



Titans Water Polo Tournament Policy

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Introduction

Purpose

This policy outlines the roles, responsibilities, and procedures for organizing and managing tournaments involving Titans Water Polo teams. It ensures that all tournaments are executed smoothly, safely, and fairly, with clear expectations for volunteers, staff, and participating families.

Scope

This policy applies to all tournament and league (e.g. NCL) activities for Titans athletes who are 18 years old or younger. Adult Titans athletes who enter in adult tournaments or leagues will be responsible for all aspects of their participation and support from the Titans will be on a case-by-case basis subject to special arrangements.

Objectives

- Support athlete development through well-organized competitive opportunities.
 - Promote transparency, fairness, and accountability in tournament planning.
 - Ensure all participating athletes contribute equitably to tournament costs.
 - Minimize financial barriers to participation while maintaining safety and team cohesion.
 - Foster a respectful, inclusive, and disciplined team environment.
 - Keep athletes safe and in good health.
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Core Principles

1. Cost Uniformity

Every athlete who commits to participating in a tournament must pay their share of the total costs. This includes tournament registration fees, transportation costs, accommodation costs for athletes/coaches/chaperones/drivers, coaches *per diems*, and other shared expenses.

2. Cost Minimization

Tournament organizers must actively seek cost-effective solutions for travel, accommodation and food/snacks when applicable. Decisions should prioritize affordability without compromising safety or team cohesion.

3. Age-Based Travel Models

14U Athletes – Family Travel:

- Athletes must travel and stay with their parents or designated guardians.
- Parents are responsible for all travel and accommodation arrangements, and for paying directly for all their children's expenses.
- Parents may coordinate with other families to share supervision, accommodation and/or travel. The Tournament Manager must be informed of all such arrangements prior to the tournament.
- Meals are arranged by parents, though shared meals with teammates are encouraged to build team spirit.
- The Chaperone will assist with athlete supervision until they are handed over to their parents after their game-related activities are done.
- The Tournament Manager may coordinate group bookings to help reduce costs.
- The Team Treasurer will determine each participant's share of the total costs to participate in the tournament and collect those fees from parents.

16U/18U Athletes – Team Travel:

- Athletes must travel and stay together as a team.
- The Chaperone will be responsible for athletes' supervision throughout the full duration of the tournament.
- All shared costs (tournament registration fees, transportation, accommodation, meals/snacks when applicable, coach/chaperone/driver costs, etc.) are divided equally among athletes who have committed to participate in the tournament.
- Parents who choose to accompany their children do so independently and separately from team arrangements. Should an athlete stay in their parent's room and/or travel in their vehicle, the athlete is still expected to pay the same shared tournament costs as their teammates.

4. Unified Travel Approach

When multiple teams attend the same tournament, coordination is essential to avoid fragmented planning that increases costs. If a team wants to operate separately from the other teams, special permission must first be obtained from the Club Treasurer.

5. Volunteer Clarity

Roles such as Team Manager, Team Treasurer, Tournament Manager, Chaperone and Driver are distinct. Each role carries specific responsibilities to ensure smooth operations and athlete safety. One individual may, and often does, perform more than one role.

6. Code of Conduct Enforcement

All tournament participants, including parents, are expected to comply with the *Titans Code of Conduct*. Team Managers, Team Treasurers, Tournament Managers, Coaches, Chaperones and Drivers have delegated authority to uphold the *Titans Code of Conduct*. In case of a suspected breach of the *Titans Code of Conduct*, the Coach should be consulted, if applicable. If a breach is confirmed, the instructions in the last section of this policy document will be followed.

7. Principled Flexibility

From time to time, situations may arise where this policy does not offer clear guidance or where strict adherence may not serve its intended purpose. In such cases, the Team Manager, Team Treasurer, or Tournament Manager may submit a Policy Deviation Request to the Club Treasurer. The request must outline the situation, the proposed deviation in writing, and the rationale for it. The Club Treasurer will assess whether the deviation aligns with the objectives of this policy and make a decision. Any approved deviation must be documented in the tournament budget for transparency.

Roles and Responsibilities

Team Manager

The Team Manager supports the objectives and plans laid out by the program's head coach by coordinating the operational and logistical aspects of the competitive program assigned to them (e.g. Academy, 16U, 18U) as well as communications with parents. The Team Manager's duties listed below are the subset of duties that pertain specifically to tournament participation. The Team Manager does not have to travel to tournaments but will be given top priority for the roles of Chaperone or Driver.

Duties:

- Host a meeting with all parents at the beginning of the season to explain how tournaments work and present the list of potential tournaments
- Assess the overall level of interest for each tournament.
- Based on the level of interest, under the guidance of the program's head coach, draft a list of the tournaments that will be attended, determine the expected number of teams that will be entered and their composition (e.g. COED, gender-specific, balanced, strong vs developmental team, etc.).
- Select and identify the Tournament Manager for each tournament and explain their role to them.
- Assist the Tournament Manager in the performance of their duties.
- Assist the Team Treasurer with the drafting of tournament budgets.

Team Treasurer

Responsible for all financial aspects of tournament participation. The Team Treasurer does not have to travel to tournaments.

Duties:

- Consolidate entry fees, travel, accommodation, meal and entertainment plans as applicable.
- Identify opportunities for more cost-effective arrangements.
- Work with Team Manager and Tournament Manager to draft a tournament budget that fully complies with this policy's Financial Guidelines and clearly details:
 - all staff/volunteers involved,
 - all athletes who committed to participating,
 - all costs involved,
 - the per-athlete fee, and
 - all approved deviations from the Tournament Policy.
- Ensure all tournament-related expenses are paid in a timely manner.
- Collect and retain all applicable receipts that cover tournament-related expenses.
- Make a copy of the approved budget available to all the participants prior to collecting the per-athlete fees.
- Collect all the per-athlete fees prior to the tournament.
- Repay any amount paid by the Titans on behalf of the Team within 15 days after the tournament.
- Provide a Post-Event Summary including an updated budget with actual costs and revenue to the Club Treasurer. This report should also identify:
 - any athletes with outstanding fees along with their outstanding amount, and
 - any expenses incurred that were not included in the approved budget along with a short justification.
- Make a modified copy of the Post-Event Summary available to all participants (removing all sensitive personal information, such as, but not limited to, the identity of the athletes with outstanding fees).

Tournament Manager

Coordinates tournament logistics and communicates with families. The Tournament Manager does not have to travel to the tournament but will be given top priority for the roles of Chaperone or Driver.

Duties:

- Specify the Commitment Date for the tournament (should be no later than 2 weeks prior to a tournament and must take into account the tournament registration deadline) and provide a very rough estimate of the estimated per-athlete fee.

- Communicate to families who will be part of the tournament staff (coaches, chaperones, drivers)
- Confirm athlete participation.
- Request the Club Registrar to register the appropriate number of teams (ideally with the team rosters) prior to the tournament registration deadline.
- Organize/coordinate travel and lodging.
- Select Chaperones and Drivers (Strive to distribute these volunteer roles among parents - Priority will be given to Drivers who can accommodate a larger number of passengers and/or who are also willing to be a Chaperone)
- Based on the tournament schedule, plan team activities to avoid unreasonably long periods of downtime.
- Share tournament details with families (schedules, packing lists, expectations).
- Implement the *Titans Code of Conduct*.
- Collaborate with the Team Treasurer to ensure that cost-sharing and affordability principles are respected.

Chaperone

Chaperones are responsible for athlete supervision and team logistics during travel and competition. Coaches may not act as Chaperones. In accordance with Water Polo Canada policy:

- there must be at least one Chaperone per team and each Chaperone must:
 - be at least 25 years old,
 - be registered as a Volunteer in RAMP and
 - have a valid Vulnerable Sector Screening report on file with the Titans,
- between the Chaperone and the Coach, at least one individual must be of the same gender as the members of the team they are responsible for (16U/18U only), and
- they must not consume alcohol or cannabis while on duty. In adult social situations, Chaperones are expected to manage alcohol consumption responsibly and maintain professional conduct.

Duties:

- Support the Coach in supervising athletes during water polo-related activities, under the Coach's guidance.
- Supervise athletes during meals, hotel stays and downtime (16U/18U only).
- Responsible for the safety of the athletes.
- Responsible for the adherence to the *Titans Code of Conduct* and reporting issues.
- Decide on an appropriate curfew time with the assistance of the Coach (16U/18U only).
- Assist with meals, hydration, and morale.
- Maintain emergency contact info and respond to incidents.
- Ensure that sick or injured athletes are properly looked after.

Driver (16U/18U Only)

Transports athletes, coaches and/or Chaperones between destinations. Because they could be called upon at any time to look after a sick or injured athlete, drivers must remain fit to drive, meaning within legal alcohol limits and free from the influence of drugs, while tournament games are underway. During evening downtime, at least one Driver must be selected as the designated Driver and remain fit to drive.

Duties:

- Responsible for providing driving services to/from the tournament venue
 - Responsible for providing driving services in between games
 - Responsible for providing driver services in case of medical emergencies
 - Assist the Chaperone(s) and Coach(es) in ensuring adherence to the *Titans Code of Conduct*.
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Financial Guidelines

- **Cost Sharing:**
 - All athletes must pay their equal share (per-athlete fee) of the overall tournament costs.
- **Refunds and Withdrawals:**
 - Athletes who withdraw from a tournament after the stated Commitment Date will continue to be responsible for their per-athlete fee.
 - This rule does not apply to athletes who withdraw from a tournament for compassionate or an incapacitating medical* reasons.
 - * Incapacitating medical reasons are medical conditions that would prevent an athlete from participating in any part of the tournament. A doctor's note may be required if the medical condition is not clearly obvious to non-medical personnel.

Note: athletes who are clearly sick and likely suffering from a contagious illness may want to take a chance and participate in a tournament, regardless of their health. Unfortunately, the chaperones and coaches do not have the time or resources to deal with such special needs. Therefore, such athletes will NOT be allowed to participate in a tournament and they will NOT have to pay their share of the tournament costs.

- If an athlete who withdraws from a tournament due to valid medical reasons nevertheless decides to travel with the team to support the team at the tournament (without playing themselves), this athlete remains responsible to pay for their per-athlete fee.
 - The Team Treasurer and Tournament Manager will make reasonable efforts to reduce the total tournament costs to reflect withdrawals.
- **Multiple Teams at a Tournament:**
 - When more than one Titans team participate in the same tournament, all travel and accommodation arrangements should be made as a club unless it is impractical to do so (e.g. vastly different game schedule).
 - If an athlete plays in two different divisions at the same tournament, this athlete will only be expected to pay for one set of per-athlete fees (the most expensive division) and their equal share of the tournament entry fee for second division they will play in.
- **Travel Expenses (16U/18U only):**
 - **Private Vehicles:** In order to qualify for compensation, a private vehicle should transport at least 4 tournament participants (athletes, Coaches, Chaperones, Driver). The only exception to this rule is for cases where an additional private vehicle is required and there are less than 3 tournament participants still requiring transportation.
 - **Rental Vehicles:** When a rental vehicle is required, comprehensive (no deductible) insurance must be procured.
 - **Mileage:** Drivers and Coaches will be compensated for their mileage at the rate calculated in the tournament cost spreadsheet. Coaches, at their sole discretion, may opt to drive other tournament participants. No gas receipts are required.
 - **Parking/toll/public transportation:** All such expenses will be reimbursed provided they are justifiable. The Team Treasurer must make best efforts to include these costs in the draft budget.
 - **Air Travel:** When participation in a tournament involves airfares, cancellation insurance, if available, must be procured for every ticket. When athletes wish to use loyalty points in order to reduce their travel cost, if a different flight from the one booked by their teammates must be used, it will be the responsibility of these athletes to make their way to a designated rendezvous point with their teammates once at the destination. Parents must accept that until these athletes have rejoined their teammates, they will be without adult supervision and the Titans will not be responsible for their safety.

- **Accommodations:**
 - **Accommodation Costs for Athletes (16U/18U only):** Under normal circumstances, one hotel room (two double beds) will be shared by four athletes (five if there is also a sofa-bed). All athletes will be expected to share accommodations with the rest of their teammates for out-of-town tournaments. There will be no reduction in their per-athlete fee if an athlete decides to stay with relatives or friends instead of sharing accommodation with their teammates.
 - **Accommodation Costs for Coaches, Chaperones and Drivers:** Every Coach, Chaperone and Driver is entitled to half of a hotel room. Coaches are not expected to share a room with a Chaperone or Driver. A Coach, Chaperone or Driver who ends up alone in a hotel room not by choice will have the full cost of their hotel room covered. When this situation occurs, priority for the half-occupied room should go to the Coach. A Coach, Chaperone or Driver may share a room with their partner but this practice cannot lead to a higher cost to the athletes. If, to accommodate a Coach, Chaperone or Driver traveling with a partner, an additional room must be rented, the athletes participating in the tournament will not cover the cost for the additional room, i.e. the partner(s) will have to bear the cost of the entire additional room.
- **Meal Expenses:**
 - **Pre-arranged Meals/Snacks:** If it is decided to arrange meals/snacks, the cost of these meals/snacks may be incorporated in the tournament costs as long as all the athletes participating in the tournament will have access to those meals/snacks. Pay attention to food allergies when making such plans.
 - **Coach per Diem:** Coaches will be compensated for their meal expenses using a fixed *per diem* of \$15.00 per breakfast, \$20 per lunch and \$45 per dinner when participating in an out-of-town tournament. The breakfast *per diem* may be skipped if the hotel rental comes with a free breakfast and the tournament schedule makes it practical to take advantage of this breakfast.
 - **Local Tournaments:** For local tournaments (Ottawa or Gatineau), coaches will receive a flat \$120 in total compensation (covers meals, incidentals and travel).
- **Entertainment Expenses:**
 - If it is decided to arrange activities, the cost of these activities may be incorporated in the tournament costs as long as all the athletes participating in the tournament will be able to participate in these activities, or athletes may be expected to pay for their participation out of their own pocket.
- **Contingency Fee:**
 - All tournament budgets must include a 5% surcharge on the per-athlete fee (contingency fee). This contingency fee will be retained in a cumulative

contingency fund by the Team Treasurer. This contingency fund will be used to pay the per-athlete fee for athletes who withdraw from a tournament for one of the approved exceptions, or to pay for reasonable unplanned expenses (as defined below). The Team Treasurer must monitor the contingency fund to ensure it does not exceed \$300 by the end of the season. Examples of ways to reduce the size of the contingency fund include, but are not limited to, (1) using contingency funds to pay for part of a tournament's cost to reduce the per-athlete fee, or (2) organizing a special activity/treat paid for in whole or in part from the contingency fund. There will be a separate contingency fund for each age category (14U, 16U, 18U). Any shortfall in the contingency fund at the end of the season will be absorbed by the club.

- **Unplanned Expenses:**

- It is impossible for the Team Treasurer to anticipate all the expenses. Reasonable additional expenses may be incurred without special approval provided they are aligned with the objectives and core principles of this policy.
- Discretionary expenses such as unplanned “special treats” or “entertainment” can be added provided at least two of the following individuals support the initiative: Coach, Tournament Manager, Team Manager, Team Treasurer or Chaperone. Any expense undertaken without such support might not be reimbursed.

- **Receipts:**

- All receipts must be handed in to the Tournament Manager or Team Treasurer within 7 days after the end of the tournament. No need for gas receipts. Coaches also do not need to submit a meal receipt to receive their meal *per diem*.
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Dealing with Breaches of the Code of Conduct

All incidents must be reported to the Team Manager (if present), Tournament Manager (if present) or a Chaperone, in order of preference (the “Club Delegate”), who is responsible for the following:

- The selected Club Delegate has the authority to impose sanctions to athletes who are in breach of the code of conduct
 - For “ordinary” breaches, sanctions may include reprimands, time outs, special curfews or remedial actions (e.g. cleaning up a mess, apologies, etc.)
 - For blatant disrespect of authority, including that of the Chaperones, benching an athlete for part or all of a game may be imposed based on the severity of the disrespect (after consultation with the Team coach)
 - For “serious” breaches of the code of conduct (e.g. alcohol/substance abuse, blatant curfew violation, act of violence outside of a game situation, serious act of violence in the water during a game [note that not all brutality ejections would qualify – needs to be discussed between all the Chaperones and coaches], criminal

act, severe disrespect of authority, etc.), suspension of the athlete from any further participation in the tournament until otherwise directed by a member of the Board of Directors. In all such cases, Chaperones must immediately contact a member of the Board of Directors to report the incident and seek further direction.

- The selected Club Delegate has the authority to notify tournament staff and parents of their breach or possible breach of the code of conduct.
- Upon return from a tournament, the selected Club Delegate may, at their discretion, submit a report detailing observations and concerns they may have about a particular tournament to the Board of Directors.
- A report to the Board of Directors is mandatory in cases where a “serious” breach or a disrespect of authority by an athlete occurred. A report is also mandatory in cases where a breach or a possible breach of the code of conduct by tournament staff or parent occurred.