



## **WATER POLO CHAMPIONSHIPS – 2009**

### **GENERAL CHAMPIONSHIP CONDITIONS**

1. The ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
2. The promoter of each the ASA Championship or competition shall be the appropriate Technical Committee.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

### **WATER POLO CHAMPIONSHIP CONDITIONS**

#### **PART 1**

#### **CHAMPIONSHIPS**

- 1 The following Championships shall be conducted annually, and open to teams affiliated to the ASA, the Scottish ASA or the Welsh ASA.
  - 1.1 Men's Senior Championships for the Perpetual Challenge Shield presented by the Ravensbourne S.C. London 1896.
  - 1.2 Men's Club Junior Championships for the Perpetual Challenge Cup presented by the Derbyshire ASA in memory of K.S.Swain. This Championship shall be for players under the age of nineteen years at midnight on December 31st in the year of competition.
  - 1.3 Men's Club Youth Championships for the W.J.Read Trophy. This Championship shall be for players under the age of seventeen years at midnight on December 31st in the year of competition.
  - 1.4 Women's Senior Championships.
  - 1.5 Women's Club Junior Championships for the Dougie Scales Memorial Trophy. Presented by the Southport S.C. This Championship shall be for players under the age of nineteen years at midnight on December 31st in the year of competition.
  - 1.6 Women's Club Youth Championships for the Edith and Tom Lythe Memorial Trophy presented by the Lancaster City AS & WPC. This Championship shall be for players under the age of seventeen years at midnight on December 31st in the year of competition.
  - 1.7 National Women's Water Polo League (NWWPL) which shall additionally be open to the British Swimming Junior Women's Water Polo Squad at the discretion of the League's Management Committee.
  - 1.8 Men's Club Academy Championships shall be for players under the age of fifteen years at midnight on December 31st in the year of competition.
  - 1.9 Women's Club Academy Championships shall be for players under the age of fifteen years at midnight on December 31st in the year of competition.

## PART 2

### GENERAL CONDITIONS

#### 2 Management

- 2.1 All Championships shall be conducted under the following general conditions except where varied by Special Conditions (Part 3). Their management shall be vested in the Technical Water Polo Committee, herein referred to as the "TWPC", which may appoint a Championship Committee, herein referred to as the "Committee", to administer all Championships other than the NWWPL. This shall consist of three members appointed by the TWPC, one of whom shall be the Competition Administrator.
- 2.2 Anything not covered by these conditions shall be decided by the Committee or the NWWPL Management Committee where appropriate, subject to ratification by the TWPC.
- 2.3 The term 'club' in these conditions shall include all entrants unless the context indicates the contrary.
- 2.4 The Committee, or in the case of the NWWPL the Management Committee, shall appoint an Event Manager for each shared venue event who shall be responsible for ensuring that the rules of the competition are complied with and all expenses paid at the appropriate time.

#### 3 Rules of the Game

- 3.1 All games shall be conducted in accordance with the FINA Technical Rules of Water Polo except where varied by this or any other of these Conditions.
- 3.2 Where a definite result of a tie is required, this shall be determined by the conditions in appendix one.
- 3.3 The field of play shall be as near as practicable to the full size and shall not be less 22.5m long, 11.0m wide and 1.5m deep.
- 3.4 All games shall be played in covered or open-air pools in which the water temperature is recommended to be between 25 and 27 degrees Celsius (77.0 to 80.6 degrees Fahrenheit) but in no case shall the water temperature be less than 18 degrees Celsius (64.4 degrees Fahrenheit).
- 3.5 In the case of a single match the home or promoting club failing to provide a field of play complying with this Condition shall be reported to the Competition Administrator by the referee(s) within three days of the fixture. The Committee shall have the power to order any of the following:
  - 3.5.1 the award of the match to the away club;
  - 3.5.2 the match to be rearranged;
  - 3.5.3 the result of the match to stand;
  - 3.5.4 the payment of a fine not exceeding £75 by the offending club;
  - 3.5.5 the payment of any legitimate expenses by the offending club in the case of 3.5.2.

## **Entries and Eligibility**

- 3.6 A Club is permitted to enter more than one team in each Championship.
- 3.7 Clubs wishing to enter teams in any of the Championships or competitions, except in the NWWPL, shall do so by completing an official entry form obtainable from the National Events Office (NEO). This must be signed by the competing club's secretary and sent to the NEO with the appropriate fee[s] before the specified closing date. Facsimile copies or emails will not be accepted.
- 3.8 The NEO will return one copy of the entry form to the entrant within 21 days after the closing date for entries indicating whether the entry has been accepted or not. The Committee may decline to accept the entry of any club.
- 3.9 If more than one team from the same club are entered, each set of players shall be separately listed and there shall be no interchange of players between them during that competition.
- 3.10 Each Club having entered any of the Championships, shall submit to the NEO, before the closing date for entries unless otherwise specified on the entry form, a list in duplicate of the players from whom the team will be selected with their current the ASA registration numbers and a declaration that all the players on the list are registered with the ASA as competitors for that club, are eligible to be members of that team, comply with any age conditions for the Championship, that the team manager accepts on behalf of the team the Championship Conditions and that all the information given is correct. In addition Clubs must ensure that they include the date on which members joined the Club under whose name they are competing.
  - 3.10.1 This list shall be deemed to be part of the entry form and one copy of the list will be returned for reference. Except for the NWWPL no additions to the list shall be accepted after the closing date for entries or that specified on the entry form.
  - 3.10.2 Each player listed must be domiciled in Great Britain.

## **4 The Draw**

- 4.1 The draw for each Club Championship (with the exception of the NWWPL) shall be made within 21 days of the closing day for entries.
- 4.2 All byes shall be cleared in the preliminary or first round of a Championship. For the subsequent rounds of a Championship, numbers representing the winner of each match shall be drawn by lot.
- 4.3 Clubs shall be advised by the Competition Administrator of the result of the draw, for each Championship entered.

## **5 Match Officials**

- 5.1 The Committee shall appoint sufficient officials for each game.
- 5.2 In the case of tournament or group play the Delegate where appointed shall nominate the Referees for each match from the list of appointments.
- 5.3 In the case of a single match the home club or promoting body shall provide a minimum of two timekeepers, where possible neutral, and one secretary and each club shall provide a goal judge.
- 5.4 Any appointed referee unable to officiate shall forthwith notify the person named on the appointment document, who shall appoint a substitute.
- 5.5 Any appointed auxiliary official unable to officiate shall forthwith notify the Secretary of the Event Management Committee, who shall appoint a substitute.
- 5.6 In the case of a single match, should one referee fail to appear for a match, the remaining referee and the two captains may, by unanimous agreement, appoint another eligible referee. If this is not possible the referee and the two captains may, by unanimous agreement, appoint any other referee or agree for the original referee to conduct the match alone. If for any reason, a game is started with one referee and a second referee becomes available to officiate in time for the normal commencement of the third period of the game, then the last two periods of the game shall be conducted with two referees.

## **6 Notice of matches**

- 6.1 Each club will receive notification of the event/match from the Competition Administrator at least 10 days prior to the next round or series of matches.
- 6.2 The Competition Administrator, competing club(s) and appointed officials shall be given by the home club or promoting body not less than ten days clear notice of the date, time and venue of each match. A home club failing to give such notice in writing may forfeit the match and may be fined a sum not exceeding £10. A promoting body failing to do so shall be dealt with by the Committee at its discretion.
- 6.3 A club failing to receive the specified notice shall take all reasonable steps to ascertain the date, time and venue of the match and such steps shall be taken into account by the Committee in any decision regarding the forfeiture of the match.

## **7 Scoreboard**

- 7.1 It shall be the duty of the promoting body, or the home club in the case of a single match, to provide all equipment necessary to stage the tournament/match and maintain a scoreboard.
- 7.2 A promoting body, or club, failing to comply shall be dealt with by the Committee at its discretion.

## **8 Match Record Sheets**

- 8.1 Each team captain at least 30 minutes before the game is due to start shall give to the Match Secretary a list in writing of his players with cap numbers. When a match programme has been published with cap numbers those numbers must be used for all purposes, subject only to revision by the Referees or the Delegate if one has been appointed whose decision shall be final.
- 8.2 The Match Secretary shall, on the official match sheet, enter the names of all officials, players, and other standard details required before the match starts and during the match keep it up-dated. At the end of the match the Match Secretary shall complete the sheet by calculating the score and hand the sheet to the Referees, who shall check it, sign it and advise the teams of the result.

- 8.3 With the exception of the NWWPL the completed form shall be posted by the event Promoter of a group or tournament or the Referee in the case of a single match to the Competition Administrator within three days of the match. If the game was not played or not brought to a proper conclusion, the details of the circumstances must be recorded on the Match Record Sheet by the event Promoter or Referee(s), as appropriate.
- 8.4 One copy of the form, with the Referee Evaluation Report section fully completed, shall be posted by each club to the Competition Administrator or in the case of the NWWPL to the NWWPL Secretary within three days (date as postmarked) of the match, failing which the club shall incur a fine of £5.00.
- 8.5 The results of all matches in a Championship shall be circulated to all clubs entered in that Championship as soon as possible after, and in any case within seven days of, the completion of each round by the Competition Administrator.

## 9 **Tournament Conditions**

- 9.1 With the exception of the NWWPL each team shall play each other team in their group once. Two points shall be awarded for a win and one point for a draw.
- 9.2 In case of equality of points the procedures for tie breaking as issued by FINA shall be followed [Appendix 2], with the exception of the NWWPL where if two or more teams have equal points at the end of the competition, the placing shall be decided by considering the following factors in order until a precedence is established by:
  - The team gaining the most points in the matches between those teams;
  - The team with the greatest goal difference in the matches between those teams;
  - The team scoring the most goals in the matches between those teams;
  - The team with the greatest goal difference overall;
  - The team scoring most goals overall.

In the event of continuing equality the places shall be decided by lot.

## 10 **Medals**

- 10.1 In all Final Ties the winning teams shall receive thirteen gold medals and the runners-up thirteen silver medals.
- 10.2 In all Final Tournaments the winning teams shall receive thirteen gold medals and the runners-up thirteen silver medals.
- 10.3 In the Women's National League, the winning team in each division shall receive thirteen gold medals and the runners-up in each division shall receive thirteen silver medals.
- 10.4 Medals may be withheld from a team or individual by the delegate at his discretion and subsequently awarded only by the decision of the TWPC.

Only players listed on the match sheet and in attendance shall be presented with medals on the day of the final.

## **11 Trophies**

- 11.1 Trophies, where appropriate, shall be presented to the winners on the day of the Final, subject to the regulations laid down in the ASA Championship Conditions.

## **12 Expenses**

- 12.1 **General.** The permissible allowed expenses are as detailed in the ASA Handbook.

### **12.2 Appointed Officials**

- 12.2.1 In single matches the home or promoting club shall pay the expenses of all appointed officials.
- 12.2.2 In Final Ties and Tournaments the ASA shall pay the expenses of all appointed officials.
- 12.2.3 In the Women's National League, the Management Committee shall arrange payment of the expenses of all appointed officials. The Management Committee shall apportion the expenses of each shared venue event equally between all teams, including the British Swimming Junior Women's Water Polo Squad, participating in that event.
- 12.2.4 Each Club shall be responsible for its own travelling expenses etc., in all rounds, groups and finals
- 12.2.5 The promotional expenses of finals shall be borne by the ASA except when the Committee has agreed to delegate the promotion to a club under Condition 14.3.

## **13 Dates and Venues of Rounds, Groups, Final Ties and Final Tournaments**

- 13.1 The Committee shall draw up annually a Water Polo Calendar of dates of rounds, groups, final ties and final tournaments and shall publish this calendar not later than 1st October in the year preceding the Championships.
- 13.2 All games shall be played on the date published in the calendar except that in the case of a single match, provided both clubs agree at the time of making the arrangement on a date and the time of start, and subject to the prior approval of the Committee, the game may be played on any date which does not prejudice the timely completion of that or any subsequent round of the Championship.
- 13.3 The TWPC shall promote all finals at such venues and on such dates as it deems suitable. Should a club wish to promote a final or finals the TWPC may delegate the promotion to that club subject to suitable financial arrangements. A club wishing to promote a final or finals shall apply in writing with full details of the proposed venue and financial arrangement before 1st September in the year preceding the competition.
- 13.4 No single game may be timed to start before 2.30 p.m. or later than 9.00 p.m. on a Saturday, or later than 6.00 p.m. on a Sunday without the consent of the visiting club.
- 13.5 No group or tournament game may be timed to start before 10.00 a.m. or later than 9.00 p.m. on a Saturday or later than 6.00 p.m. on a Sunday without the consent of the participating clubs and except where provided for in the special conditions.

## **14 Team Withdrawing**

- 14.1 A team that withdraws from a competition:
- 14.2 prior to the draw shall not be penalised
- 14.3 after the draw has been made and more than ten clear days before its next game shall be fined £50.00 and/or shall pay such expenses as the Committee may decide;
- 14.4 with less than ten clear days notice before its next game shall be fined £75.00 and/or shall pay such expenses as the Committee may decide;

- 14.5 In the case of a team withdrawing from a tournament prior to a final tournament the tournament shall be played between the remaining teams.
- 14.6 A team that withdraws from the Women's National League after its entry has been accepted shall be fined £100.00 and/or shall pay such expenses as the Committee may decide.
- 14.7 The remaining group(s) shall be played between the remaining teams.
- 14.8 A team having qualified to compete in a Championship Final Tie or Final Tournament which withdraws therefrom shall be fined £100.00 and/or shall pay such expenses as the Committee may decide.
- 14.9 The team last defeated by the withdrawing team shall qualify for and play in the Final Tie or Final Tournament provided arrangements can be made. If arrangements cannot be made, a new date for a Final Tie may be arranged at the discretion of the TWPC or the Final Tournament shall be played between the remaining teams, as the case may be.

## 15 **Delayed Start**

- 15.1 If the start of a match is delayed beyond 5 minutes of the published starting time the club responsible for the delay shall be fined £10.00 and if the start of a match is delayed beyond 15 minutes of the published starting time the club responsible for the delay shall be fined £25.00.

## 16 **Failure to fulfil a fixture**

- 16.1 In the event of a club failing to have seven players available to start a single match within 30 minutes of the appointed starting time the match may be cancelled by the Referee(s) and deemed to be a non-fulfilment.
- 16.2 In the event of a club failing to have seven players available to start a group or tournament match at the appointed starting time the match may be cancelled by the promoter and deemed to be a non-fulfilment.
- 16.3 If a club fails to participate, with or without prior notice, in any group of the Women's National League, it shall be deemed to be one non-fulfilment of a fixture.  
The remaining matches in the group shall be played between the remaining teams.
- 16.4 In the event of any non-fulfilment the promoter of a group or tournament, or in the case of a single match, a Referee or and the Secretary of each club involved, shall within three days submit a written report to the Committee, which shall have the power to order any of the following:
  - 16.4.1 the award of the match to the non-offending team.
  - 16.4.2 the match to be rearranged.
  - 16.4.3 the payment of a fine of £75.00 by the offending club.
  - 16.4.4 the payment of allowable expenses by the offending club in the case of 17.4.2.

## 17 **Fines and Expenses**

- 17.1 All fines and expenses ordered under these conditions shall be sent to the TWPC Administrator, except the NWWPL, and made payable to the ASA, within twenty one days of the date of the notification of the decision.
- 17.2 Failure to comply with this condition shall result in an additional fine of £20.00 and the team may be disqualified from the Championship by the Committee.
- 17.3 Failure to pay the whole of the outstanding monies within a further fourteen days of the notification of the additional fine may be dealt with under the Judicial Laws.

**18 Ineligible Player**

- 18.1 A club playing one or more ineligible players shall be deemed to have lost the match, forfeit any points gained in the match to their opponents, be fined £100.00 and/or shall pay such expenses as the Committee may decide.
- 18.2 In a NWWPL group match or a tournament, the non-offending team shall have the option of recording a 5 – 0 score in its favour or maintaining the score as recorded on the match sheet.

**19 Unlisted Player**

- 19.1 A club playing one or more players not included in the team's submitted list of entrants may be deemed to have lost the match, forfeit any points gained to the match to their opponents, be fined £25.00 and/or shall pay such expenses as the Committee may decide.
- 19.2 In a NWWPL group match or a tournament, the non-offending team shall have the option of recording a 5 – 0 score in its favour or maintaining the score as recorded on the match sheet.

**20 Scottish or Welsh ASA Clubs**

- 20.1 On its entry form a club or Region affiliated to the Scottish or Welsh ASA shall undertake in writing, to accept the jurisdiction of the ASA in all matters affecting these Championships. Issues arising from matches played in Scotland or Wales shall be dealt with by the Committee.

## **PART 3**

### **SPECIAL CONDITIONS**

#### **21 Men's and Women's Senior Championships**

##### **21.1 Organisation**

- 21.1.1 The Championship shall consist of the competition proper and a preliminary competition where necessary.
- 21.1.2 From the entries received the Committee may place these teams into convenient divisions at the discretion of the TWPC.
- 21.1.3 Each division in the preliminary competition may be played as a tournament promoted by the Committee at such a venue and on such a date as the Committee shall decide.
- 21.1.4 Notwithstanding anything in Condition 13, the expenses of travelling, bath hire and the appointed officials in each competition tournament shall be pooled and borne equally by the participating Regions.
- 21.1.5 In each division each team shall play each other team once and two points shall be awarded for a win and one point for a draw. In the case of equality of points Condition 10 applies.

#### **22 Men's & Women's Junior, Youth, Academy and Development Club Championships**

##### **22.1 Organisation**

- 22.1.1 The Committee shall divide the entries into divisions depending on the number of entries. Teams will be allocated based on the previous year's performance in the competition.

##### **22.2 Competition**

- 22.2.1 Each team shall play each other team in the same group once. Two points shall be awarded for a win and one point for a draw. In the case of equality of points the relevant provisions of Condition 10 shall apply.

## **23 National Women's Water Polo League (NWWPL)**

### **23.1 Administration**

- 23.1.1 The day to day operation of the League shall be delegated to a Management Committee appointed by the TWPC, of nine persons, eight of whom may be nominated by the entrants and one by the TWPC. The Management Committee shall appoint, from its members, its own Secretary, Treasurer, Officials Co-ordinator, Results Secretary and one Divisional Event Manager/Promoter from each Division who shall take office from the time of their appointment and shall remain in office until their successors are appointed and take office.
- 23.1.2 The Secretary shall convene a meeting (referred to as the NWWPL AGM) at least 30 days before the start of the season giving a minimum of 28 days notice of the date and venue, at which each entered club shall be entitled to one delegate. This meeting may nominate eight persons to be appointed by the TWPC to serve on the League's Management Committee and may make recommendations to the TWPC on matters pertaining to the League. Half the number of delegates entitled to attend shall form a quorum. Entered clubs who fail to send a delegate to the meeting shall be fined £50.
- 23.1.3 Delegates to the AGM shall appoint a Chair from amongst those present to preside over the meeting.
- 23.1.4 Any proposal to change these conditions must be received by the Secretary in writing at least 14 days before the published date of the meeting with the name of the proposer and seconder. For it to be approved, a proposal requires a simple majority of those delegates present and voting. In the event of a tie the Chair shall have a casting vote.
- 23.1.5 A club or individual wishing to nominate a person for the Management Committee shall inform the Secretary, in writing, 14 days before the published date of the meeting.
- 23.1.6 The promotional expenses of the meeting shall be paid by the ASA but individual delegates' expenses shall be the responsibility of their club.

### **23.2 Eligibility and entries**

- 23.2.1 Notwithstanding any other provision in these conditions, if an entry from the British Swimming Junior Women's Water Polo Squad is accepted by the Management Committee, the following conditions shall apply to it:
  - 23.2.1.1 The team shall be allocated to Division One for the first part of the season and its results shall count in the league table;
  - 23.2.1.2 For phase two of the season, irrespective of its position in the table, the team shall be allocated to either the top or bottom group according to the prior decision of the NWWPL AGM;
  - 23.2.1.3 The team shall not be required to participate in any playoff(s) in order to maintain its position in Division One in the following year.
- 23.2.2 Clubs shall submit a list of players for each team entered by 31st July in the year of the competition. Additional players may be registered after the due date in writing and accompanied by a fee of £5 for each player. The player's name, the ASA registration number and £5 fee must be sent to secretary not less than 7 days before the player is due to compete. A player registered in this way may not compete until approval of the application has been given by the League Secretary.
- 23.2.3 If more than one team from the same club are entered in the NWWPL, each set of players shall be separately listed and there shall be no interchange of players between them during that competition.

- 23.2.4 No player registered for a Women's National League team in any one competition year may play for any other team in the League, with the exception of players in the British Swimming Junior Women's Water Polo Squad. In any match between a player's registered club and the British Swimming Junior Women's Water Polo Squad, the player shall not play for the British Swimming Junior Women's Water Polo Squad but may play only for her registered club.

### **23.3 Organisation of Competition**

- 23.3.1 The League shall consist of sufficient divisions to accommodate the entries up to a maximum of four divisions. The number of teams in each division shall be determined by the NWWPL AGM.
- 23.3.2 The Management Committee may organise a competition to determine new entrants to the League.
- 23.3.3 In Division One each team shall play each other once. From the resulting League table the teams will be divided into two groups. After taking into consideration condition 24.2.1 teams in group one placed 1 to 4 and teams in group two placed 5 to 8 will then play each other twice. Points and goals will be carried over from the first phase of the competition into the second phase in respect of matches played between teams in the same group.
- 23.3.4 Teams in Divisions 2, 3 and 4 shall play each other twice.
- 23.3.5 Two points will be awarded for a win and one point for a draw. If two or more teams have equal points at the end of the competition, In case of equality of points the procedures for tie breaking shall be followed as laid out in condition 9.2.
- 23.3.6 All matches shall be played in groups at such central venues and on such dates as the Management Committee shall decide.
- 23.3.7 Teams shall be allocated to divisions in the order in which they finished in the previous year's championships except that the top team in the lower division shall be promoted to the higher division and the bottom team in the higher division shall be relegated to the lower division and the second placed team in the lower division shall have the option to challenge the next to bottom placed team in the higher division. The challenge must be notified to the Secretary, in writing, within 3 days after the last game in the current year's championship. The team winning the challenge shall be placed in the higher division and the losing team in the lower division. A team refusing a challenge or failing to fulfil a challenge fixture shall be deemed to have lost the challenge. The challenge shall be played in such a manner and at such a venue(s) and on such date(s) as the Management Committee specifies. In case of equality of points the procedures for tie breaking as issued by FINA shall be followed. Condition 9.2 will apply.

### **23.4 Expenses**

- 23.4.1 The net promotional expenses of all divisions after deducting all income received from any source shall be paid in equal proportions by all clubs competing in that group, including the British Swimming Junior Women's Water Polo Squad, irrespective of which division they compete in.

### **23.5 Guarantee**

- 23.5.1 Following acceptance of its entry, each club including the British Swimming Junior Women's Water Polo Squad shall be required to deposit with the NWWPL a guarantee before the first day of May in the year of the Championship. Failure to pay this guarantee shall be deemed to be withdrawal under Condition 15.2. The amount of the guarantee shall be determined by the Management Committee.

## **CONTACTS**

### **National Events Office**

#### **The ASA/British Swimming Events Executive – Andrew Bell**

41 Granby Street, Loughborough, Leicestershire LE11 3DU

Email: [Andrew.bell@swimming.org](mailto:Andrew.bell@swimming.org)

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#### **The ASA Competition Administrator (Acting) – VACANT**

Please contact Julie Thompson (details listed below) if you are interested in taking on this role.

#### **National Women's Water Polo League (NWWPL) – Judi Clayton**

Email: [judith.clayton@tesco.net](mailto:judith.clayton@tesco.net)

#### **The ASA Water Polo Officials Co-ordinator – VACANT**

Please contact Julie Thompson (details listed below) if you are interested in taking on this role.

#### **BS Water Polo Officials Group - Brian Littlejohn**

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Tel: 0114 266 6445; Mobile: 07803 694381,

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#### **The ASA & BS Committee Administrator: Julie Thompson**

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#### **The ASA Membership Administrator**

Tel: 01509 618727

## **Appendix 1: FINA WP Rule 11.3** re Extra Time and note on the procedures for penalty shoot outs

WP 11.3 Should the scores be level at full time in any game for which a definite result is required, any continuation into extra time shall be after an interval of five minutes. There shall then be played two periods each of three minutes actual play with an interval of two minutes for the teams to change ends. If at the end of the two periods of extra time the score is equal, there shall be a penalty shoot out to determine the result.

If a penalty shoot out is necessary, the following procedure shall be followed:

- if it involves the two teams having just completed a game, the shoot out will begin immediately and the same referees will be used;
- otherwise, the shoot out will occur 30 minutes following the completion of the final game of that round, or at the first practical opportunity. The referees involved in the most recent game of that round will be used, provided they are neutral;
- if two teams are involved the respective coaches of the teams will be requested to nominate five players and goalkeeper who will participate in the penalty shoot out; the goalkeeper may be changed at any time provided the substitute was listed amongst the team list in that game;
- the five players nominated will be required to be listed in order and that order will determine the sequence in which those players will shoot at their opponents goal; the sequence cannot be changed;
- no players excluded for the game are eligible to be listed amongst those players to shoot or substitute as goalkeeper;
- if the goalkeeper is excluded during the penalty shoot out, a player from the nominated five players may substitute for the goalkeeper but without the privileges of the goalkeeper; following the taking of the penalty shot, the player may be substituted by another player or alternate goalkeeper;
- shots will be taken alternately at either end of the pool and all players with the exception of the player shooting and defending goalkeeper will be required to be seated on team bench;
- the team to shoot first will be determined by toss;
- should teams still be tied following the completion of the initial five penalty shots, the same five players shall then take alternate shots until one team misses and the other(s) score.
- if three or more teams are involved, each team will shoot five penalty shots against each of the other teams, alternating at each shot. The order of the first shot will be determined by draw.]

## **Appendix 2: Tie Breaking**

- 1 If two (2) teams shall have equal points, further classification shall be established as follows:
  - 1.1 The team winning the game between the two (2) teams shall be placed higher.
  - 1.2 If the game between the two (2) teams resulted in a tie, a further classification shall be established based on their results against the other teams including tied teams in order of their ranking; first based upon goal difference, and next, based upon goals scored. The comparison shall be made first, compared to the highest team or tied teams, and then, if still tied to the next highest team, and so on.
  - 1.3 If they are still tied, the tie shall be resolved by each team shooting five penalty shots at its opponent's goal in alternate succession. The first team shall take its first penalty shot and then the other team shall take its first penalty shot, etc. If a tie shall exist after that procedure, each team shall then take alternate shots until one team scores and the other misses. Different members of the team must shoot each shot. The procedure shall be conducted following the final game of that round or at the first practical opportunity.
- 2 If three (3) or more teams shall have equal points, further classification shall be established as follows:
  - 2.1 Any time during the application of this Section 2, when the number of the then tied teams is reduced to two (2), Sections 1.1, 1.2 and 1.3 shall be followed.
  - 2.2 The results among the tied teams shall determine the placings. The comparison shall be made upon first, the points of the games among them, next, the goal difference, and next, based upon goals scored.
  - 2.3 If more than two (2) teams are then still tied, a further classification shall be established based on their results against the other teams including tied teams in order of their ranking; first, based upon goal difference, and next, based upon goals scored. The comparison shall be made first, compared to the highest team or tied teams, and then, if still tied, to the next highest team or tied teams, and so on.
  - 2.4 If they are still tied, the tie shall be resolved by each team shooting five penalty shots at its opponent's goal in alternate succession. The first team shall take its first penalty shot and then the other team shall take its first penalty shot, etc. If a tie shall exist after that procedure, each team shall then take alternate shots until one team misses and the other(s) score. Different members of the team must shoot each shot. The procedure shall be conducted following the final game of that round or at the first practical opportunity.