



**WATER POLO**  
SASKATCHEWAN

2010-2011

Registration Handbook

Supported By



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## **A. Registration Policies**

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)

## **B. REGISTRATION INFORMATION**

Registration fees are charged per category of membership based on the programs you decide to participate in. For as little as \$190.00 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 your members.

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

## **HOW TO REGISTER**

### **STEP 1:**

Complete the Club Registration Form including the following club's name, address, telephone number and contact person. Member Club fee is \$190.00.

### **STEP 2:**

Once the Club Registration form and registrar waiver have been received, a new login password will be issued to the club registrar. Club Member online registration may proceed at [www.waterpolo.ca](http://www.waterpolo.ca).

Clubs are to send payment for member registration within seven days of the online registration to Water Polo Saskatchewan

Or

Complete the REGISTRATION FORMS for all individual members. We require each participants name, address, city, postal code, phone number, email address, gender and birth date. You may elect to send the information from your club database. Please include all requested information for each of your registered members.

Participants may register in more than one category, with fees payable only on the highest cost registration level.

### **STEP 3:**

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

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.

### **Note:**

The 2009-2010 registrations expire August 31, 2010.

The 2010-2011 program year begins on September 1st, 2010.

## **C. Registrations for Individual Club Members/ Officials/ Coaches**

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

2) For not able to enter registrations online: Clubs must complete and submit member registration forms in FULL to be eligible for registration. Please note that registrations will not be accepted without the date of birth. New individual memberships received during the year must be submitted and accompanied by registration forms, payment and the remittance summary.

3) For Clubs entering memberships online: 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 to WPS.

**Any registrations missing required information or without payment received at the WPS office will not be processed.**

4) An individual may only be a member of one Provincial Organization as per Water Polo Canada policies.

5) An individual participant is considered to be a member of the club for that age category (ie) for which they registered. If a player wishes to change clubs, 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)

## **Insurance Coverage & Registration:**

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 practice for people to try the sport however, beyond one practice session, clubs must register individual participants to be covered by insurance.

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

## **E. Club Membership Categories & Fees**

### **AGE GROUP CATEGORIES a for the 2010-2011 season**

<i>12 &amp; Under</i>	<i>1999 and</i>
<i>14 &amp; Under</i>	<i>1997 &amp; 1998</i>
<i>16 &amp; Under</i>	<i>1995 &amp; 1996</i>
<i>18 &amp; Under</i>	<i>1993 &amp; 1994</i>
<i>22 &amp; Under</i>	<i>1989 and</i>
<i>Senior</i>	<i>Open age</i>

#### **1. Member Club Registration Fee: \$190.00 per club**

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

#### **2. Member Competitive      \$70.00**

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

#### **3. Member Provincial      \$36.00**

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 or all sanctioned WPC events within Canada

#### **4. Member Club Only:      \$22.00**

Includes Athletes, Coaches and Officials who participate in club activities only and do not participate in any events outside the club i.e. provincial league, provincial championships, inter-club activities.

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

Introductory members participation not exceeding 90 sequential calendar days. A member can register in this category only once.

#### **6. Member I Love Water Polo:      \$ TBC**

## **F. Coaching Requirements**

All coaches must be registered with WPS. All coaches working with players under the age of 18 **should** submit to a criminal record check to be kept on file at the club office

### **CERTIFICATION REQUIRMENTS**

Community Coach	Member Recreation programs
Practice Coach Complete and “Ethical Decision Making” module	Member Provincial Programs 16U & 18U National Club Championships
Level II Complete, III in progress And “Ethical Decision Making” module	Provincial Team National Tournament Western Canada Summer Games
Level II Complete, III Technical and “Ethical Decision Making” module	Jr/Sr National Championships
Level III Complete and “Ethical Decision Making” module	National Junior Teams Canada Summer Games

## **G. Club Insurance Policy**

With the start of a new year the WPS Staff wish to remind all member clubs of our insurance policies and the importance of documentation related to any incidences.

By registering with WPS, a full member club is automatically covered under the Water Polo Canada / WPS Water Polo insurance program. To maintain insurance coverage, the club must register every individual member with WPS. Failure to do so will jeopardize insurance coverage.

The WPC/ WPS Program offer two types of coverage. One is sport liability and the other is Sport Accident Insurance. Sport liability insurance covers all members of your organization including Boards, executives, managers, coaches, trainers, officials, employees and volunteers while acting in the scope of their duties on your behalf. (provided that all of these individuals are listed on the registration forms and have met membership requirements)

No matter how careful you are accidents happen and you (or any) member of your organization can be sued by anyone who claims injury or damages resulting from activities taking place during water polo activities with your club. Even though you may not be liable, you will need to be defended in court and the sport liability policy will pay for this defense as well as any costs potentially awarded against you.

**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.**

**For groups traveling outside of the province, it is advised to purchase additional coverage called “trip insurance”. This coverage is for accidents that may happen not during water polo activities on a trip. Please be reminded that members traveling outside the Province must submit a travel permit to the Provincial office at least fourteen working days prior to departure to ensure coverage.**

**In order for WPS/WPC Insurance to be valid, teams or coaches traveling outside the province must file a travel permit with WPS within fourteen business days prior to departure.**

**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.

### **Insurance Coverage & Registration:**

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 practice for people to try the sport however, beyond one practice session, clubs must register individual participants 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 attached Accident Claim forms within seven days of the incident. Failure to report these incidents may result in a lack of coverage to the individual.

**Forms can also be downloaded from the All Sport Insurance at [www.allsportinsurance.com](http://www.allsportinsurance.com)**

### **H. Travel Permits**

Permission to travel outside of the province or country must be obtained through WPS and Water Polo Canada. For those using the membership database this feature is now included or (See attached forms) Travel permits must be submitted online **or** to the WPS office at least **fourteen business days** prior to departure for approval for domestic or inter-provincial events and 30 days for international travel. **Failure to complete the travel permit process will result in a lack of insurance coverage.** 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. (See Travel Insurance)

## **I. Athlete Mobility Policy (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 attached form.

## **J. Tournament and Event Hosting Sanctioning Policies**

### General Information

Events that must be sanctioned are:

- Club Invitational Tournaments
- Events where two or more member clubs participate
- Camps, selection events
- Provincial League/Championships if hosted by a club
- International Events
- Recreational or League wind- up events
- Water polo related activities

### **STEP 1: Getting your event sanctioned**

Member Clubs wishing to host a tournament, event, camp or water polo related activity, must submit a sanction request for approval from WPS (and Water Polo Canada if necessary) Failure to comply results in invalid insurance coverage for the member club. All applications must be submitted to the WPS office at least **1 month** prior to the tournament/event. Applications will not be processed without the completed forms. (See attached forms)

### **STEP 2: Rosters and Membership Verification**

All clubs will be required to file team rosters of the teams participating in the tournament with the WPS office for verification of membership with WPS, within seven working days prior to the start of the tournament. **Club teams participating with players who are not on a roster will be required to register the 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 insure 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.

Water Polo Saskatchewan  
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

Water Polo Sask Tournament/ Event Sanctioning Application

Submission Date: \_\_\_\_\_

TOURNAMENT/ EVENT INFORMATION: \_\_\_\_\_

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**

The following information must accompany this application:

- Tournament Package/Invitation
- Technical Information
- Rosters

## WPS TOURNAMENT 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 form.

WPS must sanction events for insurance coverage to be valid.

Club Representative: \_\_\_\_\_

Date: \_\_\_\_\_

WPS Representative: \_\_\_\_\_

Date: \_\_\_\_\_



## Water Polo Canada - Travel Permit -

Participants must be registered members in good standing with their province.  
This completed form is due to WPS for submission to WP Canada 30 days prior to departure from Canada.

### 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. _____

Provincial Office Authorization: \_\_\_\_\_ (signature)

### National Office Use Only

National Office Authorization: _____ (signature)
Amount Due: _____ Good Standing _____ Bad Standing _____

## **REGISTRATION INFORMATION**

Registration fees are charged per category of membership based on the programs you decide to participate in. For as little as \$190.00 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 your members.

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

## **HOW TO REGISTER**

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Or

Complete the REGISTRATION FORMS for all individual members. We require each participants name, address, city, postal code, phone number, gender and birth date. You may elect to send the information from your clubs database. Please include all requested information for each of your registered members.

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

### **STEP 3:**

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

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.

Note:

The 2009-2010 registrations expire August 31, 2010.

The 2010-2011 program year begins on September 1st, 2010.

## **REGISTRATION CATEGORIES & FEES 2010-2011**

**Member Club.**

**Fee: \$190.00**

**\*\* All clubs & programs must register at the club level as well as register individual members to access MAP funding.\*\***

**Individual membership fees are charged per PERSON based on the type of programs they participate in. A member will pay only the highest charged fee, and not the fee per member program**

**Example: Athlete at Nationals \$70 & Coach at Provincials \$0**

**Member Competitive :**

- Fee: \$70.00/person**
- Member (athlete, coach, official) Attends National Club Championships**
- Member (athlete, coach, official) Attends National Team Programs**
  - Club Nationals, CNWPL,**

**Member Provincial :**

- Fee: \$36.00/person**
- Member (athlete, coach, official) does not attend Nationals**

**Member Club:**

- Fee: \$22.00/person**
- Includes Athletes, Coaches and Officials does not participate in any events outside the club**
  - Including interclub matches held in their club**

**Member Introduction :**

- Fee: \$5.00/person**
- Introductory members participation not exceeding 90 sequential calendar days**

**Please Note: The registration fee includes access to technical information and materials, coaches and officials training programs, assistance with club development.**

**Water Polo Saskatchewan Inc.**

**2010-2011 CLUB REGISTRATION SUMMARY**

CLUB/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**INSURANCE COVERAGE IS INVALID WITHOUT ALL PERTINENT INFORMATION**

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

**MEMBER CLUB @ \$195.00 = \_\_\_\_\_**

**Member Competitive @ \$70.00 x \_\_\_\_\_ = \_\_\_\_\_**  
**Athlete, Coach, Official**

**Member Provincial @ \$36.00 x \_\_\_\_\_ = \_\_\_\_\_**  
**Athlete, Coach, Official**

**Member Club @ \$22.00 x \_\_\_\_\_ = \_\_\_\_\_**  
**Athlete, Coach, Official**

**MEMBER Introduction @ \$5.00 x \_\_\_\_\_ = \_\_\_\_\_**  
**Athlete, Coach, Official**

**Total Membership fee = \_\_\_\_\_**

**ALL FEES DUE AND PAYABLE TO WATER POLO SASKATCHEWAN WITHIN SEVEN DAYS OF REGISTRATION ONLINE OR MUST BE SUBMITTED WITH HARD COPY REGISTRATIONS.**

## Water Polo Saskatchewan Online 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 a password-protected access to the club data, and he/she should exercise the same 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 registrar's last year, your login to the Registration system is no longer valid. You must complete this waiver and submit it and then a new login will be set up for you).

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### W A I V E R

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 registrar's email address**

**WPS Member Club Executive/ Board  
Contact List**

Name of Club:

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

***To be completed and returned to the WPS office by October 5<sup>th</sup> Please complete ALL forms & submit all required documentation.***

***Club membership will be delayed if forms are not completed.***