



WATER POLO
SASKATCHEWAN

2011-2012

Registration Handbook

Supported By



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A. Registration

All clubs, teams and individuals must be members in good standing with Water Polo Saskatchewan in order to request and receive funding, insurance coverage and/or sanctions from Water Polo Sask. All membership fees are due and payable with the membership application.

Registration fees are charged per category of membership based on the programs members decide to participate in. For as little as \$200.00 per organization, you can have access to technical information and services, newsletters, promotional materials, clinics, grant funding programs, coaches and officials training programs, etc, as well as a comprehensive liability and accident insurance program for all of your registered members.

Don't hesitate to call us at **306-780-9260** if you require more information or assistance with your registration.

REGISTRATION INFORMATION

The club membership fee is **\$200.00** per year. Winter (competitive) clubs must submit their registration application and fee by **October 15th** of each year. There is no deadline for summer club membership.

The membership year shall be September 1 - August 31.

Note:

The 2010-2011 registrations expire August 31, 2011.

The 2011-2012 program year begins on September 1st, 2011.

In order to be covered by our insurance policies, and receive technical and financial assistance, all members must be registered (paid) with Water Polo Saskatchewan.

Members may register in more than one category throughout the season, with fees payable only on the highest cost registration level. **Example: For a member who is an athlete at Nationals (\$75) and who is also a coach at Provincials (\$40), their member's fee will be the higher of the two, therefore: \$75.00. Membership fees are not refundable.**

There are two ways to register your club, athletes, coaches, officials and volunteers with WPS:

1. Online Registration
2. Manual Registration (If online registration is not possible)

ONLINE REGISTRATION

All registrations are to be done using the online Membership Registration System at <http://www.waterpolo.ca/>. Members need to be "Active" and in the correct registration category as per the provincial registration categories. Once a member is registered within the system, clubs have the ability to apply for international travel permits online,

requesting international travel insurance, in addition to registering teams for domestic events and listing the events they are hosting.

The ability to effectively manage your membership ensures that your members are registered, and that only registered members are attending the events you are hosting. A detailed, user-friendly guide for registering members using the online Membership Registration System has been developed by Water Polo Canada and is available at <https://www.waterpolo.ca/userguides.aspx>

Prior to renewing its membership, WPS will need to know each club's registrars (Club Users) for the upcoming season, as well as confirm each club's contact information. Therefore, prior to September 1st, WPS will forward all member clubs from the previous season a list of their current club users along with the MEMBER CLUB EXECUTIVE/BOARD CONTACT LIST, the CLUB USER REGISTRATION FORM, THE REGISTRAR WAIVER FORM and the PIPEDA POLICY to be reviewed. Please mark all changes to your club's information for the upcoming season and notify the WPS office of your club's intention to renew. Please submit completed forms to:

1860 Lorne Street
REGINA, SK S4P 2L7
P: (306)780-9260; F: (306)780-9467
Email: admin@wpsask.ca

New clubs may register by submitting the forms listed above to the WPS office along with the CLUB REGISTRATION FORM. Once the MEMBER CLUB EXECUTIVE/BOARD CONTACT LIST, the CLUB USER REGISTRATION FORM and the REGISTRAR WAIVER FORM have been received, a new login password will be issued to the club registrar. Online registration may proceed at www.waterpolo.ca. Clubs are to send payment for member registrations within seven days of their online registration to Water Polo Saskatchewan.

CLUB USERS

With Water Polo Canada's Member Registration and Event Management Systems, only club users may register members and teams for events. Each club, at present, has two Club Users: the club registrar and the club president. There are presently no specifications that limit how many Club Users a club may have. Although registering individual coaches as Club Users so that they can register their teams for events, will certainly be less burdensome for club registrars, please keep in mind that the personal information listed in the database is more secure when there are less people who have access to it. That said, clubs may determine at their discretion the number of Club Users they would like to register. Please note that this may be subject to change in upcoming seasons.

To Register a Club User

WPS needs clubs to submit a CLUB USER REGISTRATION FORM for each of the Club Users they wish to register. Prior to approval, WPS requires that each Club User also read and

sign the REGISTRAR WAIVER FORM. WPS also asks that Club Users review the attached PIPEDA Policy from WPS' Operational Policies. Upon receipt of a Club User's registration and waiver forms, WPS will then assign them a username and password. Please note that:

- Club Users have access to the database only as it pertains to their clubs' members. In other words, Club Users will not have access to another club's information.
- Club Users are responsible for their fellow members' personal information. Always log out before leaving your computer.
- As there is a high volunteer turnover, Club Users' access to the database will expire August 31 of each year unless confirmed by their clubs to WPS.

MANUAL REGISTRATION

If online registration is not possible, clubs will need to complete the Member Registration Form for each individual member. We require each member's name, address, city, postal code, phone number, email address, gender and birth date. You may elect to send the information from your club's database. Please include all requested information for each of your registered members. Forms missing the date of birth will not be processed.

Please HIGHLIGHT the names of members registered last year. Participants may register in more than one category, with fees payable only on the highest cost registration level.

Send in all forms and a cheque payable to "Water Polo Saskatchewan" for the appropriate amount.

B. Registrations for Individual Club Members/ Officials/ Coaches/ Volunteers

1) Clubs must register all members. This includes all coaches, officials, athletes and volunteers. Club executive board members and volunteers are included in the club fee and must be listed on the appropriate form/fields.

2) All club membership and individual memberships must be recorded online and payment received in the WPS office no later than seven days after starting the program. It is not necessary to submit hard copies of the registrations, but if you do then please make a photocopy of your registration forms prior to submitting them to WPS.

Any registration forms that are missing the required information or received without payment at the WPS office will not be processed.

3) An individual may only be a member of one Provincial Sport Organization (Water Polo Saskatchewan, Alberta Water Polo Association, Manitoba Water Polo Association, etc) as per Water Polo Canada policies.

4) Participants are considered to be members of the club for the age category (ie 12U, 14U, 16U, etc.) for which they are registered. If a player wishes to change clubs or to play for a different club at the same age group they must comply with the requirements as set out by the

WPS membership transfer policy. Revisions of these policies are pending.

5) A detailed, user-friendly guide for registering members using the online Membership Registration System has been developed by Water Polo Canada and is available at <https://www.waterpolo.ca/userguides.aspx>

C. Club Membership Categories & Fees

AGE GROUP CATEGORIES FOR THE 2011-2012 SEASON

A player's age shall be determined based on the calendar year the National Championship occurs and the participant's birth year. Age groups for competition will be stated as: **12U, 14U, 16U, 18U, 22U** and **Open**

12 & Under
14 & Under
16 & Under
18 & Under
22 & Under
Open

2000 and later
1998 & 1999
1996 & 1997
1994 & 1995
1999 and later
Open age

All individuals and/or clubs wishing to become affiliated with Water Polo Saskatchewan must register in one of the following categories:

1. Member Club Registration Fee: \$200.00 per club

Includes all Board members and volunteers.

2. Member Competitive: \$75.00

Includes Referees, Athletes, Coaches and **paid Officials** who participate in:

- Club activities
- Sanctioned events within and without Saskatchewan (Provincial League, Provincial Championships, Sask Open, Bushido Invitational, **Alberta Open, Valentines**, Inter-club activities)
- **Tournaments within Canada where international teams are invited**
- National Club Championships,
- CIS (Canadian Interuniversity Sport),
- National Team programs,
- WPC leagues (Canada Select League, Major League Water Polo, National Development Premier League),
- WPC sanctioned programs and events and
- Sanctioned national and international level programs and events within and without Canada.

****N.B:** Effective the 2011-2012 season, Alberta Open will be open its registration to international teams. As this will increase insurance costs for the event, all members who participate in Alberta Open must be registered as Member Competitive.

3. **Member Provincial:** **\$40.00**

Includes Provincial Referees, Athletes, Coaches and **paid Officials** who participate in:

- Club activities
- Sanctioned events within and without Saskatchewan (Provincial League, Provincial Championships, Sask Open, Bushido Invitational, *Alberta Open*, *Valentines*, Inter-club activities)
- Sanctioned events within Canada but **DO NOT** participate in National Club Championships, CIS (Canadian Inter-University Sport), National Development Centres, National Team programs, WPC Leagues (Canada Select League, Major League Water Polo, National Development Premier League), WPC sanctioned programs and events and sanctioned national and international level programs and events within and without Canada.

Member (athlete, coach, referee, official) who participates in sanctioned events within Canada, but who does not attend Nationals.

4. **Club Member Only:** **\$27.00**

Includes Regional Referees, Athletes, Coaches and **paid Officials** who participate in:

- **Club activities ONLY** and **DO NOT** participate in any events outside the club (Provincial League, Provincial Championships, Sask Open, Bushido Invitational, Alberta Open, Inter-club activities).

5. **Member Introduction:** **\$5.00**

Introductory member's participation cannot exceed 90 sequential calendar days. A member may only register in this category once.

6. **Volunteer:** **\$0.00**

Includes team managers, chaperones, board members, unpaid minor officials, etc who participate in club activities ONLY.

****N.B:** All unpaid minor officials must be registered in the database as volunteers. Those who officiate for events where they will be paid must upgrade their registration to the appropriate category (Ex. Upgrade to Provincial to officiate for Provincial Championships). A volunteer minor official may officiate a paid event (Ex. Provincial Championships) without upgrading their registration by choosing to waive the honorarium they would have received for that event.

7. **Member I Love Water Polo:** **\$ TBC**

8. **Member Program or Clinic:** **\$ 70.00 per program**

Introductory programs or clinics not exceeding 7 sequential days.

D. Coaching Requirements

All coaches must be registered with WPS and their respective clubs in order to be active. All

coaches working with players under the age of 18 should submit to a criminal record check to be kept on file at their club's office.

CLUB & PROVINCIAL PROGRAMMING

ILWP / Community Coach	Introductory programs and clinics, Club Member Only programs, club-specific programs.
Skills Coach Complete and "Making Ethical Decisions" module	Member Provincial programs 16U & 18U National Club Championships
Level II Complete, III in progress and "Making Ethical Decisions" module	Provincial Team National Tournament Western Canada Summer Games
Level II Complete, III Technical and "Making Ethical Decisions" module	Jr / Sr National Championships
Level III Complete and "Making Ethical Decisions" module	National Junior Teams Canada Summer Games

Water Polo Canada National Club Championships

As per Water Polo Canada policies:

All coaches, Head Coach and all Assistant Coaches, must have successfully completed the online evaluation of Making Ethical Decisions (MED). Workshops are held by the Provincial Sport Organization, while the evaluation must be done online at www.coach.ca. It is not necessary to register for the workshop, coaches who feel confident enough may take the online evaluation directly.

All coaches, Head Coach and all Assistant Coaches, attending the 16U male and female events must be certified Competition – Introduction "The Practice Coach" **or** Level 1 certified + Level 2 Technical for the 2011 Championship season and beyond.

All coaches, Head Coach and all Assistant Coaches, attending the 18U, 22U, and Senior male and female events must be trained in two (2) out of the six (6) NCCP Competition – Development multi-sport modules, **or Level 3 certified** for the 2011 Championship season and beyond. Training workshops are organized and held by the Provincial Coaching Associations. Details about the NCCP Competition – Development coaching program can be found at www.waterpolo.ca/development.aspx.

E. Insurance

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

The insurance coverage applies only to sanctioned water polo activities. Sanctioned activities include team competition and training related events. Club presidents should note that they could be held personally liable in the case of an unregistered participant being injured

Any clubs, organizations or individuals wishing to access more information about Water Polo Saskatchewan insurance policies should contact the WPS office.

INSURANCE COVERAGE & REGISTRATION

All registered members with Water Polo Canada/WPS are entitled to receive insurance coverage within Canada for all sanctioned Water Polo Canada and Provincial events. Water Polo Canada and its members are insured with All Sport Insurance. Please click here to download the ^{**NEW} [All Sport Insurance Program](#).

In order to receive coverage a member must be registered on the online *Water Polo Canada Membership Registration System*. By registering, member clubs are automatically covered under the Water Polo Canada/WPS insurance program. Approved activities include events within the water polo sport discipline and related training authorized by WPS. To maintain insurance coverage, the club must register every individual member annually with WPS. Failure to do so will jeopardize insurance coverage.

The Water Polo Canada/ WPS program offers two types of coverage: Sport Liability and Sport Accident Insurance.

Sport Liability Insurance: Covers all members of your organization including Board members, executives, managers, coaches, trainers, officials, employees and volunteers who are acting within the scope of their duties on your behalf. All of these individuals must be active members for the current season. In the event a participant is sued by anyone who claims injury or damages resulting from the participant's activities, this liability policy will pay for the defense as well any costs awarded against the participant.

Sport Accident Insurance: Covers all WPS members for coverage for practices, camps, competitions and events that are approved or sanctioned by WPS. This coverage is secondary to primary provincial health or extended health coverage and will apply once that coverage is used.

Directors and Officers Insurance: will pay those sums the organization, directors and officers become legally obligated to pay as compensatory damages because of a wrongful act.

Water Polo Canada also offers additional travel insurance that members may purchase at a rate of \$2/day. Please see Travel Permits for more details.

Please note that insurance coverage will be void if caps are not worn while participating in water polo activities. In addition to caps, mouth guards are highly recommended.

The Water Polo Canada insurance policy allows for a “one time” trial participation of the sport of water polo. Clubs may offer a one-time trial for people to try the sport, however, beyond the one practice session, clubs must register individual participants in order to be covered by insurance.

It is recommended that clubs keep daily attendance sheets to record participation at each practice.

INSURANCE CLAIMS

Any accidents which occur on the way to, during, or leaving any sanctioned water polo activity, must be reported in writing to the WPS office on the Accident Claim forms within seven days of the incident. Failure to report these incidents may result in a lack of coverage to the individual.

All insurance claims are to be submitted to the WPS office, who will then forward them to Water Polo Canada. WPS asks that members DO NOT send Insurance Claims directly to either Water Polo Canada or All Sport. Please click here to download the [All Sport Insurance Claim Form](#).

The All Sport Insurance Program does not cover physiotherapy treatment.

For more information please visit www.waterpolo.ca/insurance.aspx.

F. Travel Permits

Permission to travel outside of the province or country must be obtained through WPS and Water Polo Canada using the online International Travel Permit available at www.waterpolo.ca. All travel requests must be submitted through the online system. The manual form will no longer be accepted. Clubs/teams travelling outside of the province or country must complete the International Travel Permit at least **fourteen (14)** days prior to the beginning of the event. **Failure to complete the travel permit process will result in a lack of insurance coverage.**

Please note that in order to receive insurance coverage all members who are travelling must be listed on the travel permit (athletes, coaches, officials/referees, chaperones, volunteers, etc)

Clubs/teams may choose to purchase excess travel insurance at a rate of \$2/person per day. Excess travel insurance may be purchased for some, or all, of the members travelling abroad. [Click here to download the All Sport out-of-country travel insurance policy](#).

It is recommended that clubs traveling to the US or to other countries outside of Canada for water polo tournaments, camps or clinics, ensure that each member traveling obtain additional

medical insurance.

G. Athlete Mobility (Membership Transfer)

An individual cannot be a member of more than one club per category within the province as per Water Polo Canada regulations. If an athlete wishes to transfer membership from one club to another between October 1 and June 30 an application to transfer must be completed and submitted to the WPS office. Please refer to the **ATHLETE MEMBERSHIP TRANSFER FORM.**

Members who move to a different city between October 1 and June 30 may transfer their membership to that city's club with the ATHLETE MEMBERSHIP TRANSFER FORM.

Members who move to a different city between July 1 and September 30 may transfer their membership to that city's club by registering with the club. They do not need to fill out the ATHLETE MEMBERSHIP TRANSFER FORM. However, WPS asks that clubs notify the WPS office of the new members they have who have moved from other clubs, as adjustments will need to be made in the online database prior to registering.

H. Tournament and Event Hosting Sanctioning Policies

GENERAL

Effective January 1st, 2011, all domestic water polo events must be listed using the online Event Management System at www.waterpolo.ca. Water Polo Canada will only sanction and provide liability insurance coverage for events listed online in the Event Management System. Clubs attending these events will need to register their teams and submit their rosters online. Water Polo Canada has developed an **Event Management System Club User Guide**, which is available online at www.waterpolo.ca/userguides.aspx.

Events that must be sanctioned are:

- Club Invitational Tournaments
- Events where two member clubs participate
- Camps and selection events
- Provincial League
- Provincial Championships
- International Events
- Recreational or League wind-up events
- Water polo related activities

EVENT APPROVAL

Domestic competitions that are held within the club's province, that include the respective clubs of that province, and **DO NOT** allow foreign teams to participate, are considered PROVINCIAL and must be approved by their PSO only.

Domestic competitions that are held within the club's province, that include the respective

clubs of that province as well as teams from other provinces, but **DO NOT** allow foreign teams to participate, are considered PROVINCIAL and must be approved by their PSO only.

Domestic competitions that are held within the club's province, that include the respective clubs of that province as well as teams from other provinces, and **DO** allow foreign teams to participate, are considered COMPETITIVE and must be approved by Water Polo Canada

ROSTERS AND MEMBERSHIP VERIFICATION

For each tournament and event, all clubs must submit team rosters for their participating teams to the WPS office by the roster deadline date as determined by WPS for the event. WPS will then register the teams and verify memberships using the online Event Management System. **Participating teams with players who are not on a roster will be required to register those players with the WPS office.**

International participants are required to submit a letter from their Federation stating that they are members in good standing and have valid insurance coverage. They must also be included on the roster submission to ensure adequate liability coverage.

Please note that it is the responsibility of the host club to ensure that all teams involved in their event are registered and are in good standing with WPS, Water Polo Canada or their home federation.

Failure to sanction events will result in loss of insurance coverage and future discipline by WPS.



ATHLETE MEMBERSHIP TRANSFER FORM

Please submit with \$20.00 admin fee

Athlete's Name: _____

Date of Birth: _____

Category of Play: _____

Athlete's Signature: _____

(Or signature of parent/guardian if athlete is under the age of 18)

Membership Transfer from:

Province: _____ Club: _____

Name of Coach: _____

Club President's Signature: _____ Print Name: _____

Authorized Provincial Signature: _____ Print Name: _____

Membership Transfer to:

Province: _____ Club: _____

Name of Coach: _____

Club President's Signature: _____ Print Name: _____

Authorized Provincial Signature: _____ Print Name: _____

Please provide rationale:

PLEASE RETURN TO THE WPS OFFICE
1860 Lorne Street Regina, Sask S4P 2L7
Tel: (306)-780-9260 Fax: (306)-780-9467



EVENT SANCTIONING APPLICATION FORM

Name: _____
Date of Tournament/ Event: _____
Location: _____
Address of Facility: _____
Participants: _____
Age Categories: _____
Sex: Male <input type="radio"/> Female <input type="radio"/> Coed <input type="radio"/>

CONTACT INFORMATION

Tournament Chair: _____
Address: _____
Contact Numbers: H _____ W _____
Fax: _____ Email: _____
Referee In Chief: _____
Contact Numbers: H _____ W _____

SANCTIONING REQUESTED

Within BC Within Canada USA International

TEAMS EXPECTED TO ATTEND

Submission Date: _____

EVENT INFORMATION: _____

The following information must accompany this application:

- Tournament Package/Invitation
- Technical Information
- Rosters



EVENT SANCTIONING AGREEMENT

All participants, coaches, and officials must be registered and in good standing with WPS, WPC or their country's State or National governing body. Referees must be certified and coaches must meet the required certification standards listed in this manual.

WPS accepts no financial responsibility for the tournament or event. This form must be filled out, signed and submitted with the Event Sanctioning Application Form. WPS must sanction events for insurance coverage to be valid.

Club Representative: _____

Date: _____

WPS Representative: _____

Date: _____



TRAVEL PERMIT

Participants must be registered members in good standing with their province. This completed form is due to the Water Polo Saskatchewan (WPS) Office prior to departure. Return form by fax to (306) 780-9467 or admin@wpsask.ca.

APPLICANT

PROVINCE	
CLUB	TEAM
CATEGORY	LEVEL
GIVEN NAME	FAMILY NAME
Role in organization:	

DESTINATION

COUNTRY/PROVINCE	
CONTACT PERSON	role in organization
PHONE	e-mail
TRAVEL DATES	

PEOPLE TRAVELLING

1.	8.	15.
2.	9.	16.
3.	10.	17.
4.	11.	18.
5.	12.	19.
6.	13.	20.
7.	14.	21.

***Please indicate Chaperones, Coaches and Officials**

Provincial Office Authorization: _____(signature)

National Office Use Only

National Office Authorization: _____(signature)

Amount Due: _____ Good Standing _____ Bad Standing _____



CLUB REGISTRATION SUMMARY

CLUB/ORGANIZATION: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY: _____ POSTAL CODE: _____ TELEPHONE: _____

EMAIL: _____ FAX: _____

INSURANCE COVERAGE IS INVALID WITHOUT ALL PERTINENT INFORMATION

Please indicate appropriate registration categories, number of participants and include FEES

Member Club @ \$200.00 = _____

Member Competitive @ \$75.00 x _____ = _____
Athlete, Coach, Referee, Official

Member Provincial @ \$40.00 x _____ = _____
Athlete, Coach, Referee, Official

Club Member Only @ \$27.00 x _____ = _____
Athlete, Coach, Referee, Official

Member Program or Clinic @ \$70.00 x _____ = _____
per group

Member Introduction @ \$5.00 x _____ = _____

Total Membership fee = _____

**ALL FEES DUE AND PAYABLE TO WATER POLO SASKATCHEWAN BY
OCTOBER 15TH, 2011.**



MEMBER CLUB EXECUTIVE/BOARD CONTACT LIST

Name of Club			
Club Address & Email			Phone/Fax:
	Name	Address/ Postal Code	Phone/Fax/Email
President/Owner		Name: Address: P. C.	Phone: Fax: Email:
Registrar		Name: Address: P. C.	Phone: Fax: Email:
Secretary		Name: Address: P. C.	Phone: Fax: Email:
Treasurer		Name: Address: P. C.	Phone: Fax: Email:
Other		Name: Address: P. C.	Phone: Fax: Email:
Other		Name: Address: P. C.	Phone: Fax: Email:

To be completed and returned to the WPS office by October 15th. Please complete ALL forms & submit all required documentation.

Club membership will be delayed if forms are not completed.



REGISTRAR WAIVER FORM

Online Member Registration Program

Member registration data is **confidential information**. The registration information belongs to the water polo community only (Your club, Water Polo Saskatchewan and Water Polo Canada). Water Polo Saskatchewan does not divulge swimmer information/address lists to outside agencies, always exercise our best judgment when asked for contact information from people outside of the Water Polo Saskatchewan community (i.e. media).

Water Polo Saskatchewan values the privacy of our members. The club registrar is the custodian of the registration data for each club and only the registrar should have full access to it. The integrity of this information and its protection is the responsibility of each club registrar and Water Polo Saskatchewan. As well, with the new Personal Information Protection and Electronic Documents Act (PIPEDA) we have to ensure that we are even more careful with securing the swimmers data.

The registrar will be given password-protected access to their club's data, and he/she should exercise good judgment. The waiver below is meant to formalize this.

Upon receipt of this signed waiver, the registrar will be given access to the site, with the email address provided. (For people that were registrars last year, your login to the registration system is no longer valid. You must complete a new waiver; submit it and then a new login will be set up for you).

WAIVER

As registrar for my club, I agree that I will not share my password with anyone without the consent of Water Polo Saskatchewan. I will use the system as it is intended, for the purposes of maintaining the club registration data with Water Polo Saskatchewan.

Signed: _____

Name of Club: _____

Please Print

Registrar: _____

Printed name

Signature

President: _____

Printed name

Signature

Registrar Email Address (required for access on the registration site):

Please print legibly the registrar's email address

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance
Name: PIPEDA Policy
Authority: Board of Directors

Policy Number: 18.0
Date Approved:
Date Revised:

18.0 PIPEDA Policy

18.1 Regulation

1. As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.
2. Water Polo Saskatchewan (WPS), in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., on their families to be entered electronically on a nation-wide database. Hard copy lists are also on file at the WPS office. The lists are kept in a secure location to which no one other than the WPS staff has access. The Executive Director is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.

18.2 Purpose of Information Collection

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

18.3 Security & Safeguards

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

18.4 Limited Use of Information

1. Personal information is not divulged to anyone without prior permission from the family. Occasionally, WPS provides family mailing addresses only to a bonded mailing house for the purpose of distributing specific information directly to athletes' homes. WPS and Water Polo Canada also accesses the information for statistical and tracking purposes of membership as well as for tournament/game results and statistics.
2. Tournament Directors need name and date of birth (DOB) for athletes entering competitions. Names, ages, and event results may be published electronically as well as in hard copy format after the conclusion of competitions. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged athletes.

18.5 Consent & Withdrawal Thereof

1. WPS requires consent from each family to continue with this practice. Each club registrar should keep a signed consent form (see attached) on file for each registered member (athletes, volunteers, coaches,

etc.) until such time at which a member wishes to withdraw consent or leaves the organization.

Withdrawal of consent for the use of personal information must be received immediately in writing by the Executive Director of WPS.

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

Individual Access

18.6 Complaints

1. Complaints are to be directed to the Executive Director of the WPS Association who will attempt to remedy each situation as it arises expeditiously and in strict confidence.



CLUB USER REGISTRATION FORM

* Mandatory fields

First Name: *		Last Name: *	
Gender: *	<input type="checkbox"/> Male <input type="checkbox"/> Female	Email: *	
Address: *		City: *	
Province: *		Postal Code: *	
Primary Phone #: *		Secondary Phone #:	
Fax: *		Language: *	<input type="checkbox"/> English <input type="checkbox"/> French
Username: *		Password: *	
Club: *		Status: *	To be filled in by the PSO



CLUB REGISTRATION FORM

* Mandatory fields

Club Name: *	Classification: N/A
Address: *	City: *
Province: *	Zone:
Postal Code: *	Phone: *
Fax: *	Email: *
Web site: *	Status: * To be filled in by the PSO
President's first name:	President's last name: *
Found Year: *	
Primary Contact	
First Name: *	Last Name: *
Phone: *	Email: *
Secondary Contact	
First Name: *	Last Name: *
Phone: *	Email: *



MEMBER REGISTRATION FORM

* Mandatory fields

First Name: *	Last Name: *
Middle Name:	Email: *
Username: *	City: *
Address: *	Postal Code: *
Province: *	Secondary Phone #:
Primary Phone #: *	Language: * <ul style="list-style-type: none"> <input type="checkbox"/> English <input type="checkbox"/> French
Gender: * <ul style="list-style-type: none"> <input type="checkbox"/> Male <input type="checkbox"/> Female 	Date of Birth (dd/mm/yyyy): *
Province of Registration: *	Parent email if under 18: *
Club: *	Picture upload: Must send .JPEG file to club registrar
Secondary Club:	First Year of Registration: *
Tertiary Club:	
Membership Type: * <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer <input type="checkbox"/> Introduction Member <input type="checkbox"/> Provincial <input type="checkbox"/> Competitive 	Role: * <ul style="list-style-type: none"> <input type="checkbox"/> Alumni <input type="checkbox"/> Athlete <input type="checkbox"/> Coach <input type="checkbox"/> Official <input type="checkbox"/> Volunteer <i>Please select at least 1</i>
Alumni Details	
Former National Team Athlete: * <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	Years on National Team:
Coach Details	
NCCP Number:	Coaches of Canada Number:
Official Details	
Province: *	Level: * <ul style="list-style-type: none"> <input type="checkbox"/> Community Sport

		<i>Please select only 1</i>	<input type="checkbox"/> Regional <input type="checkbox"/> Provincial <input type="checkbox"/> National C <input type="checkbox"/> National B <input type="checkbox"/> National A <input type="checkbox"/> UANA <input type="checkbox"/> FINA <input type="checkbox"/> FINA- Retired
Course Conductor: <i>Please select at least 1</i>	<input type="checkbox"/> Minor Official <input type="checkbox"/> Community Sport <input type="checkbox"/> Regional <input type="checkbox"/> Provincial <input type="checkbox"/> National	Evaluator Level: <i>Please select at least 1</i>	<input type="checkbox"/> Regional <input type="checkbox"/> Provincial <input type="checkbox"/> National

Volunteer Details

Valid background check on file: * To be completed by the PSO

Activities: * Please select all activities participated during 2008-09 season

<input type="checkbox"/> Provincials	<input type="checkbox"/> 16U Boys' NCC	<input type="checkbox"/> 16U Girls' NCC	<input type="checkbox"/> 18U Men's NCC
<input type="checkbox"/> 18U Women's NCC	<input type="checkbox"/> 22U Men's NCC	<input type="checkbox"/> 22U Women's NCC	<input type="checkbox"/> Senior Men's NCC
<input type="checkbox"/> Senior Women's NCC	<input type="checkbox"/> CSL	<input type="checkbox"/> MLWP Men	<input type="checkbox"/> MLWP Women

Provincial Team Joint Training/Competitions (specify):

Activities: Please select all activities participated during 2007-08 season

<input type="checkbox"/> Provincials	<input type="checkbox"/> 16U Boys' NCC	<input type="checkbox"/> 16U Girls' NCC	<input type="checkbox"/> 18U Men's NCC
<input type="checkbox"/> 18U Women's NCC	<input type="checkbox"/> 22U Men's NCC	<input type="checkbox"/> 22U Women's NCC	<input type="checkbox"/> Senior Men's NCC
<input type="checkbox"/> Senior Women's NCC	<input type="checkbox"/> CSL	<input type="checkbox"/> MLWP Men	<input type="checkbox"/> MLWP Women

Provincial Team Joint Training/Competitions (specify):

Activities: Please select all activities participated during 2006-07 season

<input type="checkbox"/> Provincials	<input type="checkbox"/> 16U Boys' NCC	<input type="checkbox"/> 16U Girls' NCC	<input type="checkbox"/> 18U Men's NCC
<input type="checkbox"/> 18U Women's NCC	<input type="checkbox"/> 22U Men's NCC	<input type="checkbox"/> 22U Women's NCC	<input type="checkbox"/> Senior Men's NCC
<input type="checkbox"/> Senior Women's NCC	<input type="checkbox"/> CSL	<input type="checkbox"/> MLWP Men	<input type="checkbox"/> MLWP Women

Provincial Team Joint Training/Competitions (specify):