



CLUB ASSISTANCE PROGRAM

Domestic growth activities and initiatives are the cornerstone to sustainable long-term viability of water polo in Canada. As such, Water Polo Canada has established the Club Assistance Program with the intent of promoting the development of grassroots activities and technical expertise of officials and coaches.

2022

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INTRODUCTION

Water Polo Canada (WPC) has renewed the Club Assistance Program (CAP) for 2022. It will be administered by WPC's Sport Development Manager and will span from **May 1, 2022 through January 31, 2023**. The guidelines, criteria and funding availability have been updated and are outlined in this document.

The purpose of the CAP is to provide financial assistance and service support to clubs, Provincial Sport Organizations (PSO), and other organizations at the discretion of Water Polo Canada (WPC) to springboard the development of new educational initiatives. This season's CAP will focus on initiatives in **Gender Equity and Safety in Sport** that are linked to the following areas:

- Development of female referees
- Development of female coaches
- Safe sport education (relative to abuse, bullying, discrimination and harassment)
- Concussion education
- Women and girls' water polo development

Clubs and PSOs will need to complete the following sections in the Club Assistance Program Application Form: (1) Applicant Information, (2) Project Description and (3) Project Budget. Applications need to be submitted for projects that fall between May 1, 2022 through January 31, 2023. Clubs and PSOs applying for funding will be asked to contribute funds from their own respective budgets towards the project. Upon completion of the project, the applicant will then be required to complete (1) Funding Reporting Form and (2) Project Financial Statement in the Club Assistance Program Final Report. Applicants will be required to provide copies of invoices for admissible expenses to WPC.

The application deadline is **April 6, 2022**.

The remainder of the document outlines important information pertinent to the applicant. Please review each section carefully. For more information or questions please email **Rebekka Steenkamer (rsteenkamer@waterpolo.ca)**.

COVID-19 UPDATE

Due to the ongoing COVID-19 pandemic, projects and programs may pose a greater financial burden to clubs based on the restrictions implemented by local health authorities. With that in mind, WPC has decided to include COVID-19 protection such as PPE, sanitizing stations, Plexiglas, etc. as admissible expenditures for this program year.

ELIGIBILITY CRITERIA

APPLICANT ELIGIBILITY

1. Clubs who are registered members in good standing with their respective PSO and WPC. Clubs and their members must be registered on the WPC database and pay their annual club dues. Only clubs who are registered in the “club” category on the database will be eligible to submit an application. The application and reporting forms must be completed, signed and submitted by the President of the club.
2. PSOs who are members in good standing with WPC and pay their annual registration fees. The application and reporting forms must be completed, signed and submitted by the PSO President or their designate (i.e. Executive Director).
3. Other organizations at the discretion of WPC.

PROJECT ELIGIBILITY

The 2022 CAP is targeting five (5) critical areas within the scope of **Gender Equity and Safety in Sport**, which will affect the long-term viability of water polo in Canada:

1. Development of female referees

- Regional Referee training and evaluation through the Officials Training and Certification Program (OTCP)
- Provincial Referee training and evaluation through the OTCP
- National Referee training and evaluation grant through the OTCP
- Referee Developer training (Learning Facilitator or Evaluator)

2. Development of female coaches

- Community Sport-Ongoing Participation coach training through the National Coaching Certification Program (NCCP)
- Competitive-Introduction coach training and evaluation through the NCCP
- Coach Developer training (Learning Facilitator, Coach Evaluator or Master Coach Developer)
- Advanced Coaching Diploma grant
- Other professional development opportunities
- Other proposals for the advancement and support of women in coach leadership positions.

3. Safe sport education (relative to abuse, bullying, discrimination and harassment)

- Education and training initiatives surrounding abuse, discrimination, harassment and maltreatment.
- Safe sport resource development
- Hosting seminars or conferences on safe sport topics with safe sport experts (virtual or in-person)

4. Concussion education

- Concussion education sessions using Water Polo Canada's Concussion Education Toolkit
- Other professional development opportunities relative to concussions.

5. Women and girls' water polo development

- Girls' participation in sport
- Women's participation in sport
- Mentorship programs (for athletes, coaches or referees)

New or existing programs that fall within the above project criteria will be admissible for financing. Project financing must be requested within the designated program year. No project will be accepted for financial assistance that falls outside the project criteria listed above.

In order to receive funding for OTCP referee and NCCP coach training and/or evaluation the following information must be provided to WPC:

- Date of workshop or evaluation
- Location of workshop or evaluation
- Name of Coach Developer for workshop or evaluation

A completed NCCP or OCTP Reporting Form must be sent to WPC following the workshop or evaluation. Final amounts of approved funding will not be released until this reporting form is received.

In order to receive funding for Coach Developer Core Training, the training needs to be listed in the coach's Locker profile.

EXPENDITURE ELIGIBILITY

Based on the project eligibility criteria listed above, the following expenditures may be included in the Project Budget as part of the application. All other expenditures affecting the project are inadmissible and are to be covered by the applicant's own budget. The inadmissible expenses must be equivalent to 25% of the total amount requested from WPC. Applicants will be required to specify both admissible and inadmissible costs as part of their budget submission and financial statement reporting. WPC will request copies of invoices for specific admissible expenses.

1. DEVELOPMENT OF FEMALE REFEREES

ADMISSIBLE:

- Marketing and promotion
- Venue rental
- Referee Developer travel, accommodations and per diem
- Referee Developer honorarium
- Reimbursement for referee(s) attending a workshop/evaluation delivered by the province (clubs)
- COVID-19 safety measures

INADMISSIBLE:

- Other honorarium and salary
- Cost of materials
- Administration
- Other

2. DEVELOPMENT OF FEMALE COACHES

ADMISSIBLE:

- Marketing and promotion
- Venue rental
- Coach Developer travel, accommodations and per diem
- Coach Developer honorarium
- Reimbursement for coach(es) attending a workshop/evaluation delivered by the province (clubs)
- Reimbursement of attending multisport modules.
- NCCP Coach Developer Core Training modules
- COVID-19 safety measures
- Travel expenses

INADMISSIBLE:

- Other honorarium and salary
- Cost of materials
- Administration
- Other

3. SAFE SPORT EDUCATION (RELATIVE TO ABUSE, BULLYING, DISCRIMINATION AND HARASSMENT)

ADMISSIBLE:

- Marketing and promotion
- Venue Rental
- Respect in Sport training modules (Keeping Girls in Sport, Respect in Sport for Activity Leaders, Respect in Sport for Parents, Stay in the Game)
- Commit to Kids for Coaches training
- NCCP Creating a Positive Sport Environment
- Canadian Women and Sport's Gender Equity Lens module
- Canadian Women and Sport's Retaining Girls in Sport & Physical Activity Presentation
- Other safe sport training modules recognized within the Canadian Sport System
- Learning Facilitator/presenter travel, accommodations and per diem
- Facilitator/presenter honorarium
- COVID-19 safety measures

INADMISSIBLE:

- Other honorarium and salary
- Cost of materials
- Administration
- Other

4. CONCUSSION EDUCATION

ADMISSIBLE:

- Marketing and promotion
- Venue rental
- Concussion training modules recognized within the Canadian Sport System
- Learning Facilitator/presenter travel, accommodations and per diem
- Facilitator/presenter honorarium
- COVID-19 safety measures

INADMISSIBLE:

- Other honorarium and salary
- Cost of materials
- Administration
- Other

5. WOMEN AND GIRLS' DEVELOPMENT IN SPORT

ADMISSIBLE:

- Marketing and promotion
- Venue rental
- Sport equipment
- Translation
- NCCP Mentorship module
- Other safe sport training modules recognized within the Canadian Sport System
- Venue rental
- Learning Facilitator/mentor travel, accommodations and per diem
- Learning Facilitator/mentor honorarium
- COVID-19 safety measures

INADMISSIBLE:

- Other honorarium and salary
- Cost of materials
- Administration
- Other

FUNDING AVAILABILITY

For this program year, WPC will not have a maximum cap for each project category. For individual project funding, please read the section below.

FUNDING SELECTION CRITERIA

Applicants will be permitted to apply for a maximum amount of funding per project of \$2,500*. An individual applicant will be permitted to submit a maximum of two (2) applications for projects in the program year (May 1, 2022 - January 31, 2023) and receive a maximum of \$5,000* as long as their applications are for two different projects.

A joint project of two (2) or more organizations may increase the maximum allowable funding for a given project. Organizations that apply for joint projects will still be able to apply for funding for one additional project for their single organization as per the above funding selection criteria.

Note: *The maximum allowable funding does not guarantee that applicants will receive the requested amount. Other factors will be taken into consideration.*

The following criteria will be used to evaluate each respective application:

- How well do the project outcomes align with the WPC strategic priorities?
- Alignment with WPC Canadian sport system partners objectives
- Does/do the applicant organization(s) have the capacity to deliver its stated outcomes?
- How many individuals (athletes, coaches or officials) will participate in the project?
- What is the sustainability of the project after funding is no longer available?

Once an organization's, or a consortium's, project has been accepted and the funding agreement has been signed, WPC will distribute a percentage of the approved funds. Upon completion of the project and the ensuing reporting forms, WPC will then release the remaining amount of the approved funding.

**WPC reserves the right to increase the maximum funding to projects depending on circumstances.*