

# Operations Manual

## SOUTHERN HIGHLANDS

### 2019/20 Competition

Seniors (A, B, Women's)  
&  
Juniors (U12s, U14s, U16s)



Photo – Hamish Ta-me

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## Introduction

This document has been created following the introduction of competition support for Southern Highlands Water Polo (SHWP) through a Water Polo NSW Intern Program in season 2018-19. The program will continue in 2019-20 with a Competition Co-ordinator being employed to take up and expand the work of the Intern .

SHWP began as Bowral Water Polo in 1980 and will turn 40 in the 2019-20 season. The Competitions within the Club are currently being re-examined with a view to encouraging more options, and therefore players in both Junior and Senior ranks.

This Manual will be used to guide the Board, Committees, Competition Co-ordinator, and Team Managers running the various competitions and will be updated as required should any changes occur.

We encourage feedback which can be sent via email to [shwp@outlook.com](mailto:shwp@outlook.com)

## Think. Act. Play.

Think.Act.Play is the program that was developed by Water Polo Australia and NSW Sport & Recreation to ensure that core values, good reputation, and positive behaviours are maintained. Water Polo NSW fully endorse the program and envisage it to be a cornerstone support to the development of the Sport. The key messages that the program aims to promote are:



THINK before you speak  
ACT with respect  
PLAY in the spirit of the game

## Communication Platforms

	<a href="https://www.revolutionise.com.au/shwpolo/">https://www.revolutionise.com.au/shwpolo/</a>
	<a href="https://www.facebook.com/shwaterpolo">https://www.facebook.com/shwaterpolo</a>
	<a href="https://twitter.com/SHwaterpolo">https://twitter.com/SHwaterpolo</a>

## Communication Examples

### Newsletter Articles

#### Winter Training/Coaching.

PUBLISHED TUE 04 JUN 2019

Training for Juniors and Seniors continues on Wednesdays - it is not too late to join in!! [read more >](#)

#### SHWP - Notice of Annual General Meeting

PUBLISHED TUE 04 JUN 2019

The AGM for Southern Highlands Water Polo will be held on Monday 22nd July, 7:00pm at Mittagong RSL. Please come along, we will be discussing the upcoming season, 40th year celebrations and water polo in general - along with AGM formalities. [read more >](#)


#### Player Support Raffle is drawn!

PUBLISHED THU 16 MAY 2019

We had a Player Support Fund Raffle at the end of the season, and we have winners! [read more >](#)

<https://www.facebook.com/shwaterpolo/>

### Facebook Posts

 **Southern Highlands Water Polo**  
Published by Stephanie Evans [?] · April 9 at 2:00 PM · 🌐

🏆 SENIOR GRAND FINALS RESULTS 🏆

What a fantastic way to end the Senior Water Polo! Congratulations to all of the B & A Grade players who have put in a HUGE effort over the season!

🏆 B Grade Results:  
Hortons Heroes took out first place against the Dolphins 11 to 3

🏆 A Grade Results:  
Sharks took out first place against the Dolphins winning 9 to 5


Best & Fairest Results  
B Grade Male  
1st - William Docherty  
2nd - John Jamieson  
3rd - Hal Canute

B Grade Female  
1st - Lauren Cameron  
2nd - Alexandra McCue  
3rd - Phillipa Kettlewell

A Grade Male  
1st - Daniel Barnes  
2nd - Jason Nicholas  
3rd - Scott McClean

A Grade Female  
1st - Emma Maddox  
2nd - Gabby Butcher  
3rd - Chelsea Flood

Just a friendly reminder that there will be a social gathering this Friday at Mittagong RSL from 6pm.  
See you all Friday!



 **Southern Highlands Water Polo**  
Published by Stephanie Evans [?] · March 10 · 🌐

U14s Boys are doing Southern Highlands proud at Junior Country Clubs. So far the boys have won two games against Tamworth 7-4 and Woy Woy 11-1 🏆 They also played a great game against Gosford but unfortunately lost 9-1.

Keep up the good work boys! 🏆 🌟





**Southern Highlands Water Polo**  
Published by Stephanie Evans [7] · March 27 at 4:30 PM · 🌐

🔥 **JUNIOR FINALS RESULTS** 🔥

Cheers to all of the U14s & U16s players who played last night in the Junior finals. We saw 2 very competitive games and it was great to see everyone come down to support the finals.

Congratulations to the Oxley Destroyers who took out first place for U14s defeating the Oxley Missiles 10-5.

Congratulations also to Oxley White who also took out first place for U16s defeating the Waterburas 7-4

Everyone should be very proud of their achievements throughout the term. It's been great to see so many players develop and grow throughout the year and be involved in representative opportunities.

A big thanks to the Junior Committee, parents and volunteers who have come along each week and helped out with set-up and pack up.



**Southern Highlands Water Polo**  
Published by Stephanie Evans [7] · March 26 at 10:20 AM · 🌐

🔥 **RAFFLE ANNOUNCEMENT** 🔥

Southern Highlands Water Polo is hosting a fundraiser for both Juniors and Seniors.

Tickets costs - \$2 per ticket, 3 for \$5 or 6 for \$10.

Tickets will be sold at:  
Junior Finals 26th March at Mittagong Pool  
Seniors Semi Finals on 1st April at Frensham  
Seniors Finals on 8th April at Frensham

**Prizes for Juniors**

- 🏆 Free Registration for next season
- 🏆 \$50 Rebel Sports Gift Voucher

**Prizes for Seniors**

- 🏆 Free Registration for next season
- 🏆 Wine Bundle

Winners will be announced at the presentation night!

For any further information please contact  
Stephanie.evans@waterpolonsw.org.au

Southern Highlands Waterpolo

## RAFFLE 2019

**\$2 Per Ticket**

**3 for \$5**

**6 for \$10**

**Junior Prizes**

1st - Free Registration for next season

2nd - \$50 Rebel Sports Voucher

**Senior Prizes**

1st - Free Registration for next season

2nd - Wine Bundle



## Competition Overview

In the 2018/19 Summer Season, WPNSW and Southern Highlands Water Polo (SHWP) agreed to implement an internship program which involves appointing a Competitions Co-ordinator and Competition Support Personnel for the duration of the season. SHWP was seeking guidance and support to increase the competition standard.

WPNSW aims to further develop the current resources and infrastructure at the SHWP through the Intern Program.

COMPETITION	Seniors A-Grade	Seniors B-Grade	Senior Women's*	U16	U14	U12
<b>Time/Dates (proposed)</b>	~8.00 to 9.00pm	6.30 to ~7.30pm	~7.30 to ~8.00pm	7.00 to 8:30pm	5.30 to 7:00pm	6.30 to 7.30pm
	Oct 14 to Dec 9	Oct 14 to Dec 9	Oct 14 to Dec 9	Oct 22 to Dec 3	Oct 22 to Dec 3	Oct 22 to Dec 3
	Jan 13 to Apr 6	Jan 13 to Apr 6	Jan 13 to Apr 6	Feb 4 to Mar 24	Feb 4 to Mar 24	Feb 4 to Mar 24
<b>Pool</b>	Aquabliss Frensham	Aquabliss Frensham	Aquabliss Frensham	Split between Frensham and Mittagong	Mittagong Pool	Aquabliss Frensham
<b>Contact (click on name to send email with your query)</b>	Miles Lochhead Dave Chandler	Leanne Butcher Craig Ford	Jenny Balla	Alison Oates Jenny Balla	Alison Oates Jenny Balla	Alison Oates Jenny Balla

\* This will be at Frensham Pool on Monday's dependent on interest - please contact Jenny Balla with your EO!

## Draft 2019-20 Competition Structure (*as at October 2019*)

### Key Dates

#### Senior Competition

- Commencement: Monday 14<sup>th</sup> of October 2019
- Christmas Break: last game - Monday 9<sup>th</sup> of December 2019 – first game - 13<sup>th</sup> of January 2020
- Competition End Date: Monday 6<sup>th</sup> April 2020

#### Junior Competition

- Commencement: Tuesday 22<sup>nd</sup> of October 2019
- Christmas Break: last game - Tuesday 3<sup>rd</sup> of December 2019 – first game - 4<sup>th</sup> of February 2020
- Competition End Date: Tuesday 24<sup>th</sup> of March 2020

### Venue Information

The Junior competition is run every Tuesday evening with the U12s at Centenary Pool Frensham (from 6:15pm) and the U14s at Mittagong Swimming Centre (from 5:15pm). The U16s will split between venues (from 7:00pm).

The Senior Competition will run every Monday night from 6pm at The Centenary Pool Frensham for 2019 and 2020.

#### Pool Locations

The Centenary Pool, Frensham  
Range Road  
Mittagong NSW 2575  
Contact: 4872 3672

Mittagong Swimming  
Centre  
Hawkins Drive  
Mittagong NSW 2575  
Contact: 4871 1957

### Safe Work Practices

#### Equipment

Report any faulty/dangerous equipment to the competition manager.

a break please speak don't hesitate to speak up to the tournament director.

#### Signs of Fatigue

If you are experiencing fatigue or notice someone else is showing signs of fatigue, immediately approach your supervising staff member.

#### Incident Reporting

All incidents need to be reported to the Competition Co-ordinator and incident reports filed.  
(See Appendix 1)

## Footwear

Make sure to wear suitable footwear for the environment you are working in. Enclosed shoes with good grip on the soles is a requirement.

## Sun Safe

Make sure to apply sunscreen, cover exposed skin, and stay hydrated when working outside.

## Identifying Hazards

Report any hazards that may impose risk the safety of staff and participants to your immediate supervisor or competition manager.

## Medical Information

[Australian Police, Ambulance and Fire Services – Dial 000](#)

### Hospitals & Medical Centres

#### Bowral & District

##### Hospital

97-103 Bowral Street

Bowral NSW 2576

Open 25 hours

Contact: 4861 0200

#### Mittagong Medical Centre

17 Regent Street

Mittagong NSW 2575

Open Monday to Friday,

8:30am 6pm, Saturday

8:30am-12pm Closed Sunday.

Contact: 4871 1500

#### Mittagong Health Care Centre

58 Bowral Road

Mittagong NSW 2757

Open Monday to Friday 8am-8pm,

Saturday 8am-5pm, Sunday 9am-

5pm.

Contact: 4872 3933

## Incident Reports

Should an incident arise whilst playing water polo, where a player is required to visit a medical centre or hospital, please notify the Competition Director or Competition Coordinator as soon as possible and complete an Incident Report (see Appendix 1).

## Incident Reporting

Incident reporting in the event of an accident, injury or incident. See Appendix 1 for the incident report form which is to be completed and sent through to the Competition Director or Competition Coordinator.

All incidents need to be fully documented as soon as possible. Failure to document and report any incidents could lead to legal implications in due time. Incident reports need to be as accurate as possible for Southern Highlands Water Polo records and for future reference.



Depending on the severity or outcome of the incident, it may not have to be actioned by the Competition Director or Competition Coordinator.

## Water Polo Concussion Policy

Concussion is a well-recognised injury that may affect athletes involved in collision and contact sports. It is important that players, parents, coaches and other officials are aware of this condition. They should be on the look-out for symptoms and signs that could indicate concussion; and be practiced in the way it should be managed.

### RECOGNISE

Concussion must be suspected or recognised if a player has any of the following signs, symptoms or fails to answer any of the memory questions after a head or body collision.

SIGNS (What you may see)	SYMPTOMS (Player may report)	MEMORY (Questions to ask)
<ul style="list-style-type: none"><li>• Loss of consciousness</li><li>• Based, blank or vacant look</li><li>• Slow to get up</li><li>• Unsteady on feet/balance problems</li><li>• Confused/not aware of plays or events</li><li>• Grabbing/clutching of head</li><li>• Seizures (fits)</li><li>• More emotional/irritable</li></ul>	<ul style="list-style-type: none"><li>• Headache</li><li>• Dizziness</li><li>• Mental clouding, confusion, or feeling slowed down</li><li>• Visual problems</li><li>• Nausea or vomiting</li><li>• Fatigue</li><li>• Drowsiness/feeling like 'in a fog'</li><li>• Difficulty concentrating</li><li>• 'Pressure in head'</li><li>• Sensitivity to light or noise</li></ul>	<ul style="list-style-type: none"><li>• "What venue are we at today?"</li><li>• "What is the score?"</li><li>• "Which half is it now?"</li><li>• "Who scored last in this game?"</li><li>• "Did your team win the last game?"</li></ul>

**RECOGNISE AND REMOVE  
IF IN DOUBT, SIT THEM OUT**

## Procedures

### What if Protocol

<b>No Referees at game</b>	SHWP personnel to fill in. Report made to the Competition Director.
<b>No table staff (duty)</b>	SHWP personnel to fill in. Report made to the Competition Director.
<b>No team(s) show up</b>	Competition Director will call a forfeit (as per rules). – Friendly game can be played to ensure athletes still play.
<b>Not enough players in the water</b>	Competition Director will call a forfeit (as per rules) – Friendly game can be played to ensure athletes still play.
<b>No Scorecard</b>	Blank scorecard to be filled out by team managers.
<b>Injury</b>	First contact point is the on-duty pool lifeguard. Second contact is on-duty Competition Coordinator member who will notify the Competition Director and complete an incident report. (Appendix 1)
<b>I'm Running Late</b>	Contact Competition Coordinator immediately.
<b>Draw Issue</b>	Contact Competition Coordinator.

### Daily Procedures

#### Seniors (Monday Nights – Frensham)

Time	Task	Personnel
5:30pm	Arrive at the Pool for set up. Set up clock, duty table, cones, goals, nets and check scorecards	Volunteers/duty, Competition Coordinator, Competition Support, Board Members
5:45pm	Ensure teams are preparing for their 6pm game and have duty ready for table. Ensure caps have been given to team managers	Volunteers/duty, Competition Coordinator, Competition Support, Board Members
6:00pm	First B Grade game commences	Competition Coordinator/ Referees
6:15pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers

6:30pm	Second B Grade game commences	Competition Coordinator/ Referees
6:45pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
7:00pm	Third B Grade game commences	Competition Coordinator/ Referees
7:15pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
7:30pm	First A Grade game commences	Competition Coordinator/ Referees
7:45pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
8:10pm	Second A Grade game commences	Competition Coordinator/ Referees
8:30pm	Begin to pack up what equipment can be prior to the conclusion of the game	Volunteers/ Board Members/ Competition Coordinator
9:10pm	All equipment packed up, scorecards collected	Volunteers/ Duty, Competition Coordinator, Competition Support and Board Members

### Juniors (Tuesday Nights – Frensham U12 & U16)

Time	Task	Personnel
5:30pm	Arrive at the Pool for set up. Set up clock, duty table, cones, goals, nets and check scorecards	Volunteers/duty, Competition Coordinator, Competition Support, Board Members
5:45pm	Ensure teams are preparing for their 6pm game and have duty ready for table. Ensure caps have been given to team managers	Volunteers/duty, Competition Coordinator, Competition Support, Board Members
6:00pm	First U14 Grade game commences	Competition Coordinator/ Referees
6:15pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
6:30pm	Second U14 Grade game commences	Competition Coordinator/ Referees
6:45pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
7:00pm	Third U14 Grade game commences	Competition Coordinator/ Referees
7:15pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
7:30pm	First U16 Grade game commences	Competition Coordinator/ Referees
7:45pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure	Competition Coordinator/ Volunteers

	referees are ready for following game	
8:10pm	Second U16 Grade game commences	Competition Coordinator/ Referees
8:30pm	Begin to pack up what equipment can be prior to the conclusion of the game	Volunteers/ Board Members/ Competition Coordinator
9:10pm	All equipment packed up, scorecards collected	Volunteers/ Duty, Competition Coordinator, Competition Support and Board Members

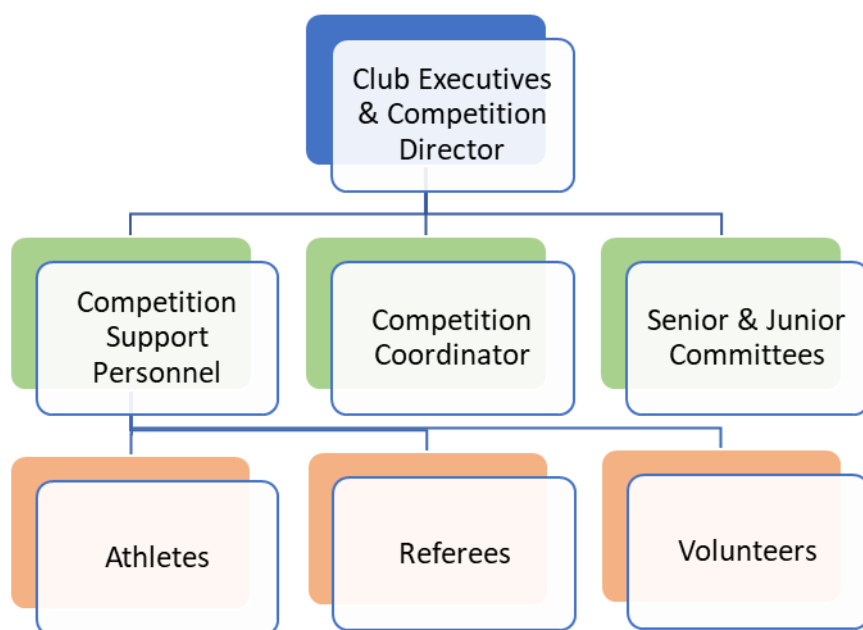
#### Juniors (Tuesday Nights – Mittagong U14 & U16)

Time	Task	Personnel
4:45pm	Arrive at the Pool for set up. Set up clock, duty table, cones, goals and check scorecards	Volunteers/duty, Competition Coordinator, Competition Support, Board Members
5:00pm	Ensure teams are preparing for their 5:15pm game and have duty ready for table. Ensure caps have been given to team managers	Volunteers/duty, Competition Coordinator, Competition Support, Board Members
5:15pm	First U12 games commences (2x games at once)	Competition Coordinator/ Referees
5:30pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
5:45pm	Second U12 games commence and first U14s game (2 x games at once)	Competition Coordinator/ Referees
6:00pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers



6:15pm	Last U12s game commence and second U14s game (2x games at once)	Competition Coordinator/ Referees
6:30pm	Prepare next teams for games. Remind managers in 6pm game about duty. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
6:45pm	First U16s game commences. Pack up shallow end of pool	Competition Coordinator/ Referees
7:00pm	Prepare next teams for games. Remind managers in 6pm game about duty. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
7:15pm	Second U16s game commences	Competition Coordinator/ Referees
7:30pm	Prepare next teams for games. Remind managers in current game about duty for following game. Ensure referees are ready for following game	Competition Coordinator/ Volunteers
7:45pm	Last U16s game commences	Competition Coordinator/ Referees
8:15pm	Begin to pack up what equipment can be prior to the conclusion of the game	Volunteers/ Board Members/ Competition Coordinator
8:30-8:45 pm	All equipment packed up, scorecards collected	Volunteers/ Duty, Competition Coordinator, Competition Support and Board Members

## Competition Hierarchy



### Roles and Responsibilities:

#### Competition Director (Board Member)

- Oversight with competition staff for the duration of the competition
- Oversight of correct risk management and identification
- Liaising with the venue including general communication, issues, conflict etc
- General oversight of competition
- Liaising with other employees/volunteers
- Ensuring all staff know their roles and delegate accordingly
- Assist with operational tasks if required

#### Club Executive

- Assist Competition Director and Competition Coordinator in any aspect needed
- Competition oversight
- Assistance with set up and pack up
- Ensuring all staff know their roles for the competition night

#### Competition Coordinator

- General oversight of the competition
- Administration (RevSPORT) of Draws, Team lists/registrations, eligibility and any other enquiries.
- Liaising with staff and ensure correct conduct is followed and competition is operating to the run sheet
- Scheduling referees as per Guidelines
- Ensure staff are correctly attired

- Liaising with team coaches/managers to ensure competition runs on schedule
- Communicate with patrons with the PA system
- Ensure the correct reporting and resolution to any incident/accident

#### Junior/Senior Committee

- Assist Competition Coordinator in any aspect needed (draws, team lists, daily procedures etc).
- Communicate with clubs/schools' pre-season to assist with the organisation of teams
- Manage team with caps, scorecard and ensure ready for their game
- Assist with set up and pack up of equipment
- Pre-season equipment management and stocktake

#### Competition Support

- Pre-season equipment management and stocktake
- Social Media
- Assist Competition Coordinator to ensure games run on time
- Assist with competition set up and pack up
- Assist Duty Table with correct score notation and use of Scoreboard/shot clock.

#### Referee Coordinators

- Prepare Referee Rosters on a weekly basis
- Notify referees of game allocation and arrange replacements if allocated referees are unavailable
- Support Coordinator in training and developing club referees

#### Referees

- Ensure games are played in a fun and safe manner for all
- Be impartial, consistent, and courteous in decisions
- Report incidents/concerns to Competition Director/Competition Coordinator
- Have a good understanding of Water Polo rules

#### Staff Contact List

Name	Role	Email	Contact Number
Miles Lochhead	Board President	<a href="mailto:miles.lochhhead@gmail.com">miles.lochhhead@gmail.com</a>	0409 038 366
Greg Puchert	Board Treasurer	<a href="mailto:gregp@highlandsports.com.au">gregp@highlandsports.com.au</a>	0433 570 309
Leanne Butcher	Board Secretary	<a href="mailto:mlbutcher67@gmail.com">mlbutcher67@gmail.com</a>	0405 645 666
David Chandler	Board Director	<a href="mailto:david_chandler66@hotmail.com">david_chandler66@hotmail.com</a>	0409 030 099
Alison Oates	Junior Committee	<a href="mailto:Alison.Oates@blackwoods.com.au">Alison.Oates@blackwoods.com.au</a>	0416 096 740
Craig Ford	Junior Committee	<a href="mailto:craig.ford@boral.com.au">craig.ford@boral.com.au</a>	0417 188 065
Liam Ireland	Competition Coordinator	<a href="mailto:liam.ireland@waterpolonsw.org.au">liam.ireland@waterpolonsw.org.au</a>	0412 050 240
Lachlan Feary	Competition Support	<a href="mailto:Lf238@uowmail.edu.au">Lf238@uowmail.edu.au</a>	0425 287 206

## Competition Rules

### Game Duration

- Seniors both A, B, Women's\* Grade
  - A-Grade – 4 x 6 minute quarters (7 minutes for finals)
  - B-Grade/Women – 4 x 5 minute quarters (6 minutes for finals)
  - 45 second quarter breaks
  - 2-minute half time break
- Juniors
  - 4 x 5-minute quarters
  - 45 second quarter breaks
  - 2-minute half time breaks

### Rules of Play

Refer to WPNSW/FINA rules [here](#).

### Refereeing Policy

SHWP has adopted the WPNSW Zero Tolerance/Referee Policy summarised below. The full WPNSW Zero Tolerance/Referee Policy can be accessed [here](#).

- Players are not to talk-back to referees or question decisions during play, talk-back may include any of the following:
  - Verbal complaints about decisions
  - Mouthing complaints
  - Making suggested calls out loud even if not directed toward referee
  - Disparaging looks toward referees or other players
  - Commenting on play or style of opposing teams
  - Disrespectful conduct
- WPNSW Metropolitan rules states players must not approach referees for at least 30 minutes after the game. If players/coaches wish to speak to a referee about the game, they must wait 30 minutes and approach the referee with their coach/captain in a respectful manner.
- Conversations must not be argumentative or belittling in any way.
- The conversation should be more of a discussion to clarify and explain rules or calls the player did not understand. It is important to ensure that all parties involved understand this.
- If the referee feels uncomfortable throughout the discussion or the way a player has conducted themselves, they have the right to end the conversation immediately.
- The Competition Coordinator or Competition Director should be informed immediately to assist with handling the situation.

### Cap Allocation & Scorecard Accuracy

- The team caps and scorecard are provided to the Team coach/manager 10 minutes prior to scheduled start;

- The coach/manager hands the caps out to their players;
- The scorecard is returned to the Competition Coordinator for use by table officials;
- Table officials are to ensure that scorecards are completed as per guidelines and are accurate;
- Caps are returned to the Competition Coordinator at the end of the game;

### Table Officials (Duty)

- Each team to provide 1-2 person for table duty after each game as per Roster.
- Team Managers are to ensure duty is performed, failure to perform duty may result in loss of competition points for relevant team.

### Grading Policy / Age Limits

- Seniors Grading Policy can be viewed [here](#);
- Players will be assessed by Grading Committee prior to each competition, such gradings will be reviewed prior to second half of season or according to need;
- Players are permitted to play up 2 age groups, players wishing to play up a Grade must apply for exemption;
- Each case will be determined by the Grading Committee

### Goggles Policy

Goggles can be used in the sport only if approved by WPNSW and the Goggle Waiver is completed. The WPNSW Goggle Policy and waiver is available [here](#);

### Communication

The SHWP website contains all information relevant to the Senior and Junior competitions and should be accessed regularly. Newsletters are sent out periodically to update members and supporters with the latest information. Newsletter subscription can be accessed [here](#).

### Revolutionise Sport (website)

Our website is provided through Revolutionise Sport (RevSPORT) which is an online sports management platform used to assist with competition management for local clubs or associations, state and national sports and industry bodies. RevSPORT is a useful tool to assist with competition operations and if utilised to its full potential can ensure the competition is operated efficiently and smoothly.

The Features of RevSPORT include:

- Memberships: Membership ID, Duplicate record prevention and management.
- Events and Courses: Registration process, payment process, club affiliations.
- Finance: Online transaction, reconciliation, financial administration such as invoice sending and receipts, refund process, ability to export to MYOB or Xero.



- Communications: Ability to communicate to remembers via SMS or email.
- Governance: Injury Report, Task Management, Asset Booking, Meeting Management.
- Reporting: Comprehensive reporting tools which can be converted into Excel or PDF format.

SHWPC has been provided with manuals/how to guides to perform basic tasks within RevSPORT such as:

- Draw Guide
- Entering Results and Scorecard Guide
- Forfeit Guide
- General Team Managers Guide

These guides should be utilised by SHWPC, the Competitions Coordinator and Competitions Support Personnel to ensure effective data entry.

## Code of Conduct

(summarised below, fully detail can be accessed [here](#))

### Players Behaviour

1. Play by the rules at the direction of your coach and referees
2. Never argue with an Official. If you disagree, have your coach or manager organise a time to discuss with the Official for clarification after the game.
3. Control your temper. Verbal abuse or disrespect of Officials and sledging or deliberately distracting or provoking opponents are not acceptable and in breach of the rules of the sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit so will your own performance.
5. Be a good sport. Acknowledge good play when possible.
6. Treat all participants as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Participate for your enjoyment and benefit not just to please your coaches or family members.
8. Do not use foul language, sledge or harass any persons.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
10. Fully adhere to the principles of the THINK.ACT.PLAY program.

### Spectators Behaviour

1. Remember players participate for their enjoyment and benefit, not yours.
2. Applaud good performances and efforts from all individuals and teams.
3. Congratulate participants and Officials on their performance regardless of the game's outcome.
4. Respect the decisions of Officials. Parochial support is encouraged but disrespect of Officials is not acceptable.

5. Never ridicule any players or Officials. Remember that positive comments motivate and improve performance.
6. Condemn the use of violence in any form and by any person.
7. Do not use foul language, sledge or harass any persons.
8. Respect the rights, dignity and worth of all persons participating regardless of their gender, ability, cultural background or religion.
9. Fully adhere to the principles of the THINK.ACT.PLAY program.

### Coaches and Officials Behaviour

1. Ensure that athlete's time spent at your direction is positive. All athletes are deserving of attention and opportunities within the team unit.
  2. Treat each athlete as an individual. Respect the talent, development stand and individual goals.
  3. Be fair, considerate and honest.
  4. Have a professional manner and accept responsibility for your actions. Language, manner, punctuality, preparation and presentation should display high standards.
  5. Display control, respect, dignity and professionalism to all persons – including opponents, coaches, officials, administrators, spectators and family members of athletes.
  6. Any physical contact athletes should be appropriate to the situation and necessary for skill development.
  7. Refrain from any form of personal abuse (verbal or physical) to any person. Be alert to any forms of abuse from indirect sources or any person while under your care or control.
  8. Show concern and caution towards sick and injured athletes. Encourage medical advice to any athlete when required.
  9. Be a positive role model for your sport and athletes.
  10. Refrain from any inappropriate behaviour towards athletes, spectators, and any other persons involved or connected with the game under your control.
  11. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.  
Fully adhere to the principles of the THINK.ACT.PLAY program.
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## Appendix

### Appendix 1 – Incident Report Form

<b>Name and role of person completing this form:</b>
<b>Signature of person completing this form:</b>
<b>Date:</b>

#### **Incident:**

<b>Date and time of incident:</b>
<b>Name/s of person/s involved in the incident and their clubs/associations:</b>
<b>Description of incident:</b>

<b>Witnesses (include contact details):</b>
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#### **Reporting of the incident to club/association:**

<b>Incident Reported to:</b>	<b>Date:</b>
<b>How (this form, in person, email, phone):</b>	

#### **Follow Up Action:**

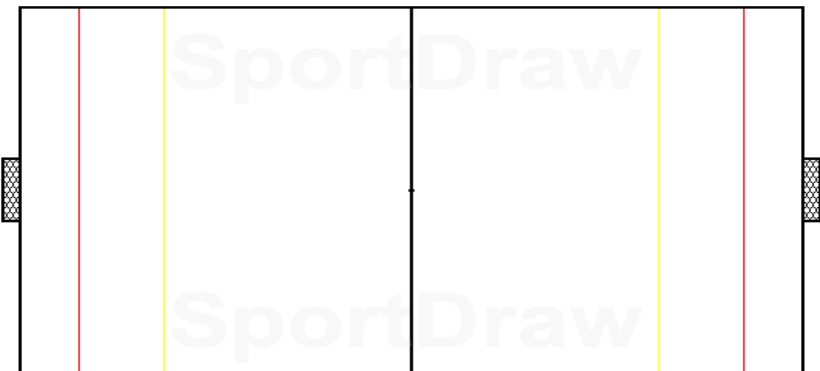
<b>Description of actions to be taken:</b>
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Please provide this report to the competition director via email with any additional support to Southern Highlands Water Polo (SHWP@outlook.com)

## Appendix 2 – Referee Report Form

**Referees: submit completed reports to Competition Director**  
**Competition Director: submit completed reports to Judiciary Coordinator**

It is paramount that this form is filled in correctly, as referee reports substantiate the decisions made by the referee on the day and are heavily relied upon in making judiciary decisions. This report should address the following points:

<b>Name / Cap # / Team of Player/s Involved:</b>	
<b>Suspension Issued</b>	<input type="checkbox"/> Disrespect – Grade 1 <input type="checkbox"/> Violence – Grade 1 <input type="checkbox"/> Brutality <input type="checkbox"/> Disrespect – Grade 2 <input type="checkbox"/> Violence – Grade 2 <input type="checkbox"/> Coach/Manager Red Card
<b>Set the Scene</b> i.e. Second quarter, Stingrays on attack, action at my CF/CB contest	
<b>Where in/around the pool did the incident take place?</b>  Please circle/cross the approx. point	 <p style="text-align: center;">SportDraw</p>
<b>What was the feeling in the game like before the incident?</b> i.e. was there any indication that an incident would occur?	

<p><b>Had a warning been issued to all players or certain player?</b></p>	<p style="text-align: right;"><b>YES / NO</b></p> <p><b>If yes, how:</b></p>
<p><b>State what you observed</b></p> <p>If it is “disrespect”, quote the players comments in full.</p>	
<p><b>Explain what led to your decision</b></p>	
<p><b>Additional Comments</b></p>	
<p><b>Date</b></p>	
<p><b>Time</b></p>	
<p><b>Grade &amp; Teams</b></p>	
<p><b>Venue</b></p>	
<p><b>Referees (inc yourself)</b></p>	
<p><b>Match Delegate</b></p>	
<p><b>Name of official submitting report</b></p>	
<p><b>Signature</b></p>	



## Appendix 3 – Think Act Play



**Think before you speak:** What you say and do shapes the culture of our sport. Your words can influence the way people are seen and treated by others, and the way in which people feel about themselves. It can also impact the way the community perceives our sport.

Remember – what you say matters.



**Act with respect:** Showing respect and treating everyone fairly is just as important as the game. No matter who you are or where you come from, treating each other with respect and dignity ensures everyone can enjoy the game. Whether you're playing, coaching or cheering from the sidelines – respect the referee's decision.

Remember – to earn respect you must give it.



**Play in the spirit of the game:** The way you play, coach and support says a lot about your character. Playing in the **spirit** of the game is more than just the rules. Players that keep their cool under pressure, even when things are not going their way, have a better chance of winning the game. Coaches that encourage sportsmanship get the best from their players. Parents that set a good example help their children enjoy the game.

Remember – take responsibility for your actions and play in the spirit of the game.