

# NCL Handbook

15 and under; 17 and under; 19 and under; Senior

**2022-2023**

**V.7.0**



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## Acknowledgements

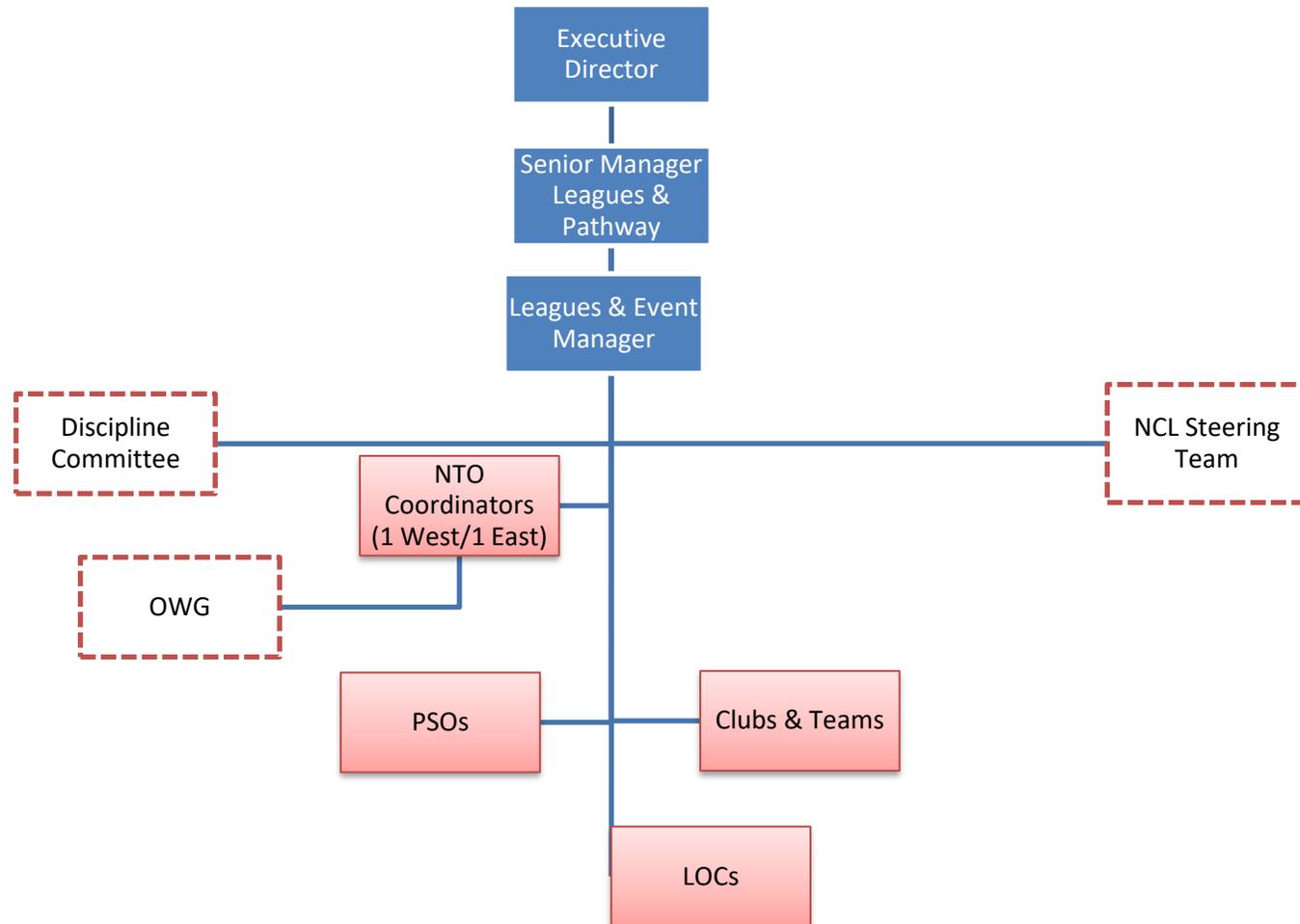
Water Polo Canada (WPC) would like to acknowledge the contributions from the Competition Review Working Group (CRWG) who were integral in establishing the National Championship League (NCL). The CRWG was formed in July 2011 and developed the implementation plan for the water polo in Canada Long-Term Athlete Development (LTAD) and the framework of the NCL. The CRWG members include Olivier Bertrand, John Csikos, Nishant Damani, Jymmi-Kaye Demchuk, Cyril Dorgigné, Dragan Jovanovic, Jeffrey Lindell, Patrick Oaten and David Soul.

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# 1. Governance, Categories and Administration

## 1.1. League Governance Model



## 1.2. Responsibilities

- 1.2.1. Water Polo Canada (WPC), represented by the Executive Director, Senior Manager of Leagues & Pathway, and the League and Events Manager, is responsible for the overall strategic direction, governance, partnership management, leadership and financial management of the NCL. Other WPC staff will be appointed specific functional areas within the management and leadership of the NCL such as operations, logistics and procurement, communication and marketing and participant (athlete, coach, official) development. WPC will be responsible for establishing partnerships with local hospitality groups and establishing preferred hotel rates and other travel and accommodations concessions for participating teams. WPC is responsible for establishing a “stay and play” and “travel and play” policy for participating teams. WPC is responsible for providing each host club (or PSO) a hosting kit including marketing materials, and officials’ uniforms.
- 1.2.2. The NCL Steering Team mandate is to aid in creating, evaluating, reviewing, and implementing all technical aspects of the NCL for the various age categories (15 and under, 17 and under, 19 and under and Senior). The terms of reference of this committee can be found in [Appendix A: NCL Steering Team Terms of Reference](#).
- 1.2.3. The Discipline Committee’s mandate is to provide guidance and implement disciplinary standards for all competition related matters, and review behaviour deemed to be detrimental to the image of the league or contrary to the WPC Code of Conduct for the various NCL age categories (15 and under, 17 and under, 19 and under Senior). The terms of reference of this committee can be found in [Appendix B: Discipline Committee Terms of Reference](#).
- 1.2.4. The National Technical Official (NTO) Coordinators are responsible to schedule referees and delegates for all NCL games. There will be a NTO Coordinator responsible for the western provinces (British-Columbia, Alberta, Saskatchewan, and Manitoba) and a NTO Coordinator for the eastern provinces (Quebec, Ontario and Atlantic Canada). NTO coordinators can assign, evaluate, mentor, and discipline referees.
- 1.2.5. The representatives of Officials Working Group (OWG) will work closely with the NTO Coordinators to develop and manage a list of eligible officials and delegates within their provincial jurisdiction. The terms of reference for this working group can be found in [Appendix C: Officials Working Group Terms of Reference](#).

- 1.2.6. A Local Organizing Committee (LOC) will be formed for each of the Championships events: 15U Western Finals, 15U Eastern Finals; 17U Conference Championships, Senior Nationals; and the 17 and under National Finals; and 19 and under Open Championships. Members of the local club, municipal tourism departments and Province will be asked to sit on the LOC along with the WPC staff members assigned. The LOC will be responsible for the organization of these events.
- 1.2.7. The host club is responsible for all the following during NCL games:
  - 1.2.7.1. Providing minor officials.
  - 1.2.7.2. Setup / take down the field of play for all regular season games.
  - 1.2.7.3. Providing volunteers to operate the minor officials bench, including the RAMP gamesheets.
  - 1.2.7.4. The host club will be responsible for a hospitality suite for its volunteers, coaches, and officials for competition events of more than 6 hours per day. For any NCL Finals event, Water Polo Canada will provide \$100 per meal per field of play.
  - 1.2.7.5. Livestreaming. If livestreaming is unavailable to do infrastructure issues, the host club will be responsible for recording the game and submitting the recording to WPC. Sports Canada TV will operate the livestreams during finals events.
  - 1.2.7.6. The host club will be providing a guide with regards to minimum field of play and timing equipment requirements. The host club will be required to use all elements in the host kit provided by WPC at no additional costs to the club.
- 1.2.8. The NCL has a stay and play policy for all categories (15U, 17U, 19U, and Senior). All clubs in the NCL will be expected to stay at WPC partner hotels for all NCL events where a host partner exists. The hotel partners will be listed on the WPC site. Any club who reserves rooms at a non-partner hotel will be in violation of the policy. Violation of the stay and play policy will result in the club paying fines for the amount lost in reimbursement by choosing another location.

### 1.3. NCL Handbook

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

#### 1.4. Competition Categories

- 1.4.1. 15 and under boys: born between **2008 and 2011**.
- 1.4.2. 15 and under girls: born between **2008 and 2011**.
- 1.4.3. 17 and under boys: born between **2006 and 2009**.
- 1.4.4. 17 and under girls: born between **2006 and 2009**.
- 1.4.5. 19 and under men: born between **2004 and 2007**.
- 1.4.6. 19 and under women: born between **2004 and 2007**.
- 1.4.7. Senior men: born in **2006 or earlier**. Each team may have up to a maximum of four (4) athletes born in 2007 on their roster
- 1.4.8. Senior women: born in **2006 and earlier**. Each team may have up to a maximum of four (4) athletes born in 2007 on their roster.
- 1.4.9. No exemptions will be granted for players born outside the listed age brackets.

#### 1.5. Definition

- 1.5.1. The NCL is open to citizens, permanent residents of Canada, and residents of another country who are living continuously in Canada under a travel, student, or work visa (including children) whom are recorded on the WPC Registration System in the correct registrant category and in good standing with their Club and PSO.
- 1.5.2. Participants in the NCL shall be understood to include: Players, coaches, referees, managers, chaperones, medical personnel, minor officials and volunteers. All participants must be registered in good standing with their club and/or PSO and WPC.
- 1.5.3. Referees, coaches, and athletes must be recorded in the “Competitive” registration category and listed in Water Polo Canada’s National Registration System, RAMP InterActive® (herein after referred to as “RAMP”) prior to their first game.
- 1.5.4. All other participants – chaperones, team managers, non-paid minor officials, or general volunteers – must be recorded in the “Volunteer” registration category, and listed in the Water Polo Canada’s National Registration System, RAMP InterActive® (herein after referred to as “RAMP”) prior to their first game;
- 1.5.5. Referees must be recorded in Water Polo Canada’s Assignor System, RAMP, prior to their first game.

#### 1.6. Entry Format

- 1.6.1. A team wishing to enter the NCL must be affiliated with a registered Canadian Club in good standing with their PSO and WPC.

- 1.6.2. Teams qualifying for the 15 and under Western Championships and 15 and under Eastern Championships shall be required to register online and submit payment via RAMP by the first Thursday of April of the competition year.
- 1.6.3. Teams registering for the 19 and under Open Championship shall be required to register online and submit payment via RAMP.
- 1.6.4. Teams registering for the 17 and under and Senior competitions will be required to register online and submit a deposit via RAMP up to a maximum of 20% of the total registration fees between 30 and 60 days prior to the final registration payment deadline. The deposit deadline and registration deadline will be determined by WPC on an annual basis.
- 1.6.5. Teams wishing to enter the NCL after the deposit deadline, and prior to the final registration deadline, will be permitted to do so after sending a formal request to the Senior Manager of Leagues and Pathway and the League and Events Manager. They will review the request and will determine whether the team will be permitted to register. Teams registering after the deposit deadline will be imposed an administration fee up to a maximum of 25% of the final registration fees.
- 1.6.6. A list of all permanent or temporary transfers must be provided to the Senior Manager of Leagues and Pathway and the League and Events Manager on or before December 31<sup>st</sup> of each calendar year. This applies to athletes and coaches permanently moving from one club to another and for those athletes and coaches being loaned to another club for the purpose of participating in the NCL as per rule 2.3.7.
  - 1.6.6.1. A player or coach who moves between cities in the middle of the NCL season can apply for an exemption to the December 31<sup>st</sup> deadline rule. Senior Manager of Leagues and Pathway and the League and Events Manager will review the application and determine if the transfer will be approved.
- 1.6.7. All personal information of registrants selected for a roster must be accurate, rosters with incomplete or inaccurate information may be declined.

## 1.7. Financial Obligations

- 1.7.1. Teams entering the NCL will be responsible to pay a deposit up to a maximum of 20% of the total registration fees.
- 1.7.2. Clubs that have paid a team deposit fee but choose not to pay the balance of the registration fee will not be refunded any portion of the deposit. A club that chooses not to pay the full registration fee after paying the deposit can put 50% of the deposit

towards the registration balance of one of the club's other NCL teams (excluding 15U teams).

- 1.7.3. Deposit payment and final payment may only be made online via RAMP. WPC will not accept cheques.
- 1.7.4. Teams making late payment of the final registration fees will be charged an administration fee of \$100 for every three (3) business days excluding statutory holidays. Administration fees may be paid via PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)).
- 1.7.5. WPC will be responsible for establishing the overall budget and will determine the deposit amount and final registration fees. The budget includes, but is not limited to, the following elements:
  - 1.7.5.1. Pool rental costs
  - 1.7.5.2. Officials and staff travel and accommodations
  - 1.7.5.3. Officials and staff honoraria and salary
  - 1.7.5.4. Officials and staff uniform
  - 1.7.5.5. Team and individual awards and National Finals awards banquet
  - 1.7.5.6. Marketing and Communication
  - 1.7.5.7. General and administration
- 1.7.6. WPC will attempt to enter into facility rental agreements directly with the competition venues. In the event a club holds the contract with the competition venue, the club will need to remit an official invoice to WPC to be reimbursed. The reimbursement schedule for facility rental fees are as follows:
  - 1.7.6.1. December 15<sup>th</sup>
  - 1.7.6.2. March 31<sup>st</sup>
  - 1.7.6.3. June 15<sup>th</sup>
  - 1.7.6.4. In the event the dates above fall on a weekend or statutory holiday, payments will be processed on the next business day.
- 1.7.7. The registration fees for the 2022-2023 events are as follows:
  - 1.7.7.1. 15 and under boys and girls: \$2000 / team
  - 1.7.7.2. 17 and under boys and girls – Western Conference: \$6000 / team
  - 1.7.7.3. 17 and under boys and girls – Eastern Conference: \$6000 / team
  - 1.7.7.4. Senior men and women Ontario and Quebec teams: \$4500 / team
  - 1.7.7.5. Senior men and women West (British-Columbia, Alberta, Saskatchewan, Manitoba) teams: \$4500 / team

## 1.8. Demerit System

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

- 1.8.2.10. The above list is not inclusive, and the Senior Manager of Pathways and League or the League and Events Manager can determine other violations that will result in demerits on a case-by-case basis. Certain violations can result in multiple demerits (i.e., failure to have certified coach).
- 1.8.3. The Senior Manager of Leagues and Pathway and the Leagues & Events Manager will issue all demerits along with a notice of cause. Extenuating circumstances will be taken into consideration.

## 2. General Rules

### 2.1. Rules of play

- 2.1.1. The rules of play for all categories shall be in accordance with [FINA WP Rule Book](#), except where specified elsewhere in this document.
- 2.1.1.1. A free throw shall be taken from the location of the ball, except a) if the foul is committed by a defending player within the defender's 2 metre area, the free throw shall be taken on the 2-metre line opposite to where the foul was committed and b) where otherwise provided for in the Rules.
- 2.1.1.2. A player taking a corner throw may a) shoot directly, b) swim and shoot without passing or may c) pass to another player.
- 2.1.1.3. The goalkeeper shall be allowed to move beyond and touch the ball past the half distance line.
- 2.1.1.4. The shot clock will be reset to 20 for a secondary possession and after exclusions where the clock systems allow for it.
- 2.1.1.5. The FINA rule allowing for flying substitutions will apply in all suitable fields of play.
- 2.1.2. In the event the FINA Technical Water Polo Committee (TWPC) and/or FINA Bureau modifies the rules of play, the NCL will have the ability to implement the new rules immediately.
- 2.1.3. The format for the number of players in the water (not including the goalie), and the ball size for each category is as follows:
- 2.1.3.1. 15U Girls: 6 on 6 with a size four ball
- 2.1.3.2. 15U Boys: 6 on 6 with a size five ball
- 2.1.3.3. 17U Girls: 6 on 6 with a size four ball

- 2.1.3.4. 17U Boys: 6 on 6 with a size five ball
  - 2.1.3.5. 19U Women: 6 on 6 with a size four ball
  - 2.1.3.6. 19U Men: 6 on 6 with a size five ball
  - 2.1.3.7. Senior Women: 6 on 6 with a size four ball
  - 2.1.3.8. Senior Men: 6 on 6 with a size five ball
- 2.1.4. Teams are not required to have a second goaltender. Any goaltender is required to wear a red cap with the number 1, 13, 14 or 15. Any athlete on a team's signed game roster can be cap switched into a goalie cap (1, 13, 14, 15) during the game, even if the team in question is using a set of caps with two designated red goalie caps.
- 2.1.5. There will be zero tolerance for violent acts committed in the water. Any elbows, knees, head-butts, or other physical action purposefully directed towards an opponent with intent to injure will result in a brutality.
- 2.1.6. Teams will be permitted to request a maximum of two (2) timeouts throughout the entire game in all four competitions categories.

## 2.2. Team Eligibility

- 2.2.1. Teams/clubs must be Canadian based. Foreign teams may only register for a Championship with the express consent of WPC.
- 2.2.2. Teams must submit an initial roster of ten (10) athletes at least twenty-one (21) days prior to a teams' first date of competition. Teams may manage their roster throughout the entire season via RAMPInteractive® and will be permitted to have up to thirty (30) athletes on their online roster. The roster will close the final date of a teams' first date of competition. Athletes and staff must appear on the online roster to be eligible to compete and sit on the bench.
- 2.2.3. A maximum of fifteen (15) players and three (3) certified staff are permitted to sit on the team bench, all of whom must appear on the online team roster form. Teams' may rotate players and coaches each match.
- 2.2.4. Any athlete who is not on the team bench for the start of the game, but who is on their team bench before the start of the 3rd quarter is eligible to compete in the game, provided they are otherwise eligible to compete. Athletes who arrive after the start of the game, but before the start of the 3rd quarter, must check in with the WPC delegate and ensure their name is added to the game sheet before being allowed to sit on the team bench or enter the water. Coaches will make the WPC delegate aware of any potential late arrivers before the start of a game.

- 2.2.5. The head coach of the team must submit and sign their official lineup at least 30-minutes prior to start of each match through the RAMP Gamesheet. Teams may be asked by tournament organizers for lineups up to 24-hours prior to the competition weekend. The head coach may make lineup changes up to 30-minutes prior to each NCL match.
- 2.2.6. Any team taking minor age players (as per the provincial regulations of the location of the event) must bring, at its own expense, a chaperone other than the head coach who will be responsible for the team. The selected chaperone must be at least twenty-five (25) years of age, be a registered in good standing with their Club, PSO and WPC and registered as a “Volunteer” on the WPC *Registration System*. For the Senior competitions, an athlete may be listed as the chaperone.
- 2.2.7. One of the members of the team staff must be of the same gender as the team competing, which can include the Head Coach. A chaperone, or team staff of the same gender, is not required for teams playing in their hometown. The selected same gender staff person must be at least twenty-five (25) years of age.
- 2.2.8. NCL head and assistant coaches must meet certain criteria to be eligible to coach in the NCL. These criteria include meeting required National Coaching Certification Program (NCCP) standards, completing required courses/evaluations, safe sport training and have a valid certified criminal record check completed.
- 2.2.9. As a result of not having the proper coaching certification, or a head coach present (player/coach is not permitted), the WPC delegate will enforce the following penalties and sanctions:
- 2.2.9.1. The game will not be forfeited.
- 2.2.9.2. The team will receive three (3) demerits per offense.
- 2.2.9.3. The assistant coach may act as the head coach when the head coach is serving a suspension due to a red card sanction if the assistant coach also meets the requirements to be a head coach.
- 2.2.10. Each athlete must wear similar attire, which includes the following: water polo caps; bathing caps; player’s clothing; and bathing suits. Athlete attire must be blank or contain the club’s logo or club/team name. Athletes can wear different versions of attire (i.e., swimsuits) as long as the design and major colour schemes of the attire remain the same (ex. suits must have the same base colour, but if the logo switches from the left side to the right side that is acceptable). WPC/National Team clothing, or clothing from another country, is prohibited. The uniform standard applies to opening ceremonies, pre/during/post games, and awards ceremony.

- 2.2.11. All bench staff must wear similar attire, which includes the following: pants, caprice, shorts, t-shirt, golf shirt and dress shirt:
- 2.2.11.1. Pants, capris, or shorts must be blank or contain the club's logo or team name. All bench staff must wear the similar pants, capris, or shorts.
  - 2.2.11.2. T-shirt, golf shirt or dress shirt must be blank or contain the club's logo or team name. All bench staff must wear the similar t-shirt, golf shirt, or dress shirt.
  - 2.2.11.3. Baseball caps are permitted if they contain the club's logo or team name.
  - 2.2.11.4. WPC/National Team clothing or clothing from another country is prohibited.
  - 2.2.11.5. The uniform policy applies to opening ceremonies, pre/during/post games, and awards ceremony.
  - 2.2.11.6. Failure to adhere to the WPC clothing policy will result in 1 demerits per game toward the offending team.

### 2.3. Player Eligibility

- 2.3.1. Players must be Canadian Citizens, Residents of Canada, or be a resident of another country who is living in Canada under an appropriate visa (including children) – who is living continuously in the city of their club – and in good standing with their Club, PSO and WPC registered in the “Competitive” category and in good standing with their Club, PSO and WPC, and must appear on the *WPC Registration System*.
- 2.3.2. Athletes may only appear on one (1) roster per category, per year.
  - 2.3.2.1. Clubs who enter multiple teams in a single NCL category, excluding 15U (ex: two 17U boys' teams), will have the option of moving athletes between their multiple teams, under certain requirements. Each eligible team may move **a maximum of four** players during an NCL season. A club that has two teams entered a single category would therefore have a possible maximum of eight roster moves in one season, four players moving from Team A to Team B, and four players moving from Team B to Team A). Eligible teams must make any roster moves before Conference Finals or National Finals , whichever comes first.
- 2.3.3. Athletes may not be listed as a head coach or assistant coach.
- 2.3.4. If an athlete is listed on the signed roster with an incorrect hat number, the onsite Water Polo Canada delegate will make the change of hat number in the RAMP Gamesheet App. The team will be assessed 1 demerit for signing an incorrect scoresheet.

- 2.3.5. If an athlete who is on a team's event roster, but has not been listed on the scoresheet, is found to be in the water or on the team bench, the delegate will add the missing player's name to the scoresheet. The team will be assessed 1 demerit for signing an incorrect scoresheet.
- 2.3.6. If during the course of a game, an illegal player is found to be in the water (i.e. athlete not on the scoresheet and not registered online), the athlete shall not be permitted to play and the non-offending team shall decide if the game will be restarted from the beginning of the match or continued from the current point. In this scenario, an Incident Report will need to be written and submitted to the NTO Coordinator. If an illegal player is found after the match is over, the game will not be replayed. The Discipline Committee will review the report to determine if suspension, fines, forfeiture of match or another penalty deemed appropriate should be levied on the team who used an illegal player.
- 2.3.7. Athletes may only compete with the club with which they are registered as a primary, secondary, tertiary or fourth club member. The following exceptions will apply:
- 2.3.7.1. Only the "Developing" registered PSOs, and their clubs that are in good standing with WPC may accept inbound transfers from other "Developing" PSOs in good standing with their Club, PSO and WPC.
- 2.3.7.2. WPC defines "Developing" as Manitoba, Newfoundland & Labrador, Nova Scotia, New Brunswick and Prince Edward Island.
- 2.3.7.3. Senior NCL athletes, excluding Senior National Team athletes, may participate on any team provided they meet the requirements in 2.3.1. above.
- 2.3.7.4. Athletes who receive funding from their home province but wish to play for an NCL club outside of their home province because 1) they are training at the NTC and/or 2) there are no NCL clubs within their province, are eligible to apply for an exemption that will allow them to compete for a club in a different province, without having to give up their home province registration.
- 2.3.7.5. Athletes who participate in one NCL category for their home club but cannot play for their own club in a 2<sup>nd</sup> NCL category because their club has not entered a team into that category can submit an exemption request to play for a club in a different province of registration (without switching their registration) if they meet all the following conditions:
- The athlete is playing in either the 15 and under, 17 and under NCL category for their primary, secondary, tertiary or fourth club.

- The athlete is unable to play in either the 15 and under, 17 and under NCL category for their primary, secondary, tertiary or fourth club because their club does not offer that team.
- The athlete is unable to play in the specified NCL category for another club in their province of registration because no other club(s) has registered a team in the specified NCL category or the club(s) who have entered cannot accommodate the athlete on their team(s).

If an athlete meets all the above conditions, they are eligible to apply for an exemption to rule 2.3.7. The exemption request must be submitted to the Senior Manager of Leagues and Pathway and the Leagues & Events Manager and must clearly show the required conditions have been met.

2.3.7.6. Player Loan forms must be submitted to Senior Manager of Leagues and Pathway and the Leagues & Events Manager prior to an athlete being eligible to compete. The WPC office will confirm once the athlete is eligible to be added to the team's roster.

2.3.7.7. All transfer forms must be submitted to the League Coordinator on or before January 31<sup>st</sup> of each calendar year.

2.3.8. 17 and under and Senior athletes must compete in at least one event of the regular season in order to be eligible for the respective category's playoffs (East/West Conference Championships, National Finals and the Senior National Championships). Extenuating circumstances may exist for injuries or other situations. The team will need to submit an official letter of appeal to the Senior Manager of Leagues and Pathway and the Leagues & Events Manager along with verification.

2.3.9. Athletes training at the National Team Centre (NTC) on a full-time basis are eligible to play in Senior NCL category of the NCL. NTC athletes must have their club choice approved by the Senior National Team Staff in conjunction with the Senior Manager of Pathways and Leagues and the League and Event Manager. WPC will consider the following criteria when determining whether to accept or deny a placement for the athlete: club history of the athlete, positional need of the team, previous league placement of the team, logistics, and competitive balance. The Senior NT athletes are on loan from the NT during the Senior season, and as such, ALL NT activities will take precedence over Senior games.

## 2.4. Duration of the Game

2.4.1. 15 and under games shall consist of four (4) quarters of seven (8) minute stop time with a two (2) minute interval break between periods.

- 2.4.2. 17 and under, 19 and under and MLWP (Senior) games shall consist of four (4) quarters of eight (8) minute stop time with a two (2) minute interval break between periods.
- 2.4.3. Regular season or finals events that have a round robin followed by a medal round will use FINA tie breaking procedures for any teams tied after round robin play.
- 2.4.4. Regular season or finals events where there is only round robin play, will require every game to have a definitive winner. For any game ending with a tied score at the end of regulation will proceed to a shootout to determine the winner. The FINA shootout procedure will be applied.
- 2.4.5. Elimination or qualification games during the Championship competitions (East/West Conference Championships, National Championships, Open Championships and Senior Nationals) ending with a tied score at the end of regulation will proceed to a shootout to determine the winner. The FINA shootout procedure will be applied.

## 2.5. Pool Specifications

- 2.5.1. The distance between the goal lines shall be twenty-five (25) metres. The width of the field of play shall be twenty (20) metres. The boundary of the field of play at each end shall be zero point three (0.30) metres behind the goal line. The depth of the field of play shall be two (2) meters.
  - 2.5.1.1. WPC will allow a variance of a maximum of 20% on the length and depth of the field of play and a maximum of 40% on the width for regular season games.
  - 2.5.1.2. WPC will allow a variance of a maximum of 15% on the width, length and depth for the Championship competitions (East/West Conference Championships, National Finals, Open Championships and Senior Nationals).

## 2.6. Competition Formats

- 2.6.1. The **15 and under** categories shall observe the following competition format and calendar:
  - 2.6.1.1. There shall be three (3) regional leagues that will qualify teams for the Western National Championship:
    - 2.6.1.1.1. British-Columbia; Alberta; Manitoba/Saskatchewan.
  - 2.6.1.2. There shall be three (3) regional leagues that will qualify teams for the Eastern National Championships:
    - 2.6.1.2.1. Ontario; Quebec; Atlantic Canada.

- 2.6.1.3. The regional leagues will be managed and operated by the PSOs. WPC will be responsible for the management and operations of the Western and Eastern National Championship events.
  - 2.6.1.4. A regional league is defined as:
    - 2.6.1.4.1. A minimum of three (3) teams.
    - 2.6.1.4.2. Gender specific.
    - 2.6.1.4.3. Teams must play a minimum of ten (10) games.
  - 2.6.1.5. Each regional league will be provided several 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 Senior Manager of Leagues and Pathway and the Leagues & Events Manager once each league has submitted their schedule and league format.
  - 2.6.1.6. The Championship format will be determined by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager on an annual basis.
  - 2.6.1.7. Any athlete who plays at a 15U provincial championship which serves as a qualifier for the National Finals is eligible to compete at the National Finals only for the team they played for at the provincial championships.
  - 2.6.1.8. If a province does not use a provincial championship to determine their qualifiers (ex. based on regular season standings), athletes are only eligible to compete for a team in which they played during the regular season.
  - 2.6.1.9. If a province allows athletes to transfer between clubs during their 15U season and remain eligible to compete for their new 15U team, WPC must receive a transfer form signed by both clubs before the athlete will be considered eligible for Nationals
- 2.6.2. The **17 and under** categories shall observe the following competition format and calendar:
- 2.6.2.1. Teams shall play a regular season spanning between November and May of each year. Teams shall be divided into a Western Conference (British-Columbia, Alberta, Saskatchewan and Manitoba) and an Eastern Conference (Ontario, Quebec and Atlantic Canada).
  - 2.6.2.2. Where possible, teams shall further be divided into divisions based on regional proximity.

- 2.6.2.3. The 17U category will be a tiered competition format with all matches played as a part of large tournament weekends.
- 2.6.2.4. Teams will play a minimum of 15 regular season games
- 2.6.2.5. The playoffs shall consist of a Western Championship and an Eastern Championship, which will take place late April / early May. Each team from within the conference will automatically qualify for their respective regional Championship. The top four (4) finishers at each respective Championship will qualify for the National Finals (last weekend of May).
- 2.6.2.6. The regular season format, regional Championships and National Finals shall be determined by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager on an annual basis.
- 2.6.3. The **19 and under** categories shall observe the following competition format and calendar:
- 2.6.3.1. As there is no longer a 19U League in the NCL, 19U club teams will now have the option to participate in various Provincial Sport Organization (PSO) and club organized 19U events.
- 2.6.3.2. The playoffs shall consist of an open National Championship hosted by WPC. The 19U event will be open to any properly sanctioned club in the country wishing to participate in the event (assuming there are no restrictions on the maximum number of teams that can be accommodated).
- 2.6.4. The **Senior** categories shall observe the following competition format and calendar:
- 2.6.4.1. Teams will play a regular season spanning between December and May of each year. Teams shall be divided into a Western Division (British-Columbia, Alberta, Saskatchewan, and Manitoba), Ontario Division and a Quebec Division where possible.
- 2.6.4.2. Teams from Ontario and Quebec will play a minimum of 15 regular season games. Teams from the West will play a minimum of 15 regular season games.
- 2.6.4.3. The Senior category like the 17U category will be a tiered competition format with all matches played as a part of large tournament weekends.

- 2.6.4.4. The regular season format and Senior National Championships shall be determined by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager on an annual basis.
- 2.6.5. The format of the 17U National Finals will be determined by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager on a year-by-year basis.
- 2.6.5.1. The location of both the 17U and 19U National Finals will be determined on a yearly basis by a bid committee led by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager. Cities and Tourism Associations will submit a bid to WPC with the hosting rights going to the best overall bid as determined by the bid committee.
- 2.6.5.2. Once the host city has been chosen, WPC will solicit bids from the local clubs to determine who will be the hosting partner. The hosting partner will not receive automatic entry into the National Finals but will receive a hosting grant from WPC. WPC will determine the total amount of the hosting grant on a year-by-year basis. The local hosting partner will enter a memorandum of understanding with WPC, which will outline the local club’s responsibilities for the National Finals and Awards Gala. The hosting grant will be paid after completion of the National Finals and Awards Gala.
- 2.6.5.3. Teams travelling to the 17U National Championships from outside the host city will receive a travel grant. The travel grant will be determined by WPC on an annual basis.
- 2.7. Point System
- 2.7.1. In the regular season, teams in the 15 and under, 17 and under and Senior NCL categories will receive three (3) points for a win and one (1) point for a tie.
- 2.8. Tie Breaking Procedure
- 2.8.1. In the event there are teams tied in the standings during round robin play, the FINA bylaw 9.6.3 shall be used to rank the teams.
- 2.8.2. In the event two (2) teams are tied in the standings during the regular season of the 17 and under and Senior NCL categories the following tie breaking procedures will be used to rank the teams:
- 2.8.2.1. Head-to-head record
- 2.8.2.2. Goal difference against the highest placed team
- 2.8.2.3. If the two teams are tied for first place, the goal difference against the next highest placed team

- 2.8.2.4. If the teams remain tied, goals for and against the highest or next highest placed team.
- 2.8.2.5. If the teams remain tied the two teams will go to shootout
- 2.8.2.6. Random Draw
- 2.8.3. In the event three (3) teams are tied in the standings during the regular season of the 17 and under and Senior categories the following tie breaking procedures will be used to rank the teams:
  - 2.8.3.1. Goal differential between the three tied teams
  - 2.8.3.2. Goals scored between the three tied teams
  - 2.8.3.3. Goal differential against a higher ranked team
  - 2.8.3.4. Overall goal differential
  - 2.8.3.5. Overall goals for
  - 2.8.3.6. Random draw
- 2.8.4. Once a team advances the two (2) tie breaking procedure shall be employed to rank the remaining teams.

### 3. Officials

#### 3.1. Definition

- 3.1.1. Officials are defined as referees, minor officials, and delegates. Referees and delegates are to be selected and appointed by the NTO Coordinators. It is the responsibility of each host club to supply enough minor officials for each hosted game.
- 3.1.2. Referees and paid minor officials must be in good standing with their club, PSO, and WPC and must appear on the WPC *Registration System* in the “Competitive” category.
- 3.1.3. Referees must submit a valid Criminal Record Check (CRC) and complete the Respect in Sport for Activity Leaders training (<https://waterpolo-canada.respectgroupinc.com/>) or the CAC Safe Sport Training (<https://coach.ca/safe-sport-training>) prior to their first game
- 3.1.4. Non-paid minor officials and delegates must be in good standing with their club, PSO, and WPC and must appear on the WPC *Registration System* in the “Volunteer” category or higher.

- 3.1.5. Delegates will represent WPC at each NCL match and ensure the rules and regulations of this Handbook are being applied. The Delegate will be responsible to submit discipline reports and referee evaluations on a timely fashion to the League Coordinator.

### 3.2. Selection Criteria

- 3.2.1. The OWG shall provide a list of referees and delegates in their jurisdiction to their respective NTO coordinators.
- 3.2.2. Referees must have the following minimum Officials Training and Certification Program (OTCP) level to be eligible to referee NCL matches.
  - 3.2.2.1. 17 and under and Senior NCL regular season: Provincial “trained” or higher.
  - 3.2.2.2. 15 and under and 17 and under Eastern and Western Championships and Nationals Finals: Provincial “trained” or higher.
  - 3.2.2.3. 19 and under National Finals and Senior National Championships: Provincial “certified” or higher.
- 3.2.3. NTO coordinators will attempt to schedule delegates who are certified OTCP evaluators eligible to evaluate Provincial and National level referees where possible.
- 3.2.4. Referees and delegates will be appointed based on geography and performance evaluations.

### 3.3. Payments and allowances

- 3.3.1. Referees and delegates will be paid a game rate plus and per diem as applicable.
  - 3.3.1.1. Provincially trained referee: \$30/game
  - 3.3.1.2. Provincially certified referee: \$35/game
  - 3.3.1.3. Nationally trained referee: \$40/game
  - 3.3.1.4. Nationally certified referee: \$45/game
  - 3.3.1.5. FINA referee: \$50/game
- 3.3.2. Per diems will be provided for travelling referees only. Referees can claim dinners (\$28) and meals while in transit (Lunch \$16 and dinner \$28). Breakfast will be provided at the hotel and lunch will be provided by a hospitality room.

- 3.3.3. If a host club has not provided a hospitality room, a \$16 lunch per diem can be claimed.
  - 3.3.4. All referees and delegates will receive \$CAD 0.38 / KM.
  - 3.3.5. For the delegates and referees to receive their honorarium they must proof and sign the scoresheet.
  - 3.3.6. For delegates and referees to receive their travel allowance they must submit a Google Map link from their departing address to the competition venue address to their NTO coordinator. Referees and delegates will be permitted to expense parking and tolls within reason.
  - 3.3.7. WPC will pay travel (flight and ground) and accommodations for referees and delegates where necessary.
  - 3.3.8. A referee performing an evaluation will receive a standard game rate at a maximum of three per event.
  - 3.3.9. Referees within two weeks of completing an NCL event will receive an invoice that outlines their worked games. A referee must submit this form alongside their expenses.
- 3.4. Expectations of a WPC Referee
- 3.4.1. Referees are required to be on deck and in uniform at least 20 minutes prior to game time.
  - 3.4.2. A failure to arrive on time, or if an assignment is missed altogether, the referee shall be reprimanded with a \$50 sanction in which will be deducted from their honorarium.
  - 3.4.3. Referee uniform is defined as the official NCL golf shirt, white pants, white belt, and white shoes.
  - 3.4.4. A failure to dress in an appropriate manner – as defined in 3.4.2. – will result in the referee forfeiting their game honorarium and game allowance.
  - 3.4.5. It is the responsibility of the delegate to include in their written report the status of the referee if there is a breach of rule 3.4.

## 4. Championship Awards

### 4.1. Championship Trophy and Banners

4.1.1. WPC will provide a trophy and banner to the winning team and medals (gold, silver and bronze) for each of the Championship events identified below. Each winning team will receive a replica Championship trophy.

4.1.1.1. 15 and under Western Champions

4.1.1.2. 15 and under Eastern Champions

4.1.1.3. 17 and under Western Champions

4.1.1.4. 17 and under Eastern Champions

4.1.1.5. 17 and under National Champions

4.1.1.6. 19 and under National Champions

4.1.1.7. Senior National Champions

### 4.2. Individual Awards

4.2.1. The following individual awards will be presented at the respective 15 and under Western and Eastern National Championship events:

4.2.1.1. Most Valuable Offensive Player

4.2.1.2. Most Valuable Defensive Player

4.2.1.3. Most Valuable Goalie

4.2.1.4. Most Valuable Coach

4.2.2. The following individual awards will be presented at the respective 17 and under Western and Eastern Championship events:

4.2.2.1. Regular season All-Star Team

4.2.2.2. Regular season Top Goal Scorer

4.2.3. The following individual awards will be presented at the 17 and under National Finals and 19 and under Open Championships:

4.2.3.1. Most Valuable Player

4.2.3.2. Most Valuable Defensive Player

4.2.3.3. Most Valuable Goalie

4.2.3.4. Most Valuable Coach

4.2.4. The following individual awards will be presented at the Senior National Championships:

4.2.4.1. Senior NCL regular season Most Valuable Player

- 4.2.4.2. Senior NCL regular season Top Goal Scorer
- 4.2.4.3. Senior NCL regular season Most Valuable Defensive Player
- 4.2.4.4. Senior NCL regular season Most Valuable Goalie
- 4.2.4.5. Senior NCL regular season Most Valuable Coach
- 4.2.4.6. Senior Nationals Championships Most Valuable Player
- 4.2.5. Participating teams will be asked to provide votes for regular season awards and all-star team awards. The team of delegates responsible for Championship events will select the Most Valuable awards.
- 4.2.6. The NCL Club Cup will be awarded at the 17U National Finals to the club who has accumulated the most points over the course of the NCL season, across all four categories of competition. Points will be awarded as follows:
  - Conference Championships: 3 points for Gold, 2 points for Silver, 1 point for Bronze.
  - National Championships: 6 points for Gold, 4 points for Silver, 2 points for Bronze.
  - Open Championships: 6 points for Gold, 4 points for Silver, 2 points for Bronze.

## 5. Judiciary

### 5.1. Definition

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

- 5.1.5. A major incident is defined as an event that requires four (4) or more games suspension. Other incidents may be deemed major incidents if they involve: repeat offenders, defaults, forfeits, withdrawals, illegal participants, a failure to adhere to sanctions or code of conduct violations.
- 5.1.6. Sanctions will apply to all NCL events and may be carried over to other categories and seasons in which that participant is partaking.

## 5.2. Responsibilities and Authority

- 5.2.1. The NCL incident reporting form found in [Appendix D: Incident Reporting Form](#) must be completed by game officials (referees and delegates) and submitted to the League Coordinator for all incidents defined in section 5.1. above within 24-hours after the conclusion of the match / incident.
- 5.2.2. The delegate(s) may suspend a participant up to a maximum of two (2) games without review by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager. A written report must be provided to the participant in question (via the club) and the Senior Manager of Leagues and Pathway and the Leagues & Events Manager prior to the sanction being applied.
- 5.2.3. The Senior Manager of Leagues and Pathway and the Leagues & Events Manager may suspend a participant up to a maximum of three (3) games without review by the Discipline Committee. A written report must be provided to the participant in question (via the club) prior to the sanction being applied.
- 5.2.4. The Discipline Committee will review all major incident reports and provide a written discipline report to the interested parties (via the clubs) after receiving the incident. The Discipline Committee may also review minor incidents at the request of the Senior Manager of Leagues and Pathway and the Leagues & Events Manager.
- 5.2.5. Water Polo Canada can transfer any NCL incident review from the NCL judiciary process to the [WPC Code of Conduct and Disciplinary Procedure](#) policy, if deemed appropriate by the executive director of WPC. A brutality will carry an automatic one (1) game suspension. A second brutality within the same season, regardless of the category, will carry an automatic three (3) game suspension. A third brutality within the same season will result in a suspension for the remainder of the season.
- 5.2.6. A player who receives three disqualifications and in one season, regardless of category, will automatically receive a one game suspension, in addition to any suspension determined by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager and/or the Discipline Committee. If a player receives four disqualifications in one season, regardless of category, it will be deemed a major incident and reviewed by the Discipline Committee.

- 5.2.7. The League and Events Manager and/or the Discipline Committee will decide whether player suspensions resulting from disqualifications and/or brutalities are served in the category they were received in, within a different category (if applicable), or across multiple categories (if applicable) on a case-by-case basis.
- 5.2.8. A coaching red card will carry an automatic one (1) game suspension. Coaching red cards apply towards the category the red card was received in. A second red card for misconduct within the same season will carry an automatic two (2) game suspension. A third red card for misconduct within the same season will carry an automatic three (3) game suspension.
- 5.2.8.1. If a coach receives a red card and the suspension cannot be served because the team the coach received the red card with has no games remaining in the season, the carded individual will not be allowed to coach another one of his/her NCL teams without first serving the suspension with that team.
- 5.2.8.2. If a coach receives four (4) total red cards, regardless of the category, it will be deemed a major incident and reviewed by the Discipline Committee. The Discipline Committee can levy additional sanctions upon review, including sanctions outside the category in which the fourth (4<sup>th</sup>) red card was received.
- 5.2.9. All decisions from the Senior Manager of Leagues and Pathway and the Leagues & Events Manager and/or the discipline committee will be sent to the club of the involved participants.
- 5.3. Protests
- 5.3.1. The delegate(s) shall be responsible for the handling of all protests. While reviewing a protest, any delegate who is perceived to have a conflict of interest with the matter at hand, must be removed from the review. All decisions rendered by the delegate(s) are final and cannot be appealed.
- 5.3.2. Teams may only protest a technical error. A technical error does not include a judgement call made by a referee regarding the interpretation of a rule. **Video replay cannot be used in protests.**
- 5.3.3. All protests must be submitted to delegate, up to (30) minutes following the final game time indicated on the electronic scoresheet. A fee of \$100 CAD, payable by credit card only, must accompany the protest (the fee shall be refunded if the protest is successful). Protests must be in writing using [Appendix E: Protest Form](#).

## 5.4. Appeals

- 5.4.1. Incidents may be appealed with the exceptions of protests and referee rule interpretations; the discipline committee is the final arbiter of all discipline issues and its decisions cannot be appealed.
- 5.4.2. Player transfer requests may not be appealed.
- 5.4.3. Suspensions of two (2) games or less from a delegate may be appealed directly to the Senior Manager of Leagues and Pathway and the Leagues & Events Manager.
- 5.4.4. Suspensions of three (3) games or less from the Senior Manager of Leagues and Pathway and the Leagues & Events Manager may be appealed directly to the Discipline Committee.
- 5.4.5. Suspensions from the Discipline Committee cannot be appealed.
- 5.4.6. Appeals must be submitted within 24-hours after the interested parties receive the verdict and may only be submitted in electronic format accompanied by a \$200 administration fee payable by PayPal ([paypal@waterpolo.ca](mailto:paypal@waterpolo.ca)) only. Clubs, represented by the President, may submit appeals on behalf of a club participant.
  - 5.4.6.1. While under review, the rendered verdict will remain active and the participant must adhere to the imposed decisions.
  - 5.4.6.2. Appeals will be reviewed and decided within seven business days after receiving the official request and payment. The participant will be reimbursed the administration fee if the appeal is successful.

## 5.5. Team Forfeits and Defaults

- 5.5.1. A team that forfeits a regular season game will receive a sanction of \$250 per game forfeited.
- 5.5.2. A team that forfeits four (4) regular season games will not be permitted to participate in the current year's National Finals.
- 5.5.3. A team that has qualified for the Nationals Finals, but that does not participate, will receive the following sanction:
  - 5.5.3.1. 30 days or more notice prior to the first day of competition will result in a \$1,500 sanction;
  - 5.5.3.2. Within 30 days will result in a \$2,000 sanction that will be provided to the team who replaces the defaulting team as a travel grant.
  - 5.5.3.3. Within 7 days will result in a \$4,000 sanction that will be provided to the team who replaces the defaulting team as a travel grant.
- 5.5.4. Forfeits that result because of a force majeure or other circumstance outside of team control will not result in a sanction. WPC will review these situations on a case by case basis.

## 6. Code of Conduct

### 6.1. Participant Responsibilities

- 6.1.1. A participant attending a NCL match shall agree that:
  - 6.1.1.1. There will be no possession or use of any illegal substances, recreational drugs and/or performance enhancing drugs.
  - 6.1.1.2. If under the age of majority in the province of the competition, there will be no possession or use of alcohol.
  - 6.1.1.3. If over the age of majority, there will be no supplying of alcohol to minors (as defined by the laws of the province of the competition).
  - 6.1.1.4. Any physical damage occurring, or cost arising from missing items in a room, is the responsibility of the registered occupant(s) unless some other person(s) are proven responsible. If more than one person is sharing a room, cost will be shared equally, if there is no admission of guilt. The club involved shall be responsible for collecting any such costs.

- 6.1.1.5. Any contravention is sufficient grounds for a participant to be sent home at his/her own expense.
- 6.1.1.6. Any contravention of the above will be dealt with by the club involved. If the club fails to act responsibly, WPC has the obligation to impose sanction and to collect any money outstanding.
- 6.1.1.7. Unacceptable behaviour shall include:
  - 6.1.1.7.1. Committing any act which would be considered an offence under federal, provincial or municipal laws, or the rules of the facility. An offender shall immediately be sent home. When this is not possible, the offender shall, at their own expense, be sent home as soon as possible, disqualified from further games within the tournament, and the home provincial association staff person shall be informed by telephone or fax.
  - 6.1.1.7.2. Gross misbehaviour.
  - 6.1.1.7.3. Unsportsmanlike conduct.
  - 6.1.1.7.4. A participant reporting for a game in an impaired condition.

## 6.2. Chaperone Responsibilities

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

## 6.3. Coaches' Responsibilities

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

## 6.4. Referees' Responsibilities

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

6.4.3. Represent yourself to the best of your ability in a professional manner as a representative of WPC.

#### 6.5. Doping Control

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

6.5.2. As a deterrent, WPC will participate in announced and unannounced doping control of athletes in accordance with the CCES CAPD.

## 7. Office of the Sport Integrity Commissioner (OSIC)

When WPC will become a Signatory of the OSIC, should NCL participants (athletes, coaches, team manager or other individuals) be named by Water Polo Canada as registrants subject to the UCCMS as per WPC National Registration Policy and as per Part C of WPC Participant/registrant's Acknowledgement and Consent forms, the UCCMS will then apply to these participants and all complaints of Maltreatment involving them will be referred to the OSIC.

As such, all NCL participants (athletes, coaches, team manager or other individuals) are required to complete the Coaching Association of Canada's Safe Sport Training or the Respect Group Inc.'s Respect in Sport for Activity Leaders module.

## Appendix A: NCL Steering Team Terms of Reference

**Name:** NCL Steering Team

**Mandate:**

To aid in creating, evaluating, reviewing, and implementing the technical aspects of the NCL for the various age categories (15 and under, 17 and under, 19 and under, and Senior NCL).

**Key Duties:**

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

**Authority:**

The NCL Steering Team will work with the WPC staff appointed to this group and make recommendations to the Senior Manager of Leagues and Pathway and the Leagues & Events Manager and ultimately the Executive Director regarding the NCL Handbook and league structure.

**Composition:**

- League and Events Manager– Chair
- High-Performance Director
- Domestic Development Manager
- Representative elected by the PSO staff
- Representative elected by Officials Working Group (OWG)
- Four (4) coaches through an open application. Coaches must be registered with a club participating in at least one of the age groups (15U, 17U, 19U or senior)
  - i. One (1) coach from British Columbia
  - ii. One (1) coach from Alberta/Saskatchewan/Manitoba
  - iii. One (1) coach from Ontario
  - iv. One (1) coach from Quebec

**Appointment and Succession:**

- WPC staff will be appointed.
- PSO staff will be elected amongst their peers.
- OWG representative will be elected amongst their peers.
- Coaches will be selected by participating NCL clubs. Each NCL club will receive one vote for every 17U, 19U, and Senior team entered in the previous NCL season. Each club will also receive ½ vote for every 15U club that was entered in the previous NCL season. The coach with the highest vote total based on a preferential ballot will be elected to the committee.
- Each committee member, except for the WPC staff, will serve a 2-year term and up to a maximum of 2 consecutive terms.
- The PSO rep, the BC coach and the Quebec coach will be up for renewal odd years.
- The OWG rep, the AB/SK/MN coach and the Ontario coach will be up for renewal even years.
- Term will begin October 1<sup>st</sup> of each year.

**Meetings:**

The NCL Steering Team will meet on an ad hoc basis with at least one yearly in person meeting.

**Objectives:**

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

## Appendix B: Discipline Committee Terms of Reference

### Name:

Discipline Committee

### Mandate:

To provide guidance and implement standards for all competition related matters, any behaviour deemed to be detrimental to the image of the league or contrary to the WPC code of conduct for the various NCL age categories (15 and under, 17 and under, 19 and under and Senior).

### Key Duties:

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

### Authority:

The Discipline Committee will work with the Senior Manager of Leagues and Pathway and the Leagues & Events Manager and provide recommendations to WPC regarding the judiciary section of the NCL Handbook.

### Composition:

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

### Appointment and Succession:

- WPC staff will be appointed.
- Neutral representative will be appointed by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager.
- NTO Coordinators will be contracted by WPC.

- International liaison appointed by the Senior Manager of Leagues and Pathway and the Leagues & Events Manager.

**Meetings:**

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

**Objectives:**

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

## Appendix C: Officials Working Group Terms of Reference

**Name:** Officials Working Group (hereafter OWG)

**Relationship to Water Polo Canada:** The OWG is associated with Water Polo Canada as a working group that advises Water Polo Canada on matters related to the OWG's mandate.

**Mandate:** The OWG's mandate is to regulate, monitor, and communicate all matters regarding water polo officials, with particular attention to their development, certification, and representation.

**Scope:** Given the OWG's mandate, the OWG shall develop and restrict its annual workplan to: (1) regulating the development of officials and learning facilitators, including any materials related to their promotion and certification; (2) monitoring the progress of officials by tracking and recording evaluations in a central database; and (3) communicating rule interpretations according to best practices established domestically and internationally. The OWG may articulate political positions and policies related to this scope.

**Membership:** The OWG will be comprised of voting members, with a maximum of one voting member from each province. Voting members shall have a minimum certification of National Certified and must be active according to Water Polo Canada's records. Where no representative is available or eligible, the seat will remain vacant for that province or region. One appointment shall be reserved for the Maritimes region (e.g., representing New Brunswick, Nova Scotia, and Newfoundland and Labrador) when there are members with eligibility in that region.

The OWG may recruit, from time to time, temporary non-voting actors to support its initiatives through activities relating to administration, taking stock, promotion, appraisal, and development of new ideas or materials. Temporary non-voting actors can be from any province or region and with or without official certification.

**Chair and Responsibilities:** The OWG shall elect a Chair annually. The Chair shall be a voting member of the OWG. The Chair shall serve a one-year term with no term limits required. The Chair is responsible for ensuring the OWG carries out its mandate within its scope. Additionally, the Chair is responsible for setting and facilitating meetings, striking and monitoring committees, and recruiting non-voting members to support the OWG's activities and initiatives.

**Meetings:** Meetings can be held remotely or in person. They will be held quarterly (August, October, January, April), or when needed, at greater frequency. In April of each year, the current OWG will set the time and rough agenda for the following annual term starting in the following August. In August of each year, the OWG will hold its first meeting during which the OWG will elect its Chair and determine its annual workplan and priorities, which can then be revised at subsequent meetings. Exact meeting dates and times shall be set by the Chair approximately one-month in advance. Non-voting members cannot attend meetings, unless otherwise invited by the Chair.

During the final meeting of the first term, a subcommittee (excluding the Chair) will lead a review of these terms of reference.

**Quorum:** Two thirds of voting members must be present to constitute quorum.

**Decision-making:** All decisions require a simple majority, except for the election of Chair which shall require a two-thirds majority. For decisions where there is a tied vote, the Chair shall provide the tiebreaking vote.

**Appointments:** Appointments for voting members shall be held for two annual terms with no term limits. Voting members shall be appointed through a process determined and administered by their respective Provincial Sport Organizations (or similar body). All calls requesting nominations for appointments will be made four months prior to the August meeting.

In the case that no provincial sport organization (or similar) exists or lacks the capacity to conduct an election, an election will be held run by current OWG that includes a call for nominations of National Certified referees in the area. All provincial certified referees or higher who are registered as active in that particular province or region will be eligible to vote, if a vote is needed. After the first year during which all appointments shall be made, appointments shall alternate among provinces and regions according to the following schedule in Table 1.

<b>Table 1: Appointment schedule for the Officials Working Group</b>	
Odd years	Even years
British Columbia	Alberta
Saskatchewan	Manitoba
Ontario	Quebec
Maritimes Region	

### Appendix D: Incident Reporting Form

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

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

**Officials**

Delegate(s)			
Referees			

**Game and Incident Participants Details**

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

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

**Decisions / Recommendations by delegate(s)**

**Appendix E: Protest Form**

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

Diagram (if applicable)