



## WATER POLO CANADA INCIDENT REPORTING FORM

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### WHO SHOULD FILL OUT THIS FORM?

This incident form is intended for use by individuals who wish to file a complaint related to a breach of Water Polo Canada's Code of Conduct and Ethics or the Discipline and Complaints Policy (non-UCCMS breach).

For concerns where the respondent (the person who engaged in maltreatment) is a WPC UCCMS Participant, please contact abuse-free sport.

### **WPC's 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.

Abuse-free sport reports can be filed through: <https://sportintegritycommissioner.ca/report>.

Please refer to WPC's [Filing a Complaint](#) webpage for more details.

If the complainant is unsure of whether the respondent breached the UCCMS or breached WPC's Code of Conduct and Ethics or the Discipline and Complaints Policy they can contact WPC's Independent Third Party (ITP) via [reporting@waterpolo.ca](mailto:reporting@waterpolo.ca) and they will schedule a time to discuss the complaint and provide guidance.

Please know that there are a variety of [Safe Sport Resources](#) available to individuals in need of additional support and guidance.

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### INSTRUCTIONS

**STEP 1:** Read the "Who should fill out this form?" section to confirm whether this is the correct avenue for processing your complaint.

**STEP 2:** Download this Incident Reporting Form.

**STEP 3:** Complete the Incident Reporting Form.

**STEP 4:** Save the Incident Reporting Form on your computer

**STEP 5:** Submit the completed Incident Reporting Form to WPC's ITP via reporting@waterpolo.ca.

**STEP 6:** WPC's ITP will review the report and act according to WPC's Discipline and Complaints Policy.

*\*\*\*Note: All information received by WPC, or WPC's ITP will be considered confidential, subject to Water Polo Canada's reporting obligations.*

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## INCIDENT REPORT

### SECTION 1 – COMPLAINANT INFORMATION

We first need to learn about who was involved in the situation(s) which occurred to bring about your reporting.

A. Complainant Contact Information

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number		Email	

B. The Complainant is a [Check one]:

- Player
- Coach
- Parent
- Volunteer
- Official
- Other:

C. I am making the complaint [Check one]:

- Personally
- On behalf of the complainant

If you are making a report on behalf of the complainant, please fill out the following information about yourself:

First Name		Last Name
Address		
City/Town	Province	Postal Code
Telephone Number		Email

I am a [Check one]:

- Player
- Coach
- Parent
- Volunteer
- Official
- Other:

D. The name of the person(s) I would like to make a report about is:

Person #1:

First Name		Last Name
Title/Role		
Name of organization		

Person #2 (Optional):

First Name		Last Name
Title/Role		
Name of organization		

## SECTION 2 – INCIDENT INFORMATION

We also need to learn some of the background about what happened in order to assist us in finding a resolution.

- A. Approximately when did the last incident occur?

Date (DD/MM/YYYY):

- B. Incident(s) Summary (Please attach additional pages as necessary)

Please provide a summary of the incident(s) you are reporting. In order for us to better understand the situation and so that we can work on gathering the information we need to address your report, we ask that your summary of the incident(s) answers the following questions as best as possible (if you believe any additional documents are necessary to provide background, please attach that documentation to this form)

- i. Where did the incident(s) happen? Please be as specific as possible (For example, at a National Championship League event located at the Markham Pan Am Pool).
  
- ii. What happened? Please be as specific as possible (who, what, where and when) and use exact words where possible.

iii. Were there any witnesses? If yes, please specify names and roles.

iv. Have you discussed this matter with your Club, Provincial Sport Organization, or other individual? If so, who have you discussed it with and was any action taken?

v. What type of remedy/resolution(s) are you seeking? Examples include extra training, suspension, apology, other. (Optional)

vi. Is there any other information you would like to share regarding this incident?  
(Optional)

SECTION 3 – SUBMISSION AND SIGNATURE

I am submitting this report on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

Signature

Name (Printed)