

Manitoba Schools
Water Polo League
www.mbwaterpolo.com/schools

Policies and Procedures
Manual
September 10, 2003

Mission Statement

The Manitoba Schools Water Polo League (MSWPL) will promote the benefits of participation in water polo. The league will be a positive environment that provides competitive opportunities in an educational setting for all athletes, coaches and officials.

1. Member

- 1.1 Member is defined as a school who has at least one team registered in good standing with both the league and the Manitoba Water Polo Association (MWPA)
- 1.2 All players must be registered with the MWPA. and therefore Water Polo Canada and meet any subsequent obligations required by these bodies.
- 1.3 Members have one vote each on league management issues.
- 1.4 Members have one vote each at the MWPA Annual Meetings or Special Meetings as defined in the MWPA Constitution

2. League

- 2.1 The MSWPL is a sub group of the MWPA and is entitled to all benefits there within.
- 2.2 The MSWPL sets its own policies regarding league rules of play and membership within the league.
- 2.3 The MWPA reserves all rights not directly stated or defined within the MSWPL.
- 2.4 The MWPA sanctions all competitions and activities of the MSWPL.
- 2.5 Teams must submit initial team rosters, MWPA Registration forms, MSWPL Athlete Code of Conduct Forms and Water Polo Canada Coach Code of Conduct Forms to the MWPA office/administrator before the start of the pre-season tournament. Rosters must be complete and signed by the school principal to certify the academic status of all athletes.

Player additions made after the league start-up must be accompanied by a new principal signed roster sheet.

3. Team Membership

3.1 Competition will be provided for the following teams:

High School	Made up of students from grades 9 - 12
Middle Years	Made up of students from grades 6 - 8
Elementary	May be made up of students from grades 1- 6, as pre-determined by tournament/league guidelines

3.2 Players on a given school team must be attending students of that school, in the stated grade category and under 19 years of age as of September 1st of league year.

Attending is defined as not graduated and taking a half time load or graduated and taking a half time plus load.

3.3 Registration information on each player must be submitted to the MWPA office or League Convenor prior to participating in any league game

3.4 Imports will be discouraged, but may be considered on a one-to-one basis, with the main criteria being to have athletes playing with the team closest to their home address. Stacking of teams or recruitment of athletes to school teams will not be allowed. Coaches are required to bring names of athletes from outside the school to the Management Committee for consideration. If the Management Committee approves an import request the rationale must be made public to all teams in the League. Teams have seven days to appeal an import decision that has been made by the Management Committee.

An import is defined as any student not attending that school, including middle years students, and younger.

3.5 Athletes who change schools must play with the school they were registered with as of September 30 of that school year. Students who wish to change teams after this time will be required to file an appeal and to have coaches from both the previous school and the new school provide letters to support the appeal.

Each appeal will be considered and results determined by the Management Committee.

3.6 All team members must be registered with the MWPA by the date specified to be eligible for play-offs.

- 3.7 Players barred from further play by the MWPA for whatever reason are also ineligible for play within our league.
- 3.8 Players on a team's roster must be in attendance for 50% of the league's games in order to be eligible for play-offs. Exceptional circumstances (e.g. medical) may be brought to the attention of the Management Committee in cases where a player has not been able to play 50% of th games.
- 3.9 Any teams travelling must be sanctioned by the MWPA and must have the appropriate paper work filed prior to any out of town events.

4. Rules Committee

- 4.1 All rules and policies are modified on a yearly basis by member vote at the league annual meeting in September.
- 4.2 The MSWPL Management Committee shall be composed of:
 - i) the MWPA Representative who will be the Chair of the Committee
 - ii) the Referee-In-Chief, selected by Committee Chair
 - iii) one school representative from each division of play in the High School and the Middle Years Leagues, voted in at MSWPL September Meeting.
 - iv) the League Convenor (non-voting member), selected by MWPA
- 4.3 The Management Committee shall oversee:
 - i) discipline of players
 - ii) discipline of coaches
 - iii) dispute settlement
 - iv) appeals

It is the role of the Management Committee to ensure that the league Code of Conduct for the players and coaches are being adhered to.

- 4.4 The Management Committee shall have the status of Referee in Chief of every game they watch. They may, at their choosing, make any call they deem appropriate before, during, or after the game with specific reference to the Code of Conduct.

- 4.5 The MSWPL shall provide copies of the league policy manual to each coach whose responsibility it is to inform their players of the policies and rules of the league.

5. Rules of Play

- 5.1 FINA rules apply except for the following rules adopted by our league. (a link to the FINA Rules can be found at the MSWPL website:
<http://www.gatewest.net/~mwpa/mswpl/main.htm>)
- 5.1.1 All co-ed teams shall play on a "mixed" basis with a minimum of three girls in the water at all times.
- 5.1.2 At the beginning of the first and third quarters the swim off must be taken by a female on each team, and the first player to touch the ball must be a female. At the beginning of the second and fourth quarters the swim off must be taken by a male on each team, and the first player to touch the ball must be a male.
- 5.1.3 Games will be composed of four, seven minute running time periods with two minutes rest between periods. The last minute of each quarter will be stop time.
- 5.1.4 Each team is allowed one timeout per game, which can be called at any time during the game when the team is in possession of the ball.
- 5.1.5 Ties will stand except in play-offs where 1 overtime period of three minutes will be played, followed by a "Golden Goal."
- 5.1.6 Referees will be assigned by the Referee in Chief.
- 5.1.7 In the case of play-off games coaches may request or reject referees providing they do so at least one week prior to game day.
- 5.1.8 There is no maximum size roster but games may not be played with less than six players in the water.
- 5.1.9 All players must keep the same hat number throughout the season as indicated on the team roster. On co-ed teams where there are more than 18 players a male and a female player should share a hat number.

5.1.10 Schools operating more than one team may not move players back and forth. The agreed upon rule is that if a player plays two games on their school's higher ranked team they must remain on that team for the remainder of the season.

5.1.11 All teams must have a coach and a teacher/parent contact on the bench during all games one of who must sign the game sheet before the start time of the game.

5.2 A game will be considered a default (7-0) if a team is unable to fulfill rules 5.1.1, 5.1.8, and 5.1.10 by the scheduled start of the game.

5.3 Sportsmanship Rules

All members of the league will read, sign and follow the Codes of Conduct Sportsmanship must be promoted at all times.

5.4 Coaches who are charged with disrespect (verbal or physical abuse of an official, throwing items, etc.) will be suspended pending a review by the Management Committee.

5.5 It is the responsibility of the teams assigned on league schedules to assist in setting up equipment, take down, minor officiating, and the All Star Nomination Form (Appendix 2). Failure to comply will result in loss of the team's Performance Bond.

The Performance Bond is a fee that will be determined in the registration package which teams must pay with their registration. This fee will be returned at the end of regular league play when the Management Committee determines that the team fulfilled its obligation to the league.

6. League Structure

6.1 Our league is divided into tiers based on playing ability.

6.2 By the September meeting each team must select the tier of play they wish to compete in (subject to approval by the Management Committee). If teams are not represented at the meeting the Management Committee will determine the tier. After the first round of play teams will be ranked according to their play.

- 6.3 Balance of fees or a letter of commitment, signed by the school administrator, are due prior to the first game.
- 6.4 All divisions or tiers will be acknowledged in terms of trophies, awards, and all-star team designations.
- 6.5 League fees will be such that fees collected shall cover the league costs. MWPA will assess league fees.
- 6.6 Recommendations for change to this policy manual must be submitted to the Management Committee to be reviewed and forwarded to MWPA for ratification.

7. Awards

- 7.1 The following awards will be presented at the league banquet:

TEAM AWARDS

- The winning school of each division/category will receive an award.
- The individuals on the winning team will receive individual awards.
- The individuals on second and third place teams in each division/category will receive individual awards.

ALL STAR AWARDS

- An All-Star team of a first and second line of six field players each, plus one goalie per High School Division will be nominated by team coaches, with the final tally of points made by the Management Committee. The points system will be agreed upon at the September meeting by member vote.

The following awards will be nominated in all High School Divisions by team coaches with the final tally of points made by the Management Committee. The points system will be agreed upon at the September meeting by member vote.

- PLAYER OF THE YEAR - Male & Female
- COACH OF THE YEAR
- GOALIE OF THE YEAR
- MOST SPORTSMANLIKE PLAYER - Male & Female

- 7.1.1 Players who are charged with disrespect (for verbal/physical abuse of official) or brutality calls will be ineligible to receive any individual awards. Coaches guilty of disrespect towards an official will be ineligible to receive Coach of the Year Award.

7.2 Coaches must submit their nominations for the All-Star, Player of the Year - Male & Female, Coach of the Year, Goalie of the Year, Most Sportsmanlike Player - Male & Female on the appropriate form (Appendix 2) by the date agreed upon at the September meeting.

8. League Wind-Up

8.1 All teams must provide an adult supervisor at all league wind-ups. A supervisor must be in attendance from start-up until closing and be prepared to help out.

9. Play -Off Format

9.1 The play-off format is to be designed at the September meeting to reflect membership numbers.

9.1.1 For play-off purposes, ties in league standings to be broken by:

- a) your record against the team you are tied with
- b) goals for/against between the teams that are tied
- c) goals for/against; for the purposes of this rule the maximum goal differential per game is seven goals.
- d) number of goals against for that round of play
- e) flip of the coin

The purpose of this policy is to prevent any need for teams to run up the score on a weaker team.

9.2 Players must have participated in at least 50% of their team's league play in order to be eligible for the play-offs. Medical exceptions can be considered by appeal to the Management Committee.

9.3 Two inexcusable defaults during the season, or one during play-offs will result in a team's elimination from play-offs. Appeals must be made to the Management Committee within two days of the default. The Management Committee must respond in writing within one week of receipt of the appeal.

Teams unable to field a team on a given schedule date should notify their opponents in advance so the game may be re-scheduled. This re-scheduling must be mutually agreed upon by all parties. Failure to reach an agreement will result in a default for the team that was originally unable to field a team.

9.4.1 Defaults will be recorded as 7-0 losses.

10. League Fees

- 10.1 The MSWPL shall charge its member teams a league fee sufficient to cover all operating costs including:
 - pool time
 - league hats
 - referee fees
 - banquet expenses
 - administration fees
- 10.2 The MWPA shall be asked each year for an operating grant to help cover the cost of league operations.
- 10.3 To keep league fees down the league shall consist of approximately 10 league games, dependent on the number of member teams. Play-offs will continue to offer a "minimal format" to keep costs down and avoid "mismatch" games.

Appendix 1

Duty List

1. The Management Committee (see policy 4.2 for make-up of Committee) shall:
 - i) Interpret league policies in case of disagreements.
 - ii) Settle disputes that may arise.
 - iii) Develop new policies in situations where league policies do not apply.
 - iv) Meet, or communicate (e-mail, telephone) as needed.
 - v) Write a year-end report and submit it to the MWPA by January 31.
 - vi) Promote the MSWPL.
 - vii) Liase with the media
 - viii) Submit an operating budget to MWPA by September 15.

2. The League Convenor is selected by the MWPA and is a non-voting member of the Management Committee. The duties of the convenor are:
 - i) To schedule league tournaments and games.
 - ii) To coordinate pool times as needed with the MWPA
 - iii) To supervise league tournaments and games, and help with pool set-up, take down, and minor officiating as necessary.
 - iv) To report all game results to the MWPA.
 - v) To communicate with all school coaches, teacher contacts and school administration as necessary regarding policies and procedures of MSWPL.
 - vii) Develop a working budget with the Management Committee for submission and approval by the MWPA by September.
 - vii) Organize Awards Party/League wind-Up.
 - vii) To work with the Management Committee to ensure that the league achieves its Mission Statement.

3. The Referee-In-Chief is selected by the Chair of the Management Committee. The duties of the Referee in Chief are:
 - i) To coordinate game referees for regular league, and tournament play.
 - ii) To work with the MWPA to coordinate the education of league referees.
 - iii) Be on deck or designate a replacement for every game.

Appendix 2
ALL-STAR NOMINATIONS

The intentions of the MSWPL All-Star Team is to honour the top players from all teams in your division.

Instructions:

1. Please choose up to 5 players from your team.
2. Try to choose about 50% boys and 50% girls
3. Please note players must be ranked.

TEAM NAME: _____ DIVISION: _____

All Star Nominees from your team:

Best Player: _____

2nd Best Player: _____

3rd Best Player: _____

4th Best Player: _____

5th Best Player: _____

Please Nominate 3 individuals from teams in your division for each of the following awards:

Player of the Year (Male)

1st choice _____ team _____

2nd choice _____ team _____

3rd choice _____ team _____

Player of the Year (Female)

1st choice _____ team _____

2nd choice _____ team _____

3rd choice _____ team _____

Goalie of the Year

1st choice _____ team _____

2nd choice _____ team _____

3rd choice _____ team _____

Coach of the year _____ team _____

Sportsmanlike Award (Male)

1st choice _____ team _____

2nd choice _____ team _____

3rd choice _____ team _____

Sportsmanlike Award (Female)

1st choice _____ team _____

2nd choice _____ team _____

3rd choice _____ team _____

Appendix 3
 Manitoba Schools Water Polo League
 Official Team Roster
 (please print)

School Team	Date	Coach's Name	Manager's Name	
<u>Hat #</u>	<u>Player's Full Name</u>	<u>Grade</u>	<u>YOB</u>	<u>School Attending</u>
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____

This Roster will be used by League Convenors and Referees throughout the season of play. Please ensure accuracy of information and spelling. Should changes be required please submit a new Roster complete with signatures.

I certify that the information above is correct and in accordance with league policies with regards to Team Membership (on back).

 Coach's Signature

 Principal's Signature

 Date

 Date

M. S.W.P.A
Code of Conduct-Athletes

High standards of courtesy, fair play, and sportsmanship must feature at all association competitions.

1. Athletes will conduct themselves at all times with honor and dignity.
2. Athletes will treat all teams, spectators, and officials with respect.
3. Athletes will show that it is a privilege to represent your school.
4. Athletes will remember that there is no place in school athletics before, during or after competition for the use of drugs or alcohol of any kind.
5. Athletes will maintain a high degree of physical fitness.
6. Athletes will be fair at all times no matter what the cost.
7. Athletes will believe in the honesty and integrity of opponents and officials.
8. Athletes will play the game for the game's sake.
9. Athletes will accept peacefully and without question the decision of the officials.
10. Athletes will recognize and applaud honestly and wholeheartedly the efforts of their team or opponents regardless of skill, score, colour, creed, or race.
11. Athletes will give opponents full credit when they win and learn to correct their faults through failures.
12. Athletes will play hard and to the limit of their abilities regardless of discouragement. True athletes do not give up, quarrel, cheat, bet, show off, or harass the opponents or team mates.
13. Athletes will accept both victory and defeat with pride and compassion, never being boastful nor bitter.
14. Athletes will abide by the rules of the facility.

Athletes who do not follow this code of conduct can be removed from play at any point.

I have read and agree with the above Code of Conduct. I understand that if I do not follow this Code I may be removed from play at any time.

Name (print) _____ School _____

Signed _____ Date _____

M.S.W.P.A
Code of Conduct-Coaches

High standards of courtesy, fair play, and sportsmanship must be featured at all competitions.

1. Coaches will remember that the athletic arena is a classroom with moral and educational obligations at all times.
2. Coaches will take a strong stand against profanity, unfair play, and unsportsmanlike behavior of their teams.
3. Coaches will maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.
4. Coaches will teach athletes to win by use of legitimate means only.
5. Coaches will believe in the integrity and honesty of the officials and opponents.
6. Coaches will teach that to win is desirable, but to win at any cost defeats the purpose of the game.
7. Coaches will maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.
8. Coaches will maintain fair, unprejudiced relationships with all squad members.
9. Coaches will pay careful attention to the physical condition of the players.
10. Coaches will inspire a love of the game and a desire to compete fairly.
11. Coaches will ensure that all rules of eligibility are enforced and met.
12. Coaches will abide by the rules of the facility.

I have read and accept all conditions in the above code of conduct.

Name: (please print) _____

Signed _____ Date _____

*This code of conduct is taken directly from the Manitoba High School Athletics Association provincial handbook.