

DDO WATER POLO HANDBOOK

Updated June 2020

1. Club Objectives

- To promote the sport of water polo in the West Island area of Montreal in general, and the city of Dollard des Ormeaux in particular.
- To provide the necessary facilities, equipment and coaching so that interested West Island youths, with the requisite swimming skills, may have the opportunity to practice and play water polo indoors during the autumn, winter and spring seasons.
- To produce elite Water Polo teams, which can compete both provincially & nationally at all levels from Mini to Senior for both men and women.
- To promote a sense of discipline, responsibility, teamwork and other such positive values in the young people who come to the Dollard Water Polo Club as a by-product of their participation in the sport of water polo.

A LIST OF COACHING STAFF & ADMINISTRATION WITH CONTACT EMAILS AND THE CLUB BY LAWS ARE AVAILABLE ON THE DDO WATER POLO WEBSITE AT www.ddowaterpolo.com



Code of conduct for all members:

Athletes:

- A sporting club's reputation is primarily from the behaviour of its members. Every athlete is therefore an important promoter of the Club. As a member, players must act professionally at all times including online when using social media. Every athlete must agree to always offer the best in the respect of peers, coaches, the officials and the rules of the sport. More particularly, athletes must:
- Attend practices and games on time and inform the coaches in advance of any expected absence or lateness
- Respect teammates, coaches, officials and rules of the Club/sport
- Participate in all competitions for which they are selected, unless they are seriously ill or injured
- Wear the team uniform for all games
- Demonstrate a will to improve by performing training seriously
- Represent the Club and the team in a positive manner demonstrating the spirit of sportsmanship and sports leadership both in and out of the water
- Respect the property of others and all facilities used for both home and away tournaments
- Refrain from smoking and all illegal/banned substances in sport. For a list of banned substances (as well as allowed substances), please refer to the cces.ca website (Canadian Council for Ethics in Sport).
- Understand that any form of bullying and harassment will not be tolerated, including intimidating behaviour, gossip and exclusion (whether direct or indirect)
- Sport is certainly one of the best training schools for personal development and it is in this light that athletes must commit themselves to follow these rules. If an athlete breaks a code of conduct, they may be asked to leave the practice until they are ready to follow the rules. In this situation, the athlete's parent is often informed of the incident and a meeting with the athlete, coach and parent could be arranged. If inappropriate behaviour occurs during away tournaments, players may be sent home at the parent's expense.



2. Parents

- Parents should encourage players to do their best, have fun and demonstrate good sportsmanship
- Parents should support their child's decision to play water polo by making sure they arrive to practice and games on time, wearing the appropriate uniform
- Parents should ensure that players inform the coaches in advance when they cannot attend practice or email the team manager for unexpected absences
- The Club encourages parents to come watch games. Parents are not permitted on the pool deck at any time. They must watch from the stands (AADD0 rules)
- Parents are expected to volunteer during home games and provide food or cash donations during weekend tournaments
- Parents should attend the parent coach meeting at the beginning of the year
- Parents should introduce themselves to the coaching staff and build a positive relationship. Coaches need to be appreciated and supported. Remember that they probably know more than you when it comes to coaching water polo, so trust their efforts.
- Parents should contact the coach if they have a concern. **Coaches should not be contacted at home.** It is best to email them or to leave a note in the Club mailbox.
- Coaches are human and will sometimes make judgment errors. It is important that you do not undermine the coach in front of the athlete. Express your concerns in private whenever possible. This way the athlete will continue to respect his or her coach.
- If your child has an upsetting practice or game, try to listen and empathize to provide support. All sports are faced with obstacles. Game play is not only about winning or losing.
- Athletes and coaches must learn from their mistakes and grow stronger from the experiences. Blaming people and situations does not help anyone learn and improve.
- At games it is important that parents respect the coach and chaperone's responsibility. During travel, the team will usually eat together, sleep together and train together. Parents should not approach the athletes on the pool deck or in their hotel rooms. They should say hello and then let the athletes approach them when the coach or chaperone sees it as appropriate.



3. Board/Committee Members and Staff

- Function primarily as a member of the board and/or committee(s) not as a member of any other particular member or constituency
 - Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of DDO waterpolo business and the maintenance of Member confidence
 - Ensure that the DDO waterpolo financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the club
 - Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - Respect the confidentiality appropriate to issues of a sensitive nature
 - Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 - Respect the decisions of the majority and resign if unable to do so
 - Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Conform to the bylaws and policies approved by DDO waterpolo board members in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*

4. Coaches

- In addition to section above, coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
- Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- Act in the best interest of the athlete's development as a whole person
- Respect other coaches



- Meet the highest standards of credentials, integrity and suitability, including but not limited
 - to such considerations established by the OWP's *Screening Policy*
- Report any ongoing criminal investigation, conviction, or existing bail conditions, including
 - those for violence, child pornography, or possession, use, or sale of any illegal substance
- Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors,
 - alcohol and/or tobacco
- Respect athletes playing with other teams and, in dealings with them, not encroach upon
 - topics or actions which are deemed to be within the realm of 'coaching', unless after first
 - receiving approval from the coaches who are responsible for the athletes
- Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power,
 - trust, or authority over the athlete
- Recognize the power inherent in the position of coach and respect and promote the rights
 - of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- Dress professionally, neatly, and inoffensively
- Use inoffensive language, taking into account the audience being addressed
- Comply with the OWP's *Club Transfer Policy*

General Club information/rules

Practice and game schedule

A preliminary practice & game schedule will be provided at the beginning of the season. Monthly updates will be made to adjust for games & pool availability. The coach and the team may take time off for holidays, to taper for a tournament, to recover from a tournament, etc.



Sport Etudes

To be eligible for the “Sport-Études” program at DDO Water Polo, the student athletes must

have the following:

- Must conform to all regulations provided by “Le Ministère de l’Éducation”.
- Must be accepted by High School which provides this program.
- Must be marked as a Sport-Études athlete by the Federations.
- Priority is given to those qualified for Sport-Études, secondary would be those classified as “concentration sport status”.
- Maximum of 18 athletes can be accepted into this program.
- Student athletes who are not members of DDO Water Polo Club will be accepted based on availability of space. Priority will be given to club members. Non-members will be required to pay a 60% of the AADD0’s standard registration fee in addition to the Sport-Études fees to cover all additional costs.

Communication

Players are encouraged to speak directly to coaches about any issues whenever possible before parents get involved.

The team managers act as a liaison between the players, parents and coaches so should therefore be the first person for parents to contact regarding concerns either by email, phone or in person. However, any issues relating to playtime or team selection should be addressed directly with the age group coach by the player and not the parent.

The head coach is responsible for communication with athletes, parents, the Board of Directors, and the coaching staff at large. Please contact the head coaches via email for any questions or concerns that cannot be resolved by the team manager or age group coach. If required, parents can contact a board member.

Some issues may not be able to be resolved through e-mail and may require a face-to-face meeting. Should this be necessary, please schedule a meeting with appropriate person via e-mail (team manager, age group coach, head coach, board member).



Players and parents need to be aware that Water Polo Canada, Water Polo Quebec, club members and parents from visiting teams may take team and individual photos of players during games which are at times posted on their respective websites or Facebook pages. Everyone is asked to ensure that any posted photos highlight the accomplishment of our teams and/or athletes.



Fees

Fees are broken down into the following categories;

AADDO fees cover the salaries of the coaching staff.

Club fees cover the cost of operating expenses such as administration expenses, pool rental for practices or non-NCL games, equipment, as well as a club t-shirt & bathing suit for each female athlete and club t-shirt, bathing suit & a pair of shorts for each male athlete.

Competition fees cover competitive and national league fees, tournament fees as charged by the venue host, dry land, travel transportation & accommodations, per diem fees for the coaches & chaperones and affiliation fees to Water polo Canada which includes travel insurance.

All national league (NCL) players are responsible for all costs involved with this league for the entire season regardless of injury or attendance.

Once a parent/player has committed to an optional tournament/game(s) and rosters are submitted for that event, players will be responsible for all costs associated with the event regardless of injury or attendance.

Volunteer fees, Players/parents are expected a minimum of 7hrs (per member) during the season, if this is met volunteer fees will be reimbursed at the end of the season. Note that ALL board members are exempt for the volunteer fees.

All costs associated with the LDP/LCQ and NCL leagues are non negotiable and non-refundable once teams have been registered with Waterpolo Canada and Waterpolo Quebec (in most cases, September 20th). In the event a player chooses to leave the club prior to November 15th, other paid fees will be taken into consideration on a case by case basis and possibly prorated depending on the date the written refund is requested, after this date no refunds will be issued.

Fundraising

In order to help our athletes meet the costs of participating in their sport, fundraising activities such as bag packing, fruit drives, Fundschrift, etc. may be undertaken. It must be stressed that these campaigns require the participation of volunteer parents who agree to undertake and organize the activity in collaboration with our event manager. Participation in these efforts is not mandatory; however, please note that athletes who do not participate in these fundraising activities will not benefit from the funds raised. Funds raised are tracked throughout the season and credited to the athlete's account at the end of the year.



Sponsorship

If you know or have a business that is interested in sponsoring the DDO Water Polo Club, please contact your team manager or a board member. Sponsors names go on our website and will be posted at weekend tournaments. 25% of each annual sponsorship will be applied to the referral members competition fees account. Funds from sponsorship will not be refunded but can be carried forward to the next season.



Team managers

Team managers coordinate the activities for their respective teams including travel, organizing all home games and any social activities in conjuncture with the team coaches.

Team managers are responsible for set up/clean of home games, running the table and must find the required volunteers. For home games to go smoothly, team managers need the support of the players, parents and or siblings as volunteers.

Team managers pay for all team expenses with their personal credit card and are then reimbursed by the club after submitting monthly expense reports.

Team managers attend monthly board meeting and can use that time to raise issues or concerns from parents.

Travel

When games take place in the Greater Montreal area, each athlete arranges their own transportation and must arrive at the required time set by their coaches. Car-pooling can be arranged by the parents. Please note that athletes and parents are expected to treat local competitions with the same professionalism and respect as away competitions. Training and competition schedules that require an athlete to miss school or social activities are considered of equal importance during local competitions.

When a competition takes place out of town, the team manager of U14 or older makes the travel and accommodation arrangements for the players, chaperones and coaches with the costs divided evenly amongst all athletes on that team.

Athletes U14 & older travel with the Club, it encourages team spirit and simplifies arrangements. Parents must leave supervision duties to the chaperones and give the athletes space to come together as a team.

In special circumstances exceptions could be made, they will be considered on a case-by-case basis. In these cases, the team manager must be advised as soon as possible, and the player must arrive at the location of the games at the required time. However, all team travel expenses will still apply.

The team manager will provide a list of items that should be brought on trips (ex team uniform, water bottle). It is also necessary to bring adequate money for miscellaneous expenses, such as food and competition memorabilia.



Chapreones

The team manager takes care of all travel arrangements (hotel & transport) and has priority to be chaperone for away competitions. If the team manager is not available, the team manager will appoint a chaperone. Chaperones work closely with the coaches and must be able to prioritize the needs of all the players over just one. Parents interested in acting as chaperones are invited to speak with their team manager at the beginning of the season. The decision about who will be chaperone lies with the Board, in consultation with the coaches and team manager. It is important that the parent displays that their intentions are to help the coach, the team and the Club. The coach has numerous responsibilities to attend to at the pool, so greatly appreciates a chaperone who will respect the plan for the athletes and who will alleviate many of the responsibilities outside of the pool environment.

A list of chaperone duties will be provided to all chaperones before travel.

Drivers

Volunteer drivers for away tournaments must be over the age of 25 and hold a valid drivers license. Must be available for the entire weekend. Drivers are not required to stay at the same hotel as the team but must arrive on time, check in with the chaperone and stay at the pool for the duration of all games. Drivers should respect speed limits & all traffic laws, refrain from drinking alcohol and ensure they get adequate rest. Drivers should negotiate with the team manager in advance to clarify if they will be paying for their own hotel or have the expense covered by the team





