

**CANADIAN UNDERWATER HOCKEY NATIONAL TEAMS'  
GUIDELINE FOR NATIONAL TEAM SELECTION COMMITTEE NOMINATION  
AND SELECTION OF NATIONAL TEAM, TEAM COACH AND TEAM MANAGER**

The purpose of this protocol is to provide a method of choosing a selection committee for each team that will represent Canada at the World Championship. The selection committee has the task of informing, within the mentioned deadlines, all Canadian athletes regarding the selection process for the national team. This committee has also the mandate to form the best possible team. This has to be done fairly and with neutrality.

This document makes sure the process is transparent and it also sets deadlines (see Appendix A for table of deadlines). All dates in this document are minimum requirements. Decisions may be made in advance of the stated deadlines but should not be made later than the time specified, unless there are exceptional circumstances. If exceptional circumstances exist, CUGA will provide advice after examining the circumstances.

All the participants in this process (including players, selectors and coaches) must be CUGA members. All communication about the selection process will be done using the Canadian underwater hockey mailing list (uwscanada@yahoo.com).

**1. National team selection committee nomination**

- 1.1. The Selection Committee will be comprised of 3 to 4 qualified individuals: two selectors and one or two coaches. In the event that no coach is chosen, the Committee will be comprised of 3 selectors. One Selection Committee will be chosen for each team.
- 1.2. **Eighteen months** before a World Championship, the selection of the Chef(s) de Mission, team managers, selectors and the coach(es) will begin. An announcement will be made by CUGA to ask for candidates for the positions of selectors and coaches. Anyone interested in being a Chef de Mission, team manager, selector or coach will submit their name and contact information along with a summary of their qualifications to CUGA within 1 month of the CUGA announcement. People can also nominate others as candidates. Responsibilities of the Chef de Mission, team managers, selectors and coaches are outlined in Appendices B-D.
- 1.3. **Eighteen months** before the World Championship, CUGA will ask the captain or vice-captain of the former team if they wish to choose the selectors and coaches. If the former team is not interested in participating in the voting process or does not respond, then the CUGA executive will choose the team manager, selectors and coach(es) for the next national team.
- 1.4. **Three weeks** after the announcement for submission of candidates for selectors, coaches and managers, CUGA will publish a list of the current candidates for each of the positions (as well as potential candidates who declined a nomination) and make a final call for nominations for these positions.

1.5. **Seventeen months** before a World Championship, voting on the team managers, selectors and coach for the next national team will begin. The start of this process will be announced on the Canadian underwater hockey mailing list. The following selection process will be followed:

- 1) The players from the previous national team (i.e. the team from the previous World Championship) will vote for the team manager, selectors and coach(es) for the next national team.
  - i. The team can only vote for the selection committee of its own category (e.g men's team members can only vote for men's team selectors, etc.).
  - ii. CUGA, or a person nominated by CUGA, will handle the voting process.
  - iii. The results will be obtained at majority (50% + 1) of the team members who vote.
  - iv. The vote will be held from the start of the **seventeenth** until the end of the third week of the **seventeenth month (i.e. 3 week voting period)**.
  - v. If the team vote does not result in a majority (i.e. 50% + 1 of team members who voted have voted for each candidate) at the end of the voting period, the CUGA executive will review the votes received and make the final decision.
- 1.5.1. If there was no team from the most recent prior World Championships in a particular division, the CUGA executive will choose the team manager, selectors and coach(es) for the next national team..
- 1.5.2. The word « Team » includes all the players that have played at the prior World Championship (the official team members). This does not include the alternates, unless they end up playing as part of the team at the World Championship.
- 1.5.3. The announcement of the team manager, selectors and coach(es) must be done no later than **sixteen months** before the World Championship.
- 1.5.4. It is recommended that non-player selectors and coaches receive some financial support from the team they are selecting or coaching; however, the decision is left up to the individual teams on whether (and how much) financial support will be provided.

## 2. Choosing the Team

**Fifteen months** before a World Championship, the selectors will submit a list of the mandatory tournaments and clinics to CUGA. A minimum of 2 selection clinics must be done, one in the West (Alberta/BC) and one in the East (Ontario/Quebec). A list of suggested criteria for selecting players is provided in Appendix E.

Decisions may be made in advance of the stated deadlines, but the schedule of mandatory tournaments and clinics must be known to all potential team candidates at least **fifteen months** before the World Championship (by posting on the Canadian Underwater Hockey Mailing List).

2.1. **Five months** before the World Championship, the Selection Committee will give a list of the players and alternates still considered for the team. All the selected players must follow CUGA policy for the team accounts (which includes having \$1500 deposited to the CUGA team account at this time), and must order and pay for team apparel (track suit, swimsuit, caps, etc.). Note that CUGA strongly recommends that the final team be chosen by this date. If CUGA does not receive the player list from a particular team at this time, a team will not be registered for the World Championships in that division.

2.2. **Three months** before a World Championship, the final teams must be chosen. All the players, including the alternates, must follow CUGA policy for the team accounts.

2.2.1. Twelve players will be chosen as official members of the team.

2.2.2. Alternates may also be selected, but must be informed at that time of their status as alternates. A team may have as many alternates as they want.

2.2.3. Players selected as alternates should be notified of their status before airfare is purchased. Alternates must be aware that they may not play at all and will be required to purchase team apparel.

2.2.4. Alternates must be invited to all team events (includes training and competition).

2.2.5. In the event that a player is unable to remain on the Canadian Team, the coach(es) or the player will inform the selection committee. In this situation, the selection committee may designate a replacement for that player from one of the alternates (if available), may choose a substitute from a player who tried for that team or may open up the selection process again. The team may also decide not to replace the departing player. The process followed will be determined based on the needs of the team (e.g. position of departing player, time left prior to worlds etc.). The process followed will be decided by the coach and selectors.

### **3. Coach**

- 3.1. A team can have one or two coaches, or no coach at all. In the event there is no coach, the captain and vice-captain will be considered as coaches. They will have all the powers and obligations described in section 3 of this document.
- 3.2. The coach(es) has full power to decide who will play during the World Championship.
- 3.3. At any time, a player can be cut from the team if he/she doesn't comply with the preparation requirements of the team. In this situation, the coach(es) will send a report to CUGA. If the athlete does not agree with the coach's decision, he/she can appeal to CUGA, as mentioned in Section 5 of this document.
- 3.4. In order to help prepare the National teams in subsequent years, the coach will submit a report to CUGA. It is to be submitted **within two months** after Worlds. It will include a summary of what has been done, how the team trained, what the clinics were, as well as a summary of the performances at World Championship, and a conclusion on the efficiency of the training and an assessment by the coach of whether their goals were met. The coach must also send any other report if CUGA requests it.(see Appendix F for a template of the coach report).

### **4. Other Requirements**

- 4.1. It is strongly recommended that selectors and coaches not be candidates for the team.
- 4.2. All announcements will be made via the Canadian Underwater Hockey Mailing List and the CUGA website.

### **5. Appeals**

Should any CUGA member or any provincial organization disagree with the decisions made during the selection process or the process of the selection itself, they must file an appeal with CUGA no later than 7 days after the situation has occurred. The CUGA directors will meet within 7 days of the appeal being lodged. They will render a judgment within 10 days after the appeal and inform all parties involved at once. Their decision will be final.

*In case of a non-agreement between the French and English version of this document, the English version will prevail.*

*Document originally approved: October 2004*

*1<sup>st</sup> revision: May 2007*

*2nd revision : April 2009 (updated to include adjustment in account policy)*

APPENDIX A: SELECTOR SELECTION AND TEAM SELECTION TIMELINE

DATE OF WORLD CHAMPIONSHIPS: \_\_\_\_\_

<b>ACTIVITY</b>	<b>MINIMUM TIME IN RELATION TO WORLD CHAMPIONSHIPS</b>	<b>ACTUAL DATE</b>
Announcement by CUGA requesting candidates for positions of Chef de mission, selectors, coaches and team managers	18 months BEFORE	
Request to teams from prior Worlds as to whether they want to participate in voting for positions of selectors, coaches and team managers	18 months BEFORE	
Announcement by CUGA of nominees for the above positions and final call for candidates	17 months plus 1 week BEFORE	
Announcement by CUGA that voting process by the teams has started	17 months BEFORE	
Voting on selectors, coaches and team manager (by teams or by CUGA)	17 months BEFORE	
End of voting period for selectors, coaches and team manager	16 months plus 1 week BEFORE	
Announcement of selectors, coaches and team managers by CUGA	16 months BEFORE	
Announcement of mandatory events for team candidates	15 months BEFORE	
List of players and alternates given to CUGA	5 months BEFORE	
All selected players (including alternates) deposit \$1500 into CUGA team account	5 months BEFORE	
Final team chosen and list submitted to CUGA	3 months BEFORE	
All players (including alternates) have deposited \$100 more than the estimated team costs for Worlds into the CUGA team account	1 month BEFORE	
<b>WORLDS</b>	<b>WORLDS</b>	
Coach submits post-Worlds report to CUGA	2 months AFTER	
Chef de Mission submits post-Worlds report to CUGA	2 months AFTER	

## APPENDIX B: ROLES/RESPONSIBILITIES OF THE CHEF DE MISSION

The Chef de Mission is responsible for coordinating all common elements for the teams attending the World Championships. The Chef de Mission shall act as a liaison between team managers, CUGA, and World tournament organizers.

- communicating with team managers to ensure the team knows what it needs to compete
- registering the teams for Worlds
- ensuring suitable accommodation has been acquired
- obtaining sports licenses for Worlds participants
- ensuring necessary team equipment is ordered (swimsuits, water polo hats, track suits)
- creating a document including important information about the World Championship process (e.g. location of accommodation, location of pool, etc.)
- answering questions about the World Championship process
- arbitrating sensitive issues related to the World Championships
- ensuring bills for equipment and accommodation are paid in a timely manner
- submitting a post-Worlds Chef de Mission report 2 months following the World Championships

## APPENDIX C: ROLES/RESPONSIBILITIES OF THE TEAM MANAGER

### General responsibilities

- handle the team's money (see CUGA Policy for Team Accounts) and submit money to the CUGA treasurer
- collect team paperwork as required by the Chef de Mission (e.g. pictures, team profiles, athlete's information, drug testing forms, sizes of team apparel etc.)
- any other task that delegated to them by the team (such as hotel accommodation, transportation, equipment...) or by the "Chef de Mission".
- disseminate information from Chef de Mission/CUGA liason to the team (e.g. accommodation, World Championship information)
- gathering/distributing team equipment (e.g. water polo caps, swimsuits, track suits, etc.)

### U19 team specific responsibilities

- responsible for communicating with parents as well as players about:
  - o financial commitments
  - o team activities
- coordinating travel for players and support staff and keeping a record of travel plans for each player
- ensure all support staff have signed a contract that outlines their roles and responsibilities at the World championships (e.g. chaparones)

### Selection Process

- maintain filing system for information and correspondence about individuals and team.
- liaise with CUGA President, Chef de Mission and team managers of other teams if necessary
- inform candidates of policies published by CUGA and the team leadership
- distribute notices about selection clinics to potential candidates
- collect monies as required by World Championships Organizing Committee (WCOC) or team
- prepare and distribute minutes of team meetings

### Team Development Prior to World Championships

- regular communication with players
- arrange joint development events with other Canadian teams or clubs if desired by team
- arrange practice sessions at tournaments attended by the team.
- pursue other opportunities for training as agreed to by team leadership (e.g. international clinics)
- collect players' votes for choices of team gear designs if required
- acquire team pucks and bring them to clinics and practice sessions.

### World Championships

- acquire team box for use at the poolside.
- acquire first aid supplies for immediate use at a game and after a game (e.g. gauze, gloves, ice packs, band-aids, steri-strips, liquid bandage)
- look after team box with spare team gear, water bottles and first aid supplies during a game.
- acquire markers for marking cap number on players' shoulders.
- organize checks of stick colours and glove colours.
- provide black and white spray paint for repainting sticks throughout the championships.
- organize attendance of the team at the opening ceremonies.
- attend team managers meeting at Worlds.
- liaise with other Canadian teams or other countries' teams to arrange practice games.
- coordinate team meetings, gatherings and meals as required
- check message box for team several times per day for notices and messages.
- provide team roster of 10 players, captain and vice captain for the each game.
- keep team on time with its schedule for travel to the pool, warm-up stretches, warm-up swim, move to the game pool, warm-down swim and immediate post-game debrief.
- look after any poolside tasks as assigned by the coach.
- pick up video/DVD of game or arrange for pick-up
- coordinate photo session for the team as required
- liaise with other teams for scheduling use of shared facilities at the accommodations if necessary
- coordinate acquiring and distributing tickets for banquet and social events.
- liaise with other teams for combined social events.

### Post World Championships

- coordinate selection of representative from team for CUGA committees as required
- coordinate review of figures of individual accounts by each player and submit review to CUGA Treasurer.
- ensure coaches, players and managers receive refunds or pay monies owed.
- follow-up on other tasks such as distribution of copies video of games to all team members.
- keep in touch with players via email and phone calls until all administrative tasks have been completed.



## APPENDIX D: SUGGESTED QUALITIES/CRITERIA FOR SELECTORS AND COACH(ES)

### Selectors

- experience at a world level underwater hockey championship
- provide representation from different provinces
  - o each selector should come from a different province
  - o if it is not feasible for selectors to come from different provinces, then selectors should come from different clubs
  - o only as a last resort should more than one selector come from the same club
  - o Note however, that the location of a selector should not be more important than his/her competence
- if possible, selectors should not be trying out for the team, however the quality of the selector is more important than whether or not they are trying out for the team
- available to participate in selection events (clinics and tournaments)

### Coach

- experience at a world level underwater hockey championship
- available to participate in mandatory clinics
- available to attend mandatory tournaments
- available during World Championships
- good leadership abilities
- reliable
- strong organizational skills
- previous experience in coaching (club level or in another sport)
- professional in communications with athletes, organizers and other teams
- respectful in dealing with athletes
- fair and considerate in dealing with athletes

## APPENDIX E: SUGGESTED CRITERIA FOR SELECTING AN ATHLETE FOR A NATIONAL TEAM

Underwater hockey is a team sport. It is difficult to base selection strictly on athletic performance and therefore some subjective judgment is required. The selection criteria outlined below are suggestions for use by the National Team Selection Committees to select the National Teams. Individual team selectors and coaches will determine the specific criteria for their respective teams.

- Physical aspects
  - Passes
  - Positioning
  - Presence in the bottom
  - Toughness
  - Play/mobility at mid-water and the surface
  - Efficiency
  - Speed of execution
  - Creativity
- Technical aspects
  - Shots (height, distance, speed...)
  - Speed
  - Curls
  - Puck handling
  - Subbing/timing of subbing
- Physical strength
  - Endurance
  - Muscle strength
  - Ability to maintain position against opposition
- Mental aspects
  - Sportsmanship
  - Control over emotions and reaction under pressure
  - Concentration
  - Leadership/team spirit
  - Punctuality
  - Positive influence on the team
  - Commitment and preparation
- Other aspects
  - Future of the player within the team
  - Development potential of the player
  - Experience
  - Knowledge of rules and hand signals

APPENDIX F: TEMPLATE FOR POST-WORLDS COACH REPORT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

WORLDS TEAM: \_\_\_\_\_

DATE OF FINAL TEAM SELECTION: \_\_\_\_\_

MANDATORY TEAM EVENTS (INCLUDING SELECTION CLINICS, LOCATIONS AND DATES):

TRAINING PROGRAM(S)/HOW TEAM TRAINED:

CONCLUSIONS ON THE EFFECTIVENESS OF THE PREPARATION:

ADDITIONAL COMMENTS/SUGGESTIONS THAT WOULD BE USEFUL FOR FUTURE TEAMS: