



Event Sanction and National Registration Operational Document (October 2021)

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
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
Introduction (Inclusive of Developing Regions and Affiliate)	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 ONLY</p>	<p>This registrant category is intended for Registrants new to the sport of water polo OR 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 university-based club (Affiliate Club) athletes and coaches, as well as registrants of Developing Regions Clubs.</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.</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>
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>Eligible to apply for travel permits.</p> <p>For Athletes, Coaches and Officials</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, 19U and Senior athletes, referees and coaches) Provincial Team athletes and coaches



Registrant Category	Program Dates	Age of Registrant	Targeted Long-Term Development Stage(s)	Description	Registrant Eligibility
					<ul style="list-style-type: none">• Age Group National Team athletes and coaches• National Team athletes and coaches.• High-Performance Registrants. **• Regional Development Centre athletes
Volunteer	September 1 – August 31	All ages	N/A	For Volunteers ONLY	This registration category is intended for volunteers, which includes, but is not limited to: <ul style="list-style-type: none">• Board Members (Club, PSO or WPC)• Sport Administrators (Club, PSO or WPC)• Event volunteers• Minor officials

*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
Developing Regions Club	Lowest club category.	For new or developing clubs or clubs located in northern or non-metropolitan areas. 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.
Affiliate Club	University-based club category	For university-based clubs who offer Canadian University water polo programming and/or train alongside a Club.
Club	Highest club category.	For all other clubs participating in club, provincial or national competitions.

Table 3: WPC Fees 2021-2022

Registrant Category	WPC Registrant Category Fees	Safe Sport Surcharge Fees	WPC Total Fees
Introduction	\$5.00	\$4.00	\$9.00
Community	\$7.00	\$5.00	\$12.00
Provincial	\$21.00	\$19.00	\$40.00
Competitive	\$38.00	\$22.00	\$60.00
Volunteer	\$0.00	\$0.00	\$0.00
Developing Regions Club Fees	\$0.00	\$0.00	\$0.00
Affiliate Club Fees	\$0.00	\$0.00	\$0.00
Club Fees	\$100.00	\$100.00	\$200.00
Provincial Sport Organization Fees	\$300.00	\$0.00	\$300.00

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 RAMP Interactive®). Registrants must register through their club's portal.

Benefits of WPC membership include, but are not limited to, the following:

- 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, 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

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

Upon registration, the individual Registrant (or parent if the individual is under 18) must complete the *Water Polo Canada ("WPC") Participant/Registrant's Acknowledgement and Consent forms*, requiring them to consent to the following:

- Part A: Recognition and acknowledgement of risks.
- Part B: Consent to medical assistance.
- Part C: Consent and Acknowledgement of WPC and PSO policies.
- Part D: Consent to the use of image and personal attributes.
- Part E: Consent on the sharing of personal information.

Please note: Acknowledgement of review for WPC's Code of Conduct is included in Part C of the WPC Consent form.

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:

- 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. 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 can be selected if applicable.

Athlete Transfers

Permanent Athlete Transfer

As per the National Registration Policy "Registrants are to be primarily registered in their province of residence". 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 RAMP Interactive®. Once the athlete registers in RAMP Interactive® with their new home club, a transfer request notification will be sent to all necessary 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 on a temporary basis (i.e., compete with a different club, within or outside of their province of residence, on loan from their primary club) 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 RAMP Interactive®.

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, similar to the athlete transfer process, the coach must notify their home club that they are registering with a new home club in RAMP Interactive®.

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 2021-2022 water polo season, WPC fees will be collected using RAMP Interactive®. This system is capable of splitting online payments (club fees, PSO fees and NSO fees) at the time of registration via a merchant account.

Using RAMP Interactive® 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. In these instances, invoices will be issued by WPC.

PSO Membership Promo Codes

Each PSO has the ability to create promo codes within RAMP Interactive® for membership fees. These codes can be created based on a dollar value or percentage value. Promo codes can be distributed to select Registrants to be entered on the confirmation page of their registration under the membership promo code field.

In order to avoid the misuse of promo codes by registrants, each PSO can run reports to identify which registrants used each promo code.

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). In order 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 Sanctioned Water Polo event is any activity in Canada that includes one or more games of water polo between opposing teams officiated by one or more referees, [other than an event that is organized or sanctioned by FINA]; or any events or activities recognised and sanctioned by a WPC Member from time to time. In order to be sanctioned, these events must receive a sanction from Water Polo Canada or a Member (PSO). Sanctioned events are only open to registrants of WPC.

Events that require PSO and WPC sanction approval:

- Tournaments and Leagues attended by international teams
- Inter-Provincial Tournaments and Leagues
- Training camps attended by international athletes/teams
- Out-of-Province training camps

Events that require PSO sanction approval:

- Provincial Water Polo Leagues
- Club Invitational Tournaments

Events that do not require a sanction:

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



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 "Event Sanction Request Form" through RAMP Interactive®. The system will then automatically send this request form to all relevant stakeholders. Regional and Intra-Provincial events must be approved by the PSO. Any invitational event or training camp that includes out-of-province or international teams requires PSO and WPC approval.

All Event Sanction Request Forms that require WPC approval must be submitted **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.

All sanctioned events must be listed on RAMP Interactive®. Upon approval from the PSO (and WPC for events or training camps that include out-of-province teams and/or international teams), the PSO will be responsible for creating the event in RAMP Interactive®. All teams attending an event will be required to register by entering their complete roster through the online "Team Registration Form" for the specified event.

Event Sanction Requirements

The following are the minimum requirements for a sanctioned event held in Canada:

- Host organization must be a Member or registrant in good standing with the PSO and WPC;
- Certificate of insurance for host facility must be provided;
- All participants registered meet the minimum membership category set by the event organizer;
- All Canadian participants of the event (athletes, coaches, officials and volunteers) must be active in RAMP Interactive® (i.e., registrants in good standing with the PSO and WPC). **The sanction will be revoked if there are Canadian participants who are not registrants in good standing with the PSO and WPC;**
- All athletes and coaches must be listed on the team roster through RAMP Interactive®;
- 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 are have insurance coverage through USA Water Polo);
- Coaches must meet the minimum coaching standards identified in WPC's Coach Registration and Certification Policy as well as any additional standards set 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.).

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.