



**CANADIAN UNDERWATER HOCKEY
GUIDELINES FOR STEERING COMMITTEE NOMINATION
AND SELECTION OF NATIONAL TEAM,
TEAM COACH
AND TEAM MANAGER**

UWH National Team Selection Procedures CUGA

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@yahoo.com).

Any player, selector, coach or steering committee member for Team Canada is prohibited from playing, selecting, coaching or being part of a National Team Program (i.e. Executive member, steering committee or selection committee) of another country or federation during their term with Team Canada at any one specific World Championships.

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

UWH National Team Selection Procedures CUGA

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).
 - 1.5.4. If no one is nominated, the Steering Committee can have the ability to select a **player** coach or **player** selector.
- 1.6. **No later than twenty months** before the World Championship, the steering committee finalizes the voting on :
 - Coach
 - Managers
 - Selectors

UWH National Team Selection Procedures CUGA

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.

*** 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. Specific cost sharing policies will be left up to the individual teams, players, coaches and their respective managers to agree upon.

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

UWH National Team Selection Procedures CUGA

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

UWH National Team Selection Procedures CUGA

- 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).
- 3.5. Players are encouraged to submit a coach evaluation form to the steering committee after Worlds is complete.
- 3.6. In the event no coach applies, then a selected player on the team can be a “player coach”

4. Other Requirements

- 4.1. An individual who accepts a nomination for a coach or selector of a given team must indicate at the time of nomination that is their intention to try out 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.
- 4.3. All selected members of the team must complete their level one referee certification prior to the Worlds for which they are competing at.

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.

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2nd revision (major): May 2015

3rd revision (minor): April 2017

***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. For example, 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
 - o if it is not feasible for selectors to come from different provinces, then selectors should come from different clubs
 - o only as a last resort should more than one selector come from the same club
 - o Note however, that the location of a selector should not be more important than his/her competence
- 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

UWH National Team Selection Procedures CUGA

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	Positional 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.

UWH National Team Selection Procedures CUGA

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: