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| Policy Title | National Registration |
| Responsible Subcommittee | Chief Executive Officer |
| Date of Approval | August 15, 2023 |
| Date of Next Review | Summer 2024 |

Table of Contents

| | |
|-------------------------------------|---|
| Policy Statement | 2 |
| Definitions | 2 |
| Application - Purpose | 2 |
| Application - Registration and Fees | 3 |
| Application - Responsibilities | 5 |
| Application - Limitations | 5 |
| Application - Languages | 5 |
| Application - References | 6 |
| Application - Communication | 6 |
| Application - Review and Approval | 6 |
| Version History | 6 |

This Policy has been prepared by Water Polo Canada and is applicable to Water Polo Canada, its Members, Affiliated Organizations, and Registrants. This document cannot be modified without consultation with and approval by Water Polo Canada.

1. Policy Statement

The purpose of registration is to maintain a national record of all Members (Provincial Associations) and Registrants (athletes, coaches, officials, volunteers, and Clubs). This record is used in a variety of ways by the National Office to assist in the provision of efficient services to Registrants and Members of WPC, and to satisfy federal and provincial government funding requirements and legislations.

Members and Registrants must register on an annual basis as stipulated in the By-laws and WPC's Policies.

2. Definitions

- a) “**Activity**” means all WPC or PSO business and/ or activities.
- b) “**Board**” means the Board of Directors for Water Polo Canada.
- c) “**Date of Approval**” means as stated on Page 1 of the Policy.
- d) “**Including**” means including but not limited to.
- e) “**Maltreatment**” means as it is defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.
- f) “**Member**” has the meaning set out in the Bylaws of WPC, as amended from time to time.
- g) “**NCL**” means the National Championship League for Water Polo Canada.
- h) “**Office of the Sport Integrity Commissioner (“OSIC”)**” means the independent division of the Sport Dispute Resolution Centre of Canada which comprises the functions of the Sport Integrity Commissioner, in line with policies and procedures of the OSIC;
- i) “**Officials**” means Referees or Delegates.
- j) “**Policy**” means this National Registration Policy.
- k) “**PSO**” refers to a Provincial or Territorial Sport Organization that is responsible for the management of water polo within its provincial or territorial boundaries.
- l) “**Registrant**” has the meaning set out in the Bylaws of WPC, as amended from time to time.
- m) “**Responsible Subcommittee**” means as stated on Page 1 of the Policy.
- n) “**UCCMS**” means the Universal Code Of Conduct To Prevent And Address Maltreatment In Sport (UCCMS).
- o) “**WPC**” means Water Polo Canada.

3. Application

1. Purpose

National Registration, which is guided and directed through a central point, is intended to make it possible for Registrants to make a smooth transition between all levels and governing jurisdictions. The National Registration process also serves to track and monitor the demographic profile of the WPC membership for the purposes of strategic planning, sport & business development, and programming. National Registration also allows for WPC to meet its obligation for public disclosure as per the UCCMS requirements, when applicable, by the OSIC.

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 LTDSIPA), 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 if applicable
- 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
- Access to the OSIC services for Registrants that have been named, from time to time by WPC, as Participants subject to the UCCMS

2. Registration and Fees

An online database will be maintained by WPC for the purpose of the registration of Members and Registrants (including Clubs, athletes, coaches, officials, and volunteers) under the supervision and accountability of the Chief Executive Officer or designate.

To maintain their status as Members of WPC, PSOs must satisfy the requirements of WPC's Bylaws and pay their annual WPC membership fees.

In accordance with WPC Bylaws, all Registrants with a Member Provincial Sport Organization (PSO) are also required to be registered with WPC through its National Registration and Event Management Database. Registrants must be in good standing before they offer (as clubs) any programming or participate (as individuals) in any water polo activities, including all training and competitions under the jurisdiction of WPC and/or its Member PSOs. In order to be in good standing, Registrants must pay WPC and their Member-PSO fees and individuals must sign the

WPC Participant/Registrant's Acknowledgement and Consent Forms as well as any Member-PSO required documentation. These elements must be completed for each registration year. Clubs who are not in good standing with their PSO will not be considered in good standing with WPC and may be subject to disciplinary measures by WPC including losing all Registrant's associated benefits (for the Club and individuals registered in that Club).

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.

Registrants accept to share their personal information in accordance with the Participant/Registrant's Acknowledgement and Consent Form. Participating in WPC Events and Activities is a privilege that requires accepting WPC's national conditions of registration and WPC Policies including the sharing of personal information when deemed appropriate.

Any PSO that fails to ensure that their registrants (individuals and Clubs) register through the WPC National Registration and Event Management Database, shall have its membership considered not in good standing and will not be recognized as a Member by WPC. In such case, its Registrants will not be recognized by WPC as Registrants.

Registrants obtain a status of "active" for a given registration year only after they have completed the required registration and payment of fees through WPC's National Registration and Event Management Database. Registrants who become inactivate at any point in the season will not be refunded the required registration fees. Each PSO will set its own internal registration fees which may differ from PSO to PSO.

For a given registration year and prior to participating in any water polo programming, Registrants who have been identified on the Senior National Team Talent Pool Lists, as well as the Senior National Team coaches, will be required to register with WPC through the WPC National Registration and Event Management Database under the WPC National Team club.

WPC will manage the WPC National Registration and Event Management Database in accordance with its Privacy Policy to ensure that provincial privacy legislations are respected, and individual Registrants are able to consent to the sharing of their personal and private information.

The following information must be reported for each Registrant, as appropriate:

- 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

All individual Registrants, excluding Senior National Team Talent Pool 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. Registrants have the option of registering for subsequent role(s). Secondary Clubs and provinces can be attached to these designations where needed. An individual who lives in a province that lacks a Member PSO of WPC may become a Registrant of WPC by registering in their primary role with a club located in another province where a Member PSO exists.

If a Registrant wishes to transfer to a different Club or PSO at any point in the season, they must follow the designated transfer process. Please refer to the Event Sanctioning and National Registration Operational Document for more details regarding Registrant's transfers.

WPC's registration year is from September 1st to August 31st.

WPC's Registrants may only participate in water polo Events in accordance with the Event Sanctioning Policy and are subject to discipline in accordance with WPC policies.

Each PSO may add its own internal registration regulations and policies, which may differ, from PSO to PSO as long as they don't conflict with WPC National Registration and Event Management Database system.

The WPC National Registration and Event Management Database will be used to record final outcomes of any UCCMS resolution process as well as any violations of the WPC Code of Conduct or other disciplinary matter. This process will ensure a record is kept of Registrants who have been sanctioned or whose eligibility to participate in sport has in some way been restricted, in alignment with what is set out in the UCCMS.

3. Responsibilities

Chief Executive Officer

1. Ensure the maintenance, protection and archival of a WPC National Registration and Event Management Database for the purposes outlined in this Policy.
2. Select and retain the services of a WPC National Registration and Event Management Database service provider who will meet the requirements of the Privacy Policy and applicable provincial privacy legislations including the protection of Registrant's personal and private information.
3. Determine and communicate the requirements for PSOs, Clubs, athletes, coaches, officials and volunteers' registration to the PSO.
4. Develop and implement procedures that address requests for transfer between Clubs and provinces and for resignation from WPC.

5. Liaise with the OSIC for UCCMS cases or matters

Members (PSO)

6. Determine and communicate their requirements for Clubs, athletes, coaches, officials and volunteer registrations in their respective province.
7. Execute the daily functions and responsibilities of the WPC National Registration and Event Management Database, in their respective province.

4. Limitations

Personal Information is kept by WPC for the duration of the Member and Registrant's active participation in national or provincial programs and Activities. Unless provided otherwise in provincial privacy legislations as enacted from time to time, at the end of each membership and registration year (August 31), the data is archived (de-activated) with the exception of records including a final outcome of a UCCMS resolution process or previous disciplinary action such as suspensions or expulsions which will not be archived or deactivated. Data is only re-activated for those Registrants who re-register through their PSO in the following year.

Personal Registration information cannot be used by WPC without the expressed written consent of the Registrant as outlined in the Privacy Policy.

5. 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.

6. References

This Policy is subject to stipulations and provisions of WPC Policies and By-Laws particularly the following ones:

- Event Sanctioning Policy
- Event Sanction and Registration Operational Document
- Privacy Policy
- WPC By-Laws
- UCCMS

7. Communication

WPC will ensure a current version of the Policy is publicized on its website within a reasonable time following the Date of Approval.

WPC and its Members will use reasonable efforts to ensure that this Policy is communicated to

those who will be responsible for upholding it as well as those who will be responsible for its implementation.

8. Review and Approval

This Policy will be effective as of the Date of Approval following approval by the WPC Board of Directors and will be reviewed by the Responsible Subcommittee every two years.

Version History

| Approval Date | Revisions |
|----------------------|--|
| August 29, 2018 | Original version |
| March 23, 2021 | Updated to comply with UCCMS |
| August 2022 | Updated to reflect latest federal and provincial government funding requirements and legislations as well as the newly created Office of the Sport Integrity Commissioner. |
| March 2023 | Updated to indicate how individuals living in a Canadian province without a Member PSO may become Registrants of WPC. |