



POLICIES OF WATER POLO CANADA

- THE CANADIAN WATER POLO ASSOCIATION INC. -

September 9, 2010

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Water Polo Canada Inc.
BOARD POLICIES

Type:	Governance	Policy Number: G1
Name:	Board of Directors	Date Approved: February 2003
Authority:	Board of Directors	Date Revised: September 2006

Reference: Bylaw 3

MEMBERS OF THE BOARD

The Directors of WPC shall consist of:

- a) Two elected Officers, being a President and Vice President;
- b) Six elected Directors
- c) Two national team players, one female and one male, designated as such by the national team training centre players.
- d) One senior staff officer (ex-officio)

RESPONSIBILITIES OF THE BOARD

The business and affairs of WPC shall be governed by the Board of Directors. The Board of Directors is charged with guiding WPC toward the accomplishment of its mission. The Board of Directors has adopted Board Governance Policies, which may be amended from time to time by action of the Board of Directors, to establish certain policies and procedures applicable to the Board and the senior staff officer in the conduct of their activities.

DUTIES OF THE DIRECTORS

- a. Except as otherwise provided in the Act or these bylaws, the Board of Directors has all the powers of WPC and may delegate any of its powers, duties and functions.
- b. The Board of Directors may discipline Members and/or affiliates in accordance with the Water Polo Canada Policy Manual as amended from time to time.
- c. The Board of Directors establishes policies, procedures and regulations relating to the management and resolution of disputes within Water Polo Canada and all disputes shall be dealt with accordingly.
- d. The Board of Directors shall employ a senior staff officer who, together with volunteers and staff, shall implement the Board of Directors' goals and objectives. The Board of Directors may delegate its authority to the senior staff officer. The senior staff officer may employ such persons as required to carry out the mission and work of Water Polo Canada.

Mandate The Board of Directors shall

- Establish overall mission and purpose.
- Provide leadership and vision for WPC.
- Establish values for the association, provide guidance for people involved and the conduct of business.
- Establish and approve policies to guide operations.
- Determine direction (strategic planning) and ensure long term and annual operational planning is in effect.
- Protect the integrity of WPC and its by-laws and examine and review by-laws on an ongoing basis.
- Ensure long-term financial stability of WPC.
- Ensure the hiring of the Executive Director
- Define decision-making authority and responsibilities for each committee.
- Determine the operational guidelines for committees.
- Periodically review direction of WPC and propose new policy and direction as required.
- Review and recommend changes to policies of association and ensure the implementation of policies based on by-laws and mandate.
- Review and accept committees' reports and ensure program committees are implementing responsibilities delineated by Board of Directors. Evaluate programs, based on measurable goals and directives.
- Receive and approve budget on annual basis.
- Receive annual report of auditors.
- Fulfill the basic legal and ethical responsibilities of a governing board.
- Promote WPC to community and educate stakeholders about WPC and enlist support.
- Provide final approval of WPC representatives, Chair persons, or any other external body for which WPC representation is requested, as recommended by the President.
- Ensure a nominations process for the Annual General Meeting.
- Evaluate and appraise function and performance of Board of Directors.
- Support the training and education of new WPC volunteers.

Water Polo Canada Inc.
BOARD POLICIES

Type: Governance Policy Number: G2
Name: Policy Review Date Approved: February 2003
Authority: Board of Directors **Date Revised:**

POLICY

The Policy Manual is designed to provide the members of the Canadian Water Polo Association, also known by the trade name Water Polo Canada (WPC), with a concise explanation of the rules and procedures that govern the Association. These rules and procedures are defined in the constitution, by-laws and motions passed at Annual General Meetings (AGM) each year.

REGULATIONS

3.1 The Executive Director will be responsible for the update and maintenance of the Policy Manual in co-operation with the President.

3.2 The Board of Directors and the Executive Director will review the Policy Manual as follows:

Governance Policies	Review September/October Meeting
Business / Risk Management	Review November/December Meeting
Finance	Review January / February Meeting
Program	Review March / April Meeting

3.3 The Executive Director shall be responsible for the timely and regular distribution of the WPC policy manual and any updates thereof.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Governance	Policy Number: G3
Name:	Executive Limitations	Date Approved: January 2009
Authority:	Board of Directors	Date Revised:

POLICY

The job of the Executive Director is to manage Water Polo Canada in accordance with commonly accepted business and professional practice and ethics.

REGULATIONS

4.1 The Executor Director shall:

- (i) operate at all times within the constitution and regulations of Water Polo Canada;
- (ii) not cause or allow any practice, activity, decision or organisational circumstance that is in any way unethical, unlawful or imprudent, or which violates any board policy or expressed board values;
- (iii) not conduct any business activity which is outside Water Polo Canada competency areas;
- (iv) keep the board informed of the true and accurate position of the outcomes of programmes and services, financial position, significant management issues and all matters having real or potential legal/organisational risk for the organisation;
- (v) submit data in a timely, accurate and understandable fashion, addressing the various issues to be monitored by the board;
- (vi) inform the board of significant trends, implications of board decisions, issues arising from policy matters, and changes in the basic assumptions upon which the board's strategic results policies are based;
- (vii) present information in a manner which enhances directors' understanding of the issues contained therein;
- (viii) keep directors informed when for any reason there is actual or anticipated non-compliance with a board policy;
- (ix) marshal for the board as many staff and external points of view, issues and opinions as are needed for fully informed board decisions;
- (x) inform the board of such occasions when it violates one of its own policies;
- (xi) seek board approval on all matters having real or potential legal considerations for Water Polo Canada, including all new contracts entered into over \$10,000 but excluding pre-approve budgeted team travels;
- (xii) ensure that there are effective communication channels relevant to the board's task;
- (xiii) deal with the board as a whole except when responding to individual requests for information or requests from board committees or working parties;
- (xiv) have a complete manual of sound operational practices in line with industry

norms and best practice;

- (xv) seek board approval for position descriptions of all new staff and/or changes to existing position descriptions of senior management; and
- (xvi) involve the board in the appointments process of senior management positions.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Governance	Policy Number: G4
Name:	Executive Director Evaluation Committee	Date Approved: April 2009
Authority:	Board of Directors	Date Revised:

5.1. PURPOSE

The Executive Director (ED) Evaluation Committee (the “Committee”) is established by the Board of Directors (the “Board”) of Water Polo Canada (“WPC”) to assist the Board in fulfilling its responsibilities relating to evaluation issues and to establish a plan of continuity for executive officers and other members of senior management (collectively “Executive Management”).

5.2. COMPOSITION AND OPERATIONS

- A. The Committee shall be composed of not fewer than three directors and not more than five directors.
- B. The Committee shall meet at least Two times per year.
- C. The Committee shall operate under the guidelines applicable to all Board committees.

5.3. BENCHMARKS

The committee shall evaluate the Executive Director on the following benchmarks:

- A. A written statement of the ED’s personal goals for the year under review. These goals have been agreed to by the ED and the Board at the beginning of the year under review.
- B. WPC’s performance against the:
 - i) Strategic plan;
 - ii) Operation plan; and
 - iii) Annual operating and capital budgets.

5.4 THE PROCESS

- A. The Committee is charged with leading and implementing the ED evaluation.
- B. At the beginning of the review period the Committee reviews, and the Board approves, the ED’s objectives.
- C. The Committee is best equipped to undertake its assessment of the ED if its members know how the ED has evaluated his/her performance against the agreed upon objectives of the previous year and the strategic, operating and capital plans.
- D. The ED’s self-appraisal shall be in written form.
- E. The self-appraisal is discussed by the ED with the Committee in advance of the Committee’s ensuing evaluation of the ED.

- F. Once the Committee has received and discussed the self evaluation;
 - i) each committee member contributes to his/her assessment of the ED's performance to the Board Chair; and
 - ii) these individual assessments are then consolidated by the Board Chair onto a statement from the Board to the ED.
- G. The Board Chair and Committee Chair discuss the summary with the full Board before meeting to discuss the evaluation with the ED.

5.5 DUTIES AND RESPONSIBILITIES

A. Executive Director Evaluation

The Committee shall:

- i) Recommend a performance evaluation process for the ED and when approved, lead the implementation of the evaluation process;
 - ii) periodically review the terms of reference for the ED and recommend any changes to the Board for approval;
 - iii) review corporate goals and objectives relevant to ED and recommend them to the Board for approval;
 - iv) lead the annual ED review/evaluation process and report the results of the process to the Board.
- B. The Committee shall, in consultation with the ED, review the ED's assessment of Executive Management.
 - C. The Committee shall annually review WPC's succession plans for Executive Management. The Committee shall monitor the progress and development of executives in accordance with the succession plans and annually review the adequacy of the succession candidates to foster timely and effective executive continuity. The Committee shall report on these matters to the Board at least once a year.
 - D. The Committee shall periodically review WPC's management organization structure and the ED's proposals for changes to that structure and report any significant organizational changes, along with the Committee's recommendations, to the Board.
 - E. The Committee shall annually review management's assessment of compliance with laws, regulations, and disclosure requirements as they relate to the responsibilities outlined in these terms of reference.
 - F. The Committee shall also have such other powers and duties as delegated to it by the Board.

5.6 TIMING

Activity	Who	When
a. The ED develops a set of goals that are reviewed by the Committee and approved by the Board.	- ED - Committee - Board	February / March for upcoming fiscal year
b. The ED writes self-appraisal and submits to the Committee.	- ED	May for previous fiscal year
c. The ED discusses self-appraisal with the Committee and the Committee submits its assessment of the ED to the President.	- ED - Committee - Board	May for previous fiscal year
d. Input from the Committee is summarized by the President and Committee Chair and reviewed with the full Board.	- President - Board	June for previous fiscal year
e. The ED's review.	- President - Committee Chair - ED	June for previous fiscal year

5.7 CONFIDENTIALITY

This entire process is absolutely confidential.

5.8. ACCOUNTABILITY

A. The Committee Chair has the responsibility to make periodic reports to the Board, as requested, on human resource matters relative to WPC.

B. The Committee shall report its discussions to the Board by maintaining minutes of its meetings and providing an oral report at the next Board meeting.

ED Evaluation Process

Section I

Dimensions/Characteristics of Performance

Using the following definitions of levels of performance, please indicate below your perceptions and evaluations of your ED's work performance. Mark only those categories in which you feel able to evaluate his/her performance. Additional written comments can be made.

Exceptional	<ul style="list-style-type: none"> • Performance is clearly outstanding. • Performance is superior, far exceeds standards or expectations. • Performance is exceptional on a continuous basis.
Excellent	<ul style="list-style-type: none"> • Performance exceeds expectations in many of the areas established. • Attains all of nearly all of the position objectives.
Good	<ul style="list-style-type: none"> • Performance generally meets or exceeds standards or expectations. • Attains many of position objectives.
Satisfactory	<ul style="list-style-type: none"> • Performance is adequate, meets standards or expectations, and is developing within the position.
Needs Improvement	<ul style="list-style-type: none"> • Fails to meet one or a few job expectations.
Unacceptable	<ul style="list-style-type: none"> • Performance is below accepted levels. • Fails to meet most job expectations.
No Basis for Judgment	<ul style="list-style-type: none"> • Have not observed this skill or activity.

	EXCEPTIONAL	EXCELLENT	GOOD	SATISFACTORY	NEEDS IMPORVEMENT	UNACCEPTABLE	NO BASIS FOR JUDGEMENT
LEADERSHIP & MANAGERIAL QUALITIES							
Functions as a self-starter, setting high personal standards and pursuing goals with a high level of personal drive and energy.							
Functions as an effective member of a work group, gaining the respect and Executive Directorperation of others.							
Provides effective leadership and direction to WPC staff.							
Performs functions within the scope of responsibility and refers unrelated matters appropriately.							
Maintains a work style that is open to constructive suggestions.							
Demonstrates the leadership, initiative and persistence needed to accomplish goals and objectives.							
Assigns tasks to personnel capable of carrying them out.							
Shows a willingness to try new approaches or methods.							
Creates a feeling of unity and enthusiasm among those in contact with him.							
Evaluates programs, practices, policies, procedures and personnel effectively.							
Analyzes situations to determine basic problems, rather than symptoms, and to develop realistic alternative solutions.							
Establishes clear vision and direction for organization.							
Creates an organizational culture that is needed to carry out the mission, strategic directions and organizational goals.							
Uses creative, innovative problem-solving strategies for adapting to uncertainties and complexities.							
Monitors current budget and operational data to assure continued success of the organization.							
Communicates appropriately matters of importance to staff.							
PERSONAL QUALITIES							
The ED is a person of integrity.							
Demonstrates appropriate grooming and attire.							
JUDGMENT AND SENSITIVITY							
Affirms the unique contributions of all persons recognizing their diverse backgrounds and varying needs in the workplace.							
Challenges, motivates, evaluates and rewards employees and managers toward the achievement of goals and objectives.							
Values people and shows genuine concern for their well-being.							
Makes sound and timely decisions.							

Handles problems in a professional manner.									
KNOWLEDGE AND SKILLS									
Demonstrates thorough knowledge and understanding of WPC management and operations.									
Is a prudent steward of physical and financial resources in month-to-month operations.									
Assures that facilities and equipment are suitable for WPC's immediate and long-range goals.									
Assures that WPC's quality assurance plan is reviewed and revised as necessary on an annual basis.									
Assures WPC is in accordance with applicable standards, codes, laws and regulations.									
Anticipates trends and opportunities affecting WPC operations and develops an appropriate and timely response.									
BOARD RELATIONS									
Works closely with board of directors in developing the mission and long-and short-range strategic plans.									
Communicates well with the board of directors, providing appropriate information at and between meetings.									
Is readily available to individual board members.									
Develops, with the board of directors, WPC goals and objectives consistent with WPC's strategic plan.									
Works with board of directors to create an optimal governance environment.									
Assesses WPC financial condition, providing complete reports to the board of directors on a monthly basis.									
Appraises the results of programs and services and reports findings on a regular basis to the board of directors.									
Provides, on a regular basis education programs for the board of directors.									
Works with the Board to develop long-range investment strategies.									
Supports the policies, procedures and philosophy of the board of directors.									
Creates a sense of trustworthiness in board/ED relations.									
PSO RELATIONS									
Has good rapport with PSOs.									
Establishes and implements with PSOs an effective credentialing process. Assures board involvement and approval.									
Assists in determining water polo needs and in conjunction with PSOs.									
Is an effective liaison between the board and PSOs.									
EXTERNAL RELATIONS / POLITICAL EFFECTIVENESS									

Develops programs promoting a positive image of WPC, and creates awareness of available services to members.							
Represents WPC in members' activities.							
Works closely with Sport Canada and Canadian Olympic Committee.							
Promotes the mission of WPC.							
Has the respect of his peers in other NSOs.							
Is willing to listen to diverse views.							
Maintains an active advocacy role in promoting the needs of WPC and its mission.							
Effectively communicates activities of WPC.							

Other comments: _____

Water Polo Canada Inc.
BOARD POLICIES

Type:	Governance	Policy Number: G5
Name:	Aquatic Federation Canada	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

POLICY

The Fédération Internationale de Natation Amateur (FINA) recognizes one representative Board of Directors per member country. The Aquatic Federation of Canada (AFC) is the representative organization for the four Canadian aquatic sports: Diving, Synchronized Swimming, Swimming, and Water Polo. AFC regulates and controls all matters related to international member affiliations, competition and other related activities.

REGULATIONS

- 6.1 The President of WPC or designate is an officer of the AFC and is required to attend AFC directors' meetings, in addition to the Executive Director where necessary;
- 6.2 Water Polo Canada will request and require an AFC sanction to participate in multi-sport competitions only, e.g. World Aquatic Championships.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Governance	Policy Number: G6
Name:	President & Vice President	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

Reference Bylaw 5.02

POLICY

PRESIDENT

The President shall, subject to the direction of the Board, have general authority over the affairs of WPC and shall preside at all meetings of the Board, and at all General meetings or Special Meetings of WPC. The President shall have a vote only to break a tie. He or she shall perform other functions as usually pertain to the office of the President.

REGULATIONS

9.1 The President shall be responsible for:

- Overseeing all relations between Water Polo Canada (WPC) and the Aquatic Federation of Canada (AFC). He/she represents WPC as an officer on the Board of Directors for the AFC and the Canadian Olympic Committee (COC), or recommends to the Board of Directors a representative
 - Chairing all Board of Directors and Annual General meetings, using accepted rules of order (Robert's) in accordance with WPC's Constitution and By-laws.
 - Recommend Chair/Representative appointments to the Board of Directors for final approval.
 - Collaborating with and coordinating, as required, Board of Directors members, staff, committees, and general membership to maximize current and long-term viability of WPC. The President is a non-voting member of all committees. The President will vote to break a tie during Board meetings where he/she is chairperson.
- Working with the Executive Director to ensure that:
 - all By-laws and By-law changes comply with the Constitution of WPC
 - there are no By-laws in force which conflict with each other.
 - the Policy Manual is properly maintained, incorporating changes of the By-laws or the constitution, or new motions passed by the AGM.
 - motions at the AGM and Board meetings do not conflict with the By-laws.
- Representing WPC in the capacity of public relations ambassador.
- Collaborating with Board of Directors and staff members in recruiting appropriate volunteers for Board of Directors and committee functions and international committees.
- Safeguarding the values (fundamental principles and beliefs) that form the foundation of WPC.

Reference Bylaw 5.03

POLICY

VICE-PRESIDENT

- In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall perform such duties as may, from time to time, be assigned by the President or the Board.

9.2 The Vice President shall be responsible for:

- Providing leadership and supervision as required to the Executive Director and other WPC staff in the following areas:
 - long-range financial planning
 - preparation of financial statements, the maintenance of appropriate books of account and the inspection of same on a current basis
 - control of Association funds
 - preparation and defense of motions to the Board of Directors which have budgetary implications
 - ensuring that the budget is consistent with the Association's long-range plan.
- Presenting the auditor's report for the past fiscal year and the budget for the current fiscal year to the Board of Directors and the membership at the AGM.
- Making recommendations to the Board of Directors, and the membership at the AGM regarding the appointment of auditors, changes in policy and procedures, and any other issues pertaining to the financial affairs of the Association.
- Oversees C.O.C. portfolio and reports to the Board of Directors regarding the portfolio.

- Fulfilling the duties of the President when the President is unavailable.

Water Polo Canada Inc.

BOARD POLICIES

Type:	Governance	Policy Number: G7
Name:	Committees	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

MEETING PROTOCOL

- 10.1.1 All committees of WPC operate within the budgetary limitations placed upon them by the Board of Directors. They have the power to make changes within those limits as required, provided any such changes are within their area of competency, do not conflict with or change Board of Directors policy, and conform to WPC's long range plan.
- 10.1.2 Voting and decision making is by simple majority, with each committee member having one vote. The Chair votes only to break a tied vote.
- 11 The Chair of any committee may invite non-committee members to attend committee meetings as required in a non-voting capacity. The President and Executive Director of WPC are non-voting members of all committees.
- 12 The procedure for dealing with agenda items for all meetings will be as follows:
- 13 The agenda for each meeting is to be circulated so as to reach each committee member at least 48 hours prior. A recommendation and a brief discussion should accompany all items.
- 14 Such recommendations and discussion will preferably be in written form, but may be accepted verbally at the meeting.
- 15 Minutes of all meetings shall be prepared in a format as determined by the Executive Director or their designate. The minutes will then be distributed to all members of the Committee within four weeks of the scheduled meeting. prior to distribution, the minutes will be approved by the Chair of the meeting.
- 16 In addition to their specific responsibilities, members of WPC committees have general responsibilities to
- 17 Ensure they are in a position to report accurately to their committees on activities and duties within their program areas.
- 18 Review thoroughly and study all reports and financial statements sent to their attention in order to be fully informed and knowledgeable of WPC's operations and programs, and prepared for all committee deliberations.
- 19 Agree that they shall abide by the decisions of the committee and realise that as an individual, they have no authority to commit WPC to any action or policy outside the specific power given their area of jurisdiction.
- 20 Always be a representative, ambassador, and protector of WPC (see Conflict of Interest).

Committee chairpersons shall :

- be leaders, knowledgeable in their areas of functional responsibility, who have the ability to work independently with the support of the Executive Director.
- In addition to their specific responsibilities, committee chairpersons shall, in consultation with, and with the assistance of the Executive Director
- call all committee meetings, set the agenda and ensure that minutes are kept and distributed in a timely manner;
- stay abreast of developments within the functional area;
- review and study all reports sent to their attention;
- ensure compliance of their committees in achieving the objectives set within WPC's long-range plan approved by the Board of Directors;
- ensure the development of a functional plan for the operation of their committee;
- report to the Board of Directors at the AGM annually in addition to the MSC and NTC chairpersons reporting to the Executive Director throughout the year.

Name: Program Development Committee

Mandate:

Work in conjunction with and advise the Technical Operations Director and/or technical committees (Coaches working group, Officials Working Group, National Team Committee and LTAD steering committee) in the areas of athlete development, club development programs, events (ie. National competitions) and other domestic initiatives.

Key Duties:

1. Input into the development and direction of WPC technical programs categorized as domestic or developmental.
2. To be responsible for the National Championships

Authority:

The Chair and the committee will report to the Executive Director

Composition:

1. Committee Chair
2. Officials Working Group – Domestic
3. Coaches Working Group – Domestic
4. NTC representative
5. National Men’s team/program representative
6. National women’s team/program representative
7. Operations Council representative
8. LTAD committee representative
9. WPC Executive Director – non voting

Appointment:

1. The WPC President will recommend a Chair with final approval by WPC Board of Directors.
2. Operations council will designate a representative.
3. Each National Team program (men and women) will designate a representative.
4. Each working group (LTAD, coaches and officials) designates a representative.

Positions will be announced annually at the WPC Annual General Meeting.

Should a vacancy occur on the Committee, for whatever reason, the position will remain vacant for the remainder of the position’s term.

Meetings and Resources:

The Committee shall meet by telephone or in person, as required. Meetings will be as called by the Chairperson. The Committee will receive the necessary resources from WPC to fulfill its mandate, and may from time to time have staff persons assigned to assist the Committee with its work.

Objectives & Deliverables:

1. to ensure quality program development for coaches and officials development grassroots level to the international level
2. to ensure quality athlete development program is in place from grassroots level to the international level
3. to ensure national championship competitions are held yearly for both male and female at each age category
4. to maintain communication system with the Operations Council and the working groups

Evaluation:

Each year an operation plan will be set and evaluated by the committee
These terms of reference will be revisited each year prior to the leadership symposium.

Name: Operations Council

Mandate: To develop and implement operational strategies to deliver water polo programs in Canada

Key Duties:

- To communicate with the Board of directors and the Provincial territorial governing bodies on development and implementation of strategies for the delivery of water polo programs in Canada.
- To support and maintain program delivery with the Program Development Committee
- To assist, support and implement the work of the CWG and OWG
- To support and assist with the development of the growth and development of Water Polo in Canada.
- To develop, recommend to the Board of Directors and implement, the policy and procedures of the National Registration system.

Authority: The Chair and the committee will be accountable to the WPC Board of Directors.

Composition:

- Operations Council Chair
- Representative from each registered PSO
- WPC Executive Director (non-voting)
- Appointment:
- Each PSO will designate a representative, ideally the PSO admin staff.
- A PSO rep will be assigned the Committee Chair by an internal Committee vote (at the June meeting), on a one (1) year term, September 1 to August 31. In the event an appeal involving the province of the Chair, the Chair will declare a “conflict of interest” and remove themselves from the discussion and voting of the matter at hand.

Meetings:

- The Operations Council will meet in person at least twice per year at a location determined by the Operations council chair in consultation with the members of the Operations council
- the Operations council will meet in person at least twice per year
- by conference call as deemed necessary
- The travel and accommodation costs for Operations Council members other than the WPC CEO to attend these meetings will be equalized amongst the PSO’s. Additional meeting costs including travel and accommodation costs for the WPC CEO shall be covered by WPC.
- Other meetings will be held periodically via conference calls and WPC will cover the costs for the calls. ie: September conference calls.

Resources: The Operations Council operates within the budgetary limitations placed upon it by the Executive Director.

Objectives & Deliverables

To ensure quality leadership training for PSO / club administrators and PSO / club Board of Directors is provided.

To ensure implementation and delivery of the national framework for the development of athletes, coaches, officials and volunteers.

To promote and implement the national registration system policy and procedures.

To develop and implement a national communication system (WPC-PSO-club-member

Evaluation: An operation plan (which will be part of the WPC Strategic Plan) will be set and evaluated by the committee annually

Reporting: All reporting will be from the WPC CEO to the Board of Directors at the discretion of Operations Chair

Review: The Operations Council will review the terms of reference once a year and make recommendations to the Board of Directors at the AGM

Name: National Team Committee (NTC)

Mandate: To develop and deliver elite development programs for Athletes (national team), Coaches (level iv/v) and Officials (FINA, LEN and ASUA)

Key Duties:

1. To develop and deliver the national team programs of WPC
2. To be responsible for selecting, hosting and evaluating the Canadian National Water Polo League (CWPL)
3. To identify, develop and support international coaches and referees

Authority: The Chair and the committee will report to the Executive Director

Composition: (11)

1. NTC Chair
2. Vice Chair
3. International referee rep
4. TSC rep
5. Senior Men's National Team Head Coach
6. Senior Women's National Team Head Coach
7. Athlete Rep (male)
8. Athlete Rep (female)
9. International liaison rep (non voting)
10. Operations Council rep (non voting)
11. WPC Executive Director (non voting)

Appointment:

1. The WPC President will recommend a Chair with final approval by Board of Directors
2. The International referee rep, International liaison and the Vice Chair are designated by the NTC Chair
3. Each Senior National Team will designate an Athlete representative

Meetings:

The NTC will meet formally twice per year. At the start of the new program year (September or October) and prior to the annual budget submission (January or February). Other meetings may be held periodically in addition to conference calls. All meetings costs will be covered by WPC.

Resources: The NTC operates within the budgetary limitations placed upon it by the Board of Directors, but

has the power to make changes within those limits as approved by the CEO.

Objectives:

1. To hire and evaluate national team technical (coaches) staff
2. To ensure implementation of the approved athlete selection criteria for carding, national team selection and talent ID.
3. To ensure preparation of and adherence to national team competition / training plans and budgets.
4. To monitor and evaluate the activities of the national team programs on an annual and end of program cycle basis (junior/youth are 2 year programs and senior is a 4 year program)
5. To develop and maintain a coaching development program for all current and prospective national team coaches
6. To develop, maintain and evaluate the Canadian Water Polo League (CWPL)

7. To ensure implementation of the approved referee selection criteria for the FINA list, in addition to the FINA, LEN and ASUA game assignments.
8. To maintain a communication system with the Program

Evaluation: An operation plan will be set and evaluated by the committee annually

Reporting: All reporting will be from the WPC Executive Director to the Board of Directors

Review: The Board of Directors will review the terms of reference once a year at the AGM

Name: Coaches Working Group (CWG)

Mandate: to provide leadership training for and increase the number of coaches

- To increase the quality and quantity of Domestic programs/services based on the current needs of the membership of water polo in Canada.
- To improve the Domestic – National Team program link.
- To share new ideas and concepts
- increase the number of active and certified water polo coaches in Canada.

Composition:

One representative* from each of the following provinces:

British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Atlantic elected/appointed by their respective Provincial Associations (PSO).

* (The PSO rep should be a minimum Level II certified “active” coach, with at least 3 years experience at National “Club” Championships)

The terms of the respective Provincial Coaching Reps will be two (2) year appointments and will be re-appointed (in September) by the PSO as follows:

even years: BC, Saskatchewan, Ontario and Atlantic
odd years: Alberta, Manitoba and Quebec

The CoachesWG Chair will be selected amongst themselves, at their first conference call of the year in October.

The Operations Council and OfficialsWG Chair and Executive Director will be non-voting members of this working group.

Responsibilities:

1. Develop strategies to increase the number of certified coaches and course conductors.
2. LEAD the WPC, CBET transition.
3. Assist with the co-ordination of an annual Water Polo Leadership (Coaches) Symposium.
4. Provide leadership on the ongoing needs of the Domestic program i.e. National Club Championships.
4. Provide leadership on the ongoing development of the Domestic – National Team program linkage.

Authority: The Chair and the working group will be accountable to the WPC Executive Director

Authority/Decision Making:

The Water Polo Canada, Executive Director will monitor the progress of the CWG in partnership with the Chair person and will work with all the CWG members to ensure that the mandate of the working group is met. This working group will be assigned tasks by the Executive Director, Operations Chair and from time to time the NTC Chair.

The CoachesWG shall work in conjunction with the following groups in the area of coaching development:

WPC Operations Council	WPC National Team Committee	Officials Working Group
Course Conductors	National Team Coaches	

The Committee shall:

- act as a working group of the Program Development Committee;
- complete tasks as assigned by the Program Development Committee
- make recommendations (through its Chair) to the Membership Services Committee on issues relating to coaching development, domestic competition, domestic – national team program linkage and rule interpretations for the NCCH;
- ensuring that coaches in Canada are updated on rule changes and new rule interpretations;
- liaise with WPC (through its Chair) with the Executive Director and/or Operations Council Chair.

Meetings:

Three conference calls per year (October, January and June) funded by WPC, in addition to informal meetings at Provincial and National Symposiums and National Club Championships

This Committee gives the water polo coaches community an opportunity to create higher standards for coaching water polo in Canada, in addition to ensuring that the needs of our domestic competitive programming are being met. At present we are among the technical and tactical leaders in the world.

Name: Officials Working Group (Owg)

Mandate: To improve the quality and increase the quantity of officials in Canada.

Key Duties:

1. Coordinate the Officials Training and Certification Program (OTCP)
2. Review and update the referee log book
3. Review and update the evaluation/upgrade procedures
4. Select the Referees, Referees-in-Chief and Assistant Referees-in-Chief who are to attend all National Club Championships (16U to Senior)
5. Determine all referee selections to National Championships, based upon the agreed criteria
6. Standardize rule interpretations for all levels of play
7. All other duties related to officials development and training in Canada
8. Update the referee database on a as needed basis
9. Recommend a list of National A referees to be considered for all International lists.
10. Nominate his/her delegate for the "NTC".
11. To organise a National Referee's Course including refresher each year.

Authority:

1. The Chair and the working group will be accountable to the WPC Executive Director

Composition:

1. One representative* from each of the member provinces
2. Operations Council Chair (ex-officio)
3. Coaches Working Group wg chair. (ex-officio)
4. NTC International Referee rep (ex-officio)
5. Honorary Members ex-officio (Roy Gunell and Jacques Marsolais) are appointed as historians and technical experts in the officiating of the sport of water polo.

* (Prefer that the PSO names a minimum "active" Provincial Level Referee, with at least 3 years experience and who has attended a National Championship as a referee at the Youth to Senior level.)

Appointment:

1. Representatives elected/appointed by their respective Provincial Associations (PSO)
2. The OWG Chair will be selected amongst themselves. (Must be active OWG member for at least 1 year)
3. The terms of the respective Provincial OWG reps will be two (2) year appointments and will be confirm by the PSO in September as follows:
Even years: BC, Saskatchewan, Ontario and Newfoundland
Odd years: Alberta, Manitoba, Quebec, Nova-Scotia and New-Brunswick

Meetings:

1. Annual referee selection conference call Post National Club Championship entry dead line
2. 2 other conference calls per year (October and June)
3. informally at each National Club Championship (or Major Invitational)

Objectives:

1. To develop, implement, monitor and evaluate all aspects of officiating in Canada.

Evaluation: An operation plan will be set and evaluated by the working group annually
Reporting: All reporting will be from the WPC CEO to the Board of Directors

Review: The Coaches Working Group will review the terms of reference once a year and make recommendations to the WPC CEO at the WPC AGM

Name: Provincial Presidents Council

Mandate: The Provincial Presidents Council will act as an advisory Board of Directors to the Water Polo Canada (“WPC”) Board of Directors. It is responsible for providing liaison between Member Provincial/Territorial Sections (“P/TS’s”) and the WPC Board

Key Duties

1. communicate issues and concerns to the WPC Board and/or WPC President
2. communicate information from the WPC Board and/or WPC President, to the P/TS’s via their respective Provincial Presidents Council delegates
3. provide input on policy development, as may be solicited by the WPC Board from time to time
4. identify common obstacles or issues faced by P/TS’s
5. provide input on programs and/or services between P/TS’s and WPC
6. identify strategies that can be adapted for use in other P/TS’s
7. identify and submit suitable candidates to the WPC Nomination Committee regarding prospective positions for the Board
8. identify suitable candidates and submit suggestions to the Board regarding selection of members to WPC Committees

Authority: The Chair and the committee will be accountable to the WPC Board of Directors

Composition:

1. WPC President (or an alternate delegate appointed from amongst the WPC Board members)
2. One Provincial delegate from each Member P/TS. Normally this delegate will be the Provincial President but each P/TS shall have the right to appoint an alternate delegate. During transition periods in provincial leadership, allowance will be made for the temporary presence of two delegates from a P/TS, however only one of these delegates shall be entitled to vote.
3. A Chair and a Vice-Chair shall be selected annually from amongst the Council delegates, for terms of one year, at dates set by the Provincial Presidents Council.

Meetings:

1. The Council shall meet by telephone or in person, as required.
2. If voting occurs, each P/TS delegate is entitled to one vote.

Resources:

1. The Council shall receive the necessary administrative and financial support from WPC and Member P/TS’s to fulfill its mandate.
2. The WPC Board shall provide for such within its annual budget and shall inform Council of the amount of available funding.

Objectives:

Evaluation:

Reporting:

Review: These terms of reference were approved by the Water Polo Canada Board of Directors on November 30, 2006.

Name: Human Resource Committee (HRC) Terms Of Reference

The Chair is appointed by the President of WPC, with final approval from the Board of Directors, and reports to the Board of Directors. The HR Chair is a non-voting member of the Board of Directors. The other members of the committee will be the NTC Chair(s), the Executive Director and the President.

The purpose of the Human Resource Committee is to develop and ensure the implementation of human resource policies that are in keeping with the values of the Association and are in accordance with long-term plans as approved by the Board of Directors. The HRC is a Standing Committee of the Board of Directors.

The responsibilities of the HRC include:

- ensuring appropriate hiring committees are struck for specific positions
- ensuring adequate interview tools (see Appendix 3) are utilized and there is adherence to the policies and procedures of the organization as they relate to the hiring process
- ensuring effective annual performance evaluations are conducted for all WPC staff

Evaluation process:

- 2 evaluation tools will be used: Coach Evaluation and the Staff Evaluation

Position /// Evaluation when /// Evaluation by whom /// Supervisor

Executive Director /// Aug. 31st /// self, board /// President

National office Manager /// Aug. 31st /// self, board, Executive Director /// Executive Director

Financial Administrator /// Aug. 31st /// self, board, Executive Director /// Executive Director

Head Sr Men /// Jan 15th /// athlete /// ntc chair

Head Sr Men /// Aug. 31st /// self, athlete, ntc chair, Executive Director /// ntc chair

Assist Sr Men /// Aug. 31st /// self, athlete, sr head coach /// sr head coach

Sr Men Support /// Aug. 31st /// self, athlete, sr head coach /// sr head coach

Head Sr Women /// Jan 15th /// athlete /// ntc chair

Head Sr Women /// Aug. 31st /// self, athlete, ntc chair, Executive Director /// ntc chair Assist Sr

Women /// Aug. 31st /// self, athlete, sr head coach /// sr head coach

Head Jr Men /// Aug. 31st /// self, athlete, sr head coach, ntc chair, Executive Director /// ntc chair

Assist Jr Men /// Aug. 31st /// self, athlete, jr head coach /// jr head coach

Head Jr Women /// Aug. 31st /// self, athlete, sr head coach, ntc chair, ED /// ntc chair

Assist Jr Women /// Aug. 31st /// self, athlete, jr head coach /// jr head coach

Head Youth Boys /// Aug. 31st /// self, athlete, sr head coach, Executive Director /// sr head coach

Head Youth Girls /// Aug. 31st /// self, athlete, sr head coach, Executive Director /// sr head coach

Tre Ctre Admin Men /// Aug. 31st /// self, athlete, sr head coach, Executive Director /// ED

Tre Ctre Admin Women /// Aug. 31st /// self, athlete, sr head coach, Executive Director /// ED

Media /// Aug. 31st /// Executive Director /// Executive Director

Marketing /// Aug. 31st /// Executive Director /// Executive Director

Webpage /// Aug. 31st /// Executive Director /// Executive Director

- reviewing human resource grievances/concerns registered by National Office staff and providing recommendations to the Board of Directors
- reviewing human resource grievances/concerns registered by national team coaching staff and providing recommendations to the NTC
- ensuring that any issues referred to arbitration are handled in a manner consistent with the policies and procedures of the organization.

Name: Discipline Committee is a Standing Committee

The Discipline Committee is a Standing Committee of the Board of Directors. This committee must not be perceived just as a discipline committee, but as a way to promote good relations between organizations and people.

The Chair is appointed by the President of WPC, with final approval by the Board of Directors, and reports to the Board of Directors. The other three members of the Discipline Committee are chosen by the Chair, in consultation with the President. Additional representatives may be chosen on an ad hoc basis. The specific tasks of the Discipline Committee are as follows:

- to promote good ethical practices within the WPC community and to deal with specific ethical complaints, (see Section 12 Risk Management Policy)
- Risk Management Policy
 - General: Screening, Travel, Safety and Medical Code of Conduct
 - Conflict of Interest
 - National Team Athlete Agreement
 - NCCH Code of Conduct
 - CPCA Code of Ethics
 - Discipline Policy
 - Conflict Resolution
 - Appeals Policy
- to make the clubs, PSOs and members aware of the Risk Management Policy, and of procedures to file a complaint
- to follow up and implement the Risk Management Policy
- to follow up incidents and/or complaints, that may have been referred by the National Club Championship Incident Review Sub-Committee (IRS).

Name: Incident Review Sub-Committee (IRS)

The purpose of this committee is to review National Club Championship incidents on a timely basis. The committee is made up of the Operations Council chair, CoachesWG chair, OfficialsWG chair. They review incidents within forty-eight hours of the conclusion of a Championship. Major infractions will be referred to the Discipline Committee.

Name: GOVERNANCE COMMITTEE (Draft September 8, 2010)

Mandate

The Governance Committee is a Standing Committee of the Board. It is responsible for advising the Board relating to strategic planning, governance, governance structure, governing documents and external agency relations.

Key Duties

The Committee will perform the following key tasks:

- On an ongoing basis provide expertise to enhance the quality of Board discussion on policy and governance matters, and facilitate effective Board decision-making in these areas;
- Advise the Board on the adequacy and effectiveness of WPC's key governing documents and framework policies, including vision, mission, values and mandate statements;
- Recommend to the Board, as required, amendments to the Bylaws;
- Advise the Board on the adequacy and effectiveness of WPC's key operational policies;
- Perform such additional tasks as may be delegated to the Committee by the Board from time to time.

Authority

The committee will be an Active Advisor to the Board of Directors. The committee will research policy and governance issues and then propose action in the form of a recommendation to the Board for approval.

Policy Responsibility

The Governance Committee will be responsible for policy research and oversight of the following organizational policies.

- Board of Directors Policies
- Board Standing Committees
- Working Groups
- Operational Policies
- Policy Review

Composition

The Committee will be composed of a minimum of 3 persons. Two of these persons must be Directors of WPC. The Board will designate the Chairperson of the Committee, who shall be a Director.

Appointment

The Board appoints members to the Committee. Members will serve from appointment until the re-striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

Meetings

The Committee shall meet by telephone or in person, as required. Meetings will be called by the Chairperson.

Resources

The Committee will receive the necessary resources from WPC to fulfill its mandate, and may have staff persons assigned to assist the Committee with its work.

Objectives/Deliverables

**This section must be completed by the Governance Committee in conjunction with the annual Strategic Plan. The objectives must be simple, measurable and time-bound. The objectives must be reviewed and/or renewed annually.*

Strategic Plan 2010

1. Develop and update WPC org chart
2. Update WPC bylaws
3. Complete WPC Committees' purposes and respective Terms of Reference
4. Updated WPC Policies and Procedures

Evaluation

The Board of Directors will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables. This review will take place immediately prior to the AGM

Reporting

The Committee will report to the Board, in writing, at every meeting of the Board. The Committee will report to Members at the Annual General Meeting, in the form of a written report.

Review and Approval

The Board of Directors will review these terms of reference every two years.

Proposed: September 09, 2010

Water Polo Canada Inc.
BOARD POLICIES

Type:	Governance	Policy Number:	G9
Name:	Official Languages	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

English and French are the official languages of WPC. WPC will provide services in both official languages where possible.

Les deux langues officielles de WPC sont l'anglais et le français. WPC fournira ses services en toutes les deux langues dans la plus large mesure possible.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Governance	Policy Number:
Name:	WPC Name & Logo	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

POLICY

Any member wishing to use the WPC name or logo for promotional or fundraising purposes must first secure written approval from the Executive Director. The purpose of this policy is to

- ensure WPC is aware of the usage
- ensure that the usage is appropriate to WPC's image
- ensure there is no conflict of interest (e.g. between sponsors).

REGULATIONS

- 2.1 Requests for use of the WPC name and/or logo must be written and forwarded to the Executive Director
- 2.2 All requests must include a sample and a statement of the intended use of the name and/or logo of WPC.
- 2.3 Any member(s) using the WPC name and/or logo for fundraising purposes could be subject to a user fee. The fee charged will depend upon the intended use and/or the funds to be generated.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number: R1
Name:	Code of Conduct	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

POLICY

Water Polo Canada (WPC) is committed to providing a sport and work environment in which all individuals are treated with respect. Further, WPC supports equal opportunity and prohibits discriminatory practices.

Members of WPC and participants in WPC's programs and activities are expected to conduct themselves at all times in a manner consistent with the values of WPC: fairness, team work, two way commitment, financial responsibility, achievement, athlete well being, athlete centered. Conduct that violates these values may be subject to sanctions pursuant to WPC's Discipline Policy.

REGULATIONS

All athletes, coaches, officials, organizers, volunteers, employees, directors, officers and members of WPC have a responsibility to:

2.1. Maintain and enhance the dignity, self-esteem and well-being of members and participants of WPC by:

- Demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
- Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, directors, officers and members;
- Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices;
- Ensuring that all programs provide for the safety and the physical, psychological and emotional well-being of participants;
- Ensuring that the rules of the sport, and the spirit of such rules are adhered to.

2.2. Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with WPC events.

2.3. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.

2.4. Respect the confidentiality of personal and privileged information, and share confidential information only with the consent of the those entitled to confidentiality or in a way that the individual involved cannot be identified;

2.5. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct that is cruel, intimidating, humiliating, offensive or physically harmful.

2.6. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;

2.7. Comply at all times with the Constitution, bylaws, policies, rules and regulations of WPC, as adopted and amended from time to time, including complying with any contracts or agreements executed with WPC;

2.8. Where an athlete is a member of a representative National Team of WPC, comply at all times with the provisions of the WPC Athlete Agreement.

2.9. All WPC coaches will have a responsibility to also adhere to the Coaches of Canada - Coaching Code of Ethics [add appendix](#)

2.10. All WPC officials and referees will have a responsibility to also adhere to the International Aquatic Federation's (FINA approved) Officials Code of Ethics [add appendix](#)

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number:	R2
Name:	Conflict of Interest	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

Reference bylaw 3.09

A Director who is party to, or who has a material interest in any person who is a party to a material contract or proposed material contract with WPC, shall disclose the nature and extent of his or her interest. Any such contract or proposed contract shall be referred to the Board for approval even if such contract is one that in the ordinary course of WPC business would not require approval by the Board. Any Director interested in a contract so referred to the Board shall not vote on any resolution to approve the same.

- b. Any Director who has a real or perceived conflict of interest with any item of business at a meeting of the Board of Directors shall excuse himself or herself and leave the room at such time as that item is discussed and/or voted upon.

POLICY

Introduction

Directors must be impartial and fair in dealings with Water Polo Canada (WPC) members, residents, suppliers, and the general public. Their trust, confidence, and support of WPC goals and objectives are necessary if Directors are to do their job well. Members of the Board of Directors, Committee members, staff, representatives and decision makers of WPC must ensure that their interests, or those of people close to them, do not conflict with the impartial performance of their duties. Any potential, real or perceived, conflict between an individual's interests, and those of the Association, must be resolved in favour of the Association.

REGULATIONS

Definition of Conflict of Interest

Conflicts of interest include both pecuniary and non-pecuniary interests. Non-pecuniary conflicts of interest are just as important as pecuniary interests. A pecuniary interest is an interest that have in a matter because of the reasonable likelihood or expectation of appreciable financial gain or loss for you, or another person with whom you are associated. Associated persons include relatives, partners, and employers. A non-pecuniary interest may include family relationships, friendships, positions in associations, and other interests that do not involve financial gain or loss.

Examples of situations that could give rise to a pecuniary conflict of interest include, but are not limited to:

- Having a personal interest that could lead you to be influenced in the way that you carry out your WPC duties; or could lead a reasonable third party to think that you could be influenced in the way you carry out your WPC duties; or
- A family member, relative, friend, associate, or any Director close to you having a personal interest that could lead you to be influenced in the way that you carry out your WPC duties; or could lead a reasonable third party to think that you could be influenced in the way you carry out your WPC duties.

Examples of situations that could give rise to non-pecuniary conflicts of interest include, but are not limited to:

- Having the responsibility for hiring a consultant, where one of the applicants is a good friend;
- Supporting proposals from a club where you spend a good deal of your leisure time;
- Supporting proposals from groups of people or individuals with whom you have regular personal contact, e.g. family members

Not only must a Director's actions be free from any conflicts, but a Director must also ensure that they are seen to be free from any conflicts of interest. It is therefore important that a Director consider what other people might think of the situation. These other people could include, for example, potential suppliers, other sport organizations, fellow Board members or staff, if applicable, and members of the public.

Administrative Policy 1.

Objectives

This policy is aimed at avoiding conflicts of interest within WPC and maintaining fair and ethical interactions between and among those who work, volunteer and do business with WPC.

WPC is incorporated under the Canada Corporations Act and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individuals involved in a decision making or decision influencing roles) and the broader interests of the corporation.

2. Application

This Conflict of Interest Policy shall apply to all members of the Board of Directors, Committee Members, staff, representatives and decision makers of WPC.

3. Policy Statements

Members of the Board of Directors, Committee Members, staff, representatives and decision makers of WPC shall not:

- Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties and obligations with WPC;
- Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or who might seek, in any way, preferential treatment;

- c) Accord, in the performance of their duties and obligations, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise;
- d) Benefit from the use of information acquired during the course of their official duties with WPC, which is generally not available to the public;
- e) Engage in any outside work, activity or business undertaking:
 - i) That conflicts or appears to conflict with their duties as Board of Directors, Committee Members, staff, representatives and decision makers of WPC
 - ii) In which they have an advantage or appear to have an advantage derived from their association with WPC;
 - iii) In a professional capacity that will or might appear to influence or affect the carrying out of duties as a Board member, Committee member, staff person, representative or decision maker of WPC
- f) Use WPC property, equipment, supplies, or services of consequence for activities not associated with the discharge of official duties with WPC;
- g) Place themselves in a position where they could influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
- h) Accept any gift that could reasonably be construed as being given in anticipation or recognition or of special consideration by the Board of Directors, Committee Members, staff, representatives and decision makers of WPC

4. Procedure for Disclosure

- a) Individuals who are elected, appointed, or hired to positions within WPC will disclose their potential conflict of in the following manner:
 - At the first Board of Directors' meeting immediately following the Annual General Meeting (June of each year), each Board member and each staff person shall make verbal disclosure of their conflicts of interest, to be recorded;
 - At the first annual meeting of a new program year (September to August) of a Committee, each member shall make verbal disclosure of their conflicts of interest, to be recorded and submitted to the Board of Directors;
 - In addition to the foregoing, whenever a Board member, Committee member, staff person, representative or decision maker considers that he or she could be, or could potentially be, in a conflict of interest as defined within this policy, he or she shall disclose this conflict to the Board of Directors immediately; or
 - Any other Board member, Committee member, staff person, representative or decision maker of WPC who feels that a Board member, Committee member, staff person, representative or decision maker of WPC is in a conflict of interest, may report the matter to the Board of Directors at any time.
- b) If a Board member, Committee member, staff person, representative or decision maker of WPC is in doubt as to whether or not a conflict of interest situation exists, he or she should provide disclosure to the Board of Directors immediately.

5. Procedure following disclosure

Once a Board member, Committee member, staff person, representative or decision maker of WPC has provided disclosure of a conflict of interest with respect to a particular matter to be considered or decision to be made, the following principles shall apply:

- a) the individual in conflict of interest may not participate in discussion of this matter as an advocate on his or her own behalf, either formally at the meeting or informally through private contact, communication, or discussion, unless such participation is approved by a majority vote of the other Directors or Committee Members;
- b) Except where participation in discussion has been properly approved as per Section 5(a), a Board member, Committee member, staff person, representative or decision maker of WPC shall not be present at that portion of a meeting when matters in which they have an interest are considered; and
- c) The individual in a conflict of interest shall not participate in any vote on the matter.

Documentation relating to conflict of interest situations shall be recorded in the Minutes of the Board of Directors and all Committees of WPC. All conflicts that are reported and recorded will be communicated to the membership of WPC through the publication of these Minutes.

6. Sanctions for Failing to Adhere to this Policy

In the event that a Board member, Committee member, staff person, representative or decision maker of WPC fails to disclose a conflict of interest, or once disclosed, fails to adhere to the provisions of this policy relating to the procedures to be followed after disclosure, the matter will be referred to the WPC Discipline Committee.

The Discipline Committee will review the situation, if required will convene a hearing with the individual who is alleged to have failed to adhere to this policy, and will make a recommendation to the Board of Directors as to its findings and any appropriate sanction. The final decision regarding a breach of this policy rests with the Board of Directors.

In investigating the matter, convening a hearing, recommending sanctions, and deciding the outcome of any breach of this policy, both the Discipline Committee and the Board of Directors will respect the principles of procedural fairness.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number: R3
Name:	Discipline Policy	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

Note: In this policy “days” means total days irrespective of weekends or holidays.

POLICY

Purpose

1. Membership and participation in the activities of WPC offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Code of Conduct of WPC. This Code of Conduct identifies the standard of behaviour that is expected of members and participants, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

REGULATIONS

Application

2. This policy applies to all categories of members of WPC and to all individuals participating in activities with or employed by WPC. These include, but are not limited to athletes, coaches, officials, organizers, volunteers, employees, directors, officers and members.

3. This policy applies to all discipline matters that may arise during the course of WPC’s business, activities and events, including but not limited to the office environment, competitions, practices, training camps, travel associated with competitive activities, and any meetings of staff, committees or the Board of Directors.

4. Disciplinary infractions occurring within the business, activities or events of provincial associations, including leagues and clubs under provincial jurisdiction, will be dealt with using the procedures of such provincial associations. Provincial associations are encouraged to adopt procedures that are consistent with this policy.

5. The Chair of the Discipline Committee (hereafter referred to as Chair), and the EXECUTIVE DIRECTOR of WPC, 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 Chair and/or EXECUTIVE DIRECTOR are unable to fulfill such responsibilities, the Board of Directors will appoint a designate. The Discipline Committee is a working committee of the Board of Directors.

Reporting an Infraction

6. Any individual may report to the Chair, in writing, a disciplinary infraction. It will be at the sole discretion of the Chair to determine if the infraction is best dealt with as a minor or a major infraction.

Minor Infractions

7. Minor infractions are single incidents of misconduct that breach the Code of Conduct but generally

do not result in harm to others. Disciplinary situations involving minor infractions may be dealt with by the Chair, or another appropriate person having authority over the individual involved: this person may include, but is not restricted to, a Board member, Committee member, volunteer, staff person, coach, organizer or manager.

8. Procedures for dealing with minor infractions are informal as compared to those for major infractions and will be determined at the discretion of the Chair, or the person having authority, provided the individual being disciplined is told the nature of the infraction. This policy will not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor infraction.

9. Disciplinary sanctions for minor infractions may include the following:

- verbal or written reprimand;
- verbal or written apology;
- service or other voluntary contribution to WPC;
- suspension from the current activity or competition;
- any other similar sanction considered appropriate for the offense.

Major Infractions

10. Major infractions are instances of misconduct that violate the Code of Conduct and that result, or have the potential to result, in harm to other persons, to WPC or to the sport of water polo.

11. Where the Chair determines that an infraction is to be dealt with as a major infraction, the Chair will notify the individual alleged to have committed the infraction as soon as possible, and will provide the individual with a copy of the written report and a copy of this policy.

12. Major infractions occurring within competition may be dealt with immediately, if necessary, by the appropriate person having authority (i.e. the WPC representative at a National Club Championship or National Team event, or the tournament director at all other tournaments). The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. (Note that referees control infractions/penalties during actual games, and are responsible for dealing with athlete misconduct during games.)

Procedures for Responding to an Infraction

13. Depending on the nature and severity of the infraction the Chair may appoint an independent individual to conduct an investigation. If this is the case, the Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the Chair.

14. Upon receiving the written report of the Investigator if an investigation was carried out, the Chair will decide if the complaint should be dealt with informally, in which case the Chair will direct the appropriate response and the matter will then be concluded.

15. The Chair may determine that the alleged infraction is of such seriousness as to warrant suspension of the individuals from activities with WPC pending a review of the complaint.

Hearing

16. If the Chair determines that the complaint should be dealt with more formally by means of a hearing, the Chair will refer the complaint to the Discipline Committee, which is made up of the Chair and three additional unbiased individuals. The role of the Chair, with assistance from the Executive Director, will be to coordinate the administrative work of the Committee and ensure that the procedures of this policy are properly carried out. The Chair will not carry a vote on the Discipline Committee.

17 Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Committee will decide whether to conduct the hearing by way of review of documentary evidence, by way of oral hearing or by way of a combination of these two methods. If the Committee decides to conduct an oral hearing, it may decide to do so in-person or by means of telephone conference.

18. The Committee may determine that the circumstances of the infraction warrant a preliminary meeting. The Committee may delegate to one of its members the authority to deal with these preliminary matters, which may include but are not limited to:

- date and location of the hearing;
- timelines for the exchange of documents;
- clarification of issues in the infraction;
- order and procedure of the hearing;
- evidence to be brought before the hearing;
- identification of any witnesses; or
- any other procedural matter that may assist in expediting the hearing.

19. The Committee will govern the hearing as it sees fit, provided that:

- the individual being disciplined will be given 10 days written notice of the day, time and place of the hearing;
- the individual being disciplined will receive a copy of the Investigator's report, if an investigation was carried out;

- a quorum will be all four Committee members, and decisions will be by majority vote where the Chairperson carries no vote;
- in the case of an oral hearing, the individual being disciplined may be accompanied by a representative;
- in the case of an oral hearing, the individual being disciplined will have the right to present evidence and argument;
- the Committee may request that any witness or any other person be present at the hearing or submit written evidence in advance of the hearing;
- if the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
- the hearing will be held in private;
- once appointed, the Committee will have the authority to abridge or extend timelines associated with any aspect of the hearing.

20. After hearing the matter, the Committee will determine whether or not the individual has breached the Code of Conduct and if so, the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Committee's written decision, with reasons, will be distributed to all parties and to the EXECUTIVE DIRECTOR and the President within 7 days of the conclusion of the hearing.

21. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may hold a hearing for the purpose of determining an appropriate sanction.

22. Where the incident relates to harassment and where the Committee determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, the Committee may direct that there be disciplinary action against the complainant.

23. The decision of the Committee will be final and binding upon the individual being disciplined and WPC, subject only to an appeal pursuant to the policies of WPC (see Section 12.5).

Sanctions

24. The Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

- written reprimand;
- removal of certain privileges of membership or employment;
- suspension from certain events which may include suspension from the current competition or from future teams or competitions;
- suspension from certain WPC activities such as competing, coaching or judging for a designated period of time;
- suspension from employment with or without pay;
- suspension from all WPC activities for a designated period of time;
- expulsion from membership;
- publication of the decision;
- other sanctions as may be considered appropriate for the offense.

25. Unless the Committee decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanctioned as determined by the Committee will result in automatic suspension of membership or participation in WPC until such time as the sanction is complied with.

26. In applying sanctions, the Committee may have regard to the following aggravating or mitigating circumstances:

- the nature and severity of the infraction;
- the extent to which others have been harmed by the infraction;
- the Executive Director's cooperation of the individual being disciplined in the proceedings under this policy;
- whether the incident is a first offense or has occurred repeatedly;
- the individual's acknowledgment of responsibility,
- the individual's remorse and post-infraction conduct;
- the age, maturity or experience of the individual;
- whether the individual retaliated, where the incident involves harassment; and

- the individual's prospects for rehabilitation.

Confidentiality

27. Where the reported behaviour may constitute harassment, or is of a similar sensitive nature, WPC will keep all proceedings under this policy confidential, except where disclosure is directed by the Committee as part of a sanction, is required by law or is in the best interests of the public.

Allegation of Misconduct Involving Coaches

28. Where the Chair receives a complaint of misconduct about a coach who is a member of the Canadian Professional Coaches Association (CPCA), this complaint will be referred to CPCA to be dealt with pursuant to its conduct and disciplinary procedures.

Appeals Procedures

29. Except where otherwise provided, the decision of the Committee may be appealed in accordance with the WPC's Appeal Policy (see Section ____).

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number: R4
Name:	Conflict Resolution	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

POLICY

The Board of Directors believes that open and honest communication between individuals* experiencing conflict represents the most positive and constructive means to resolve such conflicts.

Further, the application of constructive management and resolution skills to conflict between and among individuals will contribute to a positive climate for all stakeholders in Water Polo Canada. The Board believes that the preservation and restoration of harmonious relationships among its stakeholders is a priority.

Healthy organizations characteristically embrace the following:

- Differences are natural and may lead to conflict;
- Differences are best resolved by the individual parties to the conflict;
- Conflict resolution is issue and solution focused;
- The application of due process and natural justice are fundamental to conflict resolution.

Note: This policy presents alternative means to the successful resolution of conflicts which may arise between and among individuals. At any time, these individuals may invoke their rights under any legislation, policies or agreements in force at the time.

* “Individuals” in this context refers to Water Polo Canada employees, contractual staff, Board of Directors, and committee volunteers.

REGULATIONS

- A. Open and honest communication is the key to the successful resolution of conflict between and among individuals
- B. To promote a positive organizational climate, the process of conflict resolution should be marked by mutual respect, active listening, dignity and an acknowledgement of the rights of each individual.
- C. Individuals shall address their concern with the other person directly before going to a third party. Exceptions may arise if required by law, collective agreements, or the emergency nature of a particular situation.

- D. When a concern or complaint is directed to a respective individual, it is important that the complainant be directed first to Human Resource Chair to allow for a meeting between the person against whom the complaint is made, and if necessary, with the respective supervisor. No action will be taken before the concerns/complaints have been dealt with at the Human Resource Committee level.
- E. As outlined in the following procedures, all the proper channels of communication shall be followed when a conflict arises.

Procedures

The process of conflict resolution involves several stages, each representing an attempt to resolve the problem at hand:

- A) Negotiation
- B) Conciliation
- C) Mediation
- D) Referral to Human Resource Committee

A Negotiation

- i) Whenever possible, the complaint should be dealt with between the concerned parties
- ii) The first meeting should be between the parties involved and mutually arranged

If a solution is reached, the process terminates

- iv) If a mutually agreeable solution cannot be reached, the parties may decide on one of the following:
 - a) Proceed to conciliation*, mediation* or arbitration*, or
 - b) Agree to disagree, and the process terminates

B Conciliation

- i) A mutually acceptable conciliator, agreed to by both parties, will meet with them to encourage a resolution to the issue.
- ii) If a solution is reached, the process terminates
- iii) If a mutually agreeable solution cannot be reached, either party can request the services of a mediator to attempt to resolve the issue
- iv) The conciliator shall assist the parties to identify a mutually acceptable mediator.

C Mediation

- i) The mediator will continue to assist the parties to reach a mutually agreeable solution to the conflict, using a recognized mediation process
- ii) If a solution is reached, the process terminates
- iii) If a mutually agreeable solution cannot be reached, the matter shall be referred to the WPC Appeals Policy (Section 12.5 WPC Policy Manual) for a final decision.

* The WPC DISC Chair will coordinate the appointment of these individuals. The cost incurred for these proceedings will be equally shared between the parties involved and WPC.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number: R5
Name:	Dispute Resolution/Discipline	Date Approved: June 2004
Authority:	Board of Directors	Date Revised:

A. Application

1. This policy applies to all violations of the Code of Conduct that may arise during the course of Water Polo Canada's business, activities and events.

2. Employers 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 Canada will be forwarded to the appropriate club/employer for investigation and possible resolution. Water Polo Canada will provide assistance as it deems necessary and/or as required. Complainants may forward the complaint to Water Polo Canada only after all club appeals are exhausted.

4. All member clubs shall be required to have a current discipline, dispute resolution and/or harassment policy in place in order to remain a member in good standing. Member clubs may adopt Water Polo Canada policies for their use.

5. The Executive Director of Water Polo Canada 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 Executive Director is unable to fulfill such responsibilities, the Board of Directors will appoint a designate.

B. Dispute Resolution Board of Directors

Two Board of Directors will be appointed to resolve disputes, whether arising from allegations of harassment or other misconduct, team selection, code of conduct violations or other issues.

1. Investigation Committee

- a. The investigation committee is established consisting of a chairperson and such other persons as the chairperson may appoint.
- b. The Executive Director shall appoint the chairperson of the investigation committee.
- c. The chairperson may appoint members to the committee from time to time for the purpose of that appointee serving as investigator of a specific complaint.
- d. Members of the hearing committee and members of the board are not eligible to be a member of the investigation committee.

The responsibilities of the Investigation Committee are:

- a. To gather information relating to disputes;

- b. To take any practical steps that may resolve disputes without the need for a hearing; and,
- c. When a hearing is necessary, to fairly present all relevant information to a hearing committee by means of evidence acceptable to the hearing committee

2. Hearing Committee

- a. The hearing committee is established consisting of a chairperson and such other persons as the chairperson may appoint.
- b. The board shall appoint the chairperson of the hearing committee.
- c. The chairman of the hearing committee, upon receipt of a report from the investigation committee which recommends that a hearing be conducted, shall appoint a hearing committee consisting of one or three persons.
- d. Members of the investigation committee and members of the board are not eligible to be appointed as a member of the hearing committee.
- e. If the chairman considers it appropriate to do so, the chairman shall appoint to the hearing committee a person nominated by each party to the dispute.

The responsibility of the Hearing Committee is to provide a fair hearing. Characteristics of a fair hearing include:

- a. Notice of the hearing;
- b. Knowledge of the case to be met;
- c. A right to hear or see all information provided to and considered by the arbitrator;
- d. An opportunity to provide information and arguments;
- e. If an oral hearing is conducted (rather than a hearing based solely on written submissions and documents), the right to question witnesses;
- f. Unbiased arbitrators who will hear and consider all relevant information.

C. Misconduct

1. Any matter, conduct or thing, whether or not disgraceful or dishonorable, is misconduct if:

- a. It is contrary to the best interests of Water Polo Canada or of any participant (athlete, coach, official, volunteer or spectator).
- b. It is contrary to the bylaws of Water Polo Canada.
- c. It is contrary to any Code of Conduct established by Water Polo Canada.
- d. It is a failure to comply with an order pursuant to this dispute resolution policy by the chairman of the investigative committee, the board or a hearing committee.

D. Referral and review of complaints and incidents

1. Complaints must be made to the Executive Director promptly and within the time guidelines set by policy of the board.

2. The Executive Director may extend the time for submission of a complaint notwithstanding the expiration of the time set by board guidelines.

3. The Executive Director shall refer the following matters to the chairperson of the investigation committee:

- a. A complaint alleging that a player, team, coach, official, parent/guardian or spectator is guilty of misconduct.
 - b. On the request of the board, any incident in which misconduct may have occurred.
 - c. A complaint relating to team selection.
 - d. Any other request for resolution of a dispute arising from or relating to the activities of the organization.
4. The chairperson of the investigation committee may require that a complaint be stated in writing.
5. If the chairperson of the investigation committee is satisfied that the complaint is not valid or does not raise an issue of misconduct or is trivial, frivolous or vexatious in nature, the chairperson shall advise the complainant and thereafter shall take no further action in relation to that complaint.
6. Where the chairperson has not dismissed a complaint pursuant to D. 5, the chairperson shall appoint one or more members of the investigation committee as investigator of the complaint or incident.
7. The chairperson may appoint himself or herself as the investigator or as one of the investigators.

E. Investigation

1. The investigator shall:
- a. Review the complaint or the request
 - b. Make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
 - 1) sending a copy of summary of the complaint to those named in the complaint, those making the complaint or to any witnesses with a request that they respond in writing to the allegations by a date set by the investigator;
 - 2) communicating with or interviewing persons involved in the incident or whose conduct is the subject of the complaint; and
 - 3) communicating with or interviewing other persons who may have relevant information.
 - c. Extend the investigation to include misconduct in any other incident that comes to the attention of the investigator in the course of the investigation.
 - d. When practical to do so, encourage the parties to resolve the dispute directly.
 - e. With the agreement of the parties, arrange mediation of the dispute with subsequent costs to be shared equally by both parties.
2. On completion of the investigation, the investigator shall make a written report to the chairman of the hearing committee:
- a. That the chairman appoint a hearing committee to hear and resolve the dispute or to hear the charges, as the case may be; or
 - b. That no further action be taken with respect to the matter investigated because:
 - 1) the matter has been resolved between the parties,

- 2) no further action is warranted on the facts of the case.
3. The charge set out in a written report may relate to any matter disclosed during the investigation.
4. A report signed by a majority of the investigation committee is a decision of investigators

F. Interim suspension of member

1. In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the investigator may submit written reasons to the chairman of the hearing committee recommending that, pending the outcome of an investigation, a player, team, coach, official, parent/guardian or spectator under investigation:
 - a. be suspended from participation or
 - b. be allowed to continue participation subject to conditions or restrictions.
2. Upon receiving the written recommendations of the investigator, the chairman of the hearing committee:
 - a. If satisfied that continued participation is inappropriate in the circumstances, may order suspension of involvement in Water Polo Canada activities or impose other less restrictive conditions pending the recommendations of the hearing committee.
 - b. If satisfied that continued participation is appropriate in the circumstances, decline the recommendation of the investigator.
3. An order of suspension or the imposition of conditions on a member, pending the recommendations of the hearing committee, shall:
 - a. terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the chairman of the hearing committee upon a further written recommendation by the investigator.
 - b. be superseded by the recommendations of the hearing committee.

G. Acting upon the Investigator's report

1. If the investigation committee recommends no further action on a complaint, Executive Director shall provide a copy of the investigation committee's reasons for that recommendation to the person or person(s):
 - a. whose conduct is the subject of the complaint
 - b. who initiated the complaint
2. If the investigation committee is of the opinion that a hearing committee should be appointed, the chairman of the hearing committee shall appoint a hearing committee.
3. The Executive Director shall report a decision not to appoint a hearing committee to the next meeting of the board.

H. Hearings

1. The hearing committee shall conduct a fair hearing of the charge or dispute reported in the investigation committee's report.

2. At the request of the hearing committee, the Executive Director shall communicate the time and place of the hearing and any other pertinent information to the parties.

I. Hearing Procedure

1. In disputes of a nature that the hearing committee considers to be minor, the hearing may be conducted in writing. The parties shall be:
 - a. informed that a hearing committee has been established;
 - b. informed of the complaint to be heard;
 - c. provided with a copies of the dispute resolution policy;
 - d. invited, within a time specified by the committee, to make written submissions of any information or arguments relevant to the deliberations of the committee;
 - e. informed of the findings of the hearing committee;
2. If the hearing committee does not consider the dispute to be minor, the parties shall have a right to be heard in person:
 - a. At least 3 days before the date of the hearing the parties shall be:
 - 1) informed that a hearing committee has been established;
 - 2) informed of the complaint to be heard;
 - 3) provided with a copy of the dispute resolution policy.
 - b. The hearing committee shall hear the complaint and shall determine whether or not the accused is guilty of misconduct or rule on the issues in dispute.
 - c. Parties may be represented by legal counsel at their own expense.
 - d. There is to be full right:
 - 1) to examine, cross-examine and re-examine all witnesses
 - 2) to present evidence in defense and reply.
 - e. Where a party fails to attend the hearing, the hearing committee may proceed in his or her absence.
 - f. If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the complaint, the hearing committee shall adjourn the hearing for any period that the committee considers sufficient to give the accused an opportunity to prepare a defense to the amended complaint, unless the respondent consents to continue the hearing.
 - g. The hearing committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.
 - h. The hearing committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct giving rise to the conviction or discipline.
 - i. On its own initiative or at the request of any party, the hearing committee may restrict the public from the hearing. The hearing committee shall exclude the public if the committee is of the opinion that an open hearing will unduly violate the privacy of any person.
 - j. The deliberations of the hearing committee shall be conducted in private, and no person who is not a member of the committee shall be present.

3. The hearing committee shall give written reasons for its decisions and for any discipline imposed. Copies shall be provided to the parties and to the board.

J. Disciplinary Powers

1. Where the hearing committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:
 - a. An order that the person(s) be expelled from the organization
 - b. An order that the person(s) be suspended from the organization for a specified period
 - c. An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order
 - d. An order that the respondent may continue to participate only under conditions specified in the order
 - e. An order reprimanding the respondent
 - f. Any other order that the hearing committee considers just.
2. In making an order the hearing committee shall take into consideration:
 - a. The age, experience and maturity of the person(s);
 - b. The nature of the misconduct;
 - c. Any information which, in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including:
 - 1) previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline
 - 2) the character of the respondent

K. Deference to Other Authorities

1. Where the Executive Director, chairperson of the investigation committee or the chairperson of the hearing committee believes that the person(s) whose conduct is being investigated may be guilty of a criminal offence, that person may refer the matter to an appropriate authority.

L. Time for Completion

1. The investigation, hearing and decision of the hearing committee shall be completed as soon as practical in the circumstances of the complaint.
2. The board may set time guidelines for any matters that the board considers appropriate, including the time for complaints to be made to the Executive Director and the time for completion of steps in the hearing process.
3. In deciding an appeal from a decision of the hearing committee, the board may consider the failure to comply with time guidelines.

M. Appeal to the Board

1. A person(s) may appeal the decision or any order of the investigation committee or the hearing committee to the organization board by serving a written notice of appeal within ten days of receipt of the decision or order where:

- a. The member has been found guilty of misconduct by the hearing committee;
 - b. The person is subject to a discipline order;
 - c. The person(s) who initiated the complaint was advised that no further action would be taken.
2. The written notice shall state the grounds of appeal.
 3. The chairman of the hearing committee shall not participate in the hearing of an appeal.
 4. No board member shall participate in the hearing of an appeal if:
 - a. The board member has a conflict of interest or is biased
 - b. If there is any reasonable basis on which it may appear that the board member may have a conflict of interest or may be biased.
 5. The participation by a board member in any step of the investigation process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.
 6. The participation by a board member in any step of the investigation or hearing process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.
 7. If all board members are unable to participate in the hearing, the board shall appoint a committee of not more than three persons to hear the appeal.
 8. On hearing an appeal the board or the appointed committee may:
 - a. Dismiss the appeal
 - b. Quash the finding of guilt
 - c. Direct further inquiries by the investigation committee or appoint a new investigation committee to reinvestigate the matter
 - d. Direct a new hearing or further inquiries by the hearing committee or appoint a new hearing committee to rehear the matter
 - e. Vary the order of the hearing committee.

N. Effect of Expulsion or Suspension

1. When a person(s) is expelled or suspended from the organization pursuant to the policy, that person(s) is not eligible to serve any function within the organization or attend any organization activities.

O. Reinstatement

1. A person who has been expelled may apply to the board for reinstatement.
2. Subject to the bylaws, on receipt of an application of reinstatement the board shall review the application and, if in the opinion of the board the application discloses information that may justify reinstatement, the board may investigate the application by taking any steps it considers necessary.
3. On completion of its review, the board may:

- a. Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct that the person be reinstated under any terms and conditions that the board considers appropriate.
- b. Refuse to reinstate the person.

P. Conflict of Interest or Bias

1. In the event that any member of either the investigation committee or the hearing committee, other than one nominated by the parties, has a conflict of interest or is biased, that person shall declare the conflict or bias and the chairman of the respective committee shall appoint a replacement.
2. In the event of a conflict of interest on the part of a board member, that member shall not participate in the decision of the board.

Q. Records and Use of Decisions

1. Water Polo Canada shall maintain a record of all decisions of hearing committees and of all decisions of the board on appeal.
2. The hearing committee and board may consider the decisions of previous hearing committees and boards, but are not bound by the precedent.
3. Decisions of a hearing committee and decisions of the board on appeal are matters of public interest and shall be publicly available without disclosing the names of the individuals involved. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.
4. If the committee or board decides that making the decision publicly available will unduly violate the privacy of any person, the committee or board may direct that the decision or part of the decision should be kept confidential.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number: R6
Name:	Appeals	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

Note: In this policy “days” means total days irrespective of weekends or holidays.

Purpose

1. The purpose of this policy is to enable disputes between individuals and Water Polo Canada (WPC) to be dealt with fairly, expeditiously and affordably, without recourse to formal legal and court-like procedures.

Application

2. This policy applies to all members of WPC including athletes, coaches, officials, organizers, volunteers, employees, directors and officers. It applies to decisions made by the Board of Directors of WPC, by any WPC Committee, including the WPC Discipline Committee or by any Board of Directors or individual who has been delegated authority to make decisions on behalf of WPC. Any member who is affected by such a decision may appeal the decision, provided there are sufficient grounds for the appeal as defined in this policy.

3. This policy does not apply to:

- Matters of employment;
- Matters relating to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations;
- Decisions made under Section 8 (Insufficient Grounds) of this policy; or
- The rules of water polo.

Timing of Appeal

4. Any member who wishes to appeal a decision will have 10 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President of WPC.

5. Any member wishing to initiate an appeal beyond the 10-day period must provide a written request stating reasons for an exemption to the requirement of Section 4 (Timing of Appeal). The decision to allow, or not allow an appeal outside the 10 day period will be at the sole discretion of the President.

Grounds of Appeal

6. Decisions may only be appealed and appeals may only be heard, on the following grounds.

Procedural grounds are limited to WPC:

- making a decision for which it did not have authority or jurisdiction as set out in WPC’s governing documents; or
- failing to follow procedures as laid out in the bylaws or approved policies of WPC; or
- misinterpreting a rule of WPC; or
- new material information becomes available; or

- the decision is alleged to be patently unreasonable; or
- making a decision which was influenced by bias.

Screening of Appeal

7. Within 3 days of receiving the notice of appeal, the President will decide whether or not the appeal is based on one or more of the grounds described in Section 6 (Grounds of Appeal).

8. If the appeal is denied on the basis of insufficient grounds, the member will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President and may not be appealed.

Appeals Panel

9. If the President is satisfied that there are sufficient grounds for an appeal, within 10 days of having received the original notice of appeal the President will appoint three unbiased individuals to serve as an Appeals Panel, one of whom will serve as Chairperson.

Preliminary Conference

10. The Panel may determine that the circumstances of the dispute warrant a preliminary conference. The matters that may be considered at a preliminary conference include:

- Format for the appeal (hearing by documentary evidence, oral hearing in-person, oral hearing by telephone conference, or a combination of these methods);
- Date and location of hearing;
- Timelines for exchange of documents;
- Clarification of issues in dispute;
- Clarification of evidence to be presented to the Panel;
- Order and procedure of hearing;
- Remedies being sought;
- Identification of witnesses; and
- Any other matter that may assist in expediting the appeal proceedings.

11. The Panel may delegate to its Chairperson or to one of its members the authority to deal with these preliminary matters.

Procedure for the Appeal

12. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:

- The hearing will be held within 21 days of the Panel's appointment.
- A quorum will be all three Panel members.
- Decisions will be by majority vote, where the Chairperson carries a vote.
- If the decision of the Panel may affect another party to the extent that the other party could have recourse to an appeal under this policy, that party will become a party to the appeal in question.
- The appellant, respondent and any affected parties will be given 10 days written notice of the date, time and place of the appeal hearing.
- The Panel may direct that any other individual participate in the appeal. In the event that

one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members who will make their decision unanimously.

- Unless otherwise agreed by the parties, there will be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

Procedure for a Documentary Hearing

13. Where the Panel has determined that the appeal will be held by way of documentary evidence, it will govern the appeal by such procedures as it deems appropriate in the circumstances provided that:

- All parties are given an opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal.
- The applicable principles and timelines of Section 13 are respected.

Evidence That May be Considered

14. As a general rule, the Panel will only consider that evidence that was before the original decision-maker. At its discretion the Panel may hear new evidence that is material and that was not available at the time of the original decision.

Appeal Decision

15. Within 5 days of concluding the appeal, the Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:

- To void or confirm the decision being appealed;
- Matters that are within the jurisdiction of a provincial association or FINA;
- To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;
- To refer the matter back to the initial decision-maker for a new decision; and
- To determine how costs of the appeal will be allocated, if at all.

16. A copy of this decision will be provided to each of the parties and to the President and Executive Director.

Timelines

17. If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Panel may direct that these timelines be abridged. If the circumstances of the dispute are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be extended.

18. Where there is a need to render a decision quickly, the Panel may issue a summary decision with reasons to follow, provided the written decision, with reasons, is rendered within 5 days of concluding the appeal, or such other timeline as may be agreed to by the parties.

Jurisdiction

19. The decision of the Panel will be final and binding upon the appellant, respondent and WPC.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number: R7
Name:	National Registration	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

Reference Bylaw 6.0

WPC's registration year begins on September 1 and continues until August 31.

REGULATIONS

- A registered member is an individual who:
 - competes, coaches, officiates or volunteers under the auspices of the PSO, and is sanctioned by the PSO to participate in provincial championships leading to national club championships;
 - voluntarily pays an annual fee to a PSO;
 - receives direct benefits and services from the PSO, often including voting privileges;
 - is registered with a PSO and is part of the WPC database.
- In order to be a member of WPC, an individual must be a member in good standing of a recognized Provincial/Territorial Association. Only members of WPC are permitted to participate in WPC organized programs or events. Members of the Board of Directors, all WPC committee members and WPC staff are also members of WPC.
- To ensure that persons who have fulfilled the above obligations are able to participate, each Provincial/Territorial Association must complete member information for the previous program year ending August 31st. This information will include name, address, phone, fax, e-mail, language preference, birth date, gender, member since, mail-out options, role: committee, athlete, coach, official, other.
- Registration is to be conducted by Provincial/Territorial Associations for all member categories, including:
 - completion and collection of registration forms
 - collection of fees
 - enforcement of all related procedures, deadlines, et cetera.
- All fees collected through registration shall remain with the respective Provincial/Territorial Association.
- All Provincial/Territorial Associations are required to pay WPC an annual registration fee based on defined categories, payable in three equal payments in September, January and May.
- WPC membership fees are assessed by Board of Directors

Registration Categories

Member Club Registration Fee:

Board members and Volunteers must be included on the appropriate forms.

Member Competitive

Includes athletes, coaches and officials who participate at the Club Nationals, National Championships, Sanctioned International Canada or National Team Program level, CIS, WPC Leagues and all sanctioned WPC events within Canada

Member Provincial

Includes Athletes, Coaches and Officials participate at sanctioned events within Canada but do not participate at the Club Nationals, National Championships, Sanctioned International Canada or National Team Program level, CIS, WPC Leagues and all sanctioned WPC events within Canada

Member Program or Clinic:

Introductory programs or clinics not exceeding 7 sequential days

Member Introduction:

Introductory members not exceeding 90 sequential calendar days

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number:	R8
Name:	Harassment Policy	Date Approved:	Proposed April 2009
Authority:	Board of Directors	Date Revised:	

STATEMENT ON HARASSMENT

Water Polo Canada is committed to promoting an environment in sport in which the terms and conditions of participation are equitable and non-discriminatory. Each participant has the right to be treated with dignity and respect and to work and play in a milieu conducive to productivity, self-development and performance advancement based upon individual ability. It is the intention of WPC to foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offence for which a pardon has been granted.

SUMMARY

The objective of the WPC Harassment Policy is to create a sport and work environment which is tolerant and accepting of differences. Diversity is a reality. Sport includes men and women of many races, of varied ethnic origins, who hold different cultural values, observe many religious traditions and have a range of abilities. While we are all different, we hold one thing in common — the Values. We must all work together.

Harassment is destructive. It is a barrier to equal opportunity. It not only affects individuals, it affects organized sport as a whole.

Harassment is against the law.

WPC does not tolerate harassment. Creating and maintaining a harassment-free sport and work environment is a responsibility shared by all members.

Behaviour which constitutes harassment can be intentional or unintentional. Intentional behaviour can stem from hatred or fear. Unintentional behaviour often stems from ignorance but may still constitute harassment. This behaviour can usually be changed through education — simply informing the individual that the behaviour is offensive. Intentional behaviour is more difficult to deal with.

WPC Harassment Policy is directed toward the protection of individuals from harassment at all times. This includes during the course of their work in sport and also recreation or social activities in off hours where contact between individuals might lead to repercussions adversely affecting working relationships.

The WPC Board of Directors, staff, coaches, team leaders and athletes should lead through example and action. They must:

- know what harassment is and be able to recognize inappropriate behaviour.
- act as a role model by treating all members fairly and equitably.
- not engage in, allow, condone or ignore inappropriate behaviour.
- communicate WPC's commitment to a harassment-free sport environment.
- respond appropriately to complaints of harassment.

Prevention and intervention are key to ensuring all members of their right to work, train and enjoy sport in an environment free of harassment.

Nothing in the following Policy should be interpreted as interfering with the technical rules controlling the sport of Water Polo or with the regulations of the International Olympic Committee (IOC) regarding entry in or participation in its various Games and programs.

Note: Education, counselling and intervention must play a part in the process of eradicating harassment in the sport environment. It is recommended that before proceeding to a formal complaint and resolution, every effort should be made to solve problems by more informal means. Only when this proves to be unworkable or impossible should Complaint Handling and what follows begin.

I DEFINITION OF HARASSMENT

"Harassment"

Harassment means any improper behaviour by a person engaged in any paid or volunteer capacity, role, or function with WPC or otherwise under the jurisdiction of WPC such as its team members (including athletes, coaches, and all other support persons and staff) that is offensive to any other such person or group of persons and which the person knew or ought reasonably to have known would be unwelcome.

Harassment can take many forms but generally involves conduct, comment or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of persons. Harassment may include:

- written or verbal abuse or threats
- racial or ethnic slurs.
- unwelcome remarks, jokes, innuendo, or taunting about a person's body, attire, age, marital status, ethnic or racial origin and religion.
- sexual, racial, ethnic or religious graffiti
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.

- ·unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation.
- ·leering or other obscene or offensive gestures.
- ·condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions.
- ·physical conduct such as touching, kissing, patting and pinching.
- ·vandalism.
- ·physical assault.

Without in any way limiting the foregoing, harassment includes harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status, or an offence for which a pardon has been granted.

Sexual Harassment

There are generally three types of sexual harassment.

1) Unwelcome Sexual Behaviour

This is the most prevalent form of sexual harassment. It includes:

- inappropriate sexual comments about a person's body or appearance.
- use of inappropriate or derogatory sexual terms.
- enquiries or comments about an individual's sex life, sexual preferences etc.
- sexual/sexist graffiti or any displaying of sexually offensive material or pictures.
- spreading rumors about an individual's sex life, sexual preferences, etc.
- unwanted touching, patting or leering.

2) Sexual Advance

This occurs when any person in a position of authority makes unwanted sexual advances or requests for sexual relations.

3) Reprisal

This occurs when any person in a position of authority threatens to use or uses that authority to retaliate against an individual who has rejected his or her sexual advance or unwelcome sexual behavior. This would include dropping an individual from a team because that individual refused a "proposition".

Racial Harassment

Racial slurs, jokes or name calling based on race, ancestry, place of origin, colour, ethnic origin and creed (or religion) are the most common form of racial harassment. Examples include:

- use of terminology which reinforces stereotypes.
- racial, ethnic or religious jokes.
- use of racially derogatory nicknames.
- making "fun" of individuals or discounting their abilities because of their racial or ethnic origin.
- racist, ethnic or religious graffiti or the display of racist material.

Racial harassment also includes racially motivated behavior. For example: Individuals may be subjected to practical jokes because of their racial or ethnic background although the jokes

themselves do not include a reference to race or ethnicity; as well individuals may be told to "go back where they came from" or that they are "not welcome in Canada". Such behavior constitutes racial harassment.

Racial harassment can be both direct and indirect. The behavior, including comments and/or conduct, can be acted out in the presence of the individual against whom it is targeted. Racial harassment can also occur when the targeted individual or individuals are not present. Racial slurs, jokes and name calling are inappropriate and illegal. Racial harassment can and does create stress, endangering an individual's health, morale and performance, arousing anger and frustration, creating an atmosphere which gives rise to other forms of discrimination, and undermines relations between individuals.

Poisoned Sport Environment

The presence of annoying and distressing elements in the sport environment can also constitute harassment.

A poisoned sport environment includes:

- Work or sport sites where material that denigrates a person or group by virtue of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offence for which a pardon has been granted is openly displayed. (Sexually explicit posters and racial/racist cartoons for example).
- Work or sport groups where name calling that denigrates a person/group is part of the normal course of activities.
- Harassing behaviour that causes embarrassment, awkwardness, endangers a persons safety or negatively affects performance.

A poisoned sport environment constitutes harassment, whether or not individuals complain.

Abuse of Authority

Harassment also includes abuse of authority which means a person's improper use of power and authority inherent in a position be it paid or volunteer, to endanger or undermine another's job, position, or membership or participation on or within a Team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function. This type of harassment includes such acts or misuses of power as intimidation, threats, blackmail or coercion.

II TRAINING AND DISCIPLINE

Persons in authority have the responsibility not to harass any individual. However, it must be recognized that disciplined training is an indispensable part of high performance sport. Such discipline should not be confused with harassment. However it is of vital importance that those in authority:

- communicate performance standards, selection criteria, rules and regulations to all participants.
- be fair and consistent in taking corrective action and in applying discipline.

□ avoid favouritism.

□ use appropriate terminology; address individuals by name and avoid the use of derogatory slang or offensive terms.

III PREVENTION AND INTERVENTION

Prevention and intervention are key to achieving a harassment-free sport environment. Persons in authority must present a positive role model. Therefore:

□ They must show that they take the issue seriously. They must communicate WPC's objective to create and maintain a harassment-free sport environment.

□ If they observe behaviour such as racial name calling, sexual or racist jokes, the display of sexually explicit, racist or other offensive or derogatory material, they must advise the offending individual(s) of its inappropriateness and take corrective action immediately without waiting for a complaint.

□ They should investigate if harassment is suspected or rumoured. Sudden changes in performance or attitude may indicate a problem. Individuals who experience harassment are often reluctant to report it for fear of not being taken seriously, of being labelled a troublemaker or of reprisal.

□ They should take all complaints of harassment seriously and respond appropriately in accordance with WPC harassment complaint and investigation procedures.

Persons in authority have a responsibility not to allow, condone or ignore harassment. If they know, or it can be shown that they should reasonably have known that harassment was occurring and they failed to take corrective action they may be considered party to the harassment and subject to the same complaint and disciplinary processes and procedures as the harasser.

IV COMPLAINT HANDLING

The overall objective of WPC Harassment Policy is to create and maintain a harassment-free work and sport environment. To achieve this, individuals to whom this Harassment Policy applies who experience harassment must be encouraged to take action. They must have the confidence that WPC will support them by taking complaints seriously and responding in a sensitive, effective and timely manner.

Reporting Incidents Of Harassment

Harassment rarely ceases on its own. Silence and inaction are too often interpreted as acceptance or consent resulting in continued harassment. Those who are victimized by or aware of harassment have a responsibility to report it.

In some cases, harassment is "unintentional" and can be stopped by informing the harasser(s) that the behaviour is offensive.

However, for many individuals, confronting the harasser(s) on their own is not an option. They would feel uncomfortable or might place themselves in a threatening or dangerous situation. They must be reassured of the existence of an effective procedure.

Prior to proceeding to a formal complaint procedure, an attempt should be made to solve the problem through discussion or other means that might be appropriate under the circumstances. Only if a situation remains unresolvable should the following procedures be used.

Complaint Procedure

If confronting the alleged harasser(s) is not possible or after doing so, the harassment continues, the harassed individual should immediately report the incident(s) to the Executive Director.

If this avenue is either unavailable or inappropriate, complaints may be made directly to WPC's President.

At an Olympic or Pan Am Games the complaint is to be made to the Chef de Mission or Assistant Chef de Mission either directly or through the Executive Director.

Responding To a Complaint of Harassment

Step One: Receiving a complaint

Once a complaint is reported, immediate action will be taken as follows — the person receiving the complaint must:

- understand and be sensitive to the impact of harassment on the victim. The experience can be and often is intimidating, demoralizing and threatening.
- reassure the complainant, advising that WPC does not tolerate harassment and will do everything within its power to ensure a harassment-free sport and work environment.
- ask the individual to provide details of the incident or incidents, including dates, time, locations, description of action, account of dialogue, the name of the harasser(s) and any witnesses or names of other individuals who may also have been harassed. Has any action been taken? Has the harasser been confronted or has the harassment been previously reported?
- carefully document the complaint and review the details with the complainant to ensure accuracy. Attach any documentation or other supporting material.
- if applicable, immediately forward all documentation to the Executive Director, or, where appropriate, the President.

It is the responsibility of the Executive Director to ensure that an investigation is undertaken. A tribunal, consisting of one or more persons who are members of the WPC Board of Directors, will be appointed by the Executive Director (or where applicable the President). The documented complaint must be forwarded to the chair of the tribunal.

The tribunal shall investigate the complaint and determine whether or not harassment took place, and if so, the nature and particulars of the harassment. The tribunal shall also report whether disciplinary measures are warranted having regard to all the circumstances of the case.

Step Two: Complaint Investigation

ALL COMPLAINTS OF HARASSMENT MUST BE INVESTIGATED IN AN EXPEDITED, THOROUGH AND UNBIASED MANNER. IN DEALING WITH BOTH THE COMPLAINANT AND THE RESPONDENT IT IS IMPORTANT TO BE OBJECTIVE. COLLECT ALL OF THE FACTS BEFORE DRAWING CONCLUSIONS.

The tribunal should first review the facts with the complainant to verify accuracy. Additional information will be documented. During this interview, any questions the complainant may have regarding the investigation process will be answered.

If the complainant has named an alleged harasser or harassers, the first step in the investigation process is to inform the alleged harasser(s) (or respondent) of the complaint. If more than one individual has been named, separate interviews will be conducted. The tribunal will:

- advise the alleged harasser(s) of the complaint.
- explain that WPC is committed to providing a harassment-free sport and work environment and does not tolerate inappropriate behaviour.
- advise the respondent of the investigation procedure and what steps will be taken next.
- document the response to the complaint. Review the details of the statement in order to ensure accuracy and ask the respondent to sign the response.

In order to determine whether or not the incident(s) took place and who was involved, it may be necessary for the tribunal to interview any witness named by either the complainant or the respondent. If there is more than one witness, they will be interviewed individually. The tribunal will:

- advise the witness that a complaint has been received and that he or she was named as a witness.
- inform the witnesses of the WPC Harassment Policy and assure the individual that WPC will use its best efforts to ensure that they will be protected from any reprisal which could result from participation in the investigation.
- document the statements of the witnesses and review them to ensure accuracy.

If there are no witnesses named, it may be necessary for the tribunal to interview other individuals involved to determine if they witnessed this or similar incidents or if they have experienced harassment. Again, individuals will be advised of WPC's Policy on Harassment, and assured of freedom from reprisal. The interview(s) will be documented.

Before concluding the investigation the tribunal will consider the following:

- did the harassment occur? If it didn't, is there reason to proceed against the claimant? In either event was there one incident or a series of incidents?
- what was the nature of the harassment? Did it constitute an infraction of the Canadian Human Rights Act? Do not consider factors unrelated to the complaint.
- did the alleged harasser(s) admit to or deny the behaviour?
- if the alleged harasser(s) admitted to the behaviour was there an indication of a willingness to change?
- has anyone else experienced similar harassment?

- is this the first complaint against the alleged harasser(s) or have there been previous complaints? Describe the nature of previous complaints.

The tribunal will advise the WPC Executive Director or where applicable the President of its findings and if requested by the WPC Executive Director or President may be required to further investigate or consider the matter to clarify its findings.

A copy of the tribunal report shall be provided to the complainant and the person against whom the harassment complaint was made.

Step Three: Complaint Resolution

The intent of WPC's Harassment Policy is to provide all individuals to whom the Harassment Policy applies with a harassment-free environment. This can be accomplished through prevention and effective complaint resolution. In resolving the complaint the first step is to determine whether or not a harassment occurred and if it did then the goal is to eliminate the harassment.

In many cases the first incident of harassment is unintentional and the harasser(s) is unaware that the behaviour is inappropriate and offensive. Resolution in these cases can be accomplished through education. Therefore in cases where the tribunal is of the opinion that this would be an appropriate way of resolving the matter it shall:

- inform the harasser(s) that the behaviour is inappropriate, in contravention of WPC's Policy and the Canadian Human Rights Act and must cease.
- ask for an apology from the harasser(s) and, if agreeable to the claimant, arrange a face to face meeting between the parties to effect the resolution. If a face to face meeting is not possible a written apology will be obtained.
- advise both the complainant and the respondent(s) that a recurrence of the behaviour will result in the need for corrective action.
- document the resolution.

These last two points are critical as they lay the necessary groundwork for progressive discipline should the harassment continue.

The tribunal shall then submit its report to the Executive Director or President advising that the matter has been resolved and how it was resolved. If the person who committed the harassment refuses to co-operate in the resolution of the harassment as just described above, the tribunal shall include this fact in its report to the Executive Director or President.

The Executive Director or President, as appropriate, may in his or her discretion, subject to the By-laws of WPC, discipline the person who committed the harassment.

Disciplinary action may include termination of the offender's employment, membership on a Team, or other association or involvement with WPC. However, if a Executive Director is of the opinion that discipline beyond removal from the Team is warranted the Executive Director shall take such disciplinary measures as he or she deems appropriate up to removal from the Team and then refer the matter to the President for consideration and imposition of such further discipline as the President determines is appropriate.

The Executive Director or President shall advise the tribunal of his or her disposition with respect to discipline.

Should any disciplinary action that the WPC's Executive Director or President believes is appropriate require a resolution to be passed by the WPC's Board of Directors, the President shall take such action as is appropriate to have the matter placed before the Board for its consideration.

Step Four: Follow-Up

Follow-up is a critical component of effective complaint resolution. The purpose of following up with the complainant is 1) to ensure that the harassment has stopped, 2) to ensure that there are no instances of reprisal and 3) to ensure the complainant of ongoing support. In resolving a complaint, set the stage for follow-up. The tribunal will:

- inform the complainant that action has been taken to correct the situation. The complainant may request details but the release of such information may not be appropriate. The intent of WPC's Policy on Harassment is to eliminate harassment. In other words - corrective not punitive.
- advise the complainant to immediately report a further incident and any incident of reprisal.
- determine a follow-up plan with the complainant. Carry out the follow-up and document the follow-up interviews.

Initially, the tribunal may want to follow up on a frequent basis, extending that period over time. In most cases, follow-up should occur periodically over a minimum 6 month period from the date of the resolution.

V DISCIPLINE

Harassment is a serious offence, and it is also a serious offence to falsely accuse someone of harassment. In both cases, resolution may require that appropriate disciplinary action be taken. The tribunal must have found that there was harassment. The disciplinary action taken must also be appropriate in the circumstance such as: a verbal reprimand, a withdrawal of privileges or a recommendation of therapy.

The Executive Director or President when deciding what disciplinary action is appropriate shall consider the following factors:

- the nature of the harassment — verbal or physical.
- the degree of aggressiveness.
- the ongoing nature of the harassment. The number of incidents and / or the time period of the harassments.
- the nature of the relationship between the complainant and the harasser. Coach / athlete? Co-members of a committee? Co-members of a Team etc.?
- disciplinary action for previous similar incidents.

The Executive Director or President, as appropriate, should afford the complainant and the person against whom the harassment complaint was made an opportunity to be heard on the question of the appropriate disciplinary action before taking any disciplinary action.

NOTE: In particularly extreme cases where assault or threatened assault has occurred, the complainant's safety must be of paramount importance. It may be appropriate to suspend the alleged harasser(s) from duty pending the results of the investigation. As well it may be necessary to contact the police.

The Executive Director or President shall have the right to suspend from duty or Team membership in appropriate cases.

VI RIGHTS AND RESPONSIBILITIES OF THE COMPLAINANT

Individuals who report incidents of Harassment through WPC complaint procedure have a right to:

- freedom from reprisal or retaliation for having filed a complaint.
- have their complaint taken seriously and reported to the Executive Director or where applicable to the President
- be informed of the investigation process and told who will conduct the investigation, who will be involved/or advised of their complaint and why.
- be represented and accompanied by the individual to whom they reported the complaint or by a representative of their choice at any meeting concerning their complaint which they are required to attend.
- be interviewed in private.
- a fair and unbiased investigation of their complaint which does not take into consideration factors unrelated to the complaint.
- ongoing contact and periodic updates throughout the investigation process.
- be informed of other avenues for complaint open to them.
- know that details of their complaint will be kept confidential.
- have their complaint resolved as quickly as possible.

Individuals who report incidents of harassment have the responsibility to:

- provide clear and accurate details of the incident(s) being reported including exactly what was said or done, the date, time, location, name of harasser(s) and names of witnesses or potential witnesses.
- co-operate fully in the investigation of the complaint.

VII RIGHTS AND RESPONSIBILITIES OF THE RESPONDENT

Individuals accused of harassment have a right to:

- be informed as soon as reasonably possible that a complaint has been filed against them.
- be informed of the allegations and be given an opportunity to respond to them.
- be accompanied by a representative of their choice at meetings concerning the complaint which they are required or entitled to attend.
- seek advice / information from the Executive Director or President regarding the WPC Harassment Policy complaint procedure.
- seek legal advice or assistance, recognizing that they are responsible for any cost incurred.
- fair and equitable treatment.
- be advised of the results of the investigation and the action taken to resolve the complaint.
- lodge an appeal to the WPC Board of Directors if dissatisfied with the action to resolve the complaint.

Individuals who are accused of harassment have the responsibility to:

- fully co-operate in the investigation of the complaint.
- change any behaviour that violates WPC's Harassment Policy.

VIII DOCUMENTATION AND RECORD KEEPING

The following are the guidelines for documentation and record keeping.

Complaint Documentation

The following documentation is required.

- details of the complaint as described in this Policy.
- the response of the alleged harasser(s).
- sworn statements of any witnesses or other individuals interviewed in connection with the complaint.
- summary report of the investigation with results and conclusions.
- actions taken to resolve the complaint, including any disciplinary documentation.
- follow-up interviews with the complainant.

Upon completion of the investigation and resolution process all documentation will be forwarded to the Executive Director or President.

Documentation must be marked "STRICTLY CONFIDENTIAL".

Envelopes should be sealed and marked "TO BE OPENED BY ADDRESSEE ONLY".

Copies should be strictly limited. Every effort must be made to ensure appropriate confidentiality.

All documentation will be kept in a locked filing cabinet with restricted access.

The President will impress upon office staff handling documentation that it is strictly confidential and make known the expectations of them.

All information and documentation pertaining to harassment complaint will remain confidential subject to the requirements to conduct the investigation and resolve the complaint or to discuss information or give evidence according to the law (e.g. Provincial or Canadian Human Rights Commission proceedings, legal court action, Freedom of Information and Personal Privacy legislation).

APPENDIX

SEXUAL ASSAULT is a criminal code offence. It can be defined as any unwanted act of a sexual nature imposed by one person upon another. This would include unwanted touching, kissing and holding as well as forced sexual relations. There are three levels or degrees of sexual assault:

- (1) sexual assault;
- (2) sexual assault causing bodily harm; and
- (3) aggravated sexual assault.

Other Options for Proceeding With a Complaint

Individuals who experience harassment are encouraged to use the complaint procedure established by WPC's Harassment Policy. However, there are other options which may include:

- Complaint to a Provincial Human Rights Commission.
- Complaint to the Canadian Human Rights Commission.
- Complaints under the Criminal Code. Sexual and other forms of assault are covered under the Criminal Code of Canada. Sexual assault is a serious criminal offence and should be reported to the police. In such instances the police can be asked to lay criminal charges or the individual can proceed independently with a justice of the peace.
- Civil Litigation. Individuals may choose to contact a lawyer to discuss legal rights and/or civil action. Individuals who retain the services of a lawyer are responsible for their legal expenses.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number:	R9
Name:	Equity	Date Approved:	Proposed April 24, 2009
Authority:	Board of Directors	Date Revised:	

Policy Statement:

Water Polo Canada is committed to providing opportunities for every individual in the sport of water polo to reach his or her maximum potential in fitness and excellence. WPC is committed to providing a sport and work environment that provides fair and equitable employment opportunities.

Purpose:

Equity is the belief and the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sexual orientation, disability, age, marital status, or family status.

WPC is committed to insuring accessible and available sport to all persons in Canada. WPC will take clear initiatives to encourage full participation in the sport of water polo. WPC will ensure that equity is a key consideration when developing, updating or delivering Water Polo Canada policies and programs.

Equity does not necessarily mean that all persons must be treated exactly the same. People may need to be treated differently in order to be treated fairly. WPC will take a leadership position by making a clear commitment to full and equitable participation in all levels of the organization.

Application

Water Polo Canada will undertake responsibility for an effective education program as the cornerstone to achieving equity in sport. Efforts will be made towards raising the awareness and understanding of the equity issues among members, coaches, officials, athletes and in the broader sport community.

WPC will provide all members with a full and equitable range of opportunities within which to participate and lead Water Polo Canada.

Any athlete, coach, official, administrator or volunteer in WPC is invited to appeal decisions of WPC if, in their belief, the decision does not reflect equity. This appeal is to follow the appeals policy and process outlined in the WPC governance documents.

Limitations

WPC shall in no way solicit nor accept sponsorship from companies which discriminate against persons by gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, disability, age, martial status or family status.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number:	R10
Name:	Privacy	Date Approved:	Proposed April 24, 2009
Authority:	Board of Directors	Date Revised:	

Purpose of Policy

1. Privacy of personal information is governed by the a Personal Information Protection and Electronics Documents Act (“PIPEDA”). This policy describes the way Water Polo Canada collects, uses, retains, safeguards, discloses and disposes of personal information, and states Water Polo Canada’s commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and Water Polo Canada’s interpretation of these responsibilities.
2. A copy of WPC’s Privacy Policy is provided to any member upon request

Background

3. Water Polo Canada, is the governing body for the sport of Water Polo in Canada, and provides these services to members and the public:
 - a) Sanctions Water Polo matches and competitions within Canada;
 - b) Fair and equal access to participate in competition, coaching and officiating;
 - c) Leadership opportunities for athletes to develop and grow;
 - d) Seeks affiliation with other organizations with a view to the promotion of the game of Water Polo; and
 - e) Encourages and promotes proficiency and excellence by Canadians in all aspects of the game of Water Polo;

Personal Information

4. Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual’s business address and telephone number), which is not protected by privacy legislation.

Accountability

5. An active Board member is the Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at _____ or by calling

Purpose

6. Personal information will only be collected by WPC to meet and maintain the highest standard of organizing and programming the sport of Water Polo. WPC collects personal information from prospective members, coaches, referees, participants, managers and volunteers for purposes that include, but are not limited to, the following:

- a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing information from WPC for promotions, sponsorship, programs and events.
- b) Athlete information including height, uniform size, shoe size, feedback from coaches and trainers, performance results and biography information for outfitting uniforms, media relations, and components of team selection.
- c) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purpose of out-of-competition doping testing.
- d) NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
- e) Credit card information for purchasing equipment and for registration at leagues and tournaments and other events.
- f) Date of birth and athlete biography for media releases and to determine age group.
- g) Banking information and social insurance number for WPC payroll.
- h) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
- i) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
- j) Advertisements - Individuals providing their addresses or e-mail addresses to WPC shall receive advertisements from WPC, an alumni letter, a news-letter and donation request for the purpose of fundraising.

7. If a purpose has not been identified herein, WPC will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

Consent

8. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or

disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. WPC may collect personal information without consent where reasonable to do so and where permitted by law.

9. By providing personal information to WPC, individuals are consenting to the use of the information for the purposes identified in this policy.

10. In determining the form of consent to use, WPC will take into account the sensitivity of the information.

11. WPC will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

12. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to Ontario Water Polo Association. The Privacy Officer will advise the individual of the implications of such withdrawal.

Limiting Collection

13. All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. WPC will not use any form of deception to obtain personal information.

Limiting Use, Disclosure and Retention

14. Personal information will not be used or disclosed by WPC for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.

15. Information disclosed to a third party with consent from the individual shall be protected by a third party agreement to limit use and disclosure.

16. Personal information will be retained for certain periods of time in accordance with the following:

- a) Registration data and athlete information will be retained for a period of three years after an individual has left a program of WPC, in the event that the individual chooses to return to the program;
- b) Parental/family information will be retained for a period of three years after an individual has left a program of WPC, in the event that the individual chooses to return to the program;
- c) Information collected by coaches will be retained for a period of three years after an individual has left a program of WPC, in the event that the individual chooses to return to the program.
- d) Athlete whereabouts information shall be destroyed immediately upon an individual leaving a program of WPC.
- e) Coaching and officials personal information shall be retained for a period of three years after an individual has left a program of WPC, in the event that the individual chooses to return to the program;

- f) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
- g) Personal health information will be immediately destroyed when an individual chooses to leave a program of WPC.
- h) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
- i) Credit card information shall be destroyed immediately after use.
- j) As otherwise may be stipulated in federal or provincial legislation.

17. Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

18. WPC may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where WPC has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

19. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, WPC will ensure that the hard drive is physically destroyed.

Accuracy

20. WPC will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual safeguards .

21. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

22. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.

23. The following steps will be taken to ensure security:

- a) Paper information is either under supervision or secured in a locked or restricted area.
- b) Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
- c) Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
- d) Electronic information is transmitted either through a direct line or is encrypted.
- e) Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
- f) External consultants and agencies with access to personal information will provide WPC with appropriate privacy assurances.

Openness

24. WPC will publicize information about its policies and practices relating to the management of personal information. This information is on WPC's web site or upon request by contacting the Privacy Officer, _____ or by calling _____

25. The information available to the public includes:

- a) The name or title, address and telephone number of WPC's Privacy Officer.
- b) The forms that may be used to access personal information or change information.
- c) A description of the type of personal information held by WPC, including a general statement of its approved uses.

Individual Access

26. Upon written request, and with assistance from WPC, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

27. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

28. If personal information is inaccurate or incomplete, it will be amended as required.

29. An individual may be denied access to his or her personal information if:

- a) This information is prohibitively costly to provide;
- b) The information contains references to other individuals;
- c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
- d) The information is subject to solicitor-client or litigation privilege.

30. Upon refusal, WPC will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

Challenging Compliance

31. An individual may challenge WPC's compliance with this policy and PIPEDA, by submitting a challenge in writing to our Privacy Officer at _____ or by calling _____

32. Upon receipt of a written complaint, WPC will:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature

of the complaint within three days of receipt of the complaint;

d) Appoint an investigator using WPC personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.

e) Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to Ontario Water Polo Association.

f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.

33. An individual may appeal a decision made by WPC under this Policy, in accordance with WPC policies for appeals.

Approval and Review

34. This Policy was approved by the Board of Directors of WPC on _____ and will be reviewed annually.

IP Address

35. When the user's web browser requests a web page from another computer on the Internet, it automatically gives that computer the address where it should send the information. This address is called the computer's "IP address."

36. WPC does not collect, use or disclose IP Addresses.

Cookies

37. Cookies are small text files that a Web browser transfers to and from your hard drive for record keeping purposes. Cookies make life easier for you by saving your passwords, purchases, and preferences while you're at our site. The use of cookies is an Internet standard, and you'll find cookies at most major Web sites.

38. The use of cookies is an industry standard and many major browsers are initially set up to accept them. You can reset your browser to either refuse to accept all cookies or to notify you when you have received a cookie. However, if you refuse to accept cookies, you may not be able to use some of the features available on websites.

39. WPC does not use cookies to identify specific individuals.

Copyright and Legal Disclaimer

40. This web site is a product of WPC. The information on this Web site is provided as a resource to those interested in Water Polo. WPC disclaims any representation or warranty, express or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that WPC is not responsible or liable for any claim, loss or

damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by WPC. WPC also reserves the right to make changes at any time without notice.

41. Links made available through this website may allow you to leave the WPC site. Please be aware that the internet sites available through these links are not under the control of WPC. Therefore, WPC does not make any representation to you about these sites or the materials available there. WPC is providing these links only as a convenience to you, and in no way guarantees these links and the material available there. WPC is not responsible for privacy practices employed by other companies or websites.

Applicable Law

42. This site is created and controlled by WPC in the province of Ontario. As such, the laws of the province of Ontario will govern these disclaimers, terms and conditions, without giving effect to any principles of conflict of laws.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Risk Management	Policy Number:	R11
Name:	Insurance	Date Approved:	Proposed April 24, 2009
Authority:	Board of Directors	Date Revised:	

Reference bylaw 2.10

WPC shall indemnify and hold harmless out of its funds each Director and Officer from and against any and all claims, demands, actions, or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.

WPC shall not indemnify a Director or Officer or any other individual for acts of fraud, dishonesty, or bad faith.

WPC may purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

Policy Statement

WPC obtains insurance that protects WPC for its activities and events, directors' liability, employment practices, commercial general liability, and accidental death and dismemberment.

WPC obtains extended health, liability and personal injury coverage for members of its national teams; during training and competitive activities.

WPC requires all provincial sections, as a minimum, to provide their registered players, staff and volunteers with insurance coverage for liability and personal injury, prior to participation in any activities of the sport.

Purpose

Insurance is obtained for the purposes of protecting staff, members, volunteers and assets against unintended loss as a result of participation in or operation of the sport of swimming.

Application

Provincial sections may purchase their coverage through a plan coordinated by WPC .

Water Polo Canada Inc.

BOARD POLICIES

Type: Finance Policy Number: F1
Name: Budget Setting Date Approved: January 2009
Authority: Board of Directors Date Revised:

Policy Position

- a) The ED shall have overall responsibility for preparing budget and levy recommendations, consistent with the general direction of the organization as set out in the Strategic Plan.
- b) Budget planning will be carried out in a manner that allows the Board sufficient time to consult with constituents and stakeholders whilst also ensuring that Board sign-off is obtained at key stages of the process.
- c) The levy shall be set by a meeting of the Finance Committee and the Budget shall ultimately be approved by Board.
- d) The Board shall take a high-level approach to budget setting, and the ED shall be responsible for establishing and reporting to the Executive more detailed budgets for specific activities/events.

Key Budget Setting Steps

As a minimum, the budget setting process shall contain the following steps:

Review Strategic Plan goals and objectives in consultation with stakeholders (AGM)
ED to develop / revise Annual Operating Targets for following year
Finance Committee to recommend Annual Operating Targets, proposed Budget & Levy
Board to recommend Annual Operating Targets, proposed Budget & Levy
Stakeholders consulted on recommended Annual Operating Targets, proposed Budget & Levy
Finance Commission approves Levy
General Meeting approves Annual Operating Targets and proposed Budget

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number:	F2
Name:	Financial Delegations	Date Approved:	January 2009
Authority:	Board of Directors	Date Revised:	

Policy Position

Personnel who have delegated authority have a responsibility to ensure that financial transactions on behalf of WPC comply with WPC policy and provide value for money.

The ED has overall responsibility to the Board for ensuring that financial transactions undertaken by WPC are in accordance with policy statements.

WPC will act at all times to ensure that members, sponsors and other funders of WPC receive the best possible value for money.

Guidelines and Procedures

- a) The Board will delegate authority to the ED to manage the day-to-day financial management of WPC within specific limitations.
- b) The Board will consider and, if appropriate, approve, expenditure proposals where these exceed the delegations assigned to the ED as appropriate.
- c) The ED shall have discretion to sub-delegate to other staff / contractors within the constraints of their own approved delegated limits.
- d) The matrices of authority with respect to the ED's authorities must be approved by the Board and reviewed annually, noting the delegations [and any changes] from the ED to staff.
- e) All Board / governance related expenditure shall be approved by the President within the parameters outlined in the matrices of delegation.
- f) All bank accounts must be opened under the direct authorisation of the Board and shall require at least two persons to operate.
- g) Significant capital expenditure shall be referred to Members for consultation and ratification prior to any commitment being made.
- h) All payments (whether electronic direct credit or cheque) shall require the signature of at least one Board member and the President or ED.

All Approvals Subject to Approved Budgets	Board	President	ED	Other Staff as agreed by ED
Budgets				
Approval of new capital budget	X			
Approval of revised capital budget	X			
Approval of operating budget	X			
Approval of revised operating budget	X			
Commitments				
Approval of contracts	Disc	\$ 10,000	\$ 5,000	
Approval of Purchase Order	Disc	\$ 10,000	\$ 5,000	\$ 1,000
Termination of contracts	Disc	\$ 10,000	\$ 5,000	
Call off work against an existing contract	Disc	\$ 10,000	\$ 5,000	\$ 1,000
Approval to set up a price agreement with materials supplier	Disc	Disc	Disc	
Approval of business travel - domestic		Disc	All	
Approval of business travel - international		All		
Approval to dispose of assets	Disc	\$ 5,000	\$ 2,500	
Approval to rent or loan assets	Disc	\$ 10,000	\$ 5,000	
Approval to send out invoices to customers		Disc	\$100,000	\$ 50,000
Property transactions	Disc			
Approval of new lease/lease renewal	\$ 50,000			
Payments				
Approval to pay invoices	\$ 100,000	\$ 50,000	\$ 10,000	
Approval for reimbursement of ED Expenses	All others	\$ 5,000		
Approval for reimbursement of Staff Expenses	All others	\$ 5,000	\$ 2,500	
Approval for reimbursement of Board Expenses	All others	\$ 2,500	\$ 1,000	

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number: F3
Name:	Financial Reporting	Date Approved: January 2009
Authority:	Board of Directors	Date Revised:

Policy Position

- a) The ED must ensure that the Board is made aware of relevant trends, public events of the organisation, and any material external or internal changes, particularly changes in the assumptions upon which any organisational policies and plans have previously been established.
- b) The ED shall submit the required data in a timely, accurate, and understandable fashion, directly addressing key issues.
- c) The ED shall ensure that the Executive is kept regularly informed regarding the financial state of Water Polo Canada.

Members & Board Reporting Requirements

The following information shall be provided to all Board meetings and provided to member associations on a regular basis:

- a) A detailed and accurate Balance Sheet. The balance sheet shall show the balances of bank accounts, our assets and liabilities and the overall financial health of the organisation. Any assets purchased will also be reflected in this report.
- b) A profit and loss statement with budgets. A Profit and Loss statement reflects the operational position of the organisation. The statements will compare budgeted figures and actuals. Profit and loss for the NCCs and International Events hosted by WPC should be ventilated in annexes.
- c) A list of debtors (reported to Finance Committee only). A full debt report shall contain all debtors that have been outstanding for more than 30 days and the actions being taken to ensure that the money is collected.
- d) Financial commentary including:
 - I. An overview on the state of the accounts
 - II. Preview or not of any possible concerns or risks
 - III. Explanation of any variances from budget
 - IV. Commentary on financial position and issues

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number: F4
Name:	Trademark & Asset Brand	Date Approved: January 2009
Authority:	Board of Directors	Date Revised:

Water Polo Canada Trademark and Brand Assets Policy has been developed to protect and control the use of WPC's trade marks and other brand assets. It specifies the process for the registration of new trademarks and prohibits the use of any WPC trademarks except where there is:

- a) a licence agreement between WPC and a third party; or
- b) a contract for manufacture and/or sale of branded merchandise on behalf of WPC; or
- c) approval from an authorized officer of WPC.

This Trademark and Brand Assets Policy is intended to apply only to those trademarks and brand assets of which WPC is the sole owner. The use of Registered Trademarks owned jointly by WPC with other organizations is dictated by agreement between those organizations.

1. WPC has a proprietary interest in all official insignia.
2. A person must not, without the consent of WPC, in the course of a trade or business :
 - a) use a name in which WPC has a proprietary interest under this section for the purpose of promoting the sale of services or the provision of any benefits; or
 - b) sell goods marked with official insignia; or
 - c) use official insignia for the purpose of promoting the sale of goods or services.
3. A person must not, without the consent of WPC, assume a name or description that consists of, or includes, official insignia.
4. A consent under this section :
 - a) may be given with or without conditions (including conditions requiring payment to WPC); and
 - b) must be given in writing addressed to the applicant for the consent; and
 - c) may be revoked by WPC for a breach of a condition by notice in writing given personally or by post to a person who has the benefit of the consent.
5. No Staff member, athlete or other person may apply to register a trademark on behalf of WPC relating to any goods or services offered by the WPC unless prior written approval, and granted by, the President.
6. WPC Assets are visual and audio works which individually or in combination enhance the image and brand of WPC including but not limited to:
 - Newspaper articles

- Website or any internet presence (ie: Facebook, MySpace...)
 - Television and video clips
 - Radio interviews
 - Historical photographs
 - Contemporary photographs
 - Other such works
7. Any manufacturer, retailer or vendor producing or selling merchandise bearing any of the WPC's registered trade marks, official titles or logos must either be licensed or contracted by an authorised officer of WPC to produce such branded merchandise. Any agreement with WPC for the license to apply WPC trademarks on merchandise ("branded merchandise") must include, the following, except when an exemption has been granted (see below):
- a) an annual administration fee;
 - b) a royalty payment on the net sales price of the branded merchandise payable quarterly;
 - c) an annual advance royalty guarantee;
 - d) an undertaking by the Licensee to maintain a comprehensive general liability insurance policy;
 - e) an agreement by the Licensee to indemnify WPC against any claims arising from the branded merchandise;
 - f) an undertaking that the Licensee will apply the symbol ® immediately adjacent to WPC Registered Trademarks whenever used.

WPC has the right to reject an application for licence to use a WPC Trademark. The WPC has the right to exempt, from a licence agreement, a term above but such exemption must be in writing

8. Staff need not seek formal approval to use WPC Trademarks on the following items not intended for sale:
- a) reports and other publications directly related to their coaching, monitoring or reporting duties ;
 - b) material used to support and/or promote presentations they make as a coach of WPC, and which deal with their work and/or area of recognised expertise ;
 - c) documents and other material provided to the athletes, staff, volunteers, parents ;
 - d) promotional publications.

Written approval must be sought for permission to use WPC Trademarks in all other cases. This includes use of WPC Trademarks in combination with the logos of other organisations on material relating to joint projects. Approval may be requested or granted for general rather than once-only use.

9. Use of WPC trademarks by athletes and volunteers is discouraged and usually is only approved where a staff member wishes to highlight the WPC's involvement with an athlete project carried out for, or in conjunction with, an external organisation. In such cases, the staff member must seek approval.

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number:	F5
Name:	Sport Canada Funding	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

POLICY

In May 1971, the Department of National Health and Welfare established Sport Canada (SPC), a directorate primarily responsible for the development of Canadian sport at the National and International levels. The assistance provided by Sport Canada provides money for domestic and national team program development, in addition to administrative expenses.

REGULATIONS

Sport Canada funding procedures and regulations must be observed.

- Annual Sport Canada Budget Submissions will be made by the Executive Director, under the direction of the Board of Directors. This occurs at the end of February for the upcoming fiscal year
- beginning on April 1st.
- When the SPC approval of level of funding is known, the Executive Director will circulate a budget summary to the Board of Directors. The Board of Directors will approve the final budget at the June meeting.
- The Executive Director will inform the appropriate committees, national team managers and involved individuals of all pertinent terms of reference of the Sport Canada funds for the upcoming year.

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number:	F6
Name:	Funding Procedures	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

FUNDING PROCEDURES

POLICY

Programs receiving funds from WPC must account for said funds to the Executive Director via monthly statements.

REGULATIONS

- Federal grants and contributions are deposited to the account of WPC by the Financial Administrator. Specific contribution agreements contain guidelines for the use of these funds. These agreements are signed by the Executive Director
- Prior to all WPC projects, the national team managers, competitors, participants or delegates will be advised of the expenses allowed for the project and accounting procedures to which they should adhere.

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number: F7
Name:	Reimbursement Guidelines	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

Expense claim forms are available from the national office. All expense claims for domestic/international travel have a forty-five (45) day submission deadline. Receipts are requested for all expenses, except meals covered by the per diem allowance.

REGULATIONS

In cases where the authorized participants require reimbursement for expenses allowable under project guidelines, a WPC expense claim form will be completed in accordance with the current guidelines.

Daily meal allowance (no receipts required)

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$17.00

The meal allowance will be calculated from the time of departure from the home location to arrival at the home location. For example, with a 3:00 p.m. departure, a dinner allowance will be paid. When travelling by a private car, en route meal allowance will be considered. Meals on planes will be taken into consideration.

Air travel

All WPC-funded travel must be booked with the WPC travel agent. This includes all National Team travel. Airport tax will be reimbursed if an airport tax receipt is provided. Additional travel expenses may be considered.

Private motor vehicle

The National Office should be notified when travel by private car is being considered.

- Travel allowance \$0.30 per kilometre
- The total road travel will not exceed the equivalent regular economy airfare.
- In cases where WPC could have obtained a discounted airfare and the person chose to drive, the funded expense will not exceed that airfare. In accordance with Sport Canada terms, the lesser of rental or private car, where practical, will be reimbursed.

Accommodation

WPC will make all commercial accommodation arrangements, unless otherwise stated. Please note that for accommodation, only the basic room rate and tax will be covered by WPC. All additional room charges (restaurant, telephone bills, et cetera) must be settled by the individual guest with the hotel before departure.

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number: F8
Name:	Unbudgeted or Over-Expended Items	Date Approved: February 2003
Authority:	Board of Directors	Date Revised:

POLICY

Where unbudgeted or over-expended items are anticipated, authority for the additional expenditure must be obtained from the Executive Director who may also require final approval from the Board of Directors.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Finance	Policy Number:	F9
Name:	Transfer of Funds	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

Where budgeted funds are not expended for the activity for which they were allocated, the funds shall be directed to an appropriate project, as approved by the Executive Director and/or the Board of Directors.

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number:	F10
Name:	C.O.C. Portfolio Funds	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

The Executive Director oversees this investment portfolio and reports to the Board of Directors. on its status. Transfer of these funds to the WPC annual budget will occur from time to time as approved by the Board of Directors. It is the intent to carry a \$100,000.00 balance in this fund at all times.

Water Polo Canada Inc.

BOARD POLICIES

Type:	Finance	Policy Number:	F11
Name:	Outstanding Account	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

All accounts with WPC are payable within thirty (30) days of invoice date or official letter of notification payment due.

Two percent (2%), per month, interest will be charged on all outstanding accounts. Interest charges will begin thirty (30) days after invoice date.

Anyone owing money to WPC for a period in excess of six (6) months, and declared "in bad standing", will not be allowed to attend further nationally funded or sanctioned events unless such debt is cleared prior to the beginning of the said event.

Provincial/Territorial Associations having an outstanding account with WPC fifteen (15) days prior to the AGM will not be permitted to vote at the AGM.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Finance	Policy Number:	F12
Name:	Fundraising	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

POLICY

WPC is incorporated under the Federal Laws of Incorporation and is registered with the Department of Consumer and Corporate Affairs as a non-profit organization. This being the case, individuals and corporations are able to donate funds to WPC and the amount donated may be deducted from their taxable income.

REGULATIONS

The responsibility for communications and negotiations with WPC sponsors is that of the Executive Director Approval must be obtained from the Board of Directors before negotiations begin with a potential sponsor.

All Provincial/Territorial Associations, clubs and national team programs may engage in marketing/fundraising activities.

Where a WPC sanctioned event is involved in the fundraising project, approval must be obtained from WPC prior to the commencement of the fundraising event.

Provincial/Territorial Associations, clubs and national team programs may not engage in marketing/fundraising projects with current sponsors, or sponsors in conflict or direct competition with current sponsors, of WPC without the written consent of the Association. All Associations will be advised of the names of designated WPC sponsors on an annual basis.

Provincial/Territorial Associations, clubs and national team programs that have signed sponsors should notify WPC in writing.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Finance	Policy Number: F13
Name:	Charitable Donations	Date Approved: February 2003
Authority:	Board of Directors	Date Revised: September 8, 2010

POLICY

Water Polo Canada will provide tax receipts to individual and corporate donors in accordance with Revenue Canada policies and guidelines, namely:

WPC cannot issue receipts to athletes or their parents when the purpose of the donation is to pay an athlete's share of any national team cost, or youth team activity.

Donations receipts will be issued to the name on the cheque or the credit card

Donation receipts for company cheques will be issued to the name of the company

Name and address of the donor will appear on the donation receipt

WPC will also issue a donation receipt for "gifts in kind" (full description, along with serial number and value, must be provided).

All gift in kind donations will require pre-approval by the Executive Director or their designate.

Donations to be sent to WPC will be accepted for national team programs, Athlete Trust Fund, Water Polo Canada or Club Development.

Club or PSO donation will contain the following fee structure:

Donations made by cheque: 5% or of the gross amount not to exceed \$250. There will be a minimum \$10 service and filing fee.

Donations made by credit card: 6% of the gross amount. There will be a minimum \$10 service fee service and filing fee.

Funds will be held by Water Polo Canada in trust for 60 days.

Clubs and PSOs must contact WPC prior to running a donation or sponsorship campaign for pre-approval.

Water Polo Canada Inc.
BOARD POLICIES

Type: Finance
Name: Official Sponsors
Authority: Board of Directors

Policy Number: F14
Date Approved: February 2003
Date Revised:

REGULATIONS

Provincial/Territorial Associations, clubs and national team programs Associations will be advised of the names of official WPC sponsors on an annual basis, or as required.

Provincial/Territorial Associations, clubs and national team programs should notify WPC in writing prior to signing sponsorship agreements.

Provincial/Territorial Associations, clubs and national team programs Associations may not directly contact or request assistance from any WPC official sponsor without the written consent of WPC.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Finance	Policy Number:	F15
Name:	Club Development Grant	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

POLICY

These grants are provided to offset some of the costs clubs incur as they develop athletes for participation at the National Club Championships, National Team Programs, in addition to Coach Development, Officials Development etc.

REGULATIONS

- grants are approved by the WPC Executive Director
- minimum grant is \$1000
- a maximum of 3 grants per year will be issued

Water Polo Canada Inc.
BOARD POLICIES

Type: Finance
Name: Audit
Authority: Board of Directors

Policy Number: F16
Date Approved: Recommended
Date Revised:

Water Polo Canada Inc.
BOARD POLICIES

Type: Finance
Name: Investment
Authority: Board of Directors

Policy Number: F17
Date Approved: Recommended
Date Revised:

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number:	P1
Name:	Athlete Development	Date Approved:	Proposed April 24, 2009
Authority:	Board of Directors	Date Revised:	

Policy Statement

WPC promotes a step-wise framework of seamlessly linked phases for player development coupled with appropriate evaluation and competition. This framework provides all registered players the best opportunity possible to progress to their highest potential, limited only by factors outside the scope of the WPC. Further, it is understood that the delivery of development programs occurs at the Provincial, Regional and Club Level with WPC providing guidance and leadership.

Purpose

WPC promotes the pursuit of athlete development principles consistent with the tenets of long-term athlete development. WPC believes that long-term player development is the key principle in building the foundation for Canada to progress as a world power. Through research and consultation WPC has developed a player development framework to guide this important process in Canada.

WPC believes that the most effective evolution in the deployment of the principles of the player development framework is a longitudinal roll-out beginning with the Basic Instruction level. This is in keeping with the concept that the competitive and training structure must be “built” from the entry level up and must not be an elite program “watered-down”. However, targeted projects around particular age groups and/or genders (for example; 12/13 year old females or 13/14 year old boys) concerning specific objectives (for example; dryland conditioning or a particular skill set) across the country may also be considered part of a long term development strategy.

Application

The operational responsibility in directing the delivery of the player development framework will be through provision of the sanction to the Provincial Sections (PSO). In the role of delivery of development programs, each PSO will be responsible to ensure that sanctions are granted to appropriate development mechanisms as outlined in the WPC player development framework. These mechanisms will be the control of appropriate competitive opportunities through specific event selection and competition exposure at the appropriate frequency.

WPC believes that the sanction authority of the PSO is the most efficient vehicle to ensure the consistent and accurate application of the WPC player development framework.

All other WPC education and certification programs must be consistent with and support the player development framework. This includes, but is not limited to, officiating, coaching and club development.

Furthermore, WPC recognizes that the need for comprehensive parental education concerning the development of a player and children in general is a critical element that will require effort from all parties; WPC, PSOs, and clubs.

Responsibility

Limitations

In that the control to grant sanctions is held by the WPC and is provided to the PSO under the by-law of the WPC, WPC reserves the right to authorize sanction authority to a PSO contingent on progressing the constructs of the player development framework.

Competition Program

The keys to successful provincial competition program include:

- The competition format is pre-determined and planned
- The frequency of competition is appropriate and regulated
- Competition duration is appropriate and limited by the skill level of the player
- The competitive schedule and format are planned from the bottom-up with age appropriate events and distances

The provincial competition program must be initiated by the technical expertise of the PSO. Best case scenario will be as follows.

The individual(s) responsible for provincial technical direction will:

- develop a competitive model
- receive approval of the provincial coaching representative body
- receive approval from the provincial board of directors
- review competitions schedule and format with WPC
- empowering the PSO to manage the competitive program via the sanctioning process

Water Polo Canada Inc.
BOARD POLICIES

Type: Programs
Name: Coaching Development
Authority: Board of Directors

Policy Number: P2
Date Approved: Proposed April 24, 2008
Date Revised:

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number: P3
Name:	Officials Development	Date Approved:
Authority:	Board of Directors	Date Revised:

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number: P4
Name:	National Team	Date Approved: Proposed April 24 2009
Authority:	Board of Directors	Date Revised:

Purpose

WPC believes that long-term high performance player development is contingent on the provision of a supported training and competitive environment. Over the course of a calendar year, WPC selects players to both receive financial and program support, and participate in national training and competitive programs. On occasion, WPC will select players to represent Canada at international competition. These players must meet specific performance criteria established by WPC.

It is WPC 's intention to identify and support those players whose dedication to swimming and performance results have met the highest standards and name those players to the National Team.

Application

The WPC will prepare annually, objective, performance-based selection criteria for the National Team. Selection criteria will be established and distributed to the swimming community in the year prior to the identified year for selection.

Players will be identified and selected to the National Team for a period of one year, typically September to August. Once identified, each player will be notified of the privileges and responsibilities associated with membership on the National Team. WPC will facilitate access by the player to any available financial and training support.

Dependent on the year and the international calendar of events, selection to the National Team may not guarantee participation in international events.

Any player or coach believing the selection criteria was not fairly or objective applied may appeal National Team selection decisions through the Dispute Policy.

Responsibility Limitations

Executive Director may not establish criteria that purposefully exempts a player from selection, or is seen in any way to breach the WPC Code of Conduct.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number: P5
Name:	Athlete Agreement	Date Approved: September 2008
Authority:	Board of Directors	Date Revised:

(September 2008)

CANADIAN WATER POLO ASSOCIATION
- A T H L E T E A G R E E M E N T -

BETWEEN:

THE CANADIAN WATER POLO ASSOCIATION
conducting business as Water Polo Canada
having its National Office at
12-1010 Polytek Court
Gloucester, Ontario, K1J 9H9

Hereinafter referred to as "WPC."

AND: _____

residing at _____ hereinafter referred to as the "Athlete"

WHEREAS the Athlete wishes to be an active competitor in WPC sanctioned events with his or her rights and obligations clearly defined;

WHEREAS WPC is recognized by the Aquatic Federation of Canada (A.F.C.) and Sport Canada as the sole National Federation governing the sport of water polo in Canada;

WHEREAS WPC recognizes the need to clarify the relationship between WPC and the Athlete by establishing their respective rights and obligations;

WHEREAS the Sport Canada Athlete Assistance Program (the "AAP") requires these rights and obligations to be stated in a written agreement to be signed by WPC and the Athlete who applies for assistance under the AAP;

AND WHEREAS A.F.C. requires that WPC certify the eligibility of the Athlete to compete as a member in good standing.

NOW THEREFORE the parties agree to the following:

1. WPC OBLIGATIONS

WATER POLO CANADA
ATHLETE AGREEMENT / Protocole d'entente de l'athlète
ADDITION
(OCTOBER 2004)

- Upon joining the national team program, athletes shall receive full written disclosure (risk management handbook, or similar) as to process and procedure for complaints, infractions and possible sanctions. / Après s'être joints au programme de l'équipe nationale, les athlètes seront informés par écrit (par le biais d'un manuel sur la gestion des risques ou d'un autre document similaire) des processus et des procédures relatives aux plaintes, aux infractions et aux sanctions possibles.

- Athletes with concerns regarding discipline or doping infractions shall be referred to Athletes CAN or the CEO/Dispute Resolution policies to assist with securing an advocate or information or for procedures or for an appeal. / Pour toute question concernant les infractions de discipline ou de dopage, les athlètes seront dirigés vers Athlètes CAN ou référés aux politiques de résolution des différends/CEO afin d'obtenir l'information et l'aide nécessaires pour retenir les services d'un avocat, pour déterminer les procédures à exécuter ou pour porter une décision en appel.
 - Athletes and/or their parents (if under age 18) will have regular input into the evaluation of their programs and coaches. / Les athlètes et leurs parents (dans le cas des athlètes de moins de 18 ans) auront l'occasion d'intervenir régulièrement dans l'évaluation de leurs programmes et de leurs entraîneurs.

- Athletes and/or their parents (if under age 18) will have written advance notice of the costs and revisions of such for their annual program. / Les athlètes et leurs parents (dans le cas des athlètes de moins de 18 ans) seront avisés par écrit des révisions apportées à leurs programmes annuels et des coûts inhérents.

- All national team athletes shall be provided annually with written drug classification documents and updates as new information is acquired, and Doping Control Procedures – Athletes Guide for CCES (and FINA if available), including a list of possible sanctions for positive doping tests. / Tous les athlètes de l'équipe nationale recevront chaque année des documents écrits sur les catégories de substances interdites ainsi que des mises à jour au fur et à mesure que de nouveaux renseignements sont recueillis. Ils recevront également le document intitulé *Procédures de contrôle du dopage, Guide à l'intention de l'athlète* du CCES (ainsi que le document de la FINA, s'il est disponible), qui comprend notamment une liste des sanctions possibles en cas de tests de dopage positifs.

- WPC will provide all national team athletes, coaches, managers and staff with an annual drug education workshop. / WPC offrira à tous les athlètes de l'équipe nationale, aux

entraîneurs, aux agents et aux employés des ateliers de formation annuels sur les substances interdites

- Carded and senior athletes shall be provided with written individualized training plans as well as written individualized annual competition, ongoing performance and training requirements as approved by the NTC. / Les athlètes brevetés et de niveau senior recevront des plans d'entraînement écrits personnalisés et seront informés des exigences individuelles en matière de compétition, de rendement continu et d'entraînement, suivant l'approbation du CÉN.

- (a) organize, select and operate teams of Athletes, coaches and other necessary support staff (a "National Team") to represent Canada in the sport of water polo throughout the world;
- (b) communicate with athletes both orally and in writing in the language of their choice (French or English);
- (c) select members for all National Teams in a manner which conforms to the generally accepted principles of natural justice and procedural fairness;
- (d) publish procedure and criteria for the selection of Athletes to the Athlete Assistance Program (AAP) ten (10) months prior to the commencement of the AAP eligibility annual cycle, November 1st to October 31st (Athlete Assistance program and National Team Selection Criteria Policies and Procedures Manual);
- (e) nominate all eligible Athletes for the AAP and thereafter ensure Athletes receive all the benefits to which they are entitled under the AAP;
- (f) organize programs and provide funding for the development and provision of coaching expertise, officials and training centers' in Canada in the sport of water polo in accordance with the budget of WPC;
- (g) provide general membership and National Team Athlete insurance coverage to the athlete for domestic and international, training camps and competitions;
- (h) provide the Athlete selected to be a member of the National Team with the National Team uniform;
- (i) provide National Team program information updates on a frequent basis (i.e. annual training plans, monitoring, testing schedules/results, player evaluations, annual financial costs, list of competitions, FINA and CCES drug education documentation) to the Athlete in the form of written correspondence;
- (j) provide a formal review of the Athlete's annual training and competitive progress;

- (k) publish procedure and criteria for selection of athletes (Athlete Assistance program and National Team Selection Criteria Policies and Procedures Manual) to all traveling teams prior to the selection for any particular team at least three (3) months before selection, and at least eight (8) months for all major games teams i.e. Olympic Games, Olympic and World Qualification Tournaments, World Championships, Pan Am Games, World Student Games, and FINA Cup in advance;
- (l) provide the Athlete with funding for training camps and competitions in accordance with the budget of WPC;
- (m) provide for a representative elected by the Athletes (1 x Men's rep and 1 x Women's rep) to sit as voting members of the National Team Committee, and the Board of Directors;
- (n) provide a hearing and appeal procedure with respect to any dispute the Athlete may have with WPC, which procedure shall conform to the generally accepted principles of natural justice and due process, which may include access to independent arbitration through the Sport Dispute Resolution Centre of Canada (SDRCC), publish the details of this procedure in a prominent manner and provide details to any person requesting this information by or on behalf of the Athlete. Refer to Water Polo Canada's AAP and National Team "Selection Criteria" Policies and Procedures Manual in addition to the WPC Policy Manual Section 12, Protests and Appeals in addition to ADR. The athletes are encouraged to utilize the Appeal procedures as noted above, in the following order: a) National Team Selection Appeal procedure, b) WPC Appeal Policy 12.6, c) ADR as outlined below.

ALTERNATIVE DISPUTE RESOLUTION (ADR) POLICY

Preamble

Water Polo Canada supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of mediation and arbitration as effective ways to resolve disputes with its members, and avoid the harm of litigation.

Mediation

Opportunities for mediation may be pursued at any point in a dispute where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

Arbitration

In the event that a dispute persists after internal avenues of decision-making, appeals and/or mediation have been exhausted; opportunities for arbitration may be pursued.

Where the continuing dispute relates to the appeal panel having made a decision which was outside its jurisdiction, having failed to follow proper procedures, or having made a decision which was influenced by bias, such a dispute may be dealt with through binding arbitration before an independent arbitrator who is acceptable to the parties in the dispute.

Legal Action

No action or other legal proceeding shall be commenced against Water Polo Canada in respect of a dispute, unless Water Polo Canada has failed to participate in arbitration in accordance with this policy.

2. ATHLETE'S OBLIGATIONS

The Athlete agrees to comply with all reasonable directions given to him or her by WPC and without limiting the generality of the foregoing agrees:

- (a) to follow the annual training and competitive program mutually agreed upon by the National Team Head Coach and the Athlete, recognizing the responsibilities and authority of the Coach in coaching-related decisions. The Athlete shall avoid living in an environment which is not conducive to high performance achievements or taking any deliberate action involving significant risks to the Athlete's ability to perform or which limits the Athlete's performance;
- (b) to provide the National Team Head Coach with bi-monthly training logs in order for the Head Coach to monitor the athlete's training program during a de-centralized program;
- (c) to pay all applicable athlete contributions as per the proposed budget plans and revisions set by WPC and the Head Coach and Manager of the National Team, according to the scheduled due dates for such payments;
- (d) to participate in all monitoring and testing programs and to satisfy the objectives of all tests established for the team;
- (e) subject to paragraph 2(e), to participate, if selected, in all mandatory training camps and competitions as described below:
 - i) Major events:
Olympic Games, Olympic and World Qualification Tournaments, World Championships, Pan Am Games, World Student Games, FINA Cup.
 - ii) Domestic Events: (minimum requirements)
Provincial and National Club Championships.
 - iii) Planned Events/Competitions:
Selected by the National Team Head Coach and WPC.
 - iv) Planned National Training Camps.
- (f) to notify WPC and the National Team Head Coach verbally in writing, of any injury or other legitimate reason which will prevent the Athlete from participating in an upcoming event or training camp;
- (g) to wear such uniforms and equipment as WPC may direct while training, traveling or competing as part of the National Team;

- (h) in the event of direct equipment purchase by the athlete, to Executive Director coordinate these purchases, whenever possible through the official suppliers of Water Polo Canada so as not to conflict with exclusive Water Polo Canada National Team agreements;
- (i) not to wear or use equipment or products from manufacturers who are in similar market areas as WPC, AFC and COC corporate sponsors, in the following situations: traveling to and from international competitions, participating in official team functions and, while in the pool area at international competitions;
- (j) to avoid any action or conduct which could reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any Athlete for a competition;
- (k) to avoid the use of banned substances which are in contravention of the rules of the IOC, F.I.N.A., and Sport Canada (CCES) policy, and submit to, without prior warning, unannounced doping control tests in addition to other prior notice tests and to doping control testing upon request by WPC, Sport Canada, Canadian Centre for Ethics in Sport (CCES) and FINA, or other authority designated to do so by WPC (Anti Doping Policy);
- (l) avoid the usage or possession of any banned substances as described by the World Antidoping Agency and neither supply such drugs to others directly or indirectly nor encourage or condone their use by knowingly aiding in any effort to avoid detection of the use of banned substances or banned performance-enhancing practices.
- (m) to participate as may be requested by WPC in any doping control education program as formulated by WPC in co-operation with Sport Canada and the CCES;
- (n) to utilize the hearing and appeal procedure referred to in section 1 (m) for remedy of complaints and issues especially where the situation involves the conduct or performance of WPC employed staff or coaches in addition to the CPCA Code of Ethics;
- (o) to make reasonable ongoing efforts to further personal development whether this be work related or educational;
- (p) to avoid participating in all competitions where Federal Government Sport Policy and the policies of WPC have determined that such participation is not permitted.
- (q) participate in sport-related, non-commercial promotional activities on behalf of the Government of Canada. WPC usually makes such requests for participation and arranges the activities. Unless supplementary compensation is arranged, these activities do not normally involve more than two working days per athlete per year.
- (r) actively participate in all AAP evaluation activities. Athletes will co-operate fully in any evaluation of the AAP that may be conducted by the Minister or anyone authorized to act on the Minister's behalf and provide such data as the person conducting the evaluation considers necessary for the proper conduct of the evaluation.

(s) Decentralized Athletes:

- If National Development Centre (NDC) exists where you reside:
 - o Athlete has to attend all club practices
 - o Athlete has to attend all NDC practices
 - o Must make full commitment to either Junior or Youth National Team Program
- If NDC does not exist where you reside:
 - o Athlete has to attend all the club practices
 - o Must make full commitment to either Junior or Youth National Team Program.
 - o Visit either NDC or NTC (whichever is the closest) on the coaches request for 3 – 4 day camps every 4 – 6 weeks for monitoring purposes.

3. WAIVER OF LIABILITY

It is understood and agreed that WPC shall not be liable for injury or loss occasioned to the Athlete howsoever caused, whether such loss or injury is occasioned to the Athlete while traveling or staying with the team or engaged in team training or competition, nor shall WPC be responsible for any damages or losses caused by the Athlete during the aforesaid times and the Athlete agrees to indemnify and hold harmless WPC from any claims or demands in respect of such loss or damage.

4. ENDORSEMENT RIGHTS

- (a) The Athlete grants to WPC the right to use the name, likeness, photograph, image, sketch, voice, video-taped image and/or voice, radio broadcast voice, signature, endorsement and performance record (herein called "personal identifications") of the Athlete for promotional purposes. For the purpose of raising revenues to support WPC's objectives, the Athlete shall not unreasonably withhold approval of the use of such personal identifications and the Athlete's compensation shall be a result of negotiations in good faith between WPC and the Athlete;
- (b) The WPC will consult the Athlete prior to granting or assigning those rights referred to in paragraph 4(a) to any persons, corporations or parties;
- (c) The Athlete agrees to assist and co-operate with WPC in fulfilling any obligations it may incur in agreements entered into respecting rights granted pursuant to paragraph 4(b) hereof and without limiting the generality of the foregoing agrees:
- (i) to make promotional appearances at all reasonable times directed by WPC;
 - ii) to attend, at all reasonable times, such photographic sessions, as well as television and radio commercial production sessions, as WPC may direct;
 - iii) to participate in reasonable non-commercial promotional activities as may be requested by Sport Canada on behalf of the Government of Canada, where the arrangements for such activities are made through WPC and are not for more than

the equivalent of two working days for any individual Athlete unless incremental compensation is arranged and agreed to by the Athlete.

5. DEFAULT OF AGREEMENT

Where one of the parties hereto is of the opinion that the other party has failed to conform to its obligations under this Agreement, it shall forthwith:

- (a) notify that party, in writing, of the alleged default;
- (b) indicate in such notice, the steps to be taken to remedy the situation, and a reasonable period of time within which such steps shall be taken; If the situation is not remedied, in the case of WPC, the NTC shall be made aware of the breach of the agreement;
- (c) in the case of the Athlete, after review/approval by the Discipline Committee and /or NTC such notice may be directed to the Manager of the Sport Canada AAP in order that the AAP status of the athlete in question will be withdrawn.

Where the party initiating the notice, as referred to in paragraph 5 (a) is of the opinion that the other party has not remedied the situation, a complaint could be filed through the hearing and appeal procedure referred to in Water Polo Canada's AAP and National Team "Selection Criteria" Policies and Procedures Manual or the WPC Policy Manual section 12, Protests and Appeals in addition to ADR. The athletes are encouraged to utilize the Appeal procedures as noted above, in the following order: a) National Team Selection Appeal procedure, b) WPC Appeal Policy 12.6, c) ADR.

6. COMMITMENT

By accepting carding support I understand that I am making a commitment from November 1, 2008 – October 31, 2009 and that I understand that if I retire or quit in mid season that these resources are lost and cannot be transferred to anyone else.

I hereby declare that in return for any financial assistance provided by the Sport Canada Athlete Assistance Program, I undertake to fulfill all commitments and responsibilities outlined in the booklet Athlete Assistance Program Policies and Procedures and my Athlete/NSO Agreement. I agree to refund any assistance provided to me, payable to the Receiver General of Canada, should my eligibility status change or my carded status be withdrawn, effective the withdrawal/change of status date.

7. DURATION OF AGREEMENT

This Agreement comes into force on the November 1, 2008 to October 31, 2009.

AGREEMENT made this day of , 2008

WITNESS CANADIAN WATER POLO ASSOCIATION

WITNESS ATHLETE

WITNESS PARENT or GUARDIAN
(if Athlete under 18 years of age)

(1. For the purpose of this contract "international competition" shall be defined as any competition at which competitors from more than one nation take part.)

APPENDIX : ANTI-DOPING POLICY

The Canadian Policy Against Doping in Sport

Introduction

The Canadian Policy Against Doping in Sport is grounded in the fundamental commitment to safeguard the integrity and values of sport and to protect the health of individuals from the unethical practice of doping.

The Canadian Policy Against Doping in Sport (2004) replaces all previous anti-doping policies, notably the Canadian Policy on Doping in Sport (2000) and the Canadian Policy Against Doping in Sport (1991).

Provincial and Territorial governments commit to participating with the federal government in the further development of national anti-doping policies, strategies and programs involving both orders of government.

Preamble

Spirit of Sport Sport is fun. Sport pervades the lives of Canadians. Sport builds strong individuals and vibrant communities. Sport contributes to individual physical, social and character development. Sport contributes to a healthy lifestyle and helps prevent disease and injury caused by inactivity. Sport is an important part of Canadian culture. Doping is contrary to the spirit of sport.

Public Interest Doping-free sport is a matter of public interest. The Canadian Policy Against Doping in Sport is consistent with the spirit of the Physical Activity and Sport Act, R.S.C. 2003, c. 2, and the Canadian Sport Policy (May 24, 2002). It applies not only to *Athletes*, but also to *Athlete Support Personnel* such as coaches, doctors and other support staff, and to National *Sport*

Organizations. Governments, Sport Organizations and other Board of Directorsies have separate but complementary responsibilities for the common goal of eliminating doping in sport. Everyone must play an active role in order to protect the interests of sport and the integrity of individuals, especially young people. Anti-doping efforts require transparency, openness to scrutiny and public accountability in order to achieve public confidence, subject only to the need to protect the privacy of individuals who are subject to the Canadian Policy Against Doping in Sport.

Comprehensive Approach Doping in sport is due to a combination of individual, cultural and societal factors. *Prohibited substances* or *Prohibited Methods*, which are harmful to the individual, are not restricted to sport and other physical activities, and do not exist in isolation of general societal trends, issues and values. The fight against doping in sport requires a comprehensive approach involving education, prevention, rehabilitation and reintegration, international collaboration, detection and deterrence, and research by *Governments* and by the Canadian sport community. Measures to control the *Use of Prohibited Substances* and *Prohibited Methods*, as well as *Testing* and sanctioning, must be undertaken. Equally important, the positive values of sport and athletic achievement attained through fair and healthy means must be promoted among those who participate in sport or otherwise support the Canadian sport system.

The Canadian Policy Against Doping in Sport provides the basis for the Canadian Anti-Doping Program - which consists of General Principles and Rules and Standards - for Canadian *Sport Organizations*, their affiliated members and their *Participants* who are responsible for implementing it, and is intended to be the basis for any related or complementary policies of *Governments*.

International Harmonization The Canadian Policy Against Doping in Sport commits to the implementation of the mandatory and other portions of the World Anti-Doping Program, including the World Anti-Doping *Code*, the mandatory *International Standards* and the Models of Best Practice. The POLICY further recognizes the role of the World Anti-Doping Agency in setting global standards and co-Executive Directorrdinating anti-doping world-wide. The mandatory *International Standards* and Models of Best Practice address, among other things, the *Prohibited List*, *doping control*, doping violations and consequences, and appeals, and are situated in the Rules and Standards of the Canadian Anti-Doping Program.

Doping

Doping involves *Prohibited Substances* or *Prohibited Methods* that are designed to enhance sporting performance, pose a real or potential risk to the health and integrity of *Athletes* and/or are unethical.

Purpose

The purposes of the Canadian Policy Against Doping in Sport are:

- To promote doping-free sport in Canada and for Canadians, especially for the protection of *Athletes* and *Athlete Support Personnel*, thereby encouraging fair and healthy sport.
- To ensure harmonized, Executive Directorrdinated and effective anti-doping measures at the national and international level.
- To respect the rights of individuals and organizations through appropriate fair

procedures for, and means to oversee, *doping control*, determinations of anti-doping rule violations and their consequences, and other decisions made in the interests of doping-free sport.

Roles and Responsibilities

Individuals

- *Athletes, Athlete Support Personnel* and other *Participants* in sport shall support, apply and meet the requirements of the Canadian Policy Against Doping in Sport and the Canadian Anti-Doping Program.

National Sport Organizations

- National *Sport Organizations* must adopt the Canadian Policy Against Doping in Sport as a condition of receipt of federal government funding. They shall respect the designated authority of the Canadian Centre for Ethics in Sport (CCES) on all anti-doping matters.
- National *Sport Organizations*, and by extension, their affiliated Provincial *Sport Organizations*, are further obligated to implement anti-doping measures to the extent required by their respective international *Sport Organizations*.

Multi-Sport/Multi-Service/Major Games Organizations

- Multi-Sport/Multi-Service/Major Games Organizations (MSOs) - who provide a wide range of services and/or programs to the Canadian sport community - must adopt the Canadian Policy Against Doping in Sport as a condition of receipt of federal government funding. They shall respect the designated authority of the CCES on all anti-doping matters.

Federal Government

- The federal government shall, in consultation with the CCES, other government departments, provincial/territorial governments, and *Sport Organizations*, Executive Directorordinate the development of inter-governmental policy relating to doping-free sport.
- The federal government shall ensure that related and complementary policies for sport that it introduces complement the Canadian Policy Against Doping in Sport.
- The federal government shall require the *Sport Organizations* within its jurisdiction to comply with the Canadian Policy Against Doping in Sport and the Canadian Anti-Doping Program as an essential condition of funding.
- The federal government shall have primary responsibility for international anti-doping advocacy and inter-governmental relations for doping-free sport, and for domestic inter-governmental liaison and co-ordination.

- The federal government shall Executive Director coordinate inter-governmental and federal inter-departmental collaboration on such matters as legislation affecting the supply and distribution of banned drugs and other substances, nutraceuticals and other matters relevant to doping-free sport.
- The federal government shall be a primary funder of the Canadian Anti-Doping Program and of its execution by the CCES, which it designates and recognizes as having the appropriate authority.

Provincial/Territorial Governments

- As part of the Canadian Policy Against Doping in Sport, provincial/territorial governments shall be responsible for education, public awareness and training activities.
- Provincial/territorial governments shall encourage the *Sport Organizations* within their jurisdiction to comply with the Canadian Policy Against Doping in Sport and assist with the implementation of the Canadian Anti-Doping Program.
- With the assistance of resources developed by the CCES, provincial/territorial governments shall ensure that Canada Games-level *Athletes* are provided anti-doping education and that these *Athletes* are introduced to *Doping Control*.
- Provincial/territorial governments shall ensure that related and complementary policies that they introduce with respect to sport support the Canadian Policy Against Doping in Sport.
- Provincial/territorial governments shall designate an official responsible for activities pertaining to doping-free sport and as a point of contact for the purposes of the Canadian Anti-Doping Program.

The Canadian Centre for Ethics in Sport (CCES)

- The CCES shall be an independent, non-profit organization that promotes ethical conduct in all aspects of sport in Canada.
- With the Executive Director's cooperation and support of *Sport Organizations* and *Governments*, the CCES shall maintain and carry out the Canadian Anti-Doping Program.
- The CCES shall provide information and other services to *Sport Organizations*.
- The CCES shall ensure that the Canadian Anti-Doping Program is consistent with the World Anti-Doping Program and other international best practices.

- The CCES shall generate funding for the Canadian Anti-Doping Program beyond that provided from the federal government.
- The CCES shall conduct international advocacy for doping-free sport, including liaison and partnerships with other domestic and international organizations.
- The CCES shall co-ordinate the development and implementation of specific programs and projects in the areas of *Doping Control*, education, prevention, *Participants'* rights and research, and advise governments, as required. These programs and projects, relating to sports at the domestic level, must be approved by the governments concerned.

Application

Application of the POLICY to *Sport Organizations*

The application of the Canadian Policy Against Doping in Sport to individuals is based on the contractual relationship which exists between *Sport Organizations* and their members or *Participants* through those individuals' agreement to participate in sport according to its rules. *Sport Organizations* committed to doping-free sport will adopt the POLICY and the General Principles and Rules and Standards of the Canadian Anti-Doping Program as part of their governing documents and thus as an important part of the rules of sport and the rights and obligations governing their members and *Participants*.

Application of the POLICY to Individuals

The Canadian Policy Against Doping in Sport Applies to

- all individuals who are members of *Sport Organizations* adopting the POLICY,
- all individuals who are members of such Board of Directors' affiliated members, clubs, teams, associations or leagues, and
- all individuals who participate in any capacity in any activity organized, held, convened or sanctioned by such Board of Directors, regardless of where they reside or are situated.

Sport Organizations and individuals delegate to the Canadian Centre for Ethics in Sport (CCES) the authority and responsibility for administering the Canadian Anti-Doping Program.

Coming into Force and Revision

Coming into Force

The Canadian Policy Against Doping in Sport and the Canadian Anti-Doping Program will come into full force and effect on June 1, 2004, subject to transitional provisions stipulated in the General Principles of the Canadian Anti-Doping Program. The POLICY and the Program shall replace all previous documents, including the Canadian Policy on Doping in Sport (2000) and the Canadian Policy Against Doping in Sport (1991).

Revision In keeping with the Canadian Sport Policy, governments may revise the Canadian Policy Against Doping in Sport in consultation with the CCES and the Canadian sport community.

Implementation/Monitoring

The implementation and monitoring of the Canadian Policy Against Doping in Sport will be the responsibility of a joint committee of the Federal-Provincial/Territorial Sport Committee and the Canadian Centre for Ethics in Sport.

Interpretation

World Anti-Doping *Code*

The Code, including Commentary, is a source of interpretation of the Canadian Policy Against Doping in Sport.

Language The English and the French versions of the Canadian Policy Against Doping in Sport are equally authoritative.

Italics Terms set in italics are defined in the General Principles of the Canadian Anti-Doping Program.

For more information about the new Canadian Anti-Doping Program, please visit <http://www.cces.ca>

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number:	P6
Name:	Selection	Date Approved:	Proposed April 24, 2009
Authority:	Board of Directors	Date Revised:	

Policy Statement

WPC selects players, coaches, managers and support staff to represent Canada in a fair, open and timely manner in order to maximize the individual performance of each player.

Purpose

Each year, WPC selects players, coaches, managers and support staff to participate in training camps, represent Canada at international competition and/or be members of the National Team. The selection processes and standards used must be determined and applied objectively, transparently and in a timely manner, to the benefit of all selection candidates.

The application of selection standards must ensure:

- Qualified players, coaches, managers and support staff
- Optimal performance of individual players and the team

Application

Selection standards and processes are to be developed by the Executive Director and National Coaches in consultation with coaches of national team players, and other stakeholders at the discretion of the Executive Director.

In some cases (Olympic Games, Commonwealth and Pan American Games) selection criteria are developed by the event franchise holder. In these cases, WPC will follow the standards set while vigorously representing the interests of the WPC to the franchise holder.

In all cases, the standards and processes used to select players, coaches, managers and support staff must be disseminated to the broader swimming community as soon as they are known. Standards and processes should be disseminated in the year prior to the selections that are being made.

The Executive Director shall form a selection committee to develop and oversee the application and implementation of selection standards and processes, as well as evaluate the effectiveness of the standards and process.

Responsibility
Limitations

Selection standards may not be developed that purposefully eliminate a “qualified” individual (player, coach, manager, support staff) from selection or that advance an “unqualified” individual in selection.

References

COC, Commonwealth Games and Sport Canada Selection Standards.

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number: P7
Name:	National Training Centers	Date Approved: Proposed April 24 2009
Authority:	Board of Directors	Date Revised:

Policy Statement

Water Polo Canada (WPC) is committed to providing comprehensive and concentrated opportunities that support the development of Canada's international players.

Purpose

The successful preparation of high performance players requires attention to certain fundamental components. Coaches and athletes have described these components as concentrated and expert coaching, specific facilities and equipment of international standards, access to professional support and assistance in sport medicine and science, and financial resources.

WPC believes that it is through the provision of these fundamental components that Canada's international performance goals will be reached. This policy provides the leadership and coordination in the technical areas for the purpose of creating a comprehensive, high performance environment that supports the development of Canada's international players.

Application

WPC will undertake responsibility to identify and develop National Training Centre(s) as one part of a planned and coordinated national technical program intended to improve Canada's international performance. This responsibility will include the development of technical criteria and the identification of appropriate facilities, expert coaches and eligible athletes.

The ED will be responsible for the annual planning, implementation and evaluation of the Centre staff and program. This includes, but is not limited to:

- Develop specific technical requirements and selection procedures for National Training Centre(s).
- Present, for Board approval, eligible sites for National Training Centre(s).
- Develop, as part of an annual business plan for approval by the Board, a budget and annual goals for the Centre.
- Recruiting, hiring and supervision of the Head Coaches.
- The on-going evaluation of the Head Coaches' competence, performance and integrity.

- Assessing the Centre's performance and effectiveness in achieving WPC international performance goals.
- Identifying eligible players to participate in Centre activity.
- Advocacy and liaison with partners (operational and funding) and the WPC members.
- Ensuring the Centre(s) maintain sufficient financial resources to function effectively.

The success of National Training Centre(s) is dependent upon the coordination of resources of all concerned at the various jurisdictional levels – WPC, Provincial Sections, local clubs, facilities and funding partners. WPC will take the lead responsibility in the coordination of all jurisdictions and partners.

Responsibility

Limitations

The CEO should not present a deficit budget for any Centre.

References:

Sport Canada Policy of National Training Centres

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number: P8
Name:	Anti Doping	Date Approved: Proposed April 24 09
Authority:	Board of Directors	Date Revised:

Policy Statement

Water Polo Canada (WPC) strongly opposes the use, possession, and the supply of banned substances and practices in competitive swimming by Canadian players, coaches, medical, paramedical, other team support personnel, administrators and officials.

Purpose

This policy is to provide a consistent and effective response to the use of banned substances and practices in swimming in order to deter those who might engage in doping and to protect those who commit themselves to the practice of sport based on the principles of fair play.

This policy ensures that appropriate penalties are imposed on both players and on others who violate anti-doping rules. It provides appropriate procedures for those accused of an infraction, including provisions for the reinstatement of individuals sanctioned as a result of such infractions.

Application

It is the intention of WPC to advocate and promote practices that enhance swimming performance through the application of scientific methods and through the provision of education programmes for all participants in Canadian swimming.

WPC will facilitate both announced and unannounced doping controls throughout Canada and elsewhere in conjunction with the Canadian Centre for Ethics in Sport (CCES), as defined in the WPC Doping Control Plan and will comply with the requirements of the CCES anti-doping programme in accordance with the Doping Control Standard Operating Procedures (SOP) administered by the CCES.

Refer to Operations Policy: Anti Doping, Definitions, Penalties and Procedures.

Responsibilities

Limitations

The Board Program Committee and the CEO cannot develop Policy or Doping Control Standard Operating Procedures that are not consistent with the policies, penalties and procedures included in the Canadian Policy Against Doping in Sport, Anti-Doping Program.

References

Canadian Policy Against Doping in Sport (June 2004)

“1.3 The CANADIAN-ANTI-DOPING PROGRAM is governed by the CANADIAN POLICY AGAINST DOPING IN SPORT. Sport Organizations and their members and participants who are subject to the CANADIAN ANTI-DOPING PROGRAM agree to be bound by the provisions and the spirit of the CANADIAN POLICY AGAINST DOPING IN SPORT.”

Full Program available to down load at: www.cces.ca/pdfs/CCES-POLICY-CADP-E.pdf

Water Polo Canada Inc.
BOARD POLICIES

Type:	Programs	Policy Number:	P9
Name:	Competitions	Date Approved:	February 2003
Authority:	Board of Directors	Date Revised:	

NATIONAL CLUB CHAMPIONSHIPS

The Policies and Procedures of the National Club Championships are stated in the National Club Championship Handbook (NCCH).

In the spring, an information sheet listing the National Club Championship dates and regions for the coming year will be sent by WPC to the PSOs, who will distribute it to their respective clubs. Member clubs will then submit their intent to bid to their PSO, who will sanction it and forward it to WPC prior to the WPC AGM (June). Preference will be given to applications as follows:

1. Meets the date and zone criteria
2. Meets the zone but not the date criteria
3. Meets the date but not the zone criteria
4. Does not meet the date or zone criteria

Final selection of the National Club Championships hosts will be made at the June Operations Council meeting. The National Office will confirm with all National Club Championship bids as to whom the bid has been awarded for the upcoming program year.

INTERPROVINCIAL COMPETITION SANCTION

Penalties

Any host organization (i.e. club, Provincial/Territorial Association) which organizes and conducts an inter-provincial competition without sanction from WPC shall be liable for disciplinary action.

INTERNATIONAL COMPETITION SANCTIONS

WPC reserves the right to issue international sanctions for water polo competitions in Canada. WPC reserves the right to issue international travel permits to WPC teams competing in foreign countries .

REGULATIONS

A) Teams travelling to events outside Canada

1. Travel permits from WPC are required in all cases. Participants must be duly registered members in good standing with their Provincial/Territorial Association.
2. Club teams: The team must notify WPC, through the Provincial/Territorial Association thirty (30) days prior to departure from Canada. The notification must include a team list submitted on a WPC Travel Permit.
3. Provincial/Territorial teams: The Provincial/Territorial Association shall provide WPC with a listing of all international trips planned for the upcoming season. Notification shall be given by the Provincial/Territorial Association thirty (30) days prior to departure from Canada. The notification must include a team list submitted on a WPC Travel Permit.
4. Regional teams: The Provincial/Territorial Association shall provide WPC with a list of all players from that Province/Territory who will be travelling internationally with a regional team. The team co-ordinator must give WPC thirty (30) days notice prior to departure from Canada. The notification must include a team list submitted on a WPC Travel Permit.

B) International events held in Canada

Foreign teams attending the event must have a letter of permission from their national federation addressed to WPC to be received no less than fourteen (14) days prior to the event.

C) Penalties

Any host organization or team that organizes or participates in an international competition without sanction from WPC shall be liable for disciplinary action.

9.4 INTERNATIONAL PLAYER SANCTION

All registered athletes of WPC must request a letter of release from the National Office to indicate they are a registered member in good standing with WPC, and that they have permission to compete abroad with another club team for an agreed-upon time line.

9.5 INTERNATIONAL PLAYER TRANSFER

As per FINA rules GR 2.5, GR 2.6 and GR 2.7, a WPC National Team athlete must fulfill the following requirements prior to competing for another country: 1) to prove they hold a passport in another country; 2) to have lived in this respective country for at least twelve months prior to the competition at which they will represent their new country; 3) not having participated in an international competition representing other countries for less than one year prior to the event in question; in addition to providing a \$5,000 (five thousand dollar) release fee to WPC to be allocated to their former national team program.

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