

**Schools’ Water Polo South Africa (“SWPSA”)
National Water Polo Tournament (“IPT”)
East London
2024
Tournament Information Manual**

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2024 LOC Executive Committee:

A Reeves (Convenor), D Breetzke (Tournament Director), C Batting (Sponsorship & Advertising), G Maree (Treasurer),
J Hensburg (Secretary/Administration), V Meecham (Schools Chairman), W Stegmann (Events)

Buffalo City Water Polo Local Organising Committee (“LOC”)

Wednesday, 18 September 2024
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Version 2.0

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1. **Information Manual Status**

- This document as dated constitutes the most current and official version of the SWPSA 2024 IPT Information Manual and supersedes any previous draft and/or version thereof.

2. **Enquiries**

- Please direct all IPT enquiries to:
 - **Andrew Reeves (Convenor)**
 - cellular: 082 570 3488
 - e-mail: andrew@reevesgroup.co.za
 - **Derek Breetzke (Tournament Director)**
 - cellular: 083 299 6848
 - e-mail: derek@africanblue.co.za
 - **Gretchen Maree (Treasurer)**
 - cellular: 083 396 3738
 - e-mail: gretchenmaree@gmail.com
 - **Chris Batting (Sponsorship & Advertising)**
 - cellular: 083 444 2464
 - email: chris@cbps.co.za
 - **Jeanette Hensberg (Secretary/Administration)**
 - cellular: 082 333 0062
 - e-mail: locel.secretary@gmail.com

3. **Tournament Location**

- East London, Eastern Cape (**33.0°S 27.8°E**)
 - **Main Venue**
 - Joan Harrison Swimming Complex, East London
 - **Opening / Welcoming Ceremony**

A final decision on the holding and timing of an opening / welcoming ceremony on **Saturday, 7 December 2024** will be made jointly by the LOC and the SWPSA Executive by the end of October.
 - **Closing Ceremony**
 - At the Joan Harrison Swimming Complex on **Wednesday, 11 December 2024**
 - Will take place after the Under 19 Section Boys’ Final Match

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4. **Dates**

- The 2024 IPT will take place from **Saturday, 7 December 2024 to Wednesday, 11 December 2024**
 - **5 Days**
 - Matches to commence on **Saturday, 7 December 2024** at approximately **xxhxx (xxpm)** for All Age Groups except for the xx and xx xxxx Age Groups
 - **The matches for the xx and xx xxxx Age Groups will commence** on **Sunday, 8 December 2024** at **07h00 (7:00am)**
- Public Schools close on **Wednesday, 11 December 2024**
- Private Schools i.e. Independent Schools Associations of South Africa (“ISASA”) close on **Thursday, 5 December 2024**

5. **Participants**

- Players attending / having attended School in **2024**
- Players born in 2005 or later
- No player already in possession of a National Senior Certificate or similar Matriculation Certificate, may participate in the Tournament (i.e. the IPT is **not** open to students enrolled at a school as “Post-Matriculants”)
- Any player, coach, manager or official suspended by their schools or Local Affiliates **may not** participate in the tournament
- **All** participants i.e. players, coaches, managers, chairpersons, LOC Chairperson, venue co-ordinators, any person who plays a functional role during the tournament, etc., registered with Swimming South Africa (“SSA”) by **Friday, 22 November 2024** **may participate** in the tournament
- Provincial / Regional Teams from within the Borders of the Republic of South Africa
- Other **SWPSA** Invitees, such as Zimbabwe

6. **Fees**

- The 2024 IPT Fees are **R995 per player** inclusive of **SWPSA** levy and **SWPSA Development Fund** levy, but exclusive of any **SSA** fees required:
 - R845 – **IPT** levy
 - R60 – **SWPSA** levy
 - R90 – **SWPSA Development Fund** levy
- A team is a maximum of 14 players and 3 staff members
- IPT fees are non-negotiable and failure to pay by the due date will result in teams not being entered into the Tournament

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- Payment for all teams is due in full by **Friday, 25 October 2024**
- Payment to be made into the following bank account:
 - Account Name: **Schools Water Polo South Africa**
 - Bank: **Standard Bank**
 - Branch Code: **025309**
 - Account Number: **656222220**
- Please email proof of payment to:
 - **Cathy MacLeod & Jeanette Hensberg**
 - Email: info@swpsa.co.za & locel.secretary@gmail.com
 - Please use the following reference for your payment:
 - “Province / Region / Invitee Name – No of Players”
 - e.g. BCWP - 134
- Please email number **of teams per age group** by latest **Friday, 6 September 2024** to:
 - Jeanette Hensberg & Cathy MacLeod
 - E-mail: local.secretary@gmail.com & info@swpsa.co.za

7. **Critical Dates**

- Team Entries:
 - Team Numbers per Age Group
 - by **Friday, 6 September 2024**
 - **NB* NO** late Team Entries will be accepted
- Final Venues Confirmed:
 - by **Monday, 9 September 2024**
- Age Group Sections Finalised:
 - by **Friday, 27 September 2024**
- Payment of IPT Fees to SWPSA by Participating Provinces / Regions:
 - by **Friday, 25 October 2024**
- Team Information:
 - Team Player, Coach and Manager Names per Age Group
 - by **Wednesday, 30 October 2024**
- Referees Information:
 - by **Wednesday, 30 October 2024**
- Final Fixtures Confirmed:
 - by **Tuesday, 12 November 2024**
- Player Personal Information Consent Form Submission:
 - by **Monday, 25 November 2024**

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- Coach, Manager and Assistant Coach Police Clearance Submission:
 - by **Monday, 25 November 2024**

8. **Order of Events**

- **Saturday, 7 December 2024**
 - Teams arrive in East London (some provinces may arrive on Friday, 6 December 2024)
 - Team Registration by Team Management
 - Clarendon High School for Girls, East London – **from 08h30** (8:30am)
 - Team Acclimatisation, where applicable
 - SWPSA Executive Committee Meeting
 - **Ted Allen Room, Joan Harrison Swimming Complex, East London**
 - **10h00 – 11h30**
 - SWPSA Annual General Meeting (“AGM”)
 - **Ted Allen Room, Joan Harrison Swimming Complex, East London**
 - **11h30 – 13h00**
 - Referees Briefing Meeting
 - **Hospitality Tent, Joan Harrison Swimming Complex, East London**
 - **13h15 – 14h00**
 - Opening Ceremony
 - **A final decision on holding an Opening Ceremony will be made by the end of October**
 - Matches
 - **xxhxx – xxhxx** (for All Age Groups except for the xx and xx xxxx Age Groups)
- **Sunday, 8 December 2024**
 - Matches **07h00 – 20h30** (as applicable)
- **Monday, 9 December 2024**
 - Matches **07h00 – 20h30** (as applicable)
- **Tuesday, 10 December 2024**
 - Matches **07h00 – 20h30** (as applicable)
- **Wednesday, 11 December 2024**
 - Finals Day **07h00 – 14h30** (per schedule)
 - **Medal / Closing Ceremony** **14h30 – 15h30**
Joan Harrison Swimming Complex, East London

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9. **Match Venues**

- A Total of 6 (six) Venues to be used
- A Total of 9 (nine) Swimming Pools to be used
- Venues have been selected on the basis that refereeing can take place from opposite sides of the water polo pool
- The **U13 Boys & Girls**, and **U14 Boys & Girls** Age Group **FINAL** matches (i.e. Gold / Silver Medallists) to be played at their respective Host Venues
- The **U15 Boys & Girls**, **U16 Boys & Girls**, and **U19 Boys & Girls** Age Group **FINAL** matches (i.e. Gold / Silver Medallists) to be played at the Joan Harrison Swimming Complex (East / West Pools)
- All Age Group **3rd / 4th Place** matches (i.e. Bronze Medallists) to be played at their applicable Host Venues

SECTIONS

VENUES

Under 19 Boys	Joan Harrison Swimming Pool Complex (East / West)
Under 19 Girls	Joan Harrison Swimming Pool Complex (East / West)
Under 16 Boys	Clarendon High School for Girls
Under 16 Girls	Selborne Primary School
Under 15 Boys	Selborne College
Under 15 Girls	Hudson Park High School
Under 14 Boys	Merrifield Preparatory School and College
Under 14 Girls	Hudson Park High School
Under 13 Boys	Joan Harrison Swimming Pool Complex (Diving Pool)
Under 13 Girls	Joan Harrison Swimming Pool Complex (50m Pool - Middle)

10. **Match Rules**

- Normal World Aquatics Rules shall apply to Matches with the following exceptions:
 - The Rule pertaining to Goalkeepers will not apply (i.e. Teams will not be required to include 2 (two) Goalkeepers in their Teams, but may do so if they like)
- WP 4.3** – Caps shall be numbered on both sides with numbers 0.10 metres in height. The Goalkeeper shall wear cap number 1 and the other caps shall be numbered 2 to 13. A substitute Goalkeeper shall wear a red cap numbered 13. A player shall not be allowed to change cap number during the game except with the permission of a referee and with notification to the table.

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WP 5.7 – If a Goalkeeper is substituted, it must only be by the substitute Goalkeeper. If the team has less than seven players, the team shall not be required to have a Goalkeeper. No substitution shall be made under this Rule between the time a referee awards a penalty throw and the taking of the throw. If the Goalkeeper and substitute Goalkeeper, if applicable, are not entitled or able to participate, a team playing with seven players shall be required to play with an alternative Goalkeeper who shall wear the Goalkeeper’s cap. A Goalkeeper who has been replaced by a substitute may not play in any position other than Goalkeeper. However, if a team has no more substitute apart from the substitute Goalkeeper either the Goalkeeper or substitute Goalkeeper, if applicable, may play as a field player.

WP 5.10 – Should a Goalkeeper retire from the game through any medical reason, the referees shall allow an immediate substitution by the substitute Goalkeeper.

In the event a team plays with only one Goalkeeper, and should the Goalkeeper be substituted for any reason during that game another player may take up that position of the Goalkeeper. However, without the privileges of a Goalkeeper.

- The Rule pertaining to THE BALL shall be applied as follows:
 - For games played by men, the rule shall apply except for Boys U13 and under, the circumference of the ball shall be not less than 0.68 metres and not more than 0.71 metres
 - For games played by women, the rule shall apply except for Girls U13 and under, the circumference of the ball shall be not less than 0.65 metres and not more than 0.67 metres
- The Rule pertaining to when a goal may be scored by a player from a free throw taken and awarded outside 6 meters from a direct shot shall not apply to Boys and Girls U14 and below. The SWPSA Bye Law restriction for Boys and Girls U14 and below ONLY RELATES to the Immediate/Direct Shot from outside of 6 metres. It does not prohibit Boys and Girls U14 and below from playing themselves and thereafter shooting i.e. No direct shot but they can play and go!
- A team is a maximum of 14 players – **all 14 players can play each game.**
- Times when matches will be played may differ between each Section
- Coaches / Managers may be required to referee matches where required
- All matches will start on time as indicated by the IPT Fixtures Programme
 - Any team guilty of contravening this proviso shall forfeit the applicable match
- In the Group Match Stages **each match must have a winner.** If a game ends with a tie in regular time, the teams must go into a **penalty shoot-out.** Five (5) players per team.

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- The matches will be scored as follows:
 - **3** points – for a **Win in regular time**
 - **2** points – for a **Win after penalty shoot-out**
 - **1** point – for a **Loss after penalty shoot-out**
 - **0** points – for a **Loss**
- Final Group positions shall be determined as follows:
 - Team with the highest points
 - In the case of a tie refer to paragraph 42 of the IPT Information Manual (i.e. “*General Information*”) for the procedure to be followed in this regard
- In Positional Play-Off / Progression Matches should the match end in a draw a penalty shoot-out shall determine the result. Five (5) players per team.
- The IPT Rules are subject to change **by SWPSA**

11. **Format**

- The IPT format will be finalised for each Age Group Section once FINAL Team Entries have been received by SWPSA – team entries are due by latest **Friday, 6 September 2024**
- **NB* NO** late Team Entries will be accepted
- Where possible, each Section will consist of at least 2 (two) Groups
- The Under 13, 14, 15 and 16 and 19 Boys’ and Girls’ Age Groups will consist of 1 (one) Section per Age Group (i.e. both “A” and “B” Teams will play in the same Section)
- No over-aged Players may play in any Section
- Player Age Requirements:
 - Players born in the year **2011** or later may play in the Under **13** Age Group Section
 - Players born in the year **2010** or later may play in the Under **14** Age Group Section
 - Players born in the year **2009** or later may play in the Under **15** Age Group Section
 - Players born in the year **2008** or later may play in the Under **16** Age Group Section
 - Players born in the year **2005** or later may play in the Under **19** Age Group Section
- **NB*** Players may only participate in **1** (one) Age Group Section and may only represent **1** (one) Team during the duration of the IPT (i.e. will be “team-tied”)

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12. **Water Polo Swimming Pool Playing Sizes and Match Ball Sizes**

- The Water Polo Swimming Pool Playing Sizes and Match Ball Sizes that will be used during the 2024 IPT, subject to any other ruling(s) by **SWPSA**, are as follows:

<u>SECTIONS</u>	<u>WATER POLO POOL SIZE</u>	<u>MATCH BALL SIZE USED</u>
Under 19 Boys	Long-Course (30m x 20m)	Official, Size 5
Under 19 Girls	Short-Course (25m x 20m)	Official, Size 4
Under 16 Boys	Long-Course (30m x 20m)	Official, Size 5
Under 16 Girls	Short-Course (25m x 20m)	Official, Size 4
Under 15 Boys	Short-Course (25m x 20m)	Official, Size 5
Under 15 Girls	Short-Course (25m x 20m)	Official, Size 4
Under 14 Boys	Short-Course (25m x 20m)	Official, Size 5
Under 14 Girls	Short-Course (25m x 20m)	Official, Size 4
Under 13 Boys	Short-Course (25m x 20m)	Official, Size 4
Under 13 Girls	Short-Course (25m x 20m)	Official, Size 3

13. **Match Playing Times**

- IPT Match Playing Times will all be played “stop-start” as follows:
 - Under **19** Sections
 - **4** Quarters of **8** (eight) Minutes each Playing Time
 - Under **16** Sections
 - **4** Quarters of **6** (six) Minutes each Playing Time
 - Under **15** Sections
 - **4** Quarters of **5** (five) Minutes each Playing Time
 - Under **14** Sections
 - **4** Quarters of **5** (five) Minutes each Playing Time
 - Under **13** Sections
 - **4** Quarters of **5** (five) Minutes each Playing Time
- IPT Match Playing Times may be shortened **by SWPSA** due to adverse weather conditions and/or as otherwise deemed necessary

14. **Player Requirements**

- **SWPSA** has the following IPT Black Player Requirements, which need to be adhered to by all participating **South African** Provincial / Regional Teams and **Zimbabwean** National Teams
- Black Players are defined by **SWPSA** as players from “Black, Coloured, Indian and/or Asian Ethnic Groups”
- Any Queries in this regard should please be addressed directly **with SWPSA**
- **SWPSA** requires that all teams participating in the IPT include the following Black Players:
 - Under **19** Sections – A minimum of **2** (two) Players per team
 - Under **16** Sections – A minimum of **2** (two) Players per team
 - Under **15** Sections – A minimum of **2** (two) Players per team
 - Under **14** Sections – A minimum of **2** (two) Players per team
 - Under **13** Sections – A minimum of **3** (three) Players per team
- Should a province / region submit two teams (or more) in a particular age group (i.e. an A and a B team), **SWPSA’s** Black Player requirement will be determined by age group and gender and not by team. As a result, when a province / region enters two teams in a particular age group the minimum of four Black Players for the U14, U15, U16 and U19 age groups and the minimum of six Black Players for the U13 age group could possibly all be in the A team with none of the players being in the B team. **SWPSA’s** only proviso is that the increased numbers can only be in the higher team and NOT in the lower team: e.g. two teams: three Black Players in the A team and one in the B team in the U14, U15, U16 and U19 age groups.
- **Teams not meeting the Black Player requirement at the time of submission of Player information will be excluded from the tournament** and the fixtures for that section modified accordingly
- All Black Players are required to play a minimum Playing Time equivalent of **1** (one) full Quarter per match
- Coaches whose teams do not meet the Black player time requirement in the first instance shall receive a RED card
- Coaches whose teams do not meet the Black player time requirement in the second instance will be expelled from the tournament with immediate effect
- The only concession that will be entertained will be for legitimate medical reasons. The application should be put in writing to the **General Secretary of SWPSA** – info@swpsa.co.za – and should include the motivation as well as all supporting medical documentation. In the spirit of the rule, the black player may **NOT** be replaced by a white player.

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- **Only the SWPSA Executive may grant a concession.** The initial concession allows the team to participate in the tournament through the Group Match Stages. **A further concession will need to be obtained from the SWPSA Executive for the team to progress to the Quarter Final, Semi Final and Final play-off games.**

15. **Referees**

- **World Aquatics Accredited Neutral Referees**
 - SWPSA will appoint World Aquatics Accredited referees who will be treated as fully neutral and shall officiate at any level
 - SWPSA shall be responsible for the cost of the World Aquatics Accredited referees’ travel
 - The tournament host shall be responsible for the World Aquatics Accredited referees’ accommodation, meals and logistics
 - It is an acceptable practice that the World Aquatics Accredited referees’ do not share rooms.
- Sections shall be given priority as follows:
 - U19 Boys and Girls
 - U16 Boys and Girls
 - U15 Boys and Girls
 - Where possible for key games in U14 and U13 Age Groups
- **Neutral Referees**
 - All participating provinces / regions and other invitees are required to nominate accredited Referees to be considered to officiate at the IPT
 - All participating provinces / regions and other invitees are required to provide 1 (one) accredited Neutral Referee to officiate at the IPT, **for every 4 (four) teams or part thereof**, entered by such province / region and/or other invitee to participate at the IPT. **Failure to comply with this requirement will result in the province / region having to reduce the number of teams entered in the tournament.**
 - Neutral Referees should not be involved with any team(s) participating at the IPT, in any capacity whatsoever
 - Costs in this regard will be for the sole account of each province / region and/or other invitees
 - Neutral referees will be appointed to officiate at the various venues but will not officiate games from their respective province

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- **All referee appointments shall be done by Dion Willis (SWPSA Referee Delegate and IPT Technical Director) with input from Richard Irvine (SWPSA Chairman)**
- Team Coaches / Managers will be expected to referee the game immediately after their team’s game, where required
- All Referees are to be registered with their respective Official Representative Bodies including SSA, as applicable
- All referees must wear:
 - Navy chino shorts with their Provincial collared shirt or Tournament shirt; and
 - Closed shoes and socks
- All information pertaining to Referees must be submitted by participating provinces / regions and other invitees by no later than Wednesday, 30 October 2024 via the following Google document – <https://forms.gle/pK3HPfuY3w7D69C36>

16. **Disciplinary Matters**

- The LOC Disciplinary Officers are:
 - Andrew Reeves
 - Cathy MacLeod
 - Derek Breetzke (Tournament Director)
 - Dion Willis (Technical Director)
 - Kevin Adriaan
 - Ronnie Kuipers
- **NB*** All Disciplinary Hearings will take place at the **Records Room, Joan Harrison Swimming Complex**
- The Match Referee(s) will submit a report to the **LOC** Disciplinary Officer(s) pertaining to the applicable incident(s), for consideration
- The Disciplinary and Appeals Process as adopted **by SWPSA** on 12 December 2014 that will be followed at the IPT is as follows:
 - Any player found guilty of misconduct / violence or brutality shall be dealt with in the following manner:
 - a) Misconduct / Violence
 - a. The punishment of the exclusion from the game shall be deemed sufficient punishment
 - b. Should a player be excluded for the same / similar offence twice he / she may be required to appear before the Disciplinary Tribunal

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- b) Brutality
 - a. Any player excluded for brutality in a match shall be excluded without replacement by the team for the time of half-a-playing quarter pertaining to that section
 - b. Any player excluded for brutality in a match shall be suspended with immediate effect for a minimum of 2 (two) further matches, and may be required to appear before a Disciplinary Tribunal
- c) Any coach / manager who receives a red card in a match shall be suspended for the next match and may be required to appear before the Disciplinary Tribunal
- d) Any coach / manager who receives a 2nd (second) red card during the tournament shall receive a further minimum 2 (two) match suspension with immediate effect, and he / she will be required to appear before the tournament Disciplinary Tribunal.
- o All Disciplinary Hearings will be handled by a Disciplinary Tribunal. The composition of the Disciplinary Tribunal will be:
 - a) The venue technical convenor;
 - b) Any member of the SWPSA executive or an official appointed by the SWPSA executive;
 - c) One of the LOC Disciplinary Officers; and
 - d) Any official member of the team management.
- o The **Disciplinary Appeals Process** is as follows:
 - a) Any appeal (protest) against a referee / table decision must be done by the team manager within 30 minutes after the conclusion of the match setting forth the relevant facts.
 - b) This appeal must be done in writing on the reverse of the team return OR on a separate piece of paper that must be attached to the team return. **This appeal (protest) must be accompanied by a deposit of R1,500 (one thousand five hundred rand)** which may be reimbursed in full should the appeal be successful. This appeal shall be heard as soon as possible but before that team / player / coach / manager’s next match.
 - e) Should a Province / Region wish to appeal (protest) the decision of a Disciplinary Tribunal, this appeal must be lodged, in writing, with the **General Secretary of SWPSA** (Cathy MacLeod) email: info@swpsa.co.za OR the **Tournament Director** (Derek Breetzke) email: derek@africanblue.co.za within 30 minutes after the hearing and must be done by the Chairman OR General Manager of that province / region. **This appeal (protest) must be accompanied by a deposit of R1,500 (one**

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thousand five hundred rand) which is non-refundable. This appeal shall be heard as soon as possible where practically possible but before that team / player / coach / manager's next match.

The tournament Disciplinary Tribunal shall comprise of the following:

- (a) Chairman of the SWPSA executive committee and failing him the
 - (b) General Secretary and failing her the
 - (c) Convenor: Competitions and Tournaments together with a further executive officer plus
 - (d) The Tournament Director save that in the event of the Tournament Director being the subject of a complaint, the chairman of the Affiliate Member within whose jurisdiction the tournament falls.
- o When considering matters of a severe nature and for all matters relating to Team Management offences SWPSA will consider the following World Aquatics guidelines when imposing sanctions:

Regulations for Disciplinary Actions in Water Polo at World Aquatics Events

1. Any offence committed by any member of a team or team official shall result in a minimum suspension of one (1) match up to a maximum suspension of all water polo matches for one (1) year period.
2. If the offence includes violence resulting in serious injury, use of any hard object or any other kind of violence against the body, the minimum suspension shall be for all water polo matches for one (1) year period up to a maximum of a lifetime suspension from water polo matches.
3. If the offence is an attempt to commit an offence referred to in 2 above, the minimum suspension shall be three (3) matches up to a maximum suspension of all water polo matches for one (1) year period.
4. Offences in 1, 2 and 3 above involve acts committed from 30 minutes before the beginning of the match until 30 minutes after the end of the match.
5. If an offence referred to in 1, 2 or 3 above is committed by any person other than a player or team official, the minimum sanction shall be a warning or exclusion from the venue up to a maximum sanction of suspension of the right to attend water polo matches for any period up to, and including, life.
6. The minimum sanction for any offence may be increased for a second or subsequent offence by any individual.

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Offences against Team Members or Team Officials

1. For brutality, or any offence committed by a player against other players or team officials, the minimum suspension shall be for one (1) match up to a maximum of all water polo matches for a one (1) year period.

17. Initiation

- No team may engage in any form of initiation of players, whatsoever
- For the duration of the IPT, “**initiation practices**” are as defined in Section 10A(3) of the **South African Schools Act**, no. 84 of 1996
- Teams and/or Players contravening this proviso will be referred to **SWPSA** for determination of action(s) to be taken.

18. Safeguarding

- Safeguarding is a key focus area for SWPSA. Ensuring the safety and well-being of Players, Coaches, Managers and Officials is a priority for us. One crucial way to fulfil this duty is through Safeguarding Training – this helps equip us with the knowledge, skills, and confidence to protect all participants from harm and create safer environments for them to thrive.
- At the IPT, where players from various provinces, regions, and diverse backgrounds come together, it is vital that all stakeholders are aware of the safeguarding processes and practices to prevent abuse, harassment, violence, or any form of harm. A strong safeguarding framework identifies and addresses potential risks, fosters a secure environment, promotes respect, and allows athletes to focus on their performance while knowing that they are within a safe environment.
- **SWPSA requires that each province / region appoint a Safeguarding Officer to represent their province / region at the IPT in East London.** These provincial Safeguarding Officers will be responsible for addressing and managing all safeguarding matters relevant to their province during the IPT. SWPSA requests that any provincial safeguarding issues and concerns be reported timeously, by the provincial / regional representative to two members of the SWPSA Executive, namely Richard Irvine at richard.irvine61@gmail.com and Aneesa Adam at Aneesa.Adam@wits.ac.za.
- To ensure that all stakeholders are both informed and equipped to deal with safeguarding at the IPT, **it is mandatory for all Coaches and Managers attending the IPT to complete the SSA Safeguarding Awareness Training course and obtain the course certificate. SWPSA also requires that all Coaches, Managers, and Officials at the IPT complete the online SWPSA Safeguarding Training course to participate at the IPT.** This ensures

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that all stakeholders at IPT are upskilled and equipped and have the appropriate knowledge and skills to uphold the highest standards of safety and protection of all participants.

- SWPSA will hold a meeting for all Provincial / Regional Safeguarding representatives on **Saturday, 7 December 2024 (time and venue to be finalised)**. This meeting will provide further clarity and briefing on the structure and processes that will be in place at the IPT relating to Safeguarding.

19. **Alcohol and Substance Abuse**

- **No alcohol will be allowed to be consumed around the pools**
- Alcohol and/or Substance Abuse by Players / Coaches / Managers / Referees / Officials during the IPT is not allowed
- Players / Coaches / Managers / Referees / Officials contravening this proviso may be required to appear before a Disciplinary Tribunal

20. **Codes of Conduct**

- Players / Coaches / Managers / Referees / Officials and Spectators participating in or attending the IPT are required to adhere to the applicable IPT Code(s) of Conduct, as determined by **SWPSA**
- The IPT Codes of Conduct are available on the SWPSA website (www.swpsa.co.za). **All provinces, regions and invitees are to download and share the SWPSA Codes of Conduct with all Players / Coaches / Managers / Referees / Officials and Spectators participating in or attending the IPT.**
- All Provincial / Regional Chairs to attest that their Coaches, Assistant Coaches and Managers have accepted the Codes of Conduct when registering via TEAMZ.

21. **Mandatory Training**

- To be eligible to participate at the IPT, the following mandatory training is required to have been completed by all Coaches and Managers. Valid and applicable certificates are to be submitted to SWPSA by no later than **Monday, 25 November 2024**:
 - Elevate Water Polo – Holistic Coach Development Course;
 - Elevate Water Polo – Technical and Tactical Coaches Course;
 - Elevate Water Polo – Strength and Conditioning Course;
 - WADA Anti-Doping – Coaches of High-Performance Education Program (English)
 - Athlete Support Personnel (ASP) Guide to the Code 2021 (English)
 - ADEL for Coaches of High Performance (English)

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- SSA Safeguarding Awareness Training (also mentioned in paragraph 18 of the IPT Information Manual (i.e. “Safeguarding”)
 - SWPSA Safeguarding Awareness Training (also mentioned in paragraph 18 of the IPT Information Manual (i.e. “Safeguarding”)
 - Level 1 First Aid Course – **Only applicable to Coaches** (valid for 3 years)
 - Should you not be able to complete this course before **Monday, 25 November 2024**, please submit a dispensation request to info@swpsa.co.za that includes the reason for your request and commitment as to when the course will be completed. The dispensation request should include details of the province / region and the names of the coaches.
 - No certificate may be older than 2 years, except for the Level 1 First Aid certificate. This is valid for 3 years.
 - All certificates to be uploaded to the SWPSA Google drive by no later than **Monday, 25 November 2024** into the appropriate Province / Region folder.
22. **Police Clearance Certificates**
- All Coaches and Managers (including assistants) are to provide a valid Police Clearance certificate by no later than **Monday, 25 November 2024**
 - These certificates are to be uploaded to the SWPSA Google Drive into the Province / Region appropriate folder.
23. **Team Entries**
- All team entries must be submitted by close of business on **Friday, 6 September 2024** to:
 - e-mail: info@swpsa.co.za
 - **NB* NO** late Team Entries will be accepted
 - Official LOC IPT schedules marked TEAM ENTRIES to be used by all participating provinces / regions and other invitees in this regard
 - Please kindly take careful notice of the instructions when completing these schedules
24. **Team Player, Coach and Manager Information**
- All player, coach and manager information must be submitted, via the individual Provincial TEAMZ link by close of business on **Wednesday, 30 October 2024**
 - All Players are to be registered with their respective Official Representative / Provincial Bodies including SSA, as applicable

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- Proof of SSA Registration where applicable, to be submitted **directly to SWPSA at info@swpsa.co.za** by participating provinces / regions **by latest Friday, 22 November 2024**
 - All Coaches and Managers are to be registered with their respective Official Representative / Provincial Bodies including SSA, as applicable
 - Proof of SSA Registration where applicable, to be submitted **directly to SWPSA at info@swpsa.co.za** by participating provinces / regions **by latest Friday, 22 November 2024**
 - **All Players will be required to submit a signed Player Personal Information Consent Form to be eligible for participation.** Attestation by participating provinces / regions are to be provided to SWPSA by participating provinces / regions.
 - In this regard the participating Provincial / Regional management undertakes to procure that each of its relevant Players, as well as each of its Coaches, Managers, Referees, Officials and other representatives involved in any way in the province / regions participation in the IPT, is made aware of, and can take professional advice regarding, SWPSA’s Player and Related Persons Privacy Policy.
 - All teams will be required to confirm that each of their Coaches, Managers (including assistants) have supplied Police Clearance certificates **by no later than Monday, 25 November 2024**)
25. **Photographs**
- **Team Photographs** will be taken at the respective Age Groups playing venue on both **Saturday, 7 December 2024** and **Sunday, 8 December 2024 – an hour before the team’s first fixture**
 - The onus is on each team to ensure that they have their photographs taken
 - Action Photographs will be taken at the various Venues throughout the IPT and will be published on the various SWPSA social media channels
 - Photographs will be taken at the medal ceremonies and Closing Ceremony
26. **Video Footage**
- IPT Video Footage will be provided by SuperSport Schools (SSS) at all venues
 - Footage will be both live and video on demand
27. **Results Coverage**
- IPT Results Coverage to be communicated through the **SWPSA App by ItsHappening** and various Social Media Web-Links
-

28. **Team Acclimatisation**

- Teams wishing to acclimatise to their Match Venues are requested to contact the LOC in advance, for the necessary arrangements to be made

29. **Official IPT SWPSA App and Internet Website**

- To include Information pertaining to the IPT including teams, fixtures, results and log positions
- The **SWPSA App** is available for downloading from the Google Play and iStore
- Website: www.swpsa.co.za

30. **Participants’ Briefing Meeting**

- A series of compulsory online briefing sessions will be conducted with all General Managers before the commencement of the IPT

31. **Referees’ Briefing Meeting**

- A series of online briefing sessions will be conducted with all Referees before the commencement of the IPT
- An IPT Refereeing Briefing Meeting will take place on **Saturday, 7 December 2024** at the **Hospitality Tent, Joan Harrison Swimming Complex, East London** from 13h15 to 14h00

32. **Tournament Awards and Top Player Selections**

- **Gold, Silver and Bronze** Medals will be awarded in all IPT Sections to the **1st, 2nd and 3rd** Placed Teams respectively
- A minimum of three (3) Independent Selectors will be appointed by the **SWPSA Executive** to select the SWPSA U19 Boys and Girls teams. The Tournament Secretary shall convene the selection process.
- SWPSA Colours will be awarded **by SWPSA** at the end of the Tournament to players selected as the 2024 Under 19 Boys’ and Girls’ IPT Teams
- The following Individual Under 19 Boy and Girl Player Awards will also be made **by SWPSA**:
 - Goalkeeper of the Tournament
 - Defender of the Tournament
 - Attacker of the Tournament
 - Player of the Tournament
- Additional Special Awards may also be made **by SWPSA**

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33. **Dress Code for Managers, Coaches and Referees**

- All Coaches and Managers shall wear closed shoes and matching provincial attire during all matches
- All referees must wear navy blue chino shorts with either their Provincial collared shirt or official Tournament supplied attire and closed shoes and socks

34. **Advertising and Sponsorship**

- Advertising and Sponsorship opportunities are available. The advert on the **SWPSA App** will link directly into your company website and specials pages

35. **Travel, Accommodation, Airport Transfers and Internal Transport**

- Contact information in this regard pertaining to Flights, Bus Hire, Hotels etc. will be included on the **SWPSA App**

36. **Security**

- Security will be provided at all IPT venues
- The LOC, SWPSA and IPT Venue Providers will not be liable for any loss, damage and/or injury of any nature whatsoever suffered by anyone, during the IPT

37. **Medical Contact Information**

- Paramedics will be on duty at all venues to treat minor injuries
- Contact information for Hospitals, Doctors, Pharmacies, etc. will be included on the **SWPSA App**

38. **Parking**

- Parking will be available at all IPT venues
- The LOC, SWPSA and IPT Venue Providers will not be liable for any loss and/or damage to any vehicles whatsoever suffered, during the IPT

39. **Local Organising Committee (LOC)**

- Executive Committee:
 - Andrew Reeves (Convenor)
 - Derek Breetzke (Tournament Director)
 - Chris Batting (Sponsorship & Advertising)
 - Dion Willis (Technical Director)
 - Gretchen Maree (Treasurer)
 - Jeanette Hensberg (Secretary/Administration)

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- Vaughn Meecham (Schools Chairman and Convenors liaison)
- Wendy Stegmann (Events)

40. **LOC Sub-Sections**

- **Convenor**
 - Andrew Reeves
- **Tournament Director, Governance and Policies:**
 - Derek Breetzke
- **Finance:**
 - Gretchen Maree
- **Fixtures:**
 - SWPSA Delegate
- **Referees**
 - Dion Willis
- **Logistics, Vendors and Sponsorship:**
 - Chris Batting
- **General Administration**
 - Jeanette Hensberg
- **Match Tabling – U19 Age Groups (Joan Harrison Swimming Complex)**
 - Courtney Haynes
- **Events Co-ordinator**
 - Wendy Stegmann
- **SWPSA App and Social Media:**
 - Steve Tudhope (SWPSA Appointee)
- **Discipline:**
 - Andrew Reeves
 - Cathy MacLeod
 - Derek Breetzke (Tournament Director)
 - Dion Willis (Technical Director)
 - Kevin Adriaan
 - Ronnie Kuipers
- **Team / Player Registration**
 - Christene van Rooyen
 - SWPSA Appointee
- **Photography**
 - To be advised

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41. **Match Venue Details**

- **Joan Harrison Swimming Course** (4 pools – 2x short course and 2x long course – outdoor venues)
 - Venue Contact
 - Courtney Haynes – 071 356 1995
 - Venue Address
 - 12 Clevedon Road, Selborne, East London, 5213

- **Clarendon High School for Girls** (long course or 2x short course – outdoor venue)
 - Venue Contact
 - Matthew Tonkin – 082 257 9404
 - Venue Address
 - 1A Union Avenue, Selborne, East London, 5200
 - <https://www.clarendonschools.co.za>

- **Hudson Park High Pool** (short course – indoor venue)
 - Venue Contact
 - xxxxx – xxxx
 - Venue Address
 - Devereux Avenue, Berea, East London, 5247
 - <https://www.hphs.co.za/High/Home>

- **Merrifield Preparatory School & College** (short course – outdoor venue)
 - Venue Contact
 - xxxxx – xxxx
 - Venue Address
 - Corner of the N6 and Bonza Bay Road, Beacon Bay, East London, 5241
 - <https://mpsc.co.za>

- **Selborne College** (short course – outdoor venue)
 - Venue Contact
 - Luke Ferreira – xxxxx
 - Venue Address
 - Dawson Road, Selborne, East London, 5213
 - <https://www.selborne.co.za/>

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- **Selborne Primary School** (short course – outdoor venues)
 - Venue Contact
 - Brad van Coller – 072 611 9860
 - Venue Address
 - Crewe Road, Selborne, East London, 5201
 - <https://www.selborneprimary.co.za/>

42. **General Information**

- **World Aquatics: Tie Breaking Rules, Group Phase or Round Robin Tournaments**
 - **If two (2) teams shall have equal points, further classification shall be established as follows:**
 - The team winning the game between them (including penalty shoot-out if any) shall be placed higher
 - If there is more than one tie in a group, the highest placed tie shall be determined first
 - **If three (3) or more teams shall have equal points, further classification shall be established as follows:**
 - The results among the tied teams shall determine which team is placed highest
 - If, at any time during the application of the procedure, the number of tied teams is reduced to two (2), then the above procedure (tie between two teams) shall be used to determine which of the two (2) remaining teams is placed higher
 - The comparison shall be made first, upon the points of the games among the tied teams, second, the goal difference (excluding the goals from penalty shoot-out) among the tied teams, and third, based upon goals scored among tied teams
 - If still tied, the games played against the highest placed team (or teams, if tied, the team or teams not involved in the tie) shall be considered. The first comparison shall be based on goal difference, and if still tied, then based on goals scored.
 - If still tied, the results against the next highest placed team (or teams, if tied) shall be used in succession until all results have been considered
 - If still tied, and there is no practical manner to determine the ranking, the final classification between the teams in the tie shall be decided by coin-toss
 - If there is more than one tie in a group, the highest placed tie shall be determined first
 - For the purposes of calculating either goal difference or goals scored, the goals in any penalty shoot-out will not be taken into consideration

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○ **World Aquatics: Procedure for Penalty Shoot Out**

If a penalty shoot-out is necessary to determine the outcome of a game, the following procedure shall be followed:

1. Immediately after the end of the 4th quarter the shoot-out will begin, and the same referees will be used
2. The respective coaches of the teams will be requested to nominate five players and goalkeeper who will participate in the penalty shoot-out; the goalkeeper may be one of the shooters. The goalkeeper may be changed at any time provided the substitute was listed amongst the team list in that game, however the goalkeeper may not be substituted as one of the shooters.
3. The five players nominated will be required to be listed in order and that order will determine the sequence in which those players will shoot at their opponent’s goal; the sequence cannot be changed
4. No players excluded for the game are eligible to be listed amongst those players to shoot or substitute as goalkeeper
5. If the goalkeeper is excluded during the penalty shoot-out, a player from the nominated five players may substitute for the goalkeeper but without the privileges of the goalkeeper; following the taking of the penalty shot, the player may be substituted by another player or alternate goalkeeper. If a field player is excluded during the penalty shoot-out, the player’s position is removed from the list of the five players participating in the penalty shoot-out and a substituted player is placed in the last position on the list
6. Shots will be taken alternately at each end of the field of play, unless conditions at one end of the field of play advantage and/or disadvantage a team, in which case all shots may be taken at the same end. The players taking the shots will remain in the water in front of their bench, the goalkeepers will change ends, and all players not involved must sit on their team bench
7. The team to shoot first will be determined by toss of a coin
8. Should teams still be tied following the completion of the initial five penalty shots, the same five players shall then take alternate shots until one team misses and the other(s) score

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43. **Indemnity**

- 43.1 It is specifically recorded that the members of the LOC and/or members of the executive committee of Buffalo City Schools Water Polo (“BCSWP”) and/or their/its representatives do not accept any form of liability whatsoever arising from any code of conduct, policy or decision of whatsoever nature applied and/or enforced by SWPSA in respect of the 2024 IPT being hosted in East London.
- 43.2 As such, any acts or omissions by any member of the LOC and/or member of the executive committee of BCSWP and/or their/its representatives, as a consequence of any code of conduct, policy and decision applied and/or enforced by SWPSA aforementioned for purposes of the said 2024 IPT, shall be without prejudice to the rights of the said LOC member(s) and/or member(s) of the executive committee of BCSWP and/or their/its representatives.
- 43.3 It is further specifically recorded that the members of the LOC and/or members of the executive committee of BCSWP and/or their/its representatives do not accept any form of responsibility or liability whatsoever, howsoever caused, including due to negligence, in respect of any loss or damage of whatsoever nature, injury or death suffered by any person in the course of the 2024 IPT, including, but not limited to, participants, officials, representatives, spectators, service providers or sponsors.