



National Registration Operational Document 2025-2026

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

ACRONYMS

AQUA	World Aquatics
CCES	Canadian Centre for Ethics in Sport
CSSP	Canadian Safe Sport Program
INSQ	Insitut National du Sport du Québec
LTAD	Long-Term Athlete Development
LTDSPA	Long-Term Development in Sport and Physical Activity
NCAA	National Collegiate Athletic Association
NCL	National Championship League
NPC	National Provincial Championship
NSO	National Sport Organization
PAQ	PanAm Aquatics
PNTC	Provincial National Training Centre
PSO	Provincial Sport Organization
RDC	Regional Development Centre
WPC	Water Polo Canada

NATIONAL REGISTRATION POLICY

Table 1: WPC Registrant Category Definitions

Registrant Category	Targeted Long-Term Development Stage(s)	Registrant Eligibility
<p>Free Trial (Short-Term) Registrant For Athletes <u>ONLY</u></p> <p>These individuals can UPGRADE to Make a Splash, Water Polo for Life or Perform in Water Polo.</p>	<p>Active Start FUNdamentals Learn to Train Fit for Life</p>	<p>This registrant category is intended for individuals who are new to the sport of water polo.</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 September 1, 2025, their trial will end September 15, 2025). An individual can only complete a free trial 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><i>WPC permits the following exception: Individuals participating in one-time events—such as "Bring a Friend" or "Parent Participation" practices or activities — are eligible for coverage under WPC's insurance policy for one occasion per season.</i></p> <p><u>Note:</u> Upon completion of the trial period, Free Trial Registrants must register in one of WPC's primary registration categories (outlined below) in WPC's National Registration and Event Management Database to receive continued insurance coverage and maintain a status of good standing.</p>
<p>Make a Splash For Athletes and Coaches <u>ONLY</u></p> <p>Registrants can UPGRADE to Water Polo for Life or Perform in Water Polo.</p>	<p>Active Start FUNdamentals Learn to Train Fit for Life</p>	<p>This registrant category is intended for individuals new to the sport of water polo <u>OR</u> who participate in non-competitive¹, water polo programming focused on developing fundamental water polo skills (ex. Learn to Swim, Mini Polo, Swim like a Dolphin, etc.). These programs may be offered on a seasonal or year-round basis.</p>

¹ WPC defines the term "competition" as a formal competitive environment with officials, results, and standings.

NATIONAL REGISTRATION POLICY

Table 1: WPC Registrant Category Definitions

Registrant Category	Targeted Long-Term Development Stage(s)	Registrant Eligibility
Water Polo for Life For Athletes, Coaches and Officials Registrants can UPGRADE to Perform in Water Polo.	Active Start FUNdamentals Learn to Train Train to Train Train to Compete Competitive for Life Fit for Life	<p>This registrant category is intended for youth and adult Registrants and their coaches, who train AND/OR compete year-round in various Water Polo Canada sanctioned activities, programs and events.</p> <p>This registrant category also applies to Community Sport Referees and WPC Delegates.</p> <p>Registrants are ELIGIBLE to be included on a PSO's or club's travel permit application and may purchase travel (out-of-country medical) insurance through WPC.</p>
Perform in Water Polo For Athletes, Coaches and Officials.	Late Train to Train Train to Compete Learn to Win Train to Win Competitive for Life	<p>This registrant category is intended for High-Performance Registrants² and their coaches, who train AND/OR compete year-round in various domestic and international activities, programs and events including those sanctioned by Water Polo Canada (i.e., National Championship League, National Provincial Championships, Provincial National Training Centres/Regional Development Centres, World Aquatics Masters Championships, etc.).</p> <p>Note: Athletes and Coaches involved in WPC's National Team Programs (AGNT and Senior National Team) who may not train AND/OR compete in Canada on a year-round basis are still required to register in this category.</p> <p>This registrant category also applies to Provincial Competition Referees, National Competition Referees and World Aquatics Referees.</p> <p>Registrants are ELIGIBLE to be included on a PSO's or club's travel permit application and may purchase travel (out-of-country medical) insurance through WPC.</p>

² 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 Perform in Water Polo registrant category, regardless of whether they will be playing outside of Canada in the NCAA or in a Professional League.

NATIONAL REGISTRATION POLICY

Table 1: WPC Registrant Category Definitions

Registrant Category	Targeted Long-Term Development Stage(s)	Registrant Eligibility
Volunteer For Volunteers <u>ONLY</u>	N/A	<p>This registration category is intended for individuals who hold one or more of the following roles:</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>Volunteers, such as team managers and team chaperones, who are traveling internationally with a team are ELIGIBLE to be included on a PSO's or club's travel permit application and may purchase travel (out-of-country medical) insurance through WPC.</p>

Table 2: Event eligibility based on WPC Registrant Category

Type of Event	Free-Trial	Make a Splash	Water Polo for Life	Perform in Water Polo
Intra-Club Scrimmages	✓	✓	✓	✓
Inter-Club Scrimmages		✓	✓	✓
Local Games ³		✓	✓	✓
Club/Community tournaments/Leagues ⁴		✓	✓	✓
Intra-Provincial Tournaments and Leagues			✓	✓
Inter-Provincial Tournaments and Leagues			✓	✓
Provincial Team Training Camps			✓	✓
International Recreational Tournaments ^{5,6}			✓	✓
National Level Competitions				✓
National Level Training Camps				✓
International Competitions ⁶				✓

Table 3: WPC Club Category Definitions

Club Category	Registrant Eligibility	Event Eligibility
Developing Regions Club	For new or developing clubs or clubs located in northern or non-metropolitan areas. Each 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.	A Developing Regions Club is NOT permitted to host or participate in any level of competition.
Club	For all other clubs participating in domestic or international competitions.	A Club is ELIGIBLE to host competitions attended by domestic and international participants in good standing with their national federation. A Club is also ELIGIBLE to participate in competitions organized by 1) clubs and PSOs in good standing with WPC; 2) WPC; and 3) international clubs.

³ Friendly, standalone games organized between clubs.

⁴ Typically consist of adapted games with modified rules

⁵ International Competitions where competing teams are not representing their country, but rather their club only. These competitions also do not award a 'title' or 'champion'.

⁶ Requires the completion and approval of WPC's online travel permit application.



Non-Affiliate Water Polo Canada Organization:

A Non-Affiliate Water Polo Canada Organization is a team or club who is not a Member with WPC (i.e., Canadian university-based clubs, USA based teams, etc.). Registrants of these organizations who are not affiliated with WPC or its Members **CANNOT** host or compete in any level of competition sanctioned by WPC or its Members. If Registrants of these organizations wish to participate in WPC or WPC Member sanctioned events (including the National Championship League), they must be a Registrant of a WPC affiliated club. Non-Affiliate Water Polo Canada Organizations who wish to enter a team (i.e. US based clubs, etc.) in a WPC or Member sanctioned event, must apply for permission via the Water Polo Canada office and provide a certificate of insurance with WPC as the additional insured as well as a signed letter listing all covered athletes and coaches.

Table 4: WPC Membership Fees 2025-2026

Registrant Category	WPC Registrant Category Fees	Safe Sport Surcharge Fee	Admin Fee	Total Fee
Free Trial (Short-Term) Registrant	\$0.00	\$0.00	\$0.00	\$0.00
Make a Splash	\$9.30	\$5.44	\$0.76	\$15.50
Water Polo for Life	\$25.16	\$15.00	\$1.84	\$42.00
Perform in Water Polo	\$51.46	\$27.00	\$3.54	\$82.00
Volunteer	\$0.00	\$0.00	\$0.00	\$0.00
Developing Regions Club Fees	\$0.00	\$0.00	\$0.00	\$0.00
Club Fees	\$150.00	\$150.00	\$13.50	\$313.50
Provincial Sport Organization Fees	\$350.00	\$0.00	\$15.75	\$365.75

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

Affiliation Process

All PSOs and Clubs interested in becoming Members and Registrants of WPC, the benefits of which are outlined below, must affiliate through WPC's online National Registration and Event Management Database (hereafter simply referred to as WPC's database).

At the time of affiliation, prospective Members and Registrants must agree to adhere to WPC's Code of Conduct and Ethics, WPC's Policies and WPC's Operational Documents as well as pay the associated WPC affiliation fee.

As detailed in WPC's National Registration Policy, all clubs and PSOs must pay their WPC affiliation fees and remit any Registrant fees collected offline to remain in good standing for season (September 1st – August 31st).



Registration Process

WPC's membership year (season) runs from September 1st to August 31st.

As stated in WPC's National Registration Policy, "To be accepted as a WPC Registrant or Participant, individuals must register with a Canadian club and its associated PSO in their primary role (player/athlete, coach, executive/volunteer), pay the associated WPC membership fee and meet all Registrant requirements (see Appendix A) to be considered active and in good standing. However, Registrants whose primary role is Official or Delegate are not required to associate with a home club, solely their PSO, unless explicitly requested by their PSO." Completion of these requirements on an annual basis is necessary for Registrants to maintain their good standing each season.

WPC membership fees are collected through WPC's database which 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.

Note: It is the responsibility of the PSOs and clubs to ensure that all Registrants pay all membership and club fees at the time of registration.

Once a quarter, WPC will provide lists of all Registrants with outstanding balances of WPC membership fees to clubs and PSOs for follow-up. If a Registrant possesses a WPC membership fee outstanding balance at any time during the season, the Registrant will be placed in bad standing, and their account will be locked until such time that their outstanding balance is paid. In addition, at the end of the season (June 1st – August 31st), it is the responsibility of the club and PSO to ensure that all WPC outstanding balances are rectified. If not, the Registrant and club will be placed in bad standing and will not be able to affiliate until all WPC outstanding balances are paid.

Those Registrants who have been identified on the Senior National Team Talent Pool Lists (SNTTPL) will be required to register with WPC under the WPC National Team club. High-Performance staff will oversee the registration of these athletes. Following their registration, a SNTTPL athlete can request that the High-Performance staff transfer their registration to a specific PSO for provincial carding purposes.

Note: Any athlete or coach who are selected to represent Canada as members of an AGNT or SNT and who are dual citizens not residing in Canada must register in WPC's database under the WPC National Team Club to be eligible to participate.



Benefits of WPC Affiliation and Registration include the following:

- Access to nationally recognized Water Polo activities, programs and events.
- Insurance coverage
- Ability to participate in Water Polo Canada and non-Water Polo Canada Sanctioned Events in accordance with the Event Sanctioning Policy
- Specialized training and national team programs
- Access to sport development framework and resources such as LTDSPA (previously LTAD), athlete development pathways, etc.
- Training and certification programs for coaches (National Coach Certification Program - NCCP) and officials (Officials Training and Certification Program - OTCP)
- Various membership services including quality control.
- Ability to access funding programs from WPC or associated PSO (if active and available).
- 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 Service (ITP Sport).

Water Polo Canada reserves the right to establish pre-requisite membership levels for its programs which will be reviewed and adjusted annually.

In accordance with WPC's National Registration Policy, the following pieces of information must be recorded at the time of registration:

- 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
- Citizenship

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.



Registrants must register in their primary role (athlete, coach, official or volunteer). Secondary roles are registered for separately and must be completed by the Registrant through their database profile.

***Note:** Any applicable membership fees resulting from a registration category upgrade must be paid at the time the upgrade is processed.*

PSOs and clubs set their internal membership fees and may have their own policies regarding administration fees, cancellation fees and/or refunds to which Registrants must adhere. These may vary from PSO to PSO and club to club. In addition, PSOs and clubs may request that Registrants supply additional pieces of personal information at the time of registration. This may vary from PSO to PSO and club to club.

WPC Participant/Registrant's Acknowledgement and Consent Form

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 Form and/or the WPC Concussion Code of Conduct, will not be accepted as a Registrant and consequently will be deemed ineligible to participate in WPC sanctioned events and Activities."

***Note:** Free-Trial Registrants are required to sign an Acknowledgement and Consent Form and WPC's Concussion Code of Conduct prior to participating in any water polo activity. These documents can be found on WPC's database.*

As indicated in the Water Polo Canada ("WPC") Participant/Registrant's Acknowledgement and Consent form, all Registrants, or parents on behalf of their child(ren) if the individual is under 18 years of age, must agree to adhere to WPC's and their PTS' policies and Codes of Conduct prior to each water polo season. These WPC policies and Codes of Conduct include but are not limited to:

- Safe Sport Policy Package
- National Registration Policy
- Event Sanctioning Policy
- Concussion Policy
- Privacy Policy
- Code of Conduct with Disciplinary Procedure
- Concussion Code of Conduct
- All additional WPC Policies are available on WPC's website.

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



The Canadian Safe Sport Program

WPC adopted the [Canadian Safe Sport Program \(CSSP\)](#), which came into effect as of April 1, 2025.

Through the [CSSP Rules](#), the Canadian Centre for Ethics in Sport (CCES) independently administers the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) for federally funded, national-level sport organizations by receiving and responding to reports of prohibited behaviour, and by developing and carrying out education, prevention, and policy activities.

The CSSP Rules clearly and publicly set out how that will be done, including defined timelines at each stage of the reporting process. The CSSP also offers support services to connect participants with help along the way.

For more information about the CSSP and the UCCMS, [click here](#).

WPC will notify all designated participants⁷ who are subject to the CSSP. Everyone who is subject to the CSSP must complete the e-learning (Safe Sport 2025) course and sign the participant consent form. **This is a mandatory one-time only requirement.** Any WPC CSSP Participant who has not completed this requirement will have their participation in WPC sanctioned events restricted.

In addition, WPC has designated those participants of its National Provincial Championships (NPC) as National-Level Event CSSP Participants. This means that WPC Registrants participating in the NPC must complete an event waiver listing them under CSSP jurisdiction for this event only.

For more information regarding this update, please visit the [Canadian Centre for Ethics in Sport - Canadian Safe Sport Program Section](#) of WPC's website.

WPC's Safe Sport Compliance Program

WPC's Safe Sport Compliance Program (SSCP) was established by WPC in 2023 to monitor and ensure that Registrants, identified by WPC, have met the necessary safe sport standards for the sport of water polo in Canada. This monitoring program helps guide WPC's Safe Sport commitment to Sport Canada, the water polo community, and the WPC Board of Directors.

WPC utilizes a platform called Sideline Learning to track each Registrants' SSCP requirements. Each Registrant identified under this program, as designated by WPC, is required to maintain an up-to-date profile on Sideline Learning reflecting the completion status of their assigned SSCP requirements. This profile will also serve as a reference point for viewing the status of each SSCP requirement.



For more information regarding this program, which Registrants are subject to the SSCP, and its requirements, please contact WPC's Safe Sport Compliance Coordinator, [Janis Loach](#) or visit the [WPC Safe Sport Compliance Program Section](#) of WPC's website.

Athlete Transfers

Home Club Athlete Transfer

As per the National Registration Policy "To be accepted as a WPC Registrant or Participant, individuals must register with a Canadian club and its associated PSO in their primary role [...]". In instances where an athlete wishes to permanently transfer to a different club within their province of residence, the athlete or their parent/guardian (if under the age of majority) must contact the appropriate stakeholders (Home Club, Destination Club and PSO) to commence the Home Club Athlete Transfer Process through WPC's database.

If an athlete wishes to permanently transfer to a different club outside of their province of residence, the athlete or their parent/guardian must contact their home PSO to initiate the process. The Home PSO will then contact the destination PSO to initiate the transfer. This ensures that all members are in good standing prior to initiating the transfer. Only athletes who are in good standing may initiate a permanent home club transfer.

Contacting the appropriate stakeholders (Home Club, Home PSO, Destination Club and Destination PSO (if applicable)) allows for smooth, accurate and timely transfer of all information as well as ensuring that the athlete is in good standing prior to the transfer's completion.

Temporary Club Athlete Transfer

Athletes wishing to transfer to a club on a temporary basis to compete or attend practices must follow the same process as outlined in the Home Club Athlete Transfer section.

Intra-provincial (within the PSO) temporary club athlete transfers should be initiated by the athlete's home club.

Inter-provincial (across PSOs) temporary club athlete transfers should be initiated by the athlete's home PSO.

Requests for temporary athlete transfers as they relate to the NCL will be considered on a case-by-case basis. For more information about this process please contact WPC's Education and Events Manager [Corey Conroy](#).

⁷ As of April 1, 2025, WPC's CSSP participants include: WPC Board Members, WPC Employees, WPC Committee Members and Contractors (as determined by WPC), SNT and AGNT Athletes, SNT and AGNT Athlete Support Personnel (coaches, trainers, managers, agents, team staff, medical and/or paramedical personnel).

APPENDIX A: 2025-2026 WPC REGISTRANT REQUIREMENT MATRIX



		WPC BOD	WPC STAFF/CONTRACTORS	SNT AND AGNT ATHLETES	SNT AND AGNT COACHES	SNT AND AGNT PERSONEL	NCL ATHLETE	NCL COACH	NCL REFEREE/ DELEGATE	NCL TEAM MANAGER/ TEAM CHAPERONE	NCL MINOR OFFICIAL	NPC ATHLETE	NPC COACH	NPC REFEREE/ DELEGATE	NPC TEAM MANAGER/ TEAM CHAPERONE	NPC MINOR OFFICIAL
WPC SSCP REQ.	Enhanced Criminal Record Check (CRC)															
	WPC Screening Disclosure Form <u>OR</u> Annual Screening Renewal Form															
	Safe Sport Training															
	Respect Group Inc. Module	WORKPLACE	WORKPLACE						FOR ACTIVITY LEADERS							
	Understanding the Rule of Two		*			***										
	Gender Equity Lens Module					***										
	Inclusion and Diversity in Aquatic Sports					***										
	Making Head Way in Sport (Generic)		*			***										
	Skilled interaction for Officials															
	CCES True Sport Clean Quiz		*			***										
UCCMS REQ.	CCES CSPP Safe Sport 2025 e-Learning <u>OR</u> CCES CSPP National Level Event Waiver (NPC ONLY)					****										
BOD REQ.	CCES Governance Training															
AAP REQ.	Athlete Agreement			**												
WPC REQ.	Registration in RAMP															
	- Membership Selection															
	- Membership Fee Payment															
	- WPC Consent Form Signature(s)															
NCL REQ.	- Concussion Code of Conduct Waiver Signature															
	Comp-Intro Trained or Higher															
	Provincial Competition Referee or Higher															
	Either Or															

*Event Staff Only

**SNT/AAP Athletes

***Coaches and Managers Only

****Excludes INSQ