



Thunderbirds Water Polo Club

TEAM HANDBOOK

Table of Contents

1. Club Mission Statement	3
2. Handbook Purpose	3
3. Introduction	3
4. Club Structure	4
4.1. Season	4
4.2. Teams	4
4.3. Coaches	7
4.4. Members, Officers and Board of Directors	7
4.5. Volunteers	8
5. Costs and Obligations	14
5.1. Use of Fees	14
5.2. Fee Structure	14
5.3. Fundraising	15
5.4. Trial Period	15
5.5. Refunds	15
6. Practices	16
6.1. Water Polo	16
6.2. Expectations	16
7. Competition	17
7.1. Rosters	17
7.2. Playing Up	17
7.3. Tournaments	18
7.4. Expectations	18
8. Code of Conduct	19
9. Rules of Water Polo	20
10. Competition	20

1. Club Vision

To provide a positive, active, environment for children to learn the sport of Water Polo in hopes of developing a lifelong love of the game.

2. Handbook Purpose

This handbook was created by the Thunderbirds Elected Officers to explain the Club's organization and expectations of its players, the Board, parents, and coaches. We, the Thunderbirds Elected Officers, ask that those that are involved with the Club become familiar with and follow the policies set out here and in the annual registration package. The Handbook, like most guiding documents, is subject to change and we are open to improvements in guidelines and policies that help us to improve the delivery of Club services.

3. Introduction

Thunderbirds Water Polo Club was formed to develop and promote the sport of water polo in Edmonton. We hire coaches, arrange practices, procure pool time, organize trips and play inter-club games and tournaments. The Club was created to provide a cost-effective option to experience competitive water polo and enhance overall swimming skills. We maintain affiliations with the Alberta Water Polo Association ("AWPA") and Water Polo Canada ("WPC"). We are committed to providing quality programming in alignment with WPC's Long Term Athlete Development ("LTAD") program. <https://www.waterpolo.ca/ltadoverview.aspx>

Typical player ages range from six to nineteen years old, preparing athletes to play for life. We offer programming for all ages from U10 to Youth by following LTAD. The goal is not to only develop athletes for Provincial level, but also for Active for Life stage as defined by the LTAD. We want to grow the sport in Alberta while teaching water polo and life skills to our athletes. The Thunderbirds strive to develop athletes' overall athleticism and physical literacy while learning team spirit, team game approach, individual goal setting and the drive to accomplish those goals.

4. Club Structure

4.1. Season

The water polo “season” generally runs from September through May, depending on the level of participation and availability of events. Competitive and recreational league play (City, Provincial) run from fall to spring. Competitive opportunities after May for high-performance athletes focuses on playing on provincial teams.

Through the summer season (May until the end of August), the Thunderbirds recommend joining a Summer Swim club or another athletic endeavour to continue physical skills development and maintaining a healthy, active lifestyle.

Refer to the Alberta Water Polo Association Handbook for more information.

4.2. Teams

At the beginning of the season Athletes are divided into training teams based on their age as of December 31 which follows the start of the regular season in September. This provides training appropriate to each player’s age and integrates WPC’s LTAD approach in the Club’s programming. Thunderbirds have five different age categories:

Pups

U10

12U

14U

Youth

Pups

Designed for children with no water polo experience or who are beginning to develop basic skills and comfort in the water.

The Beginner PUPs train on Saturdays at the Terwillegar Community Recreation Centre in the shallow area from 2:00 to 3:00pm. The program is designed to make children comfortable in the water while having fun. Over the course of the session they will be introduced to basic water safety, some basic ball handling skills and be part of a Team environment. They will learn to swim while tossing around water polo balls. Their progress will be charted using the Water Polo Canada Swim Like a Dolphin Program, with evaluation reports distributed at the end of each session.

Once the PUPs athletes are confident in swimming and are able to swim in the deep water they will have an assessment by their coach which will determine if they are ready to advance to the U10 Program.

U10 (ages 8 and under)

This program is designed to develop the athletes' skills and abilities in the water and around the exciting game of water polo. U10 players will practice 2 to 3 times per week for one hour, and will play in the Edmonton City League with games being hosted approximately once per month. These games will be hosted in Edmonton and surrounding communities.

12U (ages 10-11)

The 12U program is designed for beginning to advanced level players. Emphasis is on skill development, swimming, fitness, ball skills, tactics, team strategies, and the enjoyment of game playing. 12U players are expected to attend water polo tournaments as part of the Alberta Water Polo Provincial League with games hosted in Edmonton, Innisfail, Calgary and Okotoks. The tentative schedule for tournaments is on the Thunderbirds Water Polo Club website, under the Calendar tab. Players will also have an opportunity to participate in the Edmonton City League with games being hosted approximately once per month. These games will be hosted in Edmonton and surrounding communities.

14U (ages 12-13)

The 14U program builds upon a foundation of fundamental skills, character and value lessons, and plenty of water polo fun. At this level, coaches shift the focus of basic skills acquisition to position specific water polo skills. 14U players are expected to attend water polo tournaments as part of the Alberta Water Polo Provincial League which will be hosted in Edmonton, Okotoks and Calgary. The tentative schedule for tournaments is on the Thunderbirds Water Polo Club website, under the Calendar tab. Players will also have the opportunity to participate in the Edmonton City League with games being hosted approximately once per month. These games will be hosted in Edmonton and surrounding communities.

Youth (ages 14 -18)

The Youth teams will continue to work on fundamentals, and the transition to position specific training. More emphasis will be placed on team strategy and team play. Youth players are expected to attend Water Polo tournaments as part of the Alberta Water Polo Provincial League which will be hosted in Edmonton, and Calgary.

4.3. Coaches

We believe in the value of sport to develop players physically, mentally and emotionally and the coach plays a central role in that development. Beyond being proficient in water polo and competitive swimming, we expect our coaches to be well versed in coaching and mentoring. The role of the coach is to teach and instruct athletes not only by sharing information but by modeling the attributes of a leader and sportsman. To that end, all of our coaches are required to enroll in and complete ongoing development courses and clinics offered by AWPA and Water Polo Canada to enhance their skills and coaching abilities. All coaches must complete the Respect in Sport for Activity Leader program. The expectation is that our coaches seek to embrace their roles as leaders, teachers and role models by committing to these requirements and continuing on a path of excellence.

4.4. Members, Officers and Directors

Membership in the Thunderbirds Club is open to anyone in Alberta who maintains their status in good standing by adhering to the Thunderbirds Water Polo Club rules and code of conduct as well as payment of all appropriate fees on time. From this pool of members, a Board of Directors is elected to manage the Club's affairs. These are volunteer positions running for a 1 year term, with a maximum of 3 years of service in the same position.

Officers include a President, Vice President, a Treasurer, and Secretary. The officers constitute the Executive Committee of the Board tasked with managing the various aspects of the services provided by the Club.

Directors at Large, also elected by the membership at the annual AGM, have unspecified responsibilities but provide support and capacity to the Board, and can be tasked with various positions as directed by the Officers. These are volunteer positions running for a 1 year term.

4.5. Volunteers

The spirit of volunteerism is a fundamental key to the success of the Thunderbirds Water Polo Club. Parents are expected and obligated to volunteer when opportunities present such as minor officials at community league games, provincial league games, and APWP/WPC sanctioned games.

It is the principle of volunteer service that underlies Club operations. The following positions need to be filled every season in order for the Club to operate:

President (Elected Board Position)

40 Points

Accountable for the general oversight and direction setting of the Club. Responsible for Club management and supervision, including:

- setting Club's direction and vision;
- presiding at and chairing Club meetings when present;
- signing Club resolutions and overseeing preparation of the annual report;
- drafting and negotiating coaches contracts, and reviewing annual coaching performance. In cases where a new Head Coach is needed, the President will take a lead role in recruitment and engagement of this individual, including negotiating scope and compensation;
- representing the Club at a sport level in discussions about general water polo policy and procedures at the community and provincial level ensuring Club representation on the Alberta Water Polo Association ("AWPA") Board;
- and ensuring the Club has required pool times in the best available slots. This includes liaising with the Head Coach to coordinate pool times;
- overseeing schedules for team practices in our various communication tools (website, etc.) and communicating schedule changes through Team Managers and/or coaches;
- overseeing recruitment, marketing and fundraising efforts for the Club, working closely with the Director of Marketing.
- make sure records are filed with Water Polo Canada ("WPC") and WPC databases are accurate;

This individual has financial signing authority and is required to attend Board Meetings.

Vice President (Elected Board Position)

30 Points

Responsible for assisting the President in the general management of the Club, including the following particular duties:

- coordinating leagues and tournaments, ensuring players have quality competitive opportunities;
- coordinating volunteer requirements for games and tournaments as required (i.e., minor officiating positions, setup and takedown, etc.);
- working with the Volunteer Coordinator to fill positions and leading tournament

organization as required;

- working with Team Managers and/or coaches to develop out-of-town tournament rosters early and communicating requirements to members through Team Managers (or directly) about costs, timing, and travel arrangements;
- working with organizing bodies to ensure adequate tournament referees are available

This individual is required to attend board meetings.

Treasurer (Elected Board Position)

40 Points

Accountable for Club finances. The Treasurer is responsible for managing and handling the Club's financial resources and records. This includes:

- maintaining accurate, transparent and retrievable financial records that may be subject to audit/review by the Board or other external agents such as the Alberta Gaming and Liquor Commission, Alberta Water Polo Association, Revenue Canada, and others.
- Basic tenets of good accounting practices (ledgers, expenditure/revenue tracking) are essential to this position.
- working with the Registrar to ensure members pay their fees on time and are given receipts for those payments accordingly;
- handling Club bills, verifying their accuracy, and paying them promptly;
- Managing payroll and approved expenses for coaching staff
- creating a budget and presenting it for approval at the AGM;
- tracking expenditures against revenues in alignment with the approved budget and reporting cost variances;
- managing bank accounts and relationships with financial institutions;
- preparing year-end financials (income statements, etc.);
- filing GST, AGLC Gaming, CRA and Annual Registry Returns as required; and
- reconciling bank statements.
- Present a reviewed statement of the financial position of the club at the AGM

This individual is required to attend board meetings.

Secretary (Elected Board Position)

30 Points

Accountable for documenting and maintaining Club records and accurate recording of Club proceedings. Responsible for keeping Club records and taking minutes at meetings and other official Club activities when required, including:

- putting together meeting agendas and providing necessary notices;
- recording meeting minutes;
- capturing motions and resolutions;
- capturing action items and reviewing same with Directors;
- facilitating Board orientations; and
- keeping and updating the Club Handbook and other Club documents.

This individual is required to attend Board Meetings.

Registrar (Elected Director at Large Board Position)

40 Points

Accountable for Club membership. Responsible for managing Club membership, this person will:

- work with Team Managers to keep membership records current and maintain accurate online membership lists
- process tryouts and full registrations and collects fees
- Tracking payments of fees and communicating with members to ensure they are in good standing financially with the Club.
- revise and publish the annual registration package, a responsibility partly shared with the Board (setting fees), the Volunteer Coordinator (determining volunteering positions and need), and Fundraising Coordinator (setting fundraising commitment). The Club Registrar is ultimately responsible for the final, timely issue of the package.

This individual may attend Board Meetings.

Equipment & Facilities Manager (Elected Director at Large Board Position)

20 Points

Accountable for Club equipment and facilities used by the Club for practice or hosted

competitions. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- under the directions of the President, overseeing schedules for team practices in our various communication tools (website, etc.) and communicating schedule changes through Team Managers and/or coaches;
- overseeing athlete sizing, ordering, and distribution of player swimsuits, t-shirts and other gear; and
- tracking and managing Club equipment including balls, nets and other, replacing same as required;

When there is sufficient volunteer support, an Equipment Coordinator position may be filled and that role will take on the management of equipment and athlete gear under the direction and coordination of the Equipment and Facilities Manager.

This individual may attend Board Meetings.

Marketing Manager (Elected Director at Large Board Position)

20 Points

Accountable for Club communication, recruiting, and fundraising. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- developing and executing promotional strategies to grow Club membership and promote the Club externally in the community;
- overseeing website and other communication tools utilized by the Club (i.e., Team Pages, Instagram, Twitter, newsletters, Facebook, etc.) to promote effective communication internally and externally; and
- developing and executing fundraising strategies and objectives, including researching and developing sponsorship, grants, and other fundraising opportunities;

This Individual may attend Board Meetings.

Safety Director (Elected Director at Large Board Position)

20 Points

Accountable for Club members health and safety. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- developing and executing all health and safety procedure for the Club(i.e, Concussion and Covid Protocol)
- along with the President and Head Coach ensure that all members of the Thunderbirds Water Polo Club adhere to the Code of Conduct and work with members to find resolutions to incidents as they occur.
- Keep accurate record of all incidents that pertain to the health and safety of all members
- familiarize yourself with all Safe Sport protocol as outlined by Alberta Water Polo.
- Ensure that parents and coaches have taken the Respect in Sport Program

This Individual may attend Board Meetings.

Covid 19 Club Response Coordinator(Elected Director at Large Board Position)

20 Points

Accountable to the clubs to ensure it is able to provide a safe return of athletes to water polo and quickly respond to any potential cases or outbreaks of Covid 19 within the club. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- Keep up to date on policies and procedures published by: Alberta Water Polo Association, Return to Water Polo, Water Polo Canada, Facilities utilized by the club, Municipal and Provincial Governments and Public Health Agencies Facilities
- Learn and comply with facility usage requirements
- Ensure the facility has:
 - o an Emergency Action Plan that is current and complete for each location.
 - o A Health & Safety Kit that includes alcohol-based hand sanitizer and Personal Protective Equipment (PPE) is available at each location.
 - o Proper signage is in place so that all risk mitigation measures within the facility are easy to follow.
- Report to your club board, managers and coaches on any practice restrictions or recommendations from the facility.
- Collaborate and coordinate with facilities in the instance that any new COVID-19 cases arise. Communication
- Create, implement and maintain contact tracing logs for every club practice or event for all athlete, coaches, volunteers or spectators for your club
 - o Contact tracing logs must
- Be the primary club contact to address all club concerns/issues regarding COVID-19

- Ensure training groups and cohorts (when approved by AWPA) comply with AWPA Return to Water Polo Policy and Procedures o AWPA will spot check all clubs for compliance
- Advise the club board and coaches of any need to modify, restrict, postpone, or cancel club activities due to an evolving COVID-19- related case, outbreak* or emergency within the club or at the facility.
- Report a club related COVID-19 outbreak* to the AWPA COVID-19 Response Coordinator. *An outbreak is defined as 2 or more cases of COVID-19 diagnosed within a training group within a 14-day period.

This Individual may attend Board Meetings.

Costs and Obligations

5.1. Use of Fees

The Club operates as a not-for-profit organization. Annual budgets are set to manage our financial obligations in a transparent and accountable manner. Typically, our biggest expenses are coaching, pool rental, and equipment. Apart from grants, we are highly dependent on members for support through registration fees and fundraising.

5.2. Fee Structure

Please review the annual registration package for current fees, amounts, obligations, and payment details.

All fees are due at the time of Registration (both fall and winter) or a payment plan may be considered of 50% at the time of registration, 25% of balance November 1, and the final 25% January 1.

Failure to pay fees on time as per the schedule defined above may lead to the member being held as NOT in good standing and may result in sanctions as determined by the board which may include but is not limited to athletes being withheld from participation in club practices and events.

5.3. Fundraising

All members of the Club are obligated to participate in fundraising and volunteer activities throughout the year, which may include but is not limited to Casino or other gaming events, officiating or other roles at swim meets, and annual spring fundraiser.

At registration, along with fee payment, members will be asked to provide a fundraising commitment cheque. This surety will be held by the Club Treasurer, but will not be cashed unless members do not complete their fundraising or volunteer obligations. Annual details on the amount of the surety can be found in the registration package. It is the responsibility of the member to ensure that this surety is held in good standing throughout the year in the event that the funds are called upon at the conclusion of the season. Failure to do so will result in the addition of a processing penalty is levied by the partner financial institution of the Club.

Gaming dates are assigned to the Club by the Alberta Gaming and Liquor Commission ("AGLC"). The Club gaming commitment mirrors the Club's year: September to August. If AGLC assigns a Casino to the club in the Club year, club parents are obligated to work the Casino.

While gaming currently makes up the bulk of our fundraising activities, the Club may

engage in other fundraising throughout the year. The expectation and commitment of members remains the same regardless of the type of fundraising activity.

5.4. Trial Period

A two-week no obligation trial period is offered to prospective players to try out the sport of water polo. A nominal fee (see 2 Week Free Trial Form) is charged to cover the price of insurance. Should you decide to join the Club, the same fee structure and payment options outlined in the annual registration package apply and your insurance payment will be credited towards your registration fees.

5.5. Refunds

In the event that a refund is requested from a member in good standing,

50% Refund for withdrawal before October 15, minus Fundraising obligations

30% Refund for withdrawal before November 30, minus Fundraising obligations

15% Refund for withdrawal before January 1, minus Fundraising obligations

No refund after January 1 and beyond.

In the case of extenuating circumstances, the Board will consider on an exceptions basis if any refund and the amount thereto is provided.

Notice of withdrawal must be received by the Registrar and Treasurer prior to the dates above in writing by email. Verbal notification to any Board member or official is insufficient notice for purposes of a refund to be issued.

6. Practices

6.1. Water Polo

The schedule of practice times for the various levels of teams are posted on the official Thunderbirds Water Polo Club website. Teams are determined primarily by the age of the player as of December 31 of that year at the time of enrollment but also may include skill level and athlete maturity. Most often, this tracks with age, but there may be times when players are put on teams with children of different ages. If you have any questions about how your child is assigned to a team, please discuss with the Head Coach and refer to the Playing Up policy below.

6.2. Expectations

Posted practice times on the website indicate when practice begins. Players need to be on deck 10 minutes before practice starts in appropriate athletic wear for the activity (swimwear or other). For 14U and Youth teams athletes are obligated to contact the coach if they are unable to attend practices.

Practice is an opportunity to learn the rules, strategy, and skills needed to enjoy the game and perform at a desired level. As well, this is where athletes learn to come together as a team by getting to know each other and developing the camaraderie and respect required to function as a good team. It is in practice where players set and realize most of their goals as a water polo player.

Consistent attendance, a good work ethic, and positive attitude toward learning are critical to athlete development and team progress.

As in all aspects of what we do as a Club, respect is a core value. The Athletes Code of Conduct will be enforced at all times.

7. Competition

7.1. Rosters

Opportunities for players to demonstrate their skills arise in two ways: games (City League, Provincial) and tournaments. All athletes are added to age appropriate rosters. If you have questions on a roster, please address those questions to the Head Coach. From time to time, to provide more competitive opportunities and support teammates, players may be asked to play with other teams who may not have full rosters (see Playing Up below).

Competition schedules for the various teams are on the website.

Thunderbirds is a team first and committed water polo club. As such, we expect athletes to attend all provincial league games. If an athlete is unable to commit to all provincial league games you must notify your coach at registration. The coach will determine the athlete's name will be added to the provincial league roster.

The coach will determine playing time and positioning of athletes as well as game strategies and preparation.

7.2. Playing Up

Although athletes older than their age group cannot play down in competitions, players younger than the competing age group may play up in competition. The player's coach will discuss with the athlete's parents and let them know when they are ready to both practice and play with the age group ahead of them.

Playing up is a privilege that is earned by hard work and commitment to the team. It does not guarantee that the player gets equivalent pool time during the games being played. A lot of their time may be spent on the bench with their teammates observing, learning, and supporting their team during the tournament. It also does not mean that a player no longer needs to show up for games and practices in their own age group. Playing up in a season does not mean that a player will necessarily play up the following season. The coach will again let players know when they are ready.

Athlete's parents must complete a form to be considered for playing up and assessed by an AWPA referee before playing up.

7.3. Tournaments

In addition to league and other game play, 14U and Youth athletes can participate in outside of our region tournaments. These tournaments are not included in your Registration fee, please refer to the Registration fee schedule for costs.

Below is a list of tournaments which have been previously attended by Thunderbirds Water Polo Club players that may be considered for the 12U, 14U and Youth teams.

Valentines International Water Polo Tournament - mid-February in Victoria;

Tournament of Courage – late January in Coquitlam

Alberta Open — mid-March in Calgary - 12U/14U/Youth

The Head Coach and President will determine which tournaments they would like the Club to attend and will present these to the Board for a decision on attendance. It is important that players and parents make decisions early in the season about tournament attendance so that rosters can be developed and team travel arranged. All athletes are encouraged to attend tournaments. No event outside of those sanctioned in our region can be attended or solicited for without the prior approval of the Board.

7.4. Expectations

Players are expected to be on deck for games and tournaments at the time specified by their Coach, typically 45 minutes before game time. If travel is part of a tournament or game, curfews will be set by coaches and/or chaperones and strictly enforced.

Tournament schedules change routinely. Please check the website and look for an updated email.

Do not leave a facility, practice, team function or hotel without first notifying and getting approval from a chaperone (or Coach if there is no chaperone).

8. Code of Conduct

During registration, both players and parents must sign the Code of Conduct and return it to the Club with other registration documents. Please take the time to familiarize yourself with the various policies described in this Handbook, the Registration package, and the Code of Conduct. If you have any questions, do not hesitate to get in touch with a member of the Board, your Team Manager, or your coach.

The Club may take a range of actions where the Code of Conduct is not followed. All violations of the Code of Conduct are to be brought to the attention of the athletes coach, the head coach and the President of the club. The coach, head coach and President of the club will do an investigation and determine the appropriate consequences in congruence with the transgression. Every case is unique. Sanctions can range from verbal warnings from a coach to suspension or expulsion from the Club without refund. In general, we will use a “three-strike” system at the discretion of the Board/Head Coach as follows:

Strike 1 - the player and/or parent is reminded of the Code of Conduct. The player may be asked to sit out of practice.

Strike 2 - the player and/or parent receive a written warning regarding the breach of the Code of Conduct from their Head Coach and President outlining the inappropriate behavior and warning the player and/or parent of the consequences of repeated incidents or behaviour. The player may be asked to sit out of Community League Games or other competitions, and suspended from practice.

Strike 3 - where a pattern of inappropriate behaviour persists, the player’s Coach and the Head Coach will meet with the Board’s executive officers and the athlete and athlete’s parents to determine appropriate action. The athlete may be suspended for a period of time or expelled from the Club.

9. Rules of Water Polo

The rules and game of water polo can be confusing and asking players, coaches, or other parents will help to understand what you're seeing in the pool. Minor officiating is a great opportunity to see the game close up. The minor officiating courses for various positions are offered online by Alberta Water Polo. It is well worth the investment of time to get a better appreciation and understanding of the game.

To more fully appreciate the game and the complexities faced by officials, consult the latest version of the FINA Rule Book, The Alberta Water Polo Association link to the Rule Book is: [http://www.albertawaterpolo.ca/ Officials.aspx](http://www.albertawaterpolo.ca/Officials.aspx).

<https://www.waterpolo.ca/rules.aspx>

10. Thunderbird for Life

Players in the Youth category or older are encouraged to work with the Club in the capacity of assistant coach, club referee (to be supplied by the Club for City League games or tournaments), or some other volunteer position for which they are qualified. The Club will provide financial assistance to develop players and former players to fill coaching or refereeing roles within the Club.

Appendix 1 – Volunteer Opportunities

Volunteer Coordinator

Fills volunteer lead positions and assists volunteer leads and officers to find volunteers to help them execute their work. Writes and/or updates job descriptions for lead positions.

Team Manager

The Team Manager plays a critical role in the Club. She or he acts as the liaison between parents and coach for each team. The primary purpose of the role is to allow the coach to coach, minimizing the administrative burden.

The manager deals with communication issues for their team such as practice changes, tournaments, collection of money, travel information, etc. In this role, they facilitate the work of other volunteers such as the Club Registrar, and Vice President etc. The team manager is also tasked with maintaining player and member accounts for players/families on their team list.

Equipment Coordinator

Working with the Equipment & Facilities Manager, this position is responsible for getting athletes sized, ordering and distributing player swimsuits, t-shirts, and other gear the Club may offer as part of the registration fee or special gear offers for purchase by athletes (i.e., team jackets or sweatshirts, swim bags, swim caps or other personal item to be owned by players). The role tracks and manages Club equipment (i.e., caps, balls, nets, clocks, cones, etc.) and orders / replaces the same as required. Where grant opportunities exist for equipment purchases, this role will be expected to fill out the application.

Travel Coordinator (if applicable)

Works to coordinate travel for leagues, out-of-town training, and tournaments. This involves working with Team Managers and/or coaches to communicate requirements to members through Team Managers (or directly) about costs, timing, and travel arrangements. Books accommodation and determines most cost effective and safe means of travel. Books or coordinates travel and any necessary insurances. Puts together travel packages and engages chaperones to prepare travel binders. Works with Team Managers and Treasurer to make sure member/player accounts are current. Where required, finds tournament referees.

Minor Official

Completes Minor Officiating Courses, officiates Club-hosted tournaments and assists as required with Provincial League, City League, Alberta Open and other events that the club members participate in.

Out-of-Town Chaperone (if applicable)

Responsible for the players' well being away from competitive venues while travelling for competition outside the province of Alberta. Works closely with the Vice President to prepare a trip travel binder, plans who sleeps in what room, makes sure that everyone arrives at the departure point on time and drives car rentals. Makes sure players are fed and cared for (i.e., in the event of injury, takes the player to hospital, ensures

approved medications are taken) and that they behave according to Club standards. Contacts parents/guardians as needed and communicates arrival times and coordinates pick-up/drop-off upon return. Chaperones must be a minimum of 25 years old, hold a valid drivers license, and provide proof of a Police Information Check, including a Vulnerable Sector Verification in the last three years. Chaperones are a key part of emergency action planning. They must be familiar with Club safety procedures and have a valid credit card with available credit of at least \$5,000.

Videographer/Photographer

Works with the Marketing Manager to post photos of games. Takes official game photos as well as team and individual photos for website, rosters and other promotional purposes.

As well as filling these positions, volunteers are needed to assist officers and volunteer leads in the execution of their work and other Club activities/obligations that arise. Members also have a fundraising commitment as outlined in the registrations package. These positions are suggestions from past seasons. If you think of something else or circumstances change, create your own opportunity. We will support you.

Appendix 2 – Safety and Risk Management

Athlete health and safety is a primary concern for the Club. The intention of this appendix is to provide awareness of the types of injuries that can occur, provide tips for injury prevention, outline the Club's Return to Play ("RTP") policy, and provide general safety information. Reviewing and planning for safety helps the Club manage and mitigate risk.

The game of water polo is intense and exciting. Players swim and tread water for extended periods of time. They guard opposing players and grapple for the ball. As with all sports, there is a risk of injury to these activities. This risk will increase with age as athlete size and style of play can lead to more contact forces.

Typical injuries associated with water polo fall into two main types: acute and overuse. Acute injuries can result from interactions with opposing players. Overuse injuries typically happen through repeated swimming, throwing, and other water polo related motions. The Club's primary goal is preventing injury and providing a safe environment for athletes to train and compete. Responding to injury and emergencies is outlined later in this document.

Appendix 3 – Concussion Protocol

Return to Play (“RTP”) Guideline

In the event of a concussion or suspected concussion, the Club will follow the following guidelines:

1. Athletes must stop participation immediately and an Accident Report Form must be filled out (see below). The form must be scanned and sent to the Safety Directory within twenty-four hours of the incident.
2. All concussions are serious. If you suspect a concussion, see a doctor as soon as possible. Seek emergency care where a head injury results in a loss of consciousness lasting more than a minute, repeated vomiting, seizures, obvious difficulty with mental function or physical coordination, or where symptoms worsen over time.
3. If an athlete has been diagnosed with concussion by a medical doctor, the athlete will not be permitted to return to play until written permission is provided by the diagnosing doctor. A copy of this permission must be provided to the Safety Director and the player may not resume water polo activities or engage in the RTP process until the Board notifies the player, his/her family, and the player’s coach.
4. The RTP protocol for concussion is a graduated approach to resuming normal water polo activities. As an athlete moves through the steps of the protocol, return to a previous step if symptoms occur. No athlete should begin the protocol without first going at least twenty-four hours without symptoms.
 - a. Complete rest without symptoms for 24 hours
 - b. Light physical activity out of the pool (i.e., stationary bike for 20 minutes)
 - c. Increased intensity in and out of the pool with water polo specific activities (i.e., participating in dryland plus light pool activities such as front crawl with head up, egg beater, passing in place)
 - d. Drills without body contact (i.e., head out of water sprints, back and side crawl, passing, return to weight training: 80%, avoid position with head below hips, avoid jumps and power lifting)
 - e. Return to regular practice with body contact
 - f. Return to game play

Where some other type of injury is involved, a coach and lifeguard will assess and treat the injury on the pool deck and make a decision whether or not the athlete should return to play. In the case of a more serious injury, the player may be referred to a doctor who must provide a written recommendation to return to play.

Accident Report Form

Date of Report:

PATIENT INFORMATION

Surname:

First Name:

Address:

City / Province:

Postal Code:

Phone:

E-mail:

Age:

Role (coach, parent, official, etc.):

Other Known Medical Conditions:

RESPONSIBLE PERSON INFORMATION

Surname:

First Name:

Address:

City / Province:

Postal Code:

Phone:

E-mail:

Age:

Role (coach, parent, official, etc.):

INCIDENT INFORMATION

Date & Time:

First Intervention:

Medical Support Arrived:

Responsible Person's Incident Description (what, where, signs, & symptoms):

Patient's Incident Description:

Event & Conditions:

Actions Taken / Interventions / Other:

After Treatment, the Patient Was:

Sent Home Sent to Hospital / Clinic Returned to Activity

WITNESS INFORMATION (an observer, not the Responsible Person)

Surname:

First Name:

Address:

City / Province:

Postal Code:

Phone:

E-mail:

Age:

Role (coach, parent, official, etc.):

Appendix 4 – Covid 19 Protocol

Appendix 5 – Organizational Chart

