



## Event Sanction and National Registration Operational Document 2024-2025

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

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

## National Registration Policy

Table 1: WPC Registrant Category Definitions

Registrant Category	Targeted Long-Term Development Stage(s)	Registrant Eligibility	Eligible Events
<p><b>Free Trial Registrant</b> (Non-UCCMS Participant)</p> <p>For Athletes <u>ONLY</u></p>	<ul style="list-style-type: none"> <li>• Active Start</li> <li>• FUNdamentals</li> <li>• Learn to Train</li> <li>• Fit for Life</li> </ul>	<p>This registrant category is intended for individuals interested in trying water polo for the first time.</p> <p>These individuals will be covered under WPC’s insurance policy on a <b>one-time basis for a maximum of fourteen (14) consecutive days from the first day they enter the water</b> (i.e., If an individual starts their free trial on September 1, 2024, their trial will end September 15, 2024). An individual can <b>only complete a free trial once</b>. Therefore, an individual who has previously completed a free trial <b>may not</b> complete an additional trial, regardless of whether it is with a different water polo club.</p> <p>These individuals can upgrade to Make a Splash, Water Polo for Life or Perform in Water Polo.</p>	<p>Free Trial Registrants <b>CANNOT</b> compete in any level of competition*. This is not inclusive of scrimmages.</p> <p><i>Note: After the trial period is complete, Free Trial Registrants 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>
<p><b>Short Term Registrant</b> (Non-UCCMS Participant)</p> <p>For Athletes <u>ONLY</u></p>	<ul style="list-style-type: none"> <li>• Active Start</li> <li>• FUNdamentals</li> <li>• Learn to Train</li> <li>• Fit for Life</li> </ul>	<p>This registrant category is intended for individuals attending bring a friend/parent to practices/activities.</p> <p>These individuals will be covered under WPC’s insurance policy <b>once per season</b>.</p> <p>Individuals can upgrade to Make a Splash, Water Polo for Life or Perform in Water Polo.</p>	<p>Short Term Registrants <b>CANNOT</b> compete in any level of competition*. This is not inclusive of scrimmages.</p>

Registrant Category	Targeted Long-Term Development Stage(s)	Registrant Eligibility	Eligible Events
<p><b>Make a Splash</b> (Non-UCCMS Participant)</p> <p>For Athletes and Coaches <u>ONLY</u></p>	<ul style="list-style-type: none"> <li>• Active Start</li> <li>• FUNdamentals</li> <li>• Learn to Train</li> <li>• Fit for Life</li> </ul>	<p>This registrant category is intended for individuals new to the sport of water polo <u>OR</u> who participate in non-competitive*, year-round water polo programming targeting the development of basic water polo skills.</p> <p>Registrants can upgrade to Water Polo for Life or Perform in Water Polo.</p>	<p>Make a Splash Registrants <b>CANNOT</b> compete in any level of competition*.</p> <p>This is not inclusive of scrimmages OR intracity games.</p>
<p><b>Water Polo for Life</b> (Non-UCCMS Participant)</p> <p>For Athletes, Coaches and Officials</p>	<ul style="list-style-type: none"> <li>• Active Start</li> <li>• FUNdamentals</li> <li>• Learn to Train</li> <li>• Train to Train</li> <li>• Train to Compete</li> <li>• Competitive for Life</li> <li>• Fit for Life</li> </ul>	<p>This registrant category is intended for youth and adult Registrants and their coaches, who train and/or compete year-round in various non-Water Polo Canada sanctioned activities, programs and events.</p> <p>This registrant category also targets officials who referee at community/regional and/or provincial level events.</p> <p>Registrants can upgrade to Perform in Water Polo <u>AND</u> are eligible to apply for travel permits.</p>	<p>Registrants <b>CAN</b> compete in tournaments/Leagues hosted within and outside of Canada. However, each PSO determines the eligible events for this registrant category.</p> <p>Common examples of these events include:</p> <ul style="list-style-type: none"> <li>• Club/Community tournaments/Leagues that typically consist of adapted games with modified rules.</li> <li>• Intra-provincial tournaments/Leagues</li> <li>• Inter-provincial tournaments/Leagues</li> <li>• International competitions (<i>Note: Requires the completion of WPC's online travel permit application</i>).</li> </ul>
<p><b>Perform in Water Polo</b> (UCCMS Participant)</p>	<ul style="list-style-type: none"> <li>• Late Train to Train</li> <li>• Train to Compete</li> <li>• Learn to Win</li> <li>• Train to Win</li> <li>• Competitive for Life</li> </ul>	<p>This registrant category is intended for High-Performance Registrants** 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</p>	<p>Competitive registrants are eligible to compete in <b>ALL</b> Water Polo Canada sanctioned events as well as tournaments/Leagues offered by PSOs and clubs.</p>

Registrant Category	Targeted Long-Term Development Stage(s)	Registrant Eligibility	Eligible Events
For Athletes, Coaches and Officials		<p>Centres/Regional Development Centres, World Aquatics Masters Championships, etc.).</p> <p>This registrant category also targets officials who referee at national and/or international level events.</p> <p>Registrants are eligible to apply for travel permits.</p>	
Volunteer  For Volunteers <u>ONLY</u>	N/A	<p>This registration category is intended for volunteers, which includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Board Members (Club, PSO or WPC)</li> <li>• Sport Administrators (Club, PSO or WPC)</li> <li>• Event volunteers</li> <li>• Minor officials</li> <li>• Delegates</li> </ul> <p><i>Note: Volunteers (team managers and/or team chaperones) traveling outside of the country with a team are eligible to apply for a travel permit.</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 Perform in Water Polo 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	Registrant Eligibility	Eligible Events
Developing Regions Club	<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>	<p>A Developing Regions Club <b>CANNOT</b> host or compete in any level of competition.</p>
Club	<p>For all other clubs participating in domestic or international competitions.</p>	<p>A Club <b>CAN</b> host and compete against athletes/teams within and outside of Canada.</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 Membership Fees 2024-2025

Registrant Category	WPC Registrant Category Fees	Safe Sport Surcharge Fee	Admin Fee	Total Fee
<b>Free Trial Registrant</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Short-Term Registrant</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Make a Splash</b>	\$7.50	\$5.18	\$0.32	\$13.00
<b>Water Polo for Life</b>	\$20.00	\$14.15	\$0.85	\$35.00
<b>Perform in Water Polo</b>	\$47.50	\$25.67	\$1.83	\$75.00
<b>Volunteer</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Developing Regions Club Fees</b>				
<b>Club Fees</b>	\$100.00	\$150.00	\$6.25	\$256.25
<b>Provincial Sport Organization Fees</b>	\$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, unless explicitly requested by their PSO.”

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 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). Following their registration, a SNTTPL athlete can request that the High-Performance staff transfer their registration to a specific PSO for funding purposes.

WPC registration includes:

- 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 LTAD (recently referred to as LTDSA), athlete development pathways, etc.
- Training and certification programs for coaches (National Coach Certification Program - NCCP) and officials (Officials Training and Certification Program - OTCF)

- 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.

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.

*Note: WPC has instituted a "black-out period" between August 1<sup>st</sup> and August 31<sup>st</sup> of each season. During this period, only registrations for the forthcoming water polo season can be purchased. This "black-out period" was implemented to limit the confusion relative to early-bird registration for an upcoming season occurring during an active season.*

### **WPC Participant/Registrant's Acknowledgement and Consent Forms**

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 sanctioned events and Activities."



*Note: Free-Trial Registrants and Short-Term Registrants are also required to sign an Acknowledgement and Consent Form prior to participating in any water polo activity. This form can be found on the Water Polo Canada website.*

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.

### **Abuse Free Sport**

On March 24, 2023, Water Polo Canada officially joined Abuse-Free Sport, the new independent program to prevent and address maltreatment in sport, managed by the Office of the Sport Integrity Commissioner (OSIC). As such, WPC Registrants are now classified as either Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) participants or non-UCCMS participants.

#### ***UCCMS participants include:***

- Any individual currently registered in Water Polo Canada’s Perform in Water Polo registration category, including High-Performance Registrants (athletes and coaches, as well as officials and other staff supporting and/or interacting with these participants) 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 or Regional Development Centres, World Aquatics Masters Championships, etc.).
- All WPC Board Members, WPC employees/contractors, WPC committee volunteers, and WPC technical officials and event volunteers.

In addition, as of April 1, 2024, all UCCMS participants are required to complete the Abuse-Free Sport (OSIC) Participant agreement via [Abuse Free Sport's portal](#) each season. **This is a mandatory exercise that must be accomplished prior to entering the water for the first time each season.**

Any WPC UCCMS participant who has not completed this requirement, will have their participation in WPC sanctioned events restricted.





## **WPC's Safe Sport Compliance Program**

During the 2023-2024 season, Water Polo Canada initiated a Safe Sport Compliance Program to help simplify the process of monitoring and ensuring all safe sport requirements by category of participant, including UCCMS participant, are being met. 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 all Safe Sport requirements by Registrant. Each Registrant will possess a Sideline Learning account which they can update with their requirement completion information and view the status of each of their assigned requirements.

For more information regarding this program and its requirements, please contact WPC's Safe Sport Compliance Coordinator, [Janis Loach](#).

### ***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 2024-2025 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 1<sup>st</sup> – August 31<sup>st</sup>). 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.

WPC Sanctioned Events	PSO Sanctioned Events	Events that DO NOT require a sanction
National Championship League (NCL)	PSO hosted tournaments and Leagues	Practices
National Provincial Championships (NPC)	Tournaments and Leagues attended by international teams	Scrimmages
R.I.S.E	Inter-Provincial tournaments and Leagues	Provincial Team Training Camps
WPC Summits/Symposiums	Training camps, summits or workshops attended by international athletes/teams	Fundraising Event
	Training camps, summits or workshops attended by inter-provincial athletes/teams	
	Club invitational tournaments	
	Club leagues	

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***

Once a non-WPC sanctioned event is approved, the host organization (PSO or club) will be responsible for creating their 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***

The minimum requirements for a non-WPC sanctioned event are as follows:

- 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, paid all membership fees, and are Safe Sport Compliant as per WPC’s Safe Sport Compliance Program. **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.**

In addition to the minimum requirements listed above, any international teams attending a non-WPC sanctioned event 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 and a letter of good standing that lists all participants (athletes, coaches,



officials, etc.). 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).

Each PSO can add additional sanction requirements, and these may vary from province to province. In addition, each PSO may add its own reporting requirements, which may differ from province to province.