CUGA 2015 AGM

May 16 (Saturday) – City Centre Aquatic Centre

Coquitlam, British Columbia

1. The meeting was called to order at 6:34 pm
2. Roll call and proxy verification
    a. There were 36 general members plus 5 executive/directors present and 18 members voted by proxy for a total of 59 members.
    b. CUGA membership at the time of the meeting was 270 – 10% quorum achieved.
3. CUGA AGM 2015 agenda – approved
4. CUGA AGM 2014 minutes – approved
5. Old business
    a. Presentations by members of the executive
        - President (Adam Jocksch) – see Appendix A
        - Vice-President (Véronique Séguin) – see Appendix B (the report was read out during the meeting by Secretary, Melanie Johnson in Veronique's absence)
        - Treasurer (Heather Lindholm) – see Appendix C
        - Secretary (Melanie Johnson) – see Appendix D
        - Past President (John Harland) – no report
        - Chief Refere (Darryl Brambilla) – see Appendix E
        - Underwater Rugby Director (Camilo Contreras) – Appendix F (the report was read out during the meeting by Secretary, Melanie Johnson in Camilo's absence)
        - Underwater Hockey Director (Marie-Renee Blanchet) – Appendix G
6. New Business
    a. CMAS Underwater Hockey World Championships 2018 bid
        - Quebec City is submitting a bid to host and it will be submitted in June 2015
    b. General motions – Appendix H (constitution changes to be voted on) and Appendix I (for motions, discussions and results)
    c. National Team Selection Document motion – see Appendix J for the draft National Team Selection document and Appendix K for amendments and voting on the document

d. Nationals 2016 – East location
    - As voted on at the 2014 AGM, Nationals 2016 will be in Quebec City at the PEPS pool (the pool being proposed in the bid for the CMAS World Underwater Hockey Championships for 2018)

7. Election of officers
    a. President
        - Adam Jocksch (current President) re-nominated and accepted
        - John Harland (current Past President) nominated and declined
        - Adam Jocksch acclaimed to the position
    b. Treasurer
        - Heather Lindholm (current Treasurer) re-nominated and accepted
        - Heather Lindholm acclaimed to the position
    c. Underwater Rugby Director
        - Camilo Contreras (current Underwater Rugby Director) re-nominated and accepted
        - Camilo Contreras acclaimed to the position
8. Adjournment
    a. Meeting adjourned at 8:17pm

Appendix A:

President Report – Adam Jocksch

The past year has been an eventful one. We are continuing to work hard to build our national program and to spur the growth of hockey throughout the country.

CMAS World Championships

The 2013 world underwater hockey championships were held at the end of August in Eger, Hungary. Canada was represented by both men's and women elite teams, with the men finishing 14th and the women finishing 8th. I am proud of everyone who trained hard to represent Canada at this tournament and I am confident that this tournament is but the first step in continuing to grow Canada's elite programs at every level.

Upcoming CMAS Championships

Next year will be the 2nd CMAS Junior Underwater Hockey championships for the U19 and U23 age groups, and we are hopeful that we will be able to field a full contingent of teams. I hope that everyone here will do all that they can to support and encourage our juniors as they prepare to represent us at this event.

Regarding elites and masters, we do not yet have concrete information regarding the exact dates or locations for the next Americas Cup or CMAS World Championships. At the present time the next Americas' Cup will be held in Argentina next summer, and the World Championships will be held in South Africa in Spring of 2016. We are working to get confirmation on both of these events from CMAS and we will notify the membership as soon as we have more information.

Appendix B:

Vice-President Report – Véronique Séguin

Canadian Underwater Games Association
2015 Annual General Meeting

Report of the Vice-President

As indicated via the Canadian underwater hockey mailing list, great efforts have been invested by a number of people to translate the Canadian Underwater Games Association (CUGA) web site, as well as other documents available on the site and the message sent to memberships. Although it may not appear as much, it does take more time than most people think to do and we are all volunteers. I would therefore like to especially thank the following people who devoted time in ensuring bilingual communications this year:

- Clarisse Baudot (Vancouver)
- Marie-Renée Blanchet (Quebec City)
- Darryl Brambilla (Vancouver)
- Marcel Courchesne (Toronto)

We hope to get the remainder of the CUGA documents translated and to continue to communicate in both official languages. To that effect, if anyone would like to offer sometime to help with the task, it would be greatly appreciated. We also appreciate if people signal errors so they can be corrected.

Thank you.
Véronique Séguin
Vice-President

Association canadienne des jeux subaquatiques
Assemblée générale annuelle 2015

Rapport de la vice-présidente

Comme mentionné sur le groupe de distribution canadien du hockey subaquatique, des efforts nombreux de plusieurs personnes ont été investis afin de traduire le site Internet de l'Association canadienne des jeux subaquatiques (ACJS), de même que d'autres documents disponibles sur le site et les messages envoyés aux membres. Bien que cette tâche semble simple, elle prend beaucoup plus de

temps que ce qu'une majorité de gens pense et nous sommes tous des bénévoles. Je voudrais donc remercier spécialement les personnes suivantes qui ont dédié de leur temps afin que nous ayons des communications bilingues cette année :

- Clarisse Baudot (Vancouver)
- Marie-Renée Blanchet (Québec)
- Darryl Brambilla (Vancouver)
- Marcel Courchesne (Toronto)

Nous espérons que le reste des documents de l'ACJS puisse être traduit et de continuer à communiquer dans les deux langues officielles. À cet effet, nous sommes à la recherche de quiconque souhaite offrir de son temps pour accomplir cette tâche. Nous souhaitons aussi être avisés s'il y a des erreurs afin de les corriger.

Je vous remercie.
Véronique Séguin
Vice-présidente

Appendix C:

Treasurer's Report – Heather Lindholm

Canadian Underwater Hockey Association
Treasurer's Report 2015

2014 Financial Report:

Included with this document you will find the CUGA 2014 Financial Report that was filed with the Canada Revenue Agency.

Notes regarding items in the report:

1. The amounts reported are for both the Main and Team accounts.
2. Insurance costs were higher because the length of the term was extended.

Bank Account Balances as of December 31, 2014:

- Main Account: $6149.07
- Team Account: $21829.47
- PayPal: $7059.04

2015 Budget:

Also included with this report is the CUGA 2015 Budget, which compares 2014 actual costs with 2015 projected costs.

Notes regarding items in the budget:

1. The medals purchased will last 5 or 6 years depending on the amounts required for each Nationals competition. Those costs are recovered over time through reimbursement from the competitions.
2. The insurance costs are lowered due to a change in insurance provider and coverage.
3. CMAS fees vary somewhat based on currency exchange rates.

Notes and Activities for 2014

- **PayPal:** CUGA began using PayPal for the receipt of dues, donations, and other payments. Fees are charged to CUGA, but are at a lower rate because we are a non-profit organization. Costs still add up and members are encouraged to use email transfers as the preferred option for amounts larger than $100.
- **Supporting National teams that are preparing for Worlds:** CUGA set up processes to help teams manage funds as they prepare for the 2015 Worlds. This has streamlined the collection of deposits and payments. Through the use of Dropbox, CUGA and the team managers have been able to stay aligned as deposits are received and payments are made.

Notes and Activities for 2015

- **Donation and Sponsorship Guidelines:** In order to support the teams who are fundraising, as well as general CUGA donations, a document is under development to provide detail regarding regulations and expectations. The Canada Revenue Agency has strict regulations regarding donations that CUGA must adhere to.

Financial Snapshot as of March 31, 2015

Dues collected: $2880

Insurance Recovered: $1990

Bank Account Balances:

- Main Account: $9,593.93
- Team Account: $42,227.42
- PayPal: $0.00

Association canadienne des jeux subaquatiquesRapport de la trésorière 2015

Rapport financier 2014 :

Dans ce document, vous trouverez le rapport financier 2014 de l'ACJS qui a été soumis à l'Agence du revenu du Canada.

Remarques concernant certains éléments de ce rapport :

3. Les montants rapportés concernent le compte principal ainsi que le compte d'équipes.
4. Les coûts d'assurance ont été plus élevés en raison de la prolongation de la période de validité.

Soldes bancaires en date du 31 décembre 2014 :

- Compte principal : 6 149,07 $
- Compte d'équipes : 21 829,47 $
- PayPal : 7 059,04 $

Budget 2015 :

Ce rapport contient aussi le budget 2015 de l'ACJS, dans lequel est effectuée une comparaison des coûts réels de 2014 avec les coûts projetés de 2015.

Remarques concernant certains éléments de ce budget :

4. Nous avons acheté suffisamment de médailles pour les cinq ou six prochaines années, selon les quantités requises pour chaque Championnat canadien. Ces coûts seront récupérés au fil du temps par les remboursements obtenus lors de ces compétitions.
5. Les coûts d'assurance sont inférieurs en raison du changement de fournisseur d'assurance et de couverture.
6. Les frais pour la CMAS varient quelque peu en fonction du taux de change.

Remarques et activités pour 2014

- **PayPal :** L'ACJS a commencé à utiliser PayPal pour la réception des cotisations, des dons et autres paiements. Les frais sont facturés à l'ACJS, mais à un taux inférieur puisque nous sommes un organisme sans but lucratif. Ces frais finissent tout de même par s'additionner et nous

encourageons les membres à utiliser les transferts par courriel pour les montants supérieurs à 100 $.

- **Soutien aux équipes nationales qui se préparent pour les Championnats du monde :** L'ACJS a mis en place un processus pour aider les équipes à gérer leurs fonds en vue des Championnats du monde 2015. Ceci a permis de simplifier la collecte des dépôts et des paiements. Par l'utilisation de Dropbox, l'ACJS et les gérants d'équipe sont tenus au courant des dépôts reçus et des paiements effectués.

Remarques et activités pour 2015

- **Lignes directrices pour les dons et les commandites :** Afin de soutenir les équipes qui réalisent des collectes de fonds et pour faciliter les dons généraux à l'ACJS, un document est en cours d'élaboration afin de fournir les détails relatifs à la réglementation et aux attentes. L'Agence du revenu du Canada a une réglementation stricte à cet effet et l'ACJS doit s'y conformer.

Aperçu financier en date du 31 mars 2015

Cotisations collectées : 2 880 $

Assurance récupérée : 1 990 $

Soldes bancaires :

- Compte principal : 9 593,93 $
- Compte d'équipes : 42 227,42 $
- PayPal : 0,00 $

2014 Financial Statement

General Revenue	
Membership Dues and Competition Levies	$5,015
Donations	$55
Insurance Recovered	$1,390
Cost Recovery (Medals)	$415
Other Income	$400
Total	**$7,275**

General Expenses	
Insurance	$4,302
Donation Transfer to Teams	$55
CMAS Dues	$558
Bank Fees	$293
Competition Costs (Medals)	$135
Other Expenses	$0
Total	**$5,343**

Team Deposits for Worlds 2015 **- will be disbursed in Fiscal year 2015**	
U19 National Boys Team	$10,280
U19 National Girls Team	$19,886

U23 National Womens Team	$750
Total	**$30,916**
Team Expenses for Worlds	
Mens Elite Team	$116
U19 National Boys Team	$0
U19 National Girls Team	$1,382
U23 National Womens Team	$750
Total	**$2,248**

Assets

Main Bank Account	6,149.07
Team Bank Account	21,829.47
PayPal Account	7,059.04
Total	**35,037.58**

Liabilities

None $0.00

Account Payable

None $0.00

Accounts Receivable

None $0.00

CUGA 2015 Budget/ Budget ACJS 2014

Year/ Année	**2015**	**2014**
	Projected / Projeté	**Actual/ Actuel**
Revenue /Revenus		
Dues / Cotisations	3000	3475
Insurance Recovered / Assurance récupérée	2000	1390
Competition Fees (Nationals) / Frais de compétition (Championnats canadiens)	1000	1540
Medal cost recovery / Coût des médailles récupéré	400	415
Other / Autre		400
Total Revenue / Revenus totaux	**6400**	**7220**
Expenses / Dépenses		
Insurance / Assurance	3300	4302
National Team Development / Développement des équipes nationales	800	
CMAS Dues / Cotisations à la CMAS	499	558
Medals /Médailles	2500	135
Sound System / Système de son	1300	
Bank Fees / Frais bancaires	200	293
Overhead costs / Frais généraux	40	0
Total Expenses / Dépenses totales	**8639**	**5288**

Appendix D:

Secretary Report – Melanie Johnson

- CUGA currently has 270 members
- We have received $2100 from clubs who use CUGA insurance which pays a large part of our insurance costs for the year (clubs using insurance: Quebec City, Vancouver, Victoria, Toronto Rugby, Saskatoon).
- After searching out quotes from 3 different insurance companies (companies affiliated with hockey groups who are already purchasing their own insurance), we are changing our insurance policy to a company that provides $5 million liability insurance at a lower cost than our current $2 million policy ($3300 versus $3850). This company is BFL Canada. The change will occur in June 2015 when our current insurance requires renewal. The deductible is higher ($1000 compared to $500), but we have never had a claim on our current policy.
- We encourage clubs purchasing insurance separately to contact me to determine if it might be more cost-effective to use the CUGA insurance policy. At present the cost to use CUGA insurance is an additional $20 above the usual CUGA membership price and all members of a club using CUGA insurance must be CUGA members. We will be looking at the pricing for use of the CUGA insurance if more clubs use the insurance to bring that cost down. Please contact me to discuss.
- I am looking into what is needed to be able to have a connection to Sport Canada (slow process, my first email was responded to after 5 weeks)
- I am the CMAS contact person for official information and I have been receiving information about different CMAS tournaments (forwarded to the Canadian mailing list) and for the Junior World Championships (forwarded to Junior team managers and/or coaches as required)
- We have a finswimmer from Nanaimo who has joined CUGA and plans on participating in 2 competitions for finswimming this year (CMAS has been advised we have a finswimmer) – a letter was written for this finswimmer to participate
- Letters have been written as requested for sponsorship opportunities or recognition identifying athletes as CUGA members and participants in different events
- I had an email from Social Shopper about whether 'learn to play Underwater hockey' could be included in an offer – clubs can think about this kind of promotional activity if they want and I can provide the contact for Social Shopper if needed

Appendix E:

Chief Referee – Darryl Brambilla

Over the past year I had the opportunity to attend numerous tournaments once again to further promote CUGA and refereeing to all in attendance both in Canada and the USA. I also continue to work with USA Chief Referee John Kulsa to continuously improve our refereeing here in North America.
I had the unique opportunity to provide a Level 1 Referee course via Skype to 14 people located in China to prepare them for their first ever China National Championships! Working with a 15 hour time difference and utilizing a local person to translate the course ended up taking 6 hours to complete. The course went extremely well and everyone was extremely grateful to myself and Canada for providing this opportunity to them. For me personally, it was just one more way to give back to the sport which has given me so many opportunities over the years.
We have had no requests to run a Level 1 referee course in Canada this year however I am pleased to announce we did have a great rules / refresher clinic at this years Nationals and had over 30 people in attendance. These courses are important to help educate players and referees, improve the sport, and keep people up to date on rules. It also helps provide funding to maintain CUGA ongoing operations and offer programs such as NDT clinics and events. We have also recently added a sound system and are in the process of creating a tournament in a box kit that will contain things such as scoreboards, referee equipment, etc that can be provided to tournament organizers. Again, I would encourage anyone who is interested in either a player rules clinic or a full referee course to contact me directly to make arrangements.
The currently recognized World Championship Rules are version 10.0. These were approved by the CMAS Board Of Directors for the 2013 world championships and have not had any changes published since that time. There will be forthcoming changes at the next world championships and once those rules are officially published I will send them out and they will become official for tournaments moving forward.
At this time I would also like to recognize and congratulate the following referees:
- Hugo Savard – Quebec City
- Véronique Séguin – Gatineau / Ottawa

Hugo Savard has been working hard to on his referee qualifications over the past year. At this time, I am pleased to announce he has completed his training and now certified as a Level 2 referee in Canada as of this past April at the Quebec City tournament. Hugo furthermore will be putting his new certification to the test when he attends the Junior world Championships in Spain this August where he will be reffing with some of the top referees from around the world.
Véronique at the past world championships in 2013 received the highest ranking of a Level 3, 4 star referee rating. She continues to be well recognized and involved at the world level and has been asked to be the assistant Chief Referee for the upcoming Junior World Championships in Spain this August.

Please join me in congratulating Véronique on this achievement and wishing both of our referees all the best as they attend this high level event.
I would like to wish everyone a successful National Championships and look forward to seeing everyone at many more tournaments in the future.
Best Regards, Darryl Brambilla Chief Referee

Appendix F:

Underwater Rugby Director – Camilo Contreras

It's been a particular good year for Underwater Rugby in Canada. The main topic is the worlds.

The underwater Rugby world tournament happens every 4 years and the next one is this year in July in Cali, Colombia.

Brantford was the first city having underwater Rugby in 2005 but was mainly in the last 4 years that the two biggest teams now in Canada, Montreal and Toronto, managed to create the first Team Canada in history that is going to the worlds for underwater rugby.

Thanks to this, we manage to promote our sport in different medias in the main two cities, Montreal and Toronto. Articles in the Metro newspaper, Toronto Star, several interviews on radio, and interview in television and other interviews videos online.

It was really nice seen people talking about UW Rugby on the subway and thanks to that I have at least 2 new players in the Toronto Club.

Team Canada was finally selected on April 15, 2015. 15 players will represent Canada. All residents or citizens, with different backgrounds as a good example of Canada diversity.

Canada, Colombia, and also Mexico, Spain, Dominican Republic and Russia are in the mix in Cali.

The team managed to collect until now $1200 in donations plus and sponsors that supply us with uniforms. We are still organizing activities to gather funds. It's a work in progress of 15 players.

The challenge ahead is huge so we have been training hard and we will have some extra clinics before the tournament.

For the North American rugby league, we have now a new team in Newark where we played the first NY tournament this April. In addition, the first UWR tournament was held on the West Coast too.

As we all know, promoting sports is a hard but rewarding work. UW Rugby is growing slowly but steadily. We will continue promoting and playing the sport. Tom Elliot, the famous 78 years old founder and player from Brantford, is a good example of this spirit.

Appendix G:

Underwater Hockey Director – Marie-Renée Blanchet

National Development Team program document

With coaches and players from the different programs (Ben Lee – juniors; Blair Armstrong – women elite, NDT founder; Robert Maisey, men elite, NDT founder; Richard Andrade – men elite and NDT consultant), the NDT program was clearly defined and a document was produced.

This document can be found on the CUGA website and is designed to provide information to the membership on the NDT program's mission, vision and definition. It will be updated as the years go to adjust to the realities of the program. In it, a list of personnel with specific roles in the program is listed. It is my plan to start filling in these positions in the next year of my appointment as UWH director.

NDT clinics

A new appointment of the director is to run the NDT program. This year, to start things off, two NDT clinics were held.

Cornwall: Cornwall was originally setup to be a mixed clinic – due to poor intent to attend from the men side (largely because of the close Elite tryouts clinic which was just held) the men side was cancelled.

20+ women came, we had 1 speaker (coach for the Rugby women 15) to discuss the road to a medal at World championships and his talk was a great success. The clinic leader was Richard Hoksbergen, and he covered the basics of 2-3-1 which is the new style use by national teams in Canada. Richard's coaching fees were covered by the women who attended the clinic and tournament on the NDT teams.

Qc City: This clinic was held as a mixed clinic. Simon Dufour was the clinic leader, assisted by John Harland and Joseph. Close to 20 people attended and it was considered a success. Basic techniques were covered. We hosted a speaker (as part of the women elite clinic but open to all NDT interested in coming), Jennifer Langlois, physical preparatory, on how to train for UWH. She discussed several key aspects of training including periodization and strengthening. A PDF of the PowerPoint and notes will be produced shortly and distributed to all NDT and National Team coaches.

Next year: plan is to keep up running clinics with development players, and work harder at incorporating the U19 and U23 teams into the NDT process so there is no gap in our development.

Long-term athlete development (LTAD) program

Working with UWH coaches and directors from other countries (specifically GB), we started working on a Long Term Athlete Development model which is specific to UWH. This model is available for clubs to use now, but will be updated in the next few months after a thorough revision by an LTAD specialist, Jennifer Langlois. Jennifer is a certified athletic therapist, and has designed and applied the LTAD model to synchronized swimming, under Synchro Canada. She is currently reviewing the document, and CUGA has agreed to invest in hiring her to adjust the model to our sport. Jennifer is a good match to our sport as many aspects of our sport (sport-specific fitness) are very similar to synchro, and also to ice hockey, for which she is a full-time physical preparator.

The LTAD model will be available for clubs to use and apply to their own junior programs. It defines specific periods in development at which specific skills and physical assets should be developed, with the idea that our sport is a late specialization sport and that kids should not specialize until they reach the physical and mental maturity to do so. It also provides guidelines to insure players can remain in the sport after elite level and age, and is a program supported by Sport Canada's active for life program.

We plan to have the finalized program available for Clubs to use (for free if Clubs are CUGA members, with a small fee if clubs are not members) by late 2015.

National team selection procedures document:

I was chair of the committee on the national team selection procedures document. The committee worked on this document between January and May 2015 to update it based on the current Worlds format and several concerns which were brought up at the 2014 AGM. The committee worked mainly online through a Facebook group page, and the document was revised early May before its distribution to the membership. It will be presented at the 2015 AGM and approved with possible amendments.

Other

I had to intervene in a number of situations / conflicts / organisational challenges which occurred between national team coaches and selectors, or other CUGA members. The issues were mainly all resolved, the major one being the incorporation of a clear path for Juniors towards Elite selection which did not affect their participation at Junior Worlds. This matter was discussed by the National team coaches and they presented a solution to the National team selection procedures committee which was approved by the committee and is now approved as part of the national team selection document.

Plans for next year

- finish LTAD revision and distribute to the membership

- distribute guidelines for coaching courses for members interested in coaching development (NCCP courses which are general and apply to all sports)

- work on a junior / beginners program which is based on Amy Cannon's program (produced during her internship with CUGA) and which follows the LTAD model for UWH-

- organise at least one Eastern and one Western NDT mixed clinic

Appendix H:

Constitution changes to be voted on (changes highlighted in yellow)

CANADIAN UNDERWATER GAMES ASSOCIATION

CONSTITUTION

Effective May 16, 2015

The name of the Association shall be: the Canadian Underwater Games Association, and may be referred to as C.U.G.A. (or CUGA).

CUGA Objectives:

1. To regulate all recognized (as recognized by the World governing bodies) Underwater Games at all levels in Canada. These games include: Underwater Hockey, Underwater Rugby, Finswimming, Underwater Orienteering, Photo Safari and Target Shooting. Not all sports are necessarily active in CUGA. Activity will depend on member interest.

2. To promote and develop all Underwater Games in Canada.

3. To select and develop national Underwater Sports teams that will represent Canada to World Championships, World Invitational Tournaments, and Zone Championships.

4. To sanction an annual National Championships, Zone Championships and other events at all levels possible for Underwater Games.

5. To provide a voice and vote for Canadian Underwater Sports at the International Level as an active member of CMAS or other International body governing these sports.

6. To develop and operate nationwide training programs for the participants of Underwater Sports and to provide training and certification for coaches and officials for Underwater Games.

Amendments to the Constitution must be approved by a two-thirds majority vote of all eligible voters present at the Annual General Meeting or a Special General Meeting of the Association.

The Association encourages the formation of provincial underwater games associations, and their affiliation with the National Association. The Association shall co-operate with the provinces, territories, clubs, groups and membership, as necessary, to maintain Canada's membership in the Sport Commission of CMAS or other International body, so as to have a voice and vote in all

matters pertaining to Underwater Sports, and to be eligible to participate in Underwater Sports on a Zone, International and World level.

CUGA is willing to explore matters of affiliation with other National Sport Governing bodies when such affiliation would accrue additional benefits to CUGA.

CUGA shall be carried on without purpose of gain (financial or other) for its members and any profits or other gains to the organization shall be used in promoting its objectives.

EXECUTIVE & DIRECTORS:

The executive shall consist of:

- President
- Vice President
- Treasurer
- Secretary
- Past President

The directors shall consist of:

- a Director for each recognized Underwater Sport. The number of directors is determined by active participation of a recognized sport in Canada. A Directorship may be held by another executive member or may be a position on its own.
- a Rules Director
- a Chief Referee

The directors report directly to the executive.

No more than two (2) Executive may represent any one province. For the purpose of satisfying this requirement, an individual may represent either the province they currently reside in, or any province in which they are a member of a provincial underwater games organization that is recognized by CUGA.

The Executive and directors shall serve as such without remuneration and no executive or director shall directly or indirectly receive any profits from their positions as such provided that executive & directors may be paid reasonable expenses incurred by them in the performance of their duties.

TERMS OF OFFICE

The terms of office for each Executive and director position shall be two years.

The President, Treasurer and other active sport directors will be elected in odd years.
The Vice President, Secretary and Underwater Hockey Director will be elected in even years.
The Chief Referee and Rules Director will be appointed by the Executive

REPLACEMENT OF EXECUTIVE

The Executive may be replaced or a vacancy filled as follows:

- Upon the death or resignation of an Executive member, the vacancy may be appointed temporarily until the next Annual General Meeting (AGM) or by an election at a Special General Meeting.

- No Executive member can be removed by the Executive without due written notice by Registered Mail prior to a decision being taken by majority vote at the next Executive meeting.

- If a Special General Meeting is called to vote on a replacement for office, the replacement must be made at the meeting. If this cannot be accomplished, as in all other cases above, the Executive may appoint someone temporarily to fill the vacancy as it sees fit.

- temporary appointments will apply until the next Annual General Meeting.

We certify that this Constitution is the governing document for the operation of this organization.

_____ _____

President Signature

Vice President	Signature
Secretary	Signature
Treasurer	Signature

CANADIAN UNDERWATER GAMES ASSOCIATION BY-LAWS

Updated June 8, 2008

Note: Hereafter CUGA may also be referred to as the Association.

SECTION ONE - ORGANIZATION AND BUSINESS

1.01 ORGANIZATION: For giving full effect to the objectives of CUGA, the organization shall be comprised of the Executive, Directors of Individual Underwater Sports and CUGA members in good standing in the Association.

1.02 LOCATION: The head office of the Association shall be at such location as is determined by the Executive and will use as a mailing address the residential address of the President until such time as a National office is established.

1.03 FISCAL YEAR: The fiscal year of the Association shall end on the 31st day of December in each year.

1.04 EXECUTION OF INSTRUMENTS: Deeds, transfers, assignments, contracts, obligations, certificates, and other instruments, may be signed on behalf of the Association by the Treasurer and one other executive member.

1.05 BANKING ARRANGEMENTS: The banking of the Association shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the Executive.

1.06 ACCEPTANCE OF DONATIONS: The Association may accept solicited or unsolicited donations from individuals or organizations, the proceeds of which shall be used for such purposes as the Executive may from time to time determine.

1.07 DISSOLUTION CLAUSE: In the event of dissolution of the Association, all of the assets after payment of all liabilities shall be transferred to a qualified donnee (registered organization) as defined under the provisions of the Income Tax Act.

SECTION TWO - DEFINITIONS

2.01 MEMBER: A member shall be a person who is registered with the Association, either directly or through an affiliated provincial association.

2.02 PLAYER: A player shall be a member of the Association who plays or practices an Underwater Game.

2.03 TEAM: A team participating in a National, Zone, International or World Underwater Sports event shall be comprised of the number of underwater players appropriate for the particular underwater game, in accordance with the latest official rules for the game as determined by CUGA, or the World governing bodies respectively.2.04 REPRESENTATIVES: Representatives shall be members designated by Provincial Associations, Clubs, Teams, or groups, to sustain effective contact between their associations/clubs/teams/groups and CUGA.

SECTION THREE - EXECUTIVE & DIRECTORS

3.01 The Executive shall consist of:

-President

-Vice President

-Treasurer

-Secretary

-Past President

3.02 The Directors shall consist of:

-a Director for each recognized Underwater Sport. The number of directors is determined by active participation of a recognized sport in Canada. A Directorship may be held by another executive member or may be a position on its own.

- a Rules Director

- a Chief Referee

The directors report to the executive.

3.03 The directors and executive shall serve as such without remuneration and no director shall directly or indirectly receive any profits from their positions as such provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.

SECTION FOUR - ELECTION AND APPOINTMENT OF EXECUTIVE AND DIRECTORS

4.01 A person nominated to the Executive must be a member in good standing of the Association.

4.02 Election of Executive will be at the Annual General Meeting or as specified in special provision in Section Six of the By-Laws.

4.03 Directors will be appointed by the Executive or voted in by the membership, depending on the position. The Directors for each recognized underwater sport will be elected. The Chief Referee and Rules Director will be appointed by the Executive.

4.04 No more than two (2) Executive may represent any one province. For the purpose of satisfying this requirement, an individual may represent either the province they currently reside in, or any province in which they are a member of a provincial underwater games organization that is recognized by CUGA.

SECTION FIVE - TERMS OF OFFICE

5.01 The terms of office for each Executive and director positions shall be two years. The President, Treasurer and other active sport directors will be elected in odd years. The Vice President, Secretary, and Underwater Hockey Director will be elected in even years. Addition of further sports directors will be divided equally on even and odd years.

5.02 The Chief Referee and Rules Director will be appointed in even years

SECTION SIX - REPLACEMENT OF EXECUTIVE

The Executive may be replaced or a vacancy filled as follows:

6.01 Upon the death or resignation of an Executive member, the vacancy may be filled temporarily or by an election at a Special General Meeting.

6.02 No Executive member can be removed by the Executive without due written notice by Registered Mail prior to a decision being taken by majority vote at the next Executive meeting.

6.03 If a Special General Meeting is called to vote on a replacement for office, the

replacement must be made at the meeting. If this cannot be accomplished, as in all other cases above, the Executive may appoint someone temporarily to fill the vacancy as it sees fit.

6.04 Temporary appointments will apply until the next Annual General Meeting.

SECTION SEVEN - EXECUTIVE RESPONSIBILITIES

7.01 The Executive shall:

A) Hire salaried employees as it deems fit.

B) Have the authority to issue official sanction to teams competing at National, Zone, International or World levels or competing as a representative Canadian team, without which a team may not officially compete.

7.02 PRESIDENT

The President shall:

A) Preside at all meetings of the Association and the Executive, and shall set the agenda prior to all meetings.

B) Attend to the business and administration arising from the Association.

C) Exercise general supervision over the Association's affairs.

D) Represent the Association at all times, and promote the Association when opportunities arise.

E) Is Ex-officio (Member) of all standing and Special CommitteesF) Represents the Association to the World governing bodies of Underwater Sports, other countries, government of Canada, provincial governments, provincial/National Sports bodies.

G) In the absence of a head office for the Association, have all Association mail delivered to his/her residence and distribute as needed. The President may at his/her discretion open a post office box for Association mail, but is responsible for the timely pick up and distribution of such mail.

H) In the absence of a head office for the Association, maintain the Association office out of his/her residence or other designated location.

I) Prepare an annual report to be read and included with the minutes of Annual General Meetings.

J) At the expiration of term of office, the President delivers to the Association, all books, papers, and other property of the Association.

7.03 VICE PRESIDENT

The Vice President shall:

A) Represent the Association in the President's absence

B) Chair meetings in the absence of the president

C) Assist the President in his/her duties.

D) May be responsible for other roles as requested/required by the Executive (e.g. chairing a committee on a particular topic)

E) Prepares an annual report to be read and included with the minutes of Annual General Meetings.

7.04 TREASURER

The Treasurer shall:

A) Receive and be responsible for all monies belonging to the Association

B) Pay all bills on behalf of the Association

C) Monitor the Association's account in a chartered Canadian banking institution

D) Produce a budget and furnish financial statements to the Executive

E) Present a financial report at the Annual General Meeting

F) Co-ordinate fund-raising efforts on behalf of the Association

G) Prepare and keep up-to-date records pertaining to Revenue Canada, and Association Incorporation

H) Ensure that an audit of the Association records is carried out on a periodic basis.

I) Prepare an annual report to be read and included with the minutes of Annual General Meetings.

7.05 SECRETARY

The Secretary shall:

A) Handle all routine correspondence of the Association.

B) Ensure that minutes of the Annual General Meeting are distributed to the membership on or before 1 month after the AGM.

C) Keep a record of the proceedings of the Association and Executive business.

D) Represent the Association at meetings of World governing bodies for Underwater Sports, where feasible, particularly the Sport Commission meetings.

E) Communicate news of World Underwater Games events and results to the Association, and promote the participation of Canadian teams in World Championships and tournaments at all levels.

F) Communicate regularly (minimum of four times each year) with membership about Association activities.

G) Prepare an annual report to be read and included with the minutes of Annual General Meetings.

7.06 PAST PRESIDENT

The Past President shall:

A) Work with the new President to ensure a smooth transition

B) Act as an ambassador to the Association

C) May be given specific responsibilities as requested/required by the Executive (e.g. chairing a committee on a particular topic)

D) Prepare an annual report to be included with the minutes of the Annual General Meeting

7.07 DIRECTORS

Rules Director (may be held by an executive member or member)

Responsibilities:

A) Ensure the members have the current and up to date rules.

B) Gather information from members on rule change proposals and submits them for consideration at the appropriate Games Rules Meetings.

C) Ensure that Canadian hosted National or higher tournaments are using the most current rules.

D) Prepare an annual report to be read and included with the minutes of Annual General Meetings.

Chief Referee (may be held by an executive member or member)

Responsibilities:

A) Train referees according to the current rules

B) Ensure that proper officiating is taking place at National or higher tournaments

C) Keep a record of Canadian Referees including certification, training finished, and games logged. This record is to be passed on to the next Chief Referee.

D) Represent Canada at International and World tournaments as a referee.

E) Put forth qualified candidates for consideration as World level referees

F) Prepare an annual report to be read and included with the minutes of Annual General Meetings.

Sport Directors

Responsibilities:

The Sport Directors shall:

A) Promote the interests and programs of the Association to their respective groups

B) Be responsible for the promotion and development of their sport in Canada

C) Communicate with the executive on a regular basis

D) Prepare an annual report to be included with the minutes of the Annual General Meeting

SECTION EIGHT - MEETINGS

8.01 General Membership Meetings

1) Annual General Meeting

The Annual General Meeting (AGM) shall be held in a location and at a time stipulated by the Executive, and will normally be held in conjunction with an annual National Championship. Notice of the meeting shall be distributed to the Executive, Directors, all Representatives and general membership sixty (60) days prior thereto using the Canadian Underwater Games Association mailing list (uwhcanada@yahoogroups.com). All communication with the CUGA membership for the AGM will be done via the Canadian underwater hockey mailing list (uwhcanada@yahoogroups.com).

An agenda, budget proposal, and financial report must be available to the membership forty five (45) days before an AGM.

An AGM quorum is defined as the presence of 3/5 of the executive members in addition to a minimum of 10% of the registered membership (includes those voting by proxy).

2) Special General Meetings

Special General Meetings may be called at the discretion of the Executive or when required by a majority of the Membership (a majority is 50% + 1 vote). Such requests are to be in writing and are to state the reason for convening such a meeting.

Ten (10) days notice of such meeting must be given to all members

All business transacted at the AGM may be transacted at a Special General Meeting, except:

a) Election of Officers, except as otherwise provided in the foregoing

By-Laws;

b) Submission of Annual Reports (interim reports are permissible).

The quorum at a Special General Meeting shall be the same as for the AGM.

8.02 Executive Meetings

Executive meetings will be held as necessary and may or may not include directors. An Executive Meeting quorum shall consist of at least three members eligible to vote as Executive members.

8.03 Rules of Order

Roberts Rules of Order will have effect for meetings and other activities of the Association, where they are applicable and where they are not inconsistent with these By-Laws and Standing Rules.

SECTION NINE - VOTING

9.01 Establishment of Votes

a) Executive

Each member of the Executive as listed in the By-Laws is entitled to one (1) vote.

If an executive member is also acting as a Director, they are still only entitled to one (1) vote.

b) Members

Each member in good standing is entitled to one (1) vote.

c) Proxy Votes

A member unable to attend a meeting may give their proxy to another member in good standing. This proxy must be in writing, signed by the person giving the proxy and submitted to the CUGA secretary for confirmation on or before the first day of the Canadian National Championships. No member may hold more than two (2) proxies.

9.02 Voting Delegates

Voting delegates must be members in good standing in CUGA.

9.03 Voting Procedure

All votes will be registered with the Secretary prior to the start of the meeting wherein voting will be called for, other than regular Executive meetings.

All voting shall be by a show of hands unless a motion to the contrary has been made and passed (i.e. secret ballot)

In all voting matters, a simple majority shall decide, except as otherwise stated in the By-Laws or Standing Rules.

9.04 If a motion is accepted or defeated at the CUGA AGM by a margin equal or greater to a 90% margin of all votes available, then:

- the motion cannot be tabled again at an AGM for a period no less than 3 years.
- special exceptions can be made only if all members of the CUGA executive agree unanimously to have the issues brought forward within this time frame.

SECTION TEN - FEE STRUCTURE

10.01 Due to the changing needs of the Association, no permanent fee structure can be established. It is intended that the Executive shall be able to formulate a fee structure to best serve the needs of the Association.

10.02 Any fee structure established shall be ratified by vote at the AGM or a Special general Meeting called for that purpose and will be noted in the CUGA Policy Manual.

SECTION ELEVEN - AMENDMENTS TO BY-LAWS

11.01 The By-Laws may be amended by the Executive at any Executive Meeting (where quorum exists) by a simple majority of Executive members present and voting. Notice of

the amendments to the By-Laws, along with a copy of the amendment, must be distributed to each member of the Executive, each Representative/Director and the general membership within 14 days of the Executive Meeting at which the amendment was passed.

Amendments to the By-Laws shall remain in force until the AGM or Special General Meeting, following their passage, at which time they must be approved by a simple majority of votes. Any By-Law amendment not so approved becomes null and void.

SECTION TWELVE - STANDING RULES

12.01 The Executive shall formulate and adopt, and, from time to time, revoke, alter or rescind Standing Rules which may seem necessary or advisable for the better regulation and supervision of a game. The whole shall be in conformity with the constitution and By-Laws. Any and all changes to the Standing Rules must be made available to the membership within thirty (30) days of any change to the Standing Rules and Policies adopted by CUGA.

12.02 All regulations of the Association which are not specifically contained in the Constitution of By-Laws of the Association shall be considered Standing Rules.

12.03 Standing Rules and Policies adopted by CUGA are included in the Policy Manual. The Executive shall review the Policy Manual every 2 years. The Policy Manual must be revised by the Executive with in thirty (30) days of any change to the Standing Rules and Policies adopted by CUGA.

The effective date of these bylaws is: May 16, 2015

We certify that these by-laws are the governing document for the operation of this organization.

_____ _____

President Signature

_____ _____

Vice President Signature

_____ _____

Secretary Signature

_____ _____

Treasurer Signature

ASSOCIATION CANADIENNE DES JEUX SUBAQUATIQUES

CONSTITUTION

En vigueur le 16 Mai 2015

Note : Le texte original étant en anglais, en cas de divergence entre la version française et le texte original, la version anglaise prévaudra. Prière de rapporter toute différence au secrétaire du comité exécutif.

Le nom de l'Association est l'Association canadienne des jeux subaquatiques et on peut y référer par l'acronyme A.C.J.S. (en anglais CUGA).

Objectifs de l'A.C.J.S.

1) Réguler tous les sports subaquatiques reconnus (au sens de reconnus par l'organisation mondiale chapeautant l'Association) au Canada et ce, à tous les niveaux. Ces sports incluent le hockey subaquatique, le rugby subaquatique, la nage avec palmes, la course d'orientation subaquatique, le safari photo et le tir à la cible. Tous ces sports ne sont pas nécessairement actifs au sein de l'A.C.J.S. Le niveau d'activité dépend de l'intérêt des membres.

2) Promouvoir et développer tous les jeux subaquatiques au Canada.

3) Sélectionner et développer des équipes nationales de jeux subaquatiques qui représenteront le Canada aux championnats mondiaux, aux tournois mondiaux sur invitation et aux championnats de zone.

4) Sanctionner un championnat national annuel, des championnats de zone et d'autres événements à tous les niveaux possibles pour les jeux subaquatiques.

5) Fournir une voix et un vote pour les jeux subaquatiques canadiens au niveau international en tant que membre actif de la CMAS ou d'une autre organisation chapeautant ces sports.

6) Développer et diriger des programmes nationaux de formation pour les participants des sports subaquatiques. Fournir de la formation et des certifications pour les entraîneurs et les officiels des jeux subaquatiques.

Les amendements à la Constitution doivent être approuvés par une majorité des deux tiers de tous les électeurs éligibles présents à l'Assemblée générale annuelle ou à une Assemblée générale spéciale de l'Association.

L'Association encourage l'établissement d'associations provinciales de jeux subaquatiques et leur affiliation à l'Association nationale. L'Association coopérera au besoin avec les provinces, les territoires, les clubs, les groupes et les membres pour maintenir l'adhésion du Canada au sein de la commission des sports de la CMAS ou d'un autre organisme international afin d'avoir une voix et un vote sur toutes les questions relatives aux sports subaquatiques, en plus d'être éligible à participer aux sports subaquatiques aux niveaux de zone, international ou mondial.

L'A.C.J.S est disposée à explorer la question de l'affiliation avec d'autres entités nationales chapeautant un sport lorsqu'une telle affiliation apporterait des bénéfices additionnels pour l'A.C.J.S.

Les activités de l'A.C.J.S. doivent se faire sans gain (financier ou autre) pour ses membres et tout profit ou gain de l'organisation doit être utilisé afin de promouvoir les objectifs de l'Association.

Comité exécutif et directeurs

Le comité exécutif doit se composer:

- d'un président;
- d'un vice-président;
- d'un trésorier;
- d'un secrétaire; et
- du président sortant.

Les directeurs doivent se composer:

- d'un directeur pour chacun des sports subaquatiques reconnus. Le nombre de directeurs est fonction de la participation active des membres à un sport reconnus au Canada. Un poste de directeur peut être occupé par un membre du comité exécutif ou peut être un poste en soi;
- d'un directeur des règlements; et
- d'un arbitre en chef.

Les directeurs font rapport directement au comité exécutif.

Pas plus de deux (2) membres du comité exécutif peuvent représenter une même province. Afin de satisfaire à cette exigence, un individu peut soit représenter la province où il réside actuellement, soit représenter toute province où il est membre d'une association provinciale des jeux subaquatiques reconnue par l'A.C.J.S.

Le comité exécutif et les directeurs accompliront leurs tâches sans rémunération. Aucun membre du comité exécutif et ou directeur ne tirera profit directement ou indirectement de sa position, mais leurs dépenses raisonnables dans le cadre de leurs fonctions pourraient être payées.

Mandat

La durée du mandat pour chacune des positions du comité exécutif et des directeurs sera de deux ans.

Le président, le trésorier et les directeurs des sports actifs autre que le hockey subaquatique seront élus les années impaires.

Le vice-président, le secrétaire et le directeur du hockey subaquatique seront élus lors des années paires.

L'arbitre en chef et le directeur des règlements sont nommés par le comité exécutif.

Remplacement du comité exécutif

Le comité exécutif peut être remplacé ou une position vacante peut être comblée selon ce qui suit.

- À la mort ou à la démission d'un membre du comité exécutif, le poste vacant peut être comblé temporairement jusqu'à la prochaine Assemblée générale annuelle ou une élection pour combler le poste peut avoir lieu au cours d'une assemblée générale spéciale.
- Aucun membre du comité exécutif ne peut être démis de ses fonctions par le comité exécutif sans un avis écrit envoyé par courrier recommandé avant qu'une décision ne soit prise par vote à majorité simple à la prochaine assemblée du comité exécutif.
- Si une assemblée générale spéciale est convoquée pour combler un poste par le biais d'une élection, le poste doit être comblé à cette assemblée. Si ce n'est pas possible, comme dans tous les cas ci-dessus, le comité exécutif peut nommer quelqu'un temporairement pour combler le poste.
- Les nominations temporaires sont valides jusqu'à la prochaine Assemblée générale annuelle.

Nous sous-signés certifions que cette Constitution est le document qui chapeaute les activités de cette organisation.

_____	_____
Président	Signature
_____	_____
Vice-président	Signature
_____	_____
Secrétaire	Signature
_____	_____
Trésorier	Signature

RÈGLEMENTS ADMINISTRATIFS DE L'ASSOCIATION CANADIENNE DES JEUX SUBAQUATIQUES

Mis à jour le 8 juin 2008

Note : Le texte original étant en anglais, en cas de divergence entre la version française et le texte original, la version anglaise prévaudra. Prière de rapporter toute différence au secrétaire du comité exécutif.

Note: Ci-après, on peut référer à l'A.C.J.S. comme étant l'Association.

Section un: organisation et affaires

1.01 ORGANISATION: Afin de rencontrer pleinement les objectifs de l'A.C.J.S., l'organisation doit se composer du comité exécutif, des directeurs de chacun des sports subaquatiques et des membres en règle de l'A.C.J.S.

1.02 LOCALISATION: Le siège social de l'Association doit être à l'endroit désigné par le comité exécutif et utilisera comme adresse postale, l'adresse résidentielle du président jusqu'à ce qu'un bureau national soit établi.

1.03 ANNÉE FINANCIÈRE: L'année financière de l'Association se terminera le 31^{e} jour de décembre de chaque année.

1.04 EXÉCUTION DES INSTRUMENTS: Les actes, les transferts, les affectations, les contrats, les obligations, les certificats et autres instruments peuvent être signés par le trésorier et un autre membre du comité exécutif au nom de l'Association.

1.05 ARRANGEMENTS BANCAIRES: Les transactions bancaires de l'Association devront se faire avec des banques, des fiducies ou d'autres entités, corporations ou organisations telles que désignées occasionnellement par ou sous l'autorité du comité exécutif.

1.06 ACCEPTATION DES DONS: L'Association peut accepter des dons sollicités ou non provenant d'individus ou d'organisations. Ces sommes doivent être utilisées pour rencontrer les buts fixés périodiquement par le comité exécutif.

1.07 CLAUSE DE DISSOLUTION: En cas de dissolution de l'Association, tous les biens après paiement de toutes les dettes devront être transférés à un donataire qualifié (organisation enregistrée) tel que défini par la Loi de l'impôt sur le revenu.

Section deux: définitions

2.01 MEMBRE: Un membre doit être une personne qui est enregistrée avec l'Association, soit directement, soit par le biais d'une association provinciale.

2.02 JOUEUR: Un joueur doit être un membre de l'Association qui joue ou pratique un jeu subaquatique.

2.03 ÉQUIPE: Une équipe participant à un événement national, de zone, international ou mondial d'un sport subaquatique doit être composée d'un nombre approprié de joueurs subaquatiques pour la pratique du jeu comme stipulé dans la plus récente version des règlements officiels tel que déterminé par l'A.C.J.S. ou par l'organisme mondial chapeautant le jeu.

2.04 REPRÉSENTANTS: Les représentants doivent être des membres désignés par les associations provinciales, les clubs, les équipes ou les groupes pour maintenir des communications efficaces entre leurs associations, clubs, équipes ou groupes et l'A.C.J.S.

Section trois: comité exécutif et directeurs

3.01 Le comité exécutif doit se composer:

- d'un président;
- d'un vice-président;
- d'un trésorier;
- d'un secrétaire; et
- du président sortant.

3.02 Les directeurs doivent se composer:

- d'un directeur pour chacun des sports subaquatiques reconnus. Le nombre de directeurs est fonction de la participation active des membres à un sport reconnus au Canada. Un poste de directeur peut être occupé par un autre membre du comité exécutif ou peut être un poste en soi;
- d'un directeur des règlements; et
- d'un arbitre en chef.

Les directeurs font rapport au comité exécutif.

3.03 Les directeurs et le comité exécutif accompliront leurs tâches sans rémunération. Aucun directeur ne tirera profit directement ou indirectement de sa position, mais leurs dépenses raisonnables dans le cadre de leurs fonctions pourraient être payées.

Section quatre: élection et nomination du comité exécutif et des directeurs

4.01 Une personne nommée au comité exécutif doit être un membre en règle de l'Association.

4.02 L'élection des membres du comité exécutif se fera à l'Assemblée générale annuelle ou tel que spécifié dans les clauses spéciales de la section six des règlements administratifs.

4.03 Les directeurs peuvent être nommés par le comité exécutif ou élus par les membres, selon la position. Les directeurs de chacun des sports subaquatiques reconnus seront élus. L'arbitre en chef et le directeur des règlements seront nommés par le comité exécutif.

4.04 Pas plus de deux (2) membres du comité exécutif peuvent résider dans une même province. Afin de satisfaire à cette exigence, un individu peut soit représenter la province où il réside actuellement, soit représenter toute province où il est membre d'une association provinciale des jeux subaquatiques reconnue par l'A.C.J.S.

Section cinq: mandat

5.01 La durée du mandat pour chacune des positions du comité exécutif ainsi que pour les directeurs doit être de deux ans. Le président, le trésorier et les directeurs des sports actifs autre que le hockey subaquatique seront élus les années impaires. Le vice-président, le secrétaire et le directeur du hockey subaquatique seront élus lors des années paires. Si des directeurs additionnels sont nécessaires, leur élection sera divisée également entre les années paires et impaires.

5.02 L'arbitre en chef et le directeur des règlements seront nommés les années paires.

Section six: remplacement du comité exécutif

Le comité exécutif peut être remplacé ou une position vacante peut être comblée selon ce qui suit.

6.01 À la mort ou à la démission d'un membre du comité exécutif, le poste vacant peut être comblé temporairement ou une élection pour combler le poste peut avoir lieu au cours d'une assemblée générale spéciale.

6.02 Aucun membre du comité exécutif ne peut être démis de ses fonctions par le comité exécutif sans un avis écrit envoyé par courrier recommandé avant qu'une décision ne soit prise par vote à majorité simple à la prochaine assemblée du comité exécutif.

6.03 Si une assemblée générale spéciale est convoquée pour combler un poste par le biais d'une élection, le poste doit être comblé à cette assemblée. Si ce n'est pas possible, comme dans tous les cas ci-dessus, le comité exécutif peut nommer quelqu'un temporairement pour combler le poste.

6.04 Les nominations temporaires seront valides jusqu'à la prochaine Assemblée générale annuelle.

Section sept: responsabilités du comité exécutif

7.01 Le comité exécutif devra :

A) Engager des employés salariés, au besoin.
B) Avoir l'autorité pour approuver officiellement les équipes qui compétitionnent aux niveaux national, de zone, international ou mondial ou qui représentent le Canada, approbation sans laquelle les équipes ne peuvent compétitionner officiellement.

7.02 PRÉSIDENT

Le président devra:

A) Présider toutes les assemblées de l'Association et du comité exécutif ainsi que fixer l'ordre du jour préalablement à l'assemblée.
B) S'occuper des affaires courantes et administratives découlant de l'Association.
C) Exercer une supervision générale des activités de l'Association.
D) Représenter l'Association en toutes circonstances et promouvoir l'Association lorsque l'occasion s'en présente.
E) Être membre *ex-officio* de tous les comités permanents ou spéciaux.
F) Représenter l'Association auprès des entités mondiales chapeautant les sports subaquatiques, des autres pays, du gouvernement du Canada, des gouvernements provinciaux et des organisations sportives provinciales ou nationales.
G) En l'absence d'un siège social pour l'Association, recevoir le courrier de l'Association à sa résidence et le distribuer au besoin. Le président peut à sa discrétion obtenir un casier postal pour le courrier de l'Association, mais il est responsable de le prendre régulièrement et d'en assurer la distribution.
H) En l'absence d'un siège social pour l'Association, maintenir le bureau de l'Association depuis sa résidence ou d'un autre lieu désigné.
I) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.
J) À la fin de son mandat, le président rend à l'Association tous les livres, documents et autres propriétés de l'Association.

7.03 VICE-PRÉSIDENT
Le vice-président devra:

A) Représenter l'Association en l'absence du président.
B) Présider les assemblées en l'absence du président.
C) Assister le président dans ses fonctions.
D) Être responsable d'autres fonctions telles que demandées ou requises par le comité exécutif (ex.: présider un comité sur un sujet particulier).
E) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.

7.04 TRÉSORIER

Le trésorier devra:

A) Recevoir et être responsable de toutes les argents appartenant à l'Association.
B) Payer toutes les factures au nom de l'Association.
C) Surveiller les comptes de l'Association dans une institution bancaire canadienne à charte.
D) Produire un budget et fournir les états financiers au comité exécutif.
E) Présenter un rapport financier lors de l'Assemblée générale annuelle.
F) Coordonner les efforts de levées de fonds au nom de l'Association.
H) Préparer et maintenir à jour les dossiers relatifs à Revenus Canada et à l'incorporation de l'Association.
I) S'assurer qu'une vérification des dossiers de l'Association est effectuée sur une base régulière.
J) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.

7.05 SECRÉTAIRE

Le secrétaire devra:

A) Gérer toute la correspondance de routine de l'Association.
B) S'assurer qu'un procès-verbal de l'Assemblée générale annuelle est distribué aux membres dans le mois suivant cette Assemblée.
C) Conserver un dossier des comptes rendus de l'Association et des activités du comité exécutif.
D) Lorsque possible, représenter l'Association aux assemblées des entités mondiales chapeautant les sports subaquatiques, particulièrement lors des assemblées de la commission des sports.
E) Communiquer les informations relatives aux événements des jeux subaquatiques mondiaux ainsi que les résultats à l'Association, de même que promouvoir la participation des équipes canadiennes aux championnats mondiaux et aux tournois de tous niveaux.
F) Communiquer régulièrement (au moins quatre fois l'an) avec les membres au sujet des activités de l'Association.
G) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.

7.06 PRÉSIDENT SORTANT

Le président sortant devra:

A) Travailler avec le nouveau président pour assurer une transition en douceur.
B) Agir comme un ambassadeur de l'Association.
C) Être responsable d'autres fonctions telles que demandées ou requises par le comité exécutif (ex.: présider un comité sur un sujet particulier).
D) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.

7.07 DIRECTEURS

Directeur des règlements (peut être occupé par un membre du comité exécutif ou par un membre de l'Association)

Responsabilités:

A) S'assurer que les membres ont les règlements courants et à jour.
B) Amasser les informations provenant des membres au sujet de propositions de changements aux règlements et les soumettre à la considération de l'assemblée adéquate relative aux règles de jeu.
C) S'assurer que le tournoi national canadien ou les tournois plus élevés utilisent les règlements courants.
D) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.

Arbitre en chef (peut être occupé par un membre du comité exécutif ou par un membre de l'Association)

Responsabilités:

A) Former les arbitres selon les règlements courants.
B) S'assurer qu'un arbitrage adéquat à cours au tournoi national ou d'un niveau plus élevé.
C) Conserver un dossier des arbitres canadiens, incluant les certifications, la formation complétée et le journal de bord des parties arbitrées. Ce dossier doit être remis au prochain arbitre en chef.
D) Représenter le Canada aux tournois internationaux et mondiaux en tant qu'arbitre.
E) Mettre de l'avant les candidats qualifiés pour considération en tant qu'arbitre de niveau mondial.
F) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.

Directeurs des sports

Responsabilités:

Les directeurs des sports devront:

A) Promouvoir les intérêts et les programmes de l'Association à leurs groupes respectifs.
B) Être responsables de la promotion et du développement de leur sport au Canada.
C) Communiquer avec le comité exécutif sur une base régulière.
D) Préparer un rapport annuel qui doit être lu et inclus dans le procès-verbal de l'Assemblée générale annuelle.

Section huit: assemblées

8.01 Assemblée générale des membres

1) Assemblée générale annuelle

L'Assemblée générale annuelle devra se tenir à un endroit et à un moment stipulé par le comité exécutif, et se tient normalement conjointement au championnat national annuel. Un avis de l'Assemblée devra être distribué aux membres du comité exécutif, aux directeurs, à tous les représentants et aux membres soixante (60) jours avant sa tenue en recourant à la liste de distribution de l'Association canadienne des jeux subaquatiques (uwhcanada@yahoogroups.com). Toutes les communications avec les membres de l'Association relativement à l'Assemblée se feront par le biais du group de distribution du hockey subaquatique canadien (uwhcanada@yahoogroups.com).

Un ordre du jour, le budget proposé et le rapport financier doivent être disponibles aux membres quarante-cinq (45) jours avant l'Assemblée.

Un quorum pour l'Assemblée est défini comme étant la présence des 3/5 des membres du comité exécutif en plus d'un minimum de 10% des membres inscrits (incluant les membres votant par procuration).

2) Assemblées générales spéciales

Des assemblées générales spéciales peuvent être convoquées à la discrétion du comité exécutif ou lorsque requis par une majorité des membres (la majorité étant de 50% plus une voix). De telles demandes doivent être faites par écrit et doivent indiquer la raison pour laquelle l'assemblée doit être convoquée.

Un avis de dix (10) jours doit être donné à tous les membres pour une telle assemblée.

Tous les dossiers traités à une assemblée générale annuelle peuvent être traités à une assemblée générale spéciale, à l'exception de:

a) l'élection des officiers, sauf dans les cas indiqués dans les présents règlements administratifs; et
b) la soumission de rapports annuels (les rapports provisoires sont permis).

Le quorum pour une assemblée générale spéciale devra être le même que pour une assemblée générale annuelle.

8.02 Assemblées du comité exécutif

Les assemblées du comité exécutif seront tenues au besoin et peuvent ou non inclure les directeurs. Le quorum aux assemblées du comité exécutif devra être la présence d'au moins trois membres éligibles à voter en tant que membres du comité exécutif.

8.03 Points d'ordre

Les points d'ordre de Roberts s'appliqueront lors des assemblées et des autres activités de l'Association lorsqu'ils sont applicables et qu'ils ne contreviennent pas à ces règlements administratifs et aux règlements permanents.

Section neuf: vote

9.01 Établissement des votes

a) Comité exécutif
Chaque membre du comité exécutif tel que listé dans les règlements administratifs a droit à un (1) vote. Si un membre du comité exécutif agit comme directeur intérimaire, il n'a droit qu'à un (1) seul vote.

b) Membres
Chaque membre en règle à droit à un (1) vote.

c) Votes par procuration
Un membre qui ne peut assister à une assemblée peut fournir une procuration à un autre membre en règle. Cette procuration doit être faite par écrit et être signée par la personne qui fournit la procuration. Elle doit être soumise au secrétaire de l'A.C.J.S. pour fins de confirmation le premier jour du championnat national canadien ou avant. Aucun membre ne peut détenir plus de deux (2) procurations.

9.02 Délégués de scrutin

Les délégués de scrutin doivent être des membres en règle de l'A.C.J.S.

9.03 Procédure de scrutin

Tous les scrutins nécessaires seront inscrits auprès du secrétaire avant le début de l'assemblée où les scrutins auront lieu, sauf dans le cas des assemblées régulières du comité exécutif.

Tous les votes devront se faire à main levée à moins qu'une motion contraire ne soit faite et acceptée (c'est-à-dire par vote secret).

Pour tous les scrutins, une majorité simple est requise, à moins que les règlements administratifs ou les règlements permanents n'indiquent autrement.

9.04 Si une motion est acceptée ou défaite à l'Assemblée générale annuelle de l'A.C.J.S. par une marge égale ou de plus de 90% de tous les votes disponibles, alors :

- la motion ne peut être resoumise à l'Assemblée avant une période de trois ans;

- des exceptions peuvent être faites seulement si tous les membres du comité exécutif de l'A.C.J.S. acceptent unanimement que l'enjeu soit débattu à l'intérieur de cette échéance.

Section dix: structures des frais

10.01 En raison des besoins changeants de l'Association, aucune structure permanente des frais ne peut être établie. L'intention est que le comité exécutif puisse formuler la structure des frais la plus adéquate possible pour les besoins de l'Association.

10.02 L'établissement de toute structure de frais devra être ratifié par scrutin à une assemblée générale annuelle ou à une assemblée générale spéciale convoquée à ce sujet et sera incluse dans le manuel des politiques de l'ACJS.

Section onze: amendements aux règlements administratifs

11.01 Les règlements administratifs peuvent être amendés par le comité exécutif à toute assemblée du comité exécutif (où il y a quorum) par majorité simple des membres du comité exécutif présents et éligibles au scrutin. Un avis d'amendement des règlements administratifs et une copie des amendements doivent être distribués à chaque membre du comité exécutif, chaque représentant/directeur et aux membres dans les quatorze (14) jours de l'assemblée du comité exécutif durant laquelle les amendements ont été votés.

Les amendements aux règlements administratifs devront être en vigueur jusqu'à la prochaine assemblée générale annuelle ou assemblée générale spéciale où ils devront être approuvés par un vote à majorité simple. Tout amendement qui n'est pas ainsi approuvé devient nul et invalide.

Section douze: règlements permanents

12.01 Le comité exécutif devra formuler et adopter, ainsi que de temps en temps révoquer, modifier ou rescinder, les règlements permanents tel que nécessaire ou recommandé pour une meilleure réglementation et supervision du jeu. Le tout devra être en conformité avec la constitution et les règlements administratifs. Tout changement aux règlements permanents doit être disponible aux membres dans les trente (30) jours du changement adopté par l'A.C.J.S. aux règlements permanents ou politiques.

12.02 Tous les règlements de l'Association qui ne sont pas spécifiquement contenus dans les règlements administratifs de l'Association doivent être considérés comme des règlements permanents.

12.03 Les règlements permanents et les politiques adoptés par l'A.C.J.S. sont inclus dans le manuel des politiques. Le comité exécutif devra réviser le manuel des politiques tous les deux ans. Le manuel des politiques doit être revu par le comité exécutif dans les trente (30) jours de tout changement aux règlements permanents ou politiques adoptés par l'A.C.J.S.

Ces règlements administratifs entrent en vigueur le 16 mai 2015.

Nous certifions que ces règlements administratifs sont les documents qui chapeautent les activités de cette organisation.

_____	_____
Président	Signature
_____	_____
Vice-président	Signature
_____	_____
Secrétaire	Signature
_____	_____
Trésorier	Signature

Appendix I:

General motions

1. Constitution changes
    a. Ratification of changes voted on at the 2014 AGM (see appendix I for adjustments in both English and French)

        MOTION PASSED (unanimous)

    b. New motions
        i. Update of proxy submission requirements
        Proposed by: Melanie Johnson
        Seconded by: Véronique Séguin
        Section 9.01c: modify proxy submission to read: "This proxy must be submitted in writing (e-mail or mailed), signed by the person giving the proxy and received by the CUGA secretary at least one week prior to the first day of the Canadian National Championships."
        Current section 9.01c: "This proxy must be in writing, signed by the person giving the proxy and submitted to the CUGA secretary for confirmation on or before the first day of the Canadian National Championships."
        Rationale for change: collecting proxies and confirming them at Nationals can be a task that can take a large amount of time and is best done prior to the start of Nationals to avoid confusion and ensure accuracy prior to the meeting.

        Discussion about the motion:

        - Concern about small clubs possibly not knowing if they are attending nationals before the proxy submission is required if it is changed to 1 week prior.
        - Link to getting onto the yahoo CUGA mailing list will be added to the CUGA website.

        MOTION PASSED (unanimous)

        ii. Update of Chief Referee responsibilities
        Proposed by: Darryl Brambilla
        Seconded by: Melanie Johnson
        Section 7.07, Item C proposed motion to change wording to read: "The Chief Referee will maintain a list of referees that have been certified in the past two years (this will include referees that also maintain currency). This list will include certification and / or training programs as part of their certification as provided by the Chief Referee or recognized delegate deemed appropriate by the Chief Referee."
        Reasoning: CUGA should maintain a list of current / active referees and those who are in the training process of becoming a higher level referee. The rules change every two years and someone who was certified 10 years ago without maintaining knowledge, for example, would not be considered "active" and would need a refresher / update to become re-certified. This

helps to maintain the quality of active referee accessible through a database as is expected of CUGA and the Chief Referee.

Discussion about the motion:

- Discussion about process for recording number of games refereed (currently referee maintains their own logbook and submits to Chief Referee when looking to certify for the next level of refereeing)
- Request for there to be a referee development committee analogous to NDT program
- Review of Chief Referee responsibilities in current constitution
- Suggestion for a referee tracking system to be developed for online submission; discussion about past request for this that was not answered to; suggestion about use of googledocs
- One comment about having the Chief Referee responsibilities as currently described being enacted

MOTION PASSED

(for 44; against 10; abstentions 5: as per the CUGA constitution, a 2/3

majority is required to make changes to the Constitution and this motion

has passed with 74.5% approval)

iii. New motion proposed to create a committee to develop a referee development committee modeled after the National Team Selection document committee
Moved by: Pierre Larose; Seconded: Nathan St-Germain

MOTION PASSED (unanimous)

ACJS AGA motions 2015

1. Changements à la constitution
    a. Ratification des changements votés à l'AGA 2014 (voir annexes pour les ajustements aux versions française et anglaise)
    b. Nouvelles motions
        i. Mise à jour des exigences pour la soumission des procurations
        Proposée par : Melanie Johnson
        Appuyée par : Véronique Séguin
        Article 9.01c : modifier la soumission des procurations afin que l'article se lise : « Cette procuration doit être soumise par écrit (courriel ou poste), signée par la personne qui fait usage de la procuration et reçue par le secrétaire de l'ACJS au moins une semaine avant le premier jour des Championnats nationaux canadiens. ».
        Article 9.01c actuel : « Cette procuration doit être par écrit, signée par la personne qui fait usage de la procuration et soumise au secrétaire de l'ACJS pour confirmation le premier jour des Championnats nationaux canadiens ou avant. »
        Justification pour le changement : colliger les procurations et les confirmer aux Championnats nationaux canadiens peut être une tâche demandant du temps et il est mieux de l'effectuer préalablement aux Championnats pour éviter la confusion et en vérifier l'exactitude avant l'assemblée.
        ii. Mise à jour des responsabilités de l'arbitre en chef
        Proposée par : Darryl Brambilla
        Appuyée par : Melanie Johnson
        Article 7.07, élément C, la motion propose de modifier le texte pour qu'il se lise : « L'arbitre en chef maintient une liste des arbitres qui ont été certifiés dans les deux dernières années (incluant les arbitres maintenant leur certification). Cette liste inclut la certification et/ou des programmes de formation faisant partie de leur certification tels que fournis par l'arbitre en chef ou un délégué reconnu jugé approprié par l'arbitre en chef.
        Justification : L'ACJS devrait maintenir une liste des arbitres actuels /actifs et de ceux qui prennent part au processus de formation pour devenir un arbitre de plus haut niveau. Les règlements changent aux deux ans de sorte que quelqu'un qui a été certifié il y a 10 ans sans maintenir ses connaissances, par exemple, ne serait pas considéré comme « actif » et aurait besoin d'un cours de remise à niveau/mise à jour pour être certifié de nouveau. Cette situation aiderait à préserver la qualité des arbitres actifs disponibles par le biais d'une base de données tel qu'il est attendu de l'ACJS et de l'arbitre en chef.

Appendix J:

CANADIAN UNDERWATER HOCKEY
GUIDELINES FOR STEERING COMITTEE 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 and members for each team that will represent Canada at the World Championships. 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 and transparency.

This document makes sure the process is transparent and it also sets 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 (uwhcanada@yahoogroups.com).

1. National Team Steering Committee and Selection Committee nomination

The steering committee will be formed of 8 individuals, i.e. 2 individuals from each "region" (**Pacific**: BC; **Mid-Western**: Alberta and Saskatchewan; **Mid-Eastern**: Manitoba and Ontario; **Eastern**: Quebec and Maritimes). IN ADDITION to these 8 individuals, the captains of each team from previous Worlds are automatically committee members – however, they are only allowed to vote on matters which concern the category in which they participated at the last World Championships (total of 9 votes per team).

These regions were chosen based on the current reality of major UWH clubs in Canada (in the hope to equally represent each major UWH nuclei in the country), and may be revised if new clubs emerge.

The committee will be in place for 2 years and voted on every second year at the CUGA AGM.

The aim of this committee is to vote on the following:

- National team Coaches
- National team Selectors
- National team Managers

The first steering committee will be voted on at the 2016 AGM *and its first mandate will be to determine coaches, selectors and managers for the 2018 Elite and Masters World championships (and 2017 Junior Worlds in the case that no coach and selectors for this event has been put in place by this date).*

Procedure for steering committee nomination:

1.1. **2 months** before voting on the steering committee at the AGM, candidates will be submitted to CUGA for each division.
   1.1.1. Each nominee agrees not to try out for a National team while they are on the committee
   1.1.2. Nomination can be made by any CUGA member, but only for the division under which they are currently registered with CUGA (home club).
   1.1.3. Recommended (but not limited to) criteria for candidates include:
      - years of experience
      - attended national and international tournaments/events
      - availability to make timely decisions as well as communicate effectively via email or social media.

1.2. **1 month** before the CUGA AGM, each nominee is to provide CUGA with a short letter of motivation (5 lines) which will be distributed to the membership.

1.3. At the CUGA AGM, voting will occur (on paper or electronically) for up to two committee members per division.

1.4. After the CUGA AGM, the executive will compile results and announce the steering committee **within two weeks** of the AGM.

Procedure for Coach, Managers and Selection Committee Nomination:

1.5. **Within two months of returning from the World Championship (i.e. no later than 22 months before the next World Championship),** the selection of the team managers, selectors and coach (es) for the following World Championship will begin.
An announcement will then be made by CUGA to ask for candidate nomination for the positions of selectors, coaches and manager.

   1.5.1. The nomination period will be of three weeks.
   1.5.2. Up to three (3) nominations can be made by any CUGA member (3 max independently of whether or not the nominee accepts the nomination).
   1.5.3. All nominees will be contacted to accept the nomination. In return, they will provide CUGA with a short letter of motivation (5 lines).

1.6. **No later than twenty months** before the World Championship, the steering committee finalizes the voting on :

- Coach
- Managers
- Selectors

The coaches, selectors and managers will then be in place for the whole cycle towards Worlds. Coaches and selectors are responsible for selecting the Worlds team, but also for selecting any team which may enter international events leading to Worlds (such as Americas Cup, or other similar events) if needed.

Criteria for coach, selectors and managers:

The steering committee, as chosen by the membership, is solely responsible for selecting coaches, selectors and managers.

Proposed criteria to select managers can be found in Appendix A.

Past Worlds experience and past experiences as coach or selector in UWH should be considered in addition to the proposed criteria in Appendix B for selectors and coaches.

*** Players trying out cannot be voted on as selectors/coaches for the team they are trying out for. It is recommended that players who are trying out do not get chosen as coaches for other teams since their time and effort should be towards one or the other.***

2. Choosing the Team

No later than fifteen months before a World Championship, the selectors will submit a list of the selection tournaments and clinics to CUGA for distribution. This list must be posted on the Canadian Underwater Hockey list by this date. It is recommended that events are NOT mandatory but that rather a list of several events where players can get evaluated at is provided at this time.

Cost-sharing of these events is recommended, to insure all players' expenses towards selections are fair and equal. The cost-sharing policies used by all teams must be clearly stated at this time (distributed to players) so that players entering the selection are aware of the potential costs.

A list of suggested criteria for selecting players is provided in Appendix C.

2.1. **No LATER than five months** before the World Championship, the Selection Committee will give a list of the players and alternates still considered for the team. All selected players must follow the team manager's deposit schedule or as a minimum the CUGA policy for the team accounts (the CUGA policy being the minimum criteria i.e. deposits can't be made LATER than the policy states, but can be earlier if the manager wishes to have it done ahead of time for various reasons). Note that CUGA strongly recommends that the final team be chosen by this date. CUGA reserves the right, at their sole discretion, to deny entry to any team which fails to produce a final players list at this time.

2.2. **No later than 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 or the specified payment plan as laid out by the team manager (CUGA policies being the minimum required as explained in 2.1).

2.2.1. Twelve players maximum 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 and will be decided by the coach and selectors.

2.3. Procedure regarding Junior players entering Elite teams selections:

2.3.1. If a Junior player wishes to enter the Elite team selection, they must advise the Junior Worlds coach as well as the Elite selection committee within the timeframe advised by the Elite teams for tryout registration.

2.3.2. Elite teams will not finalize their roster before the end of Junior Worlds. They may finalize a certain number of positions before the end of Junior Worlds, but will keep some open positions for juniors to challenge upon return from Worlds.

2.3.3. All tests performed within the Junior process will be recognized by Elite selectors

2.3.4. Upon returning from Worlds, Junior players interested in Elite selection will organize a "challenge selection event", which can be a local event for one or many selectors

2.3.4.1. Although preferred, The Challenge Selection event does not have to be attended by all selectors

2.3.4.2. The Challenge Selection event date must be prior to the final announced Elite selection date, but after Junior Worlds

2.3.4.3. Prior to the Challenge Selection Event, selectors will gather feedback from Junior Worlds coaches concerning the said players based on their performance at Worlds

2.3.4.4. Player physical, technical and mental maturity must be thoroughly assessed by selectors

2.3.5. **No later than two weeks** after the Challenge Selection Event, the Elite selection committee will finalize the team roster including potential Junior players.

3. Coach

3.1. A team can have one or two coaches, or no coach at all (although not preferable). 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. Within two months of returning from Worlds, the coach will submit a report to CUGA and the steering committee. It will include a summary of what has been done, how the team trained 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 D for a template of the coach report).

4. Other Requirements

4.1. Selectors and coaches cannot be candidates for the team.

4.2. All announcements will be made via the Canadian Underwater Hockey Mailing List. However, once the selection process starts, other means of communication (such as Facebook for example) may be used by the selection committee to share information on formations, training, etc. If so, it will be clearly communicated via the Canadian Underwater Hockey Mailing List.

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

1st revision: May 2007

2nd revision (major): May 2015

APPENDIX A: SUGGESTED CRITERIA AND ROLES/RESPONSIBILITIES OF THE TEAM MANAGER

SUGGESTED CRITERIA for managers:

- CUGA member
- experience with handling finances
- background in accounting is an asset
- organized, responsible, trustworthy
- available to participate in events when required (including Worlds)

ROLES of team manager:

1. Act as liaison between the Team and CUGA with regards to CMAS announcements, other groups such as vendors, other federations etc…

2. Ensure the Team meets all CUGA and CMAS required regulations and deadlines

3. Coordinate all Team finances in conjunction with the CUGA treasurer

4. Provide logistical and administrative support to the Team and Coaching staff as needed, e.g., coordinating travel, ordering team equipment and apparel, arranging team meals, etc.

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

SELECTORS

- experience at a world level underwater hockey championship
- provide representation from different provinces
    - if it is not feasible for selectors to come from different provinces, then selectors should come from different clubs
    - only as a last resort should more than one selector come from the same club
    - Note however, that the location of a selector should not be more important than his/her competence
- 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 C: SUGGESTED CRITERIA FOR SELECTING AN ATHLETE FOR A NATIONAL TEAM

Canadian Underwater Hockey **Player & Team Evaluation Model**

	Preparation	Ability / Knowledge	Wasabi	Attitude	Overall
Player Name	**25%**	**25%**	**25%**	**25%**	
PLAYER 1					
PLAYER 2					
PLAYER 3					
PLAYER 4					
PLAYER 5					
PLAYER 6					
PLAYER 7					
PLAYER 8					
PLAYER 9					
PLAYER 10					
ALTERNATE					
ALTERNATE					

Guide to categories				
	Fitness	Understanding	Intensity	Respect
	Training Regime	Technical skills	Aggression	Focused
	Speed	Positonal Play	Strength	Positive
	Recovery	Read and React	Determination	Supportive
	Mobility	Puck Support	Hard work	Sportsmanship
	Testing	Possession	Control	Emotional control
	Strength	Experience	Endurance	Team spirit
	Commitment	Passing	Toughness	Leadership

Notes
Please give each player a number between 1-10 with 10 being the best and one being the lowest score. It is important to remember that this document is designed to enable players to gain a better understanding of areas that they can focus on to improve their level of play. You should also evaluate yourself.

APPENDIX D: 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:

Appendix K:

National Team Selection document amendment discussion and approval

- Thanks to the CUGA members who participated on the committee responsible for coming up with a National Team Selection document
- Review of the document
- Question about additional costs that might be incurred with non-player selectors as noted in the updated selection document
- Highlight about going away from 'mandatory' events and moving towards organization of a number of events where maybe not all selectors/coach are in attendance
- Concern about whether there are enough people in the Canadian hockey community with the requirements to be a member of the committee
- There was a recommendation to include information in the document about how to join the CUGA UWH mailing list
- Discussion about the CMAS rules currently affecting junior participation (i.e. can a U19 player play on an Elite team?) and inclusion of information referring to this in the Selection Document

Proposed amendments to the original National Team Selection document:

1. If no one is nominated for a team, the Steering committee can have the ability to select a **player** coach or **player** selector

AMENDMENT PASSED (majority in favor, 6 opposed, 0 abstentions)

2. Introducing a process for players to reach out to the Steering Committee with concerns about a coach (with concrete concerns) where there might be dismissed

Discussion:

- whether it is part of the process to have evident/information that the coach (preferably) or selectors have been consulted directly about this issue prior to it being brought towards the Steering Committee.
- concerns noted that for some people they may not feel they have the voice to consult the coach or selectors direction
- discussion that the coach would also be consulted prior to the Steering Committee rendering the decision.
- Concern raised about destabilization of a team if there are criticisms and processes and with potential for dismissal of the coach.
- Request for criteria for which a coach could be dismissed to be developed.

Discussion deferred until 2016 and need for development of a Code of Conduct and circumstances for which a coach could be dismissed.

UNANIMOUSLY APPROVED

3. Amendment to have team vote on their representative on the steering committee rather than having the team captain be part of it.

   UNANIMOUSLY APPROVED

4. Amendment to introduce a player evaluation for the coach (in addition to the current coach report that is submitted)

   UNANIMOUSLY APPROVED

5. Amendment proposed to have selectors and coach decide on how the final decision will be made (i.e. coach has final say on selection or it is a 1/3 vote for each member of the team selection committee) and to clearly communicate this to players. In the case that no consensus is reached by the selection committee on how the final decision should be done, the vote would be 1/3 per selection committee member.

   Discussion:
   - There was a difference of opinion from members present at the AGM. Some wanted the coach to have the final say and take advice/input from selectors, but others wanted coaches and 2 selectors to each have a 1/3 vote
   - Discussion took place about the vision of the coach and a suggestion was made to ensure there is a common vision between the coaches and selectors that can be communicated to players considering trying out

     AMENDMENT DEFEATED (2 for, 31 opposed, 15 abstentions)

     After the vote, there was some extra discussion about the selector/coach voting process and it was decided to bring this issue back to the AGM next year after further discussions about the topic.

<u>Voting on the National Team Selection document including the approved amendments as noted above:</u>

APPROVED (majority in favor, 0 opposed, 1 abstention)