

Water Polo Canada  
1A-1084 Kenaston Street  
Ottawa, Ontario, K1B 3P5



## CLUB ASSISTANCE PROGRAM

Domestic growth activities and initiatives are the cornerstone to sustainable long-term viability of water polo in Canada. New to Water Polo Canada is a financial assistance program with the intent of promoting the development of grassroots activities and technical expertise of officials and coaches.

# Club Assistance Program

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## Introduction

The Club Assistance Program (CAP), formerly known as the Domestic Development Funding Application Program (DDFAP), has been renewed for the 2021 season. It will be administered by the Sport Development Manager and Domestic Operations Coordinator. This program year is determined as January 1<sup>st</sup> through May 31<sup>st</sup> 2021. The guidelines, criteria and funding availability will be updated on an annual basis.

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) towards their already existing grassroots and educational initiatives and springboard the development of new initiatives. The CAP usually focuses solely in the following areas of domestic activities:

- Children's water polo programs (12 and under)
- Referee development
- Coach development
- Safe sport (including concussions)
- 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 January 1- May 31, 2021. 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 November 23, 2020.**

The remainder of the document outlines important information pertinent to the applicant. Please review each section carefully. For more information or questions please email [Alex Baronins](#) or call 613.748.5682 ext. 332.

## 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 made some adjustments to the CAP to help mitigate these issues. The first adjustment that WPC has instituted is the inclusion of certain items as admissible expenditures. For this program year, COVID-19 protection such as PPE, sanitizing stations, Plexiglas, etc. will be considered admissible expenditures. The second adjustment that WPC has introduced is the creation of a new project category called- "Modified Water Polo Initiatives". This new project category will focus on the continued development of athletes while meeting all of the COVID-19 restrictions. Eligible projects for this category include but are not limited to; dry land training, online training, and physical distanced competitions.

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## 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 CAP is targeting six (6) critical areas of domestic development, which will affect the long-term viability of water polo in Canada:

1. Children’s water polo programs (12 and under)
  - a. Learn-to programs
  - b. Trial programs
  - c. League play (gender specific)
  - d. Recruitment initiatives
2. Referee development
  - a. Regional Referee training and evaluation through the Officials Training and Certification Program (OTCP)
  - b. Provincial Referee training and evaluation through the OTCP
  - c. Referee Developer training (Learning Facilitator or Evaluator)
3. Coach development
  - a. Community Club Coach training and evaluation through the National Coaching Certification Program (NCCP)
  - b. Competitive Coach training and evaluation through the NCCP
  - c. Coach Developer training (Learning Facilitator, Coach Evaluator or Master Coach Developer)
4. Safe sport (including concussions)
  - a. Education and training initiatives surrounding abuse, discrimination, harassment, maltreatment, and concussions
5. Women and girls’ water polo development
  - a. Girls’ participation in sport
  - b. Women in coaching initiatives
  - c. Women in officiating initiatives

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6. Modified Water Polo Initiatives
  - a. Dry land training
  - b. Online training
  - c. Physical distanced training

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.

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	Admissible	Inadmissible
<b>Children's water polo (12 and under)</b>	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Venue rental</li> <li>• Sport equipment (junior size)</li> <li>• Translation</li> <li>• COVID-19 safety measures</li> </ul>	<ul style="list-style-type: none"> <li>• Honorarium and salary</li> <li>• Travel and accommodations</li> <li>• Per diem</li> <li>• Administration</li> <li>• Other</li> </ul>
<b>Referee development</b>	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Venue rental</li> <li>• Referee Developer travel, accommodations and per diem</li> <li>• Referee Developer honorarium</li> <li>• Reimbursement for referee(s) attending a workshop/evaluation delivered by the province (clubs)</li> <li>• COVID-19 safety measures</li> </ul>	<ul style="list-style-type: none"> <li>• Other honorarium and salary</li> <li>• Cost of materials</li> <li>• Administration</li> <li>• Other</li> </ul>
<b>Coach development</b>	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Venue rental</li> <li>• Coach Developer travel, accommodations and per diem</li> <li>• Coach Developer honorarium</li> <li>• Reimbursement for coach(es) attending a workshop/evaluation delivered by the province (clubs)</li> <li>• NCCP Coach Developer Core Training modules</li> <li>• COVID-19 safety measures</li> </ul>	<ul style="list-style-type: none"> <li>• Other honorarium and salary</li> <li>• Cost of materials</li> <li>• Administration</li> <li>• Other</li> </ul>
<b>Safe sport (Including concussions)</b>	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Respect in Sport training modules</li> <li>• Commit to Kids for Coaches training</li> <li>• Other safe sport training modules recognized within the Canadian Sport System</li> <li>• Venue rental</li> <li>• Learning Facilitator/presenter travel, accommodations and per diem</li> <li>• Learning Facilitator/presenter honorarium</li> <li>• COVID-19 safety measures</li> </ul>	<ul style="list-style-type: none"> <li>• Other honorarium and salary</li> <li>• Cost of materials</li> <li>• Administration</li> <li>• Other</li> </ul>

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<b>Women and girls' water polo development</b>	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Venue rental</li> <li>• Sport equipment</li> <li>• Translation</li> <li>• NCCP Mentorship module</li> <li>• Learning Facilitator/mentor travel, accommodations and per diem</li> <li>• Learning Facilitator honorarium</li> <li>• COVID-19 safety measures</li> </ul>	<ul style="list-style-type: none"> <li>• Other honorarium and salary</li> <li>• Cost of materials</li> <li>• Administration</li> <li>• Other</li> </ul>
<b>Modified Water Polo Initiatives</b>	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Venue rental</li> <li>• Sport equipment</li> <li>• Translation</li> <li>• COVID-19 safety measures</li> </ul>	<ul style="list-style-type: none"> <li>• Honorarium and salary</li> <li>• Travel and accommodations</li> <li>• Per diem</li> <li>• Administration</li> <li>• Other</li> </ul>

### Funding Availability

For this program year, WPC will be spending significantly more than in previous years due to the COVID-19 pandemic. In previous years, WPC would also put a cap on how much funding would go to each project category. For this program year, WPC will not have a maximum cap for each project category. For individual project funding, please read the section below.

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## Funding Selection Criteria

Applicants will be permitted to apply for a maximum amount of funding per project of \$3,000\*. An individual applicant will be permitted to submit a maximum of two (2) applications for projects in the program year (January 1- May 31, 2021) and receive a maximum of \$6,000 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 <sup>1</sup>WPC strategic priorities?
- 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 (excluding the Modified Water Polo Initiatives project category)?
- How well does the project address COVID-19 concerns?

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.***

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<sup>1</sup>WPC Strategic Plan: <http://www.waterpolo.ca/stratplan.aspx>