

2008 Coastal California Zone Competition Manual

PREAMBLE

This Coastal California Zone (“CCAZ”) Competition Manual (“Competition Manual”) pertains to sanctioned water polo competition, conducted by CCAZ. The purpose of this Competition Manual is to provide uniform policies and procedures for all CCAZ competitions, regardless of when or where they are held. The USA Water Polo (“USAWP”) Conduct of Championships governs National Championships and their qualification tournaments conducted in the CCAZ. This Competition Manual does not govern selection events or competitions sponsored by various national teams, organized by USAWP but held in the CCAZ.

ARTICLE 1 COMPETITION, DATES, SITES, HOSTS, FACILITIES AND RULES

1.1 Definition

- (a) A game, event, or tournament contested between teams of two or more USAWP clubs, of the same class (e.g. gender, age group, etc.) not otherwise classified as practice or scrimmage.

1.2 Competitions

- (a) CCAZ shall conduct competition in the following categories (“competitions”) in the sport of water polo:
 - (i) Open competitions (For Men or Women, no age restriction)
 - (ii) 20 and under competitions (For Men or Women age 20 and under)
 - (iii) Age Group competitions for age groups specified in Appendix A of this Competition Manual. The notation 18U, 16U etc. used in this manual reads: “18 years old and under,” “16 years old and under,” etc.
 - (iv) Masters competitions for age groups specified in ...
- (b) Where age limitations are specified in Article 1.2 (a) of this Competition Manual, all water polo players remain qualified from 1 January to the following 31 December at their age at the close of the day (12 midnight) on 31 December of the year of competition.

1.3 Dates, Hosts and Sites

- (a) The dates, sites and hosts for all competitions shall be determined by competitive bid, subject to approval of the CCAZ Executive Board. Entities organizing or hosting competitions (“Hosts”) and the CCAZ shall be bound by the sanction agreement approved by USAWP and the CCAZ.

1.4 Facilities and Rules

- (a) Except as otherwise stated in this Article 1.3, for all competitions the field of play is recommended to be of the measurements and markings as specified in the USAWP Water Polo Playing rules.
- (b) For Age Groups 18U and younger, the maximum length of the field of play between goal lines shall be twenty-five (25) meters.
- (c) If a competition is played in two (2) or more pools, it is recommended the dimensions of the field of play be the same in each pool.
- (d) Except for the boy’s competition in the 12U and 14U age groups, the size of the ball in all men’s competitions and all other boys’ competitions shall be the USAWP men’s standard size

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ball. For all women's competitions, all girls' competitions the size of the ball shall be the USAWP Women's standard size ball.

- (e) In the event a team forfeits a game, or is disqualified for one or more games, the game(s) shall be awarded to the opponent with the goal score of 5-0. If a team does not have seven (7) eligible players in the field of play and ready to play at the scheduled game time, the game shall be forfeited to the opponent. Article 3.2 of the USAWP Conduct of Championships shall govern "unfair advantage" concerning a forfeited game.
- (f) Except as other wise noted in this Article 1.3, the water polo playing rules shall be as specified in the USAWP Water Polo Playing Rules.
- (g) All games should be scheduled to allow each team to have a minimum of a two (2) game rest between its games.

Any deviation from this Competition Manual for a specific competition must be stated in the competition's entry requirements, and is subject to approval of the CCAZ Competition Director prior to its publication. All approved deviations shall be clearly stated in the entry requirements.

ARTICLE 2 COMPETITION HOST

2.1 Definition

An entity selected to sponsor a CCAZ competition. Hosts must be USAWP registered clubs or other entities, identified in advance of CCAZ awarding a competition date.

2.2 Responsibilities

The Host shall designate an Event Director who MUST be a member of USAWP, to organize and manage the competition. The Event Director is responsible for the following at the Host's expense:

- (a) Provide the facilities per Article 1.3 of this Competition Manual. For each field of play provide table staff, a minimum of two shot clocks separate from the scoreboard and placed in proper locations.
- (b) Each team shall provide its own warm-up balls and its own caps with ear guards, provided that they comply with WP 4 of the USAWP Playing Rules.
- (c) Publish and send a final game schedule for the competition to the teams, the CCAZ and the referee Assignor, no later than seven (7) days prior to the start of competition.
- (d) Pay Referees for each contest, according to the "Schedule of Fees" agreed between CCAZ Executive Board and the referees association for the CCAZ.
- (e) Display a CCAZ banner (supplied under terms as specified by the CCAZ Executive Board) in a prominent position at each field of play for the duration of the competition.
- (f) Display the "official" CCAZ sponsor's banners, logos and/or identifications (as provided by these sponsors or CCAZ) in prominent positions at each field of play for the duration of the competition.
- (g) Provide complimentary floor space for which each "official" CCAZ sponsor may have, at such sponsor's option and cost, a booth stocked with their products for sale, distribution and/or information for the duration of the competition; the offer of such items subject to governing contracts and agreements of USAWP official sponsors and suppliers.

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- (h) Provide a listing of the Teams and USAWP Verified Team Rosters as properly submitted by the participating Team, subject to review and certification by the Host and CCAZ Competition Committee.
- (i) Provide competent game management personnel and desk equipment
 - (i) For each field of play used in a competition, should provide one (1) set of game secretary flags (as specified in the USAWP Water Polo Playing Rules per paragraph WP 10); CCAZ game score sheets, and all other accessory items (e.g., pens, pencils, whiteout, etc.) that are necessary to operate the officials' table throughout the competition; and a publicly post game results and advancement of teams in the competition (e.g. signs, bulletin boards, etc.).
 - (ii) Except for Referees, the Host shall assign personnel to the positions of Technical Officials for the competition; e.g. secretary, table staff and other positions, as required to manage the competition.
- (j) Consult with the CCAZ with respect to the preparation, distribution, and collection of Entry Fees and Entry Forms.
- (k) Return score sheets for all contests to the CCAZ.

2.3 CCAZ Responsibilities

CCAZ will provide the following to aid the Host with the planning of competitions

- (a) CCAZ signage.
- (b) Boilerplate material for host's use in preparing a tournament program and score sheets.
- (c) Event sanction from USAWP: Host shall submit a request for sanction in the form and manner specified by USAWP.

2.4 Host Revenue Sources

The Host will retain the following sources of revenue for all competitions:

- (a) Team entry fees
- (b) Attendance fees (Gate);
- (c) Food and beverage concessions;
- (d) Program and event merchandise sales;
- (e) Event sponsorships (not to conflict with CCAZ local or USAWP national sponsors);

2.5 General Responsibility

- (a) The Host is responsible for the overall conduct of the competition, including, but not limited to, seeding of the competition, team eligibility and player eligibility. The Host is responsible to ensure fair and impartial advancement of teams through rounds of competition.
- (b) The Host, in consultation with the CCAZ Competition Committee, shall rule on whether teams have complied with the applicable entry and qualification requirements of this Competition Manual, and policies of the CCAZ.

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- (c) If appealed to the CCAZ Competition Committee, the Committee shall act upon any written protest concerning a competition.
- (d) The CCAZ shall have the authority to suspend or penalize any player, coach, technical official, referee or other person involved in the conduct of competition for any conduct deemed detrimental to the conduct of the competition, or to the purposes and goals of CCAZ or USAWP. The Zone Chair must submit any actions taken by the CCAZ at a competition to the USAWP Judicial Committee, in writing, within thirty (30) days of the conclusion of the competition.

2.6 Protests

Any protest or complaint pertaining to actions, decisions, or events during a competition shall be submitted in writing to the Host along with a twenty-dollar (\$20) cash deposit. The Host shall consider all protests and its decision shall be final, subject only to a written appeal to the CCAZ Competition Committee. If the protest is rejected, the deposit will be forfeited to the Host. If the protest is accepted, the deposit will be returned. If the subject is a game already concluded, the protest or complaint must be filed no later than thirty (30) minutes from the conclusion of the game. If an adverse condition or circumstance is known prior to the start of a game, a protest or complaint must be lodged before the signal to start the game is given.

2.7 Appeals

All decisions of the CCAZ Competition Committee shall be subject to the normal procedures for administrative relief, stated in the Bylaws of USA Water Polo, Inc.

ARTICLE 3 REFEREES

3.1 Requirements

- (a) All Referees officiating a competition shall be USAWP members. The referees shall have met the qualifications to referee at the respective competition, established by the CCAZ contracted referees association.
- (b) For all competitions, the CCAZ USAWP National Referees Committee Member, or the representative's designee ("Assignor"), shall select all the referees for the respective competition no less than three (3) days prior to the starting date of the competition. There shall be one (two recommended) Referee(s) assigned to each game in a competition.
- (c) By 6:00 PM of the day prior to the first day of competition, the Assignor shall notify the event Host of the Referees (by name and game number) who will officiate the competition.

ARTICLE 4 ENTRY FEES, PENALTIES, ENTRY FORMS AND CLOSING DATES

4.1 Entry Fees and Penalties

- (a) The Entry Fee for a competition shall be specified in its Entry Form published by the Host.
- (b) Payment forms and terms shall be specified on the Entry Form. A "promise to pay" or "declaration of intent" is NOT enforceable by CCAZ administrative procedures or remedies.
- (c) For all competitions, teams are required to pay a penalty of ten percent (10%) of the Entry Fee for a late or incomplete entry, including but not limited to entry forms, rosters and entry fees (see Schedule of Fees, Penalties and Assessments of this Competition Manual). All penalty fees shall go to the CCAZ unless otherwise designated by the CCAZ Executive Board.

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- (d) Entry Fees paid according to an Entry Form and this Competition Manual may be refunded at the sole discretion of the Host. Penalties are non-refundable.

4.2 Entry Forms and Closing Dates

(a) Entry Timeline

- (i) Entry Publication Date: No later than fourteen (14) days prior to the Preliminary Closing Date of a competition (see Club Competition Entry Form of this Competition Manual):
- (ii) Preliminary Closing Date: No later than seven (7) days prior to the Final Closing Date.
- (iii) Final Closing Date: No later than seven (7) days prior to the start date for the competition.

(b) Teams shall submit entries to competitions to a Host as specified by the CCAZ. Entry requirements include but are not limited to:

- (i) USAWP Verified Roster: including coach and player names, dates of birth, and USAWP registration numbers, according to section 5 of this manual.
- (ii) Fifty percent (50%) of Entry Fees due on the Preliminary Closing Date
- (iii) Fifty percent (50%) of Entry Fees due on the Final Closing Date
- (iv) Any entry that does not conform to the above requirements is subject to the penalty in Schedule of Fees, Penalties and Assessments of this Competition Manual. If a Host should waive a payment deadline requirement, the Host does so without recourse to CCAZ administrative procedures or remedies.

ARTICLE 5 COMPETITION CONTROL

5.1 Definition

- (a) **Team:** A group of seven (7) or more players and one (1) or more coach members of USAWP, eligible according to entry requirements, to participate in a given USAWP competition.

5.2 Player, Coach, Club and Team Eligibility

- (a) All clubs, coaches and players participating in a competition shall be currently registered USAWP Members except for non-US teams, approved for a competition by USAWP.
- (b) All members participating in a competition must meet the competition's eligibility requirements, including but not limited to age group.
- (c) More than one (1) team from a club shall be permitted to play in a competition, though a single individual may be head coach of only one team. However, a head coach may serve as an assistant coach for another team from the same club in a competition.
- (d) When a club enters more than one (1) team in a competition, players shall be listed on (1) one roster and be allowed to compete on one (1) team only.
- (e) Subject to 1.2.b, players may compete for more than one team only in a game already declared a forfeit. Teams may loan one or more players to an opponent for this purpose only.

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- (f) A player on a team in a competition may act as a coach (if a USAWP coach member), and only for the team on which the player is competing.

5.3 Roster Submission by Teams

- (a) Submission of a USAWP Verified Roster completes the entry process. It includes coach and player names, dates of birth, and USAWP registration numbers. It is due to the Host no later than thirty (:30) minutes prior to the scheduled start time of the game for which it is declared, and MANDATORY for the team's first game at EVERY site the team plays in a competition.
 - (i) A team administrator or coach "declares" the roster by 1) confirming cap numbers of the listed players and 2) affirms by signature that players listed meet the competition's eligibility requirements.
 - (ii) A team administrator or coach may make more than one declaration in a competition, but no more than one per game
 - (iii) A team administrator or coach failing to provide a USAWP Verified Roster may substitute an Event Roster Form ONLY for the first game of a competition, and by payment of the \$20.00 processing fee, payable by check to the zone sanctioning the competition at the time of roster declaration. It is the ONLY acceptable hand written alternative. The person substituting affirms by signature, that persons listed meet the competition's eligibility and USAWP membership requirements.
- (b) The USAWP Verified Roster: may be subject to more restrictive entry or compliance requirements if stated in the Entry Form and applied equally to all players, teams and clubs for an individual competition.
- (c) Only persons listed on the Declared Roster shall participate or be seated in team areas.
- (d) Players should wear hat numbers as listed in this roster throughout the competition.

5.4 Rosters Processing

- (a) Host is responsible to see that EVERY team at EVERY site declares its roster according to 5.3.a above, and retains the collected rosters at the scoring table(s) of EVERY site at which a team competes throughout the competition.
- (b) For EVERY game, Host shall transfer the names of all players and coach(es) listed on the contesting teams' Declared rosters to the game score sheet, preferably fifteen (:15) minutes prior to its scheduled start time, but no later than halftime.
- (c) Referees shall confirm that declared rosters for each team are at the score table and inspect each score sheet PRIOR to the game start, to confirm its accurate listing of competing teams and cap colors, game time, game number, and location. A game may not start without declared rosters for both teams at the score table. The team not in compliance shall forfeit the game and is subject to fees and penalties specified here and it the zone competition regulations.
- (d) Referees shall inspect each score sheet AFTER the game to confirm the accurate reporting of players, coaches, Game Progress, fouls, final score, and record in writing any incident of brutality, violence or unusual circumstances.
- (e) Each referee shall print his/her name and sign the score sheet, a signature that affirm(s) the accuracy of everything reported on a score sheet, and serves as the voucher for payment of referee fees.

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- (f) The Host shall return all completed score sheets and declared rosters to the zone competition manager by email, mail or other common carrier no later than forty-eight (48) hours following the close of the competition. The zone competition manager shall retain these records.

5.5 Protests and Penalties

NOTE: all fees payable by check, to the sanctioning zone

- (a) The Host may fine teams that fail to comply with all roster requirements specified in 5.3.a. A team shall pay a fine of ten percent (10%) of the Entry Fee for each incident.
- (b) The zone competition manager may fine the Host up to twenty (\$20.00) dollars for each declared roster submitted according to 5.4.f that fails to comply with all roster requirements specified in 5.3.a, to a maximum of two hundred (\$200.00) per competition.
- (c) A party contesting the validity of team roster information provided in a USAWP Verified Roster, including but not limited to payment of registration fees, club affiliation, club transfer status etc., carries the burden of proof in the matter. This shall be defined as a Protest, must include payment of the twenty (\$20.00) dollar protest fee, and be processed according to zone policy and procedures.
- (d) A club or team who plays an ineligible player shall forfeit all its games, its entry fee, and pay fifty percent (50%) of the entry fee as a penalty. No team of the offending club shall play in USAWP competition until penalty fees are paid in full. Subject to the rules of USA Water Polo and at its discretion, the sanctioning zone may impose additional penalties including but not limited to suspension of a player, coach, administrator, team or club for cause.

ARTICLE 6 COMPETITION FORMAT

6.1 Requirements

- (a) All competitions SHALL be conducted in accordance with this Competition Manual.

6.2 Participating Teams

- (a) It is recommended that competitions have twelve (12) or sixteen (16) teams competing. Non-US teams can be entered into competitions.

6.3 Seeding and Placement of Teams into Groups

- (a) For all competitions, after the Final Closing Date and prior to the start of the first day of competition or the Host shall seed all teams.
- (b) The Host shall determine the method for the placement of teams in Groups and is responsible to ensure fair and impartial advancement of teams through rounds of competition.

6.4 Group System of Play

- (a) The Host shall determine the Group System of Play. The recommended Group System of Play is:

FIRST ROUND

GROUP A	GROUP B	GROUP C	GROUP D
A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3

SECOND ROUND

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GROUP E	GROUP F
E1 1st in Group A	F1 1st in Group B
E2 2nd in Group A	F2 2nd in Group B
E3 1st in Group D	F3 1st in Group C
E4 2nd in Group D	F4 2nd in Group C

FINAL ROUND

GROUP G (1st - 4th)	GROUP H (5th - 8th)	GROUP I (9TH - 12TH)
G1 1st Group E	H1 3rd Group E	I1 3rd Group A
G2 2nd Group E	H2 4th Group E	I2 3rd Group B
G3 1st Group F	H3 3rd Group F	I3 3rd Group C
G4 2nd Group F	H4 4th Group F	I4 3rd Group D

- (b) The 1st and 2nd place teams in each Group in the First Round shall be Selected to advance to the Second Round on the basis of two (2) points for each win, one (1) point for each tie, and zero (0) points for each loss for each game played by each team in the First round. Teams entering the Second Round shall carry forward to the Second Round only the point(s) and the game score the team earned in the First round against the team that also advanced from their Group to the Second Round. Teams in the Second Round will advance to the Final Round on the basis of points and the games scores earned in the Second Round (two (2) points for each win, one (1) point for each tie, and zero (0) points for each loss for each game played in the Second Round) plus point(s) and the game score carried forward from the First Round.
- (c) For a sixteen (16) team tournament, the format is available from the USAWP National Office.
- (d) In the event that two or more teams are tied in points, the FINA tie break system, currently in effect and published in the USAWP Playing Rules should be used.

6.5 Game Schedule and Start Times

- (a) The Game Schedule and Start Times may be as follows:

1st Day (First Round)

1. A2 - A3 7:00 AM 8:00 AM
2. B2 - B3 8:00 AM 8:50 AM
3. C2 - C3 9:00 AM 9:40 AM
4. D2 - D3 10:00 AM 10:30 AM
5. A1 - A2 11:00 AM 11:20 AM
6. B1 - B2 12:00 PM 12:10 PM
7. C1 - C2 1:00 PM 1:00 PM
8. D1 - D2 2:00 PM 1:50 PM
9. A1 - A3 3:00 PM 2:40 PM
10. B1 - B3 4:00 PM 3:30 PM
11. C1 - C3 5:00 PM 4:20 PM
12. D1 - D3 6:00 PM 5:10 PM

2nd Day

13. I1 - I4 7:00 AM 8:00 AM Final Round
14. I2 - I3 8:10 AM 8:50 AM Final Round
15. E1 - E4 9:20 AM 9:40 AM Second Round
16. E2 - E3 10:20 AM 10:30 AM Second Round
17. F1 - F4 11:20 AM 11:20 AM Second Round
18. F2 - F3 12:20 PM 12:10 PM Second Round
19. E2 - E4 1:20 PM 1:00 PM Second Round
20. E1 - E3 2:20 PM 1:50 PM Second Round
21. F2 - F4 3:20 PM 2:40 PM Second Round
22. F1 - F3 4:20 PM 3:30 PM Second Round

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23. Loser 13 5:20 PM 4:20 PM Final Round
Loser 14 (11th & 12th Place)
24. Winner 13 6:30 PM 5:10 PM Final Round
Winner 14 (9th & 10th Place)

3rd Day (Final Round)

25. H1 - H4 7:00 AM 7:00 AM
26. H2 - H3 8:10 AM 7:50 AM
27. G1 - G4 9:20 AM 8:40 AM
28. G2 - G3 10:30 AM 9:30 AM
29. Loser 25 11:40 AM 10:20 AM (7th & 8th Place)
Loser 26
30. Winner 25 12:50 PM 11:10 AM (5th & 6th Place)
Winner 26
31. Loser 27 2:00 PM 12:00 PM (3rd & 4th Place)
Loser 28
32. Winner 27 3:10 PM 12:50 PM (1st & 2nd Place)
Winner 28

ARTICLE 7 AMENDMENTS

7.1 Proposed Amendments

Any CCAZ Member may propose an amendment to this Competition Manual. A proposed amendment must be in a form that shows the entire section as it will read if adopted, with any changes underlined and in italics if new or ~~lined through~~ if to be deleted, and shall contain a brief explanation of the purpose and impact of the proposed change.

7.2 Approvals

- (a) Any proposed amendment to the Competition Manual shall be referred to the CCAZ USAWP Rules Committee Member for initial consideration.
- (b) Once confirmed to be in the proper form, the Rules Committee Member will forward it to the CCAZ USAWP Events Committee Member and other responsible Committee(s) for review and comment.
- (c) CCAZ Executive Board will approve or reject the proposed amendment, by resolution.
- (d) Deadline for initial submission to Rules Committee Member: no later than December 31 in the year immediately preceding its proposed effective date (e.g. Dec 31, 2003 effective for year 2004).
- (e) Amendments to this Competition Manual take effect March 1 in the year following their initial submission (e.g. Mar 1, 2004).

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Appendix A

Age Groups for Water Polo Competitions – Year 2008

The following age groupings are used by USAWP for classification of boys and girls:

<u>Age Group</u>		<u>Born in:</u>		<u>Nickname:</u>
19&under		1989	or later	
18&under	18U	1990	“	
17&under		1991	“	Junior
16&under	16U	1992	“	
15&under		1993	“	Youth
14&under	14U	1994	“	
13&under		1995	“	Development
12&under	12U	1996	“	
11&under		1997	“	Beginner
10&under	10U	1998	“	

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Appendix B

SCHEDULE OF REFEREE FEES

Game Time (minutes/quarter)	Age Group	Gross Fee	Net Fee*
5 minutes	18U, 16U...10U	\$26.00	\$25.00
6 minutes	18U, 16U...10U	\$30.00	\$29.00
7 minutes	18U, 16U...10U	\$34.00	\$33.00
8 minutes	18U, 16U...10U	\$38.00	\$37.00
5 minutes	Open & 19U	\$34.00	\$33.00
6 minutes	Open & 19U	\$38.00	\$37.00
7 minutes	Open & 19U	\$42.00	\$41.00
8 minutes	Open & 19U	\$46.00	\$45.00
Should any games have only one official assigned, the fee is 1.5 times the rate above (Less \$2 = net amount). Example: 19U Age Group 7 min qtr \$42 x 1.5 = \$63 (\$61 net)*			

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Appendix C

SCHEDULE OF FEES, PENALTIES AND ASSESMENTS

Protest Fee:	\$20.00 per incident, non-refundable
Late Entry Penalty:	Ten percent (10%) of event entry fee
Incomplete Entry Penalty:	Ten percent (10%) of event entry fee
Ineligible Participant Penalty:	Fifty percent (50%) of event entry fee
Roster Compliance Penalty:	Ten percent (10%) of event entry fee
Roster Form Processing:	\$20.00 per incident, non-refundable
Team No Show Penalty:	Fifty percent (50%) of event entry fee, and payment to scheduled opponents equal to the pro rata share of the total Entry Fee (e.g., \$200 Entry Fee / 4 games guaranteed = \$50 to each opponent)

EVENT REQUEST FORM

Coastal California Zone of USA Water Polo. Inc.

Please provide the following information to request competition dates.

Host Organization: _____

Competition Title: _____

Competition Venue(s): _____

Competition Dates: _____

Age Groups:

Select One: 18&U 16&U 14&U 12&U 10&U

Select One: Male Female Mixed (M &F)

Competition Description (agenda, format, tentative information, etc.):

Event Director:

Name: _____

Address: _____

Telephone(s): _____

Email Address(es): _____

CLUB COMPETITION ENTRY PROCESS
California Coastal Zone of USA Water Polo, Inc.

Following is the entry procedure for all California Coastal Zone Water Polo Competitions:

1. Contact the Event Director to determine the cost of the competition. Competitions will close no later than fourteen (14) days prior to the first competition date.
2. Enter the competition ONLY under the club name registered with USAWP. Once you complete entry documents, you must appear or provide a substitute club, acceptable to the Host Failure to do so subjects you to penalties:
 - a. Pay the entry fee,
 - b. Pay the cost of the games to each club you were to have competed against,
 - c. Pay a fine of 50% of the entry fee to Coastal California Water Polo,
 - d. No team from your club may compete in another competition until these fines are paid.
3. Check that all your club's coaches and athletes are currently registered with USAWP. You are responsible to provide USAWP Verified Rosters to the Host in two steps. Do Roster Verification at www.usawaterpolo.com, and submit the verified roster to the Host by the Preliminary Closing Date. Each club shall designate a club representative for competitions the club enters.
4. For revisions or amendments to your USAWP verified roster AFTER THE COMPETITION'S FINAL CLOSING DATE, you MAY submit revisions, using the attached form or a USAWP Verified roster or USAWP Verified club membership printout. The final roster must include USAWP verification that all participants are currently registered with USAWP, or other written proof of membership for each listed participant IF contesting USAWP's verification. The form must include a telephone number of the club representative to be contacted if there are discrepancies. Revisions to rosters are allowed, but must be recorded with the Event Director no later than thirty (30) minutes prior to your first game. If a coach or athlete is not currently registered, you must submit a USAWP registration form and check for them or they cannot compete.

If an opponent fails to compete in a scheduled contest, the Event Director shall report this to the CCAZ. A club representative may also report this to the CCAZ (email preferred). The club representative may also report any situation that occurs during the competition that may result in damage to the reputation of USAWP or CCA Zone Water Polo.

A report of any brutality foul is the responsibility of the referee who makes such call.

COMPETITION MANAGEMENT PROCEDURES
Coastal California Zone of USA Water Polo, Inc.

Below are the procedures for conduct of competition within the Coastal California Zone (CCAZ) of USA Water Polo.

A club or organization that wishes to sponsor a competition ("Host") must submit an Event Request to the CCAZ Competition Committee ("CCAZCC"), including this information:

1. Name of Host,
2. Competition venue(s),
3. Competition dates,
4. Age Group (and sex),
5. Event Director
 - a. Name
 - b. Address
 - c. Phone Numbers (home, work, mobile)

The CCAZCC will consider all Event Requests, and allocate competition dates. Once the Event Request is approved, the Host must submit a USAWP "Application for Event Sanction" in the manner and form specified by USAWP. The sanction fee must accompany the sanction application. A Certificate of Insurance will be provided by request if, completed in that portion of the event sanction form, stating the exact name and delivery address of the party seeking coverage by the Certificate.

Entries for all competitions close at least fourteen (14) days prior to the first date of competition. In accepting the applications, the Event Director must verify with the entering club that it has entered using its USAWP club name and that it is familiar with the "CCAZ Competition Manual". The Event Director shall obtain the entry fee and entry form, which together bind the club and Host, serving as the primary record for settlement of disputes should they arise.

Once entry fees are in hand, the Event Director sends (email preferred, FAX acceptable) an Event Entry Summary to the CCAZ with names and club numbers of the clubs that have entered. The CCAZ confirms USAWP club registration. The Event Director seeds and schedules the competition. No later than seven (7) days prior to the first date of competition, this information shall be sent (email preferred, FAX acceptable) to the designated assignor of referees and a representative of each entered club.

Prior to each club's first game of the competition, each club representative must provide a team roster (as detailed in the "CCAZ Competition Manual") and any registration forms and fees for team members not previously cleared for play by USAWP registration and the CCAZ. The Event Director shall collect and retain the rosters, registration forms and fees.

At the conclusion of the competition, the Event Director must:

1. Collect and submit all team rosters, USAWP member registration forms and registration fees to the CCAZCC.
2. Report any forfeits not substituted with compensating games (including the names of affected teams).
3. Report any situation that occurs during the competition that may result in damage to the reputation of USAWP or CCAZ Water Polo.

All information must be submitted within forty-eight (48) hours of the conclusion of the competition so any required disciplinary actions, may be implemented prior to subsequent competition. Failure to submit the collected entry information to the CCAZ may result in a \$50 fine to the competition Host

A report of any brutality foul is the responsibility of the referee who makes such call.