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**SHADOW WATER POLO CLUB**

Scarborough, Ontario

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Website: [www.shadowwaterpolo.ca](http://www.shadowwaterpolo.ca)



**CLUB HANDBOOK**  
**2020**

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# WELCOME TO SHADOW WATER POLO

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Welcome to all new and returning members of the Shadow Water Polo Club.

**Our mission at Shadow Water Polo Club is to create the opportunity for children to have successful experiences in recreational and competitive water polo.**

The Shadow Water Polo Club in Scarborough was founded in 1995. It is a non-profit club and is operated by parent volunteers. The water polo program at Shadow has been crafted and nourished over time to bring out the best in every child. The Shadow Water Polo Club is a full-service club dedicated not just to competitive success at the very highest levels, but to the personal growth and fulfillment of children at all levels. As eager as our coaches are to develop provincial, national and world-class athletes, we also pride ourselves in our ability to offer great programs in competitive and recreational water polo.

We strongly believe in the fun of learning, participating, competing, and improving. It is the fun that goes with being part of a great team and a community of parents. It is the fun of achieving success, both on your own terms, and up on the scoreboard for everyone to see.

For the coaching staff, that kind of fun means a lot of hard work and personal satisfaction. The role of our coaching staff is two-fold. Firstly, we teach the mechanics of the game. Secondly, and where we pride ourselves the most, we inspire, motivate, and kindle a love of water polo. We help each child to pursue his or her dreams. Our success is evident by the passion and dedication that our children bring to the pool at every practice and every game.

Shadow Water Polo Club is a community of dedicated parents who support their children by bringing them to practice and tournaments. Coaches work together with the parents to support the whole athlete, physically and mentally.

Our Club is built on a philosophy of ethical play. We respect the sport, the Club rules, each other and fellow athletes from around the world. We behave in a way that makes us proud to wear our Shadow Water Polo Club apparel.

At the end of the day, all Shadow Water Polo Club members have a common bond over our love of swimming, our passion for excellence and our passion for community. If you have questions about any aspect of the Shadow Water Polo Club, our programs, or the sport in general, please do not hesitate to email me at [shadowwaterpolo@yahoo.ca](mailto:shadowwaterpolo@yahoo.ca).

On behalf of the coaching staff, Board members and community of parents, it is my great pleasure to welcome you to Shadow Water Polo Club.  
See you at the pool.

Wendy Wright  
President  
Shadow Water Polo Club



# PROGRAMS AND DESCRIPTIONS

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## MINI WATER POLO

- Co-ed recreational water polo program for players, ages 7-13
- No water polo experience required
- Able to swim 1 width of the pool
- Instruction on the basics of the game, improve and develop swim and water polo specific skills
- Mini tournaments in shallow or deep pools as per individual skills

## 12 AND UNDER

- This is a co-ed program designed to introduce players to competitive water polo from ages 11-12 (and younger)
- The 12U team participates in tournaments organized in Ontario and Quebec throughout the year including at the Ontario Water Polo Provincials
- Practices start early September and runs through until the end of June
- Summer program and camps are available
- Up to four practices a week

## 14 AND UNDER

- Co-ed competitive water polo program for players ages 13-14 (and younger) who are interested in more intensive training and participation in competitions and tournaments
- The 14U team participates in tournaments organized in Ontario and Quebec throughout the year including at the Ontario Water Polo Provincials
- Practices start early September and runs through until the end of June
- Summer program and camps are available
- Up to five practices a week

## 16 AND UNDER

- This program is intended for players who are interested in and committed to more intensive, elite training, ages 15-16 (and younger)
- Many of our athletes at this level participate on the Ontario Provincial Team, traveling to Europe to represent Ontario
- Practices start early September and runs through until the end of June
- Summer program and camps are available
- Up to six practices per week (including dry land training)

## 19 AND UNDER

- Similar to 16 and Under, the 18U competitive water polo program is designed for players who are interested in and seriously committed to more intensive, elite training
- Ages 17-18 (and younger)
- Athletes at this level may be invited to participate on the Ontario Provincial Team or Canadian National Team representing Ontario and/or Canada
- Youth Girls
- Youth Boys
- Strong swimming and water polo skills a requirement
- Practices start in early September and runs through until the end of June
- 6-10 practices per week (including dry land training)

## **SUMMER PROGRAM**

- Runs each summer
- All ages and abilities welcome
- Indoor and outdoor pools
- A fun introduction to water polo for new players
- An opportunity for regular players to maintain their skills

# COMMUNICATION

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The club uses a variety of methods to communicate with families.

## EMAIL

Our primary communication method is email, so *please check your email regularly!* This is our most important and efficient means of communication with parents and athletes. You can expect to receive regular emails regarding schedule changes, upcoming tournaments, upcoming events and important news and information regarding your athlete and their participation within the club. The club email is **shadowwaterpolo@yahoo.ca**.

## TEAMSNAAP

Our competitive teams are adopting TeamSnap as their preferred method of team communication. All families should have at least one person signed up to receive notifications via this method. TeamSnap allows us to easily collect information for player availability for tournaments, as well as update your family on schedule changes. This is also a method that families can use to communicate with each other. TeamSnap is available via the App Store and Google Play. For more information, their website is here: <http://www.teamsnap.com/>

## CLUB WEBSITE

Please check the club website frequently for important information with respect to practice changes, tournament information and general notices and news: [www.shadowwaterpolo.ca](http://www.shadowwaterpolo.ca).

## SOCIAL MEDIA

Volunteers maintain our social media accounts. You can connect and share content from us via:



Facebook: ShadowWaterPoloClub



Instagram: shadow\_\_waterpolo



Twitter: shadowwaterpolo

# CLUB CONTACTS

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In order to assist you in determining who to contact if you have any questions, please refer to the following list:

## **TEAM MANAGERS**

A parent volunteer will be appointed for each group within the first few weeks of the upcoming water polo season. The team manager will be an excellent resource for information specific to your child's team and for general information with respect to club administration and policies.

## **BOARD OF DIRECTORS**

Along with Francis Gross (Head Coach) and Wendy Wright (Club President), Board Members are responsible for the day to day operations of the club. The Board consists of parent volunteers elected for a term of two years at the Annual General Meeting (AGM). Please feel free to contact any Board member for further information regarding any aspect of the club administration.

# VOLUNTEERS

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As with many teams, membership costs keep going up. Shadow Water Polo Club has maintained a very low cost through its charity participation and grants. Shadow once again is participating in its primary charity: Dolphin Bingo ([dolphingaming.ca](http://dolphingaming.ca)). In prior years, we have had the luxury of having some senior board members cover almost all this responsibility. This year we will be looking to the team's parents to help in this responsibility.

In addition, we have several other volunteers that help keep our organization running smoothly. Obviously, the coaches volunteer far more of their time than just the period they are on the deck. Hundreds of hours each year are used to coordinate with the provincial governing body, organizing tournament participation, interacting with parents, and defining training programs to develop our players.

There are a variety of other ways you may wish to get involved. Some of these positions include:

- Board members
- Team managers
- Minor officials
- Marketing team

As well, many parents are happy to pitch in when asked for specific tasks.

It is hard to imagine where the team would be without the philanthropic community we have today. If it wasn't for the help of these altruistic individuals the team could not have grown to the size and strength we are. Volunteers perform a variety of tasks and we are hoping that our community continues to help with these in the coming year.

# CODE OF CONDUCT & ETHICS POLICY

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## DEFINITIONS

1. The following terms have these meanings in this Code:
  - a) “Member” – All categories of membership defined in the SWPC Bylaws as well as all individuals employed by, or engaged in activities with, SWPC including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, directors and officers of SWPC, parents, guardians and spectators.
  - b) “SWPC” – Shadow Water Polo Club

## PURPOSE

2. The purpose of this Code is to ensure a safe and positive environment (within SWPC programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the mission of SWPC that includes stressing the values of sportsmanship, athleticism, fair play, teamwork, and fun. Further, SWPC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

## APPLICATION OF THIS CODE

3. This Code applies to Members’ conduct during SWPC business, activities, and events including, but not limited to, games, tournaments, practices, tryouts, training camps, travel associated with SWPC activities, and any meetings.
4. A Member who violates this Code may be subject to sanctions pursuant to the SWPC’s Discipline and Complaints Policy. In addition to facing possible sanction pursuant to the SWPC’s Discipline and Complaints Policy, a Member who violates this Code during a game may be ejected from the game or the playing area, the official may delay the game until the Member complies with the ejection, and the Member may be subject to the Event Discipline Procedure.
5. This Code also applies to Members’ conduct outside of SWPC’s business, activities, and events when such conduct adversely affects relationships within SWPC (and its work and sport environment) and is detrimental to the image and reputation of SWPC. Such applicability will be determined by SWPC at its sole discretion.

## RESPONSIBILITIES

6. Members have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of SWPC members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct

- iii. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - iv. Consistently treating individuals fairly and reasonably
  - v. Ensuring adherence to the rules of water polo and the spirit of those rules
- b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts
  - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
  - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
  - iv. Leering or other suggestive or obscene gestures
  - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - vii. Any form of hazing
  - v. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - vi. Unwelcome sexual flirtations, advances, requests, or invitations
  - vii. Physical or sexual assault
  - viii. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - ix. Retaliation or threats of retaliation against an individual who reports harassment to the SWPC
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, SWPC adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the SWPC's Discipline and Complaints Policy. SWPC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by SWPC or any other sport organization
- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of water polo, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with SWPC events
- g) Respect the property of others and not willfully cause damage
- h) Promote water polo in the most constructive and positive manner possible
- i) Adhere to all federal, provincial, municipal and host country laws
- j) Comply, at all times, with the SWPC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

### **BOARD/COMMITTEE MEMBERS AND STAFF**

7. In addition to section 6 (above), the SWPC's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of SWPC; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of SWPC business and the maintenance of Member confidence
  - c) Ensure that the SWPC's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of SWPC
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
  - g) Keep informed about SWPC activities, the provincial water polo community, and general trends in the sectors in which they operate
  - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which SWPC is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature
  - j) Ensure that all Members are given enough opportunity to express opinions, and that all opinions are given due consideration and weight
  - k) Respect the decisions of the majority and resign if unable to do so
  - l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - m) Have a thorough knowledge and understanding of all SWPC governance documents
  - n) Conform to the bylaws and policies approved by SWPC, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy and Confidentiality Policy

## COACHES

8. In addition to section 6 (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:
- a) 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
  - b) 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
  - c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
  - d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - e) Act in the best interest of the athlete's development as a whole person
  - f) Respect other coaches
  - g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the SWPC's Screening Policy
  - h) 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
  - i) 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
  - j) 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
  - k) 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
  - l) 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
  - m) Dress professionally, neatly, and inoffensively
  - n) Use inoffensive language, taking into account the audience being addressed
  - o) Comply with the SWPC's Club Transfer Policy

## **ATHLETES**

9. In addition to section 6 (above), athletes will have additional responsibilities to:
  - a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
  - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all games, practices, training sessions, tryouts, tournaments, and events
  - c) Properly represent themselves and not attempt to play with a team for which they are not eligible by reason of age, classification, or other reason
  - d) Adhere to the SWPC's rules and requirements regarding clothing and equipment
  - e) Never ridicule a participant for a poor performance or practice
  - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
  - g) Dress in a manner representative of SWPC; focusing on neatness, cleanliness, and discretion
  - h) Act in accordance with the SWPC's policies and procedures (particularly the Club Transfer Policy) and, when applicable, additional rules as outlined by coaches or managers

## **OFFICIALS**

10. In addition to section 6 (above), officials will have additional responsibilities to:
  - a) Maintain and update their knowledge of the rules and rules changes
  - b) Work within the boundaries of their position's description while supporting the work of other officials
  - c) Act as an ambassador of SWPC by agreeing to enforce and abide by national and provincial rules and regulations
  - d) Take ownership of actions and decisions made while officiating
  - e) Respect the rights, dignity, and worth of all individuals
  - f) Not publicly criticize other officials or any water polo club or association
  - g) Assist with the development of less-experienced referee and minor officials
  - h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of SWPC, athletes, coaches, other officials, and parents
  - i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
  - j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Members
  - k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
  - l) When writing reports, set out the true facts and not attempt to justify any decisions
  - m) Dress in proper attire for officiating

## **PARENTS/GUARDIANS AND SPECTATORS**

11. In addition to paragraph 6 (above), Parents/Guardians and Spectators at events will:
- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
  - b) Condemn the use of violence in any form
  - c) Never ridicule a participant for making a mistake during a performance or practice
  - d) Provide positive comments that motivate and encourage participants continued effort
  - e) Respect the decisions and judgments of officials and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes coach
  - f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport
  - g) Respect the decisions and judgments of officials, and encourage athletes to do the same
  - h) Never question an officials' or staffs' judgment or honesty
  - i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
  - j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
  - k) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators.