



STANDARD OPERATING PROCEDURES

TOURNAMENT MANUAL

Section A: Participating Teams and Players

Section B: Referee & Scoring System (includes how the players will be scored / rated in order to receive the trophies against the criteria in Section A)

Section C: Responsibilities – Host and SAUWHF

SECTION A

PARTICIPATING TEAMS AND PLAYERS

Section A: Contents

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A1 PREAMBLE

Section A of this document has been put together to assist competing teams and players in understanding their responsibilities when competing in the any SAUWHF sanctioned Underwater Hockey Competition.

Although there is a certain amount of flexibility allowed, participating players and teams need to meet the time frames and minimum standards identified in this document.

Any variation to these standards needs to be ratified by SAUWHF through the Tournament Manager.

A2 COMPETITION FORMAT

A2.1 TEAMS AND TEAM CATEGORIES

A2.1.1 Senior National Championship

The national tournaments are provincial based competitions. For Senior Nationals, each province can enter one or two teams per category being:

- Men
- Ladies
- Open Masters (35 years and over)
- Women's Masters (35 years and over)

The competitor's classification is based on their age in the year the competition takes place as per CMAS rules.

Any player under 18 years of age will be required to get permission from the parent / guardian and present to the Tournament Manager for authorisation.

The competition is based on a single round robin to rank teams from which the top four teams play off for the trophy. The remainder of the teams play off to receive final rankings.

If there are only three or four teams in the category there will be a double round robin plus finals games.

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A2.1.2 Junior National Championships

The national tournaments are provincial based competitions. For Junior Nationals, there is no limit to the number of teams that can be entered into the following categories:

- U19 Men
- U19 Ladies
- U15 Boys
- U15 Girls
- U13 Boys
- U13 Girls
- U10 Mixed

For classification of age, refer to Policy No. POLJN-01, Classification of Provincial Teams at Junior Nationals.

The competition is based on a single round robin to rank teams from which the top four teams play off for the trophy. The remainder of the teams play off to receive final rankings.

If there are only three or four teams in the category there will be a double round robin plus finals games.

Due to the complexity and the number of teams in this division, a strong possibility exists that the U10 Mixed might play in the same league as the U13 Girls; similarly due to traditionally low numbers in the girls' teams, the U15 Girls might play in either the U13 Boys league or the U19 Ladies League. The above scenarios are to be agreed upon by ALL provinces prior to the game schedule being distributed.

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A2.1.3 Inter-Clubs Tournament

As this is a club event there is no restriction on the number of teams that can be entered into the following categories:

- Open Men
- Open Ladies
- Open Masters (over 35)
- Women's Masters (over 35)
- International Teams

The competitor's classification is based on their age in the year the competition takes place as per CMAS rules. Any player under 18 years of age, playing in this competition is required to provide authorisation from parent / guardian.

Due to the large number of team entries and the great difference in the strength of the teams the competition in the Men's League will be run by dividing the teams into two groups based on the results / ranking from the previous year.

The top 4 – 6 teams from the previous year will go into Group A and the remaining teams will compete in Group B. Each group will play for their respective trophies.

In order teams to be able to move up into Group A the winners of Group B will play the lowest ranked in Group A – the winner will then be eligible to play in Group A the next year.

If there are only three or four teams in the category there will be a double round robin plus finals games.

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A2.1.4 Arnold Games 3vs3 Tournament

There is no restriction on the number of teams that can be entered into the following categories:

- Open Men
- Open Ladies

Any player under 18 years of age, playing in this competition is required to provide authorisation from parent / guardian.

The competition is based on a single round robin to rank teams from which the top four teams play off for the trophy. The remainder of the teams play off to receive final rankings.

If there are only three or four teams in the category there will be a double round robin plus finals games.

A2.2 COMPETITION AND GAME FORMAT

A2.2.1 Senior National Championship

A2.2.1.1 Competition Format

As this is South Africa's flagship competition for the National (Provincial) trophy the tournament will replicate the international CMAS format. The competition will include the following:

- Opening Ceremony
- Announcement of players names in the final matches
- Final Function and awards ceremony
- In a Worlds year – Blazer Ceremony and formal photographs at final function award dinner.

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A2.2.2.2 Game Format

Round Robin Games:

1. Each round-robin match will have two halves of 15 minutes each, with a 3 minute break in between halves, and a 2 minute break in between games.
2. No time-outs during games.
3. No stoppages of the clock in the last 2 minutes of game play in each game.
4. Penalty shots will be taken accordingly.
5. Penalty shots will be awarded as penalty goals within the last two minutes of the game.
6. Games will be run on independent timing systems.

Quarter Final Games:

1. Each quarter final match will have two halves of 15 minutes each, with a 3 minute break in between halves, and a 2-minute break in between games.
2. No time-outs during games.
3. No stoppages of the clock in the last 2 minutes of game play in each game.
4. Each penalty will be played, and the clock will be stopped during play.
5. If the normal time ends in a draw, golden goal will be played:
 - 5.1 The sides will **not** swop ends
 - 5.2 One-minute break before start of extra time
 - 5.3 No time-outs
 - 5.4 No stoppage of clock
 - 5.6 If a penalty is awarded, it must be played
 - 5.7 Game will only end after goal has been scored

Semi-final Games:

1. Each game will start according to tournament program/ game schedule.
2. Each semi-final match will have two halves of 15 minutes each, with a 3 minute break in between halves.
3. No time-outs during games.
4. No stoppages of the clock in the last 2 minutes of game play in each game.
5. Play-Off and Semi-Final games will run on independent timing systems.
6. Each penalty will be played, and the clock will be stopped during play.
7. If the normal time ends in a draw the following will occur:
 - 7.1. The sides will swop ends
 - 7.2. One-minute break before start of extra time
 - 7.3. Play two, 5-minute halves with 1-minute break between halves
 - 7.4. No time-outs in extra time period

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- 7.5. If there is still a draw after extra time the following will occur:
 - 7.5.1. there will be a 1minute break, no changing of ends and golden goal will be played
 - 7.5.2. game will only end after goal has been scored.
 - 7.5.3. stoppage of play unless penalty has been awarded
 - 7.5.4. no time-outs in golden goal period.

Final Games and Play-offs:

1. Each game will start according to tournament program/ game schedule.
2. Two halves of 15 minutes each with a 3 minute break in between halves.
3. Time will stop in the last 2 minutes of the game for any stoppages or infringements of normal or over-time play.
4. Each penalty will be played, and the clock will be stopped during play.
5. One, 1 minute time-out, per team per half during the final games will be permitted.
6. If the normal time ends in a draw the following will occur:
 - 6.1. The sides will swop ends
 - 6.2. One-minute break before start of extra time
 - 6.3. Play two, 5-minute halves with 1-minute break between halves
 - 6.4. No time-outs in extra time period
 - 6.5. If there is still a draw after extra time the following will occur:
 - 6.5.1. there will be a 1minute break, no changing of ends and golden goal will be played
 - 6.5.2. game will only end after goal has been scored
 - 6.5.3. stoppage of play unless penalty has been awarded
 - 6.5.4. No time-outs in golden goal period

A2.2.2 Junior National Championships

A2.2.2.1 Competition Format

As this is South Africa's flagship competition the tournament will include the following:

- Opening Ceremony as follows:
 - Provincial march-pass / parade
 - Opening Address by the Junior President of SAUWHF
 - Singing of the National Anthem
- Lunch and dinner breaks – no playing to take place during these breaks
- Final Function and awards ceremony
- In a Worlds year – the RSA Squads will be formally announced

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A2.2.2.2. Game Format

Round Robin / Group Games:

1. **U10's & U13's:**
Each round-robin match will have two halves of 8 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.
2. **U15's & U19's:**
Each round-robin match will have two halves of 10 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.
3. No time-outs during games.
4. No stoppages of the clock in the last 2 minutes of game play in each game.
5. Penalty shots will be awarded as penalty goals in the last 30 seconds of each half of pool games.
6. Games will be run on independent timing systems.

Semi-finals, Play-off and Final Games U10's & U13's:

1. Each game will start according to the game schedule.
2. Each match will have two halves of 8 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.
3. No stoppages of the clock in the last 2 minutes of game play in each game.
4. Penalty shots will be awarded as penalty goals in the last 30 seconds of each half of pool games.
5. Games will be run on independent timing systems.
6. If the normal time ends in a draw the following will occur:
 - 6.1. The sides will swop ends
 - 6.2. Two-minute break before start of extra time
 - 6.3. Play two, 5-minute halves with 1-minute break between halves
7. If there is still a draw after extra time, there will be a 1minute break, no changing of ends and golden goal will be played:
 - 7.1. Game will only end after goal has been scored
 - 7.2. No stoppage of play unless penalty has been awarded
 - 7.3. No time-outs in golden goal period

Semi-finals Play-off and Final Games U15's:

1. Each game will start according to the game schedule.
2. Each match will have two halves of 10 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.

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3. Time will stop in the last 2 minutes for any stoppages or infringements of normal or over-time play.
4. Each penalty will be played, and the clock will be stopped during play.
5. One time out per team per half during the final games.
6. Time out for team will be 1 minute.
7. If the normal time ends in a draw the following will occur:
 - 7.1. The sides will swop ends
 - 7.2. One-minute break before start of extra time
 - 7.3. Play two 5-minute halves with 1 minute break between halves
8. If there is still a draw after extra time, there will be a 1-minute break, no changing of ends and golden goal will be played:
 - 8.1. Game will only end after goal has been scored
 - 8.2. No stoppage of play unless penalty has been awarded
 - 8.3. No time-outs in golden goal period

Final Games U19:

1. Two halves of 15 minutes each with a 3 minute break in between halves.
2. Time will stop in the last 2 minutes for any stoppages or infringements of normal or over-time play.
3. Each penalty will be played, and the clock will be stopped during play.
4. One time out per team per half during the final games.
5. Time out for team will be 1 minute.
6. If the normal time ends in a draw the following will occur:
 - 6.1. The sides will swop ends
 - 6.2. One-minute break before start of extra time
 - 6.3. Play two 5-minute halves with 1 minute break between halves
7. If there is still a draw after extra time, there will be a 1-minute break, no changing of ends and golden goal will be played.
 - 7.1. Game will only end after goal has been scored
 - 7.2. No stoppage of play unless penalty has been awarded
 - 7.3. No time-outs in golden goal period

A2.2.3 Inter-Clubs Tournament

A2.2.3.1 Game Format

Round Robin / Group Games:

1. **GROUP A (Top Teams):**
Each round-robin match will have two halves of 10 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.

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GROUP B:

Each round-robin match will have two halves of 8 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.

2. No time-outs during games.
3. No stoppages of the clock in the last 2 minutes of game play in each game.
4. Penalty shots will be awarded as penalty goals in the last 30 seconds of each half of pool games.
5. Games will be run on independent timing systems.

Semi-finals and Play-off Games:

1. Each game will start according to the game schedule.

2. **GROUP A (Top Teams):**

Each round-robin match will have two halves of 10 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.

GROUP B:

Each round-robin match will have two halves of 8 minutes each, with a 2 minute break in between halves, and a 2 minute break in between games.

3. No time-outs during games.
4. No stoppages of the clock in the last 2 minutes of game play in each game.
5. Penalty shots will be awarded as penalty goals in the last 30 seconds of each half of pool games.
6. Games will be run on independent timing systems.
7. If the normal time ends in a draw the following will occur:
 - 7.1. The sides will swop ends.
 - 7.2. Two-minute break before start of extra time
 - 7.3. Play two, 5-minute halves with 1-minute break between halves
8. If there is still a draw after extra time, there will be a 1minute break, no changing of ends and golden goal will be played:
 - 8.1. Game will only end after goal has been scored
 - 8.2. No stoppage of play unless penalty has been awarded
 - 8.3. No time-outs in golden goal period

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Final Games

1. **GROUP A (Top Teams):**

Each round-robin match will have two halves of 15 minutes each, with a 3 minute break in between halves.

GROUP B:

Each round-robin match will have two halves of 10 minutes each, with a 2 minute break in between halves.

2. Time will stop in the last 2 minutes for any stoppages or infringements of normal or over-time play.
3. Each penalty will be played, and the clock will be stopped during play.
4. One time out per team per half during the final games.
5. Time out for team will be 1 minute.
6. If the normal time ends in a draw the following will occur:
 - 6.1. The sides will swop ends
 - 6.2. One-minute break before start of extra time
 - 6.3. Play two 5-minute halves with 1-minute break between halves
7. If there is still a draw after extra time, there will be a 1-minute break, no changing of ends and golden goal will be played:
 - 7.1. Game will only end after goal has been scored
 - 7.2. No stoppage of play unless penalty has been awarded
 - 7.3. No time-outs in golden goal period

A2.2.4 Arnold Games 3vs3 Tournament

A2.2.4.1 Game Format

Group / Round Robin and Semi-Final Games:

1. Each round-robin match will have two halves of 6 minutes each, with a 1 minute break in between halves, and a 2 minute break in between games.
2. No time-outs during games.
3. No stoppages of the clock in the last 2 minutes of game play in each game.
4. Penalty shots will automatically be awarded penalty goals.
5. Group games will run on independent timing system.

Play-Off and Finals:

1. Each game will start according to tournament program/ game schedule.
2. Each Play-Off and Semi-Final will have two halves of 7 minutes each; with a 2 minute break in between halves.

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3. No time-outs during games.
4. No stoppages of the clock in the last 2 minutes of game play in each game.
5. Play-Off and Final games will run on independent timing systems.
6. Penalty shots will automatically be awarded penalty goals.
7. If the game ends in a draw there will be a 1minute break, no changing of ends and golden goal will be played.
8. Game will only end after goal has been scored
9. No stoppage of play unless penalty has been awarded
10. No time-outs in golden goal period

A2.3 COMPETITION RANKING AND FINALS FORMAT

A2.3.1 Once the round robin games have been completed, teams are ranked by the following formula (as per CMAS rules):

1. Points (2 for a win, 1 for a draw, 0 for a loss, -2 for a forfeit)
2. RR matchup (if two teams have equal points, then the team that won during the RR is placed higher)
3. Most wins in RR
4. Least number of losses RR
5. Least goals scored against in RR
6. Toss a coin

A2.3.2 If a team forfeits a game:

A2.3.2.1 Team which forfeits will be subtracted with 2 points.

A2.3.2.2 A score of 6 goals against forfeiting team will be recorded

A2.3.2.3 It is required that the team that is forfeiting the specific game, fill in the required document – Team Forfeit Document Number OFM TOU 01.

A2.3.3 The numbers in the Play Off games refer to ranking's obtained from the round robin games.

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No. Teams	Round Robin	Play Offs		Total No. Games / Team
2 Teams	6 rds	1v2	Final	7
3 Teams	3 rds	1v2	Final	6-7
4 Teams	2 rds	2v3 winner (2v3) v 1	1x Semi-final Final	6-8
5 Teams	2 rds	2v3 4v5 winner (4v5) v loser (2v3) winner (2v3) v 1	1x Semi final <i>optional</i> 3/4 play off grand final	8-10
6 Teams	*1.2 rds	1v4 5v6 loser (1v4) v loser (2v3) winner (1v4) v winner (2v3)	2v3 2x semi-finals <i>optional</i> 3/4 play off grand final	8-9
7 Teams	1 rd	1v4 5v6 loser (1v4) v loser (2v3) winner (1v4) v winner (2v3)	2v3 2x semi-finals <i>optional</i> 3/4 play off grand final	6-8

* 1.2 Rds Explained:

1st Round Robin
5 games

2nd Round Robin
2 games each pool

Team 1
Team 2
Team 3
Team 4
Team 5
Team 6

Rank 1
Rank 2
Rank 3
Rank 4
Rank 5
Rank 6

} Pool 1

} Pool 2

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A2.4 PROTEST AFTER A MATCH

- A2.4.1 Only the team Captain or Team Representative may put forward a protest.
- A2.4.2 The protest must be announced to the Tournament Referee and Tournament Officer within 15 minutes of the end of the match.
- A2.4.3 Written protest must be in English and must be submitted within an hour of the end of contested match. Form OFM TOU – 13 to be completed.
- A2.4.4 Written protest must be accompanied by a deposit of R 1 000 (thousand Rand) in cash
- A2.4.5 If the above-mentioned requirements are not fulfilled, the protest will not be accepted.
- A2.4.6 The sum of R 1 000 (thousand Rand) will be refunded if the protest is considered valid.
- A2.4.7 A jury is chaired by Tournament Referee. Other members may include:
- Tournament Manager and in the event that TM not available then the Tournament Officer for the provision of tournament options
 - President of SAUWHF and / or SAUWHF Men's / Ladies representative or an Executive SAUWHF member
 - Two level two referees chosen among the referees of the tournament. Referees to be nominated prior to start of tournament.
- A2.4.7 A meeting secretary will be appointed for the session. The position is administrative and non-voting.
- A2.4.8 A jury may:
- The Jury may listen to all people it deems helpful to reach a decision
 - The jury can utilise any resource it deems helpful to reach a decision
 - The decision shall be made by a majority using a hand vote. In the event of a tie, the vote of the President will be final
 - The Jury's decision is provided immediately in writing to the Tournament Referee who will advise the complainant and others involved
 - The members of the Jury and Tournament Referee must comply with the secrecy of the deliberations
 - The jury decision is final, and no appeal of the jury decision is permitted or will be entered into.
- A2.4.9 In the event of an incident becomes physical (person or object) the Tournament Referee together with the Tournament Officer and either the Junior President or Senior President of SAUWHF can impose an immediate ban on the player / players until such time as a hearing can be conducted.

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A.3 PRESENCE OF A COACH / ASSISTANT COACH IN THE WATER

- A3.1 The coach is allowed in the water during games.
- A3.2 Coach/ assistant coach must wear a clearly identifiable coloured cap not to be confused with players or referees (i.e. Green).
- A3.2 The presence of the coach should not touch, move, or block the view of the referee or camera.
- A3.4 If coach is guilty, team will be liable for fine or risk losing team deposit.
- A3.5 A coach may be in the water during other games; but must abide to above mentioned rules.

A4 FEES

- A4.1 The Tournament Manager, with input from the Host Province will provide information packs detailing the fee structure and payment deadlines, which should be as follows:

Team Deposit

Due 3 months prior	Refundable deposit (T&C's apply)	as required
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Individual Fee

Due 1 month prior	SAUWHF Referee levy	5% of Fee
Individual Registration		as required
Final Function	All tournaments	as required
Final Function	Junior Nationals	included in fee

A4.2 Notes re Fees

- A4.2.1 The SAUWHF Referee levy is compulsory and assists in covering:
- Tournament Referee and Non-Playing Referees' attendance at tournaments
 - Food and facilities for the referees at the pool
 - Presentation function ticket (if budget allows)

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A4.2.2 Team entry fee is compulsory and determined by the host province and Tournament Manager and covers:

A4.2.2.1 All Tournaments:

- Pool hire
NOTE: additional training is the responsibility of those requesting that time
- Barriers
- Goals
- Scoring equipment
- Pucks
- Paramedics at pool side
- Hire of audio visual equipment (PA System, TV's)
- The cost of medallions and engraving of medallions
- Office costs – printing & stationery
- Meeting rooms

A4.2.2.2 Junior Nationals:

All the above with the addition of:

- Final Function
- T-Shirt
- Meals at the Pool
- Certificates for all participants and Coaches

A4.2.2.3 The Closing Function should not be compulsory for all tournaments but IS compulsory for Junior Nationals and will always be included in the individual entry fee.

A4.2.3 All sponsorship money raised by the Host Province under the auspices of SAUWHF to be deposited into the SAUWHF's account. This money will reflect on the Income Statement for the Tournament and fall part of the profits for the Host Province.

A5 PLAYER AND TEAM ELIGIBILITY

A5.1 All players to be paid up members and registered on the SAUWHF website and in so doing have acknowledged the T&C's and the Players Participation Agreement and will be held accountable if not upheld.

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- A5.2 All players must conform to the age categories as per CMAS regulations for Seniors and for Juniors, refer to Policy No.: POLJN-01.
- A5.3 For Provincial Tournaments a player is required to be a paid and registered member of a Club within that Province and a paid member of the Province
- A5.3.1 If a player wishes to play for another Province a letter of release, with valid reasons, is required from the players Province to be send to the Tournament Manager for permission / authorisation.
- A5.4 For Inter-Club Tournaments a player is required to play for his / her registered Club.
- A5.4.1 A player cannot be registered with more than one Club within RSA
- A5.4.2 If a player wishes to play for another Club, a letter of intent to be sent to the Tournament Manager for acknowledgement
- A5.5 International Players in Resident Club or Province:
- A5.5.1 Two international players may play for a South African team during any SAUWHF tournament irrespective of the number of players in the team.
- A5.5.2 The abovementioned is applicable to all leagues in the competition.
- A5.5.3 An international is a player who resides outside of South Africa and is not registered with a local club and cannot register with the Club / Province a month prior to the Tournament.
- A5.5.4 A letter from either the Province or Club to be forwarded to the Tournament Manger for acknowledgment.
- A5.5.5 All international players to be registered on the SAUWHF with a Coupon Code available from info@sauwhf.co.za.
- A5.5.5 Failure to comply with the above rules will result in immediate disqualification.
- A5.6 Local players in an International Team:
- A5.6.1 All tournaments other than Nationals / Provincial Championships - a maximum number of two local players per international team irrespective of the number of players in the team.
- A5.6.2 Local players must be registered with a local Club.
- A5.6.3 A letter from the Club to be forwarded to the Tournament Manger for acknowledgment.
- A5.6.4 National / Provincial Championships – no local players allowed in an international side.
- A5.6.5 Failure to comply with the above rules will result in immediate disqualification.

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- A5.7 Gender:
- A5.7.1 No male player may play in the Ladies league.
- A5.7.2 No mixed gender permitted at Senior Nationals.
- A5.7.3 No mixed gender permitted in the U19 League at Junior Nationals.
- A5.7.4 In the event of this occurring, both teams may be disqualified. Tournament fees and expenses will not be refunded to team and/or team members.
- A5.8 Movement of players between leagues:
- A5.8.1 A player in a lower league can be promoted to the higher league.
- A5.8.2 This player will not be able to move back to the initial team after being promoted.
- A5.8.2 Players may not be moved from one team to another in the same league.
- A5.8.3 Player can only be promoted within the same Club or Province.
- A5.8.4 Any player moving to a higher league must do so before Semi-Finals of the lower league being played.
- A5.8.5 In the event of this occurring in any situation both teams may be disqualified. Tournament fees and expenses will not be refunded to team and/or team members.
- A5.8.6 This does not apply where players are playing for the “SA Elite, Junior or Masters” sides or internationals for the purpose of trials.
- A5.9 Player selection specific to Junior Nationals**
- A5.9.1 Team Make-Up:
- A5.9.1.1 The overriding priority is for all players registered in a province to play for that province as this is a National (inter provincial) event.
- A5.9.1.2 The second priority is for teams to fall into the gender specific age groups as above. However if insufficient players per gender group, the province can then decide to either:
- Enter a mixed team (not permitted for U19 league see point 3.7.3); or
 - Find players from another province; or
 - Allow their players to play for another province
- Note: All mixed teams play in the Men’s league specific to their age category.
- A5.9.1.2 The Rules:
- If insufficient players in a province, the following will apply:
- The province needs to advice the organising tournament province
 - The organising tournament province to seek players and teams accordingly

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- Once potential teams established the following protocol needs to be actioned by the province(s):
 - Release form the registered province for that player to move for the duration of the tournament
 - Tournament Manager to sanction this agreement

A5.9.1.3 Considerations:

In the event a player falls outside the parameters of this policy (i.e. older than 15 years) and has not been playing underwater hockey for 3 months, the player may play in the that League with the following conditions:

- only two development player who meets the above criteria will be considered per team
- the SAUWHF Junior Executive Committee will be the ruling body on the above issue and will evaluate the merits of each case and advice accordingly.

A5.10 If a team is entered for the purpose of trials:

A5.10.1 The team will not be allowed to be placed in the medals and will automatically be ranked last after the round robin stage(s).

A5.10.2 The result(s) of the games played during the group/round-robin games will be used to determine the ranking in the league.

A5.10.3 Teams competing in the same league may not appeal result(s) played against them. Teams entered for the purpose of trials.

A5.10.4 The team is responsible for all the referee duties and will be liable for any infringement(s).

A6 DRESS CODE

A6.1 Senior Nationals

A6.1.1 Tournament

- Approved provincial cap
- Cap numbering system to be adhered to
- Provincial bathing costume
 - Design to be in keeping with the colours of the Province

A6.1.2 Medal Presentation at the Pool

- Provincial clothing preferred, if not then
 - teams to be neat, presentable and cohesive

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A6.1.2 Final Function

- RSA uniform may be worn by Elite, Masters, Coaches and Managers
- If RSA uniform is worn, it must be the entire outfit and not just the blazer portion
- RSA clothing, other than the blazer to remain part of uniform for the duration of the evening
- As this is a formal function, dress code will be set accordingly
- SAUWHF Code of Conduct to be strictly adhered to at all times

A6.2 Junior Nationals

A6.2.1 Tournament

- Approved provincial cap
- Cap numbering system to be adhered to in the U19 league
- Provincial bathing costume
 - design to be in keeping with the colours of the Province

A6.2.2 Medal Presentation at the Pool

- Provincial clothing preferred, if not then
 - teams to be neat, presentable and cohesive

A6.2.2 Final Function

- RSA uniform may be worn by Junior RSA players, Elite, Masters, Coaches and Managers
- If RSA uniform is worn, it must be the entire outfit and not just the blazer portion
- RSA clothing, other than the blazer to remain part of uniform for the duration of the evening
- As this is a formal function, dress code will be set accordingly
- SAUWHF Code of Conduct to be strictly adhered to at all times

A6.3 Inter-Club Championships

A6.3.1 Tournament

- Approved Club cap - if the club does not have then;
 - Dark and light cap to be worn in line with black and white sticks
- Cap numbering system to be adhered to

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- No RSA or other countries cap may be worn
- Club bathing costume or any design chosen by the team
- No RSA bathing costumes or other counties costumes to be worn
- No Provincial costumes to be worn

A6.3.2 Medal Presentation at the Pool

- Club apparel, if not then
 - teams to be neat, presentable and cohesive

A6.3.2 Final Function

- As this is a social event, NO RSA clothing will be allowed to be worn
- This event is still under the umbrella of SAUWHF and therefore the Code of Conduct and Players Participation agreement as entered into between the player and SAUWHF will be enforced.

A6.4 Arnold Games

A6.4.1 Tournament

- No restriction on cap design
- Light and dark cap design must be visible
- Cap numbers must not be repeated within the team
- No restriction on costume design

A6.4.2 Medal Presentation at the Pool

- Teams to be neat, presentable and cohesive

A6.4.2 Final Function

- As this is a social event, NO RSA clothing will be allowed to be worn
- This event is still under the umbrella of SAUWHF and therefore the Code of Conduct and Players Participation agreement as entered into between the player and SAUWHF will be enforced.

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A7 AWARDS / TROPHIES

The Tournament Manager is responsible for all the trophies.

Various trophies are awarded at each competition. Listed below are the trophies together with the criteria for which trophy will be awarded.

Nominations for Player of the Tournament will be on the Score Sheets. The Sin-Bin Sheet also needs to be used as a means to determine the winner of this trophy. The overall decision committee on trophies awarded is:

- Nomination Information
- Tournament Officer
- President SAUWHF (or other nominated Executive Member)
- 1 x RSA Coach
- Tournament Referee

A7.1 Senior Nationals

1. National Provincial Champions – Men
 - Overall winner of the tournament – men's league
2. National Provincial Champions – Ladies
 - Overall winner of the tournament – ladies league
3. Player of the Tournament – Men and Player of the Tournament – Ladies
 - Any player from any team can win this award, player or team doesn't necessarily have to have played in the final to be chosen
 - Most goals scored is not to be considered as a criteria, instead teamwork and who set up the goals should be looked at
 - Pure skill, although important, will not be the only factor that is considered as a player can have amazing skills but it's not to the benefit of the team and can lead to selfish play. We want to promote team play more than individual skill.
 - General attitude towards fellow players and the referees will be a factor. Once again we cannot award a player if he is disrespectful to other players and refs.
 - Must be an ambassador to underwater hockey

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A7.2 Junior Nationals

1. Best Team of the Tournament – Men
 - Overall winner of the U19 Men's league
2. Best Team of the Tournament – Ladies
 - Overall winner of the Ladies league
3. Player of the Tournament (x 6 awards) - U19 Men and Ladies; U15 Boys and Girls; U13 Boys and Girls
 - Any player from any team can win this award, player or team doesn't necessarily have to have played in the final to be chosen
 - Most goals scored is not to be considered as a criteria, instead teamwork and who set up the goals should be looked at
 - Pure skill, although important, will not be the only factor that is considered as a player can have amazing skills but it's not to the benefit of the team and can lead to selfish play. We want to promote team play more than individual skill.
 - General attitude towards fellow players and the referees will be a factor. Once again we cannot award a player if he is disrespectful to other players and refs.
4. Development Player of the Tournament
 - To be chosen from the U10 Mixed league
 - Any gender can win this award
 - Not based on the number of goals scored
 - Skill is a factor at this level, but not if leads to selfish play
 - Overall awareness of the game and ability to interact with other players in the game should be considered
 - Involvement in the game is key
5. Coach of the Year

This trophy is for the Coach of the Year and not specific to the tournament. The age of Coach should not influence the decision. Factors to be considered are therefor as follows:

- Actively involved in coaching at Club level
 - How often does he / she coach
 - How many players are being Coached
 - Coaching structure at Club level
- Involvement at Provincial level
 - Preparation of teams to compete
 - Involved in provincial team selection
 - Coaching teams at Nationals

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- Flexibility of Coach
 - Prepared to accept players from other Provinces to ensure that they can participate in tournaments
- National Coach
 - Level of Coach
 - Involvement of Coach within the SAUWHF structure
 - Quality and Level of input and output
 - Fitness programs
 - Camp planning
 - Feedback reports – general and individual
- Results / Successes
 - National / International
 - Achievement vs Goals
 - Provincial
 - Easy to win the RSA players in side
 - Coaching a “made-up” team addresses coaching ability
 - Need to look at Coaches history at Nationals

6. Gees Trophy

- The province must present themselves in their provincial attire at the official opening ceremony.
- It is suggested that the provinces have a war cry or some way to psych their teams up.
- Sportsmanship and common courtesy towards officials, fellow players and supporters.
- Supporting fellow teams and teammates.
- All over presence of the team/province throughout the tournament.
- The “competition” will start during the fin swimming and will end after the last game has been concluded. The trophy will be awarded with the rest of the medals at the award ceremony.

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SECTION B

REFEREE AND SCORING SYSTEM

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B1 PREAMBLE

Section B of this document has been put together to assist competing teams and players in understanding their responsibilities with regards to the referee and scoring system when competing in the any SAUWHF sanctioned Underwater Hockey Competition.

It should be noted that SAUWHF will endeavour to provide as many non-playing referees at a tournament; however if this is not possible the system described below will be enforced.

Any variation to these standards needs to be ratified by SAUWHF through the Tournament Manager.

B2 WATER REFEREE SYSTEM

Each team is required to fulfil their respective referee duties. If a team cannot fulfil duties, they are liable to bring a qualified non-playing referee.

B2.1 All Tournaments other than Junior Nationals

B2.1.1 Water Referees need to be nominated by their team representative's before the commencement of the tournament with a copy of proof of referee qualification.

B2.1.2 Each water referee must have a Level 1 referee qualification, confirmed by SAUWHF.

B2.1.3 For the game following their own:

- Black Team will deliver two water referees
- White Team will deliver one water referee

B2.1.4 Water referees must sign score sheet after game.

B2.1.5 Player of the Tournament (Ladies and Men):

After each game, the referees need to confer and NOMINATE one player who met the criteria below. The player's number and which team (black or white) must be entered into on the score sheet after the game.

- Not necessary for the most goals scored but teamwork and who set up the goals should be looked at.
- Pure skill, although important, will not be the only factor that is considered as a player can have amazing skills but it's not to the benefit of the team and can lead to selfish play. We want to promote team play more than individual skill.
- General attitude towards fellow players and the referees must be a factor.

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- B2.1.6 In the event of a team not having a suitably qualified referee, the captain or team representative must make arrangements with the SAUWHF Tournament Referee at least 3 weeks prior to the tournament.
- B2.1.7 Failure to fulfil duties will result in a portion or the whole of the refundable deposit being retained, and/or a deduction in tournament points. Penalties regarding referee infringements will be implemented as stated below.

B2.2 Junior Nationals

The objective is to have 3 water referees at all times. However in the U10, U13 and U15 leagues, two water referees are seen as suffice.

- B2.2.1 It is compulsory for each team to have a referee; this person is usually the Coach of the team.
- B2.2.2 The name of the referee to be registered on the website team entry sheet – even if the Referee and the Coach is the same person
- B2.2.3 The referee / coach will remain in the water following their teams' game
- B2.2.3 In the U19 League the following will, for the game following their own:
- Black Team will deliver two water referees
 - Coach (or designated referee as in point B2.2.2) and one player trialing for RSA Squad who had completed the Level 1 Referee Theory Course
 - White Team will deliver one water referee
 - Coach (or designated referee as in point B2.2.2)
- B2.2.4 Water referees must sign score sheet after game
- B2.2.5 Player of the Tournament (Each League - see point A6.2 (3)):

After each game, the referees need to confer and NOMINATE one player who met the criteria below. The player's number and which team (black or white) must be entered into on the score sheet after the game.

- Not necessary for the most goals scored but teamwork and who set up the goals should be looked at.
- Pure skill, although important, will not be the only factor that is considered as a player can have amazing skills but it's not to the benefit of the team and can lead to selfish play. We want to promote team play more than individual skill.
- General attitude towards fellow players and the referees must be a factor.

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- B2.2.6 In the event of a team not having a suitably qualified referee, the team representative must make arrangements with the SAUWHF Tournament Referee at least 3 weeks prior to the tournament.
- B2.2.6 Failure to fulfil duties will result in a portion or the whole of the refundable deposit being retained, and/or a deduction in tournament points. Penalties regarding referee infringements will be implemented as stated below.

B3 CHIEF REFEREE, TIMEKEEPING AND SCORING SYSTEM

Each team is required to fulfil their respective referee duties. If a team cannot fulfil duties they are liable to bring a qualified non-playing referee.

B3.1 All tournaments other than Junior Nationals

- B3.1.1 When a team referee is nominated to be Chief Referee, the team must provide:
- B3.1.1.1 Chief Referee, timekeeper and scorekeeper during the periods required indicated per the Chief Referee Roster.
- B3.1.1.2 Chief Referee must have a Level 1 referee qualification, confirmed by SAUWHF
- B3.1.2 It is the captain's responsibility to check the roster regularly for changes.
- B3.1.3 Chief referees and water referees MUST sign the score sheets after each game.
- B3.1.4 In the event of a team not having a suitably qualified referee, the captain or team representative must make arrangements with the SAUWHF Tournament Referee at least 3 weeks prior to the tournament.
- B3.1.5 Failure to fulfil duties will result in a portion or the whole of the refundable deposit being retained, and/or a deduction in tournament points. Penalties regarding referee infringements will be implemented as stated below.
- B3.1.6 Referee System after Group/ Round Robin Games:
- B3.1.6.1 Each team must nominate two qualified referees willing to fulfil referee duties.
- B3.1.6.2 Referees must be nominated before the start of tournament, final confirmation at team registration.
- B3.1.6.3 Each referee nominated must indicate referee qualification.
- B3.1.6.4 Each team is responsible to check referee duties.
- B3.1.6.5 Each team will be required to fulfil referee duties during play-off, semi-final, and final games.

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B3.1.6.6 Failure to fulfil duties will result in a portion or the whole of the refundable deposit being retained. Penalties regarding referee infringements will be implemented as stated below.

B3.2 Junior Nationals

As many parents participate and are involved in Junior Nationals every team entered will be required to nominate a Scorer / Time-keeper **and** a qualified Chief Referee per team.

B3.2.1 The name of the Chief Referee to be entered on the Website team entry sheet under the designated Team

B3.3.2 The Chief Referee will referee the game **after** which their team has played

NOTE: The reason for this is that it allows the parent to watch their child play in the game and directly afterwards is available to Chief Ref.

B3.3.3 Chief Referee must have a Level 1 referee qualification, confirmed by SAUWHF

B3.3.4 Chief Referees **MUST** sign the score sheets after each game.

B3.3.5 The Scorer / Time-keeper registered with their team must score the game which their team is playing in. This is done to ensure that the parents who volunteered will be able to watch their child play.

B3.3.6 In the event of a team not having a suitably qualified referee, team representative must make arrangements with the SAUWHF Tournament Referee at least 3 weeks before the tournament.

B3.3.7 The Tournament Referee will allocate referees for the semi-final and final games.

B3.3.8 Failure to fulfil duties will result in a portion or the whole of the refundable deposit being retained, and/or a deduction in tournament points. Penalties regarding referee infringements will be implemented as stated below.

B4 PENALTIES IMPOSED FOR INFRINGEMENTS:

B4.1 If team does not bring or fulfil their referee duties during tournament:

B4.1.1 1st Offence: Written warning of 1st Offence to team captain/ representative. (Tournament Officer and Tournament Referee to sign warning)

B4.1.2 2nd Offence: Written warning of 2nd Offence to team captain/ representative, and a partial deduction of R500

B4.1.3 3rd Offence: Written warning of 3rd Offence to team captain/ representative, full deduction of team deposit, and team captain being liable for disciplinary hearing

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whereby decision will be made in regards to team disqualification or deduction of tournament points. Disciplinary procedure to be followed by SAUWHF officials.

B4.2 An appeal may be handed in (in writing), before the end of day whereby penalty was given to team.

B4.2.1 Tournament Officer, Tournament Referee, and President of SAUWHF will decide if penalty imposed will be withdrawn or not.

B4.3 If a team does not fulfil their referee duties, a team may complete the Team Complaint document informing Tournament Officials of infringement – Document Number OFM TOU -02.

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SECTION C

ROLES AND RESPONSIBILITIES

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C1 PREAMBLE

This Section of the Guidelines has been put together to assist host clubs and/or provinces in organising the Underwater Hockey Tournaments.

Although there is a certain amount of flexibility allowed, the host club/province needs to meet the time frames and minimum standards identified in this document. Any variations from these standards need to be ratified by the SAUWHF Executive Committee through the Tournament Manager.

As with any planning document, it is an ongoing process to ensure this document is up to date and relevant.

For the purpose of this document the following should be noted:

Tournament Manager:

The Tournament Manager or TM is the person on the SAUWHF Management Committee and is the liaison person between the SAUWHF Executive and the Tournament Officer. The Role of the Tournament Manager is to ensure that the tournament planning, standards and important requirements according to the parameters as prescribed in this document are met.

Tournament Officer:

The Tournament Officer or TO is appointed by the host club/province and is ratified by the Tournament Manager. The TO to be available throughout the course of the tournament and is responsible for its smooth running and **must be a non-competitor.**

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The following section covers the roles and responsibilities of key personnel for SAUWF sanctioned Tournaments / Championships. It should be noted that the roles and responsibilities noted in this document are the minimum requirements to ensure a well organised and run tournament. Additional requirements might be added by the TM depending on the nature and venue of the tournament.

C2 TOURNAMENT MANAGER

This position is part of the SAUWHF Management Committee. One of the chief roles of the management position is to ensure the continued success and growth of the national championships.

One of SAUWHF's main objective is to host tournaments that are consistent, affordable, well organised and well executed. In order to achieve these objectives the tournaments MUST be consistent in the way in which they are run. For this reason, the TM will manage the preparation pre-tournament, ensuring that all information shared is consistent across all tournaments. This includes budget presentation, documentation, game scheduling presentation and format and result reporting.

The Tournament Manager will be responsible for the scoring systema and the underwater hockey buzzer system.

In order to keep tournaments affordable, it is the TM's responsibility, where possible to negotiate contracts from suppliers who can supply goods to all the tournament venues in order to negotiate better pricing; e.g. Paramedics, Medals, Trophies and T-Shirts.

Reports to: President SAUWHF
Liases with: Tournament Officer
Approved contractors / suppliers to SAUWHF
Special Project Manager
SAUWHF Secretary

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C2.1 Responsibilities – General

- C2.1.1 To ensure dates for tournaments are agreed upon as specified at the AGM.
- C2.1.2 Communication of dates for tournaments to be conveyed to Special Projects Manager.
- C2.1.3 Review contracts annually with agreed suppliers eg. the paramedics
- C2.1.4 Liaise with Men's and Ladies Representatives for feedback from players to ensure that the tournaments are meeting the needs of the players.
- C2.1.5 Liaise with external organisations e.g. Arnold Games when required.

C2.2 Responsibilities – Pre-Tournament

The most important role of the TM pre-tournament is to ensure all information is gathered timeously (refer C6 below) and communicated to the Secretary and the Special Project Manager for email and website communication.

- C2.2.1. Budget:
 - C2.2.1.1 Draw-up budget using the official Budget Excel Spreadsheet- Document Number OFM TOU-07.
 - C2.2.1.2 Manage the Tournament Officer to deliver budget figures
 - C2.2.1.3 Finalise budget and agree deposit and entry fees with Executive members within the time-frame as listed in C6 below
 - C2.2.1.4 Update budget regularly as information becomes available to ensure budget is met; any potential short-fall needs to be brought to the attention of the TO and the SAUWHF Executive
 - C2.2.1.5 Liaise with Treasurer to monitor team deposits and correct payment per team is received
- C2.2.2. Tournament Referee:
 - C2.2.2.1 Ensure Tournament Referee has been appointed and ratified by SAUWHF Executive
- C2.2.3. Tournament Rules / Format:
 - C2.2.3.1 Tournament Rules / Format will be as per outlined in this document; any changes to these formats will need to be ratified by SAUWHF Executive

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C2.2.4. Game Scheduling:

C2.2.4.1 Game scheduling will be carried out by the HOST PROVINCE, and it is the responsibility of the TM to complete the Leagues and Games Format Form – Document No OFM TOU-03

C2.2.4.2 TM to manage the above process, together with the Tournament Referee to ensure Game Schedule is checked and without error

C2.2.5 Information for Website:

The “Details of Tournament -TM” Form (Document No.: OFM TOU-04) to be completed by the Tournament Manager and send to the Secretary and Special Projects Manager adhering to timelines as in point C6 below

C2.3 Responsibilities – Post Tournament

C2.3.1 Full set of results of the Tournament together with ALL trophy winners to be forwarded to the Special Projects Manager. This information to be posted on the website.

C2.3.2 Liaise with Treasurer with regards to refund deposits and advice amounts, with reasons, to be refunded

C2.3.3 Finalise budget into actual and send to SAUWHF Executive

C2.3.4 Write a brief report on the organisation of the tournament, include feedback from Men’s and Ladies representative.

C3 TOURNAMENT OFFICER

This position is appointed by the Host Province / Club and is **key to the success** of the tournament.

The Tournament Officer will gather and supply information to the Tournament Manager when required in order to meet the pre-defined deadlines.

The Tournament Officer is responsible for RUNNING the tournament and will need to be sufficiently competent to manage all aspects of running a tournament.

For the purposed of this document, roles assigned to the TO can be delegated to other members of the Host Province; however the overall responsibility of the success of the tournament will lie with the TO.

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Reports to: Tournament Manager
Liases with: SAUWHF Secretary
 Contractors (Pool, Paramedics, etc)
 Special Projects Manager

C3.1 Responsibilities – Pre-Tournament

The most important role of the TO pre-tournament is to support the TM by gathering all information timeously, and to ensure that the venue is secured and well prepared for the tournament.

C3.1.1 Budget:

C3.1.1.1 Supply the TM with the following figures where applicable:

- Pool hire
- Pool cleaning
- Pool set-up (barriers, goals)
- Security
- Meals at the Pool
- T-Shirt
- Certificates
- AGM Snacks
- Final Function

C3.1.1.2 Update figures for the budget regularly as information becomes available to ensure budget is met.

C3.1.2 Pool Hire:

MEET and agree terms and conditions which could include the following:

- Water temperature
 - Advise on expectations
- Opening and closing times – who is responsible
- Lock-up procedures on a daily basis
- Cleaning of facilities – daily and on final day (expectations from venue)
- Change-rooms and toilet amenities – ensure sufficient supplies
- Are vendors allowed on site
 - If so, agree T&C's with Vendor, Venue and SAUWHF
- Additional equipment
 - Tables
 - Chairs
 - Referee Station
- Meeting Rooms
 - Tournament Officer
 - AGM

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- C3.1.3 Any documentation that is required to be completed, ensure TM approval before submission
- C3.1.4 Liaise with TM re extra time which might be required for training for teams travelling to Worlds and ensure this is communicated to the venue
- C3.1.5 Send invoice to the SAUWHF Treasurer for payment (cc TM)
- C3.1.6 Medics and Security:
- C3.1.6.1 The Paramedics will be sourced by the TM. However the responsibility of the TO is as follows:
- Agree dates and times with the Paramedics
 - Get quote per the agreement
 - Forward quote to the TM
 - Secure a designated area for the Paramedics
 - Be available on the first day to meet the Paramedics and show them their designated area
- C3.1.6.2 If Security is required, it is the responsibility of the TO to arrange and manage this process as per applicable points in C2.1.6.1 above
- C3.1.7 Pool Goals, Barriers, Manual Gongs and Manual Score Boards:
- Arrange to have the above on site
 - Ensure barriers and goals are safe and functional
- Note: Gongs and Score Boards are for back-up purposes only
- C3.1.8 Medals, Trophies and Certificates:
- C3.1.8.1 The Medals and Trophies will be sourced by the TM. However the responsibility of the TO is as follows:
- Advise the number of medals required
 - Confirm the trophies required
 - Follow-up with TM to ensure orders placed
 - Manage process to obtain medals and trophies
- C3.1.8.2 The budget, design and printing of the certificates is the responsibility of Host Province.

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C3.1.9 Draw-up the Game Schedule as per the Leagues and Games Format Form, Document Number OFM TOU-03 which will be completed by the TM – Refer time-line in C6 below

For tournament scheduling please make use of the following site:

<https://tournamentscheduler.net/>

C3.1.9.1 Game Schedule to be completed with the following stipulations:

- The team that has the first slot of the day, cannot have the first slot on the next day
- The team that has the first slot on a day, cannot have the last slot on the same day
- The team that has the last slot a on day, cannot have the first slot on the next day
- As teams will be leaving referees in the water, a team needs to have equal representation of black and white

C3.1.9.2 Game Schedule to be drawn-up and presented to TM as per the time-line in point C6 below

C3.1.10 Timing System, Buzzers and Live Scores:

Although this is managed by the TM the following is the responsibility of the TO:

- Advice TM of the time available to set-up
- Ensure facility is ready and the following in place:
- Demarcated area where the overall-scorekeeper can operate from with plug-point access
- Score tables set-up
- Gongs / Lights in place

C3.1.11 Pool Set-Up:

- Pool needs to be measured according to CMAS regulations
- Barriers and goals in place and secure
- If in-water subbing, platforms to be erected, secure and safe
- Gongs / Lights to be in place – note they system will be managed by the TM, but the set-up is the responsibility of the TO
- Signage needs to be displayed as follows:
 - SAUWHF's Limitations and Liability Statement
 - Courts / Pool numbers (eg Pool A, Pool B, etc)
 - Official Area / Office
 - Referee Station (if different to office)
 - Paramedics

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C3.1.12 Table Set-up:

Each playing area is required to all the necessary items listed on the following document:

- *Poolside Equipment Checklist* - Document No.: OFM TOU - 011

C3.1.13 Final Function Venue:

Secure a final function venue in-line with the occasion as follows:

- Casual for Clubs
- Formal for National events; however
- Junior Nationals only to be formal in the year the Worlds is taking place.

C3.1.14 Meals / Snacks / Refreshments:

- In-line with the Junior Nationals, meals are supplied for the players. The planning, budget and execution of these meals is the responsibility of the TO.
- If snacks and refreshments are required for the tournament, this needs to be arranged and budget / quotes to be forwarded to the TM.

C3.1.15 Information for Website:

The following documents to be completed by the Tournament Officer and send to the Secretary and Special Projects Manager adhering to time lines as in point C6 below

- *Details of Tournament - TO* Document No.: OFM TOU-05
- *Tournament Schedule* Document No.: OFM TOU-06

C3.2 Responsibilities –Tournament

There needs to be an obvious and accessible office where managers/competitors can approach with any queries. The Tournament Referee, Tournament Officer and the Scorer should be based there. However as these three main organisers will frequently be away from the desk there should be some-one else there full time. This office should be the contact place for:

- Score sheets
- Sin-Bin time sheets
- Team Forfeit Form
- Formal Team Complaint Letter
- Results posted
- Game schedule
- Referee schedule

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- C3.2.1 Meetings:
- C3.2.1.1 The Captains Meeting - to be run by TO and attended by coaches, captains and vice captains only. The meeting is to clarify the following:
- Which court games to be played in
 - Subbing area, sin bin area
 - Location of office
 - Location of paramedics
 - Team responsibilities re officiating (timers, scorers, refereeing if required)
- C3.2.1.2 The TO to attend other meetings to be exposed to questions and queries which might arise. Meetings as follows:
- Referees Meeting – Run by the Tournament Referee
 - Scorer's Meeting – Run by TM
- C3.2.2 Co-ordinating the Opening Ceremonies for both Junior and Senior Nationals as per noted above
- C3.2.3 Manage the Registration Process which involves the following:
- Team Captains to confirm players in team and sign sheet as confirmed
 - Team sheets to be printed from the Website
 - If a player is NOT on the team sheet they CANNOT play until the Team Representative has entered them through the WEBSITE
- C3.2.4 Set-up and manage the distribution of the following where applicable:
- T-Shirts
 - Meals @ Pool Tickets
 - Final Function Tickets
- C3.2.5 Co-ordinate and manage the opening process and game announcements as per points:
- Senior Nationals: A2.2.1.1
 - Junior Nationals: A2.2.2.1
- C3.2.6 Deliver the completed manual score sheets to the Live Scorer (appointed by TO) on a regular basis.
- C3.2.7 Manage all aspects of the facility
- C3.2.8 Collate Player of the Tournament (Ladies and Men) as nominated on the Score Sheets and co-ordinate meeting as per A7 above.
- C3.2.9 Set-up and manage Medal Presentation if done at the pool

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C3.2.10 Final Function:

The following procedures and sequence of events are to be adhered to for both Junior and Senior Nationals:

- A table(s) to be reserved for the Executive and other special guests
- Opening address by the President (Junior / Senior)
- Snacks / Starters
- Medal Presentation
- Main Meal
- Presentation of Trophies and RSA Team Announcements (if applicable)
- Dessert

NOTE: It is the HOST PROVINCE's responsibility to ensure no underage drinking takes place at the venue. Furthermore, the responsibility remains with the HOST PROVINCE for any unruly behaviour as the result of alcohol abuse. The HOST PROVINCE needs to put measures in place to deal with these issues before they might arise.

C3.3 Responsibilities – Post Tournament

C3.3.1 Ensure the facility meets the approval of the facilities Manager

C3.3.2 Ensure all invoices have been forwarded to TM and SAUWHF Treasurer for payment

C3.3.3 Provide a report on the tournament with findings and recommendations for improvement

C4 TOURNAMENT REFEREE

The Tournament Referee is appointed to be the most senior referee at the tournament. The Tournament Referee **cannot be a player** or hold any other responsibilities at the tournament.

Reports to: Tournament Manager

Liases with: Tournament Officer

C4.1 Responsibilities – Pre-Tournament

C4.1.1 Prepare budget for referee's and referees' station at tournament and send to Tournament Manager (see time-line in point C5 below)

C4.1.2 Liaise with Clubs/Provinces or gather information from website of list of nominated referees

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- C4.1.3 Get Game Schedule from TO
- C4.1.4 Prepare umpiring roster and forward to TM and Tournament Officer
- C4.1.5 Set-up and arrange for L1 Course to be delivered at the tournament, if required

C4.2 Responsibilities – At Tournament

- C4.2.1 Deliver L1 course at the tournament if required
- C4.2.2 Run fitness tests for all referees (if required)
- C4.2.3 Chair Referee's Meeting- to ensure no irregularities in interpretations (**all** nominated referees to attend)
- C4.2.4 Hold question time at Captains Meeting
- C4.2.5 Ensure referees perform duties at an acceptable standard according to the roster
- C4.2.6 Check on a regular basis that players are being nominated for the Player of the Tournament Award
- C4.2.7 Choose best referees for Finals
- C4.2.8 Chair and hold casting vote at any match protest meeting which are to be held in accordance with SAUWHF's procedures
- C4.2.9 Be immediately available to clarify any interpretations required during the tournament
- C4.2.10 Assess, coach and evaluate all referees during the competition

C4.3 Responsibilities - Post Tournament

- C4.3.1 Provide a report on the performance of all referees with recommendations for improvements. Report to be submitted to the Tournament Manager.
- C4.3.2 Provide assessments for referees wanting L1 or L2 accreditation.

C4.4 Referee Coordinator

NOTE: An additional key role for the organising committee could be a Referee Coordinator which would need to be appointed by the Tournament Referee.

C4.4.1 Responsibilities – At Tournament

- C4.4.1.1 Set up referee room – refer Referee Checklist – *Document number OFM TOU-013*
- C4.4.1.2 Coordinate referee meetings

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- C4.4.1.3 Ensure referee gear is adequate
- C4.4.1.4 Coordinate Referee course, if required
- C4.4.1.5 Assist Tournament Referee at all times

C5 TIME-LINE

SAUWHF AGM 12 months prior	<ul style="list-style-type: none"> • Host Province accepts tournament and provides pool booking details and initial information
9 months prior	<ul style="list-style-type: none"> • Appointment of Tournament Officer • Confirmation of dates and pool bookings • SECTION A of Document OFM TOU-04 to be completed
6 months prior	<ul style="list-style-type: none"> • Document Number OFM TOU-05 to be completed • Budget to be completed and accepted as per Document OFM TOU-07 • SECTION B of Document OFM TOU-04 to be completed
3 months prior	<ul style="list-style-type: none"> • Teams registration and deposits due • Host Province to advise if L1 course is scheduled prior to competition – Nominate Trainer • Document OFM TOU-03 to be completed
2 months prior	<ul style="list-style-type: none"> • TO to send initial games roster to TM, and Tournament Referee for consultation to be finalised within one month • Full team information due – players' names per team – JUNIOR NATIONALS ONLY • Team payments due
1 months prior	<ul style="list-style-type: none"> • Full team information due – players' names per team • Team payments due • Game Schedule finalised and published • Document OFM TOU-06 to be completed
2 weeks prior	<ul style="list-style-type: none"> • Referee allocations made
Tournament	

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C6 DOCUMENTATION / FORMS – REFERENCE

DOCUMENT NAME	DOCUMENT NUMBER
Tournament Forfeit Document	OFM TOU - 01
Formal Team Complaint Letter	OFM TOU - 02
Leagues and Games Format	OFM TOU - 03
Details of Tournament – TM	OFM TOU - 04
Details of Tournament – TO	OFM TOU - 05
Tournament Schedule	OFM TOU - 06
Tournament Budget	OFM TOU - 07
Score Sheet - Official	OFM TOU - 08
Score Sheet - Abridged	OFM TOU - 09
Sinbin Time Sheet	OFM TOU - 10
Poolside Checklist	OFM TOU - 11
Referee Station Checklist	OFM TOU - 12
Protest After a Match Form	OFM TOU - 13
Limitations of Liability and Indemnity	OFS TOU - 01

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