



# Procedures for the Organisation of CMAS Underwater Rugby World, Continental and Zone Championships

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**Appendices:** *-the attached forms are for information only. Make sure to get the latest ones-*

International Calendar	(by CMAS)
Application form to host a World or Continental Competition	(by CMAS)
Playing modus for CMAS tournaments	(by UWRC)
Basic Equipment and other requirements	(by UWRC)
Enrolment/Entry fees	(by UWRC)
Important information for Organisers	(by UWRC)
Organisation of CMAS tournaments	(by UWRC)
Federations Declaration form	(by UWRC)
Participants Declaration form	(by UWRC)
Event- Time Schematic for CMAS Championships	(by UWRC)

Abbreviations used herein: UWRC = Underwater Rugby Commission

P.O.O.C. = "Procedures and Obligations for the Organisation  
of Championships" see CMAS brochure

## **1 Scope of this Chapter**

1.1 This chapter is related to the following categories of CMAS Underwater Rugby tournaments:

### 1.2 World Championships

World, Continental and Zone Championships must be arranged for both female and male teams. The Commission decides whether the championships should be organised as one or as two different events.

### 1.3 Continental Championships

### 1.4 Zone Championships

Above categories must be based on the latest procedures and guidelines issued by CMAS and the UWR Commission. The CMAS Underwater Rugby Commission reserves the right to recommend appropriate actions against any infringements of these procedures and guidelines mentioned under attachments.

## **2 Inclusion in the CMAS International Calendar**

2.1 CMAS Championships have to be included in the CMAS International Calendar.

## **3 Timing Schedules**

3.1 The Underwater Rugby Commission has to set up a long term plan for future World, Continental and Zone Championships.

3.2 World, Continental and Zone Championships have to be organised at least every four years

3.3 The hosting federation has to fill in the form sheet "International Calendar Application form for listing" This form, duly signed by the president of the hosting federation has to be sent to CMAS H.Q. before April 1<sup>st</sup> of the previous year for the official competitions with copy to UWR Commission (see attachment "International Calendar).

## **4 Application to host a Championship**

4.1 The application must come from the federation of the country hosting the championship. The federation must be affiliated to the CMAS Sports Committee.

4.2 "Application form to host a CMAS Championship" duly filled in and signed by the applying federations has to be used (app. "Application form to host a World or Continental Competition and "Basic Requirements for participation").

4.3 The application form must be submitted to the Underwater Rugby Commission at the General Meeting of all UWR playing federations two years ahead of the proposed championship at the latest.

4.4 In addition to the information on the CMAS form sheet the proposals must also contain the following information

4.5 Name and address of the pool(s) to be used.

II The pool dimensions (including slopes and irregular sides).

III The dimensions of the playing area and where it is situated within the pool.

IV Size and location to the swimming pool of the warm-up area

V Size of the pool surroundings and spectators areas (including underwater windows).

VI Water temperature and whether fresh or salt water.

VII Whether indoor or outdoor pool. If outdoor pool, the normal range of climatic conditions to be expected at the time of the championship.

VIII Material and condition of the bottom and sides of the pool.

IX Enclose illustrating layout and photos of the areas (pool, playing area, surroundings).

4.6 Duration of the championship and a draft block timetable. (app. "Playing Modus")

## **5 Approval of Applications for Championships**

5.1 In terms of selecting the hosting federations/ countries, CMAS/ UWRC must consider different aspects such as geographical scattering, spreading over time, distribution of work/tasks, the capacity of the organisers, Public Relation matters etc.

5.2 After the applications have been reviewed by the Underwater Rugby Commission they will be forwarded to CMAS Sports Committee for final selection. The selected federation will officially be informed by CMAS immediately after the decision has been taken.

5.3 A folder containing detailed information on what has to be done and when and also the budget cost figures for International Referee travel cost will be made available to the organising body within the hosting federation by UWRC right after the Sports Committee's final decision.

## 6 Invitation

6.1 The invitation must be sent out by the hosting federation to **all** member federations of the CMAS Sports Committee, to the CMAS Sports Committee in Rome and to the UWRC.

6.2 The invitation has to be sent out 12 months minimum 7 months prior to the date of the championship. (app. P.O.O.C. 1.7)

6.3 The invitation must contain the following information:

6.4 Date and title of the championship.

6.5 Name and address of the hosting federation

6.6 Name, address, e-mail, telephone and fax number of the co-ordinating person.

6.7 Name and address of the pool(s) to be used:

- ◆ I The pool dimensions (including slopes and irregular sides).
- ◆ II Water temperature and whether fresh or salt water.
- ◆ III Whether indoor or outdoor pool. If outdoor pool, the normal range of climatic conditions to be expected at the time of the championship.
- ◆ IV Illustrating layout of the areas (pool, playing area, surroundings).
- ◆ V Description of kind of food services available during the event at the pool area and estimated cost.
- ◆ Date when last entries will be accepted. This must not be later than 5 months prior to the date of the championship.

6.8 An entry form must be attached to the invitation.

6.9 The entry form must contain at least the following information:

6.10 Number of teams to participate (male/female)

6.11 Total number of athletes, coaches etc. for which reservations have to be made.

(app. "Federations declaration form").

6.12 The signed and returned entry form will be regarded as an official document of intent for participation. More of the requested details can be given by the participating federations at a later date.

6.13 Entry fee and what it includes, bank data (name of bank institute, account number, bank code requested currencies and latest date when the money has to be transferred.

(app. "Enrolment/Entry fees").

6.14 Information must be given about fees which in addition to the entry fees have to be transferred to CMAS (amount, name of bank institute, account number, bank code and latest date of money transfer).

(P.O.O.C enclosure 6)

6.15 Date, place and procedure of draw

## 7 Schedule of Organisation

7.1 The schedule of the entire period of the event must be distributed by the hosting federation to CMAS Sports Committee, CMAS Underwater Rugby Commission and to all federations which have registered for the championship.

7.2 The schedule of organisation must be sent out not later than 3 months prior to the beginning of the championship.

7.3 The schedule of organisation must contain the following:

- ◆ Duration and timetable of the championship.
- ◆ The timetable must include at least the following:

I Time, date and location of registration of teams.

II Time, date and location of conferences for team leaders, referees and other conferences which have to be officially mentioned and in which members of the registered nations are expected to participate -e.g. General Meeting-.

III Time, date, and location for training of each team in pool.

IV Timing schedule of games. -There must be finals!

(app. "Playing modus for CMAS tournaments")

V Time, date, and location of Opening- and Winners Ceremony.

VI Time, date and location of closing party (banquet).

7.4 Full addresses (fax, e.-mail, telephone etc.) of hotels where the teams, coaches, referees will be accommodated.

7.5 Composition of the Jury (also item 11)

7.6 Regulation and fees for of protests (also item 11)

## 8 Participants

8.1 All players and officials must be members of their federation which in turn must be affiliated to the CMAS Sports Committee.

8.2 For all players sport CMAS licenses issued for the year of the event have to be presented at the registration desk. These licenses must be ordered with CMAS by the participating federations.

8.3 When registering the co-ordinating person of each team has to give a list signed by every athlete confirming the good state of health. (app. "Participants declaration form")

8.4 There are no mixed teams allowed.

## **9 CMAS Officials**

- 9.1 The following officials have to be invited by the hosting federation. Cost for transportation will be carried by CMAS. Cost for accommodation (hotel and food) to be carried by the hosting federation.
- 9.2 CMAS President

## **10 Referees**

- 10.1 Referees must be International Referees with CMAS license.
- 10.2 The total amount of referees necessary to conduct the competition are laid down by UWR Commission in the procedure “Referee Deployment Chart”
- 10.3 The referees will be invited by the CMAS Chief Referee UWR.
- 10.4 Room facilities must be made available by the organiser’s to hold the referee meeting before the start of the first game in the championship. –(see 7.3.1-II).
- 10.5 The Chief Referee of the Underwater Rugby Commission has to be present during the championship. He/she will act as Chief Referee during the championship.
- 10.6 If the Chief Referee of the Underwater Rugby Commission is not able to participate in the championship, the Chief Referee of the Championship will be elected by the international referees present.
- 10.7 The meeting of referees is chaired by the Chief Referee of the Championship.
  - 10.7.1 The Chief Referee makes a list of referees for each game. If found necessary he will be assisted by other International Referees.
  - 10.7.2 If there is a need for discussing of/ resp. deciding on the interpretation of specific rules or other matters the President of the CMAS Underwater Rugby Commission ( also participating in the event) and the team captains must be informed about the decisions taken at the earliest point of time possible preferably before the start of the games.

## **11 Jury and Protests**

(see also “P.O.O.C.” chapter 2)

- 11.1 A Tournament Jury has to be established on all CMAS championships.
- 11.2 The Jury deals with questions of major importance arising during the event, it decides on protests turned in during the championship.
- 11.3 Decisions taken by the Jury are final.

11.4 The Jury is composed of:

- ◆ the Chief Referee of the Championship – Chairman
- ◆ 1 additional International Referee, elected by the International Referees of the tournament
- ◆ 2 team captains, elected by the team captains of the participating teams
- ◆ 1 CMAS employee. She/he is acting as secretary -without voting right-.

11.5 All four members shall be of different nationalities. It is recommended to elect two substitutes of different nationalities, e.g. one team captain and one International Referee to avoid conflict situations when protests have to be dealt with from teams of the same nations.

11.6 The Jury is obliged to decide upon protests within one hour of their submission.

11.7 In special cases where the facts stated in the protests have to be checked, the decision may be taken later, but not later than 24 hours after submission of the protest.

11.8 On demand of the Chief Referee of the championship, the Jury is entitled to cancel the competition if the site, equipment or other facilities do not comply with the rules and ordinary performance of the tournament therefore is not possible.

11.9 In case of unfavourable weather conditions or other unforeseen circumstances, the Jury has the right to interrupt the championship.

11.10 The decisions of the Jury are taken by hand signals on simple majority of the votes of the members of the Jury.

11.11 In case that members of the jury are not available within the given time the minimum number of members for a decision must at least be 3.

11.12 Protests must be in writing, signed by the team captain, and submitted to the Chairman of the Jury not later than 30 minutes after the end of the game in question.

11.12.1 The protest fee must be delivered together with the protest. See 7.3.3

11.12.2 If the protest is sanctioned the fee is returned to the team. If the protest is rejected the fee has to be given to the CMAS employee.

## **12 Administration/Organisation** (app.“ Important information for Organisers”)

12.1 Official documents of the tournament, such as games results and match records must be handled and stored in a proper way by the organiser.

12.2 The organiser must provide the CMAS employee with a copy of the invitation, schedule of organisation, the game results of the day and the final results of the tournament, posters and other materials produced during the championship.

- 12.3 By the end of the championship the organiser must provide the CMAS employee with the a set of match reports, duly signed by affected referees and team captains.
- 12.4 The organiser has to provide the media (press/TV) with current information of the tournament, games results etc. Possibilities to communicate through Internet should be made available to all participants and the press.
- 12.5 After the event the organiser has to issue a block cost paper showing the actual cost. This information will be sent to all UWR playing federation for future information. This block cost paper must be made available to the UWR Commission 2 month after the event at the latest.

### **13 Anti-Doping**

- 13.1 Anti-doping has to be dealt with according to latest CMAS rules.
- 13.2 National rules for anti-doping in the country of the host federation may apply as well. – please also contact CMAS or UWR Commission.
- 13.3 The hosting federation is to request from every athlete a statement confirming that she/he has not taken any substances which might enhance or having the effect of enhancing athletic performance.

### **14 Medical Doctor**

- 14.1 At least one medical doctor must be present throughout the championship.
- 14.2 A medical report from the physician about any significant injuries must be given to the CMAS employee present during the event.

### **15 Equipment** (see also app. “Organisation of CMAS tournaments – prerequisites” and “Basic equipment/and other requirements”) and. “Basic Equipment and other requirements”)

- 15.1 The organising body must provide the following equipment:
- ◆ Equipment as specified in the CMAS Underwater Rugby Rules.
  - ◆ A result board that can be seen clearly from the whole of the playing area.
  - ◆ A loudspeaker system that can be heard clearly in the whole of the pool area.
  - ◆ An underwater video system with monitors in the spectators area.



## **16 Languages**

- 16.1 Proposal, invitation and schedule of organisation must be made in English.
- 16.2 All announcements must be done in English as well as in the language of the host country.
- 16.3 The language in the meetings is English

## **17 Prizes**

- 17.1 Medals (gold, silver and bronze) for World, Continental and Zone Championships for each athlete and the coach are provided upon request from the UWR Commission by CMAS H.Q
- 17.2 There are no other trophies or prizes allowed.

## **18 Ceremonies**

(also "P.O.O.C. chapter 3)

- 18.1 An Opening Ceremony has to be organised on the first day of the championship in the pool area or the day before.
- 18.2 The participating teams shall parade in the pool area behind their name board with the name of the country. They shall be dressed in their official uniform and
- 18.3 The teams shall parade in alphabetical order according to the language of the hosting federation followed by the teams of the hosting federation. The referees form a special group following the teams.
- 18.4 The parade shall be accompanied by music.
- 18.5 An opening speech shall be given by the organisers.
- 18.6 The CMAS representative declares the competition open.
- 18.7 The pool area shall be decorated with the flags of the participating countries and the CMAS flag.
- 18.8 A Closing and Prize Giving Ceremony shall take place at the end of the championship.
- 18.9 The ceremony shall take place immediately after the last game of the championship in the pool area.
- 18.10 The participating teams shall parade in the pool area. They shall be dressed in their official uniform and must be preceded by a name board with the name of the country.
- 18.11 The participating teams shall parade in ranking order according to the results of the championship. Referees form a special group following the teams.

18.12 There must be a podium and flagpoles

18.13 Medals shall be given to the winning teams (no. 1, 2 and 3) by official representatives from the organisers and CMAS.

18.14 All athletes who participated receive a CMAS diploma

18.15 The parade shall be accompanied by music. The national anthem of the champion shall be played.

18.16 A closing speech shall be held by the organisers.

18.17 After each game in the championship the national anthem of the winning team shall be played.

18.18 It is considered suitable if the organisers arrange a closing party for all participants right after the championship.

## **19 Advertising**

19.1 Advertising matters as the use of the CMAS logo must be co-ordinated with CMAS H.Q.

19.2 National rules for advertising in the country of the hosting federation may apply as well. CMAS to be informed