



**Schools' Water Polo South Africa (“SWPSA”)
National Water Polo Tournament (“IPT”)
Johannesburg
2025
Tournament Information Manual**

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2025 LOC Executive Committee:

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1. Information Manual Status

This document as dated constitutes the most current and official version of the SWPSA 2025 IPT Information Manual and supersedes any previous draft and/or version thereof.

2. Enquiries

Please direct all IPT enquiries to:

- **Cathy MacLeod (Convenor)**
 - mobile: 082 777 7432
 - e-mail: macleods@mweb.co.za
- **Steve Tudhope (Tournament Director)**
 - mobile: 082 548 0054
 - e-mail: steve@itshappening.africa
- **Lucky Letshabo (Technical Director)**
 - mobile: 079 625 2070
 - e-mail: luckyletshabo@yahoo.co.za
- **Roger Hutton (Treasurer)**
 - mobile: 079 230 5944
 - e-mail: rogerhutton76@gmail.com
- **Bruce McCamlie (Project Director)**
 - mobile: 083 457 6944
 - e-mail: bruce@consulmet.com
- **Blaize Carlin (Logistics Director)**
 - mobile: 083 937 8084
 - e-mail: blaise.carlin@gmail.com
- **Richard Irvine (Sponsorship & Advertising)**
 - mobile: 082 820 5800
 - email: richard.irvine61@gmail.com

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○ **Bronwyn Haworth (Secretary & Administration)**

○ mobile: 072 876 8714

○ e-mail: bonnyb@mweb.co.za

3. Tournament Location

○ Johannesburg, Gauteng

○ **Main Venue**

○ St David's Marist, Inanda, Sandton

○ **Opening / Welcoming Ceremony**

At St David's Marist, Inanda, Sandton, on **Saturday, 6 December 2025** at 14h30

(2:30pm) – 15h30 (3:30pm)

○ **Closing Ceremony**

○ At St David's Marist, Inanda, Sandton on **Wednesday, 10 December 2025**

○ Will take place after the Under 19 Section Boys' Final Match

4. Dates

○ The 2025 IPT will take place from **Saturday, 6 December 2025 to Wednesday, 10 December 2025**

○ **5 Days**

○ Matches to commence on **Saturday, 6 December 2025** at approximately **16h00** (4:00pm) at St David's Marist, Inanda (U19 Boys and U13 Boys), St John's College (U13 Boys) and St Stithians College (U13 Girls)

○ The balance of the matches will commence on **Sunday, 7 December 2025** from **07h00** (7:00am) for All Age Groups

○ Public Schools close on **Wednesday, 10 December 2025**

○ Private Schools i.e. Independent Schools Associations of South Africa (“**ISASA**”) close on **Thursday, 4 December 2025**

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5. Participants

- Players attending / having attended School in **2025**
- Players born in 2006 or later
- Player Age Requirements:
 - Players born in the year **2012** or later may play in the Under **13** Age Group Section
 - Players born in the year **2011** or later may play in the Under **14** Age Group Section
 - Players born in the year **2010** or later may play in the Under **15** Age Group Section
 - Players born in the year **2009** or later may play in the Under **16** Age Group Section
 - Players born in the year **2006** or later may play in the Under **19** Age Group Section
- No over-aged Players may play in an 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”)
- 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 may not participate in the tournament
- Provincial / Regional Teams from within the Borders of the Republic of South Africa
- Other **SWPSA** Invitees, such as Zimbabwe and Australia

6. Fees and Registration

- The 2025 IPT Fees are **R1,050 per player** inclusive of the **SWPSA** levy and the **SWPSA Development Fund** levy, but exclusive of any **SWPSA Registration** fees required:
 - R920 – **IPT** levy
 - R 40 – **SWPSA** levy
 - R 90 – **SWPSA Development Fund** levy
- The 2025 **SWPSA Registration** fees are as follows:
 - R50 per player
 - R150 per coach
 - R125 per manager, referee and official

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- As per the SWPSA Constitution, **all participants are required to be registered with SWPSA to be eligible for IPT 2025**. There is no requirement by SWPSA to be registered with any other water polo or aquatics body.
- A team is a maximum of 14 players and 3 staff members
- All players, coaches, managers, referees and officials are to be registered on TEAMZ
- IPT fees and registration fees are non-negotiable and failure to pay by the due date will result in teams not being entered into the Tournament
- Payment for all teams is due in full by **Friday, 24 October 2025**
- Payment is to be made into the following bank account:
 - Account Name: **Schools Water Polo South Africa**
 - Bank: **Standard Bank**
 - Branch Code: **025309**
 - Account Number: **656222220**
 - Reference: **Province / Region / Invitee Name – No of Players**
- Please email proof of payment to:
 - **Cathy MacLeod & Roger Hutton**
 - Email: info@swpsa.co.za & rogerhutton76@gmail.com
- Please email number of teams per age group by latest **Thursday, 28 August 2025** to:
 - Bronwyn Haworth & Cathy MacLeod
 - Email: bonnyb@mweb.co.za & info@swpsa.co.za

7. **Critical Dates**

- Final Venues Confirmed:
 - by **Friday, 16 May 2025**
- Team Entries:
 - Team Numbers per Age Group by **Thursday, 28 August 2025**
 - **NB*** NO late Team Entries will be accepted
- Age Group Sections Finalised:
 - by **Wednesday, 17 September 2025**

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- Payment of IPT Fees to SWPSA by Participating Provinces / Regions:
 - by **Friday, 24 October 2025**
- Referees Information:
 - by **Wednesday, 29 October 2025**
- Team Information on TEAMZ:
 - Team Player, Coach and Manager Names per Age Group
 - by **Monday, 10 November 2025**
- Final Fixtures Confirmed:
 - by **Friday, 14 November 2025**
- Player Personal Information Consent Form Submission:
 - by **Monday, 24 November 2025**
- Coach, Manager and Assistant Coach Police Clearance Submission:
 - by **Monday, 24 November 2025**

8. Order of Events

- **Saturday, 6 December 2025**
 - Teams arrive in Johannesburg (some provinces may arrive on Friday, 5 December 2025)
 - Team Registration by Team Management
 - **Champagnat Hall, St David's Marist, Inanda, Sandton**
 - **08h00 – 13h00**
 - Team Acclimatisation, where applicable
 - SWPSA Executive Committee Meeting
 - **Diana Room, The Capital Empire, 177 Empire Place, Sandhurst, Sandton**
 - **9h15 – 11h00**
 - SWPSA Annual General Meeting (“AGM”)
 - **Diana Room, The Capital Empire, 177 Empire Place, Sandhurst, Sandton**
 - **11h00 – 12h45**

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- Compulsory Referees Briefing Meeting
 - **The Brother Urban Auditorium, St David's Marist, Inanda, Sandton**
 - **13h15 – 14h00**
- Safeguarding Briefing Meeting
 - **Classroom 121, St David's Marist, Inanda, Sandton**
 - **13h15 – 14h00**
- Opening Ceremony
 - **Jubilee Pool, St David's Marist, Inanda, Sandton**
 - **14h30 – 15h30**
- Matches
 - **16h00 – 20h20** (for the U19 Boys, U13 Boys and U13 Girls Age Groups)
- **Sunday, 7 December 2025**
 - Matches **07h00 – 20h00** (as applicable)
- **Monday, 8 December 2025**
 - Matches **07h00 – 20h55** (as applicable)
- **Tuesday, 9 December 2025**
 - Matches **07h00 – 21h05** (as applicable)
- **Wednesday, 10 December 2025**
 - Finals Day **07h00 – 14h30** (per schedule)
 - **Medal / Closing Ceremony** **14h30 – 15h30**

Jubilee Pool, St David's Marist, Inanda, Sandton

9. Match Venues

- A Total of 8 (eight) Venues to be used
- A Total of 10 (ten) 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
- All Age Group **FINAL** matches (i.e. Gold / Silver Medallists) to be played in the Fourviere and Jubilee Pools at St David's Marist, Inanda, Sandton

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- All Age Group **3rd / 4th Place** matches (i.e. Bronze Medallists) to be played at their applicable Host Venues, except for U19 Boys (St John’s College) and U13 Boys (King Edward VII School)

SECTIONS	VENUES
Under 19 Boys	St David’s Marist, Inanda – Jubilee Pool
Under 19 Girls	St Stithians College – Olympic Pool
Under 16 Boys	St John’s College
Under 16 Girls	Kingsmead College
Under 15 Boys	King Edward VII School
Under 15 Girls	Wahoo Aquatic Centre, Sunninghill
Under 14 Boys	Crawford International – Lonehill
Under 14 Girls	Roedean School (SA)
Under 13 Boys	St David’s Marist, Inanda – Fourviere Pool
Under 13 Girls	St Stithians College – Polo Pool
○	In addition, to the above venues the following two (2) standby venues have been secured:
○	○ Reddam House Helderfontein
○	○ St Peter’s Girls Prep School

10. **Indemnity**

- It is specifically recorded that the members of the LOC and/or members of the executive committee of Gauteng Schools Water Polo (“GSPW”) 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 2025 IPT being hosted in Johannesburg.
- As such, any acts or omissions by any member of the LOC and/or member of the executive committee of GSPW and/or their/its representatives, as a consequence of

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any code of conduct, policy and decision applied and/or enforced by SWPSA aforementioned for purposes of the said 2025 IPT, shall be without prejudice to the rights of the said LOC member(s) and/or member(s) of the executive committee of GSWP and/or their/its representatives.

- It is further specifically recorded that the members of the LOC and/or members of the executive committee of GSWP 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 2025 IPT, including, but not limited to, participants, officials, representatives, spectators, service providers or sponsors.

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ADDENDUM A – Match Rules, Tournament Awards and Player Selections

- **Normal World Aquatics Rules shall apply to Matches with the following exceptions:**
 - Each team's start list shall consist of a maximum of 14 (fourteen) eligible players. **The Rule that states that the start list shall include a maximum of 12 (twelve) Field players and a maximum of 2 (two) Goalkeepers will not apply** (i.e. should a team only include 1 (one) Goalkeeper in their start list they will be entitled to include a maximum of 13 (thirteen) Field players).
 - Each team must have at least 1 (one) Goalkeeper on its start list. A team must start the match with (7) seven players, one of whom must be a goalkeeper. Following the start of the match, a team is not obliged to have a goalkeeper in the water and may instead have seven field players. The Goalkeeper must wear a red cap, as the red cap entitles the player to the privileges of a goalkeeper.
 - 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 14. **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.

WP 2.7 – 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 substitutes apart from the substitute Goalkeeper either the Goalkeeper or substitute Goalkeeper, if applicable, may play as a Field player.

- A team may retain possession for no more than 30 seconds of actual play without shooting at the opponent's goal.

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- The specific time limits for a team to retain possession of the ball without shooting at the opponent’s goal is summarised as follows (for which the timekeeper recording the possession time shall reset the clock):
 - after the ball has left the hand of the player shooting at the goal, if the ball rebounds into play from the goal posts, a player or the goalkeeper, the possession time shall not recommence until the ball comes into the possession of one of the teams. The clock shall be reset to 20 seconds if the ball comes into possession of the attacking team. It shall be reset to 30 seconds if it comes into possession of the defending team;
 - when the ball comes into the possession of the defending team, the clock shall be reset to 30 seconds of possession time;
 - when the ball is put into play following the award of an exclusion foul to the defending player, the clock shall be reset to 20 seconds of possession time unless there are more than 20 seconds of possession time remaining, in which case the time shall continue and not be reset;
 - when the ball is put into play following the taking of a penalty throw without a change of possession, or a corner throw, the clock shall be reset to 20 seconds of possession time. The clock shall also be reset to 20 seconds of possession time when the ball leaves the field of play through the side lines because of a deliberate action by a defender or the blocking of a shot by a defending goalkeeper;
 - when the ball is put into play following the award of a penalty throw with a change of possession, a goal throw or neutral throw, the clock shall be reset to 30 seconds of possession time.

Visible clocks shall show the time in a descending manner (that is, showing the possession time remaining).

- 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

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- 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!
- 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**. Three (3) players per team.
 - 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 the “**Tie Breaking Rules, Group Phase or Round Robin Tournaments**” below 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. Three (3) players per team.
- The IPT Rules are subject to change **by SWPSA**

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○ **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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○ **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:**
 - Immediately after the end of the 4th (fourth) quarter the shoot-out will begin, and the same referees will be used
 - The respective coaches of the teams will be requested to nominate three (3) 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.
 - The three (3) 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
 - No players excluded for the game are eligible to be listed amongst those players to shoot or substitute as goalkeeper
 - If the goalkeeper is excluded during the penalty shoot-out, a player from the nominated three (3) 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 three (3) players participating in the penalty shoot-out and a substituted player is placed in the last position on the list
 - 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.
 - The team to shoot first will be determined by toss of a coin
 - Should teams still be tied following the completion of the initial three (3) penalty

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shots, the same three (3) players shall then take alternate shots until one team misses and the other scores

- **Field of Play and Match Ball Sizes:**

- The Field of Play will be 25m x 20m
- The Match Ball Sizes that will be used during the 2025 IPT, subject to any other ruling(s) by **SWPSA**, are as follows:

SECTIONS	MATCH BALL SIZE
Under 19 Boys	Official, Size 5
Under 19 Girls	Official, Size 4
Under 16 Boys	Official, Size 5
Under 16 Girls	Official, Size 4
Under 15 Boys	Official, Size 5
Under 15 Girls	Official, Size 4
Under 14 Boys	Official, Size 5
Under 14 Girls	Official, Size 4
Under 13 Boys	Official, Size 4
Under 13 Girls	Official, Size 3

- **Match Playing Times:**

- IPT Match Playing Times will 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

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- 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
- **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 **3** (three) 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 U15, U16 and U19 age groups and the minimum of six Black Players for the U13 and U14 age groups 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 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

2025 LOC Executive Committee:

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that section modified accordingly

- 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.
- **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.**

- **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
- 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.
- Detail of the Selection Criteria for the SWPSA U19 Boys and Girls teams can be found on the SWPSA website – (www.swpsa.co.za)
- SWPSA Colours will be awarded **by SWPSA** at the end of the Tournament to players selected as the 2025 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
 - Utility Player of the Tournament
 - Player of the Tournament
- Additional Special Awards may also be made **by SWPSA**

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ADDENDUM B – Referees

○ SWPSA Appointed Neutral Referees

- SWPSA will appoint referees who will be treated as fully neutral and shall officiate at any level
- SWPSA shall be responsible for the cost of the Neutral Referees' travel
- The tournament host shall be responsible for the Neutral Referees' accommodation, meals and logistics
- The tournament host shall be responsible for the cost of the SWPSA registration fees for the Neutral Referees and all Neutral Referees are to be fully registered with SWPSA via TEAMZ
- All Neutral Referees are to complete the SWPSA Safeguarding awareness training
- All Neutral Referees to wear navy blue chino shorts with their tournament shirts with closed shoes and socks
- All Neutral Referees will receive a match fee of R300 per match, paid no later than 7 days after the conclusion of IPT 2025 by the LOC
- All Neutral Referees will receive a stipend in their bank accounts for meals prior to the tournament commencing

○ Provincial Referees

- All participating provinces / regions and other invitees are required to nominate Referees to be considered to officiate at the IPT
- All participating provinces / regions and other invitees are required to provide **1 (one)** Provincial 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.**
- Provincial Referees should not be involved with any team(s) participating at the IPT, in any capacity whatsoever
- Travel, accommodation and meal costs will be for the sole account of each

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province / region and/or other invitees

- All Provincial Referees will receive a match fee of R300 per match, paid no later than 7 days after the conclusion of IPT 2025 by the LOC
- Provincial referees will be appointed to officiate at the various venues but will not officiate games from their respective province
- **All referee appointments shall be done by Lee-Ann Stewart (SWPSA Referee Manager), Michelle Venables (IPT Referee Coordinator) and Lucky Letshabo (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 Provincial Referees are to be registered with SWPSA through their respective Provinces / Regions via TEAMZ
- All Provincial Referees are to complete the SWPSA Safeguarding awareness training
- All Provincial Referees must wear:
 - Navy chino shorts with the Tournament shirt; and
 - Closed shoes and socks
- All information pertaining to Provincial Referees must be submitted by participating provinces / regions and other invitees by no later than Wednesday, 29 October 2025

○ **Referee Co-Ordinators**

- The referee co-ordinators at the respective venues are as follows:
 - Lucky Letshabo – St David's Marist, Inanda
 - Lee-Anne Stewart – St Stithians College
 - Gregg Higgs – Kingsmead College
 - Dion Willis – St John's College
 - Ron Sileno – King Edward VII School
 - Michelle Venables – Wahoo Aquatic Centre, Sunninghill
 - Ian van Zyl – Roedean School (SA)
 - Ian Melliar – Crawford International – Lonehill

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ADDENDUM C – Disciplinary Matters

- The LOC Disciplinary Officers are:
 - Aneesa Adam
 - Kevin Adriaan
 - Lee-Ann Stewart
 - Michelle Venables
 - Ronny Kuipers
 - Steve Tudhope (Tournament Director)
- **NB*** All Disciplinary Hearings will take place at the **Fourviere Pool, Sports Office, St David's Marist, Inanda, Sandton**
- 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
 - 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

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- 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** (Steve Tudhope) email: steve@itshappening.africa 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 thousand five hundred rand)**

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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.
- 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

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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.

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.

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ADDENDUM D – Behaviour

○ 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.

○ 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 Johannesburg.** 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, in writing, 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.

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- To ensure that all stakeholders are both informed and equipped to deal with safeguarding at the IPT, **it is mandatory for all Coaches, Managers and Officials (including Referees) attending the IPT to complete the online SWPSA Safeguarding Training course.** This ensures 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, 6 December 2025 at 13h15 (1:15pm) to 14h00 (2:00pm) in Classroom 121, St David's Marist, Inanda, Sandton.** This meeting will provide further clarity and briefing on the structure and processes that will be in place at the IPT relating to Safeguarding.
- **Alcohol and Substance Abuse**
 - **No alcohol will be allowed to be consumed around the pools**
 - **Alcohol may only be served in dedicated demarcated areas, which will be situated away from the pools. In addition, no alcohol will be served to anyone under the age of 18.**
 - 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
- **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.**

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- All Provincial / Regional Chairs to attest that their Coaches, Assistant Coaches and Managers have accepted the Codes of Conduct when registering via TEAMZ.

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ADDENDUM E – Training and Compliance

○ **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:
 - 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)
 - SWPSA Safeguarding Awareness Training (also mentioned in the Safeguarding section of “Addendum D – Behaviour” above
 - Level 1 First Aid Course – **Only applicable to Coaches**
- Mandatory training is valid for a period of two years, except for the Level 1 First Aid certificate, which is valid for a period of 3 years
- All **valid and applicable certificates** to be uploaded to the SWPSA Google drive by no later than **Monday, 24 November 2025** into the appropriate Province / Region folder.

○ **Police Clearance Certificates**

- All Coaches and Managers (including assistants) are to provide a valid Police Clearance certificate by no later than **Monday, 24 November 2025**
- These certificates are to be uploaded to the SWPSA Google Drive into the Province / Region appropriate folder.

○ **Player Personal Information Consent Form**

- **All Players will be required to submit a signed Player Personal Information Consent Form to be eligible for participation.** Attestation by participating provinces / regions is to be provided to SWPSA. 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.

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ADDENDUM F – General

○ TEAMZ

- The official Management System for SWPSA and the IPT is TEAMZ. Should you not have your own TEAMZ environment, SWPSA will provide you with access to the SWPSA portal and will charge you accordingly.
- All Player, Coach and Manager information must be submitted on TEAMZ by close of business on **Monday, 10 November 2025**
- All Players, Coaches, Managers, and Officials are to be registered with SWPSA through their respective Provinces / Regions

○ Photographs

- **Team Photographs** will be taken at St Davids Marist, Inanda, Sandton on **Saturday, 6 December 2025**
 - 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. Arrangements and payments for Action Photographs are to be made directly with the Official Tournament Photographer, whose contact details are:
 - Fanus Schoeman
 - Team Photo SA
 - Email: fanus@teamphotosa.co.za
 - Cellular: 071 165 8891
- Photographs will be taken at the medal ceremonies and Closing Ceremony

○ Video Footage

- IPT Video Footage will be provided by SuperSport Schools (SSS) at all venues
- Footage will be both live and video on demand

○ Results Coverage

- IPT Results Coverage to be communicated through the **SWPSA App by ItsHappening** and various Social Media Web-Links

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○ **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

○ **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

○ **Participants’ Briefing Meeting**

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

○ **Referees’ Briefing Meeting**

- A **Compulsory IPT Refereeing Briefing Meeting** will take place on **Saturday, 6 December 2025** at **The Brother Urban Auditorium, St David’s Marist, Inanda, Sandton** from 13h15 to 14h00

○ **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 their official Tournament supplied attire and closed shoes and socks

○ **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

○ **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**

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○ **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

○ **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**

○ **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

○ **Local Organising Committee (LOC)**

- Executive Committee:
 - Cathy MacLeod (Convenor)
 - Steve Tudhope (Tournament Director)
 - Lucky Letshabo (Technical Director)
 - Aneesa Adam (Governance & Compliance)
 - Blaise Carlin (Logistics Director)
 - Bronwyn Haworth (Secretary & Administration)
 - Bruce McCamlie (Project Director)
 - Emma Davidson (Events)
 - Lee-Ann Stewart (Referee Manager)
 - Michelle Venables (Referee Coordinator)
 - Minette Smit (JOC Coordinator)
 - Richard Irvine (Sponsorship & Advertising)
 - Roger Hutton (Treasurer)

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○ **LOC Sub-Sections**

- **Convenor**
 - Cathy MacLeod
- **Project Director**
 - Bruce McCamlie
- **Tournament Director**
 - Steve Tudhope
- **Finance**
 - Roger Hutton
- **Fixtures**
 - SWPSA Delegate
- **Technical Director**
 - Lucky Letshabo
- **Referees**
 - Lee-Ann Stewart
 - Michelle Venables
- **Logistics**
 - Blaise Carlin
- **Governance and Compliance**
 - Aneesa Adam
- **JOC Coordinator**
 - Minette Smit
- **General Administration**
 - Bronwyn Haworth
- **Match Tabling**
 - Pumeza Mamaregane
 - Tana Hall
- **Events Coordinator**
 - Emma Davidson

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- **SWPSA App and Social Media**
 - It's Happening
- **Discipline**
 - Aneesa Adam
 - Kevin Adriaan
 - Lee-Ann Stewart
 - Michelle Venables
 - Ronny Kuipers
 - Steve Tudhope (Tournament Director)
- **Team / Player Registration /Opening and Closing Ceremony**
 - Emma Davidson
 - Pumeza Mamaregane
 - Tana Hall
 - Jody Joseph
- **Photography**
 - Team Photo SA

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ADDENDUM G – Match Venue Details

- **St David's Marist, Inanda** (2 pools – Jubilee and Fourviere Pools – outdoor venues)
 - Venue Contact
 - Dean Whyte (U13 & U19 Boys) – 071 123 2444 and WhyteD@stdavids.co.za
 - Venue Address
 - 36 Rivonia Road, Sandown, Sandton, 2146
 - <https://www.stdavids.co.za/>
- **St Stithians College** (2 pools – Olympic and Polo Pools – outdoor venues)
 - Venue Contact
 - Jason Sileno (U13 & U19 Girls) – 072 881 1236 and jsileno@stithian.com
 - Venue Address
 - 40 Peter Place, Lyme Park, Sandton, 2060
 - <https://www.stithian.com/>
- **Crawford International – Lonehill** (outdoor venue)
 - Venue Contact
 - Anda Nqe – 060 972 3141 and andangqe@gmail.com
 - Venue Address
 - 17 Lonehill Boulevard, Lone Hill, Sandton, 2062
 - <https://www.crawfordinternational.co.za/lonehill>
- **King Edward VII School** (indoor venue)
 - Venue Contact
 - Andrew Ridley – 072 597 8117 and aridley@kes.co.za
 - Venue Address
 - 44 St Patrick Road, Houghton, Johannesburg, 2198
 - <https://www.kes.co.za/>

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- **Kingsmead College** (outdoor venue)
 - Venue Contact
 - Bianca Meyer – 082 716 7547 and bmeyer@kingsmead.co.za
 - Venue Address
 - 132 Oxford Road (Entrance in Tottenham Avenue), Melrose, Johannesburg, 2196
 - <https://kingsmead.co.za/>
- **Roedean School (SA)** (outdoor venue)
 - Venue Contact
 - Anita Trninic – 082 226 8009 and Atrninic@roedceanschool.co.za
 - Venue Address
 - Princess of Wales Terrace, Parktown, Johannesburg, 2193
 - <https://www.roedceanschool.co.za/>
- **St John's College** (indoor venue)
 - Venue Contact
 - Runaldo Pedro – 079 452 2495 and pedro@stjohnscollege.co.za
 - Venue Address
 - St David Road, Houghton Estate, Johannesburg, 2198
 - <https://www.stjohnscollege.co.za/>
- **Wahoo Aquatic Centre** (indoor venue)
 - Venue Contact
 - Mike van Hille – 084 313 9856 and mikevanhille@gmail.com
 - Venue Address
 - 516 Maxwell Drive, Sunninghill, Sandton, 2157
 - <https://wahoo.co.za/>

2025 LOC Executive Committee:

C MacLeod (Convenor), S Tudhope (Tournament Director), A Adam (Governance & Compliance), B Carlin (Logistics Director), B Haworth (Secretary & Administration), B McCamlie (Project Director), E Davidson (Events), L Letshabo (Technical Director), L Stewart (Referee Manager), M Venables (Referee Coordinator), M Smit (JOC Coordinator), R Irvine (Sponsorship & Advertising), R Hutton (Treasurer)