



# Being Wild

CALGARY WILD WATER POLO CLUB  
HANDBOOK



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# ***Play Hard, Play Wild***

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## **1. Club Mission Statement**

To develop athletes through competitive and high performance water polo programming, swim training and skills, and the teaching of fair and sportsmanlike conduct.

## **2. Handbook Purpose**

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

## **3. Introduction**

Calgary Wild Water Polo Club was formed in 2007 to develop and promote the sport of water polo in Calgary. To that end, we arrange practices, swim training, procure pool times, organize trips, and play inter-club games and tournaments. The Club was created to provide a cost-effective option to experience competitive water polo and enhance overall swimming skills. We maintain affiliations with the Alberta Water Polo Association ("AWPA") and Water Polo Canada ("WPC"). We are committed to providing quality programming in alignment with WPC's Long Term Athlete Development ("LTAD") program.

Typical player ages range from six to nineteen years old, preparing athletes to play for life. We offer programming for all ages from 9U to 19U by following LTAD. The goal is not to only develop athletes for Provincial level/National Teams, but also for Active for Life stage as defined by the LTAD. We want to grow the sport in Alberta while teaching water polo and life skills to our athletes. Wild strives to develop athletes' overall athleticism and physical literacy while learning team spirit, team game approach, individual goal setting and the drive to accomplish those goals.

Our vision is to develop those skills through hard work, commitment, a strive for excellence, recognition of potential in all athletes, leadership development, and good sportsmanship. We expect all members to embody these core values.



## 4. True Sport

The Club is a member of True Sport, an organization based on the values of fairness, excellence, inclusion, and fun. We are committed to the movement to leverage the benefits of sport from the platform of the shared values and principles stated above. The True Sport Principles are: Go For It; Play Fair; Respect Others; Keep It Fun; Stay Healthy; Include Everyone; and Give Back. For more information, see the principles below and visit [www.truesport.ca](http://www.truesport.ca).

In keeping with True Sport principles and our desire to promote the sport, we will assess requests from athletes encountering barriers to participation (disabilities, financial, etc.) on a case by case basis and make every attempt to accommodate such requests both through our own resources and help with external programs.

**TRUE  
SPORT**

### True Sport Principles

**Go For It**  
Rise to the challenge - always strive for excellence.  
Discover how good you can be.

**Play Fair**  
Play honestly - obey both the letter and spirit of the rules.  
Winning is only meaningful when competition is fair.

**Respect Others**  
Show respect for everyone involved in creating  
your sporting experience, both on and off the field.  
Win with dignity and lose with grace.

**Keep It Fun**  
Find the joy of sport.  
Keep a positive attitude both on and off the field.

**Stay Healthy**  
Place physical and mental health above all other  
considerations - avoid unsafe activities.  
Respect your body and keep in shape.

**Include Everyone**  
Share sport with others.  
Ensure everyone has a place to play.

**Give Back**  
Find ways to show your appreciation for the community  
that supports your sport and helps make it possible.

[truesport.ca](http://truesport.ca)



## 5. Club Structure

### 5.1. Season

The water polo “season” generally runs from September through May, depending on the level of participation. Competitive and recreational league play (City, Provincial, and National leagues) run from fall to spring. Competitive opportunities after May for high-performance athletes focuses on playing on provincial and national teams and competing at the Junior Olympics through USA Water Polo.

Through the summer season (May until the end of August), the Wild offers two streams for our current athletes:

1. Development of swimming and conditioning skills through participation in summer swim training.
2. High Performance summer training with the opportunity of playing at the Junior Olympics (USA national club tournament).

By offering year-round training we allow our athletes continued development and enhancement of swim skills, endurance, and strength training during the water polo off-season.

### 5.2. Teams

Early in the season, players will be divided into training teams by the head coach. To provide training appropriate to each player and integrate WPC’s LTAD approach in the Club’s programming, we have five different age categories (see annual Registration Package for equivalent birth years):

Fundamentals	9U
Technical Development	12U
High Performance	15U
Elite Competition	17U & 19U

#### *Fundamentals – 9U (ages 9 and under)*

Players are introduced to water polo with a focus on fun, learning the game, and developing basic swimming and water polo skills. Generally these athletes will be in the pool two or three times a week for a combination of practice and games (Pup Festivals). Pup Festivals give younger players an opportunity to play with and against athletes from other clubs three or four times a season.

#### *Technical Development – 12U (ages 10 - 12)*

The focus with 12U is further development of water polo and swimming skills, with more game play. Athletes will be in the pool three to four times a week, developing basic sport and motor skills through practice and game play (City and Provincial league play against clubs from across Alberta). 12U athletes are expected to travel for games outside Calgary.



#### *High Performance – 15U (ages 12-15)*

15U High Performance athletes work on skill development to allow a more competitive level of performance. Athletes will be in the pool four to five times a week practicing and playing games (City and Provincial league play against clubs from across Alberta). 15U athletes will also participate in tournaments in Western Canada and/or the United States and will have an opportunity to compete in the National Championship League western finals at the end of the season.

#### *Elite Competition – 17U (ages 14 – 17) and 19U (ages 16-19)*

Elite competition age groups enhance their skills with training designed to further develop high performance athletes. They will develop a competitive foundation by focusing on skills performance in a competitive environment. This requires a higher commitment level from players who will spend five days a week in the pool. Athletes participate in the National Championship League, competing against clubs from across Canada. Competition opportunities may also include tournaments in Canada and/or the United States as well as opportunities for international competition through provincial and national teams (primarily youth athletes).

### **5.3. Coaches**

We believe in the value of sport to develop players physically, mentally, and emotionally and the coach plays a central role in that development. The Club is very proud of the quality and character of its athletic director and coaches. The Board looks for strong leadership through the selection of its athletic director. Beyond being proficient in water polo and competitive swimming, we expect our coaches to be well versed in coaching and mentoring. The role of the coach is to teach and instruct athletes not only by sharing information but by modeling the attributes of a leader and sportsman.

We have been fortunate to be associated with the past and present members of the Canadian Men's National Team, employing coaches and players over the years who have worked with or come from the program. This relationship has greatly benefited Club players through exposure to high caliber coaches and athletes.

### **5.4. Members, Officers, and Board of Directors**

Membership in the Club is open to anyone in Alberta who pays the appropriate fee. From this pool of members, a Board of Directors is elected to manage the Club's affairs. The Board in turn selects officers from among the directors. These are volunteer positions running for one-year terms.

Officers include a President or co-Presidents, up to three Vice Presidents, a Treasurer, and Secretary. The officers constitute the Executive Committee of the Board tasked with managing the various aspects of the services provided by the Club.



## 5.5. Volunteers

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

### *President / Co-President (Board Position)*

*Accountable for the general functioning of the Club.* Responsible for Club management and supervision, including:

- setting Club direction and vision;
- presiding at and chairing Club meetings when present;
- signing Club resolutions and overseeing preparation of the annual report;
- overseeing coaching including coordinating hiring/firing with the Athletic Director (“AD”)/Head Coach (“HC”), drafting contracts, and reviewing annual coaching performance. In cases where a new AD or HC is needed, the President will take a lead role in engaging this individual, including negotiating scope and compensation;
- representing the Club at a sport level in discussions about general water polo policy and procedures at the community and provincial level ensuring Club representation on the Alberta Water Polo Association (“AWPA”) Board; and
- overseeing recruitment, marketing and fundraising efforts for the Club, working closely with the VP Marketing.

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

### *Vice President Competition (Board Position)*

*Accountable for Club competitions.* Responsible for assisting the President / Co-Presidents in the general management of the Club, including the following particular duties:

- coordinating leagues and tournaments, ensuring players have quality competitive opportunities;
- registering team rosters for tournaments (supplied by coaches and/or VP Competition);
- working with other stakeholders to coordinate league play and/or taking responsibility for scheduling and organizing league games for all teams;
- coordinating volunteer requirements for games and tournaments as required (i.e., minor officiating positions, setup and takedown, etc.);
- working with the Volunteer Coordinator to fill positions and leading tournament organization as required;
- coordinating and booking travel and associated insurance (using Water Polo Canada corporate travel planning arrangements where possible). This will also involve putting together travel packages and engaging chaperones to prepare travel binders;
- working with Team Managers and/or coaches to develop out-of-town tournament rosters early and communicating requirements to members through Team Managers (or directly) about costs, timing, and travel arrangements;





- working with organizing bodies to ensure adequate tournament referees are available; and
- coordinating the taping and/or live streaming of Club hosted events.

As with the VP Facilities and Equipment, in years where there is sufficient volunteer help, Travel and League Coordinators may take on many of these duties under the direction of the VP Competition.

The VP Competition must attend Board meeting, and may preside and chair these meetings and assume the duties of the President / Co-President in the absence or incapacity of the President / Co-President if so designated by the Executive Committee.

This individual may have financial signing authority.

#### *Vice President Facilities and Equipment (Board Position)*

*Accountable for Club equipment and facilities used by the Club for practice or hosted competitions.* Responsible for assisting the President / Co-Presidents in the general management of the Club, this individual has the following responsibilities:

- ensuring the Club has required pool times in the best available slots. This includes liaising with the Head Coach/AD to coordinate pool times;
- building and maintaining Club schedules for team practices in our various communication tools (website, etc.) and communicating schedule changes through Team Managers and/or coaches;
- coordinating pool passes with facilities and providing the passes to the Club Registrar;
- overseeing athlete sizing, ordering, and distribution of player swimsuits, t-shirts and other gear; and
- tracking and managing Club equipment, replacing same as required;

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

The VP Facilities & Equipment is required to attend Board Meetings, and may preside at and chair Club meetings and assume the duties of the President / Co-President in their absence or incapacity if so designated by the Executive Committee.

This individual may have financial signing authority.



### *Vice President Marketing (Board Position)*

*Accountable for Club communication, recruiting, and fundraising.* Responsible for assisting the President / Co-Presidents in the general management of the Club, this individual has the following responsibilities:

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

When there is sufficient volunteer support, positions like the Communications Manager position may be filled and that role will take on the details of managing the website and/or publishing a newsletter.

The VP Marketing is required to attend Board Meetings, and may preside at and chair Club meetings and assume the duties of the President / Co-President in their absence or incapacity if so designated by the Executive Committee.

This individual may have financial signing authority.

### *Treasurer (Board Position)*

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

- working with the Registrar to ensure members pay their fees on time and are given receipts for those payments;
- issuing tax receipts to eligible players;
- handling Club bills, verifying their accuracy, and paying them promptly;
- creating a budget and presenting it for approval at the AGM;
- tracking spend against the approved budget and reporting cost variances;
- managing bank accounts and relationships;
- preparing year-end financials (income statements, etc.);
- filing GST, T2Short, AGLC Gaming, and Annual Registry Returns as required; and
- reconciling bank statements.

In seasons where the Board decides to hire a bookkeeper, these duties may be split between the Treasurer and bookkeeper. The Treasurer must develop a roles and responsibilities matrix to clarify the division of labour. Ultimate accountability for the function, however, will stay with the Treasurer.



The Treasurer must attend Board Meetings, and in the absence of the President / Co-President and the Vice Presidents, the Treasurer shall preside at and chair Club meetings.

This individual may have financial signing authority.

### *Secretary (Board Position)*

*Accountable for Club records and accurate recording of Club proceedings.* Responsible for keeping Club records and taking minutes at meetings, including:

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

This individual must attend Board Meetings and may have financial signing authority.

### *Club Registrar (Board Position)*

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

- work with Team Managers to keep membership records current and maintain an accurate membership list;
- make sure records are filed with Water Polo Canada ("WPC") and WPC databases are accurate;
- ensure membership data is protected and kept private;
- process tryouts and full registrations, collecting fees, and issuing pools passes; and
- revise and publish the annual registration package, a responsibility partly shared with the Board (setting fees), the Volunteer Coordinator (determining volunteering positions and need), and the Gaming Coordinator (setting fundraising commitment). The Club Registrar is ultimately responsible for the final, timely issue of the package.

This individual must attend Board Meetings and may have financial signing authority.

Other non-Board volunteer opportunities are outlined in the Volunteer Appendix at the back of this Handbook. There are certain commitments expected from members around volunteering. Please review the annual registration package to understand those requirements and get involved.



## **6. Costs and Obligations**

### **6.1. Use of Fees**

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

### **6.2. Fee Structure**

There are two main types of Club membership: player and non-player. Player fees are based on age, amount of time in the pool, and coaching. We make every effort to keep fees reasonable while providing the best program we can for players.

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

### **6.3. Fundraising**

Members of the Club are expected to participate in fundraising and volunteer activities.

At registration, along with fee payment, members will be asked to provide a fundraising commitment. This surety will be held by the Club Treasurer, but will not be cashed unless members do not complete their fundraising or volunteer obligations. Annual details on the amount of the surety can be found in the registration package.

Gaming dates are assigned to the Club by the bingo association or the Alberta Gaming and Liquor Commission (“AGLC”). Typically, association years run from July to June so we should know dates by registration. Once we have dates, members will be assigned to events at random. After that, you can swap with other members for dates that may be more convenient and/or find replacements to work your shifts. Please coordinate any swaps or replacements with the gaming coordinator.

The Club gaming commitment mirrors the Club’s year: September to August.

If you would like to work extra events, please let the gaming coordinator know so that a list of replacement workers can be built.

While gaming currently makes up the bulk of our fundraising activities, the Club may engage in other fundraising throughout the year. The expectation and commitment of members remains the same regardless of the type of fundraising activity.

### **6.4. Trial Period**

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



## **6.5. Refunds**

Please refer to the water polo annual registration packages for information on Club withdrawal and refunds.

# **7. Practices**

## **7.1. Water Polo**

As indicated above, the Club is divided into Teams for training and competition purposes. Practice times for the various teams are posted on the website. Teams are determined primarily by skill level and athlete maturity. Most often, this tracks with age, but there may be times when players are put on teams with children of different ages. If you have any questions about how your child is assigned to a team, please discuss with the Head Coach and refer to the Playing Up policy below.

## **7.2. Expectations**

Posted practice times on the website indicate when practice begins. Players need to be on deck fifteen minutes before practice starts. Where an athlete may be unavailable for practice, please make sure you notify at least one of the coaches by e-mail ([coaches@wildwaterpolo.com](mailto:coaches@wildwaterpolo.com)).

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

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

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



## 8. Competition

### 8.1. Rosters

Opportunities for players to test their skills arise in two ways: games (inter-team, City, Provincial, and National leagues) and tournaments. The coaches determine team rosters for games. If you have questions on a roster, please address those questions to the Head Coach. From time to time, to provide more competitive opportunities, players may be asked to play with other teams who may not have full rosters (see Playing Up below).

Competition schedules for the various age groups can be found online at [AWPA](#) and [WPC](#).

The coach will determine playing time and game strategies.

### 8.2. Playing Up

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

Playing up is a privilege that is earned by hard work and commitment to the team. It does not guarantee that the player gets equivalent pool time during the games being played. A lot of their time may be spent on the bench observing, learning, and supporting their team during the tournament. It also does not mean that a player no longer needs to show up for games and practices in their age group. If you must make a choice because of time constraints, choose your player's age group in consultation with the coach where you can have a discussion around which age group would be best for the player.

Playing up in a season does not mean that a player will necessarily play up the following season. The coach will again let players know when they are ready.

### 8.3. Tournaments

In addition to league and other game play, athletes can participate in outside tournaments. Wild teams have played in the following tournaments: Sask Open— mid-November in Regina; WinterFest – mid-February in Costa Mesa, Evergreen — early April in Kamloops; Tournament of Courage – late January in Coquitlam; and AB Open — early March in Calgary.

Athletic Director and Coaches will determine which tournaments they would like the Club to attend. It is important that players and parents make decisions early in the season about tournament attendance so that rosters can be developed and team travel arranged. All athletes are encouraged to attend tournaments.



## 8.4. Expectations

Players are expected to be on deck for games and tournaments at the time specified by their Coach, typically half an 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.

Tournament schedules change routinely. Please check the website and look for update e-mail.

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

It is important to remember that we are all ambassadors of the Club. Our conduct reflects Club principles and spirit. The principles of True Sport and the Club Code of Conduct should guide our behaviour in a manner consistent with promoting the sport of water polo and developing great athletes.

## 9. Code of Conduct

To promote team spirit, sportsmanship and individual responsibility, the following conduct is expected of all Club members, players, coaches, and parents:

We are ambassadors of the Club, behaving in ways that reflect positively on the Club as a whole.

We adhere to and promote the principles of True Sport and will not tolerate abuse, harassment, or bullying.

We will respect the rules of the game and wear the proper equipment and wear it properly.

We treat teammates, coaches, officials and parents of the Club, other clubs and associations with respect and act with integrity.

We let coaches coach and officials officiate. That involves supporting children and teammates and respecting coaches/officials and their decisions.

We learn and understand the rules and history of the game, asking questions respectfully.

We are involved and cheer, respecting all players in the game and cheering for them the way we would for our own child or sibling.

We understand that sport teaches many lessons and not all are easy. We help our children and each other understand and accept losing a game without feeling defeated by the outcome.

We support and encourage the joy and satisfaction of competing and doing one's best.

We commit to Club goals, principles, and expectations and display a positive and constructive attitude for the program, coaches, teammates, and members.

Bullying, swearing, or other expressions of disrespect for coaches, teammates, other Club members, competitors, or other Clubs will not be tolerated. We will resolve conflicts in positive ways without resorting to verbal abuse, violence, or aggression.

We have read and commit to the WPC [Code of Conduct](#) and AWPA [Code of Conduct and Ethics](#) and the AWPA policies and procedures.



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

The Club may take a range of actions where the Code of Conduct is not followed. In general, we have adopted AWPA's procedures and policies as a framework to guide coaches and the Board when a complaint is received or where discipline action needs to be taken. Please refer to AWPA's Discipline and Complaints Policy. Every case is unique. Sanctions can range from verbal warnings from a coach to suspension or expulsion from the Club without refund. In general, we will use a "strike" system at the discretion of the Board/Head Coach as follows:

- Strike 1 the player and/or parent is reminded of the Code of Conduct. The player may be asked to sit out part of practice.
- Strike 2 the player and/or parent receive a written warning regarding the breach of the Code of Conduct from their coach and a Board representative outlining the inappropriate behavior and warning the player and/or parent of the consequences of repeated incidents or behaviour. The player may be asked to sit out all or part of subsequent practices.
- Strike 3 where a pattern of inappropriate behaviour persists, the player's Coach and the Head Coach will meet with the Board and the player may be suspended for a period of time or expelled from the Club.

## 10. Rules of Water Polo

The rules and game of water polo can be confusing and asking players, coaches, or other parents will help to understand what you're seeing in the pool. Minor officiating is a great opportunity to see the game up close. Minor officiating training courses are offered [online](#) by Alberta Water Polo. You are required to complete the training prior to volunteering for a minor officiating position.

To more fully appreciate the game and the difficulties faced by officials, consult the latest version of the FINA Rule Book, The Alberta Water Polo Association link to the Rule Book is: <https://www.albertawaterpolo.ca/content/rules>.

## 11. Wild for Life

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

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***Stay Wild!!***

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## Appendix 1 – Volunteer Opportunities

### *Volunteer Coordinator*

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

### *Team Manager*

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

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

### *Equipment Manager*

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

### *League Coordinator*

Works with other clubs to provide competitive opportunities for players through a Provincial League (with initial focus on 12U league) and assist with the coordination of City League as required. Much of this work will be coordinated / shared with the VP Competition and may include helping to register teams with the various leagues and/or governing bodies as required. The focus of the role, however, is specifically on league play.

### *Travel Coordinator*

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

### *Minor Official*

Completes Minor Officiating training, officiates Club-hosted tournaments and assists as required with Provincial League, City League, Alberta Open, NCL and other events held in Calgary.

### *Gaming Coordinator*

Acts as liaison with Alberta Gaming (“AGLC”), fills out required gaming applications and forms. Assigns gaming positions as required. Ensures Club gaming obligations are met both in scheduling and coordinating volunteers with the Volunteer Coordinator and AGLC reporting and use of proceeds requirements are met with the Treasurer. In some seasons, this role may be split in two: casino coordinator and bingo coordinator.



### *Communications Manager*

Builds technical framework for Club web site and other technologies such as social networking tools. Updates content received from other volunteers or provides instruction to Leads on how to update content themselves. Publishes a newsletter as agreed to by the Board by soliciting information from the various officers and volunteer leads for inclusion in the newsletter. Works with the Webmaster to publish the newsletter through the website and determines other methods to effectively publish Club news.

### *Admin Assistant*

Assists officers and volunteer leads with their work as needed. This may involve research, clerical work, distributing documents (i.e., posters in schools), etc.

### *Hospitality / Social Events Coordinator / Committee*

Organizes food and drinks for Wild-hosted events. Books AGM facility and organizes the end-of-season party and any other Club social events.

### *Out-of-Town Chaperone*

Responsible for the players' well being away from competitive venues while travelling for competition outside the Calgary area. Works closely with the VP Competition to prepare a trip travel binder, plans who sleeps in what room, makes sure that everyone arrives at the departure point on time and drives car rentals. Makes sure players are fed and cared for (i.e., in the event of injury, takes player to hospital, ensures approved medications are taken) and that they behave according to Club standards. Contacts parents/guardians as needed and communicates arrival times and coordinates pick-up/drop-off upon return. Chaperones must be a minimum of 25 years old, hold a valid drivers license, and provide proof of a Police Information Check, including a Vulnerable Sector Verification in the last three years. Chaperones are a key part of emergency action planning. They must be familiar with Club safety procedures and have a valid credit card with available credit of at least \$5,000.

### *AB Water Polo Casino Volunteer*

Volunteers to help with Alberta Water Polo casinos to fulfill the Club's commitment to support Alberta Water Polo.

### *Videographer/Photographer*

Tapes games, edits and posts for Club review and training. Works with Communications Manager to post to website, or Instagram as promotional material. Live streams Wild-hosted tournaments to the Club website. Takes official gamephotos as well as team and individual photos for newsletter and other promotional purposes.

As well as filling these positions, volunteers are needed to assist officers and volunteer leads in the execution of their work and other Club activities/obligations that arise. Members also have a fundraising commitment as outlined in section 6.3 above. These positions are suggestions from past seasons. If you think of something else or circumstances change, create your own opportunity. We will support you.



## Appendix 2 – Safety and Risk Management

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

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

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

*Note: information presented below is from various organizations (American Academy of Pediatrics, Parachute, Ophea, and Université de Montréal). We recommend visiting their websites for further guidance and information. While the Club makes every effort to raise awareness of the various injuries that can occur in water polo, we recommend members work closely with their personal physician and athletes to assess risks, prevent, and respond to injuries.*

### Injury Prevention Tips

1. Maintain good playing and off-season fitness levels, including cardiovascular fitness. Warm-up and cool-down exercises are important.
2. Learn and practice proper water polo techniques.
3. Eat a well-balanced diet and take meals 2-4 hours before training and games. Stay hydrated and replace nutrients with healthy snacks after activity.
4. Check safety gear for fit and maintenance (i.e., caps with ear guards, mouth guards). If gear looks worn or in need of maintenance, advise a Coach.
5. Engage in cross-training to limit the amount of stress or strain placed on specific muscle groups. Some elements of this are implemented in dryland training sessions. Engage in weight training, where appropriate and as directed by a coach, to strengthen muscles which surround and support joints.
6. Closely trim fingernails.
7. Wear proper sunscreen and lip balm when playing outdoors.
8. Watch for hypothermia when playing in cold water, especially with younger athletes.
9. Practice and encourage good sportsmanship and fair play.

### Typical Injuries

1. Eyes – contact from balls or other players. Where vision is affected or where swelling or blood inside the eye results from an injury, see an ophthalmologist.
2. Head – blows to the head from another athlete, the ball, or other equipment (i.e., goal posts or crossbar). See Return to Play ("RTP") guideline below. Most common symptoms are headache, amnesia, and confusion, but symptoms may not be immediately apparent. All concussions are serious. If you suspect a concussion, see a doctor. Seek emergency care where a head injury results in a loss of consciousness lasting more than a minute, repeated vomiting, seizures, obvious difficulty with mental function or physical coordination, or where symptoms worsen over time.



3. Shoulders – Injury typically results from throwing or swimming motions. Weak trunk and back muscles may be contributing factors.
4. Fingers – Striking opponents or the ball. Dislocations, deformities, loss of motion, or significant pain indicate an injury that should be examined by a doctor.
5. Knees – Typical overuse injury caused by prolonged kicking and treading water. Where an injury results in a swollen knee, a pop is felt at the time of injury, or the knee feels loose, see a doctor.

### **Response Planning**

Repsol Centre is the Club's main training and competition pool in Calgary. Club coaches will review the Repsol's Emergency Procedures Training document annually to understand the facility's emergency response plan and a coach's role in it should the need arise. An Emergency Action Plan ("EAP") will be filled out for every facility, providing the minimum emergency response information. Coaches will prepare an EAP for each facility used by Wild for practices and competitions in town. When travelling, coaches and chaperones will fill out an EAP and review it, discussing roles and responsibilities in the event of an emergency. Part of this process will involve understanding and complying with the safety standards and emergency response plans of the facility the Club will be using. The form template is below. Completed forms must be readily available at practices and competitions.

As indicated in the competition section, when travelling, do not leave a facility, practice, team function or hotel without first notifying and getting approval from a chaperone (or Coach if there is no chaperone).

### **Return to Play ("RTP") Guideline**

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

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



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



## Emergency Action Plan

Event / Pool: \_\_\_\_\_

Facility / Address: \_\_\_\_\_

Responsible / Alternate Person: \_\_\_\_\_

Call / Alternate Person: \_\_\_\_\_

Facility Emergency Contact: \_\_\_\_\_

Location of First Aid Equipment: \_\_\_\_\_

Emergency Exits: \_\_\_\_\_

Closest Medical Facility: \_\_\_\_\_

Medical Facility Address: \_\_\_\_\_

## Emergency Numbers

Ambulance: \_\_\_\_\_ Police: \_\_\_\_\_

Fire: \_\_\_\_\_ Hospital: \_\_\_\_\_

Poison Control: \_\_\_\_\_ Other: \_\_\_\_\_





**Print Name**

**Signature**

**INCIDENT INFORMATION**

Date & Time:	First Intervention: AM PM	Medical Support Arrived: AM PM
Responsible Person's Incident Description (what, where, signs, & symptoms):		
Patient's Incident Description:		
Event & Conditions:		
Actions Taken / Interventions / Other:		
After Treatment, the Patient Was:		
<input type="checkbox"/> Sent Home <input type="checkbox"/> Sent to Hospital / Clinic <input type="checkbox"/> Returned to Activity		

**WITNESS INFORMATION (an observer, not the Responsible Person)**

Surname:	First Name:
Address:	City / Province:
Postal Code:	Phone:
E-mail:	Age:
Role (coach, parent, official, etc.):	





## **Risk Planning and Management**

It is important that members involved in programming and delivering Club services consider the risks inherent in the activities they are planning or directing. The Club has a responsibility to its players, members, and the broader water polo community to deliver its services in the safest manner possible. As members, we can all play a part in managing risk.

Coaches and members tasked with assisting to develop or plan practices, competitions, and travel must meet to discuss the activities that will be undertaken and identify risks that could be present in those activities. The Club has outlined above the typical types of injuries that can occur while playing water polo and has made steps to mitigate or minimize those risks by:

1. Requiring coaches have standard first aid;
2. Requiring coaches be certified as dictated by the LTAD model and Water Polo Canada;
3. Providing orientations at the beginning of the season to review the program and outline members' and players' roles and responsibilities to sportsmanlike play, the Club's code of conduct, and sports safety;
4. Evaluating athlete abilities early in the season and assigning them to the appropriate team consistent with the LTAD model;
5. Providing quality coaching to develop proper water polo skills and knowledge of the rules in a manner consistent with LTAD;
6. Adequately supervising and monitoring players;
7. Reviewing Repsol emergency procedures and the risk assessment process at the beginning of the season;
8. Requiring coaches and chaperones to assess hazards and response plans for the various facilities in which they may be training and competing and complete an EAP for those facilities;
9. Planning trips from the perspective of risk, identifying potential hazards in and out of the pool, compiling medical and other athlete data for the travel binder, and providing chaperones as required;
10. Communicating safety requirements and action plans to visiting clubs;
11. Providing proper equipment and ensuring it is worn and used appropriately;
12. Keeping records associated with risk management such as waivers, action plans, and accident reports; and
13. Listening to members and their observations, thinking about "near misses", and looking for opportunities to continuously improve.



## Appendix 3 – Concussion

### Introduction

Concussion is unlike most injuries that athlete's experience. As concussion is an injury to the brain, it cannot be seen and the effects can be either subtle or devastating or cumulatively persistent over time. Also, the severity of the symptoms from concussion is not always associated with the severity of the causative impact since the frequency and number of head injuries affects the symptoms: in particular, the greater the number of concussions, the longer the symptoms persist and the more severe the symptoms. In addition, the closer together the concussions occur in time, the longer the symptoms persist and the more severe the symptoms can be.

, "What is a concussion?" Concussion is a brain injury and is defined as a complex process affecting the brain, induced by biomechanical forces. The mechanism of injury may occur in two major ways. First is direct trauma/impact to the head. Second is a sudden deceleration of the head resulting in the brain colliding with its casing (the skull). In fact, the deceleration mechanism may be the most common cause of concussion.

It is important to remember that a concussion can occur in the absence of a blow to the head. Any sudden deceleration may result in a concussion whether it is to the torso, neck or other part of the body. The impulsive forces from the injury to the body are transmitted to the head/brain. If the head is jerked in any direction suddenly the requirements are satisfied to have a resultant concussion.

### Early Recognition

"Early" is the key word when it comes to successfully minimizing the repercussions from concussion. First, it is important to recognize that any event that satisfies the direct blow or deceleration may result in a concussion so be looking for it. Remember - the subtle symptoms are important and should not be ignored! Initially, be suspicious if there is:

- Any loss of consciousness no matter how brief
  - Head related symptoms – visual problems, headache (athlete rubbing their head or blinking trying to clear their eyes)
  - Impairment of brain function – confusion, memory
  - Physical Symptoms – unsteadiness/ balance problems or change in movement (stroke change, throwing motion, accuracy) –
  - Change in emotional stability – anger, crying, liability
- The key to concussion recognition involves being watchful for the above signs and symptoms. Probably the most important point in minimizing the impact of concussion is to remove the athlete from the training or competition setting if there is any suspicion of a concussion until a complete evaluation is performed by medical personnel. The effects of a second impact or injury to the brain while already suffering a concussion can be devastating. "When in doubt; sit them out". ALWAYS REMOVE THE ATHLETE FROM THE FIELD OF PLAY IF THERE IS A SUSPICION OF A HEAD INJURY/ CONCUSSION.

As the incidence of concussion is common in some sports (eg. water polo, Synchro and diving as well as other land based sports) that athletes frequently undergo on-line "neurocognitive testing" prior to the beginning of the season to establish that athlete's personal baseline of cognitive performance. Comparing the suspected concussed athlete neurocognitive testing following a concussion with their own baseline results is often helpful for the treating physician. Various sport-specific neurocognitive tests can be found on-line.



All athletes, coaches, parents, and members of the athlete's entourage should be able to recognize concussion early; as the athlete is often disoriented and unable to determine their own diagnosis. All suspected concussed athletes should undergo evaluation by a trained medical professional as soon as possible after the injury.

1. The evaluation of a suspected concussed athlete is greatly affected by past medical history. Of particular importance are:
  - Underlying medical problems
  - Prior history of concussion and if positive – when and how many?
  - Medication use (prescription and recreational to include alcohol)
  - Dyslexia or other learning disorders
  - History of migraines or chronic headaches
  - Attention deficit disorder or Attention deficit and hyperactivity disorder
  - Emotional history to include depression and anxiety disorders or any psychiatric diagnosis
1. Family history for the above
2. The physical examination for evidence of injury of concussion includes the head, neck, neurological system and any impact site
3. Symptom evaluation
4. Cognitive assessment: Cognitive assessment consists of several components:
  - Orientation – person, time, situation
  - Immediate memory with a standard series of words and recall
  - Concentration – digits backward or months in reverse order
5. Balance exam:
6. Coordination testing:



### **When is a Hospital/Emergency room necessary?**

The status of the concussed athlete may change for the better or worse quickly, usually within the first 48 hours so they should be kept under careful observation. Any new or changing symptoms are a concern. In particular, the following symptoms should result in immediate advanced medical attention in the hospital setting. Those symptoms are:

- Worsening headache
- Worsening drowsiness or cannot be aroused from sleep
- Progression of memory deficits
- Inability to recognize people or places
- Repeated vomiting
- Unusual behavior, irritability, or confusion
- Seizure activity with or without loss of consciousness (jerking of one leg or arm uncontrollably)
- Weakness or numbness in arms or legs
- Unsteadiness on feet or slurring of speech

### **Post-Concussion and Depression**

The topics of emotional, cognitive and behavioral changes have already been mentioned at several stages in the initial physical evaluation of concussion. Immediately after the concussive injury the brain, by definition, has undergone a traumatic impact. This is no different than any other human organ being traumatized. Although in this case there is no structural damage medical experts can image to date, there is still an initial disturbance to overall brain function. Over the last fifteen years there has been a growing body of scientific literature that while usually these initial psychological changes subside, especially with proper supportive treatment and return to play protocols, weeks to months later an athlete can become depressed. Although an athlete may appear to have recovered, one must continue to look for signs and symptoms of depression such as: Decline in physical performance, sadness, pronounced fatigue, insomnia, increased sleepiness, change in appetite, irritability, restlessness/excitability/anxiousness, decreased concentration, decreased motivation, hopeless, suicidal ideation, and rarely completed suicide. If an athlete is isolating themselves or acting out of character they need to see a professional, a team doctor a sports psychologist or a sports psychiatrist. The most important point is recognition of the problem and keeping an open discussion with the athlete at all times.



## **When and how does the athlete return to their sport following concussion?**

The progression of stages for the return of the concussed athlete back to their sport is exact and methodical going from the simplest of activities to the most advanced aspects of function, training and performance. In the beginning, following the diagnosis of concussion, the athlete must rest: complete mental and physical rest. They should not return to school/work until all symptoms are clear. Once asymptomatic, the athlete can return to the learning/ work environment in a graduated, stepwise progression initially without responsibility for performing in the classroom or on testing until their neurocognitive function has returned to their baseline. In addition, the athlete should refrain from screens: computers, video games and smart phones until symptoms have cleared. The athlete is also not to take medication unless cleared by his/her medical practitioner. This specifically includes no alcohol, pain medication, sleeping medication, or recreational drugs. Sports participation is not recommended until cleared by the treating medical practitioner.

Once they have been cleared to return to sport, the athlete should undergo a progressive, graduated return to play program that becomes increasingly more physically challenging at each step. The speed of progression is limited to one stage per day in the adult athlete. The child athlete takes longer at each level. If the athlete's symptoms return with physical exertional challenge at any stage, they return to the prior (asymptomatic) step and then progress forward daily if successful at each stage.

The progression is:

**No activity (mental of physical as defined above - 24-48h)**

**Light aerobic exercise:** Defined as up to 70% of maximum predicted heart rate –

The goal = elevation of HR

**Sport-specific exercise:** Defined as sports specific drills not involving head contact or impact

**Non-contact training drills:** Defined as complex training drills that involve coordination and cognitive function. These are also sports specific ideally.

**Full contact practice:** Defined as full practice without limitations as to impact or difficulty Return to sport: Full training and competition

**Water Polo specific progression** post-concussion once cleared by medical for return to sport

Athlete must remain symptom free during and after activity progression in order to advance to the next phase of progression. If a water polo player experiences recurrence of symptoms, go back to previous level of exertion that did not cause symptoms for 24 hours before attempting to advance progression again. In general, begin with low numbers of skills and increase gradually as athlete adapts.

**No activity: (mental or physical as defined above for 24-48h)**



**1st level - Light aerobic exercise:** Up to 70% of maximum predicted heart rate with the goal of mild aerobic exertion. For example:

- Stationary cycling progressing to
- • Walking/light jog on treadmill progressing to
- Light controlled swimming (no diving or sprints) progressing to
- Easy egg beater with no ball

**2nd level - Sport-specific exercise:** This level does not involve head contact or impact. For example:

- increasing intensity of swimming to include sprinting
- “water polo specific moves” to include throwing ball to test hand eye coordination
- egg-beater drills and egg-beater with light medicine ball
- shooting drills
- No diving into pool and no receiving of passes.

Examples of egg-beater drills are:

#### **Basic egg-beater drill**

- a) Line up swimmers at the end of the pool.
- b) Swimmers will place both hands on head - Using egg-beater the athlete will move down the pool.
- c) A variation of the basic drill has the athlete practice going forward, to the left and right side and backward.

#### **Intermediate egg-beater drill**

Utilizing the basic drill above but increase the difficulty by emphasizing the height out of water as well as speed and distance traveled.

#### **Advanced egg-beater drill**

This is the most difficult egg beater exercise. The athletes are in the deep water facing the coach and imitating the coach’s actions on the deck. The coach holds each of the following positions for varying lengths of time to train strength and endurance. The moves include:

- Elbows out of the water, hands behind neck
- Right arm extended, alternate action (repeat on the left)
- Pike position, seat high out of water
- Both arms extended



- Both hands on head
- 360 spin with any combination of the above
- Finish drill by having players attempt to boost up to a maximum height on the "up" command, using arms and leg kick to rise out of the water.

Variation: Suspend a rope across the pool at a height as a target for the players to touch

**3rd level - Non-contact training drills:** This level has complex training drills that involve hand-eye coordination as well as cognitive function and exertion. This level includes the receiving of balls/passes from other players and maneuvering in water polo formation drills. It is important that there be **NO CONTACT** with other players. An example would be the 4 square drill.

#### **4 Square Drill**

Note: Emphasize keeping ball overhead for better control.

- a) Arrange 4 players about 10 feet, apart, forming a square with one ball to each square.
- b) Players pass to each other, receiving ball and immediately spinning before passing.
- c) Men should practice receiving with either hand and spinning right or left.

Note: Emphasis keeping ball overhead for better control.

It is required that hand eye coordination be fully intact before going to this progression stage.

Diving may be re-introduced at this stage

**4th level - Full contact practice:** Full practice without limitations as to impact or difficulty:

**Return to sport:** Full training and competition

#### **Does Age Matter?**

Contrary to almost everything else in human physiology, children do not tolerate concussions as well as adults and recovery time is longer. Given these facts it is also true that concussions beyond the first are also more problematic. While every individual hits adolescent at different ages, most authorities view a "child" as less than 13 years old. Those less than 5 have very little data on which to make predictions.

So, a concussed child is completely different and must be handled more conservatively while still adhering to the guidelines to return to training and performance.

#### **Conclusion**


Concussions are far from obvious and are quite complex. To date medical testing has been unable to help diagnose a concussion. Medical investigations are most helpful in the more severe head injuries when a skull fracture or cerebral bleed is suspected. The symptoms that warrant that kind of evaluation are the same ones that were reviewed under "When is a Hospital/Emergency room necessary?"

The effects of concussions are cumulative. A second concussion behaves much differently than the first and is more likely to have longer and more severe cognitive consequences. Recovery from a second concussion is usually longer than the first concussion, regardless of the severity of the first or second injury. Protective headgear and other devices do help when it comes to bumps, bruises, fractures and lacerations but they have not been found to decrease the incidence of concussions or their long term consequences.

Rule changes and training changes have a chance to make a difference as well as close attention to the return to school/work/training protocols. Prevention, early recognition and appropriate management remain the keys in protecting the athlete from the long term symptoms of a concussion.

## CONCUSSION RECOGNITION TOOL 5<sup>®</sup>

To help identify concussion in children, adolescents and adults



### RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

**STEP 1: RED FLAGS – CALL AN AMBULANCE**

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

**Remember:**

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

### STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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### STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

### STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

**Athletes with suspected concussion should:**

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

**ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE**

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## Appendix 4 – Miscellaneous Policies & Information

### Being on the Board

The Club will hold an annual orientation for Board directors early in the season after the Annual General Meeting to provide members with a refresher on their obligations, review Club bylaws and policies, budgets, the Handbook, and a review of the various Board positions and the roles and responsibilities that go with them. This session will typically be facilitated by the Club Secretary.

### Conflicts

All athletes, members, coaches, directors, and volunteers of the Club will strive to avoid conflicts of interest between their personal, professional, athletic, or business interests and the Club. This includes avoiding actual conflicts of interest as well as the perception of a conflict.

The policy is intended to protect the integrity of the Club's decision-making process, enable stakeholders to have confidence in our integrity, and protect the integrity and reputation of athletes, coaches, members, volunteers, and directors.

Examples of a conflict of interest include:

1. A director who is also a member of another team with which the Club competes;
2. A coach or director receiving payment in kind for membership or travel fees for time or services donated;
3. A director or parent who votes on a decision from which they may directly benefit.

Upon election to the Board, each director will make a full, written disclosure of interests, such as relationships, and posts held that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as needed.

In the course of meetings or other activities, members will disclose any interests in a transaction or decision where there may be a conflict between the organization's best interests and the member's best interest or a conflict between the best interests of two organizations with which the member is involved.

After disclosure, the member may be asked to leave the room for the discussion and may not be able to take part in the decision if that is the judgment of the other members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and members, volunteers, coaches, athletes and directors should respect its spirit as well as its wording.

### Conflict Resolution

The Board of Directors believes that open and honest communication between individuals experiencing conflict represents the most positive and constructive means to resolve that conflict. These are the "Fierce Conversations" we need to have. Further, the application of constructive management and resolution skills to conflict between and among individuals will contribute to a positive climate for all stakeholders, internal and external. The Board believes that the preservation and restoration of harmonious relationships among its stakeholders is a priority.

Healthy organizations characteristically embrace the following:

- Differences are natural and may lead to conflict;
- Differences are best resolved by the parties to a conflict;

Conflict resolution is issue and solution focused. The application of due process and natural justice are fundamental to conflict resolution.



The Board has adopted the following “rules of engagement” and processes around resolving conflict and asks members to use these tools to address issues and conflicts they may be experiencing:

1. Open and honest communication is the key to successfully resolving conflict between and among individuals;
2. To promote a positive organizational climate, conflict resolution should be marked by mutual respect, active listening, dignity, and an acknowledgement of the rights of each individual;
3. Individuals shall address their concern with the other party directly and attempt to sort it out before going to a third party. Exceptions may arise where required by law, collective agreements, or the emergency nature of a particular situation;
4. Where conflicts cannot be resolved, the parties should bring their issue to the Board for resolution. The Board or an individual director can help to mediate or arbitrate any conflict, the parties can agree to disagree and terminate any further conflict resolution process, or the parties can agree to be bound by a Board decision.

### **Communications and Privacy**

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or post material on websites connected with the Club.

Electronic communication:

- should be restricted to Club matters;
- must not offend, intimidate, humiliate or bully another person;
- must not be misleading, false or injure the reputation of another person;
- should respect and maintain the privacy of members; and
- must not bring the Club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child’s parents.

Any person not complying with this policy may face disciplinary action as outlined in the Code of Conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

### **Inclusion Policy**

**Purpose:** The Calgary Wild Water Polo Club recognizes that sport has the power to be a tremendously positive influence on the lives of young people including athletes of all abilities, gender or economic situation. This policy outlines the intent to treat all athletes with fairness and inclusion within our club.

**Application:** This policy applies to all swimmers and club members.

**Responsibilities, Guidelines and Procedures:** The Calgary Wild Water Polo Swim Club has a long tradition of inclusion with athletes of all abilities. We expect our membership to demonstrate respect and inclusion of all individuals regardless of their body type, physical or mental disabilities, athletic ability, race, religion, family status, gender identity, gender expression or sexual orientation.

All athletes will be assessed for our regular programs and assigned to the most appropriate group. All swimmers must meet the same technical standards of the group to which they have been assigned in order to participate and coaching staff will do their best to make accommodations to make that possible.



### **Club Discipline**

To clarify for all members the expectations of the Club, the following procedure is in place in cases of incidents involving the Club or its members:

1. Any member or non-member who witnesses or is aware of an incident should get in touch with their coach or e-mail the Board immediately. Many incidents can be dealt with by a coach or a coach and the Head Coach.
2. If necessary, Directors will discuss the incident and a sub-group of the Board will be assigned to investigate what happened and communicate the Club's actions with respect to the incident to all stakeholders.
3. When sufficient facts have been gathered by the Directors, the executive will meet to review the facts and make necessary decisions. Some of these decisions may be preliminary in nature, but the executive will make every effort to be timely in its fact finding, deliberations, and decisions.
4. Communication of any incidents and their outcomes will be as needed, general, and will respect the privacy of the individuals involved.



## Appendix 5 – Parent Code of Conduct

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles including: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these six pillars of character in both children and their parents and are expected to enact these core principles.

The following outlines the terms and conditions of the Parent Code of Conduct and agreement to all the terms are contingent upon family membership in the Club, as initialed in the registration package:

1. I/We will have at least one parent complete the [Respect in Sport Parent Program](#) online certification course
2. I/We will not force my/our child to participate in the Club against his/her will
3. I/We will remember that children participate in sport to have fun and that the game is for youth, not adults
4. I/We will inform the Coach of any physical or emotional disability or ailment that may affect the safety of my/our child, or the safety of others
5. I/We will learn the rules of the game and the policies of the club
6. I/We (and my/our guests) will be a positive role model for my/our child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice, tournament, or other event
7. I/We (and my/our guests) will not engage in any unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures
8. I/We will not encourage any behaviours or practices that would endanger the health and wellbeing of the athletes
9. I/We will teach my/our child to play by the rules and to resolve conflicts without resorting to hostility or violence
10. I/We will demand that my/our child treat other players, coaches, officials and spectators with respect
11. I/We will teach my/our child to that doing one's best is more important than winning, so that my/our child will never feel defeated by the outcome of a game of his/her performance
12. I/We will praise my/our child for competing fairly and making the best effort possible
13. I/We will never ridicule or yell at my/our child or any other participant for making a mistake or losing a competition
14. I/We will emphasize skill development and practices and how they benefit my/our child over winning. I/We will also de-emphasize games and competition in the lower age groups
15. I/We will promote the emotional and physical well being of the athletes ahead of any personal desire(s) I/We may have for my/our child to win
16. I/We will respect the officials and their authority during games and will never question, discuss or confront coaches at the pool and will take time to speak with officials or coaches at an agreed upon time and place
17. I/We will honour the 24-hour rule and will wait at least 24-hours before contacting a coach after a game
18. I/We understand that my/our first point of contact with the Club is the Team Manager and questions should be directed to this person whenever possible
19. I/We will demand a sports environment for my/our child that is free from drugs, tobacco and alcohol
20. I/We will refrain from coaching my/our child or other athletes during games and practices, unless I/we am/are one of the official coaches of the team
21. No athlete will be allowed to participate in any practice or game unless he/she is registered with the Club and the Alberta Water Polo Association
22. I/We will refrain from engaging the coaches in conversation during practices and understand that if I have questions for the coaches that I need to schedule a time with the coaches outside of practice at the coaches convenience



I/We also agree that if I/we fail to abide by the aforementioned rules and guidelines, I/we will be subject to disciplinary action that could include, but is not limited to the following:

- The receipt of a verbal warning by an official, Coach, or Board of Director
- The receipt of a written warning of parental suspension\*
- Removal from the current event including a practice, game, or tournament
- Issuance of a parental suspension for the entire season
- Financial penalty in an amount that will be assessed at the discretion of the Board of Directors
- Termination of athlete's membership from the club

*\*Parental Suspension is defined as the act of prohibiting the parent found to have engaged in inappropriate behaviour, from watching practices, games or tournaments in which their child/children are participating for a defined period of time. Parental suspensions will be provided in writing with the terms of the suspension defined.*

I have further reviewed and accept the Code of Conduct as defined by by Water Polo Canada (WPC)  
<http://www.waterpolo.ca/admin/docs/November%202015%20-%20WPC%20Code%20of%20Conduct%20with%20Disciplinary%20Procedure.pdf>.