

Canoe South Australia

Canoe Polo Selection and State Team Management Policy & Procedure

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10 August 2009

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1.0 INTRODUCTION

1.1 Purpose

This policy sets out the procedure for selection, administration and management of South Australian canoe polo squads and teams.

1.2 Scope

This policy covers:

- a. Nomination
- b. Training
- c. Definition of roles and responsibilities
- d. Selection, and
- e. Codes of Conduct.

1.3 Definitions

Australian Canoeing Incorporated also referred to as Australian Canoeing – National governing body of all canoeing disciplines in Australia, affiliated with the International Canoe Federation.

Australian Canoeing Polo Technical Committee a sub-committee of Australian Canoeing is responsible for promoting canoe polo throughout Australia and developing the sport to it's potential.

Australian Canoe Polo Championships – the national championships held annually under the overall responsibility of Australian Canoeing and the AC Polo Technical Committee, managed under contract by a selected state committee appropriate to the location.

Canoe South Australia Inc. - also referred to as Canoe SA and CSA - the governing body of canoeing disciplines in South Australia.

Canoe SA Polo Technical Committee or “the Committee” is the standing committee appointed by Canoe SA responsible for the organisation of canoe polo in South Australia.

State Teams – teams selected to represent South Australia at interstate championships.

State Teams Manager – the person appointed to liaise between the committee and the state squads and teams, to manage the welfare of players and team affairs for the event. An Assistant Manager may be appointed.

Team Coordinators – the persons appointed to assist the State Teams Manager, with particular responsibility for a Team or Squad.

Coach – the appointed person who plans and supervises the training and competition activity of the team

Squad – the applicants training for selection to represent South Australia in a canoe polo team.

1.4 Amendments

The Canoe SA Polo Technical Committee may amend this Policy and Procedure by recommendations to the Canoe SA Board of Management.

1.5 Policy and Procedures Availability

This policy is to be available to financial members of Canoe SA from the Canoe SA Office, and is available on the Canoe SA website.

2.0 Selection

The selection process for state canoe polo teams has four phases:

- Nomination of players and officials
- Appointment of officials
- Squad selection, and
- Team(s) selection and ratification.

2.1 Nominations

2.1.1 The committee will publish the call for nominations for positions including:

- a. State Team Manager and Assistant Manager
- b. Team Coordinators
- c. Coaches

- d. Selectors
- e. Players
- f. Other positions as required.

2.1.2 All nominations for non-playing positions are to be submitted, to the Canoe SA Polo Secretary using the Nomination Form (Appendix A Form 001). Where possible the Committee will make all appointments before the first state training session.

2.1.3 Timeframes.

The following is to be used as a guideline for Australian Canoe Polo Championships, usually held at Easter, so that appointments are concluded well before the event

- Officials nominations open 1/8 and close 31/8
- Players nominations open 1/9 and close 30/9
- Training commences in mid October.
- Squad selection where required follows approximately 6 weeks after training commences.
- Team selection is held approximately 8 – 10 weeks before the Championships.

The Committee is to use its discretion in scheduling the nomination and selection time frames, taking the event date and guidelines into account.

- 2.1.4 Officials' Nomination Forms and medical forms are to be made available several weeks before player nominations open. The forms are to be returned to the Canoe SA Polo Secretary (or nominee), by the date shown on the form. Persons nominating as coach are to submit a draft training plan with their nomination.
- 2.1.5 Players Nomination Form and medical forms are to be made available several weeks before the closing date of nominations. The forms are to be returned to the Canoe SA Polo Secretary (or nominee).
- 2.1.6 Players Nomination fees and closing date: A players nomination fee is to be set by the Committee. The Committee may also set a late fee for nominations received after the closing date. The funds generated by nominations are to be used for administrative support of the teams.
- 2.1.7 A player nominating for a Canoe SA Polo team must have their principal place of residence in South Australia for no less that 6 months prior to the competition date.
- 2.1.8 The Canoe SA Polo Technical Committee has the sole discretion to accept or reject nominations.

2.2 Appointments

The committee recommends the person to be appointed to a position after due consideration of nominations received and the requirements of the team to the Board of Canoe SA who are empowered to make the appointment.

2.2.1 State Teams Manager

The State Teams Manager is responsible to the Board of Canoe SA through the Polo Technical Committee. It is desirable that this person is neither a coach nor a player.

2.2.2 Selectors

The Committee recommends a panel of selectors for each competition category. Conflicts of interest are to be taken into account at the time of appointment.

The Team Coach is to be on the selection panel for the category they are coaching.

An Assistant Coach (if appointed) should be involved in the selection process, but will not be involved in the selection voting unless appointed as a selector.

2.2.3 Team Coordinators

The Committee is to appoint Team Co-ordinators where possible. It is preferable that all state teams have a Team Coordinator to assist the State Teams Manager. It is expected that all junior teams have an adult Team Coordinator. The Team Coordinator undertakes the role as in Section 3.2, which defines responsibilities.

2.2.4 Coaches

The Committee appoints coaches, considering qualifications of the applicants, relevant experience as a coach and their draft training plan.

The Committee may appoint an assistant coach to provide support to the coach and to provide coaching development opportunities. In particular an assistant coach may be appointed to any category where a second team is selected

2.3 Squad selection

Player nominees are expected to participate in all training sessions organised by the Coach during the squad selection period. Where this is not possible, nominees must inform the Coach, in writing, of the reasons for their absence.

2.3.1 Squad selection is required for any category where nominations exceed sixteen persons. The Committee may vary this in consultation with a category's selectors.

2.3.2 Selection of players to a squad or a team is based on criteria as set out in 2.3.7

2.3.3 Player Summary Sheets are to be used as a selection tool by the selection panel. Templates are supplied as examples in appendix 9

Selectors are to perform their functions without bias, using Player Summary Sheets in association with other records to document their observations. A written appraisal of each nominee's performance is to be provided to the State Team Manager by the selection panel, at the close of selection events.

In addition to nominated selection events, selectors may observe nominees for selection at any official training session.

The committee ratifies the selection panel advice, or where there are concerns, discusses issues with the panel before ratification.

2.3.4 Each nominee is notified in writing of selection event outcomes and the coach provides feedback and advises each player at the earliest opportunity.

2.3.5 The Board of Canoe South Australia endorses the selections before the team is officially announced.

2.3.6 All disputes arising from selection are dealt with in accordance with dispute resolution procedures set out in 5.0

2.3.7 Selection Criteria:

Only members of a category's squad may be considered for selection for South Australian teams.

Factors taken into account in the selection process are as follows:

- Needs of the team
- Degree of individual skill
- Tactical play
- Fitness (physical and emotional)
- Consistency of play
- Knowledge of rules
- Team orientation
- Attendance at official training sessions

The selection panel may also include the following in their assessment:

Medical assessment: The selection panel may request an independent medical assessment of a canoeist who suffers from recurring injuries. Where the selection panel requires a medical assessment the cost may be met by the committee, after consultation with the player.

Application to training: The Coach is to provide to the selection panel the roll showing attendance or absence from training.

2.4 Team Composition:

Each team is to consist of:

- a. A minimum of five and a maximum of eight eligible players
- b. A captain may be nominated by selectors.

2.4.1 The Committee may instruct the selectors to select two teams for a category and, the selectors may recommend to the Committee the need for and composition of a second team, provided that the composition of the first team is the players who show the greatest ability and skill.

2.5 The Committee may publish the names of players selected to represent South Australia in a national competition.

- 2.6 Where a team is unable to be selected due to lack of numbers, the committee may invite players who have not nominated from SA, or canvas other states for suitable players.
- 2.7 An interstate player who does not fit the eligibility criteria for residence may be invited to join a SA team due to extra-ordinary circumstances. Extra-ordinary circumstances includes where a player is seeking selection into an Australian Team and there is no team from that players state attending the competition, the player may be invited to join a SA team, where they do not exclude any SA player.

3.0 ROLE OF STATE LEVEL PERSONNEL

3.1 State Teams Manager

The State Teams Manager coordinates the efficient management of matters that relate to the welfare of players and coaches, and team requirements in relation to the preparation and participation in the competition/event.

3.1.1 Role of the State Teams Manager:

- Liaise between the Committee, coaches and players
- Liaise with Canoe SA office for the invoicing of players and officials for team fees and accommodation costs and where necessary expedite collection prior to event.
- Promote a uniformity of presentation in equipment and dress in all teams
- Ensure that State Team nomination forms have been sent to the Championship Secretary.
- Ensure that all players have completed the medical information form (appendix 2)
- Respond promptly and responsibly to misbehaviour by state players and where necessary furnish a written report to the Committee detailing any alleged breach of the state team rules or code of conduct (Appendices 3, 4, 5 & 6)
- Arrange economical accommodation as close to the venue as is practical, where required
- Lodge any protest, with any relevant fee, following a disputed competition game
- Represent a player before a judiciary, where requested as a support for the player
- Perform other duties as outlined in writing by the Committee, before accepting the position.
- Submit receipts/accounts for debts incurred in administration so reasonable costs are met through a committee levy on the State players. Receipts are to be supplied to the Committee for reimbursement from the CSA Polo account.

3.2 Team Coordinators

3.2.1 Role of a Team Coordinator:

The Team Coordinator is responsible (in conjunction with the State Teams Manager & coach) for organising the team prior to and following a competition. [On water organisation is the sole jurisdiction of the coach]

- 3.2.1.1 Facilitate the advising of accommodation arrangements to parents/guardians of any player under 18 as soon as the arrangements are confirmed. It is advisable this is carried out well in advance of the competition.
- 3.2.1.2 Team Coordinators are responsible for unaccompanied minors once the State team tour has begun.
- 3.2.1.3 Team Coordinators are to assist the State Team Manager and facilitate arrangements for travel, accommodation, entertainment and attendance at the competition.

- 3.2.1.4 The team coordinator (in the absence of the minor's parents/guardian) has responsibility to authorise medical treatment of a minor (appendix 2,) This includes an authorisation to the Committee to:
- Take a minor to hospital or medical practitioner for treatment as necessary; and
 - Receive any accounts so incurred for payment by the parent/guardian.
- 3.2.1.5 Take all reasonable steps to encourage players to abide by the Codes.
- 3.2.1.6 Respond promptly and responsibly to misbehaviour by state players and where necessary furnish a written report to the Canoe SA Polo Technical Committee detailing any alleged breach of the state team rules or code of conduct.

3.3 Selectors

3.3.1 Role of a selector:

Selectors are part of a panel to select players for squads and teams, from the nominees. They are to ensure selection is fair, equitable and for the success of the team.

3.3.2 Selectors will:

- Participate in all selection events to nominate a squad or team for the category.
- Observe nominee players during selection events or at training as required;
- Be fully aware of the state players selection criteria as set out in this policy;
- Record observations of nominees on player summary sheets and discuss observations, use the evidence to select a squad or team.
- View the attendance records of training sessions, which are logged by the coach
- Liaise closely with the coach on the performance of nominees;
- Consult with the coach to appoint a team captain, where the panel decides this position is advantageous.
- Ensure records of observations are collated and passed to the Committee with selection outcomes.
- Maintain confidentiality of selection discussions and maintain confidentiality of the selection decision until it is announced.
- Obtain financial details from Canoe SA office. (The nominee must be financial - the player must not have any debt to Canoe SA Polo, Canoe SA or Australian Canoeing).

3.4 Coaches

3.4.1 Role of a coach:

- Plan training schedules and attend to ensure balanced development of the highest standard teams and implement a training program appropriate.
- Submit an outline of the training program when nominating for the position.
- Keep a record of current accreditation with the Australian Coaching Council and maintain accreditation.
- Endeavour to be a source of inspiration and motivation to all players.
- Keep attendance records of training sessions and make this record available to selectors at selection events.
- Participate in the selection process and collect all selectors notes and records.
- Liaise with the State Coaching Director on training programs, and where necessary, in respect to any individual player and that players training needs or attitude.
- The coach is to control decisions of play and tactics, both on and off the water.
- Where necessary use appropriate disciplinary measures in line with the coaches Code of Ethics (published by the Australian Coaching Council).

3.5 Captains

3.5.1 Role of a team captain:

Communicate closely with players and coach, to enhance team play and foster team morale and spirit, through being a source of inspiration and motivation to all players.

3.6 Players

3.6.1 The responsibilities of a player/nominee:

- Complete the nomination form and the medical information advice form (Appendix 1 and Appendix 2) and submit it to the Secretary of the Committee by the closing date.
- Pay the appropriate nomination fee;
- Be a financial member of a club affiliated to Australian Canoeing; the player must not have any debt to Canoe SA Polo, Canoe SA or Australian Canoeing.
- Participate in all scheduled training sessions organised by the coach.
- Communicate with the coach when unable to attend training, in writing
- Co-operate with all Team Officials
- Follow all Codes of Conduct of Australian Canoeing

Following selection the player is to:

- Complete the player agreement forms (Appendix 4 or 6 depending on the category).
- Agree to abide by Canoe SA Polo Rules for State Teams (Appendix 5 or 7).and
- Agree to abide by the AC Code of Conduct. (Appendix 3)
- Qualified referees agree to referee as rostered by the competition Chief Referee
- Ensure that they have information on training times and venues

3.7 Police Checks for Officials and Volunteers

All Officials and volunteers (including, but not limited to, State Team Managers, Team Co-ordinators & Coaches) who have potential for individual personal contact with persons under the age of 18 years are required to apply for a National Police Check and obtain a National Police Certificate as a volunteer. (You will not be required to pay for the Police check as Canoe SA has a Volunteer Organisation Authorisation Number (VOAN))

4.0 Training

4.1 Training for squads/teams commences as per guidelines in 2.1.3 of the Policy and as notified by the Coach.

4.2 Attendance at training is compulsory.

A player who has nominated has agreed to attend and participate in all training sessions organised by the coach, or to inform the Team Coach when they are not available to attend for reason of illness or other sufficient reason. All reasons for non-attendance at training sessions must be given in writing to the Team Coach.

4.3 Failure to meet attendance standards, may lead to exclusion from selection and teams.

5.0 Disputes

All disputes are to be dealt with in accordance with the Canoe SA dispute resolution procedure. The Canoe SA disputes policy and processes are available through the Canoe SA office. A player may request clarification from officials.

Disputes are to be resolved in a timely fashion.

6.0 DISCIPLINARY ACTION

Where there is an allegation of misbehaviour that contravenes the 'Code of Conduct' (Appendix 3) or where it is deemed necessary to convene a disciplinary committee, the process and procedure to be followed is as set out in Canoe South Australia Inc. policies and procedures.

APPENDIX 1. Nomination Form

SOUTH AUSTRALIAN CANOE POLO TEAM NOMINATION FORM

I hereby nominate for a position of: player /squad member/ State Teams Manager / Coach/ Assistant Coach / Selector/ Team Coordinator
(delete which is not applicable. Please fill in a separate form for each nomination type) for the 2010 Australian Canoe Polo Championship which will be held in Perth, WA from Friday, 2nd April until Monday, 5th April.

Name _____

Address: _____

_____ P/Code _____

Phone No: (h) _____ (w) - _____ (m) _____

E-mail: _____

Aust Canoeing Membership Number: _____ Name of Club _____

Date of Birth: ____/____/____ (required for all age categories) Referee Status _____
Local/State/International

Circle Categories:

Open Women Youth Open

Jnr Open Veteran Masters

A minimum of 5 nominees is required for a state team to be selected

Junior Guardian Approval

Please note that the annual Australian Canoe Polo Championship may not always coincide with SA school holidays. Your signature on this nomination form indicates to the Canoe SA Polo Technical Committee that your child will be available to represent SA and therefore be absent from part of the school term, where necessary.

Parents/Guardians should note: Whilst Canoe SA will take all necessary steps to protect the safety of your child during official training or functions, you are responsible to ensure their safety during other times including travel in private vehicles to and from training, competition or games.

Where nominating as an official: I agree to obtain a National Police Certificate as soon as possible and provide that certificate to the Secretary, Canoe SA Polo Technical Committee.

I authorise Canoe SA to verify my financial status is debt free to Canoe SA

Nominees signature: _____ Print Name: _____

Guardian's Signature: _____ Print Name: _____

A nomination fee of \$10.00 is to accompany each player nomination. Closing date for player nominations is Saturday 26th September. Nominations received after that date will incur a total nomination fee of \$20.00. The completed form may be posted to the Secretary CSA Polo at PO Box 281 PORT ADELAIDE, 5015 or presented to a member of the Committee at the committee desk on normal competition days.

Date Received: / /

Nomination Fee Received: Y / N

APPENDIX 2 - Medical Information Advice Form.

MEDICAL INFORMATION ADVICE

NAME: _____

ADDRESS: _____

_____ POSTCODE _____

NEXT OF KIN/GUARDIAN _____

NEXT OF KIN ADDRESS (if different to above) _____

CONTACT TELEPHONE NUMBER: _____ (H) _____ (Mob)

E-mail _____

LOCAL DOCTOR: NAME: _____ TELEPHONE: _____

SPECIALIST: NAME _____ TELEPHONE: _____

MEDICARE NO: _____

HEALTH INSURANCE FUND _____ AMBULANCE COVER Y/N

MEDICATION CURRENTLY BEING TAKEN: _____

REQUIRED DOSE: _____

SPECIAL DIETARY REQUIREMENTS: _____

ANY KNOWN MEDICAL CONDITION/ALLERGIES: _____

ADDITIONAL INFORMATION: _____

As player/next of kin/guardian of this player, I give consent to participation in the 2010 Australian Canoe Polo Championships, and agree to the delegated authority to the persons nominated by Canoe South Australia Canoe Polo Technical Committee to manage/oversee the tour/competition.

I hereby authorise The State Team Manager to obtain any medical or dental treatment (including the administration of any anaesthetic or drugs), which they may consider by medical experts as necessary or expedient and for that purpose to engage any doctors, dentists, nursing assistant or hospital accommodation, and I AGREE TO PAY any expenses incurred with the treatment of the player. I submit the above medical form detailing any relevant medical history.

Signed: _____ Player or Next of kin/guardian (where player is under 18 years of age)

Print Name: _____ Date ____/____/____

Canoe SA Polo Administration: Date Received ____/____/____

APPENDIX 3 – Australian Canoeing Code of Conduct

AC CODE OF CONDUCT

By-Law Three

Code of Conduct

Athletes and officials representing their State or Australia or participating in Australian Canoeing or International events will conduct themselves in a proper manner to the absolute satisfaction of their team manager, in the spirit of the competition and to the benefit of their team members.

Athletes will:

Accept victory or defeat with dignity and grace

Behave and dress in a dignified and responsible manner on and off the competition area

Wear the official uniform designated when in competition or when representing the team

Take no drugs that will modify growth, behaviour or performance

Not consume alcohol while members of junior teams

Officials will:

At no time conduct themselves in a manner that may contribute to the contraventions of the athletes Code of Conduct: and will always conduct themselves in a manner portraying a positive example.

All members of State or Australian representative teams (athletes and officials) must sign a document incorporating the Code of Conduct in accepting their position in the team.

Guidelines for the AC Code of Conduct

State committees are responsible for ensuring players and officials in state teams sign the required document incorporating the Code of Conduct. This should be done by the State Team Manager acting on the state committee's behalf, and is confirmed by the State Secretary signing the State Teams entry forms.

The jurisdiction of the Code of Conduct while a team is on tour is vested in the Team Manager.

The Team Manager will keep a written log of references made to them concerning the Code of Conduct of a team member. If necessary, written statements will be accepted from witnesses.

The Team Manager may recommend in writing to the AC Canoe Polo Technical Committee that it call a judicial hearing to consider any breaches of the Code of Conduct by an athlete or official. The AC Canoe Polo Technical Committee may choose some other action following a breach of the Code of Conduct.

The Australian Canoeing Canoe Polo Technical Committee may recommend in writing to a State Canoe Polo Committee (with or without the Team Manager's sanction) that an athlete or official be referred to a State Judiciary to consider any breach of the Code of Conduct at an Australian Canoeing competition or function.

APPENDIX 4 – U/18 Player Agreement Form

U/18 PLAYER'S AGREEMENT FORM SOUTH AUSTRALIA TEAM MEMBERSHIP

Following the selection of my child to represent South Australia in a team preparing for and competing in a championship conducted under the guidelines of Australian Canoeing

I agree that my child, _____ is to follow the Codes of Conduct attached.

I understand that any instance of poor behaviour of my child during the selection, training, travelling and attendance at the championship, including participation in games, matches or social events may be brought to my attention, the Canoe SA Polo Technical Committee and the Board of Canoe SA and may lead to official reprimand, sanction or penalty.

Should a DISCIPLINARY COMMITTEE deem that my child's continued participation is undesirable, then I will abide by the penalties imposed.

Signed: _____ (Player) Date: / /

Signed: _____ (Guardian) Date: ____/____/____

(Return completed form to the State Team Manager)

Canoe SA Polo Administration: Date Received: ____/ ____/____

Appendix 4

APPENDIX 5: Rules for State U/18 Players

RULES FOR STATE U/18 TEAMS

As a member of a Canoe SA Polo Junior Open/Junior Women's or Youth team, I understand that the State Team Manager, Team Coordinator(s) and Coach(es) have some legal responsibility for my well being and I therefore agree to the following:

- Cooperate with coaches, coordinators and officials in the interests of Canoe Polo
- Co-operate with officials and fellow players and behave in a responsible way
- Abide by the Rules for State Junior Teams (Appendix 5) and including the AC Code of conduct as outlined as the 'Code of Conduct' (Appendix 3)
- Obey all reasonable instructions and requests made by supervising officials.
- Accept that a total ban exists on the consumption of alcohol and drugs (unless medically prescribed) by legal minors and that it is completely unacceptable to supply minors with alcohol or drugs at any time.
- Abide by the rules of the motel, airlines, hire bus company, caravan parks, hostel or pool complex as per managers' interpretation(s).
- Request permission from the Team coordinator and/or coach of your intention to absent yourself from the State contingent for any period of time or for any reason.
- To refrain from displays of bad sportsmanship or use of foul or abusive language whilst on or off the water.
- To treat with respect referees/umpires or any other official.
- To attend all training sessions scheduled by the coach, unless prevented by injury, illness or other circumstances. In these cases, the coach is to be notified of your inability to attend.
- To wear the association uniform at all official functions as determined by the State Team Manager
- To discuss any problems and resolve them by negotiation with the coach, team coordinator and/or officials.
- To abide by the rulings of coaches, coordinators and/or officials on any disciplinary matters.

Any breaches of the above conditions may be dealt with by the Disciplinary Committee. The Disciplinary Committee may apply sanctions which in the most serious breaches will have the offending person being suspended from the team, and where applicable, asked to arrange alternative accommodation at their own expense.

APPENDIX 6 State Adult Players Agreement Form

ADULT PLAYER'S AGREEMENT FORM STATE TEAM MEMBERSHIP

Following my selection to represent South Australia in a team preparing for and competing in the 2010 Australian Canoe Polo Championship, conducted under the guidelines of Australian Canoeing Incorporated,

I, _____ will

- Abide by the Rules for State Teams including the AC Code of Conduct as outlined in CSA Policy and Procedures Appendix 3.
- Obey all reasonable instructions and requests made by supervising officials.
- Co-operate with officials and fellow players and behave in a responsible manner.
- Accept that a total ban exists on the consumption of alcohol and drugs (unless medically prescribed) by legal minors and that it is completely unacceptable to supply minors with alcohol or drugs at any time.

I understand that any instance of poor behaviour during the selection, training, travelling and attendance at the championship, including participation in games, matches or social events will be brought to my attention and the Canoe SA Polo Committee. Breaches of the Rules or the Code of Conduct may lead to official reprimand, sanction or penalty.

Should the DISCIPLINARY COMMITTEE deem my continued participation to be undesirable, then I. will abide by penalties imposed. This may include exclusion from the competition site and the team accommodation sites.

Signed: _____

Date: / /

Please return to the State Team Manager by Saturday 27th March 2010

Canoe SA Polo Administration:

Date Received: ____/____/____

Appendix 6

APPENDIX 7 Rules for State Adult Players

SA CODE OF CONDUCT – RULES for STATE ADULT PLAYERS

As a member of a Canoe South Australia Polo Team, I understand that the Manager(s) and Coach(es) have some legal responsibility for my well being and therefore agree to the following:

- To cooperate with coaches, managers and officials in the interests of Canoe Polo.
- To abide by the rules of the motel, airlines, hire bus company, caravan parks, hostel and pool complex as per managers' interpretation(s).
- To accept that NO ALCOHOL or DRUGS are to be consumed, - at training and/or when playing in competition or at the manager's instruction.
- To inform the manager and/or coach of my intention to be absent from the State contingent for any period of time or for any reason.
- To refrain from displays of bad sportsmanship or foul or abusive language on or off the water.
- To treat referees or any other official with respect.
- To attend all training sessions scheduled by the coach, unless prevented by injury, illness or other circumstances. In these cases, the coach and manager shall be notified of your inability to attend.
- To wear the association uniform at all official functions as determined by the State Team Manager.
- To discuss any problems and resolve them by negotiation with the Coach, State Team Manager and/or officials.
- To abide by the rulings of coaches, managers and/or officials on any disciplinary matters.

Note: Any breaches of the above conditions may be dealt with by the Disciplinary Committee. The Disciplinary Committee may apply sanctions which in the most serious breaches will have the offending person being suspended from the team, and where applicable, asked to arrange alternative accommodation at their own expense.

APPENDIX 8 State Team Manager/Assistant Manager/Team
Coordinator/Coach Agreement Form

STATE TEAM MANAGER, TEAM COORDINATOR & COACH AGREEMENT FORM

I, _____, having been selected as an official for the South Australia Canoe Polo Team to compete in the 2010 Australian Canoe Polo Championships, I agree to abide by the conditions set out below:

I will:

- Abide by the Rules for State Teams including the AC Code of Conduct as outlined in Canoe SA Polo State Team Management Procedure, Appendix 3,
- Obey all reasonable instructions and requests made by supervising officials.
- Co-operate with other officials and fellow players and behave in a manner acceptable to teams and the Canoe SA Polo Technical Committee.
- Accept that a total ban exists on the consumption of alcohol and drugs (unless medically prescribed) by legal minors and that it is completely unacceptable to supply minors with alcohol at any time.
- Agree to make an application for a National Police Check and obtain a National Police Certificate where as a volunteer there is the potential for individual contact with persons under the age of 18 years. (You will not be required to pay for the Police check as Canoe SA has a Volunteer Organisation Authorisation Number (VOAN))

I understand that any instance of poor behaviour during the selection, training, travelling and attendance at the championship, including participation in games, matches or social events will be brought to my attention, the Canoe SA Polo Technical Committee and the Board of Canoe SA and may lead to official reprimand, sanction or penalty.

Should the DISCIPLINARY COMMITTEE deem it necessary to discontinue my participation, I will accept exclusion from the competition site and team accommodation if such is required. I agree to meet all/any extra costs involved.

Signed: _____

Date: ___ / ___ / ___

Return completed form to the Canoe SA Polo Technical Committee Secretary

Canoe SA Polo Administration:

Date Received: ___ / ___ / ___

Appendix 7

APPENDIX 9 Player Summary Sheets

PLAYER SUMMARY SHEET

Player Name: _____ Date _____
 Venue/Event _____ Selector _____

DURING A GAME

Circle the number corresponding to the player's skill level – where 1 is weak or bad to 10 as very good/excellent.

Kayak Skills

General kayak control	1	2	3	4	5	6	7	8	9	10
Kayak speed	1	2	3	4	5	6	7	8	9	10
Kayak position in defence	1	2	3	4	5	6	7	8	9	10
Kayak position in attack	1	2	3	4	5	6	7	8	9	10
Kayak position during tackling	1	2	3	4	5	6	7	8	9	10

Passing

Accuracy	1	2	3	4	5	6	7	8	9	10
Intercepted	1	2	3	4	5	6	7	8	9	10

Catching

Dropped catches	1	2	3	4	5	6	7	8	9	10
Choice of hands/paddle	1	2	3	4	5	6	7	8	9	10

Shooting

Accuracy	1	2	3	4	5	6	7	8	9	10
Shots blocked	1	2	3	4	5	6	7	8	9	10
Choice of shot	1	2	3	4	5	6	7	8	9	10

Game Play

Creating press	1	2	3	4	5	6	7	8	9	10
Receiving press	1	2	3	4	5	6	7	8	9	10
Anticipation	1	2	3	4	5	6	7	8	9	10
Team play	1	2	3	4	5	6	7	8	9	10
Talking while in defence	1	2	3	4	5	6	7	8	9	10

General

Fitness	1	2	3	4	5	6	7	8	9	10
Temperament	1	2	3	4	5	6	7	8	9	10
Knowledge of Rules	1	2	3	4	5	6	7	8	9	10

Goalkeeper

Blocked shots	1	2	3	4	5	6	7	8	9	10
Drop to hands/return to play	1	2	3	4	5	6	7	8	9	10
Goalkeeper talking to defence	1	2	3	4	5	6	7	8	9	10

APPENDIX 10 – State Team Selection Record

STATE TEAM SELECTION RECORD

CATEGORY: _____

NOMINEES:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

NOTES FOR SELECTORS:

When making your selection, please take into consideration the criteria on the 'Player Summary Sheet'; also taking into account the player's:

- Degree of individual skill
- Attendance at official training sessions
- Tactical play
- Fitness (physical and emotional)
- Commitment to the sport
- Respect to/from Referees and other officials.
- Consistency of play
- Knowledge of rules
- Needs of the team
- Team orientation

Whilst all of the above qualities are important, they must be considered as an overall gauge of a player's ability to form part of a STATE TEAM. i.e. a player should not be dismissed/selected on the basis of shortcomings or excellence in one area only. REMEMBER, you are selecting a team to represent your State, not several individuals.

SQUAD/TEAM SELECTED:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____ (Optional)
7. _____ (Optional)
8. _____ (Optional)

Selectors to sign _____

Date ____ / ____ / ____

APPENDIX 11 – Information for State Team Nominees

Information for the 2010 Canoe SA Polo State Teams for Perth

Dates of Competition: Friday 2nd April to Monday 5th April 2010
Venue: Perth, West Australia
Team Fee: approx \$660.00 per team (each person will be invoiced by Canoe SA for their portion as determined by the Canoe Polo Technical Committee)

The following costs are a guide at this stage and it is more than likely there will be changes. Costs will be kept to a minimum.

Uniform:
Polo Shirt \$50.00
Navy Shorts or Navy Tracksuit Pants Supply own

Please note: Canoe SA Team Boat colour will be all black deck with Black helmet and Yellow number. Players will not be required to use their own pfd's as state tops will be worn in all official competition games. Accommodation – Group accommodation is to be arranged at a convenient location. Please advise if you are not staying with the team and provide contact phone numbers whilst in Perth.

Nomination/Administration fee \$10 per player

- You will be required to pay team fees prior to the start of the Championships. (team fees are set by the Polo Technical Committee)
- You will be required to sign the relevant "player agreement" and abide by the Australian Canoeing Code of Conduct.
- You may be subject to Drug Testing by the Australian Sports Anti-doping Drug Authority (ASADA) at any time during or after the Championships.

_____ has been appointed as State Teams Manager and will be in charge of organising uniform, travel, accommodation and other details. Please ensure you contact _____ if you have any queries.

APPENDIX 12 – Advice for Junior/Youth players Parents/Guardians

2010
CANOE SA POLO
JUNIOR/YOUTH Team – PARENT/GUARDIAN ADVICE

ACTIVITY: 2010 Australian Canoe Polo Championships
LOCATION.....Perth, West Australia

STARTING TIME.....DATE 02/04/10 .MEETING PLACE - TBA
FINISHING TIME.....DATE 05/04/10
PERSON IN CHARGE OF ACTIVITY.....PHONE NO.....
TRANSPORT TO AND FROM ACTIVITY.....
COST \$.....PAYABLE TO.....BY THE...../...../
THE TOUR WILL BE UNDER DIRECT ADULT SUPERVISION

PLEASE KEEP THE ABOVE FOR YOUR REFERENCE

.....
PARENT/GUARDIAN CONSENT TO BE RETURNED TO ORGANISER BY...../...../
NAME OF PLAYER.....DATE OF BIRTH...../...../
ADDRESS.....
.....POST CODE.....PHONE.....
HEALTH AND FITNESS ASPECTS OF PERSON THAT WE SHOULD BE ADVISED OF,
INCLUDING ANY MEDICATION, WITH INSTRUCTIONS, THE PERSON WILL BE BRINGING
.....
.....
KNOWN ALLERGIES.....
DIETARY REQUIREMENTS.....
I CONSENT TO.....attending the 2010 Australian Canoe Polo
Championships from ...02/04/10 to 05/04/2010, and have provided all necessary information

PLEASE TURN OVER AND COMPLETE DETAILS ➡

Appendix 12

ADDITIONAL PARENT/GUARDIAN INFORMATION

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DURING THE CHAMPIONSHIPS, WHERE CAN WE CONTACT THE PARENTS/GUARDIANS:

NAME.....
Phone (w)..... (h).....Phone (m).....

IN CASE OF EMERGENCY, THE CONTACT PERSON WILL BE:

NAME.....
ADDRESS.....
Phone (w).....(h).....Phone (m).....

(RELATIONSHIP WITH THE ATHLETE: ie. parent./ grandparent / neighbour.....

MEDICAL AUTHORITY AND AGREEMENT

I authorise the organiser of this activity to obtain any medical or dental attention or treatment, or ambulance assistance, considered necessary (or expedient) for the applicant. I agree to reimburse any expenses incurred as a result, which is not covered by insurance policies.

HOSPITALS SOMETIMES REQUIRE THE FOLLOWING INFORMATION

MEDICARE No.....AMBULANCE COVER YES / NO

LAST TETANUS IMMUNISATION DATE/...../.....

HEALTH FUND DETAILS MEMBER No.TABLE.....

SIGNED..... /DATE/...../.....
Parent / Guardian Player