



Event Sanction and National Registration Operational Document 2023-2024

This document will serve as a guide on how Water Polo Canada's (WPC) National Registration and Event Sanctioning Policies will be applied operationally.

Acronyms

NCAA.....	National Collegiate Athletic Association
NCL	National Championship League
NPC	National Provincial Championship
NSO	National Sport Organization
PSO.....	Provincial Sport Organization
RDC.....	Regional Development Centre
WPC	Water Polo Canada
INS Québec	Institut National du Sport du Québec

National Registration Policy

Table 1: WPC Registrant Category Definitions

Registrant Category	Program Dates	Age of Registrant	Targeted Long-Term Development Stage(s)	Description	Registrant Eligibility	Eligible Events
Free Trial (Short Term) Members	September 1 – August 31	All ages	<ul style="list-style-type: none"> Active Start FUNDamentals Learn to Train Fit for Life 	<p>Non-competitive free trial (short term) category.</p> <p>Can upgrade to Introduction, Community, Provincial or Competitive</p> <p>For Athletes <u>ONLY</u></p>	<p>This registrant category is intended for free trial (short-term) members trying water polo for the first time.</p> <p>These individuals will be covered under WPC’s insurance policy on a one-time basis for a maximum of fourteen (14) consecutive days from the first day they enter the water (i.e., If an individual starts their free trial on June 1, 2023, their trial will end June 15, 2023).</p> <p>An individual can only be considered a free trial member once. Therefore, an individual who has previously completed a free trial may not complete an additional trial, regardless of whether it is with a different water polo club.</p>	<p>Free Trial (Short Term) registrants CANNOT compete in any level of competition*. This is not inclusive of scrimmages.</p> <p><i>Note: After the trial period is complete, free trial (short term) members must be registered in one of WPC’s year-round registration categories (listed below) and active in WPC’s National Registration and Event Management Database to receive continued coverage.</i></p>

Registrant Category	Program Dates	Age of Registrant	Targeted Long-Term Development Stage(s)	Description	Registrant Eligibility	Eligible Events
Introduction (Inclusive of Developing Regions)	September 1 – August 31	All ages	<ul style="list-style-type: none"> Active Start FUNDamentals Learn to Train Fit for Life 	<p>Lowest registrant category.</p> <p>Non-competitive year-round category.</p> <p>Can upgrade to Community, Provincial or Competitive</p> <p>For Athletes and Coaches <u>ONLY</u></p>	<p>This registrant category is intended for Registrants new to the sport of water polo <u>OR</u> Registrants who participate in non-competitive*, year-round water polo programming targeting the development of basic water polo skills.</p> <p>This registrant category also targets registrants of Developing Regions Clubs.</p>	<p>Introduction registrants CANNOT compete in any level of competition*. This is not inclusive of scrimmages.</p> <p><i>Note: Any registrant of a Developing Regions Club who is interested in participating in an event/competition in a trial capacity, MUST affiliate with a secondary club and obtain approval from their PSO.</i></p>
Community	September 1 – August 31	All ages	<ul style="list-style-type: none"> Active Start FUNDamentals Learn to Train Fit for Life 	<p>Community Level registrant.</p> <p>Can upgrade to Provincial or Competitive</p> <p>For Athletes, Coaches and Officials</p>	<p>This registrant category is intended for Registrants who are participating in year-round introductory competitive water polo programming.</p> <p>This registrant category specifically targets youth and adults who play casually, their coaches, and officials who only referee at Regional Level events.</p>	<p>Each PSO determines the eligible events for this registrant category. However, they MUST meet the limitation below.</p> <p>Community Leagues typically consist of adapted games with modified rules.</p> <p>Community registrants CANNOT compete against</p>

Registrant Category	Program Dates	Age of Registrant	Targeted Long-Term Development Stage(s)	Description	Registrant Eligibility	Eligible Events
						<p>athletes/teams from outside of their club's province.</p> <p><i>Note: Clubs that are located within a 50km radius of each other but are from different provinces (ex. the Gatineau and Ottawa clubs) will be allowed to compete against each other in competitive settings (tournaments, leagues, etc.) without requiring to upgrade their registration level to Provincial.</i></p>
Provincial	September 1 – August 31	All ages	<ul style="list-style-type: none"> • Train to Train • Train to Compete • Competitive for Life 	<p>Provincial Level registrant.</p> <p>Can upgrade to Competitive.</p> <p>For Athletes, Coaches and Officials</p>	<p>This registrant category is intended for youth who have moved beyond the introductory level (as defined by their PSO) and adults who train and/or compete regularly.</p> <p>This registrant category also targets officials who referee at events at the Provincial Level or lower.</p>	<p>Each PSO determines the eligible events for this registrant category.</p> <p>Provincial registrants CAN compete in tournaments that include athletes/teams from outside of their club's province or region limits. This would include:</p> <ul style="list-style-type: none"> • Club/Community level tournaments/Leagues

Registrant Category	Program Dates	Age of Registrant	Targeted Long-Term Development Stage(s)	Description	Registrant Eligibility	Eligible Events
						<ul style="list-style-type: none"> • Provincial level tournaments/Leagues • Inter-provincial tournaments
Competitive	September 1 – August 31	All ages	<ul style="list-style-type: none"> • Late Train to Train • Train to Compete • Learn to Win • Train to Win • Competitive for Life 	<p>Highest registrant category</p> <p>For Athletes, Coaches and Officials</p> <p>Eligible to apply for travel permits.</p>	<p>The list of programs that require individuals to register in the Competitive category include, but are not limited to:</p> <ul style="list-style-type: none"> • NCL participants (15U, 17U and Senior athletes, coaches and officials) • NPC participants (15U and 19U athletes, coaches, and officials) • Provincial Team athletes and coaches • Age Group National Team athletes and coaches • National Team athletes and coaches. • High-Performance Registrants**. • Regional Development Centre athletes and coaches. • Referees attending international events. 	<p>Competitive registrants are eligible to compete in ALL competitions offered by clubs and PSOs that are in good standing with WPC, as well as competitions offered by WPC.</p> <p>This would include:</p> <ul style="list-style-type: none"> • Provincial level tournaments and leagues • Inter-provincial tournaments • WPC’s National Championship League • WPC’s National Provincial Championship • International competitions.

Registrant Category	Program Dates	Age of Registrant	Targeted Long-Term Development Stage(s)	Description	Registrant Eligibility	Eligible Events
Volunteer	September 1 – August 31	All ages	N/A	<p>For Volunteers ONLY</p> <p><i>Note: Volunteers (team managers and/or team chaperones) traveling outside of the country with a competitive level team are eligible to apply for a travel permit.</i></p>	<p>This registration category is intended for volunteers, which includes, but is not limited to:</p> <ul style="list-style-type: none"> • Board Members (Club, PSO or WPC) • Sport Administrators (Club, PSO or WPC) • Event volunteers • Minor officials • Delegates <p><i>Note: Players CANNOT register in this category. Player Registrants must select one of the categories listed above.</i></p>	N/A

*WPC defines the term “competition” as a formal competitive environment with officials. This does not include practice scrimmages.

**High-Performance Registrants include, but are not limited to, those who receive either provincial or National funding through carding or are involved in any High-Performance Programs (i.e., High-Performance camps, NextGen, AGNT, training partners at the INS Québec, Senior National Team etc.). These Registrants must register in the competitive registrant category, regardless of whether they will be playing outside of Canada in the NCAA or in a Professional League.

Table 2: WPC Club Category Definitions

Club Category	Description	Registrant Eligibility	Eligible Events
Developing Regions Club	Lowest club category.	<p>For new or developing clubs or clubs located in northern or non-metropolitan areas.</p> <p>Each Provincial Sport Organization (PSO) will determine which clubs are eligible to register in the Developing Regions Club category and for how long these clubs can remain in this category.</p>	A Developing Regions Club CANNOT host or compete in any level of competition.
Club	Highest club category.	For all other clubs participating in club, provincial or national competitions.	<p>A Club CAN host and compete against athletes/teams from outside their home province.</p> <p>Clubs can compete in competitions offered by clubs, PSOs and WPC registered in good standing with WPC as well as international competitions.</p>

Non-Affiliate Water Polo Canada Organization:

A Non-Affiliate Water Polo Canada Organization is a team, club or Provincial Sport Organization who is not a Member (i.e., university-based clubs who offer Canadian University water polo programming and/or train alongside a Club by sharing pool time for practices including scrimmages). Non-Affiliate WPC Organizations must provide a certificate of insurance with WPC as the additional insured as well as a signed letter listing all covered athletes and coaches.

As these organizations are not affiliated with WPC they CANNOT host or compete in any level of competition sanctioned by WPC or its Members. If members of these organizations wish to participate in WPC sanctioned events including the National Championship League, they must be a Registrant of an affiliated club.

Table 3: WPC Fees 2023-2024

Registrant Category	WPC Registrant Category Fees	Safe Sport Surcharge Fees	Admin Fee	WPC Total Fees
Free Trial (Short Term) Members	\$0.00	\$0.00	\$0.00	\$0.00
Introduction	\$7.50	\$4.00	\$0.29	\$11.79
Community	\$10.00	\$5.00	\$0.38	\$15.38
Provincial	\$29.50	\$19.00	\$1.21	\$49.71
Competitive	\$47.50	\$22.00	\$1.74	\$71.24
Volunteer	\$0.00	\$0.00	\$0.00	\$0.00
Developing Regions Club Fees	\$0.00	\$0.00	\$0.00	\$0.00
Club Fees	\$100.00	\$100.00	\$5.00	\$205.00
Provincial Sport Organization Fees	\$300.00	\$0.00	\$7.50	\$307.50

In addition to the annual WPC Fees, each PSO will set their internal registration fees. These internal fees will differ from PSO to PSO.

Registration Process

All Members (PSOs) and Registrants (clubs, athletes, coaches, officials and volunteers) must be registered in WPC’s online National Registration and Event Management Database (hereafter simply referred to as WPC’s database). As per the National Registration Policy, “All individual Registrants must register with a Club in their province of residence and the associated PSO in their primary role (athlete, coach, volunteer); however, Registrants whose primary role is official, are not required to associate with a home club.”

Those Registrants who have been identified on the Senior National Team Talent Pool Lists will be required to register with Water Polo Canada under the WPC National Team club instead of a home club in their province of residence. The High-Performance staff will oversee the registration of these athletes and make decisions on case-by-case bases for which athletes are released to play with various Canadian clubs in events during the season (i.e., for the NCL’s Senior League). If these Registrants compete outside of Canada in an unofficial WPC capacity, (i.e., playing PRO or in the NCAA), their accounts will be deactivated/locked until they return.

WPC registration includes:

- Access to nationally recognized Water Polo Programs
- Insurance coverage
- Ability to participate in Sanctioned Events in accordance with the Event Sanctioning Policy
- Specialized training and national team programs
- Access to sport development framework and resources such as LTAD (recently referred to as LTDSA), athlete development pathways, coach & officials development pathways, etc.



- Training and certification programs for coaches and officials
- Various membership services including quality control
- Ability to access funding programs from WPC or the given PSO
- Access to all membership services and programs provided by the given PSO
- Access to developed Safe Sport resources
- Access to WPC's Independent Third-Party Safe Sport Officer

In accordance with the National Registration Policy, the following pieces of information must be recorded on the registration forms:

- Last name, First name
- Preferred name
- Address, City, Province, Postal Code
- Telephone number
- Birth Date
- Gender
- E-mail address (personal)
- Registrant Category
- Club Name
- Emergency Contact information

PSOs may request that Registrants supply additional pieces of personal information. This may vary from province to province.

As per the WPC National Registration Policy, “Registrants who elect to not accept the mandatory express consents included in the WPC Participant/Registrant’s Acknowledgement and Consent Forms will not be accepted as a Registrant and consequently will be deemed ineligible to participate in WPC Events and Activities.”

On March 24, 2023, Water Polo Canada officially joining Abuse-Free Sport, the new independent program to prevent and address maltreatment in sport, managed by the Office of the Sport Integrity Commissioner (OSIC).

The WPC Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) participants are:

- Any individual that is associated with WPC’s National Team and High-Performance programs (including Regional Development Centers) as athletes, coaches or any other staff or individual supporting one of these WPC programs and/or interacting with these WPC programs’ participants;
- WPC’s National Championship League (NCL) and WPC’s National Provincial Championship participants including all athletes, all team coaches and all other staff associated with teams as well as all WPC staff, contractors, technical officials and event volunteers involved in these tournaments;
- All WPC Board Members, WPC employees/contractors and WPC committee volunteers.

As such, and in addition to the *Water Polo Canada (“WPC”) Participant/registrant’s Acknowledgement and Consent forms*, WPC highly recommends that individual Registrants (or parents if the individual is under 18) review the following policies prior to each water polo season:

- Safe Sport Policy Package



- Water Polo Canada Privacy Policy
- National Registration Policy
- Event Sanctioning Policy
- Additional Water Polo Canada Policies

PSOs may request that Registrants consent to additional provincial policies. This may vary from province to province.

Registrants must select their appropriate registrant (membership) category upon registration. This category can be upgraded as the season progresses; however, **at no time within the same season can an individual switch to a lower membership category**. A Registrant can select a low registrant category level at the initial point of registration if they are unsure of which category suits them best, but they must adjust their registration level once they determine their appropriate category for the season.

Once a Registrant completes the registration process, WPC membership fees are **non-refundable** as outlined in WPC's Administration Fee, Cancellation Fee, and Refund Policy. Provincial membership fees paid to a PSO may be refunded in accordance with that PSO's refund policy; this may vary from province to province.

Registrants must register in their primary role (athlete, coach, official or volunteer). Secondary roles are registered for separately if applicable.

Athlete Transfers

Permanent Athlete Transfer

As per the National Registration Policy "All individual Registrants must register with a Club in their province of residence and the associated PSO in their primary role [...]". There are instances throughout the year where an athlete permanently transfers to a different club for a variety of reasons including moving. In these instances, the athlete must notify their current home club that they are registering with a new home club in WPC's database. Once the athlete registers in WPC's database with their new home club, a transfer request notification will be sent to the appropriate stakeholders to complete the home club transfer process. Prior to the athlete's current club approving the transfer request, the PSO must verify that the athlete is in good standing and provide their approval.

Temporary Athlete Transfer

Athletes wishing to transfer to a club within their province on a temporary basis (i.e., to compete or attend practices) must follow the same process as listed above. However, in these instances, the athlete must notify their home club that they are registering with a secondary club in WPC's database.

Athletes wishing to transfer to a club outside of their province on a temporary basis (i.e., to compete or attend practices) must notify their home PSO to initiate the transfer process across governing bodies.



Requests for permanent and temporary athlete transfers will be considered on a case-by-case basis.

Coach Transfers

Each PSO will set their internal coach transfer process for those coaches interested in transferring to a club outside of their province and decide whether to approve the coach's transfer request. However, like the athlete transfer process, the coach must notify their home club that they are registering with a new home club in WPC's database.

In these instances, PSOs may contact the coach's previous PSO and club to ensure that the transfer process is seamless and that all membership fees and coach requirements have been fulfilled for the coach to maintain good standing.

Invoicing

WPC's membership year runs from September 1st to August 31st. For the 2023-2024 water polo season, WPC fees will be collected using WPC's database. This system can split online payments (club fees, PSO fees and NSO fees) at the time of registration via a merchant account.

Using WPC's database to collect fees via a merchant account effectively eliminates the need for end-of-season invoicing by WPC. However, WPC is aware that there may be exceptions provided in special circumstances when membership fees will be collected offline. These instances will be considered on a case-by-case basis and invoices will be issued by WPC.

Failure to pay WPC Registrant/Membership fees

As detailed in WPC's National Registration Policy, all clubs and PSOs must pay their WPC fees and remit any registrant fees collected offline to remain in good standing for each calendar year (September 1st – August 31st). For individual Registrants to remain in good standing, they are required to pay their WPC fees and sign the WPC Participant/Registrant's Acknowledgement and Consent Forms on an annual basis.

Event Sanctioning

Definitions

As per the Event Sanction Policy, a Water Polo Event is any water polo related activity in Canada organized and hosted by WPC, a WPC Member (PSO) or WPC club that includes activities over and above regular training and conditioning (practices, dryland training, and scrimmages). Water Polo Events include but are not limited to summits, workshops, tournaments with one or more games of competitive water polo between opposing teams officiated by one or more referees, [other than an event that is organized or sanctioned by PAQ or WAQ]).

For a Water Polo Event to be recognized, it must receive sanction approval from Water Polo Canada and/or a Member (PSO) depending on the requirements listed below. Only sanctioned events are open to Registrants of WPC.



Events that require WPC sanction approval:

- PSO hosted tournaments and Leagues

Events that require PSO and WPC sanction approval:

- Tournaments and Leagues attended by international teams
- Inter-Provincial tournaments and Leagues
- Training camps, summits or workshops attended by international athletes/teams
- Training camps, summits or workshops attended by inter-provincial athletes/teams

Events that require PSO sanction approval:

- Club invitational tournaments
- Club leagues

Events that do not require a sanction:

- Practices
- Scrimmages (only permitted if clubs and athletes are WPC Registrants).
- Provincial Team training camps
- Fundraising event

Each PSO may also add to WPC's requirements by writing its own sanctioning definitions, regulations and policy, which may differ from PSO to PSO.

Event Sanction Process

Organizations requesting a sanction must complete the appropriate event sanction request form through WPC's database. The system will automatically send the completed request form to the appropriate stakeholders. Regional and Intra-Provincial events must be approved by a WPC Member (PSO). Any invitational event or training camp that includes out-of-province or international water polo organizations (i.e., international teams) requires PSO and WPC approval.

For Water Polo Events requiring WPC approval, the host organization must submit their event sanction request form no later than **OCTOBER 31, 2023**, for events occurring between September 1st and January 31st and **JANUARY 31, 2024**, for events occurring between February 1st and August 31st. One-off events throughout the season will be accessed on a case-by-case basis by WPC and the host's PSO and the host organization must submit their event sanction request form **a minimum of 4 weeks prior** to the event start date. If an event sanction request form is received after this date, the organization is subject a \$100 fine by WPC. PSOs may impose additional penalties for late submission of the event sanction request form, which can vary from province to province.



Upon approval from the PSO (and WPC for events or training camps that include out-of-province teams and/or international water polo organizations), the host organization (PSO or club) will be responsible for creating the event in WPC's database. The registration for all sanctioned events must be completed through WPC's database and all teams attending an event will be required to register by entering their complete roster through WPC's database for the specified event.

Event Sanction Requirements

Minimum requirements for a sanctioned event held in Canada and attended by **only Canadian teams:**

- The host organization must be a Member (PSO) or Registrant (club) in good standing with their PSO and WPC;
- The host organization must possess a certificate of insurance, obtained from WPC, that includes the event's host facility;
- All event participants (athletes, coaches, officials and volunteers) must be registered and active (i.e., Registrants in good standing with the PSO and WPC) in WPC's database at the minimum registration category required by the host organizer, have signed the WPC Participant/Registrant's Acknowledgement and Consent forms, and paid all membership fees. **The sanction will be revoked if there are participants who are not registrants in good standing with the PSO and WPC, signed all necessary acknowledgements, consent forms and waivers and/or paid their membership fees.**
- All teams must register for the competition through WPC's database;
- All team rosters (athletes and coaches) must be created through WPC's database;
- All coaches must meet the minimum coaching standards identified by the event organizer (if applicable)
- All participants must abide by the WPC and corresponding PSO Code of Conduct;
- All participants must comply with WPC's Safe Sport Guidelines (concussion, insurance, anti-doping, Responsible Coaching Movement, etc.).
- The host organization must appoint a head referee for the event who is responsible to oversee and provide guidance and feedback to all event referees on site. The head referee will also be responsible for scheduling requested referee evaluations. Head referees must agree to these terms prior to the event by signing the host organization's letter of acknowledgement (a template for which WPC will make available to PSOs and clubs).
- All event officials (referees and delegates) and volunteers (including minor officials) must meet the attire standards set by the host organization.
- All event delegates and minor officials must meet the training and certification standards set by the host organization.
- The host organization must set minimum standards for protests and make them known to the event participants.
- The host organization must set safe sport standards that include guidelines for participant (athletes, coaches, officials, and volunteers) and spectator behaviour, as well as identifying and making known to the event participants the proper procedure for filing a complaint.



The host organization must sign Water Polo Canada's Sanctioned Event Letter confirming that all minimum requirements have been met upon submission of their event sanction form. **Failure to meet these minimum requirements could result in demerits or future sanction requests being declined.** Each PSO may add additional sanction requirements, and these may vary from province to province.

Minimum requirements for a sanctioned event held in Canada and attended by **Canadian and Non-Canadian teams (International Water Polo Organizations):**

In addition to the minimum requirements for an event held in Canada and attended by only Canadian teams listed above, international teams must prove they are in good standing with their international federation prior to the beginning of the event. They will be required to provide a certificate of insurance from their country that lists their age, club, and proof that all participants (athletes, coaches, officials, etc.) are members in good standing. These participants need to be aware that they are covered under the insurance program of their national federation (e.g., athletes registered with USA Water Polo and have insurance coverage through USA Water Polo).

This information must be provided to Water Polo Canada **one week prior** to the event. **Failure to meet these minimum requirements could result in demerits or future sanction requests being declined.** Each PSO may add additional sanction requirements, and these may vary from province to province.

Reporting

Pre-Event Reporting

WPC and/or each PSO may add its own reporting requirements, which may differ from province to province. Failure to meet the pre- event requirements could result in the sanction being revoked.

Post-Event Reporting

In the case of incidents during the event, the event organizer must submit an Incident Report to the host PSO for any event that is attended only by clubs within that province and to WPC for events that include out-of-province teams and/or international teams. This report must be completed and sent to the required organization **no later than 7 days post-event**. Each PSO may add its own reporting requirements, which may differ from province to province. Failure to meet the post-event requirements could result in demerits or future sanction requests being declined.

For more information and event resources please visit the Resource section of WPC's website.