



**WATER POLO**  
SASKATCHEWAN

# Operational Policies

May 17, 2014

Supported By



# **Water Polo Saskatchewan Inc.**

## **Vision**

Water Polo Saskatchewan is a National Leader in Water Polo.

## **Mission**

Water Polo Saskatchewan:

- Provides leadership resources and services to enable its members to achieve EXCELLENCE in water polo
- Encourages PARTICIPATION through athlete centered and member driven programming.
- Builds CAPACITY of the sport including through the development of partnerships with its stakeholders
- Provides strong ADMINISTRATION, accountable and responsive to its members

**Water Polo Saskatchewan** is the Provincial Sport Governing Body responsible for the development and administration of water polo in the province. We are a non-profit corporation, first registered with the Department of Consumer and Corporate Affairs in 1975. We are active members of Sask Sport Incorporated, a non-profit, non-government federation of Provincial Sport Governing Bodies. We are also members of the Canadian Water Polo Association (Water Polo Canada), the body governing the sport of water polo in Canada.

As members of Sask Sport, we receive grants via the Saskatchewan Lotteries Trust Fund. These grants combined with our own self-help revenues generated through Membership, fundraising and program fees, are used for initiating and implementing programs for the grassroots to elite levels, as well as for administrative costs for our office, staff and programs.

Our members are comprised of water polo clubs, organizations, teams and individuals. We are governed by an elected eight member Board of Directors. This Board, along with the Association's staff, is responsible for directing the course of water polo in Saskatchewan by developing, administering and promoting various programs for all levels of participation.

# Water Polo Saskatchewan Inc

## Operational Policies

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**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**  
**Name: Code of Ethics**  
**Authority: Board of Directors**

**Policy Number: 1.0**  
**Date Approved: November 1999**  
**Date Revised: September 26, 2019**

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**1.0 Code of Ethics**

**1.1 All Members:**

- 1.1.1. Shall encourage a climate of mutual support among all participants in the sport.
- 1.1.2. Have the right to participate in suitable and safe settings. Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.
- 1.1.3. Shall ensure that athletes travel, train and perform in suitable and safe settings and that participants receive qualified instruction from certified and safety conscious coaches.
- 1.1.4. Shall abide by a sense of fair play and a respect for rules and established procedures.
- 1.1.5. Are expected to treat each other with courtesy and respect at all times and refrain from malicious gossip and demeaning remarks to others, expressing their displeasure with officials by any means other than the accepted appeal procedures, attempting to disrupt, distract or in any way interfere with the performance of an athlete during competition or training
- 1.1.6. Shall treat others equitably within the context of their sporting activities regardless of their gender identity and gender expression, race, and place of origin, color, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.
- 1.1.7. Shall share confidential information only with the consent of that individual or in a way that individuals involved cannot be identified.
- 1.1.8. Are expected to be honest and forthright in their dealings with Water Polo Saskatchewan, other members and non members.
- 1.1.9. Shall strive to react to success, failure and controversy with grace and dignity.
- 1.1.10. Shall seek to discover and promote the positive aspects of Water Polo activities.

- 1.1.11. Shall refrain from seeking or providing/promising special privileges or treatment, and remember that others are striving for the same objectives.
- 1.1.12. Shall not physically strike, abuse or harass another person regardless of the situation or location.
- 1.1.13. Shall abstain from and refuse to tolerate in others all forms of harassment including sexual harassment and bullying.
- 1.1.14. All coaches shall abide by the Code of Ethics of the Coaching Association of Canada and the Canadian Coaches Association , as well as any other commitments made in Safe Sport certification and training.
- 1.1.15. All officials shall abide by the Officials Code of Ethics.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**  
**Name: Code of Conduct**  
**Authority: Board of Directors**

**Policy Number: 2.0**  
**Date Approved: November 2001**  
**Date Revised: September 26, 2019**

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**2.0 Code of Conduct / Conflict of Interest Policy- All Members:**

**2.1 Code of Conduct**

- 2.1.1. Water Polo Saskatchewan (WPS) strives to create an environment that is supportive of the efforts of all athletes to learn and excel in the sport of Water Polo.
- (a) All athletes have the right to participate in suitable and safe settings.
  - (b) Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.
  - (c) All members are expected to treat each other with courtesy and respect at all times.
  - (d) Members shall treat others equitably within the context of the sporting activities regardless of their gender identity and gender expression, race, place of origin, colour, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.
- 2.1.2. Water Polo Saskatchewan is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.
- 2.1.3. All members must abide by the *Water Polo Saskatchewan Code of Conduct (Appendix A)*.
- 2.1.4. In order to participate in WPS activities, including tournaments, members or their legal guardians must read and agree to the terms of the *Water Polo Saskatchewan Code of Conduct*.

**2.2 Conflict of Interest Policy**

- 2.2.1 Water Polo Saskatchewan strives to reduce and eliminate nearly all instances of conflict of interest at the organization- being aware, prudent, and forthcoming about the potential conflicts.
- 2.2.2 All members must abide by the conditions in the *Water polo Saskatchewan Conflict of Interest Policy (Appendix B)*.
- 2.2.3 This policy describes how individuals will conduct themselves in matters relating to conflict of interest, and will clarify how individuals shall make decisions in situations where conflict of interest may exist.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Policy Number: 3.0**

**Name: Police Information Check and Vulnerable Sector Check**

**Date Approved: January 2018**

**Authority: Board of Directors**

**Date Revised: September 29, 2018**

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**3.0 Police Information Check and Vulnerable Sector Check**

**3.1 Application**

Waterpolo Saskatchewan is committed to ensuring the well-being of our athletes, volunteers and coaches,

- a) Coaches and chaperones, 18 years and older, require a “Police Information Check” and “Vulnerable Sector Check” prior to participating in activities.
- b) “Police Information Check” and “Vulnerable Sector Check” should be completed every 3 years.
- c) Coaches and chaperones must notify WPS of any criminal charges that may impact the status of a previous “Police Information Check” and “Vulnerable Sector Check”. This will be treated as a discipline incident and fall under the guidelines for review laid out in WPS Appendix C “Discipline and Complaints Policy”.
- d) In the event the “Police Information Check” and “Vulnerable Sector Check” result is anything other than negative, the case will be treated as a discipline incident and fall under the guidelines for review laid out in WPS Appendix C “Discipline and Complaints Policy”.
- e) WPS will keep records of the “Police Information Check” and “Vulnerable Sector Check”.



**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Policy Number: 4.0**

**Name: Dispute Resolution**

**Date Approved: November 2001**

**Authority: Board of Directors**

**Date Revised: May 20, 2016**

**4.0 Dispute Resolution Policy**

**4.1 Application**

- 4.1.1. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association's policies, bylaws, rules and regulations, and *Code of Conduct*.
- 4.1.2 Violations of the *WPS Code of Conduct* will be dealt with according to the guidelines set out in the *Water Polo Saskatchewan Discipline and Complaints Policy (Appendix C)*.
- 4.1.3. Water Polo Saskatchewan and member clubs are responsible to receive, investigate and rule on any complaints by their individual members regarding club concerns. Any incidents and complaints regarding club concerns submitted to Water Polo Saskatchewan will be forwarded to the appropriate club/employer for investigation and possible resolution. Water Polo Saskatchewan will provide assistance as it deems necessary and/or as required. Complainants may forward the complaint to the Water Polo Saskatchewan Discipline Committee only after club appeals are exhausted.
- 4.1.4. Member clubs shall be required to have a current discipline, dispute resolution and harassment policy in place in order to remain a member in good standing. Member clubs may adopt Water Polo Saskatchewan policies for their use.
- 4.1.5. The Executive Director (ED) of Water Polo Saskatchewan is responsible for overseeing the procedures set out in this policy and will, at all times, ensure that such procedures are carried out in a timely manner. In the event the ED is unable to fulfill such responsibilities, the board of directors will appoint a designate.

**4.2 Complaints**

4.2.1. Any individual may report a complaint to Water Polo Saskatchewan. Complaints will be dealt with according to the *Water Polo Saskatchewan Discipline and Complaints Policy (Appendix C)*.

4.2.2. Violations of the *WPS Code of Conduct shall be dealt under the Water Polo Saskatchewan Discipline and Complaints Policy (Appendix C)*.

### **4.3 Appeals**

4.3.1. Individuals may appeal decisions made by Water Polo Saskatchewan in accordance with the *Water Polo Saskatchewan Appeal Policy (Appendix D)*.

### **4.4 Alternate Dispute Resolution Policy**

4.4.1. Water Polo Saskatchewan and members may agree to apply the *Water Polo Saskatchewan Alternate Dispute Policy (Appendix E)* in disputes where all parties agree that such a course of action would be beneficial.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type:** Governance  
**Name:** Program Funding  
**Authority:** Board of Directors

**Policy Number:** 5.0  
**Date Approved:** November 2001  
**Date Revised:** September 13, 2014

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**5.0 Program Funding**

**5.1 Excellence**

5.1.1. To provide financial assistance in support of developing a high performance sport program that will contribute to Saskatchewan athletes, teams, coaches and officials in achieving success at regional, national and international levels through fair and ethical means.

5.1.2. The Excellence Pillar supports the following activities which develop the sport beyond the provincial level (i.e. regional, national or international):

- a. Athlete development
- b. Coaching development
- c. Officials development
- d. Sport Medicine & Science services
- e. Establish yearly Excellence programs for Saskatchewan athletes.

**5.2 Participation**

5.2.1. To provide financial assistance in support of grassroots water polo programs that will increase the level and quality of active participation of Saskatchewan residents in water polo activities.

5.2.2. The Participation Pillar supports the following activities which develop the sport up to and including the provincial level:

- a. Athlete development
- b. Introductory programs & under-represented population initiatives
- c. Competition
- d. Coaching development
- e. Officials development

**5.3 Capacity Interaction**

5.3.1. To provide financial assistance in support of skill and resource development, collaboration and communication that improves organization effectiveness.

**5.4 Administration**

5.4.1. To provide financial assistance in support of the administrative functions required for effective and efficient management of the organization.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**  
**Name: Elite Identification Subsidy**  
**Authority: Board of Directors**

**Policy Number: 6.0**  
**Date Approved: November 2001**  
**Date Revised: September 13, 2014**

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**6.0 Athletes**

**6.1. Elite Identification Subsidy Program**

6.1.1. To provide financial assistance to water polo athletes for training and competition costs to participate when selected on National Team Programs/Teams. The program is funded through the Excellence program. It is designed to provide funding to our top athletes training and competing at the highest level.

6.1.2. Eligibility Information:

- a. The number and amounts of grants awarded may vary based on the number of participants
- b. Nationally carded athletes are eligible for funding. Athletes training/attending university out of province are eligible.
- c. All Athletes must be registered in WPS High Performance Program.

6.1.3. Eligibility Requirements:

- a. Athletes must adhere to the regulations regarding eligibility, financial agreements and follow-up procedures.
- b. Athletes must be registered members in good standing with a Saskatchewan registered club.
- c. Athletes must have and maintain a training and competition schedule approved by Water Polo Saskatchewan. A minimum attendance record of 90% based on four practices a week is the minimum standard for training.
- d. Athletes must compete for Saskatchewan in all competitions for which they are selected.
- e. Athletes must be recognized as Excellence Athletes
- f. Athletes must provide proof of enrollment in a secondary or post-secondary institution, either as a full time or part-time student

6.1.4. Financial Agreement:

- a. Athletes receiving assistance must submit all receipts for Excellence Program related expenditures.
- b. Allowable expenditures will be: ID camp registration fees, travel

expenses including transportation, meals, accommodation, uniforms and equipment, training expenses and tuition fees.

c. Funding may be subject to repayment, in whole or in part, under the following circumstances:

1. The athlete is sanctioned or disciplined for a violation of the WPS code of conduct or removed from any National Team for disciplinary reasons.

#### 6.1.5. Follow-up Procedure:

- a. Follow-up reports may be requested by WPS and must be received by the WPS office no later than 30 days following the completion of the program.
- b. Should the deadline fall on a weekend or statutory holiday, follow-up reports will be due on the next business day.

#### 6.1.6. NCAA Advisory:

- a. Sask Sport has advised the Provincial Sport Governing Bodies, to advise the Elite Identification Subsidy recipients of the following:
  1. Athletes are responsible for making all necessary investigations with the United States National Collegiate Athletic Association (NCAA), or other collegiate athletic organizations, to determine whether receipt of funds from a Provincial Sport Governing Body such as Water Polo Saskatchewan, would negatively affect their status as an amateur athlete and ultimately prevent them from participating in NCAA, or other collegiate athletic organization's athletic programs.
  2. If after graduating from High School, a player considers going down to the United States to school, then accepting these types of funds from Water Polo Saskatchewan could make the player ineligible for any USA scholarships and from participating in a NCAA program.
  3. Athletes considering going to the USA, need to be sure to do the necessary investigations.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Policy Number: 7.0**

**Name: Equipment**

**Date Approved: November 1997**

**Authority: Board of Directors**

**Date Revised: September 13, 2014**

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**7.0 Equipment**

**7.1 Use of Goggles**

7.1.1. For the safety of all athletes, Water Polo Saskatchewan will not permit the wearing of goggles or prescription goggles during practises, scrimmages and games.

7.1.2. Swim goggles may be permitted, by the team coach, only for lap or swimming training where water polo balls are not in use.

7.1.3. Water Polo Saskatchewan will not sanction any events including practice sessions, where goggles are in use.

**7.2 Mouthguards**

7.2.1. Water Polo Saskatchewan recommends the use of mouth-guards for all water polo activities.

**7.3. Player Caps**

7.3.1. Player caps must meet the FINA. WP 4 regulation. Specifically WP 4.2 “Caps shall be fitted with malleable ear protectors which shall be the same color as the teams caps except the goalkeeper may have red protectors”

**7.4. Equipment Rental**

7.4.1. Any member wishing to borrow Water Polo Saskatchewan's equipment must process their request through their club President. Water Polo Saskatchewan's Executive Director is responsible for ensuring that the equipment is signed out and returned in good order. The club will be responsible for any shipping costs or costs relating to damage or repair of the borrowed equipment.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Policy Number: 8.0**

**Name: Provincial & National Competitions** **Date Approved: June 1998**

**Authority: Board of Directors**

**Date Revised: September 16, 2021**

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**8.0 Provincial & National Competitions**

**8.1 Competitions**

**8.1.1. Provincial League and Championships**

- a. Provincial League will be conducted each year. Entry fees and deadlines will be set by the Executive Director and reported in the Provincial League and Provincial Championships Handbook for that season.
- b. Provincial Championships will be conducted each year. Entry fees and deadlines will be set by the Executive Director and reported in the Provincial League and Provincial Championships Handbook for the season.
- c. All teams taking part in Provincial Leagues and/or Championships must be registered with Water Polo Saskatchewan.
- d. Out-of-Province teams may be invited to the competition but will not be eligible for awards.

**8.1.2. National Championship League**

- a. All members shall:
  1. Comply with the Water Polo Canada's policy manual and National Championship League Handbook.
  2. Be a member in good standing with Water Polo Saskatchewan and Water Polo Canada, and registered at the applicable membership level.

**8.2 Athlete Eligibility**

8.2.1. For the identified High Performance athletes: National Championship League, Invitational Tournaments, and training camps, an athlete's eligibility will depend upon the following conditions:

- a. Being part of the Provincial High Performance Centre
- b. Attending 75% or more of Club's:
  1. Weekly Competitive practices,
  2. Camp practices, and
  3. Events and competitions.



- c. Attending 75% or more of WPS:
  - 1. Provincial Centre's weekly practices,
  - 2. Camps practices, and
  - 3. Team Sask events.

d. Out of Province athlete(s) might be considered to complete the initial roster at the time of the registration if number of the provincial eligible athletes is not enough (12 athletes are needed to register a team). When an out of province athlete is accepted to be part of the roster he/she will then receive the same rights as WPS provincial athletes in regard of team selection.

### **8.3 Team Selection**

8.3.1. In the situations where Water Polo Saskatchewan needs to select players for any of the identified high performance events, athlete selection will be made evaluating the following athlete abilities:

a. Defensive abilities:

- 1. Capacity to neutralize the direct opponent with the press
- 2. Capacity to steal balls
- 3. Capacity to understand and apply defensive game plan
- 4. Capacity to adapt to the situation

b. Offensive Counter Attack (CA) abilities:

- 1. Capacity to anticipate the offensive CA
- 2. Capacity to take advantage during CA
- 3. Capacity to draw kick outs during CA
- 4. Capacity to score or assist goals during CA

c. Offensive abilities:

- 1. Capacity to keep and protect the ball
- 2. Capacity to read the game (pass the ball appropriately)
- 3. Capacity to take advantage of the direct opponent (driving, setting hole)
- 4. Capacity to draw kick outs
- 5. Capacity to score
- 6. Capacity to understand and apply offensive game plan
- 7. Capacity to adapt to the situation

d. Defensive Counter Attack (CA) abilities

1. Capacity to anticipate the defensive CA
2. Capacity to cover the direct opponent
3. Capacity to cover the indirect opponent

8.3.2. Athlete selection may also consider the team composition.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**  
**Name: Coaches & Officials**  
**Authority: Board of Directors**

**Policy Number: 9.0**  
**Date Approved: November 1997**  
**Date Revised: June 4, 2016**

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**9.0 Coaches & Officials**

**9.1 Introduction**

9.1.1. Subject to budget constraints, funding may be allocated directly to coaches and officials for upgrading purposes. Any clubs or individuals who wish to make a request for coaches and officials upgrading funding must submit their request in writing to Water Polo Saskatchewan stating the type of program and extent of funding requested.

- a. Funding of individuals to particular upgrading exposures must directly benefit the province and member clubs.
- b. If requested, coaches and officials receiving funding must be prepared to submit a written report to Water Polo Saskatchewan and/or conduct a clinic for Water Polo Saskatchewan members, presenting information learned at the event.
- c. All clinics for coach and official certification programs are under the jurisdiction of Water Polo Saskatchewan.
- d. Water Polo Saskatchewan will conduct coach and official clinics based on demand and cost efficiency. Financial arrangements and participant fees are regulated by Water Polo Saskatchewan.

**9.2 Coaches Funding**

9.2.1. Funding may be allocated for:

- a. N.C.C.P. Learning Facilitator and Evaluator training
  1. Eligible candidates will be the decision of the Water Polo Saskatchewan Executive Director.
  2. To progress, Eligible candidates should show a record of their coaching activity.
  3. Learning Facilitators and Evaluators must show a record of actively conducting clinics or evaluations. There is an expectation that they maintain an active role in the province after becoming certified as a Learning Facilitator or Evaluator.

b. Special Events

1. Workshops, seminars, competitions that will increase and upgrade the coach's technical expertise.

c. Excellence Coaches' Program

1. Includes Level 4 Tasks, National Team coach visitation.

### **9.3 Officials Funding**

9.3.1. Funding may be allocated for:

a. Officials Course Conductor and Evaluator training

1. Eligible candidates will be the decision of the Water Polo Saskatchewan Executive Director.
2. To progress, Eligible candidates should show a record of their activity.
3. Course Conductors and Evaluators must show a record of actively conducting clinics or evaluations. There is an expectation that they maintain an active role in the province after becoming certified as a Course Conductor or Evaluator.

b. Special Events

1. Workshops, seminars, competitions that will increase and upgrade the officials' technical expertise.
2. Any referee attending an out-of-province tournament must be certified as a Regional Referee. Any referee attending National Championships must be certified (minimum) as a Provincial Referee, and must have the approval of Water Polo Saskatchewan.

### **9.4 Follow-up Procedure**

9.4.1. Follow-up reports may be requested by Water Polo Saskatchewan and must be received by the Water Polo Saskatchewan office no later than 30 days following the completion of the program.

9.4.2. Should the deadline fall on a weekend or statutory holiday, follow-up reports will be due the next business day.

### **9.5 Respect in Sport Coaching Certification**

9.5.1. Purpose of the Policy:

- a. Water Polo Saskatchewan is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.
- b. Water Polo Saskatchewan requires that all coaches participating in Water Polo have completed the online Respect in Sport (RiS) certification (or equivalency), as required by Sask Sport Inc.

#### 9.5.2. Scope and Application:

- a. The policy applies to all coaches registered or named on an official sport roster under the membership jurisdiction of Water Polo Saskatchewan.
- b. Coaches not holding valid certification will have until November 30 each year to complete the RiS certification training or training equivalency such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School Program.
- c. Water Polo Saskatchewan is responsible for setting out the communication strategy specific to the certification requirements and deadline.

#### 9.5.3. Enforcement:

- a. Any coach not having RiS (or equivalency) by the deadline established will be removed as a coach until such time that the course is completed.
- b. Non-compliance with this policy may result in further discipline as determined by the Board of Directors or in accordance with Water Polo Saskatchewan policy.

#### 9.5.4. RiS Administration

- a. The Executive Director will have administrative access to the RiS database to oversee functions such as report generation and monitoring.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Name: Fundraising**

**Authority: Board of Directors**

**Policy Number: 10.0**

**Date Approved: January 1997**

**Date Revised: February 22, 2014**

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**10.0 Fundraising**

**10.1 Overview**

10.1.1. Water Polo Saskatchewan may establish a yearly fundraising assessment on member clubs and teams whose members receive direct grant funding from Water Polo Saskatchewan for an athlete development program. This fee will be set by the Executive Director in consultation with club/team representatives.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Name: Insurance**

**Authority: Board of Directors**

**Policy Number: 11.0**

**Date Approved: January 1997**

**Date Revised: April 27, 2013**

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**11.0 Insurance**

**11.1 Overview**

11.1.1. Through Water Polo Canada and its insurance carrier, Water Polo Saskatchewan will provide general liability, participant liability and accident insurance coverage to all of its members. For the purposes of insurance, all participants must be registered with Water Polo Saskatchewan.

- a. The insurance coverage applies only to sanctioned water polo activities. Sanctioned activities include team competition and training related events.
- b. Any clubs, organizations or individuals wishing to access more information about Water Polo Saskatchewan insurance policies should contact the office.
- c. Club presidents should note that they could be held personally liable in the case of an unregistered participant being injured

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Name: Logo**

**Authority: Board of Directors**

**Policy Number: 12.0**

**Date Approved: January 1997**

**Date Revised: February 22, 2014**

**12.0 Logo**



**12.1. Usage**

12.1.1 Any member wishing to use the Water Polo Saskatchewan name and/or logo for promotional or fundraising purposes must first secure written approval from the executive director.

The purpose of this is to:

- a) Ensure WPS is aware of the usage,
- b) Ensure that the usage is appropriate to the WPS image and,
- c) Ensure there is no conflict of interest (ex. between sponsors).



**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Policy Number: 13.0**

**Name: Membership Assistance Program**  
January 1997

**Date Approved:**

**Authority: Board of Directors**

**Date Revised: February 22, 2014**

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## **13.0 Membership Assistance Program**

### **13.1 Introduction**

13.1.1. The purpose of the Membership Assistance Program (MAP) is to enable Water Polo Saskatchewan to allocate funds directly to the registered clubs, leagues and other affiliated members; to increase the number of participants and quality of sport development in Saskatchewan communities. MAP funds are to be used to support community and club-level water polo development.

13.1.2. M.A.P. grants will be allocated based on the following criteria; applicants must meet all eligibility and follow-up requirements.

### **13.2 Eligibility**

13.2.1. All clubs, teams, pools or organizations applying for funding must be or become members of Water Polo Saskatchewan in one of the club membership categories.

13.2.2. All individual participants must be registered with Water Polo Saskatchewan in one of these member categories - Member Competitive, Provincial, Club Member Only or Introduction.

13.2.3. Funding will be made available to members in good standing only. Special consideration will be given to those organizations that require assistance in the formation of a new club or development of a new program.

### **13.3 Funding and Priorities**

13.3.1. Priority #1 – Winter Clubs and programs

13.3.2. Priority #2 – Summer Clubs and programs

### **13.4 Policies**

13.4.1. One completed application form/spending plan, signed by the club president or chairperson, is required for each project.

13.4.2. Self-help monies must be provided by the applicant for each project.

13.4.3. Applications/follow-up reports where there is duplicate or deficit funding will not be considered.

13.4.4. All M.A.P. grant recipients must provide a detailed follow-up report with all receipts attached, PRIOR to any money being disbursed. Please note that legible copies of documents for financial accountability (ie. Receipts, cancelled cheques, invoices, expense claims) are acceptable.

13.4.5. All printed correspondence referring to M.A.P. must acknowledge the assistance provided by Saskatchewan Lotteries and Water Polo Saskatchewan.

### **13.5 Eligible Projects**

13.5.1. The following projects will be considered for M.A.P. grant funding:

- a. Seals Skills Award Programs & Materials
- b. Positive Polo Clinics
- c. Instructor Clinic
- d. Team travel and training
- e. Coaching assistance/part-time salaries
- f. Pool rental
- g. Awards, badges, manuals.
- h. Equipment/Uniforms
- i. Coaches' and officials' upgrading/expenses
- j. Tournament hosting
- k. Other Projects as approved by Water Polo Saskatchewan

### **13.6 Ineligible Projects**

13.6.1. MAP funds are to be used to support community and club-level support development. Therefore, expenditures within the following areas are ineligible for support:

- a. Any construction, upgrading, maintenance or operation costs of facilities.
- b. Expenditures for which other **grant** dollars have been used
- c. Cash prizes
- d. Social events (barbeques, lunches, etc)
- e. Alcoholic beverages
- f. Research projects or feasibility studies
- g. Out of province travel
- h. Provincial team expenses

### **13.7 WPS Funding Formula**

13.7.1. M.A.P. grants will be allocated in September/October for the fiscal year as follows:

a. Winter Programs:

1. Fee paid previous fiscal year
2. % of the fee paid previous fiscal year
3. Set rate Winter Club
4. Set rate New Club
5. # Member Competitive @ set rate
6. # Member Provincial @ set rate
7. # Member Club Member Only @ set rate
8. Total Club funding for current year
9. Category amounts may change based on funding from Sask Lotteries and/or number of eligible clubs/programs
10. # of participants is determined as of August 31 of the previous fiscal year
11. Application deadline is November 30
12. Follow-up deadline is April 30

b. Summer Programs:

1. Set rate Summer Club
2. Set rate New Club
3. # of participants is determined as of August 31 previous fiscal year
4. Application deadline is June 30
5. Follow-up deadline is August 20

### **13.8 Processing Applications**

13.8.1. Water Polo Saskatchewan will promote the Membership Assistance Program, and will issue a written invitation to eligible members to apply. (see application forms)

13.8.2. MAP information will be placed on the website  
[http://www.wpsask.ca/register\\_club.html](http://www.wpsask.ca/register_club.html)

13.8.3. Once a completed application is received, WPS will ensure that all grant eligibility criteria have been met prior to approval

13.8.4. WPS will then advise the applicant that the grant funds have been approved. The applicant will be asked to complete a follow-up form and submit with receipts to receive funding no later than the date stated for winter and summer programs

13.8.5. Once the follow-up report and receipts have been received and verified, WPS will issue the funding payment to applicant on file

### **13.9 Accountability**

13.9.1. Water Polo Saskatchewan will include in the audited financial statement a separate schedule listing all member clubs/teams that received MAP assistance and the specific amount of MAP funds they received

13.9.2. All documentation relating to MAP (receipts and follow-up reports) must be retained for a minimum of 7 years and be made available for review.

13.9.3. Water Polo Saskatchewan will submit to Sask Sport a “MAP Summary Report” with the Annual Funding Follow-up Reports

13.9.4. Grants that are unused or do not adhere to the guidelines set out by Sask Sport must be returned to the Saskatchewan Lotteries Trust Fund.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**  
**Name: Registration**  
**Authority: Board of Directors**

**Policy Number: 14.0**  
**Date Approved: January 1997**  
**Date Revised: September 16, 2022**

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**14.0 Registration**

**14.1 Overview**

- 14.1.1. All clubs, teams and individuals must be members in good standing with Water Polo Saskatchewan in order to request and receive funding, insurance coverage and/or sanctions from Water Polo Sask.
- 14.1.2. The membership year shall be September 1 - August 31.
- 14.1.3. All membership fees are due and payable with the membership application. Membership fees are not refundable.
- 14.1.4. Club membership fees are determined every year by Water Polo Canada. Please refer to the WPS Registration Handbook at <http://wpsask.ca/register-a-club/> for the season's current fees. Winter (competitive) clubs must submit their registration application and fee by October 15th of each year. There is no deadline for summer club membership.
- 14.1.5. All individuals and/or clubs wishing to become affiliated with Water Polo Saskatchewan must register in one of the following categories:

<b><u>Club</u></b>
<b>Member Winter Club</b>
<b>Member Summer Club</b>
<b>Affiliate Clubs (Schools and Universities)</b>
<b><u>Member</u></b>
<b>Introduction Members</b>
Introduction programs, developing region members, affiliate clubs members – Limited to “in club” activities
<b>Community Members</b>
Allow members (athletes, coaches and officials) to participate to adapted format games (Community League, tournaments, games,...)
<b>Provincial Members</b>
Allow members (athletes, coaches and officials) to participate to regular format

games (FINA format or equivalent Leagues, events and format as Provincials, Alberta Open, Elite Leagues)
<b>Competitive Members</b>
Allow members (athletes, coaches and officials) to participate to National and International Events (NCL, Open Nationals, International camp and events, ...)
<b>Member Volunteer</b>
Chaperons, Board of Directors, volunteers

14.1.6. Insurance coverage applies only to registered members whose names and pertinent information have been received by the Water Polo Saskatchewan office.

## 14.2 Registration Categories

14.2.1. A player's age shall be determined based on the calendar year the National Championship occurs and the participant's birth year.

### Water Polo Saskatchewan Inc. OPERATIONAL POLICIES

**Type: Governance**

**Name: Reimbursement**

**Authority: Board of Directors**

**Policy Number: 15.0**

**Date Approved: January 1997**

**Date Revised: October 17, 2022**

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## 15.0 Reimbursement

## 15.1 Expense Recovery

- 15.1.1. Anyone claiming reimbursement for Water Polo Saskatchewan related expenditures (as approved by the Board of Directors) must complete an expense form and attach all receipts.
- 15.1.2. Water Polo Saskatchewan will reimburse expenses as follows, according to Saskatchewan Public Service Commission – Travel Allowance Appendix (<https://taskroom.sp.saskatchewan.ca/Documents/601-A%20Travel%20Allowance.pdf>) as of October 1, 2022:

<b>Mileage</b>				
Personal Car		55.48 cents per km		
<b>Public Transportation</b>				
Bus		100%		
Other		as approved by Executive Director		
<b>Accommodation</b>				
In province		as approved by Executive Director		
Out of province		as approved by Executive Director		
<b>Meals</b>				
Receipts are not required for meals. Meals will be reimbursed to a maximum of \$41 per day in-province or \$51 per day out-of-province. GST and meal gratuities are included in these rates. Partial day meal rates will be paid as follows:				
	<b>In Province</b>	<b>Out of Province</b>	<b>Depart by</b>	<b>Return after</b>
<b>Breakfast</b>	\$10.00	\$13.00	7:30 am	8:30 am
<b>Lunch</b>	\$18.00	\$20.00	11:30 am	12:30 pm
<b>Supper</b>	\$23.00	\$28.00	5:30 pm	6:30 pm
<b>Total</b>	<b>\$51.00</b>	<b>\$61.00</b>		

## 15.2 Reimbursement of WPS Training Programs (Development Centre, High Performance Centre & High School Excellence):

- 15.2.1. In the instance where an athlete withdraws from a Water Polo Saskatchewan training program (Development Centre, High Performance Centre or High School Excellence, WPS will reimburse the athlete using a pro rate that calculates the length of the program left in months, beginning in the first day of the month following the date the withdrawal was made.
- 15.2.3. Withdrawals made after December 31<sup>st</sup> will NOT be reimbursed.

### **15.3. Reimbursement of WPS Competition Program:**

- 15.3.1. WPS will NOT reimburse athletes who withdraw from a competition after they have been invoiced and after the first date where a payment is required has passed. This is hereafter known as the first payment date.
- 15.3.2. Athletes are invoiced for the full amount, but may request or be asked to pay in a payment plan; however, once the athlete is invoiced, they are responsible for making the full payment.
- 15.3.3. Athletes may request a reimbursement if they feel their withdrawal is a result of exceptional circumstances.
- 15.3.4. Athletes requesting reimbursement under 14.3.3. the “exceptional circumstances clause”, must submit their request, in writing to WPS, post-haste:
  - a. Prior to the 1<sup>st</sup> day of consecutive day, single events
  - b. Prior to the last weekend of league events.
- 15.3.5. Their request will be considered by an Exceptional Circumstances Reimbursement Committee.

### **15.4 Exceptional Circumstances Reimbursement Committee**

- 15.4.1. A special ad-hoc committee shall be struck, from time to time, under Bylaw 15.3.3., named the Exceptional Circumstances Reimbursement Committee, to hear reimbursement requests.
- 15.4.2. This committee shall be comprised of 3 voting members of the Board of Directors.
- 15.4.3. When struck, the appeals committee shall appoint a chair, who shall have a deliberate and casting vote.

### **15.5 Exceptional Circumstances Reimbursement Committee Duties**

- 15.5.1. Shall hear and discuss written requests for reimbursement from athletes whose requests are deemed by the athlete as falling under exceptional circumstances and that are sent to WPS in accordance to 14.3.3.
- 15.5.2. Shall evaluate the merits of the request and the chair of the committee shall respond with a decision within 30 days after the request has been submitted.



**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**  
**Name: Sanctions**  
**Authority: Board of Directors**

**Policy Number:16.0**  
**Date Approved: January 1997**  
**Date Revised: May 17, 2014**

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## **16.0 Sanctions**

### **16.1 Event Sanctions**

- 16.1.1. Any club, team or organization wishing to host and/or participate in any water polo tournament or water polo event (training camp, exhibition games, clinic, etc.) out of country must request sanction by completing a travel permit from Water Polo Saskatchewan. For out-of-province tournaments and events, a travel permit is only mandatory if the tournament or event does NOT require the Team Roster to register their roster online using Water Polo Canada Event Management System.
- 16.1.2. Water Polo Canada requires that any team or individual participating in a water polo event out of the country apply for a travel permit using the online Water Polo Canada International Travel Permit request. The permit must first be approved by Water Polo Saskatchewan, then by Water Polo Canada. Water Polo Canada possesses the sole right to sanction international water polo competitions in Canada.
- 16.1.3. At least 2 weeks prior to an event, a sanction form/travel permit application must be submitted to the Water Polo Saskatchewan office. All information requested on the form must be completed.
- 16.1.4. For clubs and members in good standing, sanction/travel requests will be approved online by WPS Executive Director, and by Water Polo Canada (if required).
- 16.1.5. For clubs and members who are not in good standing, sanction/travel requests will be approved only upon a change in status to member in good standing.
- 16.1.6. Any host organization, team or athlete which organizes and/or participates in any competition/event without sanction from Water Polo Saskatchewan may be liable for disciplinary action.
- 16.1.7. Water Polo Saskatchewan insurance coverage only applies for sanctioned events and tournaments.
- 16.1.8. Sanction for any event will be granted or denied at the discretion of the Executive Director of Water Polo Saskatchewan.
- 16.1.9. The Executive Director may request further information regarding the sanction request.
- 16.1.10. The Executive Director may attach any conditions deemed necessary to the granting of a sanction.

16.1.11. Sanction fees may be set/waived by the Executive Director

16.1.12. Should it be necessary to deny sanction, the Executive Director shall notify the originators of the request in writing with the reasons for denying the sanction.

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Policy Number: 17.0**

**Name: Review of Operational Policies**

**Date Approved:**

**Authority: Board of Directors**

**Date Revised: May 17, 2014**

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**17.0 Review of Operational Policies**

**17.1 Schedule for Review**

17.1.1. The Board of Directors will review the Operational Policies and procedures to govern the operation of Water Polo Saskatchewan according to the following schedule:

Policies 1-6	Review September/October Meeting
Policies 7-12	Review February/March Meeting
Policies 13-18	Review April / May Meeting

**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

**Type: Governance**

**Policy Number: 18.0**

**Name: Privacy Policy**

**Date Approved:**

**Authority: Board of Directors**

**Date Revised: May 17, 2014**

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**18.0 Privacy Policy**

**181.1 Regulation**

18.1.1. As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.

18.1.2. Water Polo Saskatchewan, in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., on their families to be entered electronically on a nation-wide database. Hard copy lists are also on file at the Water Polo Saskatchewan office. The lists are kept in a secure location to which no one other than the Water Polo Saskatchewan staff has access. The Executive Director is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.

**18.2 Purpose of Information Collection**

18.2.1. This information is necessary to allow our athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. The latter also applies to volunteers, officials and coaches.

**18.3 Security & Safeguards**

18.3.1. The Water Polo Canada database is secure, and personal information is not accessible to the general public. Each club's registrar has access to the database only as it pertains to club members. Water Polo Saskatchewan, as the parent organization, can access personal information on all its registered members. Water Polo Saskatchewan and Water Polo Canada uses the database to determine total registration numbers for reports to our governing bodies (e.g. Sask Sport). Passwords are mandatory for all identified groups to access required information.

**18.4 Limited Use of Information**

18.4.1. Personal information is not divulged to anyone without prior permission from the family. Occasionally, Water Polo Saskatchewan provides family mailing addresses only to a bonded mailing house for the purpose of distributing specific information directly to athletes' homes. Water Polo Saskatchewan and Water Polo Canada also accesses the information for statistical and tracking purposes of membership as well as for tournament/game results and statistics.

18.4.2. Tournament Directors need name and date of birth (DOB) for athletes entering competitions. Names, ages, and event results may be published electronically as well as in hard copy format after the conclusion of competitions. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged athletes.

## **18.5 Consent & Withdrawal Thereof**

18.5.1. Water Polo Saskatchewan requires consent from each family to continue with this practice. Each club registrar shall keep a signed consent form (see attached) on file for each registered member (athletes, volunteers, coaches, etc.) until such time at which a member wishes to withdraw consent or leaves the organization. Each club registrar should try to update consent every season. **Withdrawal of consent for the use of personal information must be received immediately in writing by the Executive Director of Water Polo Saskatchewan.**

18.5.2. Personal information is kept on file for the duration of a member's participation in Water Polo Saskatchewan programs. At the end of each season (August 31), the data is archived and will only be reactivated for those members who re-register with the association.

## **18.6 Individual Access**

### **18.6.1 Complaints**

- a. Complaints are to be directed to the Executive Director of Water Polo Saskatchewan who will attempt to remedy each situation as it arises expeditiously and in strict confidence.