major highway is listed as closed 5 (five) hours prior to the tournament start time.

If there is a heavy snow advisory a team can chose not to participate in the event however they must follow the guidelines below:

- Notify AWPA, commissioner@albertawaterpolo.ca, who then notifies the other applicable clubs.
- The weather advisory must be within the travelling route.
- The scheduled games against the other team must make arrangements to re-schedule the game. The Commissioner must be notified of game location.
- If it is the AWPA Winter League, it is at their own cost which includes the pool time and referees (assigned by AWPA). AWPA will require one week notice of change of venue and request for referees.

If AWPA cancels an event due to road closures, AWPA will endeavour to provide a rescheduled game. However if one cannot be accommodated then the games will scored as a tie, 0-0.

There will be no refunds for cancelled games due to weather.

Teams will not be penalized for not being able to attend due to severe weather conditions.

Notifications will be posted on the AWPA website and, based on our communication policy, the two identified club members will be notified by email of any game cancellations due to road closures.

Appendix:

1-Provincial League Schedule [LINK](#)

2-AWPA Incident/Complaint Report [LINK](#)

3-Appeal Form - page 19 -21



**ALBERTA WATER POLO ASSOCIATION
APPEAL POLICY**

Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Appellant"* – The Party appealing a decision
 - b) *"Case Manager"* – An individual appointed by the AWPA who may be any staff, committee member, Volunteer, Director, or an independent third party, to oversee this Appeal Policy. The Case Manager will have responsibilities that are described and empowered by this Policy.
 - c) *"Days"* – Days irrespective of weekend and holidays.
 - d) *"Individuals"* – All categories of membership defined in the AWPA's Bylaws, as well as all individuals employed by, or engaged in activities with, the AWPA including, but not limited to, clubs, teams, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, Directors and Officers of the AWPA, spectators at events, and parents/guardians of athletes.
 - e) *"Parties"* – The Appellant, Respondent, and any other Individuals affected by the appeal.
 - f) *"Respondent"* – The body whose decision is being appealed.

Purpose

2. The AWPA provides Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the AWPA.

Scope and Application of this Policy

3. This Policy applies to all Individuals. Any Individual who is directly affected by a the AWPA decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
4. This Policy **will not apply** to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of the sport
 - d) Selection criteria, quotas, policies, and procedures established by entities other than the AWPA
 - e) Substance, content and establishment of team selection criteria
 - f) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - g) Budgeting and budget implementation
 - h) The AWPA's operational structure and committee appointments
 - i) Decisions or discipline arising within the business, activities, or events organized by entities other than the AWPA (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the AWPA at its sole discretion)
 - j) Commercial matters for which another appeals process exists under a contract or applicable law
 - k) Decisions made under this Policy

Timing of Appeal

5. Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the AWPA, the following:
 - a) Notice of the intention to appeal
 - b) Contact information and status of the appellant
 - c) Name of the respondent and any affected parties, when known to the Appellant
 - d) Date the appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds

- i) Requested remedy or remedies
 - j) An administration fee of \$100.00 (one hundred dollars)
6. An Individual who wishes to initiate an appeal beyond the 7 (seven) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Case Manager and may not be appealed.

Grounds for Appeal

7. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
 - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
 - d) Made a decision that was grossly unreasonable
8. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

Screening of Appeal

9. The AWPA will appoint an independent Case Manager who has the following responsibilities:
- a) Determine if the appeal falls under the scope of this Policy
 - b) Determine if the appeal was submitted in a timely manner
 - c) Decide whether there are sufficient grounds for the appeal
10. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
11. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

Procedure for Appeal Hearing

12. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
13. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
14. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held within a timeline determined by the Case Manager
 - b) The Parties will be given reasonable notice of the day, time and place of the hearing
 - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing

- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

15. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

16. The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

17. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the AWPA. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Timelines

18. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Case Manager and/or Panel may direct that these timelines be revised.

Confidentiality

19. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

20. No action or legal proceeding will be commenced against the AWPA or Individuals in respect of a dispute, unless the AWPA has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the AWPA's governing documents.