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## Oregon High School Water Polo

New coaches reference book


## Table of contents

1. Intro to coaching
2. Required online courses to coach
3. Acquiring school policies for student athletes and coaches
4. Oregon High School Water Polo exception rules (from OSAA rules)
5. Required forms
6. Important dates
7. Suggested financials
8. Equipment and practice sources

- Qualifications and conference play offs
- Differences in conferencequalification
* State Championship
- Paper work required for state play offs and state tournament
- How to use advertising in state pamphlet as a fundraiser for your team
- How to vote for all state teams


## Definitions of acronyms

OHSWPC = Oregon High School Water Polo Committee - Administrative body of Oregon high school water polo. www.oregonwaterpolo.org

OWPOA = Oregon Water Polo Officials Association - Administrative body of Oregon Water Polo Referees. www.reftown.com

OSAA = Oregon School Activities Association - Administrative body of Oregon High School Sport. www.osaa.org

## Introduction to coaching water polo

Coaching water polo has many dynamic aspects that are not found in other sports.


Other sports start with the natural ability to stand, walk or run.Most of the other high school sports you are able to stand next to the athlete and show them how to throw, catch or hit the ball.

Water polo incorporates passing, catching and shooting the ball with the ability to swim! Swimming is a skill that is not natural to humans and is learned by practice.

Teaching the athletes to catch, pass, shoot, play offense and defense while not being involved in their playing field, the pool, can be a challenging task.

There are many online resources to help develop your training and teaching skills. This information booklet is not here to inform you on how to accomplish these tasks, but to simply identify the challenges you are excepting as a water polo coach.


Along with the swimming and polo skills you will also be charged with the following responsibilities

- Interaction with parents and athletes
- Recognize and assist inresolving athlete problems
- Safe practices environments
- Financial responsibility for your team
- Required paper work for *OHSWPC and *OWPOA for your team
- Knowledge of your schools policies
- Knowledge and understanding of the OHSWPC, OWPOA and OSAA rules and regulations


## Oregon high school water polo committee required courses to coach on deck.

The list of classes below are the minimum requirements that you must have finished prior to coaching water polo.

- NFHS coaches class certificate (one time only)
- Steroidcertificate (every 4 years)
- Concussion class certificate (every year)
- Heat illness class certificate (every 4 years)
- Current First Aid and CPR

Your school district, athletic director or club director may require more training.
The coaches class,steroid,concussion and heat illness classes can be found at

> www.nfhs.org

You will most likely have to find an outside class for First Aid and CPR.

## Acquiring school policies for student athletes



Each school or water polo club associated with a school may require different policies.

The new coach MUST obtain these policies and completely understand what is expected by the school or water polo club associated with a school!

If your team is part of a school sport, you can find these policies at your Athletic Director office. If a club associated with a school, obtain these policies from your club director.

Many Athletic directors are very busy, make an appointment (after you have read your policies) and sit down with your Athletic Director (AD) to discuss any policy you may not completely understand. The same is applicable to the Club Director

OSAA requires an academic check and a minimum standard, attendance policy, drug and alcohol and many other policies that coaches and athletes must comply with to participate in sports for their high school. Make sure you understand each of these regulation, you are responsible to enforce them!
** OHSWPC has made exceptions to the OSAA rules. Refer to the OHSWPC exception rules from OSAA page in this document.

# OHSWPC exception rules from OSAA 

# If rule is not addressed below then refer to the OSAA rules at 

www.osaa.org

## OREGON HIGH SCHOOL WATER POLO

POLICY AND PROCEDURES MANUAL

Welcome to the 2013 season of Oregon High School Water Polo. This manual should be helpful to coaches, athletic directors, players and parents interested in HS water polo. The manual covers the guidelines of the regular season, playoffs, eligibility, OHSWPC officers and duties.

This booklet is merely a summary of the rules and regulations. It is not meant to provide an exhaustive coverage of every question or situation. If you have any questions during the water polo season, please contact any member of the Committee's Board of Directors.

## Statement of Purpose

The purpose of the Oregon High School Water Polo Committee is to promote, oversee and safely regulate high school water polo in Oregon. The committee is responsible for a championship tournament, for defining rules of eligibility and participation, to resolve conflicts, and provide additional instructional opportunities for coaches and athletes.

## OREGON HIGH SCHOOL WATER POLO

BYLAWs

## Article One

Section 1. The name of this corporation shall be the Oregon High School Water Polo Committee (OHSWPC). The purpose of the corporation is to oversee and promote competitive high school water polo in Oregon. The OHSWPC shall be operated as a "non-profit" organization according to state and federal regulations. The OHSWPC shall follow all rules and regulations of the Oregon School Activities Association, except that which would conflict with said purpose.

Section 2. Membership in the corporation shall be open to schools in good standing. A member school designate shall be entitled to one vote on any issue before the membership. Each designate of record shall be entitled to one vote on any mail or facsimile ballot conducted by the committee.

Section 3.A member school in good standing is defined as a school that has a water polo team (either club or school) and is current in all dues and fees.

Section 4. The annual meeting of the membership shall be held in April/May at a site designated by the President. The purpose of the annual meeting shall be the annual staggered elections of the Board of Directors, providing for a budget of anticipated income and expenses for that year, forecast of water polo activities, and such other business as may come before the membership. A majority vote of the voting members present shall be the vote of the membership.

Section 5. Special meetings of the membership may be called by the President or upon the call of at least two members of the Board of Directors. Any such meeting shall be preceded by written notice stating the time, place and purpose of said meeting; delivered by mail, or other means, to the membership not less than two weeks prior to such meeting.

## Article Two

Section 1.The business and activities of the corporation shall be managed and controlled by its Board of Directors. The Board of Directors shall consist of the corporations officers: President, Vice-President, Secretary, Treasurer, and Development, Officers shall receive no salary or other compensation for their service on the Board. Approved reimbursements shall require the Board of Directors approval of the use and amount of the reimbursement.

Section 2.The primary duties of the Board of Directors shall be the implementation of the corporation's rules and to manage the business and activities of the corporation. The Board shall promote, oversee and safely regulate high school water polo in Oregon. The Board shall coordinate anticipated expenditures incident to such business and activities of the corporation. The Board shall decide all matters directed to them by the general membership or by these bylaws.

Section 3.The approval of three Board members shall be necessary for decisions by the Board of Directors, except where officers are directed by the Board to act on its behalf. (See Amendment 1)

# OREGON HIGH SCHOOL WATER POLO 

BYLAWS

## ARTICLE THREE

Section 1.The Board of Directors shall be elected at the annual meeting of the membership and shall serve for two years, or until their elected successors assume office. The elected officers are President, Vice-President, Secretary, Treasurer and Development. To develop a staggered election system for the Board of Directors: For 2014, the President and Secretary positions will be elected and serve for 1 year. Vice president, Treasurer and Development will be elected and continue to serve for 2 years. In 2015, Secretary and President positions will be re-elected and those positions will be reset to serve for 2 years. Adopted 8/21/13

Section 2.The President is the chief executive officer of the corporation and shall chair all meetings of the membership and its Board of Directors. Any contract or document requiring execution by the corporation shall be signed by the President and Secretary. The President shall perform such additional duties as stated herein or as directed by the Board of Directors.

Section 3.The Vice-President shall preside at all scheduled meetings in the President's absence, and shall have and exercise the rights, duties and obligations of the President in such absence. The Vice-President shall discharge such other duties as may be given by the Board of Directors.

Section 4.The Secretary shall attend all meetings of the membership and the Board of Directors, preparing, maintaining and reporting minutes of such meetings. The Secretary will provide the membership with notice of all meetings conforming to these Bylaws. The Secretary shall prepare and maintain a current list of the membership
which shall be available to any member. The Secretary shall perform such other duties as may be assigned by the Board of Directors.

Section 5.The Treasurer shall have charge of, and account for, all funds of the corporation and shall keep current, accurate books of account. The corporation financial records shall be available to any officer or member at any time, with reasonable notice. The Treasurer, as directed by the Board of Directors, shall make disbursements from funds collected to satisfy and discharge the indebtedness of the corporation. The Treasurer shall present an annual report and budget. The Treasurer shall perform such other duties as shall be assigned by the Board of Directors.

Section 6.The Development officer shall attend all meetings of the membership and Board of Directors. The Development officer will be in charge of the growth of Water Polo through out the state.

Section 7.The Developmental Chair Representative will be responsible for seeking out and assisting in the formation of new school teams, and shall perform such other duties as may be assigned by the Board of Directors.

Section 8.The Officials' Representative shall be the liaison between the OHSWPC and the OWPOA. The Official's Representative, shall perform such duties as may be assigned by the Board of Directors.

Section 9.A vacancy in the office of the President shall be filled by the Vice-President for the unexpired term of that office. Vacancies of any other office shall be filled by appointment by vote of the remaining Board of Directors for the unexpired term of that office.

# OREGON HIGH SCHOOL WATER POLO 

BYLAWS

Article Four

Section 1.The Board of Directors may create both standing and special committees as deemed necessary for the conducting of business and activities of the corporation. All committees shall be chaired and supervised by an elected officer designated by the Board of Directors. Membership on such committees shall be by appointment of the Board of Directors or the designated officer.

## Article Five

Section 1.These Oregon High School Water Polo Committee Bylaws and Rules shall be considered adopted and effective upon the approval by simple majority of member schools in good standing.

Section 2.All income of the corporation from whatever source shall be intended solely to finance the operation of the corporation. No part or portion of the income shall incur to the individual benefit of any other private person; provided, however, that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article One, Section 1, hereof. Upon dissolution or final liquidation of the corporation, all assets, after all liabilities and obligations of the corporation are paid, satisfied and discharged, or adequate provision is made therefor, shall be distributed to Oregon Water Polo, Inc., to be used exclusively for the enhancement of water polo in Oregon; provided, however, that if Oregon Water Polo, Inc. is not then in existence, or is not then a corporation that is exempt under section 501(c)(3) of the Internal Revenue code and to which contributions, bequests and gifts are deductible under sections 170(c)(2) and 2522(a)(2) thereof, such assets shall be distributed to such a corporation or corporations to be used exclusively for educational or charitable purposes.

Section 3.These Bylaws or Rules may be amended, altered or repealed by a simple majority vote of the membership. Voting may be at the annual or any special meeting, or it may be accomplished by mail or facsimile balloting;
providing, however, that such notice of such amendments, alteration or repeal shall be furnished each member with the notice of such meeting or balloting.

Adopted as amended by membership this 29th day of August, 2000

## B-5

# OREGON HIGH SCHOOL WATER POLO 

## AMENDMENTS

## Amendment One

Section 1.In the case of disputes and/or rule violations, the high schools involved should first try to resolve it amongst themselves and/or with the assistance of the athletic director, principal, or club coordinator.
a) When the conduct of a coach/team/fan is deemed to be improper by the referees, the referee Association will first report it to the proper school authority. If the situation is not handled at that level, it will then be reported to the league Athletic Director for action. At the state tournament the referees will report first to the tournament committee then to the board of directors.

Section 2.In the case of disputes and/or rule violations, the league, and/or athletic director in charge of water polo for the league, shall rule on all intra-league questions and on questions pertaining to league rules themselves.

Section 3.In the case of disputes and/or rule violations that involve inner league or statewide questions, the Board of OHSWPC shall rule as per outlined in the OSAA constitution. The OHSWPC Board shall be considered equivalent to the OSAA Executive Board and the OHSWPC President shall be considered the equivalent of the OSAA Executive Director. The OHSWPC may pass questions and/or protests, without ruling, on to the league athletic directors for their ruling or appeal (see Section 5)

Section 4.The OHSWPC Board shall not overturn any decision made by the "membership" and shall defer to the "membership," if a meeting or vote is held, or called within 14 days to vote on a ruling.

Section 5. The league athletic directors together shall be the final appeal and ruling body for all disputes and/or rule violations. These may be either decision by the OHSWPC Board that are appealed or questions and/or protests that the OHSWPC Board passes on for ruling. The decision shall be made by majority rule of the league athletic directors from the leagues other than that from which the team in possible violation belongs.
(Rev. 8/28/00)

## OREGON HIGH SCHOOL WATER POLO

## Duties of Officers

President:The President shall act as chairman at all meetings of the membership. He/she shall sign for the committee all contracts binding upon the committee. He/she will be the spokesperson for the committee. The President will represent the committee at the United States Water Polo Annual meeting. The President is responsible for securing the site for the State Tournament, as well as issuing updated guidelines to all interested parties prior to the beginning of each season.

Vice-President:The Vice-President shall have all the powers and perform all the duties of the President during the absence of the President. He/she shall be responsible for the logistics of the annual State Tournament and supervising the Tournament Director. He/she will also be responsible to collect the team rosters and ensure publishing of the State Tournament program.

Secretary:The Secretary shall keep the minutes and records of all meetings of the membership and the Board of Directors, and official business of the committee. He/she shall give proper written notice to all members of the committee meetings. He/she shall be the custodian of the Bylaws and other pertinent documents, including a copy of the current OSAA guidelines. He/she will be responsible for distributing, collecting and tallying the all-state ballots at the State Tournament and issuing the certificates to the all-state tournament recipients.

Treasurer:It shall be the duty of the Treasurer to receive all committee income and deposit same in a financial institution designated by the Board of Directors. The Treasurer, upon approval of the committee, may invest funds in conservative/liquid accounts. He/she shall present a financial report to the committee and membership at each annual meeting. The Treasurer shall file for tax exempt status each year in accordance with the prevailing tax law. He/she shall notify the committee of any delinquent dues or fees of member schools or individuals.

Development:It shall be the duty of the Developmentofficer to attend all meetings of the membership and the Board of Directors. The Development person will be in charge of the growth of Water Polo throughout the State.

Officials' Representative:The Officials' Representative will be filled by an individual chosen to serve on the Board of Directors by the Oregon Water Polo Officials' Association. He/she will inform the committee of referee concerns, fee changes and state tournament referee selections. The Officials' Representative will ensure that the OWPOA provides officials to all OHSWPC published games.

## Related Organizations

Officials' Association:The Oregon Water Polo Officials' Association (OWPOA) is a separate organization of U.S. Water Polo registered referees. The OWPOA sets its own fees.

## B-7

# OREGON HIGH SCHOOL WATER POLO 

General Rules \& Regulations

Official Rulebook:The official rules and rulebook used for Oregon High School Water Polo will be the National Federation of State High School Associations; Rules. This set of rules, with yearly updates, shall govern OHSWPC rules Any proposed clarifications to individual rules shall be submitted to the Board of Directors.

OSAA Rules \& Regulations:The Oregon High School Water Polo Committee has adopted the Oregon Schools Activities Association rules and regulations to govern water polo. The Metro league and Mt. Hood league teams are required by their leagues to follow the OSAA rules and regulations/ Exceptions to the OSAA Constitution rules and regulations should be included in this manual. Any exception not specifically addressed by this manual should be brought immediately to the Board of Directors for timely ruling.

Rule of 2OHSWPC does not follow the Rule of 2 as listed in the OSAA Handbook. Moratorium week, as stated in OSAA Handbook, is still recognized and followed by the OHSWPC. Adopted $8 / 21 / 13$

Athletes who don't attend school they play for:If a student is a member of a private school which is not OSAA approved and their private school does not have a water polo team, that student may play for the public school in which geographical boundaries they reside.

Combined Teams**Two neighboring schools who have not previously participated in OHSWPC water polo may combine their athletes in order to field a league team. These combined teams are restricted to two (2) years, or less of combined participation, at which time they must separate and represent their respective schools. These new combined teams will be eligible to participate in the state playoffs and championship. OHSWPC functions under this combined team rule in conjunction with the OSAA Co-op rule. Adopted 8/26/10

Length of Season:The OHSWPC season will follow OSAA guidelines. The season shall end with the State Tournament on the second weekend of November. The high school teams are limited to eighteen dual contests outside of playoffs and tournaments. Only three regular season tournaments are allowed per team. As per OSAA rules, jamborees are not considered tournaments. * TEAM DAN BERRY TOURNAMENT is exempt from counting as a tournament - this rule adopted spring of 2015

Game Time:All District and State Playoffs and Championships will be seven minute quarters. League varsity games must have at least six minute quarters and junior varsity should have five minute quarters. All games shall follow shallow/deep specifications for overtime purposes. Local high school tournaments, other than playoffs, may choose their own time and overtime limitations, not exceeding rule limits.

Point Differential Rule:Teams are required to abide by the 20 point differential rule. If, at any point during a game, a team scores beyond a 20 point difference, that team shall be fined by OHSWPC in the amount of $\$ 50$. Adopted $1 / 3 / 10$

Hybrid LeaguesIf a 5A team competes in a league with 6A teams, their wins/losses against each other will not count for or against their league seeding into the state tournament. 2/25/09

Accidents \& Injuries: In case of accident, injury or extenuating circumstances, at the discretion of the referee, the game may be stopped and the incident addressed or the injured player replaced immediately. Aggressive treatment of open wounds or lesions should be followed. In particular, whenever a player suffers a laceration or wound where oozing or bleeding occurs, a game should be stopped at the earliest possible time, and the player should leave the field of play and given appropriate medical treatment.

## B-8

Junior Varsity/Varsity:Seniors may not play in Junior Varsity matches unless it is their first year of competition; exceptions can be made for special needs. Separate girls and boy's junior varsity quarters are encouraged. The opposing coaches must agree to any mixture of girls and boys during any junior varsity contest.

*     - Amended by membership this $6^{\text {th }}$ day of May, 1997. Amended portion appears in Italics.
\# - Amended by membership this $26^{\text {th }}$ day of August, 1997. Amended portion appears in

Italics
** - Addition to the By-Laws, mail in ballot, voted and approved August 29, 2000.

Recommendation of amended ByLaws for membership meeting April 22, 2014.

## State Fees:

A $\$ 100$ fee will be required of all member schools participating in Oregon High School Water Polo. The Board of Directors shall set a due date and any subsequent penalties.

Effective 8/27/96, new programs consisting of only one team will have a fee of $\$ 50$ per year for the first two years, or until a second team is added. Whichever occurs first.

## B- 9

# OREGON HIGH SCHOOL WATER POLO 

State Tournament Rules \& Regulations

## Tournament Committee:

The tournament committee is a standing committee governed by the Board of Directors.

The tournament committee shall be comprised of nine members:

1) Vice-President, committee chair
2) Officials' Representative
3) Board of Directors member
4) Tournament Director

5-6) Appointed by the OWPOA

7-9) Appointed by the Board of Directors

Three members shall be free of conflicts of interest in the girls and boys tournament (not necessarily the same members). At least three members, without a conflict of interest in a particular game, shall be witnesses to said game. The Tournament Committee shall rule on questions, disputes, or protests at the State Tournament.

## Rules Committee

The Rules Committee will be compromised of the Table Official and one member of the voting Board of OHSWPC \& the Head Official or his representative.(Added by Board 6/25/96)

## Competition Format:

As shown in appendix. The order of games may change yearly based on the site of the tournament. The first team listed shall wear dark caps and be the home team for that game.

## Team Information:

Only the head coach, one assistant coach, a team statistician or manager, A medical trainer is permitted at any time. Teams and coaches must remain in the team area during play.

State roster consists of 18 players, no alternates. Each player is assigned a cap number. A complete roster is due to Executive Director by date/time specified on roster form.

## Conduct and Discipline:

a) A referee who has ejected a player for brutality shall provide the tournament committee with a written report of the incident within fifteen minutes following the game.
b) The tournament committee has the authority to prevent a player or coach from further competition in the tournament or a portion thereof.
c) All findings of this committee shall be handled timely and considered final and without appeal, due to the immediacy of necessary action. A full report shall be made to the Board of Directors by the chair of the tournament committee.
d) The Oregon High School Water Polo Committee will not tolerate any physical or verbal abuse toward officials, staff, or tournament organizers before, during or after any part of the tournament. Any physical or verbal abuse reported to the Tournament Committee may automatically warrant a tournament suspension to the offender. Further sanctions may apply pending review of the incident.
e) Flash photography is not allowed during competition.
f) Balloons, noisemakers, and banners, (other than those approved tournament sponsors) are allowed in the tournament facility
g) The high school principal, coach and other responsible officials of each member school shall take all reasonable measures to insure that the schools students and supporters maintain a sportsmanlike attitude toward events so that events may be conducted without unreasonable danger or disorder.
When the students, staff or supporters of any member school engage in un-sportsmanlike conduct, disorder or infliction of damage to persons or property in connection with any festival, meet, contets or tournament sponsored by the OHSWSP Committee, the Executive Board may treat such acts as a violation by the school/club of the Rule of the Association. Any school/club whose students, supporters, rooters, or partisans
take part in riots, fights, pilfering, painting, jumping in the pool or any other un-sportsmanlike conduct shall be subject to penalty.
h) The Tournament Committee may remove any athlete, coach, or spectator from the tournament facility for violations of the "Conduct and Discipline" section. For any other reason the Committee feels is necessary to insure that the tournament is not disrupted or the safety of athletes and fans is not jeopardized.

## Required Forms

All of the required Forms for your water polo season can be found at www.oregonwaterpolo.org

Click on the Resources tab

Forms required at beginning of season

- Athlete Eligibility Roster
- Invoice - annual Membership Fee
- School Representation Eligibility Certification
- Concussion Acknowledgement

Helpful forms for game day

- Desk workers guide
- Exclusion Sheet
- Sample Score Sheet \& Instructions
- Score Sheet - letter size
- Score Sheet - legal EXCEL
- Protest Form



## Important Dates

# Planning for the Bills 

(estimates based off of 2016 water polo season)


Each season can be a financial challenge. You need to be prepared to pay your bill and pay on time.

Average officials fees for regular season - each regular season can run an estimated $\$ 3000.00$ to $\$ 4000.00$. This does not include tournaments.

Average estimated tournament cost - $\$ 350.00$ to $\$ 600.00$ per team entered. If you decide to take both a Boys and Girls team to a tournament it cancost your team $\$ 700.00$ to $\$ 1200.00$.

Caps cost - stock caps can run \$300.00 -\$400.00 a set of 18.For a set of dark and white caps plan to spend $\$ 600.00$ to $\$ 800.00$. Custom caps can run from $\$ 500.00$ a set and up.

Water polo balls - estimate cost running around \$24.00-\$28.00 each.
Water polo cages - can run $\$ 1500.00$ to $\$ 2000.00$ each.
Suits for players - can cost $\$ 30.00$ to $\$ 40.00$ for boys and $\$ 60.00$ to $\$ 80.00$ each for women
** When making a purchase of water polo equipment, please remember that KAP7 has many donations to Oregon Water Polo.www.kap7.com


## Coaching and practice resources

Below are a few suggested recourses for you and your staff. This is just a short list, there are many other recourses, but hopefully this can help you and your staff get started!

- www.oregonwaterpolo.com - Resources tab
- www.kap7.com
- www.usawaterpolo.com
- www.waterpoloworld.com
- www.youtube.com


# Conference playoffs and eligibility 



6-A
Mt Hood - Barlow, Reynolds, David Douglas, Gresham, Grant
Metro - Lincoln, Westview, Sunset, Southridge, Beaverton, Aloha
Three Rivers - Newberg, Tualatin, Lake Oswego, Lakeridge, Tigard
Mid Willamette - West Albany, South Salem, West Salem, Sprague
Southern - Sheldon, Willamette, South Eugene, Medford, Sprinfield/Churchhill

4-A \&5-A
Metro - Hood River, Parkrose, Hillsboro, Sandy
Eastern - Summit, Mt. View, Bend, Madras, Ridgeview

Southern - Ashland, North Eugene, South Albany, North Eugene, Marist

## State tournament play offs



## FUNDRAISING OPPORTUNITY

www.OregonWaterPolo.Org

## State Championships

## Program Advertising

Oregon water polo teams have the opportunity to raise funds for their team as well as support the high school state championship by selling advertising space within the high school tournament program. Seventy-five
percent ( $75 \%$ ) of the money collected for the ads will be returned to the team submitting the advertisement, with the remaining percentage ( $25 \%$ ) retained by OHSWPC to support the state championship.
Advertisement Options

| Advertisement Size | Amou <br> $\mathbf{n t}$ |
| :--- | :--- |
| Business Card | $\$ 55$ |
| $1 / 4$ page | $\$ 65$ |
| $1 / 2$ page | $\$ 80$ |
| 3/4 page | $\$ 100$ |
| Full page | $\$ 120$ |

Advertisements should be easy to read and ready to copy. Black print on white background is best. Ads must be in good taste. Advertisements that will not reproduce well may be returned. The OHSWPC reserves the right to refuse any advertisement.

## Tournament Sponsor

This is a sponsor who donates $\$ 1,500$ or more to support the state tournament. This sponsor would be recognized on the front cover of the program as the tournaments sponsor and also would receive a full-page ad within the program or back cover if they wish. The sponsor will have a banner that is hung at the championship tournament and be placed on the website for one-year. This type of sponsorship would be similar to the US Bank/Les Schwab sponsorships for OSAA sports.

## Deadlines

Advertisements are due to OHSWPC no later than October 29, 2016. Ads should be sent along with a check made out to OHSWPC and mailed to the address above. Artwork can be mailed in electronic formats (jpg, tiff, pdf, or word document) to Mark Hokkanen
Info@OregonWaterPolo.org

