

WATER POLO QUEENSLAND

COMPETITION & EVENT SANCTIONING GUIDELINES

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REVIEW HISTORY

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1. POLICY STATEMENT & COVERAGE

1.1 Policy Statement

- 1.1.1 Sanctioning of a Water Polo event, tournament, competition, match, activity and or tour is a requirement of Water Polo Australia (WPAL) and Water Polo Queensland (WPQ)
- 1.1.2 The purpose of this document is to provide detailed information about the requirements for sanctioning, what is required to satisfy the guidelines and how an Event Organiser goes about meeting these standards.

1.2 Policy Coverage

- 1.2.1 All Water Polo events, tournaments, competitions, matches, activities and or tours conducted in the state of Queensland must receive formal sanctioning approval from WPQ prior to commencement.
- 1.2.2 Competition & Event Sanctioning guidelines ensure that all Water Polo events, tournaments, competitions, matches, activities and or tours in Queensland are conducted in a safe and professional manner, and comply with the respective [FINA Water Polo Rules](#), [Water Polo Australia Approved Rule Variations](#) & [policies](#), [Water Polo Queensland registration regulations and policies](#).

2. SANCTIONING PROCESS

2.1 Mandatory Requirements

- 2.1.1 A suitably experienced Event Organiser to ensure that the event, tournament, competition, match, activity and or tour can be run in a safe and competent manner
- 2.1.2 Safe and suitable Event Venue(s)
- 2.1.3 Appropriate Medical and Safety Requirements are present throughout the duration of the event
- 2.1.4 A set of approved competition rules that adhere to, and comply with, [FINA Water Polo Rules](#), [Water Polo Australia Approved Rule Variations](#) & [policies](#), [Water Polo Queensland registration regulations and policies](#).
- 2.1.5 Registration of all participants on WPAL registration system hosted by SportsTG or approved equivalent.
- 2.1.6 A Team and Participant Nomination process (players, coaches and support staff) for each Participating Team
- 2.1.7 Appropriate Insurance cover through the WPAL Insurance scheme that provides protection for all Participants, Officials, Volunteers and Event Organisers
- 2.1.8 Appropriate Judiciary Procedures to deal with circumstances or conduct requiring investigation and or decision
- 2.1.9 Referee appointments process that ensures appointment of suitably qualified and accredited Referees

2.2 Sanctioning Process

- 2.2.1 The Event Organiser is to forward the completed Competition/Event Sanctioning Application together with all attachments to WPQ **30 days prior to the start date** of the event, tournament, competition, match, activity and/or tour.
- 2.2.2 WPQ will review and assess each application and provide formal sanctioning approval, or a request for additional information, in writing to applicants within **10 business days** of receipt of application.
- 2.2.3 WPQ will provide a copy of formal sanctioning approval to Water Polo Australia and the Insurer.
- 2.2.4 The Event Organiser shall be responsible for providing any additional information/documentation requested by WPQ in a timely manner. Sanctioning approval will not be provided until all criteria have been adequately addressed.
- 2.2.5 WPQ reserves the right to charge a sanctioning fee associated with sanctioning to organisations that are proposing to conduct events, tournaments and matches for commercial gain. Applications received from WPQ Members & Affiliates will not incur any sanctioning fee.

3. SANCTIONING REQUIREMENTS

3.1 Event Organiser

- 3.1.1** All events, tournaments, competitions, games, activities and or tours must be organised and managed by either:
- a) A WPQ Member or Affiliate; or
 - b) A Legal Entity approved by the Water Polo Queensland
- 3.1.2** The Event Organisers must have minimum \$20m Public Liability Insurance, and must provide a **valid Certificate of Currency** with the Sanctioning Application.

3.2 Event Venue

- 3.2.1** The venue must be a WPQ approved venue with a facility audit completed within the previous 12 month period (see appendix 3).
- 3.2.2** The venue must be safe and suitable for event, tournament, competition, match, activity and or tour and must be consistent with [FINA Rule WP1: Field of Play and Equipment](#).
- 3.2.3** The playing area is to be adequately prepared for games to include the provision of all field of play markings and equipment, as a minimum.
- 3.2.4** The venue must have adequate change rooms, shower and toilet facilities to cater for the participating teams and match officials, and public amenities for spectators.

3.3 Medical & Safety Requirements

- 3.3.1** The Event Organiser must ensure the provision of appropriate medical support for any event, tournament, competition, match, activity and or tour

3.4 Competition Rules

- 3.4.1** The Competition Rules that apply must be included as part of the application for sanctioning, and will include, but are not limited to:
- a) Rules of the Game including the adoption of any approved rule variations
 - b) Compliance with WPAL & WPQ regulations and policies
 - c) Registration of Teams and Participants
 - d) Competition Rules [inc. draw, points, ladders, forfeits, postponed/abandoned matches, disputes resolution, etc]
 - e) Finals Format (if applicable)
 - f) Judicial Procedures

3.5 Registration

- 3.5.1** All participants **MUST** be registered on the WPAL national registration system or an approved equivalent and have met their registration financial obligations e.g. player levy and insurance

3.6 Team & Participant Nomination

- 3.6.1** All Participating Teams must complete a Team & Participant Nomination Form and submit to the Event Organiser prior to participation in a sanctioned event, including
- a) Team Name,
 - b) Participant details (First Name, Surname, Date of Birth, Registered club or school),
 - c) Coaches (including coaching accreditation)
 - d) Manager/Team Contact (including mobile and e-mail contacts).
- 3.6.2** The Event Organiser must submit copies of Team Registration Forms to WPQ with 10 days of the conclusion of the event.

3.7 Insurance

- 3.7.1** The Event Organiser is required to ensure insurance coverage for all Participating Teams prior to participation in a sanctioned event
- 3.7.2** WPAL has appointed World Wide Sports Insurance (WWSI) to handle insurance matters on behalf of WPAL and its affiliated State Associations, Clubs and Members.
- 3.7.3** WWSI is available for Event Organisers to discuss insurance requirements:

World Wide Sports Insurance

Tel: 1300 722 990

Fax: 02 9247 1733

Email: info@pscinsurance.com.au

Web: www.wysi.com.au

- 3.7.4** The Event Organiser shall advise all Participating players/teams of the following recommendations, including:
- a) It is recommended that all participants take out private health insurance, salary contingency insurance and life insurance, as required for their individual circumstances;
 - b) It is recommended that all participants not covered by Medicare (including non-residents of Australia) take out medical insurance covering those costs that would otherwise covered by Medicare.

3.8 Judicial Procedures

- 3.8.1** All events, tournaments, competitions, matches and/or tours must have appropriate judiciary procedures in place and operate in accordance with the WPQ Judiciary Policy

3.9 Referee Appointments

- 3.9.1** All Water Polo matches are to be refereed by a suitable accredited (minimum NOAS Level 1), taking into account the age of the players and the standard of the tournament
- 3.9.2** No referee appointments will be made until relevant sanctioning has been approved

4. APPROVAL & APPEALS PROCESS

4.1 Approval Process

- 4.1.1 The WPQ Board delegates the authority for the approval of all Competition/Event sanctioning applications to the Chief Executive Officer

4.2 Appeals Process

- 4.2.1 An appeal against an unsuccessful application for competition/event sanctioning can be lodged with the WPQ Board in writing within 5 days of being advised of an unsuccessful application
- 4.2.2 The appeal must be sent in writing to the WPQ Secretary at secretarywpg@gmail.com
- 4.2.3 The decision of the WPQ Board is final

APPENDIX 1: SANCTIONING APPLICATION FORM

| | |
|--------------------|--|
| Event Name: | |
|--------------------|--|

| | | | |
|-------------------------|--|-------------------|--|
| Event Organiser: | | | |
| Postal Address: | | | |
| Suburb: | | Post Code: | |
| Phone (W): | | Mobile: | |
| Email: | | | |

Event Categories & No. Teams

| | | | |
|----------------------|--|----------------------|--|
| Senior Men: | | Junior Boys: | |
| Senior Women: | | Junior Girls: | |

Event Duration

| | | | |
|--------------------|--|------------------|--|
| Start Date: | | End Date: | |
|--------------------|--|------------------|--|

Primary Venue

| | | | |
|--------------------|--|-------------------|--|
| Venue Name: | | | |
| Address: | | | |
| Suburb: | | Post Code: | |

Additional Venues

| | | | |
|--------------------|--|-------------------|--|
| Venue Name: | | | |
| Address: | | | |
| Suburb: | | Post Code: | |

| | | | |
|--------------------|--|-------------------|--|
| Venue Name: | | | |
| Address: | | | |
| Suburb: | | Post Code: | |

| | |
|--------------------|--|
| Venue Name: | |
|--------------------|--|

| | | | |
|-----------------|--|-------------------|--|
| Address: | | | |
| Suburb: | | Post Code: | |

| | | | |
|--------------------|--|-------------------|--|
| Venue Name: | | | |
| Address: | | | |
| Suburb: | | Post Code: | |

| | | | |
|--------------------|--|-------------------|--|
| Venue Name: | | | |
| Address: | | | |
| Suburb: | | Post Code: | |

Competition Rules

The Event Organiser has a set of competition rules. (Please attach a copy to the application)

Yes No

Insurance

The Event Organiser has a valid Certificate of Currency providing a minimum \$20m public liability insurance appropriate to the event it is conducting. (Please attach a copy to the application)

Yes No

Registration

All participants will be registered on the WPAL Registration System hosted by SportsTG

Yes No

Declaration

The persons listed below are authorised signatories of the Event Organiser, and warrant that all details provided within this application are true and correct. Signatories have read 'Water Polo Queensland Competition/Event Sanctioning Guidelines' regarding the event/tournament management and understand and comply with all regulations.

Signatory

| | |
|-----------------------------|--|
| Name & Position: | |
| Signature: | |
| Date: | |

Additional Signatory

| | |
|-----------------------------|--|
| Name & Position: | |
| Signature: | |
| Date: | |

Office Use Only

Sanctioning Approval

| | |
|-----------------------------|--|
| Name & Position: | |
| Signature: | |
| Date: | |

APPENDIX 2: SANCTIONING CHECKLIST

The following sanctioning checklist is to be completed to ensure all requirements of the Water Polo Queensland competition/event sanctioning guidelines are provided at the time of application.

The completed Competition/Event Sanctioning Application together with all attachments must be sent admin@waterpoloqld.com.au **30 days prior to the start date** of the event, tournament, competition, match, activity and/or tour.

Checklist

| # | <u>Document/Item</u> | <u>Yes</u> | <u>No</u> |
|---|---|------------|-----------|
| 1 | Completed Sanctioning Application Form | | |
| 2 | Copy of competition rules & format | | |
| 3 | A valid Certificate of Currency providing a minimum \$20m public liability insurance | | |
| 4 | Venue audit (required for a new venue or where venue has not been audited by WPQ in past 12 months) | | |
| 5 | Competition Draw (submitted 2 days prior to competition) | | |
| 6 | Team Nomination Forms (submitted within 10 days of the conclusion of the event) | | |

APPENDIX 3: VENUE AUDIT FORM

| | |
|-------------|--|
| Venue Name: | |
|-------------|--|

| | | | |
|----------------|--|------------|--|
| Venue Contact: | | | |
| Venue Address: | | | |
| Suburb: | | Post Code: | |
| Phone (W): | | Mobile: | |
| Email: | | | |

Pool Dimensions

Pool 1:

| Length (m) | Width (m) | Depth (Shallow End) | Depth (Deep End) | |
|------------------|-----------|---------------------|------------------|--------|
| | | | | |
| Field(s) of Play | FOP #1 | FOP #2 | FOP #3 | FOP #4 |
| Dimensions | | | | |

Pool 2:

| Length (m) | Width (m) | Depth (Shallow End) | Depth (Deep End) | |
|------------------|-----------|---------------------|------------------|--------|
| | | | | |
| Field(s) of Play | FOP #1 | FOP #2 | FOP #3 | FOP #4 |
| Dimensions | | | | |

Facilities & Amenities

| Item | Yes | No | Qty | Item | Yes | No | Qty |
|-----------------------------|-----|----|-----|-------------------------------|-----|----|-----|
| Change rooms (Male/Female) | | | | Water Polo goals | | | |
| Public Toilets | | | | Safe goal anchors | | | |
| Grandstand (capacity _____) | | | | Scoreboard & Timing Displays | | | |
| Other Spectator Seating | | | | Water Polo field & goal lines | | | |
| Spectator Shade Structures | | | | Team Shade Structures | | | |
| Canteen/Food Outlets | | | | Team Bench/Seats | | | |
| Parking | | | | Scoreboard (Cap No./Fouls) | | | |

Water Polo – Safety Check

| EQUIPMENT & FACILITIES | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| First aid kit suitable and up-to-date for activity | |
| Goals should be constructed of safe materials and secured appropriately to ensure athletes do not get tangled in ropes (or other) in the water and other people outside the water | |
| All electrical equipment checked that connections are safe (tagged), that all electrical equipment is a safe distance away from the pool and that power leads do not present a trip hazard | |
| Pool chlorination level within the range set by pool management | |

Pool Safety Checklist

| THE POOL: | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| The water is clear | |
| Skimmer gutters and gratings are clean and free from algae, slime and scum marks | |
| The results of the water analysis are readily available and kept as a permanent record | |
| There is appropriate equipment to enable measurement of the: level of disinfectant, pH level, total alkalinity level, stabilizer concentration, and pool water temperature | |
| Pressure gauges are fitted to filters. | |
| Filter traps are clear and adequately guarded to prevent injury to users | |
| The swimming pool in a state of good repair | |
| Ladders in good condition are provided at the deep and shallow ends of the pool | |
| Ramp access and hydraulic lifts are maintained in a safe condition where applicable. | |
| The depth of the pool is prominently and clearly indicated, in accordance with the standard, in writing which is at least 100 mm in size. | |

| FIRE SAFETY AND EMERGENCY RESPONSE | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| Safety rules, emergency information and evacuation routes are prominently displayed. | |
| The alarm can be heard in this area (when applicable). | |
| Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. | |
| An approved first aid kit is readily available and stocked appropriately. | |
| A resuscitation chart is clearly visible. | |

| MANAGEMENT PROCEDURES | ACTION (✓ IF NO ACTION) |
|---|------------------------------------|
| Safe operating procedures are displayed with all potentially hazardous equipment. | |
| Personal protective equipment is available for the pool operator. | |

| POOL SURROUNDS | ACTION (✓ IF NO ACTION) |
|---|------------------------------------|
| The area is clean and tidy. | |
| Floor surfaces are non-slip, unbroken and maintained in a safe condition. | |
| Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed. | |
| Doors, gates, fences, locks and latches are in good condition and working order? | |
| Gates close automatically. | |
| Guarding (<i>mesh</i>) or signage is in place for any fragile roof area/s. | |
| Plants and trees are safe, non-toxic and in good condition. | |
| The area is adequately shaded. | |
| Where a pool is enclosed, the ventilation is adequate. | |
| Where a pool is enclosed the building, lights, fixtures, fittings, windows etc, are safe and in good condition. | |

| STORAGE | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| Flammable material is stored and handled in a safe manner. | |
| Required resources and equipment stored safely. (e.g. separate from hazardous substances) | |
| Free standing shelves/cupboards are secured to ensure stability. | |
| Storage areas are labeled appropriately. (placarding of the chemical storage area is generally not necessary for quantities of pool chemicals under 500 litres or kilograms) | |
| Waste containers are readily available and labeled appropriately where necessary. | |

| HAZARDOUS SUBSTANCES | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| Chlorine and acids, including empty containers are stored in separate locations. | |
| There is an up to date register/stock control sheet to detail storage, handling requirements. | |
| The quantity of chlorine and/or acid stored is within recommended guidelines for the size of the pool. | |
| Current (within 5 years) material safety data sheets are readily available for hazardous substances. | |
| Hazardous substances are stored and labeled appropriately. | |
| Containers of acid are stored in a bunded area <i>(or suitable tray/trough)</i> . | |
| Appropriate washing/dousing facilities are available in the event of an accident with chemicals. | |

| ELECTRICAL | ACTION (✓ IF NO ACTION) |
|---|------------------------------------|
| Electrical equipment in good condition and tested as required according to the department's electrical testing procedure. | |
| The area has Residual Current Device (RCD) protection. | |

| PLANT | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| Manuals are available for operating equipment and machinery. | |
| Swimming pool plant is identified on the site maintenance register. | |
| The moving parts of all machinery and equipment is guarded in accordance with the regulations. | |
| All machines are fitted with the appropriate safety signs and SOPs. | |
| All pool plant is safe and maintained in a state of good repair. | |

| TOILETS | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| Toilet facilities are clean and in good condition. | |
| Items are available to maintain appropriate levels of hygiene. | |

| CHANGE ROOMS | ACTION (✓ IF NO ACTION) |
|---|------------------------------------|
| Private and secure change rooms are available for change of clothing. | |
| The rooms are clean and in good condition. | |
| Hooks and other items are not hazardous. | |
| The floors are non slip. | |
| The floors are dry and well-drained after use. | |
| All sinks, drains and toilets are operating in a satisfactory manner. | |

| GENERAL | ACTION (✓ IF NO ACTION) |
|--|------------------------------------|
| No other hazards such as sharps, glare, noise, fumes or vermin have been identified. | |
| All gas pipes are clearly labeled. | |
| All furniture is safe and in good condition. | |

| | |
|---------------------------|--|
| OTHER ISSUES/NOTES | |
|---------------------------|--|