



CANOE POLO CHAMPIONSHIPS HANDBOOK

Change record

Revision	Changes	Date
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B	Points for determining Julian Carter Trophy revised. Scrutineering requirements expanded. Teams policy added.	29May17
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1 Introduction

This handbook sets out requirements for organising and managing canoe polo championships sponsored by Paddle Australia, canoe polo technical committee. Its intention is to establish a consistent approach to the organisation, management and governance of the championships so that players, spectators and organisers enjoy and experience high standard competitive events.

The following championships are covered:

- Australian Canoe Polo Championships
- Australian Interclub Championships
- Australian Summer Series
- Australian Schools Championships
- Oceania Championships.

The following areas are addressed:

- organisation
- risk management
- field setup
- refereeing and scrutineering
- general requirements
- championship specific requirements.

1.1 Australian canoe polo

Canoe polo in Australia is overseen by the Paddle Australia, *canoe polo technical committee* (CPTC). CPTC is responsible for the organisation, promotion and development of canoe polo in Australia. It has overall responsibility for the success of the championships set out in this handbook and works closely with host states to present events of a high standard to challenge players and excite spectators.

1.2 State association canoe polo technical committees

The state associations canoe polo technical committees are responsible for the organisation and promotion of canoe polo within their state. State canoe polo committees host Australian championships.

1.3 The International Canoe Federation

The International Canoe Federation (ICF) is the peak international body representing the canoeing disciplines of canoe polo, flat water, slalom, marathon, wild water, canoe sailing, and dragon boat. Paddle Australia (PA) is a national federation member of the ICF and bound by its rules and regulations.

1.4 Oceania Canoe Association

The Oceania Canoe Association (OCA) is a continental member of the ICF. It represents canoeing disciplines in the Oceania region. The region covers the countries of Australia, New Zealand, Papua New Guinea, Solomon Islands, Fiji, Vanuatu, Samoa and other countries making up the subregions of Melanesia, Micronesia and Polynesia. However, only Australia and New Zealand are regular competitors at the Oceania Canoe Polo Championships.

1.5 Championship sponsor and host

PA is sponsor of the Australian championships. The state association conducting the championship is the host. For Oceania championships, OCA is the sponsor. The country holding the event is the host.

1.6 Appeals and clarification

Address appeals against, or clarification of, the requirements in this handbook to:

Paddle Australia

Chair, canoe polo technical committee

Email: polo@paddle.org.au

1.7 PA website

The PA website, canoe polo pages, gives access to by-laws, policies, procedures and other material referred to in this guide and applicable to running canoe polo championships. Refer to <https://paddle.org.au/paddlesports/canoe-polo/>

1.8 Terms and abbreviations

The following terms and abbreviations are used in this handbook:

Table 1: Terms and definitions

Term, abbreviation	Meaning
ASADA	Australian Sports Anti-doping Authority
Championship	A canoe polo competition sponsored by Paddle Australia or the Oceania Canoe Association
Host	The state or country responsible for setting up and running the championship
ICF	International Canoe Federation
ICF rules	ICF Canoe polo competition rules
OCA	Oceania Canoe Association
PA	Paddle Australia
Sponsor	PA is the sponsor of Australian championships. OCA is sponsor of Oceania championships.
State association	The state canoeing organisation affiliated with PA
WWCC	Working with children check

2 Organisation

Each championship is organised in accordance with the requirements set out in the *ICF Canoe polo competition rules*. This is an obligation for international championships such as Oceania and advised for national and interclub championships. Using the ICF as a model provides a consistent approach across the competitions, the states and internationally.

Two committees are required to run competitions:

- Competition committee – established in accordance with the ICF rules and responsible for overall control of the championship.
- Organising committee – established by the host (usually a state association) and responsible for the overall organisation, management and conduct of the championship.

2.1 The competition committee

The competition committee is responsible for:

- supervising the organisation and arrangement of the competition
- consider and approve a panel of timekeepers, scorekeepers from nominations submitted by the chief table official
- referees and goal line judges, from nominations submitted by the chief referee
- scrutineers, from nominations submitted by the chief scrutineer
- competition schedule and changes to schedule
- hear any protests that may be made and settle any disputes that may arise
- determine appropriate action when regulations are not observed.

Figure 1 shows the organisation of the competition committee.

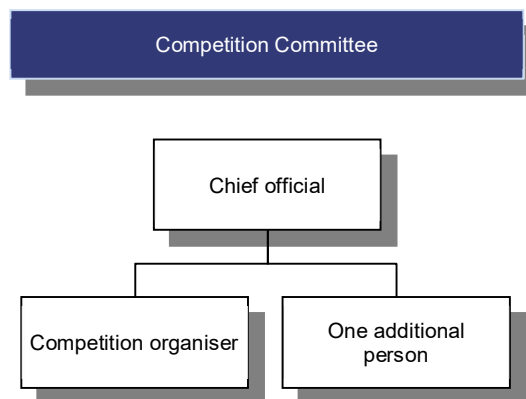


Figure 1: Competition committee

General roles and responsibilities for the competition committee are given below. For details refer to appendix A.

Chief official – overall responsibility for all official aspects of the competition, including its supervision to ICF requirements. But not including those areas that are exclusively the concerns of the organising committee. The chief official should be ICF qualified.

Competition organiser – responsible for coordinating the organising committee in both fulfilling its obligations to the competition committee and achieving its own objectives in hosting the competition. Sometimes called the event manager.

One additional person – another person, taking the role as an official.

2.2 The organising committee

The organising committee is responsible for:

- inviting participants, spectators, sponsors, special guests
- providing a schedule of competitions
- providing venue and equipment
- accommodation and transport information
- providing an official as requested by the competition committee
- providing scrutineering equipment
- providing additional assistance as reasonably required by the competition committee in matters such as publicity, presentations, etc
- administering the non-official aspects of the championship, such as spectators and media
- liaison with the competition committee
- nomination of referees and goal line judges
- nomination of scrutineers.

Typical organisation of the committee is shown in Figure 2. However, organisation of the championship is at discretion of the host organisation. (See Appendix D for a firsthand account of organising a championship.)

The following roles are generally required:

Competition organiser (event manager) – responsible for coordinating the organising committee in fulfilling its obligations to the competition committee and achieving its own objectives in hosting the competition.

Chief official – overall responsibility for all official aspects of the competition. In particular, its compliance with ICF rules and regulations. But not including those areas that are exclusively the concerns of the organising committee.

Technical organiser – responsible to ensure the smooth running of the programme of games according to schedule and rules, including player eligibility and entry requirements.

Chief referee – responsible for organising and appointing the referees. Referees must be of a suitable standard for the games supervised.

Chief scrutineer – responsible for checking and testing of boats, paddles, helmets, buoyancy vests and spray decks for compliance with the regulations.

Chief table official – responsible for preparing the draw for the games and organising time keeping, score keeping, and preparation and publication of the ladder.

Finance – responsible for establishing team entry fees, the championship budget, collection and banking of collected money.

Venue – appointment and coordination of the venue and its use.

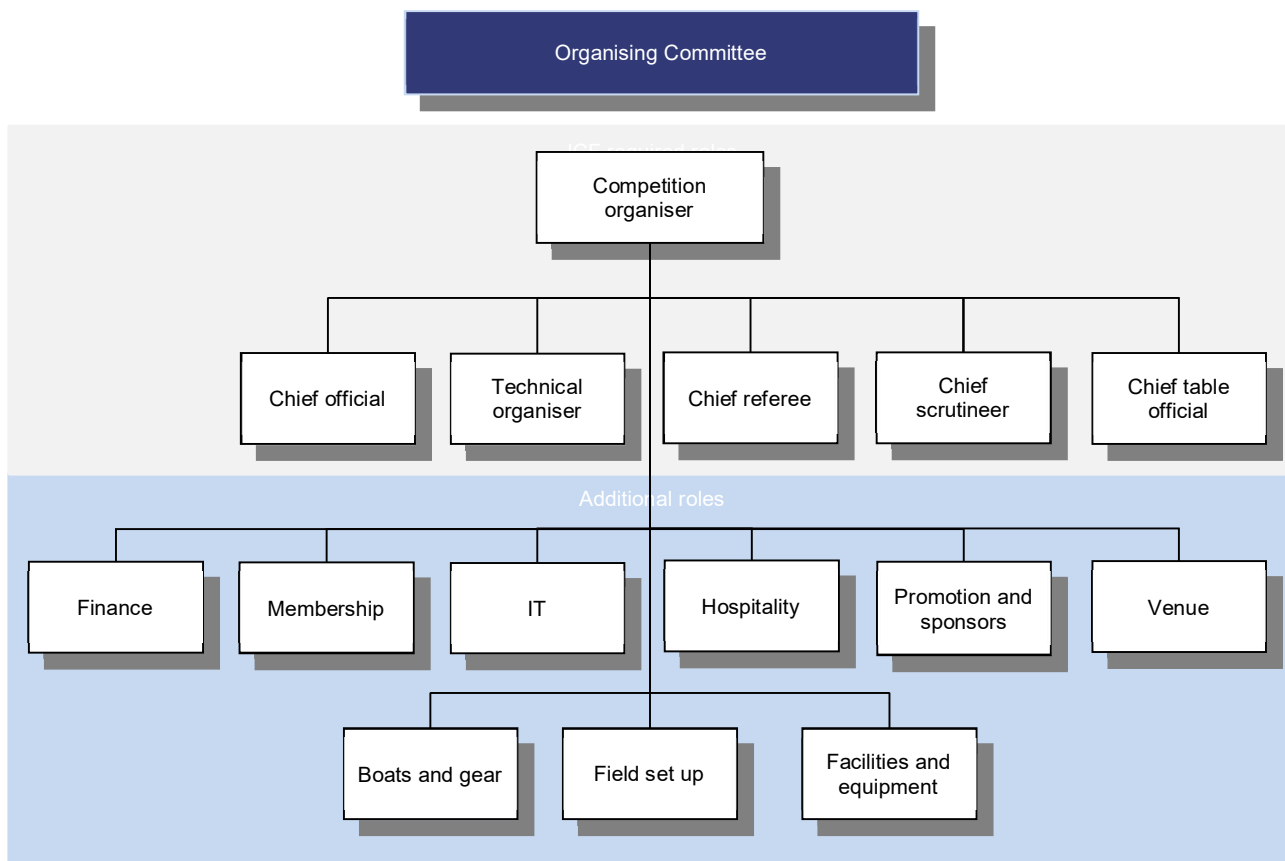


Figure 2: Typical organising committee

Hospitality – recognising and advising participants of available accommodation and transport options

Promotion and sponsors – promotion of the event within the canoe polo community, the local community and with the media. Identification and organisation of sponsors and their requirements.

Membership – responsible for checking that all players are current members of Paddle Australia.

IT – identifying and putting in place IT systems for score boards, results analysis, computer systems, communications, and internet.

Boats and gear – organisation of storage and availability for boats, paddles and players' gear.

Field setup – the setup and pulldown of the playing area. Including goals, floating boundaries, warning buoys, score boards, shot clocks, and referee walkways.

Equipment – supply and coordination of all miscellaneous equipment. Including marquees, tables, chairs, generators, and the like.

2.3 Roles and descriptions

Refer to Appendix A for the following organising committee role descriptions:

- chief official
- chief referee
- competition organiser
- technical organiser
- chief table official
- chief scrutineer

- finance manager
- facilities and equipment leaders
- set up/put away manager.

2.4 Appointment of officials

The appointment of officials for both committees is given in Table 2.

Table 2: Appointment of officials

Position	Appointed by
Chief official	CPTC
Competition organiser	Organising committee
Chief referee	Organising committee
Chief scrutineer	
Chief table official	
Technical organiser	
Timekeepers, scorekeepers	Chief table official
Referees goal line judge	Chief referee
Scrutineers	Chief scrutineer
One additional person	Organising committee
Other positions	Organising committee

3 General requirements

3.1 PA approval

State associations wishing to host an Australian championship must first apply to PA. The application must include a proposal outlining the following points:

- championship dates
- venue(s)
- the competition organiser
- other general information
- accommodation options
- tourism opportunities
- potential sponsors
- preliminary budget.

Proposals should be made fifteen months before the planned date of the championship.

Appointment

PA chairperson advises each nominating state in writing of the successful state. The host state is officially announced to the canoe polo community in the closing speeches of the preceding Australian Canoe Polo Championship (that is, approximately twelve months before the planned date).

3.2 Policies and bylaws

As well as the requirements given in this manual, the following PA bylaws and policies apply. For a complete list refer to the PA website.

PA general requirements

- Anti-doping policy
- Anti-match fixing bylaw
- Athlete categorisation selection criteria
- Canoeing competitions bylaw
- Code of conduct
- Disciplinary bylaw
- Grievance bylaw
- Selection procedures bylaw
- Team members bylaw
- Team officials' bylaw

Canoe polo requirements

- Australian team uniform policy
- Australian team sponsorship policy
- selection supplement
- event checklist

3.3 Championship manual

The host should prepare a event manual that sets out the organisation of the championship.

The manual includes:

- emergency contact details for organising committee members
- emergency details for medical attention
- specific rules and requirements applying to the championship
- compilation of entry forms with player and team details

- category details
- the draw
- evacuation procedures and assembly points
- risk management plan.

3.4 Eligibility to play

To compete at a PA or OCA sponsored championship, a player must meet the following requirements. A player not meeting these cannot compete.

A player must be:

- a current financial member of a canoe club affiliated with PA
- permitted to do so by their club and state association
- not under suspension from any club or state
- a resident of the state they are representing.

International players

International players are welcome to play in the Australian championships.

An international player must be:

- a current financial member of a canoe club affiliated with an ICF national federation
- permitted to do so by their club and state association
- not under suspension from any club or state
- provide a letter or other evidence of insurance cover.

International players representing Australia

International players wishing to represent Australia in international competition must comply with the requirements of the ICF rules and the eligibility requirements of PA selection procedures.

In summary, the ICF rules require that a player must:

- be a member of a club or association affiliated with an ICF national federation
- obtain special permission from his/her national federation
- provide documentary proof, such as a passport, to confirm eligibility status.

In summary, PA requires that a player must:

- meet ICF eligibility requirements
- be an Australian citizen or hold an Australian permanent residency visa. Where the athlete holds an Australian permanent residency visa, he/she has been domiciled in Australia for a minimum of one year
- be a member of an affiliated Australian canoe club or be an individual member of PA
- does not have any outstanding accounts with PA.

3.5 Membership checks

Only current members may take part in PA championships. Players that are members of a canoe club affiliated with a state organisation are automatically members of PA. Host organisations are obliged to check membership currency of competitors, before the championship commences.

Documentary proof, such as passport, identity card or driver's license, may be required at the time of competition to confirm the age of competitors taking part in age limited categories, prior to participation.

3.6 Event budget

The host committee is responsible for preparing a budget for the championships. The budget should allow for all income, expenses and a contingency necessary to run the championship with the confidence that it will be

financially successful. Ideally, the championship should deliver a small profit, which contributes to the host's general revenue. A typical event budget is included in Appendix B:.

3.7 Entry forms

Championship entry forms should contain the following information:

- name of the championship
- name of sponsor and host
- time and place of the competition
- venue details – indoor/outdoor
- the clubs, states or countries invited to compete
- playing categories
- entry fees
- team names and contact details
- player names and contact details
- team colours.

3.8 Team entry fees

Team entry fees are set by the host state, territory or country. They may be determined in any manner that the host considers appropriate. For example, an entry fee typically captures the costs incurred to run the championship, includes a contingency to cover unforeseen costs, and allows a margin to create an appropriate surplus. In some cases, the championship might be subsidised.

The following requirements should be considered when establishing team entry fees:

- PA fees, if applicable
- hospitality for PA board members and CPTC members if required by the host agreement
- purchase of medals from PA
- no entry fee for the micro categories
- allowance for payment of referees.

3.9 Financial assistance for players

Players at all levels are encouraged to seek financial assistance to attend interstate championships. Assistance may be available from state associations, governments, employers or sponsors. Many local, state, and federal government departments offer financial support for athletes and organisations through sports grants. A formal application and approval process are usually in place to access these so learn about their availability, requirements and timing.

3.10 Play by the Rules child protection

Coaches, managers and others working closely with players under 18 years of age are required to have completed *Play by the Rules* training, an Australian government requirement to make sport safe, fair and inclusive. Play by the Rules is online training that covers harassment, discrimination and child protection. For more information and training go to: www.playbytherules.net.au.

Championship organisers must ensure that anyone supervising or coaching players under 18 years has completed Play by the Rules training.

3.11 Working with Children Check

The *Working with children check* (WWCC) is an Australian government requirement to help protect children under 18 years of age from physical or sexual harm. It is mandatory across Australia. The check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them in either paid or volunteer work. People approved to work with children are given a card that identifies them as suitable. Refer to the state government for WWCC requirements.

Coaches, managers and others working closely with people under 18 must have a current WWCC. Championship organisers must ensure that anyone working with children has a current WWCC.

3.12 Promotion and sponsorship

Canoe polo competitions are a great opportunity to promote canoeing and outdoor related products, local businesses, government programs, and many other products and services. There may be an opportunity for fund raising, supply of equipment or services, or some other opportunity that has a mutual benefit to canoe polo. They are also a chance to recruit new players.

Competitions are important opportunities to promote and sponsor canoeing to a wider. At the very least, PA and host state banners must be displayed at the competition.

Host associations are encouraged to identify and engage with sponsors. A wide range of people, organisations, products and services are interested in sport and keen to be associated with its events. Potential sponsors include organisations from the business and commercial sectors, community groups, and federal, state and local governments. Overseas business, especially those involved with canoe polo, are another opportunity. However, sponsorship associated with tobacco, alcohol, drugs and gambling are contrary to promoting a healthy lifestyle and are to be avoided.

Sponsorship arrangements

- Proposed sponsors must be approved by PA before entering into commercial agreements.
- Sponsorship arrangements are between the host and the sponsoring organisation.

Order of precedence

- PA corporate sponsorship agreements take precedence over sponsorships arranged by state organisations, teams or individuals.
- Team sponsorship requirements take precedence over individual sponsorship requirements.
- Australian team players may have existing sponsorship obligations that must be considered before committing to potentially conflicting additional sponsorships.

Sponsorship opportunities

Trademarks, logos, words, and advertising may be incorporated into kayaks, paddles, support equipment, uniforms for teams, officials, referees and volunteers.

The specific requirements for including sponsorship materials are:

- sponsorship markings on boats (above the water line), equipment and uniform must be identical for all players within a team. Sponsorship markings may vary between teams
- sponsorship markings should be placed in such a way that it does not interfere with competitor's identification and does not affect the outcome of a game
- any boat, equipment, or uniform that does not comply with the above requirements cannot be used in competition.

At the event

- Be sure that sponsor requirements and expectations are in place and presented as agreed.
- Consider whether providers not engaged as a sponsor should be allowed to sell goods, services or to advertise at the event. For example, if a paddle manufacturer sponsors the event, should a local sports store (not a sponsor) be allowed to sell paddles at the event?

3.13 Event check list

The event check list, Appendix B:, provides a comprehensive (but not necessarily complete) listing of activities needed to run a competition. Use it as a starting point, and with others, assign the activities and responsibilities to get things done.

4 Risk management

Risk management refers to the approach taken to safeguard everyone involved with the competition. It takes into consideration the safety of players, spectators, officials, organisers, support crews, spectators and the general public.

Risk management is considered under the following headings:

- health and safety
- insurance
- venue responsibilities
- risk assessment.

4.1 Health and safety

As a competitive sport played on water, canoe polo requires particular attention to its health and safety aspects. Water alone presents important considerations but outdoor competitions must also allow for the impact of weather as well as other aspects of the venue. Water quality is an important consideration. Bear in mind too that competitors may include boys and girls, men and women of a wide age range and skills that vary from first time in a kayak to experienced paddlers.

Qualified first aiders must be present at each competition and trained in cardio pulmonary resuscitation (CPR) and expired air resuscitation (EAR) techniques. For outdoor competitions, an understanding of hypothermia, heat exhaustion, dehydration, and their avoidance and treatment is essential.

A well fitted first aid kit should cater for strained joints and shoulders, cuts and bruises. A towel, blanket and a spare set of clothing are worthwhile additions. For competitions, have at hand the name, address and telephone numbers of a local doctor, ambulance service and hospital.

4.2 Sun smart, weather smart

At the venue allow for the effect of sun, rain, wind, heat, cold:

- water/cordial
- sun cream
- umbrellas, marques
- spare blankets and clothing (for emergency use).

4.3 Water quality

Water quality can be a critical consideration because players spend so much time in it. There are plenty of opportunities to swallow water or to splash existing wounds. Paddlers may have contact while rolling, swimming, or simply be splashed during play.

Heavy or persistent rain may affect water quality and storm water from drains and streams also has an impact. The consequences may be simply coming away feeling unclean or illness could develop later. Although rare, *Cryptosporidium* is a particularly dangerous infection that may be picked up on rivers after heavy rain. It has flu like symptoms that develops several days after infection and requires immediate medical attention.

Assess water conditions before the competition. Consult local authorities or government guidelines for recommendations. If the water is less than ideal, have showers available or at least a hose down with clean water.

If water quality is a concern, be prepared to cancel the event for the safety of players.

4.4 Emergency contacts

Include emergency contact details in the championship manual for the following services:

- ambulance
- doctors
- sports specialists
- first aiders
- venue manager
- competition organiser
- CPTC chairperson.

4.5 Insurance

Paid up members of PA and its state associations have appropriate insurance cover for participating in canoe polo. In some instances, a condition of venue hire may be to demonstrate the players are suitably insured. If this arises, contact the host state for a copy of the *Certificate of Currency*, which sets out player insurance details.

4.6 Venue responsibilities

Some venues have their own requirements for addressing risk. For example, swimming pools usually have a life guard present responsible for all activities at the pool and with authority over canoe polo organisers in any matter relating to safety in the water. Contact the venue to discuss risk and particular safety requirements to avoid misunderstanding should there be an accident.

Venue responsibilities typically include:

- life guards – responsible for safety at the pool. Duties include first aid and incident management. (Be aware that there is likely to be cost associated with life guards.)
- evacuation procedures – responsible for conducting an orderly and safe evacuation of the venue in case of an emergency such as fire, flood, or other significant incident.
- water – responsible for monitoring water quality and advising users of its suitability or otherwise
- facilities – responsible for provision of amenities such as change rooms, showers, and toilets
- car parking
- access to the water for boats
- conditions at the facility – for example, overgrown grass or unstable river banks.

4.7 Risk assessment

A risk assessment is an essential first step to providing a safe environment for everyone involved with the competition. It examines the dangers inherent with canoe polo activities by first identifying potential risks and then assessing the consequence and likelihood of them occurring. It is best to identify risks by visiting the venue several days before the competition. Risk assessment should be carried out by a two or more people to capture a range of experience and ideas.

Appendix C: provides a typical risk assessment for canoe polo and is a suitable template to work from. However, be aware that each competition has its own particular risks that must be identified and assessed.

As a guide to conducting a risk assessment:

- identify the hazards – those things with potential to harm
- identify the risks – who might be harmed and how?
- develop control measures to either eliminate the risk or reduce it to an acceptable level
- evaluate the probability that the risk will occur
- record your finds and review
- implement mitigation activities.

5 Field setup

Set-up for the competition involves not only preparing the playing area but also the many other activities and facilities needed to meet player, spectator and officiating requirements.

The following activities are part of setup:

- venue
- playing area and goals
- facilities and equipment
- boats and gear
- promotion and sponsorship.

5.1 Venue

Canoe polo is played at a range of venues. They are usually not permanently established for canoe polo and require a fair amount of work to establish suitable playing and spectator areas.

Suitable venues for playing canoe polo include indoor and outdoor pools, rivers and lakes, and bays (salt water). They may be public areas, privately owned, or schools and universities; each having its own particular requirements. Use the event check list to establish requirements.

5.2 Facilities

Facilities such as toilets, showers and change rooms are essential needs that vary considerably between venues. At some, the facilities are excellent and readily available, but at others, they may not be available, or they may not exist at all. Canoe polo players are a resilient lot and can get by with minimal facilities. However, this is not the best and as part of the competition's risk assessment, the venue facilities must be considered. If needed, provide temporary facilities. Use the event check list to establish requirements.

5.3 Field equipment

The equipment needed to support a competition includes scoreboards, shot clocks, timers, tables and chairs, stationery, marquees, computers, and more. As most competitions are held outdoors—without electricity—generators may be required. Use the event check list to establish requirements.

Balls

Provide balls for each game to the following:

- each ball to be marked as 'Game ball'
- sponsor supplied balls may require to be branded with the sponsor' name or logo
- three balls to be available for each game – one in play. One ready for substitution at each end of the field, at the goal line judge position
- additional balls should be made available for team warm-up routines
- ball size as given below.

Table 3: Ball sizes

Category	Size
Men	5
Women	4
U15	3
Micro juniors	1.5

Referee's gear

Provide:

- two whistles and two sets of penalty cards
- goal line judge flags
- referee T-shirts (accredited referees are expected to provide their own shirts. Plain black shirts should be available for non-accredited referees.)
- disinfectant for cleaning whistles.

5.4 Playing area

The playing area may be any area of water that is safe and free of obstacles on the water, in the water, and above it. A standard sized area is preferred, although pools and water ways may dictate a non-standard size. The standard area is 23m wide x 35m long (with a minimum depth of 90 cm). A minimum width of 1m unobstructed area around all boundaries is also required for safety. Overhead, the area must be clear of obstacles for 3m with a minimum ceiling height of 5m. An area for substitutes is required at each end of the playing area.

Figure 3 shows the layout of the playing area. The area is divided into two by the half way line. The extent of the jostle area is set by the 6m line and goal line. Corners are formed at the intersection of the goal lines and sidelines. A clear solid area of at least 1m wide is required along both sides of the length of the pool for the referees. Markers at 4m on the goal line set the no-go area behind the goal for substitution players. Refer to the ICF rules for further details.

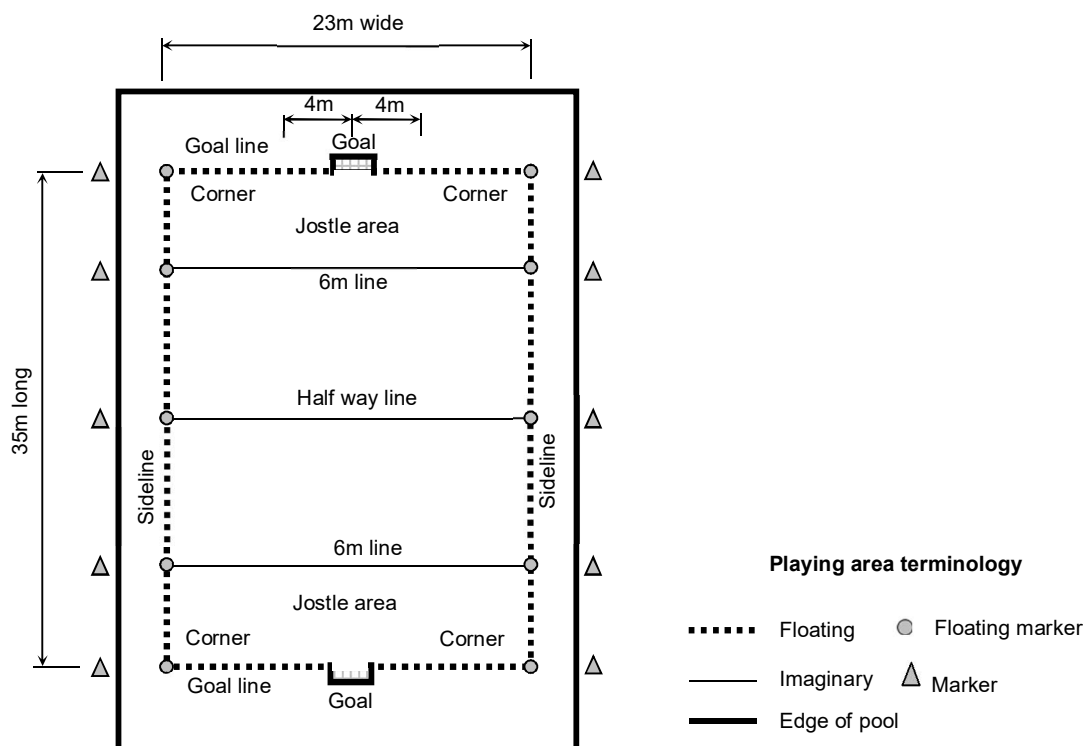


Figure 3: Playing area

5.5 Referee walkways and pontoons

An unimpeded walkway is required along the length of each side of the playing area for refereeing. Ideally, the walkway should be 2m but no more than 5m from the playing area. The walkway should be a minimum of 1m wide and extend at least 1m beyond each goal line. The walkway should be separated from spectators, coaches and players by a post and rope barrier or other means.

5.6 Warm-up areas

Warm-up areas should be provided to allow players adequate space to prepare for their games. Ideally, the warm-up area is a similar size to the playing area, set up with goals, and allow two teams to warm-up separately.

5.7 Goals

The goals at each end of the playing area have an open face of 1m high x 1.5m wide. They are mounted so that the lower inside edge of the goal frame is 2m above the water. Netting is attached (a minimum of 50 cm deep) to capture the ball. The goals may be suspended overhead, supported from a floating frame or mounted from the bottom or edges of the water area. Suspended and floating goals are used and readily available. The choice of goal is determined by venue conditions.

Suspended goals

A typical suspended goal arrangement is shown in Figure 4. These are best because they do not require any supporting structure on the water and consequently provide players with an open and unobstructed playing area. The location of support and anchorage points for the goals is important and may require some modification or adaption. Seek the venue owner's permission to determine what is, and what is not, possible.

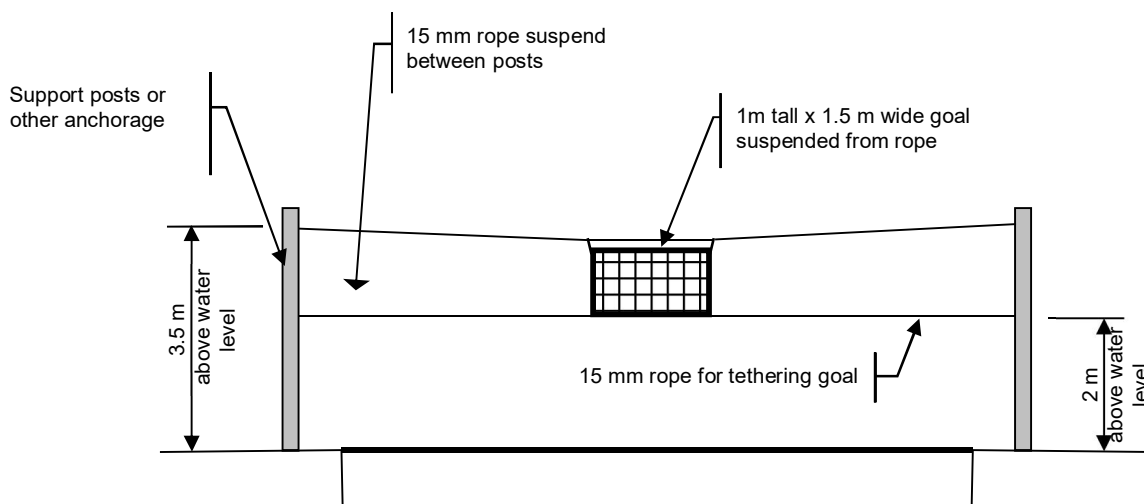


Figure 4: Typical suspended goal

Floating goals

A typical floating goal is shown in Figure 5. Floating goals can be used on any area of water and are well suited to rivers and lakes where it is not practical to suspend goals. Floating goals must be prevented from moving with the water, particularly where there is current or windy conditions. They may be anchored to the river bed or to river banks. Firm anchoring of floating goals to prevent movement and the resulting interruption to reset them during play is essential. A disadvantage, and requiring particular care, is that ropes used to hold the goal in position may pass through the playing area close to the surface, to create an entanglement hazard for players.



Figure 5: Typical floating goal

6 Refereeing and scrutineering

6.1 Competition rules

All PA championships are conducted to the current version of the ICF Canoe Polo Competition Rules. The ICF rules cover the following topics:

Chapter I – General regulations

Chapter II – Organisation of the competition

Chapter III – Game regulations

Chapter IV – Special rules for world championships

Chapter V – Special rules for World Games

Appendix I – Referee hand signals

Appendix II – Scrutineering

Appendix III – Playing area

Appendix IV- Games and league systems

Appendix V – Shot clock

For the current ICF rules refer to the ICF website at: <https://www.canoeicf.com/discipline/canoe-polo>

Note: When interpreting or applying the ICF Canoe Polo Competition Rules for Australian championships, reference to the *ICF canoe polo committee* should be read as the *PA canoe polo technical committee* and any reference to *the ICF board of directors* should be read as the *PA board of directors*.

6.2 Referees – Australian championships and Summer Series

For allocation of referees in Australian championships refer to clause 7.9. For allocation of referees in Summer Series refer to clause 8.14.

6.3 Referees – Oceania championships

For allocation of referees in Oceania championships refer to clause 9.13.

6.4 Duties of championship chief referee

The championships chief referee is responsible to:

- oversee and maintain a high standard of refereeing throughout the championships
- allocate referees to each game. The *referee's name* is to be listed in the draw. It is not acceptable to list the name of a team expected to supply a referee.
- hold a pre-competition briefing. The championships chief referee's briefing is essential for setting the standard expected and also an opportunity to raise any concerns or issues that referees should be aware of.
- resolve disagreement between referees and arbitrate on calls escalated by a player to the chief referee.

6.5 Goal line judges

Goal line judges are required at Australian and Oceania championships. Refer to the ICF rules for goal line judge duties.

6.6 Referee accreditation

The Australian championships are the primary event for accrediting level A and B referees. Working with CPTC, the host state is responsible for providing an indoor area with tables and chairs for candidates to sit the written component for accreditation. Having passed the written examination, candidates are assessed for the practical component. Successful referees are accredited as either level A, B or C.

The Oceania championships are an appropriate competition for ICF accreditation of referees. Contact the ICF for requirements.

6.7 Dispute resolution

Any disputes relating to player or referee performance not resolved during the game, may be referred to the championship chief referee.

In the exceptional circumstance where the chief referee feels that they cannot resolve a particular issue, the championship tribunal may be called on. The tribunal comprises the chief official, the chief referee and competition organiser.

6.8 Scrutineering

A high standard of compliance with scrutineering requirements is required. Scrutineering is conducted before the start of the competition, at a designated date, time and location. All boats, paddles and equipment must comply with requirements given in the current version of the *ICF Canoe Polo Rules*.

In summary, the following scrutineering points should be tested and approved before play. Boats, paddle and equipment that does not meet the scrutineer's approval, must be made good or withdrawn from the competition.

General scrutineering requirements:

- players shall present as a team for scrutineering. Individual players may be considered by exception.
- boat and paddle design and dimensions must comply with ICF rules.
- boats and paddles are to be tested using official ICF canoe polo gauges by scrutineers trained in their use.
- boat – no sharp edges, no loose tape, no loose bumpers.
- foot peg screws – may be exposed but must have a round head and no sharp edges or burrs.
- boat – all boat colours, decals and other markings are to be the same within a team. Decals from previous competitions must be removed and not simply covered in vinyl. Decals that are obvious beneath vinyl covering or another temporary colour are not acceptable. Plain carbon is not equivalent to black. Consequently, plain carbon boats within a team of black boats must be covered for a consistent team presentation. However, a team of plain carbon boats is also acceptable.
- bumpers – must not be loose but fixed firmly to the boat. Tape applied to hold loose or failing bumpers together is not acceptable. Tape enclosing open foam bumpers to prevent water absorption is acceptable but must be of good condition and comply with ICF requirements.
- paddle – no loose tape, no sharp edges, blade not thinner than 5mm
- helmet – a good comfortable fit (not loose), guard not hitting nose. An object in the shape of a cube no smaller than 70x70x70mm must not be able to enter through the grill of the facemask. There must be no horizontal or vertical opening any larger than 70mm.
- due to the poor finish, helmets cannot be covered in vinyl to change helmet colour. However, a properly applied spray paint is generally acceptable.
- buoyancy vest – a good fit (not loose), side padding (below the arms), no dangling attachments such as watches, whistles, and carbineers.
- spray deck – in good condition, no loose tape
- player – no watches or other jewellery

NOTE: Carbon versus black as a finish on boats and helmets.

- Senior men, senior women, U21 men and U21 women (A teams) are required to comply with ICF cosmetic requirements. For these categories, plain carbon is not equivalent to black because the two finishes can be quite different. For example, a clear carbon weave is obviously different to a plain black finish. Some carbon finishes are not significantly different from plain black and may be accepted.

To assist identifying boats and gear that pass scrutineering, the scrutineering team shall apply an approval sticker or other marker to indicate compliance. Boats and gear that do not meet scrutineering requirements cannot be used at the championships.

6.9 Pre-game procedures

Similar team colours

Where the chief referee or chief scrutineer feels there will be difficulty in distinguishing between teams because of similar body colours, the first named team on the draw shall change into different body colours.

Mixed categories

Where different categories may have different presentation requirements, the requirements of the higher category shall prevail. For example, if micro-junior players are absorbed into junior teams, the requirements of the junior category must be met.

7 Australian Canoe Polo Championships

7.1 Purpose

The Australian Canoe Polo Championships is the peak canoe polo competition in Australia. Its purpose is to determine the premier state or territory for the year. The championships also decide the premier team in each category.

7.2 Timing

The championships are generally held during the Easter holidays. However, to cater for conflicting state holiday dates or where there is a clash with competitions such as Oceania, alternative times may be considered.

7.3 Host

The Australian Canoe Polo Championships is a PA event hosted by a state association. The state association is responsible for organising and running the event to the requirements of this handbook and the PA host agreement.

7.4 Preliminaries by host

Having approval to hold the championship, the host state prepares for it.

Invitation

An invitation to participate in the event is sent out at least six months before the championship. The invitation shall contain the following information:

- venue
- dates
- competition categories
- registration details
- eligibility rules
- entry fees
- accommodation and transport options
- proposed program.

Progress reporting

Progress report requirements are set out in the host agreement. Information required includes details on the venue, accommodation, publicity, budget, and names of senior officials.

7.5 Host agreement

The agreement to host the championships is formalised by signing a host agreement. The host agreement is a legal document that sets out the terms and conditions for managing the championships. It is an agreement between PA and the host state. The agreement is a standard form but subject to negotiation.

The agreement covers commitments in:

- roles and responsibilities
- financial arrangements
- reporting
- hospitality
- indemnity
- insurance
- sponsorships.

7.6 Championship booklet

A championship booklet is to be prepared and distributed to participants and spectators.

The booklet should contain the following details:

- welcome from state association
- welcome from PA
- event program – including dates and times
- competition categories
- team and player listing
- sponsors acknowledgement
- ASADA acknowledgement
- registration and scrutineering details
- referees' briefing – time and place
- team managers' briefing – time and place
- safety details – contacts, First Aid facilities, emergency assembly procedures
- the hosting committee – names and positions
- championship dinner details

7.7 Categories

Categories for the Australian championships are:

- open men
- open women
- youth men (U21 years)
- youth women (U21 years)
- junior men (U16 years)
- junior women (U16 years)
- micro-juniors (U13 years)
- mini-micros (U10 years)
- veteran (30 years and over)
- masters (45 years and over)

Note: If junior men and junior women are expected to be combined into a single junior category because of limited numbers; then the ages may be modified to be men (U16) and women (U18).

Player's age

A player's age is determined according to the following rules:

U13 – the last year that an U13 competitor can compete is the year that his/her thirteenth birthday falls in.

U16 – the last year that an U16 competitor can compete is the year that his/her sixteenth birthday falls in.

U18 – the last year that an U18 competitor can compete is the year that her eightieth birthday falls in.

U21 – the last year that an U21 competitor can compete is the year that his/her twenty-first birthday falls in.

Veterans – the first year a veteran competitor can compete is the year of his/her thirtieth birthday.

Masters – the first year a master competitor can compete is the year of his/her forty-fifth birthday.

Number of teams to form a category

At least three teams from at least two states are required in a particular category to hold a competition for that category. Where only one or two teams are entered, the teams may be allocated to compete in another category of similar skill level. However, these teams cannot compete in the finals of the adopted category. The teams may be recognized as their original category at medal presentations but are not awarded medals.

If there are inadequate numbers to form a category, the competition organiser shall advise the competing states of that position one week after nominations are received.

Combining male and female

Depending on numbers, it is sometimes necessary to combine male and female players into one team or to allow male and female teams to compete against each other. This is generally not a concern if the different skill levels are considered and games are planned accordingly. Note that 16y boys are usually stronger than girls of the same age and may be promoted to the youth category. Similarly, U18 women may play in the junior category.

7.8 Competition format

Draw

The draw should be a round-robin, allowing each team in the category to play each other. If there are more than seven teams in a category, they are divided into two groups.

A time slot of thirty minutes for games is recommended because it provides a suitable allowance for teams to set up and other causes of lost time.

Finals

At the end of the round-robin, the first four teams on the ladder compete in semi-finals, finals and grand finals.

If there were five or more teams in the round robin, the play off is:

- semi-final 1: first v fourth
- semi-final 2: second v third
- final (bronze): loser of semi-final 1 v loser of semi-final 2
- grand final (gold/silver): winner of semi-final 1 v winner of semi-final 2

If there were four teams in the round robin, the play off is:

- semi-final 1: first v fourth
- semi-final 2: second v third
- final: loser of semi-final 1 v loser of semi-final 2
- grand final (gold/silver): winner of semi-final 1 v winner of semi-final 2

If there were three teams in the round robin, the play off is:

- semi-final: second v third
- grand final (gold): first v winner of semi-final

Players must compete in a minimum of 75% of the preliminary round games to compete in the final round games.

7.9 Refereeing

All referees overseeing Australian championships must be Australian canoe polo accredited referees or ICF accredited referees. Table 4 lists the minimum accreditation level for referees in each category.

Referees must wear their approved referee shirts. If it is necessary that a non-accredited referee manages a game, that person must wear a black referee's shirt. The black shirt indicates that the referee is not accredited.

Table 4: Australian championships referee allocation – minimum requirements

Category	Control referee	Non-control referee
Senior men and women	level A	level A or level B
Youth men and women	level A	level A or level B
Junior men and women	level B	level B or level C
Veterans	level B	level B or level C
Masters	level C	level C
Micro juniors and mini-micros	level C	level C

Payment

It is recommended that referees be paid to reflect the importance of the role. To encourage accreditation, only accredited level A and B referees should be remunerated.

The following rates are recommended:

- level A – \$10 per game
- level B – \$5 per game

Referee draw

A referee's draw shall be prepared by the chief referee. The name of each appointed referee is to be listed beside each game on the championship draw.

Referee assessment

Each Australian Canoe Polo Championship shall provide time and facilities for written and practical assessment of referees.

7.10 Teams policy

The teams' policy applies to all teams competing at the Australian Canoe Polo Championships. The intention is to encourage participation and promote a high standard of competition. The PA Canoeing competitions bylaw provides a basis for developing the policy, it states:

Australian championships are designated as open competitions and as such participants are permitted from any recognised national canoeing federation. Such competitors compete on an equal footing with Australian residents.

This is an important statement that supports the participation of players from outside of Australia, providing they are a member of a recognised ICF affiliated federation.

7.10.1 Participation types

The primary focus of the championship is the opportunity for the states to compete against each other to determine the premier state and its leading teams in each category for the year of the championship.

The following team types are recognised:

A teams and B teams

Each state is entitled to enter two teams per category, referred to as 'A' and 'B' teams. The A team should be the higher standard team while the B team is usually a development team or made up of players missing out on selection for the A team.

If a state cannot make up a complete team with its own players, it may introduce players from another state or from overseas. Introducing new players must not be done to substitute for weaker state players. CPTC must approve any introduced players before the competition starts.

Draft teams

Draft team players are not part of an A team or a B team. Draft teams provide an opportunity for experience and development at the national level.

Import teams

International teams or teams not representing a state or territory may join the championships.

International teams are welcome. Their players must be current members of an ICF affiliated canoeing organisation. Generally, the national team from another country would not be accepted because of the anticipated strength and skill advantages over Australian state teams. However, international club teams are encouraged to participate.

7.10.2 Championship draft

Players not selected in a state team, or from a state not entering a team, may nominate to join the championship draft. Players in the draft may participate in either of the following ways:

As an import player – a draft player may join another state's team under the following circumstances:

- an import player must not displace an eligible state player from the team
- a state team may have one or two import players but a team with three or more import players becomes a draft team.

As a draft player – a draft team may be formed with players registered in the draft

7.10.3 Management of the draft

The organising committee of the championship shall appoint a draft manager to coordinate applications for the draft. Players wishing to join the draft must apply to the draft manager. Draft players may nominate to join a specific team and teams may nominate a particular draft player to join them.

Approvals:

- draft appointments to A teams must be approved by CPTC
- draft appointments to B teams and draft teams do not require approval.

7.10.4 Relocated players

Players who normally represent one state but relocate to another state may represent the new state after three months' residence in the new state. For example, a Victorian player relocating to Tasmania can represent Tasmania at the championships after living there for three months.

Players may continue to represent their original state for up to three months of residence in the new state.

7.10.5 Playing for more than one state

Players cannot represent more than one state at the championships unless there are exceptional circumstances.

Representation of more than one state may be considered if:

- a fifth player is needed to complete a team of four players
- additional players are needed to create a team or teams to establish a category
- in the interest of growing the championship.

A player may not play for more than one state if:

- the teams are in the same category
- he/she displaces an eligible state player in the adopted team
- he/she is intended to strengthen the adopted team
- state association policies do not allow it.

All requests to represent more than one state must be approved by CPTC.

7.10.6 Playing in more than one category

A person may play in more than one category

7.10.7 International teams and players

International teams are welcome to compete at the championships. Australian players must have approval from their state committee and PA to play with an international team. It is preferred that Australian players compete with their state team and do not join a visiting team.

Individual international players may join a state's training squads and represent that state subject to its normal selection procedures. International players who are not part of training squads but wish to play are considered under the draft process.

7.10.8 Penalties

Players and teams not complying with the team policy may be penalised. Penalties are determined by CPTC, which may include cancellation of championship points and/or withdrawal of teams and/or individual players from the championship.

7.11 Team uniform

Each team shall have the same uniform, gear and boat markings that reflect its state's standard markings and colours. Paddles are exempt from this requirement. Players and boats that do not comply with this requirement cannot compete.

In particular, each team shall have the:

- same boat colours and markings
- same colour and markings on vests and helmets
- player number on helmet and on the front and back of vest.

Refer to 6.8 Scrutineering for comments about carbon versus black finish on boats and helmets.

7.12 Captain

The captain of each team shall be distinguished from the rest of the team by an armband on the upper left arm.

7.13 Player selection

Selection procedures are determined by each state. To give clarity on the process and prevent confusion on selection criteria, it is recommended that a formal selection procedure is created and made available to players.

The following approach is recommended:

1. Call for nominations from interested players for each category.
2. Set and publish the selection criteria.
3. Nominate three selection events at which players will be assessed. Publish the dates and locations of the events. A player must attend at least two selection events.
4. Appoint the coach plus two other appropriately skilled people to be selectors. Selectors are responsible for selecting the best team to represent their state. Selectors must be unbiased in their observation and critic of players at each selection event. Selectors should keep notes on the performance of each player for ongoing selection reference and for referral in case of an appeal.
5. Selectors may, at their discretion, consider players not able to attend selection events but be an obvious candidate evidenced by current performance. Such candidates should be made known to the training squad at the beginning of the training season. Be aware that selecting players who do not

attend selection events can lead to resentment and disillusion by the other players. Careful consideration and interpersonal management is essential to maintain player confidence.

6. Announce the teams formally at the final selection event and publish on appropriate webpages.
7. Mentor and support players that may have missed their expected participation.
8. Have in place an appeal process that provides a legitimate review channel for players missing selection.

7.14 Trophy

The purpose of the Australian championships is to determine the best performing canoe polo state or territory for that year. That position is recognised by award of the Australian canoe polo championship trophy.

The trophy is awarded according to the following rules:

1. The trophy is awarded to the state or territory that achieves best overall performance.
2. The trophy is perpetual. It is engraved each year and resides with the winning state until the next championship. The trophy is owned by CPTC.
3. Points are allocated across the best four performing categories for each state or territory according to a team's ranking at the end of the finals round. The highest points tally wins the trophy.
4. Only A teams in the four best performing categories of a state or territory are considered. The categories may be different for each state. B teams, import teams and draft teams are not considered.
5. If a state chooses to enter two even teams (instead of a graded A team and B team), only the A team contributes to the points allocation. In the exceptional situation where two even teams have been created to assist create a category or to cater for unbalanced male and female numbers, the state may apply to CPTC for special consideration that either team may contribute to the point count.
6. If two or more states receive the same points tally, the trophy shall be determined first by the state with the greater total goal difference, and second by the state with the most total numbers of goals. If these are also equal, a deciding game must be played between the senior men of the two states.

Note: A important role of the championships is to encourage high performance at all levels. Each state and territory is encouraged to make its A teams the best performing teams. B teams and import teams are not included in the count because it changes the emphasis to one of participation and gives the larger states and host states an unintended advantage.

Points allocation

Points are allocated toward the trophy according to a team's ranking at the end of the finals round. The ranking and associated points are:

1st – 20 points

2nd – 16 points

3rd – 14 points

4th – 12 points

5th – 10 points

6th – 8 points

7th – 6 points

8th – 4 points

Determining the point count

The easiest way to calculate the point count is to set out the final results in an Excel spreadsheet to take advantage of its automatic addition feature, Σ (the sum function). Example table given below. Note that only the four best point scores are used for each state. A listing of less than four scores indicates that that state competed in less than four categories. In the example, ACT takes the trophy.

Table 5: Example point count

Category	ACT	NSW	NT	Qld	SA	Tas	Vic	WA
Men	14	12	10		20		16	
Women	20			10	16	12	14	
Youth men		10		20			16	14
Youth women	20				16			
Juniors	12			20		10		14
Veterans								
Masters		20		14	12		16	
TOTALS	66	42	10	64	64	22	62	28

Point count dispute

Any dispute regarding the allocation of points or the counting of points shall be referred to the chief official. If appropriate, the process adopted at the championship may be checked for compliance and for accuracy. The final decision is with the chief official.

7.15 Medals

Gold, silver and bronze medals are awarded according to a team's ranking at completion of the finals. The medals awarded depend upon the number of teams competing in a specific category. For a gold medal, there must be at least three competing teams. For a silver medal, there must be at least four competing teams, and for a bronze medal there must be at least five competing teams.

A and B teams, draft teams and import teams can compete for medals in the finals.

For micro juniors and mini micros, each player in each team is awarded a gold medal.

The medals are supplied by PA and awarded to each player in the team and its coach. (There is an PA charge for supply of the medals that should be allowed for in the budget.)

7.16 Micro-junior and mini-micro playing rules

The aim of the competition

The intention of the micro-junior and mini-micro categories is to introduce boys and girls 13 years and under to canoe polo in an inclusive, fun, safe environment.

Playing rules

The ICF playing rules apply, however, there are several exceptions:

- 6m penalties and referee's ball are not used
- there is no shot clock
- each team may have one adult on the playing area to assist players requiring support or recovery from capsized. The adult is not permitted to take part in the play.

Player categories

There is some flexibility with age, depending the physical size and skill of an individual. For example, a 14 year old who is small for their age could play in micro juniors.

- micro junior category – 13 years old and younger
- mini micro category – 10 years old and younger

Playing area

The playing area and goals are standard size for micro juniors. Goals may be lowered by 25–50 cm below normal height for mini micro if considered necessary.

Equipment

All players, coaches, and supporting adults on the water must wear correctly fitting canoe polo equipment in accordance with ICF rules. Sit-on-tops with rounded ends for small player are allowed. A size three ball is used.

Scorekeeping and timekeeping

Goals will be recorded on the scoreboard. A game consists of two, ten-minute halves. There are no finals.

Uniform

Micro players wear playing tops in line with the other playing categories representing their state. Boats and helmets may be of any colour, and so not necessarily consistent across the team. ICF compliant life jackets are preferred, but due to the low contact nature of the micro category, non-complying jackets are accepted. However, life jackets must comply with Australian Standards life jacket specifications. They must fit properly and not ride up when in the water.

7.17 Results

The results of each competition shall be posted on the Australian canoe polo web pages by the chief official within 21 days of the end of the finals.

7.18 Championship protests, appeals and comments

Where there is disagreement, concern or comment about the conduct or outcome of the championship, notice may be made in writing to the CPTC chair within 31 days of the end of the event.

7.19 Distractions

The Australian championships are the highlight of the canoe polo year and as such, place performance expectations on players and teams. Where possible, any off-water distractions during a game, particularly during finals, should be avoided. Such distractions may include movement of infrastructure close to the playing field, movement of groups of people, screaming and directing of play by spectators close to the field.

7.20 Emergency contacts

To assist with appropriate follow up in case of an emergency or other need, it is recommended that the host state confirm that state/territory managers have emergency contact details available for their players.

7.21 Lead up communications

In preparing for the championships, the host may find it helpful to establish regular contact with each state and territory to share progress. In doing so, it builds joint ownership of the event (which may assist people to meet deadlines).

8 Summer Series (this section is under review)

8.1 Purpose

Summer Series is owned, promoted and organised by the clubs to be a high standard, Australia wide, competition between the clubs. Its purpose is to showcase our best players, to foster and inspire our youth, and to challenge intermediate players.

8.2 Timing

Summer Series is a series of three tournaments that culminate in finals on the last day of the third tournament. The series is held in January/February with each round in a different state. A typical series calendar would be:

Tournament 1 – Adelaide, Australia Day weekend

Tournament 2 – Melbourne, second weekend in February

Tournament 3 – Canberra, last weekend February

[Why three rounds not four? A: short season preferred by players.]

8.3 Role of CPTC

CPTC has an overview role to work with the clubs to:

- assess proposals and select host clubs
- announce host clubs and tournament dates
- provide guidance for set up of the tournaments (this Championships Handbook)

[Maybe a line about what happens should a club not meet expectations, ie competition will be reallocated to new club for following year?]

8.4 Role of host club

A high standard of organisation, set up and overall conduct of individual tournaments is expected. Clubs not meeting appropriate requirements may be penalised by loss of championship points, or not permitted to host the tournament in the following year. However, CPTC will make every effort to work with clubs to achieve expected requirements.

Having approval to hold the tournament, the host club prepares for it.

Invitation

An invitation to participate in the event is sent out at least two months before the championship. Invitations are typically issued by club and CPTC websites, Facebook pages, and CPTC email.

The invitation contains the following information:

- venue
- dates
- divisions and categories
- registration details
- eligibility rules
- entry fees
- accommodation and transport options

Tournament management

The host club is responsible for managing the tournament. It must consider:

- organising committee
- budget, team entry fees
- authority approvals – local councils/shires, state organisations
- sponsors
- promotion – Facebook, local newspapers, radio stations, websites
- venue
- facilities – showers, toilets, change rooms
- boat and gear storage
- health and safety
- risk management
- catering – availability of meals/snacks at venue
- accommodation – visiting teams and their supporters

Tournament set up

- playing fields set up to ICF requirements
- referee walkways and pontoons
- scoreboards, timers and shot clocks
- games draw, table duty
- appointment of referees

Post tournament

- prepare and submit a report to CPTC summarising the tournament outcomes and its successes and short comings. The report can be used to assist the clubs to improve for future events.

8.5 Divisions and categories

There are two divisions:

- Division 1 – advanced players
 - open
 - women
- Division 2 – competent players
 - intermediate open
 - intermediate women
 - juniors

8.6 Competition format

Draw

The draw should follow the template set out for a *League System* in appendix IV of the ICF Rules, which is a round-robin allowing each team in a category to play each other. If there are more than seven teams in a category, they are divided into two groups. Refer to the ICF Rules for details.

Where possible, local teams are best placed in the first games to allow travelling teams a little extra time to settle in at the venue.

Finals

At the end of the three tournaments the ranking from each tournament is compiled to determine a final ranking over the series. The first four teams on the ladder, in each category, compete in semi-finals leading to a grand final.

If there are four or more teams, the play off is:

- semi-final 1: first v fourth
- semi-final 2: second v third
- final (bronze): loser of semi-final 1 v loser of semi-final 2
- grand final (gold/silver): winner of semi-final 1 v winner of semi-final 2

If there are only two or three teams, the play off is:

- grand final (gold): first v second

8.7 Teams policy

Club teams

Clubs may field more than one team in each category. The relative strengths of each team are determined by the club. The players in each team must be set prior to the commencement of the season. Each team may have up to ten listed players, however, only eight are allowed onto the field of play for any one game.

Teams are club based. All members of a team must be a member of the club they are playing for. Teams need not have the same players for each tournament. However, players must compete in a minimum of 75% of the preliminary games (in each tournament) to qualify to enter the finals.

Each team may compete for medals in the finals in the category they have been entered into.

If a club cannot make up a complete team with its own players, it may introduce players from another local or interstate club, or from overseas. Introducing new players must not be done to substitute for weaker club players. CPTC must approve any introduced players from outside of the club before the season starts.

Visiting teams

International teams or teams not representing a club may join the championships. But must be current member of respective ICF affiliated canoeing organization. Generally, a national team from another country would not be accepted because of the anticipated strength and skill advantages over Australian club teams. However, international club teams are encouraged to participate.

Australian players must have approval from their club and CPTC to play with an international team. It is preferred that Australian players compete with their club and do not join a visiting team.

Visiting teams can compete for medals in the finals.

Number of teams

At least three teams from at least two clubs are required to establish a category. Where only one or two teams are entered, a category may be redefined to suit received team nominations. Where only one or two teams are entered, the teams may be allocated to compete in another category of similar skill level. However, these teams cannot compete in the finals of the adopted category. The teams may be recognized as their original category at medal presentations but, are not awarded medals.

If there are inadequate numbers to form a category, the competition organizer shall advise the competing states of that position one week after nominations are closed.

8.7.1 Players who are members of more than one club

A player that is a member of more than one club, may represent only one club (of his or her choice) for the complete series.

8.7.2 Relocated players

Players who change clubs may represent the new club immediately the new club membership's requirements are met.

8.7.3 Penalties

Players and teams not complying with the team policy may be penalised. Penalties may include cancellation of championship points.

8.8 Trophy

The Summer Series championship trophy recognises the best performing club in the series.

The trophy is awarded according to the following rules:

1. The trophy is awarded to the club that achieves best overall performance in the series.
2. The trophy is not perpetual, but prepared by the host club of the third tournament.
3. Points are allocated across the best four performing categories for each club according to a team's ranking at the end of the finals. The highest points tally wins the trophy.
4. Visiting teams are not considered in the point tally.
5. If two or more clubs receive the same points tally, the trophy shall be determined first by the club with the greater total goal difference, and second by the club with the most total numbers of goals. If these are also equal, a deciding game must be played between the open teams of the two clubs.

[Should the trophy be perpetual? Should CPTC create the trophy?]

Points allocation

Points are allocated toward the trophy according to a team's ranking at the end of the finals round. The ranking and associated points are:

1st – 20 points

2nd – 16 points

3rd – 14 points

4th – 12 points

5th – 10 points

6th – 8 points

7th – 6 points

8th – 4 points

Point count dispute

Any dispute regarding the allocation of points or the counting of points shall be referred to the chief official. If appropriate, the process adopted at the championship may be checked for compliance and for accuracy. The final decision is with the chief official.

8.9 Prize money

Prize money is awarded to the grand final winning teams in each division one category. Prize money is provided and awarded by PA.

Prize money is as follows:

Open finals winning team – \$500

Women's finals winning team – \$500

8.10 Medals

Gold, silver and bronze medals are awarded according to a team's ranking at completion of the finals. The medals awarded depend upon the number of teams competing in a specific category. For a gold medal, there must be at least three competing teams. For a silver medal, there must be at least four competing teams, and for a bronze medal there must be at least five competing teams.

The medals are supplied by the host club and awarded to each player in the team and its coach.

8.11 Team uniform

Each team shall have the same uniform, gear and boat markings that reflect its club's standard markings and colours. Paddles are exempt from this requirement. Players and boats that do not comply with this requirement cannot compete.

In particular, each club shall have the:

- same boat colours and markings
- same colour and markings on vests and helmets
- player number on helmet and on the front and back of vest.

8.12 Eligibility

To be eligible to compete in the Summer Series:

- all team members have been members of the same club for the past six months, OR
- all members of the team, although not members of the same club, have competed together in the most recent local competition in accordance with the rules of that competition. The entry from such teams must be accompanied by a letter setting out their previous competitions and rationale for competing as a non-club team.

8.13 Player's age

A player's age only applies to the youth category:

Youth (U21) – the last year that an U21 competitor can compete is the year that his/her twenty-first birthday falls in.

8.14 Refereeing

Each club must provide suitable referees for the series. The chief referee allocates the referees to the draw.

The following requirements apply:

- each club must nominate referees to be available for the competition
- referees must be accredited to level A or B (grey or orange). Level C (green) referees may also participate but may only take a non-controlling role in division two.
- referees must attend the referee briefing at commencement of the tournament
- premiership points will be deducted against the club for referees that are not available or do not complete their allocated duty
- if a nominated referee cannot attend a tournament then the club must organize a suitable replacement
- If a team does not supply a suitably qualified referee for any tournament then they will be deemed to have missed their duties and penalties will be imposed.

8.15 Table duty

Each team must attend to table duty as set out in the draw. Teams that do not complete their allocated duty will have penalties imposed against their club.

9 Oceania Canoe Polo Championships

9.1 Purpose

The Oceania Canoe Polo Championships is sponsored by the Oceania Canoe Association, a continental member of the ICF. Oceania refers to those countries in and bordering the Pacific Ocean. Typically, the main participants are Australia and New Zealand but often includes teams from Japan and Singapore. European teams occasionally compete at the Oceania championships.

9.2 Timing

The championships are held every two years, alternating with the ICF World Championships. Oceania is held on odd numbered years, the world championships on even numbered years.

9.3 Governing requirements

The conduct and management of the Oceania Canoe Polo Championships is to be in accordance with the world championship requirements set out in the ICF rules. Where there is difference between the ICF requirements and host country requirements, the chief official shall determine the appropriate ruling.

9.4 Host

The Oceania Canoe Polo Championships is hosted (usually alternating) by either Australia or New Zealand.

9.5 Preliminaries by host

Having approval to hold the championship, the host state prepares for it.

Invitation

An invitation to participate in the event is sent out at least six months before the championship. The invitation shall contain the following information:

- venue
- dates
- competition categories
- registration details
- eligibility rules
- entry fees
- accommodation and transport options
- proposed program.

9.6 Registration

Players and teams competing at the Oceania championships are to be registered in the ICF *sports data platform* (sdp). The competing national federations are responsible for ensuring that player and team details are registered once selections are finalised. The sdp website is at: <https://icf.msl.es/icf/main.jsp>.

For assistance with sdp contact: sdp@canoeicf.com

9.7 Entry fees

Entry fees, and any other associated costs, are invoiced by the host federation.

9.8 Championship booklet

A championship booklet is to be prepared and distributed to participants and spectators.

The booklet should contain the following details:

- welcome from OCA
- welcome from PA
- event program – including dates and times
- competition categories
- team and player listing
- sponsors acknowledgement
- ASADA acknowledgement
- registration and scrutineering details
- referees' briefing – time and place
- team managers' briefing – time and place
- safety details – contacts
- first aid facilities
- emergency assembly procedures
- the hosting committee – names and positions
- championship dinner details

9.9 Selection criteria

Selection criteria for players wishing to nominate to represent Australia at the Oceania Championships are available at the PA canoe polo web pages.

9.10 ICF anti-doping

All senior men, senior women, U21 men and U21 women must complete the ICF anti-doping education course. The online course is available in the anti-doping and medical section of the ICF website: <https://www.canoeicf.com/anti-doping-education>. Completion of the course is recorded in the ICF Sports Data Platform (sdp database), which contains athlete international competition details.

The ICF Anti-doping rules state:

Athletes entered in any ICF competition or continental championships must complete the ICF's anti-doping education programme or equivalent before competing or risk being denied entry to the competition.

Oceania is a continental championship.

9.11 Categories

Categories for the Australian championships are:

- senior men
- senior women
- U21 men
- U21 women
- U18 men
- U18 women
- 30 and over
- 45 and over

Player's age

A player's age is determined according to the following rules:

U18 – the last year that an U18 competitor can compete is the year that her eightieth birthday falls in.

U21 – the last year that an U21 competitor can compete is the year that his/her twenty-first birthday falls in.

30 and over – the first year a competitor can compete is the year of his/her thirtieth birthday.

45 and over – the first year a competitor can compete is the year of his/her forty-fifth birthday.

Number of teams to form a category

At least three teams from at least two countries are required in a particular category to hold a competition for that category. Where only one or two teams are entered, the teams may be allocated to compete in another category of similar skill level. However, these teams cannot compete in the finals of the adopted category. The teams may be recognized as their original category at medal presentations but, are not awarded medals.

If there are inadequate numbers to form a category, the competition organiser shall advise the competing states of that position one week after nominations are received.

Combining male and female

Depending on numbers, it is sometimes necessary to combine male and female players into one team or to allow male and female teams to compete against each other. This is generally not a concern if the different skill levels are considered and games are planned accordingly.

9.12 Competition format

Draw

The draw is a round-robin allowing each team in the category to play each other. If there are more than seven teams in a category, they are divided into two groups.

A time slot of thirty minutes for games is recommended because it provides a suitable allowance for teams to set up and other causes of lost time.

Finals

At the end of the round-robin, the first four teams on the ladder compete in semi-finals and grand finals.

If there were five or more teams in the round robin, the play off is:

- semi-final 1: first v fourth
- semi-final 2: second v third
- final (bronze): loser of semi-final 1 v loser of semi-final 2
- grand final (gold/silver): winner of semi-final 1 v winner of semi-final 2

If there were four teams in the round robin, the play off is:

- semi-final 1: first v fourth
- semi-final 2: second v third
- final: loser of semi-final 1 v loser of semi-final 2
- grand final (gold/silver): winner of semi-final 1 v winner of semi-final 2

If there were three teams in the round robin, the play off is:

- semi-final: second v third
- grand final (gold): first v winner of semi-final

Players must compete in a minimum of 75% of the preliminary round games to compete in the final round games.

9.13 Referees

As an international competition, a high standard of refereeing is demanded. Only referees with the appropriate experience may be appointed. Referees may be selected from Australia or New Zealand.

Australian referees must be accredited to level A or level B of the Australian accreditation program. When refereeing, referees must wear their identifying referee shirts. Level C referees shall not referee at Oceania.

Table 6 lists the referee accreditation level in each category.

Table 6: Oceania championships referee allocation

Category	Control referee	Non-control referee
Senior men and women	level A	level A or level B
Youth men and women	level A	level A or level B
U21 men and women	level A or level B	level A or level B
U18 men and women	level A or level B	level A or level B
30 and over	level A or level B	level A or level B
45 and over	level A or level B	level A or level B

Payment

It is recommended that referees be paid to reflect their commitment and participation. To encourage accreditation, only accredited referees shall be remunerated.

The following rates are recommended:

- level A – \$10 per game
- level B – \$5 per game

Referee draw

A referee's draw shall be prepared for the championships by the chief referee. The name of each appointed referee is to be listed beside each game on the championship draw.

9.14 Australian coaches

Payment

It is recommended that Australian coaches be paid to reflect their commitment and participation. To encourage accreditation, only coaches accredited under the PA coach accreditation scheme shall be remunerated.

The following payments are recommended:

- Performance coach – \$150
- Development coach – \$100

9.15 Teams policy

The teams' policy applies to all teams competing at the Oceania Canoe Polo Championships. The intention is to encourage participation and promote a high standard of competition.

9.15.1 Participation types

The primary focus of the championship is the opportunity for countries to compete against each other to determine the premier country and its leading teams in each category for the year of the championship.

The following team types are recognised:

A teams and B teams

Each country is entitled to enter two teams per category, referred to as 'A' and 'B' teams. The A team should be the higher standard team while the B team is usually a development team or made up of players missing out on selection for the A team.

If a country cannot make up a complete team with its own players, it may introduce players from another country. Introducing new players must not be done to substitute for weaker players. PA must approve any introduced players before the competition starts. A and B teams can compete for medals in the finals.

Draft teams

Draft team players are not part of an A team or a B team. Draft teams provide an opportunity for experience and development at the international level. Draft teams can compete for medals in the finals.

Import teams

International players or teams not representing a particular country may join the championships. Their players must be current members of an ICF affiliated canoeing organisation. Import teams can compete for medals in the finals.

9.15.2 Championship draft

Players not selected in a country team, or from a country not entering a team, may nominate to join the championship draft. Players in the draft may participate in either of the following ways:

As an import player – a draft player may join another state's team under the following circumstances:

- an import player must not displace an eligible country player from the team
- a country team may have one or two import players but a team with three or more import players becomes a draft team.

As a draft player – a draft team may be formed with players registered in the draft

9.15.3 Playing in more than one category

A person may play in more than one category.

9.15.4 Management of the draft

The organising committee of the championship shall appoint a draft manager to coordinate applications for the draft. Players wishing to join the draft must apply to the draft manager. Draft players may nominate to join a specific team and teams may nominate a particular draft player to join them.

Approvals:

- draft appointments to A teams must be approved by PA
- draft appointments to B teams and draft teams do not require approval.

9.15.5 International teams and players

International teams are welcome to compete at the championships. Australian players must have approval from PA to play with an international team. It is preferred that Australian players compete with their country team and do not join a visiting team.

Individual international players may join a competing country's training squads and represent that country subject to its normal selection procedures. International players who are not part of training squads but wish to play are considered under the draft process.

9.15.6 Penalties

Players and teams not complying with the team policy may be penalised. Penalties are determined by the competition committee, which may include cancellation of championship points and/or withdrawal of teams and/or individual players from the championship.

9.16 Team uniform

In accordance with ICF requirements, each team shall have the same uniform, gear and boat markings that reflect its country's markings and colours. Paddles are exempt from this requirement. Players and boats that do not comply cannot compete.

In particular, each team shall have the:

- same boat colours and markings

- same colour and markings on vests and helmets
- player number on helmet and on the front and back of vest.

Refer to 6.8 Scrutineering for comments about carbon versus black finish on boats and helmets.

9.17 Captain

The captain of each team shall be distinguished from the rest of the team by an armband on the upper left arm.

9.18 Player selection

Selection procedures are determined by each individual country. To give clarity on the process and prevent confusion on selection criteria, it is recommended that a formal selection procedure is created and made available to players.

The following approach is recommended:

1. Call for nominations from interested players for each category.
2. Set and publish the selection criteria.
3. Nominate three selection events at which players will be assessed. Publish the dates and locations of the events. A player must attend at least two selection events.
4. Appoint the coach plus two other appropriately skilled people to be selectors. Selectors are responsible for selecting the best team to represent their state. Selectors must be unbiased in their observation and critic of players at each selection event. Selectors should keep notes on the performance of each player for ongoing selection reference and for referral in case of an appeal.
5. Selectors may, at their discretion, consider players not able to attend selection events but be an obvious candidate evidenced by current performance. Such candidates should be made known to the training squad at the beginning of the training season. Be aware that selecting players who do not attend selection events can lead to resentment and disillusion by the other players. Careful consideration and interpersonal management is essential to maintain player confidence.
6. Announce the teams formally at the final selection event and publish on appropriate webpages.
7. Mentor and support players that may have missed their expected placing.
8. Have in place an appeal process that provides a legitimate review channel for players missing selection.

9.19 Medals

Gold, silver and bronze medals are awarded according to a team's ranking at completion of the finals. The medals awarded depend upon the number of teams competing in a specific category. For a gold medal, there must be at least three competing teams. For a silver medal, there must be at least four competing teams, and for a bronze medal there must be at least five competing teams.

A and B teams, draft teams and import teams can compete for medals in the finals.

The medals are supplied by the OCA and awarded to each player in the team and its coach.

9.20 Julian Carter Trophy

The *Julian Carter Cup* is a perpetual trophy awarded at the Oceania Championships. The intention of the trophy is to recognize performance and attendance at Oceania. The trophy is named after former Australian canoe polo committee secretary, Julian Carter, a key driver behind Australia's first tour of New Zealand by junior teams in the early 1990s and New Zealand's first visit to Australia in 1991.

The following point system for awarding the trophy was set by OCA on 2 March 2007:

- points are awarded:
 - 1st – 3 points
 - 2nd – 2 points

3rd – 1 point

- points are awarded to the final ranking in each category.

In addition, the following rules apply:

- The cup is perpetual. It is engraved after each championship and resides with the winning country until the next championship.
- Only teams meeting championship eligibility requirements can score points for their country.
- In the case of a tie, the trophy shall be shared.

9.21 Results

The results of each competition are to be posted by the host country and the ICF by the chief official within 21 days of the end of the finals.

9.22 Championship protests, appeals and comments

Where there is disagreement, concern or comment about the conduct or outcome of the championship, notice may be made in writing to the OCA chair within 31 days of the end of the event.

9.23 Distractions

The Oceania championships are the peak regional competition between Australia and New Zealand and as such, place performance expectations on players and teams. Where possible, any off-water distractions during a game, particularly during finals, should be avoided. Such distractions may include movement of infrastructure close to the playing field, movement of groups of people, screaming and directing of play by spectators close to the field.

9.24 Emergency contacts

To assist with appropriate follow up in case of an emergency or other need, it is recommended that the host country confirm that managers have emergency contact details available for their players.

9.25 Lead up communications

In preparing for the championships, the host may find it helpful to establish regular contact with attending countries to share progress. In doing so, it builds joint ownership of the event.

Appendix A: Position descriptions

Job title	CHIEF OFFICIAL
General	Overall responsibility for all official aspects of the competition. In particular, its compliance with ICF rules and regulations. But not including those areas that are exclusively the concerns of the organising committee.
Duties	As chairperson of the competition committee, the chief official shall: <ol style="list-style-type: none"> 1. Have overall responsibility for all official aspects of the competition, supervising the other officials in this regard. 2. Ensure that all matters are dealt with according to the ICF rules. 3. Decide on matters that are not dealt within ICF rules, which are not exclusively the concern of the organising committee.
Special skills	Previous experience in organising and running a canoe polo competition
Training	Have completed Australian or ICF training for officials
Requirements	Usually a member of the ICF with international experience

Job title	CHIEF REFEREE
General	Selection and organisation of referees and goal line judges
Duties	The chief referee is responsible for: <ol style="list-style-type: none"> 1. Conduct of the games to the ICF Canoe Polo Competition Rules 2. Appointment and allocation of duties to referees and goal line judges 3. Preparing a referees' draw 4. The standard of performance of the referees 5. Dispute resolution that cannot be resolved by individual referees 6. Pass on to the chief official written reports from referees on incidents where disciplinary action is requested; and request that the competition committee consider disciplinary action against players for repeated offences. 7. Work with the PA canoe polo technical committee chief referee to hold referee training and assessment to Australian referee levels A, B, C. 8. Ensure referees wear appropriate referee t-shirts when refereeing 9. Maintain a high standard of referee conduct and refereeing
Special skills	<ul style="list-style-type: none"> • Preference is for an accredited referee • If an accredited referee is not available, a referee with suitable and acknowledged experience is required.
Training	<ul style="list-style-type: none"> • PA canoe polo referee training program
Requirements	<ul style="list-style-type: none"> • Competition rules, whistles, cards

Job title	CHIEF SCRUTINEER
General	Check that kayaks, paddles, helmets and body protection are safe to use.
Duties	<ol style="list-style-type: none"> 1. Appoint scrutineers 2. Allocate scrutineers to duties and insure the standard of performance of those duties 3. Liaise with the organising committee to ensure the provision of all scrutineering equipment 4. Ensure suitable procedures for the scrutineering of all equipment before the competition starts.
Special skills	Awareness of the rules in relation to boats and equipment and the practical application of them to assess the condition of boats and equipment
Training	Training in use of scrutineering gauges
Requirements	Set of standard ICF scrutineering gauges

Job title	CHIEF TABLE OFFICIAL
General	To record the game score, time the game and keep other game records
Duties	<ol style="list-style-type: none"> 1. Appoint the timekeepers and scorekeepers and ensure the standard of performance 2. Liaise with the organising committee to ensure the provision of scoring, results keeping and timing equipment 3. Ensure scoresheets are correctly completed 4. Ensure the scoreboard is ready before each game and maintain the scoreboard during the course of play. 5. Maintaining games to scheduled starting times 6. Timing games. 7. Passing the completed game record sheets to the results official at the end of each game.
Special skills	An eye for accuracy and detail
Requirements	Manual timers, scoresheets, notebook, pens.

Job title	COMPETITION ORGANISER
General	Responsible for the organisation, coordination, leadership and success of the event. Also referred to as chair of the organising committee.
Duties	As chairperson of the organising committee, the competition organiser: <ol style="list-style-type: none"> 1. Is part of the competition committee 2. Establishes and leads the organising committee 3. Provides overall leadership and organisation of the event 4. Prepares an event budget 5. Ensures a safe event for everyone 6. Reports to the PA canoe polo technical committee on the championship performance, financial, safety, attendance and other championship outcomes
Special skills	Previous experience in organising and running a canoe polo competition
Training	No special training
Requirements	No special requirements

Job title	FACILITIES AND EQUIPMENT LEADERS
General	Organisation for supply, setup and put away of all equipment needed for the competition
Duties	Responsible for: <ol style="list-style-type: none"> 1. Providing all playing equipment, including goals, boundary markers, balls etc, and equipment for associated areas, and ensuring the equipment remains operational throughout the competition. 2. Liaising with venue management in case of any problem with venue provided equipment or facilities. 3. Assisting the table official to ensure timing and scoring equipment remains operational throughout the competition. 4. Providing an area for storage and maintenance of the teams' equipment during the course of the competition.
Special skills	Good organisation skills.
Training	No special training
Requirements	No special requirements

Job title	FIELD SET UP/PUT AWAY TEAM
General	Responsible for setting up and putting away the playing field, the official's table, marques and other venue equipment.
Duties	<ol style="list-style-type: none"> 1. Set up goals 2. Layout playing field boundaries 3. Place cones at centre line, end lines, and six metre lines 4. Set up scoreboard, shot clock and notice board 5. Set up/put away tables and other equipment 6. Set up referee walkways 7. Set up netting behind goals if needed to prevent balls leaving the playing area
Special skills	<ul style="list-style-type: none"> • Previous experience in setting up a canoe polo playing field • Qualified electrician is required for electrical work • IT network experience for scoring and computer systems
Training	On the job
Requirements	<ul style="list-style-type: none"> • Tools and equipment • Weights for anchoring goals and floating ropes • Buoys for warning other river/lake users

Job title	FINANCE MANAGER
General	The finance manager is responsible for the financial performance of the competition.
Duties	<p>Specific duties include:</p> <ol style="list-style-type: none"> 1. Contribute to developing the championship budget 2. Collect and reconcile entry fees and other incomes and expenses 3. Report financial performance to the organising committee
Special skills	<ul style="list-style-type: none"> • An organised approach to handling money • Computer confident – Excel, Word, email
Training	No special training required
Equipment	No special equipment

Job title	MEMBERSHIP SECRETARY
General	Check membership currency of competitors
Duties	<ol style="list-style-type: none"> 1. Check that players, referees and coaches are current members of a PA. (A canoe club affiliated with its state organisation is automatically a member of PA.) 2. International players competing in Australian competitions must be a member of an association affiliated with the ICF.
Special skills	No special skills
Training	No special training
Requirements	No special requirements

Job title	RESULTS OFFICIAL
General	To compile competition results
Duties	<p>The results official is responsible for:</p> <ol style="list-style-type: none"> 3. Recording the results of each game and entry into the computer results system. 4. Compiling the results of games into a ladder. 5. Advising the medal presentation coordinator of the players eligible to receive medals immediately on conclusion of the grand final in any category. 6. Displaying the results of each game, the updated league tables, and the updated program, for teams and the public's immediate inspection
Special skills	Computer skills may be required.
Training	On the job training.
Requirements	<ul style="list-style-type: none"> • Computer, printer • Two lever arch files for filing scoresheets

Job title	TECHNICAL ORGANISER
General	Responsible for the smooth running of the programme of games according to schedule and rules, including player eligibility and entry requirements.
Duties	<ol style="list-style-type: none"> 1. Co-ordinate the administration of the competition for its smooth running to the programme of games 2. Make any necessary variations to schedule, and publicise any such changes of schedule 3. Ensure that all players and teams are eligible for the competition, and that entry requirements are satisfied 4. Keep record of entry details 5. Record all significant happenings during the competition, excepting those dealt with by the timekeepers and scorekeepers 6. Keep the minutes of the proceedings of any protests or appeal hearings 7. Oversee the performance of any commentator appointed by the organising committee.
Special skills	No special skills
Training	On the job training
Requirements	No special requirements

Appendix B: Event checklist, budget



EVENT CHECKLIST

Use this checklist to ensure that you have planned everything needed for a successful canoe polo competition. Requirements will vary from venue to venue but will include most of those listed below. Do not be tempted to do all things yourself but enlist the help of others and be sure to follow up with them to be certain that things do get done.

Event name:

Venue:

Venue contact:

Event date:

Event manager:

Requirement	Assigned to	Complete	Comments
1. VENUE			
<ul style="list-style-type: none">• Booking – Select venue and confirm booking dates and times with the appropriate authority or management. A deposit or booking fee may be required.		<input type="checkbox"/>	
<ul style="list-style-type: none">• Approvals – Complete and submit any required paperwork to support the booking.		<input type="checkbox"/>	
<ul style="list-style-type: none">• Insurance – If required, contact Paddle Australia or the state association for a copy of the public liability insurance policy.		<input type="checkbox"/>	
<ul style="list-style-type: none">• Fees – Agree on venue charges and check that these are reasonable and can be recovered from the competition entry fees.		<input type="checkbox"/>	
<ul style="list-style-type: none">• Permits – Complete and submit any required permits.		<input type="checkbox"/>	
<ul style="list-style-type: none">• Car parking – Check if adequate parking is available or whether the venue has special requirements.		<input type="checkbox"/>	
2. RISK MANAGEMENT			
<ul style="list-style-type: none">• Risk assessment – Complete a risk assessment to ensure the safety of players, officials, spectators and the public. (See separate form.)		<input type="checkbox"/>	

3. BUDGET

- **Entry fees** – Determine a suitable team entry fee, making allowance for venue hire and other expenses.
- **Costs** – Allow for event costs typically include: venue hire, equipment hire, referee payment, printing, and postage.
- **Budget** – Prepare a budget to cover all income and costs necessary for running the event. (See separate form.)

4. ENTRY FORMS

- **Entry form** - Prepare an entry form to include the event name, location, date, time, contact details for more information, and submission of completed forms. (See separate form.)
- **Send out** – Send out entry forms by email, conventional mail, or hard copy, being sure that all interested people receive a copy.

5. DRAW

A complete and workable draw is essential for a successful competition. It not only sets out a plan for the day(s) of the competition but also allows everyone to organise their time and make any necessary pre-competition arrangements.

- **Draw** – Once all entry forms have been received, determine the draw and allocate duty teams and referees.
- **Send out** – Send out the draw to all organisers, team contacts, and referees at least three days before the event.
- **Medals and trophies** – Once the draw is finalised and the number divisions confirmed, the number medals or trophies required should be decided and ordered.

6. PEOPLE

People are required for the following positions:

- Event co-ordinator
- Table official (ladder and finals)
- Scoring and time keeping (duty teams)
- Referees

- Goal line judges (national competitions)
- Boats and gear organiser
- Field set up coordinator
- Off-field set up organiser
- First Aider
- Medal presentations

- Working With Children Check

Requirements met

Not required

7. TABLE OFFICIALS

The following items are required by the table official:

- computer, printer, paper, ink cartridges
- stop watches, horns
- score sheets, pencils
- noticeboards, scoreboards
- table, chair (table official)
- table, chair (scoring - duty team)
- referee shirts, whistles, cards
- First Aid kit

8. BOATS AND GEAR

- Boats, paddles
- Helmets, buoyancy vests, spray decks
- Balls
- Rubber matting for protecting pool edges

9. FIELD SET UP

Field set up will vary according to the venue and consequently it is essential that the venue is visited before the competition and requirements are assessed and approved by the venue management.

- Goals (floating or suspended)
- Scoreboards
- Shot clocks
- Floating side lines
- Witches hats for marking field divisions
- Netting for protection of glazed areas

- Access steps for river competitions
- Referee walkways, pontoons, barriers
- Event warning buoys for other river and lake users

10. OFF FIELD SETUP

Off field set up must provide a safe and secure access for players, spectators and the general public. In particular, any special sponsorship obligations must be met. If available, the SunSmart trailer contains marques, umbrellas, hats, and sun cream.

- Tent/marque - official's table
- Tent/marque – scoring table (duty team)
- Umbrellas for shade
- Sunscreen
- Drinks
- Boat marshalling area
- Public address system
- Electricity (generator)
- Spectator areas (seating)
- Toilets and change rooms
- Barbecue and drinks
- Car parking

11. SPONSORS AND PROMOTIONS

Paddle Australia and state sponsors must be suitably recognised at sponsored events. Also take the opportunity to invite canoe clubs and related businesses to set up a stand or provide support.

- Meet sponsor requirements
- Banners, tear drops
- Brochures
- Invite canoe clubs and businesses
- Sponsors for medal presentations



EVENT BUDGET

Use this form to estimate a suitable budget for the event and to reconcile event finances. All events should endeavour to make a positive contribution to the host organisation's finances.

Event name: _____

Venue: _____

Venue contact: _____

Event date: _____

Event manager: _____

Item	Description	Budget	Actual	Difference	Comments
1.	INCOME (incl GST)				
1.1	Team fees – senior				
1.2	Team fees – U21				
	Team fess – U16				
1.3	Team fees – 30+				
1.4	Team fees – 45+				
1.5	Sponsors				
1.6	Other				
	TOTAL INCOME				
2.	COSTS (incl GST)				
2.1	PA levy				
2.2	Venue hire				
2.3	Permit costs				
2.4	Medals				
2.5	Print draw				
2.6	Stationary (printer cartridge, paper, pens)				
2.7	Transportation				
2.8	Referee payment				
2.9	Other costs				
3.0	Contingency (10%)				
3.1	Margin (5%)				
	TOTAL COSTS				
3.	SURPLUS/LOSS				
3.1	Total income – total costs				

Appendix C: Risk assessment



RISK ASSESSMENT

CANOE POLO

Championships title:

Venue:

Risk assessment completed by:

Date:

Complete the risk assessment before the competition commences, preferably a day or two beforehand to allow time for any remedial action that may be required. It is best to complete the assessment with another person to have a second opinion on the range of risks that may be encountered.

Item	Description of risk	Consequence	Likelihood	Action	Additional requirements
A. Getting to the venue					
1.	Travelling to the venue. Consider potential impacts of long distance travel, private transport, public transport, and people travelling alone.	Car accidents, injury, people get lost on the way.	Low	Where possible, people should not travel alone. Provide venue address and a map to it. Keep in touch with mobile phones.	
2.	Getting equipment to the venue. Consider the potential impacts of transporting boats, paddles, gear, goals and other equipment to the water.	Car accidents, loss of gear and equipment	Low	Where possible, use trailers to transport bulky items. Use trailers for boats and gear in preference to individual transport. All gear well secured and protected from coming loose during travel.	
3.	Car parking. Is there adequate car and trailer parking at the venue? Is it close by?	Carrying boats and gear over distance can result in manual handling problems, including strained muscles	Low	Survey available parking before the competition to check location, access, and suitability.	
B. The venue					
4.	Weather – heat, cold, rain, storms	Hypothermia, dehydration hyperthermia, sun stroke, sun burn, UV	High	Umbrellas, sun shades, tents Sun screen available, eye protection advised Water or other drinks available	
5	Inadequate facilities Consider availability and suitability of toilets, change rooms.	No change rooms, no toilets, no showers	Medium	Survey available facilities before the competition to check location, access, and suitability.	

6.	Boats and floating goals difficult to carry to river.	Strain and manual handling issues related to carrying boats and goals over long distances.	Moderate	Heavy items should be carried by more than one person. Use trolleys if possible or temporary vehicle access.	
7.	Risk to public	Boats and gear carried through public areas can present a hazard to the public.	Low		
8.	Access ramps in poor repair or not suited for launching kayaks.	Trip hazards, cuts to feet.	Moderate	Inspect access ramps before using them. Repair ramp of limit access as appropriate.	
9.	Entry/exit to water	Possible to slip and fall on to the ground or into the water.	Moderate		
C. On the water					
10.	Contaminated water, syringes, floating debris.	Illness.	Low	Assess water conditions before the competition. Consult local authorities or government guidelines for recommendations.	
11.	Poorly maintained playing equipment that has sharp edges, screws, loose tape, and the like.	Cuts and bruises	Low	Organise scrutineering of equipment before the competition.	
12.	Floating goals, field markers, and tie ropes pose hazards to players.	Cuts and bruises, entanglement in rope	Low	Check equipment before placing on water. No loose ends on ropes, ropes kept off the playing area.	
13.	Canoe polo games	Injuries from boat tackles. Injury from falling into the water. Injuries from paddles.	Low	Paddlers must wear a buoyancy vest to protect against tackles and provide buoyancy if they have fallen out of the boat and into the water. Wear helmets with face guard	
D. Other risks					

Appendix D: Getting organised

The following note from the organizer of the 2018 West Lakes, Adelaide championships provides an insight to engaging with a wider group to set up the championships.

We have attached the check list we used. The handbook from Paddle Australia Canoe Polo was a major source for the checklist creation. We would add into it a time to check equipment before the event if possible.

We had great support from the polo community, so what we did was give chunks of the check list to various individuals and ask them to form their own team and get it organized—letting us know if they had any problems. Some people needed more guidance and support than others, but generally the system worked well.

We didn't have a lot of 'whole committee' meetings. Two or three big gatherings for people to cross check and work out synergies. People generally met at polo games and training and touched base as needed. We kept an eye on progress, asked for updates, and put people in touch with each other if we noticed their responsibilities overlapped.

Early in the planning we started a dedicated email address. This was useful in keeping track of correspondence, and it also allowed multiple people to access the mail, for example when one of us went away, the other could access the mail and respond. You need to have a clear understanding of who is responding at any given time. Two responses to one email can confuse the recipient!

It might be a good idea to get a contact person in each state/territory earlier in the planning than we did and send them regular updates to disseminate. Give them some ownership of the event. We made incorrect assumptions (based on rumor) about how many teams might attend, and two states did not manage to have all their teams registered until sometime after nominations officially closed. I think both these problems would have been reduced or eliminated if we had established contacts earlier to create a two-way information channel. It would be good to get accommodation information to these people very early too.