



EDMONTON WATER POLO CLUB

**POLICY HANDBOOK
(updated 2021)**

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1. Why a Handbook?

This handbook was created by the Edmonton Water Polo Executive Committee to explain how the Club works and what it means to be a member of the Edmonton “Tsunami” Water Polo Club. As well, to set out some of the more important policies of the Club. The Handbook and annual registration package are meant to provide information on how the Club is organized and what we expect of each other.

Please read the Handbook. It is anticipated that all members of the Club, including athletes, parents and coaches, will be familiar with the policies set out here and follow them. Having said that, the Handbook, like most guiding documents, is subject to change and the Executive is always open to improvements in guidelines and policies that help better deliver Club services.

2. Who are we?

The Edmonton Water Polo Club is Edmonton’s oldest water polo club. We exist to develop and promote the sport of water polo in the Edmonton Region. To that end, we arrange practices, procure pool times, organize trips, organize games and enter our teams into various tournaments and leagues. The Club was created so that players could develop water polo skills and play competitive water polo at a high level in a variety of settings, including inter-city, inter-provincial and national leagues. We maintain affiliations with the Alberta Water Polo Association and Water Polo Canada.

Typical player ages range from thirteen to nineteen. We love the game, and our mission is to grow the sport. We strive to build self-esteem, character, teamwork, strong work ethic, and we encourage all players to apply these values to all aspects of their lives.

Early in a player’s development the focus is on learning skills, building fitness, teamwork and having fun. As players develop, there are opportunities available for them to play at a highly competitive level. Through commitment and training, players can have the opportunity to play in the 15U Bridge Program, NCL program (that include 17U and Major League) and Masters League levels. Also, water polo is played extensively at Canadian and U.S. universities and colleges. These institutions are always looking for dedicated and talented players and scholarships may be available.

3. We believe

- That every player can become a better player – our highly trained, experienced, and enthusiastic coaching staff is dedicated to helping each player achieve their full

potential.

- In building strong relationships with our families – our Club has a strong tradition of family involvement. We rely on families to support their players and we rely on families to support the Club.
- In building positive relationships between our players – older players in our Club are leaders to the younger players. Many alumni report making friendships that have lasted well beyond the season and the pool!

4. Club Structure

4.1. Season

The water polo season starts in September. Our season concludes at different dates depending on the age category (typically mid May). Please confirm with your coach specific to your athlete.

There are opportunities for players to continue to play water polo through the summer in programs organized by Edmonton Water Polo Club (Tsunami), Alberta Water Polo Association (AWPA) or Water Polo Canada (WPC). These summer programs will be announced to Club members by e-mail or be posted on the club or AWPA websites.

4.2 Age Groups

For this season's age groups, please refer to the Registration Package [here](#).

4.3. Coaches

The Board's main concern is a strong water polo program with excellent coaching. The Club is very proud of the expertise, quality and character of its 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. Accordingly, the Board looks for a strong head coach well versed in coaching and mentoring, not just proficient in water polo. The role of the Coach is to teach and instruct players not just by sharing information, but also by being a model leader and sportsperson.

The Head Coach is responsible for developing the water polo program for the Club and playing a central role in the growth and development of the Club as a whole. This includes: managing and developing a coaching program, coaching and team administration, recruitment and retention programs, and mentorship of both players and assistant coaches.

Meet the Tsunami coaching team [here!](#)

4.4. Members, Executive Committee & Directors at Large

Annual membership of the Club is open to anyone in Alberta who's application for membership has been accepted by the Executive Committee and who completes the forms required by the Club for registration and who pays the relevant Club registration fee. Upon completion of all of the forms required by the Club for registration, and upon payment, the parent/guardian of the player (if under 18 years old) or the player (if over 18 years old) becomes a member of the Club and has all the privileges and responsibilities of a member of the Edmonton Water Polo Club. Subject to any disciplinary proceedings that may result in suspension of a member, membership of the Club commences upon registration and payment of the Club registration fee and continues until August 31 of the following year.

From this pool of members, an Executive Committee and Board of Directors is elected to manage the Club's affairs. These are volunteer positions running for one-year terms. The Executive Committee consists of the President, Vice-President, Masters Vice-President, Treasurer, Secretary and Development Club Liaison. The Executive Committee is tasked with managing the various aspects of the services provided by the Club. Serving on the Board presents opportunities to develop management skills as well as personal skills.

EXECUTIVE COMMITTEE - please defer to the Club Bylaws for more information

The President

- Presides at all meetings of the Club, the Board of Directors and the Executive Committee;
- Calls meetings of the Board
- Calls meetings of the Executive;
- Responsible for the overall direction of the Board
- Main spokesperson for the Club;
- Is an ex-officio member of the committees of the Club;
- Appoints a member to be the Liaison between the Coaches and Board, Coaches and Club Athletes and Coaches and Club Members when required;
- Appoints a member to be the Liaison between the Head Coach and the Board to facilitate the operation of the Coach Mentorship Program;
- Liaises between the Club, other clubs, AWPA and WPC;
- Carries out other duties assigned by the Executive.

Masters Vice President

- Attends all meetings of the Club, the Board of Directors and the Executive Committee;

- Informs the Executive Committee, the Board and the Club of matters of concern to the Masters;
- Informs Masters of matters arising before the Executive Committee, the Board and Club that may be of interest or concern to Masters;
- Encourages and promotes growth of Masters water polo in the Edmonton area;
- Carries out other duties assigned by the Executive.

Vice President

- Presides at all meetings of the Club, the Board of Directors and the Executive Committee;
- Replaces the President at various functions when asked to do so by the President or the Executive;
- Is an ex-officio member of the committees of the Club;
- Takes the lead on matters of discipline;
- Carries out other duties assigned by the Executive

Treasurer

- Attends all meetings of the Club, the Board of Directors and the Executive Committee;
- Makes sure all monies paid to the club are deposited in a chartered bank, treasury branch or trust company chosen by the Executive;
- Makes sure a detailed account of revenues and expenditures is presented to the Executive as requested;
- Makes sure an audited statement of the financial position of the Club is prepared and presented during the AGM;
- Carries out other duties assigned by the Executive.

Secretary

- Attends all meetings of the Club, the Board of Directors and the Executive Committee;
- Keeps accurate minutes of these meetings;
- Has charge of the board's correspondence;
- Makes sure a record of names and addresses of all Members of the Club is kept
- Files the annual return, changes in the directors of the Club, amendments in the Bylaws and other incorporating documents with the Corporate Registry;
- Carries out other duties assigned by the Executive.

Development Program Liaison

- Attends all meetings of the Club, the Board of Directors and the Executive Committee
- Develop, foster and maintain relationships with Edmonton area partners and other Community Clubs to promote and support the growth of high-performance water polo in the Edmonton region;
- Acts as the Liaison between EWPC and developmental Clubs to promote success with the U14 EWPC Bridge Program for Edmonton area Clubs;

- Represents the EWPC on any developmental Club Boards;
- Carries out other duties assigned by the Executive.

Directors at Large

- Attend meetings of the Club, the Board of Directors;
- May attend meetings of the Executive Committee;
- Carry out responsibilities undertaken at the time of their election;
- Carry out other duties assigned by the Executive.

The Director positions include:

- **Bingo Coordinator** – This position is of particular importance ensuring that the Club bingo program is run efficiently.
- **Apparel Coordinator** – Communicates with the Executive Committee to identify what the apparel will be for the season. Discusses cost and selling prices with the Treasurer. Arranges sizing kits, coordinating orders and obtaining the apparel as supported by the online apparel store. Follows up with deliveries and distribution of apparel to club members.
- **Grant Coordinator** – on his/her own initiative, and/or at the direction of the Executive Committee, this person identifies and applies for grants.
- **Fundraising Lead** – as the landscape of grants available for the club to apply to changes, or the income of AGLC based activities potentially decreases, the inclusion of fundraising activities will be planned throughout the season to support Financial opportunities for membership (Make it Happen Program).

4.5. Volunteers

Volunteer opportunities will vary each season. Refer to a few examples listed below:

- **Team Manager** (one for each team or age U15-U19) – This person is the main point of communication between the Executive Committee, coaches and parents. This person should work closely with the Executive Committee and Coach. The Team Manager must communicate relevant information to parents and help organize team trips and team events. The team manager should obtain the team roster from the Coach before every game/tournament, confirm the availability of each player for those game(s)/tournaments. If game(s)/tournaments are out of town, this person should work with the Team Chaperone and coaches to organize transfers, transport/travel and accommodation for the players and communicate this information to parents. The Team Manager is responsible for arranging chaperone(s) for out of city trips and this person should also arrange team functions.

- **Various other volunteer opportunities** that arise during the season. The minimum required volunteer obligations are outlined in the registration package. Please see below for examples of volunteer opportunities which will vary each season.
 - Casino Coordinator - of critical importance
 - Minor officials responsibilities during Tournaments
 - Year-end banquet Organizer
 - AWPA Pool Deck Deputy requirement for each club during tournaments (15U)
 - Marketing / Recruitment Team
 - Fundraiser(s) Team

5. Costs and Obligations

5.1. Use of Fees

The Club operates as a not-for-profit organization. The annual budget sets our financial obligations for the year. Members are responsible for registration, travel and apparel fees. Members are also responsible, as applicable, for paying any costs incurred during tournament travel. This includes, but is not limited to, the coach, chaperone and their own transportation and accommodation costs when attending out of city games and tournaments. The Club subsidizes member expenses as much as it possibly can afford.

5.2. Fee Structure

Registration fees are based on age and take into consideration the varying amount of coaching, pool rental, equipment costs, athletic privileges with the Club, registration with Water Polo Canada and Alberta Water Polo, tournament entry fees and miscellaneous expenses that are utilized by those age groups. We make every effort to keep fees reasonable while providing the best program we can for players.

Other events, and associated costs, proposed throughout the season will vary depending on the planning of the coaching team (eg. skills/shooting clinic).

Please reference the Club website or review the annual registration package for current fee structure.

The Club will require members who are registered on teams that play games and tournaments out of city to pay a monthly travel deposit. The travel deposit will be determined each season. It will be based on an estimate of total club travel costs for the regular season, averaged over the time span of the season.

5.3. Payment

Timely payment is critical for the Club to meet its financial obligations and we require all members to keep their accounts current. Method of payment is credit card.

The Club's goal is to grow the sport of water polo and provide players the opportunity to grow through sport. We want players to play. Please speak with the Treasurer (treasurer@tsunamiwaterpolo.com) in the event of financial hardship so the Board can consider requests for payment flexibility (eg. monthly payment plan). Consideration for special allowance shall be at the absolute discretion of the Board.

Additional Tournaments Opportunities

Each season the Board and the Club Coaching team determine additional tournament opportunities for athletes to participate in. These additional trips are an exciting opportunity for athletes to be exposed to international travel and international teams.

A fee schedule will be provided with fee payment deadlines outlined that will be required for an athlete to successfully participate in these additional tournaments. It is typical for a nonrefundable deposit to be required as well.

5.4. Bingo and Casino

Members of the Club are expected to participate in bingos and casinos to the best of their ability. The Club works bingos at the Parkland Bingo Hall approximately once per month. In addition, the Club is granted a casino every 24 to 36 months. These are the Club's primary fundraising activities and they are crucial to the financial health of the Club. The funds raised from these activities help the Club pay for pool time and coaching costs. The bingo and casino events also provide opportunities for club members to reduce their overall registration costs when volunteering for these events. Tsunami families will have the opportunity to select if they would like to receive bingo information at the time of registration which will allow them the opportunity to sign-up for bingo shifts. The Club may be assigned a casino or bingo whose dates may fall outside of the Club's water polo season. Gaming dates are assigned to the Club by the Bingo Association or the Alberta Gaming and Liquor Commission ("AGLC"). Once the club receives those dates, members will be asked to assist with these events. If a member cannot attend an event, they are expected to follow the instructions provided by the bingo and/or casino coordinator.

5.5. Incentives & Financial Support

Discounts

Siblings of an older registered player, whose registration is in good standing, will be eligible for a discount, per child, playing in a younger category. This discount will be applied at time of registration.

Make It Possible Program

Through establishing a fundraising vision and policy, Tsunami aims to support families by providing opportunities to ease the burden of club fees through optional fundraising. The Tsunami Make It Possible Program is an excellent opportunity to get athletes involved and pay for their club fees. Throughout the season Tsunami will offer a variety of fundraising initiatives which families can choose to participate in. With these initiatives athletes can bank sales profits in their athlete accounts to use for club and other water polo expenses. Further information regarding the Make it Possible Program will be communicated to all registered families in September.

Scholarship

The Club is sometimes able to provide/coordinate scholarships available to support athletes to pay for their training, travel or accommodation costs. Letters of support are required to be submitted to the Executive Committee at president@tsunamiwaterpolo.com

Community Support

There are community programs available to support families in need. See the following:

1. Jump Start - Jumpstart funding helps families that need a financial hand with registration, equipment and/or transportation costs.
<https://jumpstart.canadiantire.ca/>
2. KidSport - KidSport provides grants to children from families facing financial barriers so they can participate in registered sport programs.
<http://www.kidsportcanada.ca/alberta/edmonton/apply-for-assistance/>

Rookie Week

Throughout each season the club offers a one-week free trial for potential athletes looking to join the Club. This free-trial is intended to provide individuals the opportunity to meet the team, experience a standard practice week, and learn more about the culture of our club. All athletes must register ahead of time to participate in this free trial. AWPA/WPC insurance

fee's are still applicable. Should your athlete be interested in a free trial, please have them contact our Head Coach to organize an opportunity to attend a week of training. (headcoach@tsunamiwaterpolo.com).

5.6. Refunds

The club recognizes that there are many unknowns regarding COVID and possible ongoing waves. For these reasons the Club has updated our refund policy. Our goal is to be as fair as possible to families while ensuring the club does not face financial hardships as a result of a constantly changing landscape.

If an athlete decides to withdraw from the programming for other personal or medical reasons, the refund will be as follows:

Club notified within 30 days of season start - Full refund minus nonrefundable fees (apparel, travel costs, bank incurred fees) minus administrative fee.

Within 31-60 days of season start - Refund of 50% minus nonrefundable fees (apparel, travel, bank incurred fees) minus administrative fee.

After 61 days- No refund will be provided.

If an athlete decided to withdraw from programming, this decision MUST be communicated in writing, via email, to the head coach. The date this written notice is received is considered the date of withdrawal.

5.7 Apparel

Each season Tsunami will offer a variety of apparel items to families. All athletes will receive a club t-shirt with registration, and in addition will be required to have a team game suit, jacket or sweatshirt, black pants and team caps (females).

Additional team gear is available but not required.

6. Practices

6.1. Age Groups

The Club is divided into age groups for training and competition purposes. Teams are determined primarily by skill level. 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 (headcoach@tsunamiwaterpolo.com).

6.2 Expectations for Practices

These will be outlined by your coach at the beginning of each season.

Come to practice ready to work hard. Athletes need a good work ethic and positive attitude toward learning. Practice effort will bear fruit in playing time in games and tournaments, especially with older players and teams.

Practice is an opportunity to learn the rules, strategy and skills needed to enjoy the game and play at a desired level. It is in practice where players set and realize most of their goals as a water polo athlete.

As in all aspects of what we do as a Club, respect is key to any practice. Bullying, swearing or other expressions of disrespect for coaches, teammates or other Club members will not be tolerated. The Club Code of Conduct will be enforced at all times.

6.3 Practice Schedule Communication

The Head Coach and Executive Board members do their very best to create a practice schedule that supports all programming goals but is obviously influenced by a number of factors, including pool facility availability. Throughout the season, possible modifications to the practice schedule may occur (change in time of a practice, or cancellation of a practice). This could be due to any number of reasons and can happen at short notice. To assist with clear communication, the Club uses TeamSnap - a sports team management app. Once your registration is complete you will receive an invitation to "join your team" on the TeamSnap app. You can then customize your family/athlete(s) profile as much as you feel necessary.

7. Competition

7.1. Games

Opportunities for players to test their skills arise in two ways: games (inter-team, intercity, national or international leagues) and tournaments. The Coach determines team rosters for

games. From time to time, to provide more competitive opportunities, players may be asked to play with other teams who may not have full rosters.

Members will receive notification of competition schedules.

The Coach will determine play time and game strategies.

7.2. Tournaments

The Executive Committee has the sole responsibility for determining which tournaments the Club should attend. All players are encouraged to attend tournaments that their team is entered to play.

Within the Tsunami Club, most tournaments are structured in a “**team-travel**” format. This means the club will organize transportation (ex. flights, rentals, carpools, etc.), accommodation (ex. hotel or billets), food and other tournament fees. Families will then be charged back for the cost of these trips once all expenses have been calculated. The club will provide a tournament list and cost estimate for each trip at the start of each season. During these trips athletes are expected to stay with the team at all times unless otherwise discussed with the coach and chaperone.

All NCL trips and international travel will be structured in this format.

On occasion the club may participate in “**non-team travel**” events. In these instances the club will communicate with families to let them know they are responsible to make travel arrangements for their athlete as well as provide some travel recommendations such as accommodation, optional team activities, and suggested carpools.

7.3. Expectations for Competitions

Players are expected to be on deck for games and tournaments one hour before game time.

If travel is part of a tournament or game, curfews will be set by coaches and/or chaperones and strictly enforced. Study hall sessions are also standard for Tsunami trips and athletes will be expected to prepare and participate in these time slots.

Make sure you understand the schedule from the coach when making arrangements to visit local friends and family. Tournament schedules change routinely. Do not leave a facility, practice, team function or hotel without first notifying and obtaining approval from a chaperone. When attending away tournaments, players should travel in groups of three when not escorted by family, friends, chaperone or coach.

8.0 Codes of Conduct

It is important to remember we are all ambassadors of the Club. Our conduct reflects Club principles and what we're about. The Club Values, Parent and Athlete Codes of Conduct should guide our behaviour in such a way that what we do is consistent with promoting the sport of water polo and developing great athletes.

During registration, both the player and the member (parent/guardian) must sign the Codes of Conduct and return them to the Club with other registration documents. Please take the time to familiarize yourself with the various policies described in this Handbook and these Codes of Conduct. If you have any questions, do not hesitate to get in touch with the Executive Board.

Tsunami Values

<https://www.edmontontsunami.com/wp-content/uploads/sites/2246/2020/04/Tsunami-Core-Values.pdf>

Diversity and Inclusion Statement

https://www.edmontontsunami.com/wp-content/uploads/sites/2246/2020/06/Tsunami-Diversity_Inclusion-Statement.jpg

Parent code of Conduct:

<https://www.edmontontsunami.com/wp-content/uploads/sites/2246/2020/04/Parent-Code-of-Conduct.pdf>

In order to support our teams and coaches in the best way we can: Refrain from emailing or contacting our coaches directly. The Board is happy to address any issues and answer any questions you may have. Please allow 24 hours before sending any concerns, in writing, to the Board president@tsunamiwaterpolo.com

This is in keeping with the Club Communication Policy

Athlete Code of Conduct

<https://www.edmontontsunami.com/wp-content/uploads/sites/2246/2020/04/Tsunami-Athlete-Code-of-Conduct.pdf>

Edmonton Water Polo Club website

[website https://www.edmontontsunami.com/about-us/](https://www.edmontontsunami.com/about-us/)

Canadian Water Polo Code of Conduct

<https://www.waterpolo.ca/content/water-polo-canada-commitment-to-safe-sport>

Alberta Water Polo Association Code of Conduct/ Respect in Sport

<https://albertawaterpolo.ca/content/parents-respect-in-sport>

Subject to the Bylaws, the Club may take a range of actions where Code(s) of Conduct is not followed. Every case is unique, but measures can range from verbal warnings from a coach to suspension or expulsion from the Club without refund.

At Tsunami we believe that athlete and team success is based on a three pillar model. Athletes, coaches and parents must all work together in order to achieve a positive outcome. Part of our mission at Tsunami is to prepare athletes with skills which will translate into all areas of their lives. Communication, accountability, self advocacy, conflict resolution, goal setting, critical thinking and resiliency are a few examples of these skills. Each season Tsunami will designate a board member to serve as Coach Liaison. The Coach Liaison will work closely with athletes, coaches and families throughout this process.

When code of conduct or behavioural issues arise they will always be dealt with on a case by case basis based on the following general guidelines:

Level 1: Minor Incidents/Behaviour

- Coach will speak to the athlete immediately during or after practice to outline expectations and address the incident.
- Coach will log the incident through the Tsunami Incident Report process. This step includes notification of the Head Coach and/or Coach Liaison.
- Coaches will continue to monitor the situation directly with athlete(s).
- These situations will be addressed directly and immediately in order to prevent the snowball effect.

Level 2: Repeated Minor Incidents/Behaviour

- Should conflict continue the Head Coach and/or Coach Liaison will become directly involved.
- At this point in time an athlete, coach and parent meeting will likely be scheduled in order to work together to move forward in a positive direction and provide all parties the opportunity to share.
- A plan will be developed to address concerns and follow-up will be clearly communicated to all parties involved.

Level 3: Persistent Minor Incidents/Behaviour or Major Incident

- In the case of a major incident or persistent minor incidents more serious disciplinary action may be required. Depending on the situation, an incident may immediately warrant Level 3 action.
- Club disciplinary process will begin at this stage.

9. Rules of Water Polo

The rules of water polo can, at times, be challenging to understand. To more fully appreciate the game and the difficulties faced by officials, consult the latest version of the FINA Rule Book.

<https://www.fina.org/water-polo/rules>

Even better, get involved. Minor officiating is a great opportunity to see the game close up. The minor officiating course is offered by Alberta Water Polo at least once a season. It's well worth the investment of time to get a better appreciation and understanding of the game we love. As well, this is an expectation of not only the Club, but also AWPA and WPC that volunteer minor officiating positions are fulfilled.

10. Electronic Communications

In compliance with Canadian anti-spam legislation you are notified that in order for the Club to communicate with you regarding your player and Club events and news, we need to ask you for your permission to send you emails or other electronic communications. By signing the electronic communication consent in the registration package you agree that the Club may send you emails or other electronic communications about your player and about Club events and news.