



Policy Title	Annual Historical Reporting Policy
Responsible Subcommittee	Strategic Planning
Date of Approval	March 24, 2020
Date of Next Review	March 2022

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Policy Statement

Water Polo Canada (WPC) is committed to the preservation of all information concerning its personnel, operations, and other activities that has a historical relevance. Therefore, WPC will produce an Annual Historical Report (“AHR”) that will be provided to its members at the Annual General Meeting (“AGM”), stored at WPC indefinitely, and accessible to anyone who is interested in its contents.

Definitions

“Activity” means all WPC business and/or activities;

“AGM” means Annual General Meeting;

“Board” means the Board of Directors for Water Polo Canada

“Date of Approval” means as stated on Page 1 of the Policy;

“E.D.” means Executive Director;

“including” means including but not limited to;

“Policy” means the Annual Historical Report Policy;

“Respondent” means a participant who is alleged to have engaged in Maltreatment and thereby to have violated the UCCMS;

“UCCMS” means the Universal Code Of Conduct To Prevent And Address Maltreatment In Sport;

“WPC” means Water Polo Canada

Application

This policy applies to all information concerning Water Polo Canada (“WPC”) that has a historical value. The AHR will cover the period 1 April to 31 March each year and must be submitted at the AGM or by 30 June whichever comes first.

It is the responsibility of the ED with assistance of the Strategic Planning Committee as necessary, to ensure that the AHR is prepared annually in a timely manner.

Content

The AHR consists of six main parts:

a. Narrative:

The narrative part of the report may be arranged topically or chronologically and should cover the preceding 12 months ending 31 March. The specific data that should be included would be a description of major events (Relocations of offices/training facilities, sanctioned domestic tournaments, international

tournaments organized within Canada, Summits, conferences, training camps, AGM, Galas, Award ceremonies, Hall of Fame inductions, et cetera).

b. Annex A - WPC Establishment:

Included in this annex should be the nominal roll within WPC broken down by Board members, Office staff (including interns and other seasonal staff/students), Senior National and Age Group National Team staff and athletes, and others as appropriate. This nominal roll will be as of 01 April of the reporting year, listing by name and include their appointment and when they started/left that position. Staffing organizational charts, National Team charts (including current professional club or school), and Board Committee charts will also be included.

c. Annex B - Discipline Actions:

This annex will include all discipline actions taken by WPC during the reporting year, including who has breached the UCCMS and which Respondents are ineligible to be involved in sport.

d. Annex C – Statistics:

This annex will list all pertinent statistics gathered by WPC. As a minimum, the following statistics will be included:

1. Number of athletes/coaches/referees broken down by category.
2. Number of new athletes/coaches/referees and the attrition rate in these categories.
3. Performance of our Senior National and Age Group National Team at international tournaments.
4. National Championship League Annual Report.

e. Annex D - Financial Report:

This annex will be a short synopsis of the overall status of WPC finances. All that will be included are the total gross revenue, total expenditures (including any extraordinary items), net change in the financial reserve, and the reserve total at the end of the reporting year.

f. Annex E - WPC News:

This annex will include all WPC news releases and a reference to all media releases featuring WPC or any of its members/Clubs or athletes.

g. Other annexes as deemed appropriate.

Languages

This Policy will be provided by WPC in both official languages of Canada.

In this Policy words denoting any gender include all genders and the rest of the sentence is to be construed as if the necessary grammatical changes have been made.

References

none

Communication

WPC will produce an Annual Historical Report (“AHR”) that will be provided to its members at the Annual General Meeting (“AGM”), stored at WPC indefinitely, and accessible to anyone who is interested in its contents.

Review and Approval

The AHR Policy has been approved on March 23, 2021.

This version was updated from the previous version (March 24, 2020) to comply with the UCCMS.

The AHR Policy will be reviewed by the Strategic Planning Committee every 2 years.