



**WATER POLO**  
SASKATCHEWAN

# Operational Policies

May 28 2010

Supported By



# Water Polo Saskatchewan Inc.

## Vision

Water Polo Saskatchewan is a National Leader in Water Polo.

## Mission

Water Polo Saskatchewan:

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

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

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

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

# **Water Polo Saskatchewan Inc**

## **Operational Policies**

- O1.1 Code of Ethics
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**Water Polo Saskatchewan Inc.**  
**OPERATIONAL POLICIES**

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

**Policy Number: 1.1**  
**Date Approved: November 1999**  
**Date Revised: October 4, 2008**

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**All Members:**

- Shall encourage a climate of mutual support among all participants in the sport.
- Have the right to participate in suitable and safe settings. Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.
- Shall ensure that athletes travel, train and perform in suitable and safe settings and that participants receive qualified instruction from certified and safety conscious coaches.
- Shall abide by a sense of fair play and a respect for rules and established procedures.
- are expected to treat each other with courtesy and respect at all times and refrain from malicious gossip and demeaning remarks to others, expressing their displeasure with officials by any means other than the accepted appeal procedures, attempting to disrupt, distract or in any way interfere with the performance of an athlete during competition or training
- Shall treat others equitably within the context of their sporting activities regardless of their gender, race, and place of origin, color, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.
- Shall share confidential information only with the consent of those requesting confidentiality or in a way that individuals involved cannot be identified.
- Are expected to be honest and forthright in their dealings with the Association, other members and non members.
- Shall strive to react to success, failure and controversy with grace and dignity.
- Shall seek to discover and promote the positive aspects of Water Polo activities.
- Shall refrain from seeking special privileges or treatment, and remember that others are striving for the same objectives.
- Shall not physically strike, abuse or harass another person regardless of the situation or location.
- Shall abstain from and refuse to tolerate in others all forms of harassment including sexual harassment.
- All coaches shall abide by the Code of Ethics of the Coaching Association of Canada and the Canadian Coaches Association.
- All officials shall abide by the Officials Code of Ethics

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

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

**Policy Number: 2.1**  
**Date Approved: November 2001**  
**Date Revised: October 4, 2008**

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**All Members:**

**2.11 General**

- shall at all times, reflect honesty, good sportsmanship, courtesy and respect towards others.
- shall follow all policies, procedures, rules and regulations of the Association.
- shall work cooperatively together for the betterment of the activity/sport of Water Polo.

**2.12 Responsibility And Reporting**

- shall adhere to the Code of Conduct when participating in sanctioned Water Polo events or representing Water Polo Saskatchewan . Every member who is in a position of authority is responsible to guide those under his/her jurisdiction both by setting an appropriate example and by instruction.
- It is the responsibility of all individuals to report any violations of the Code of Conduct to the head of their club/team delegation.
- It is the responsibility of delegation heads and other representatives of the Board of Directors to document and report violations of the Code of Conduct including any recommendations for supplementary discipline. At their discretion delegation heads are empowered to notify law enforcement agencies regarding any criminal activity involving individuals associated with the Association.
- Implementation of the Code of Conduct and Code of Ethics is the responsibility of each participating club. Any contravention of the Code of Conduct or Code of Ethics will be dealt with by the club involved. If the club fails to act responsibly, Water Polo Sask has the obligation to impose sanction and to collect any money outstanding. Complaints of violations are to be directed to the Water Polo Saskatchewan Executive Director.

**2.13 A Participant Attending A Sanctioned Water Polo Saskatchewan Event Shall Agree That:**

- There will be no possession or use of any illegal substances and/or performance enhancing drugs. (See also: Water Polo Canada Anti-Doping Policy.)
- If under the age of majority in the province of competition, there will be no possession or use of alcohol.
- If over the age of majority, there will be no supplying of alcohol to minors (as defined by the laws of the province of the competition).
- Any physical damage occurring, or cost arising from missing items in a room, is the responsibility of the registered occupant(s) unless some other person(s) are proven responsible. If more than one person is sharing a room, costs will be shared equally if there is no admission of guilt. The club involved shall be responsible for collecting any such costs.
- Any contravention is sufficient grounds for a participant to be sent home at his/her own expense.
- Any contravention of the above will be dealt with by the club involved. If the club fails to act responsibly, Water Polo Sask has the obligation to impose sanction and to collect any outstanding money.
- For Water Polo Saskatchewan conducted programs ( not the club), any contravention of the above will be dealt with by Water Polo Saskatchewan.

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**2.14 Unacceptable Behavior Includes:**

- Committing an act which would be considered an offense under federal, provincial or municipal laws or the rules of the facility. An offender shall immediately be sent home. When this is not possible, the offender shall, at their own expense, be sent home as soon as possible, disqualified from further games within the tournament, and the home provincial body shall be informed by telephone or wire.
- Gross misbehavior.
- Unsportsmanlike conduct.
- A participant reporting for a game or event in an impaired condition. All clubs shall be sent the Water Polo Canada Code of Conduct. Since all clubs come under the jurisdiction of Water Polo Canada, clubs which send teams outside of their province are bound to supervise their teams in much the same way. Participation in national events commences when the participant leaves his/her home at the beginning of the event and ends when the participant arrives home at the conclusion of the event.

**2.15 Disciplinary Action**

Members of Water Polo Saskatchewan against whom a complaint is substantiated for violation of the Code of Ethics or the Code of Conduct may be subject to disciplinary measures. A penalty can range from moderate to severe. Examples of discipline may include but are not limited to:

- verbal reprimand and apology
- written reprimand and apology
- suspension from activity currently involved in
- placement on probationary membership short or long term
- suspension of financial assistance
- professional counseling or behavior modification
- suspension from future programs, teams, activities, events and/or competitions
- staff dismissal
- temporary suspension of membership
- permanent suspension of membership
- any combination of the above

Suspension of membership will be communicated to other organizations as applicable (for eg. Provincial Associations, Water Polo Canada, Coaching Association of Canada, Canadian Olympic Association, Canadian Professional Coaches Association).

When determining appropriate disciplinary action and corrective measures the following factors shall be considered:

- the severity of the violation
- the frequency of the infraction (first offense, second offense, etc)
- the age(s) of the individual(s) accused
- the ages(s) of the victim
- the role of the individual(s) accused (athlete, coach, official, etc.)

Any sanctions or penalties applied must be based on reasonable evidence that a violation of the Code of Conduct or Code of Ethics occurred.

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

**Type:** Governance  
**Name:** Dispute Resolution Policy  
**Authority:** Board of Directors

**Policy Number:** 3.1  
**Date Approved:** November 2001  
**Date Revised:** November 2005

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### **3.11 Application**

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

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

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

The Executive Director (ED) of Water Polo Saskatchewan is responsible for overseeing the procedures set out in this policy and will, at all times, ensure that such procedures are carried out in a timely manner. In the event the ED is unable to fulfill such responsibilities, the board of directors will appoint a designate.

### **3.12 Dispute Resolution Bodies**

Two bodies will be appointed by the Executive Director to resolve disputes, whether arising from allegations of harassment or other misconduct, team selection, code of conduct violations or other issues.

### **3.13 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.

### **3.13.1 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;
- c. To make recommendations on the need for a hearing; and,
- d. When a hearing is necessary, to fairly present all relevant information to a hearing committee by means of evidence acceptable to the hearing committee

### **3.14 Hearing Committee**

- a. The Executive Director 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.
- b. Members of the investigation committee and members of the Board are not eligible to be appointed as a member of the hearing committee.
- c. If the Executive Director considers it appropriate to do so, the Executive Director shall appoint to the hearing committee a person nominated by each party to the dispute.

#### **3.14.1 The responsibility of the Hearing Committee is to provide a fair hearing.**

Characteristics of a fair hearing include:

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

### **3.15 Misconduct**

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

- It is contrary to the best interests of Water Polo Saskatchewan or of any Members (athlete, coach, official, volunteer) or spectator.
- It is contrary to the bylaws of Water Polo Saskatchewan.
- It is contrary to any Code of Conduct established by Water Polo Saskatchewan.
- It is a failure to comply with an order pursuant to this dispute resolution policy by the Executive Director, the board or a hearing committee.

### **3.16 Referral and review of complaints and incidents**

- a. Complaints must be made to the Executive Director promptly and within the time guidelines set by the policy of the board.
- b. The Executive Director may extend the time for submission of a complaint notwithstanding the expiration of the time set by board guidelines.
- c. The Executive Director shall appoint and 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.
- d. The chairperson of the investigation committee will require that a complaint be stated in writing.
- e. 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.
- f. Where the chairperson has not dismissed a complaint pursuant to 3.16e, the chairperson shall appoint one or more members of the investigation committee as investigator of the complaint or incident.
- g. The chairperson may appoint himself or herself as the investigator or as one of the investigators.

### **3.17 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 Investigating Committee Chair recommending:
  - a. That the Executive Director 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

### **3.18 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 Investigating Committee Chair 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 Investigating Committee Chair shall recommend to the ED that:
  - a. If satisfied that continued participation is inappropriate in the circumstances, may order suspension of involvement in Water Polo Saskatchewan 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 Investigating Committee Chair upon a further written recommendation by the investigator.
  - b. be superseded by the recommendations of the hearing committee

### **3.19 Acting upon the Investigator's report**

1. If the investigation committee recommends no further action on a complaint, the Investigating Committee Chair 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 Executive Director 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.

### **3.20 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.

### 3.20.1 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.

### **3.21 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

### **3.22. Deference to Other Authorities**

1. Where the 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.

### **3.23. 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.

### **3.24. 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 Chair 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 or hearing process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.
6. 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.
7. 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.

### **3.25. 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 during the suspension.

### **3.26. 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.

### **3.27. 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 Executive Director 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.

### **3.28. Records and Use of Decisions**

1. Water Polo Saskatchewan shall maintain a record of all decisions of hearing committees and of all decisions of the board on appeal.
2. The hearing committee, and the 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.
5. Decisions resulting in termination of membership or in a suspension of membership rights for one year or longer shall be reported to the Dispute Management Office of Sask Sport Inc. who may provide information from the decisions to its membership, including the names of persons who have been the subject of the discipline.

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

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

**Policy Number:** 4.1  
**Date Approved:** November 2001  
**Date Revised:** March 1 2009

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#### 4.11. Excellence

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

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

- Athlete development
- Coaching development
- Officials development
- Sport Medicine & Science
- Water Polo Saskatchewan staff will establish yearly Excellence programs for Saskatchewan athletes.

#### 4.12. Participation

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

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

- Athlete development
  - Introductory programs & under-represented population initiatives
- Competition
- Coaching development
- Officials development

#### 4.13. Capacity Interaction

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

#### 4.14. Administration

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

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

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

**Policy Number:** 5.1  
**Date Approved:** November 2001  
**Date Revised:** June 2009

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## 5.11 Elite Identification Subsidy Program

**Purpose:**

To provide financial assistance to water polo athletes for training and competition costs to participate when selected on National Team Programs/Teams. The program is funded through the Excellence program. It is designed to provide funding to our top 20 yrs & younger athletes training and competing at the highest level.

- The number and amounts of grants awarded may vary based on the number of participants
- Athletes must adhere to the regulations regarding eligibility, financial agreements and follow-up procedures.
- Athletes must be registered members in good standing with a Saskatchewan registered club and WPS
- Nationally carded athletes are eligible for funding. Athletes training/attending university out of province are eligible..
- Athletes must have and maintain a training and competition schedule approved by Water Polo Saskatchewan. A minimum attendance record of 90% based on four practices a week is the minimum standard for training.
- Athletes must compete for Saskatchewan in all competitions for which they are selected.
- Athletes must be recognized as Excellence Athletes
- Participate on a 16U, 18U or 22U team during the season of application
- Compete at 16U, 18U or 22U National Club Championships (previous & current year)
- Participate in at least two Invitational events outside of Saskatchewan
- Provide proof of enrollment if attending a post secondary institution, either as a full time or part-time student

**FINANCIAL AGREEMENT:**

- Athletes receiving assistance must submit all receipts for Excellence Program related expenditures.
- Allowable expenditures will be: ID camp registration fees, travel expenses including transportation, meals, accommodation, uniforms and equipment, training expenses and tuition fees.

**NCAA Advisory**

- Sask Sport has advised the Provincial Sport Governing Bodies, to advise the Athlete Assistance recipients of the following:
- Athletes are responsible for making all necessary investigations with the United States National Collegiate Athletic Association (NCAA), or other collegiate athletic organizations, to determine whether receipt of funds from a Provincial Sport Governing Body such as Water Polo Saskatchewan, would negatively affect their status as an amateur athlete and ultimately prevent them from participating in NCAA, or other collegiate athletic organization's athletic programs.
- If after graduating from High School, a player considers going down to the United States to school, then accepting these types of funds from Water Polo Saskatchewan could make the player ineligible for any USA scholarships and from participating in a NCAA program.
- Athletes considering going to the USA, need to be sure to do the necessary investigations prior to cashing the athlete's assistance cheque.
- If an athlete wishes to remain eligible for NCAA water polo, then it is recommended they do not accept any monies from Water Polo Saskatchewan or Sask Sport and if necessary the athlete should return the cheque to WPS.

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

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

**Policy Number:** 6.1  
**Date Approved:** November 1997  
**Date Revised:** March 1 2009

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**USE OF GOGGLES**

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

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

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

**MOUTHGUARDS**

Water Polo Saskatchewan recommends the use of mouthguards for all water polo activities.

**PLAYER CAPS**

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

**EQUIPMENT RENTAL**

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

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

**Type:** Governance

**Name:** Provincial & National Competition Policy

**Authority:** Board of Directors

**Policy Number:** 7.1

**Date Approved:** June 1998

**Date Revised:** March 1 2009

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**PROVINCIAL COMPETITION**

- Provincial League will be conducted each year. Entry fees and deadlines will be set by the Executive Director and reported in the Provincial League and Championship Handbook for that season
- Provincial Championship will be conducted each year. Entry fees and deadlines will be set by the Executive Director and reported in the Provincial League and Championship Handbook for the Season
- All teams taking part in Provincial Championships must be registered with Water Polo Saskatchewan.
- Out of Province teams may be invited to the competition but will not be eligible for awards
- Summer Provincial Championships-will be held as required.

**NATIONAL CHAMPIONSHIPS**

All members shall:

- Comply with the Water Polo Canada's policy manual and National Club Championships Handbook.
- Be a member in good standing with Water Polo Saskatchewan /Canada, and registered at the applicable membership level

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

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

**Policy Number:** 8.1  
**Date Approved:** November 1997  
**Date Revised:** March 1 2009

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## **Introduction**

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

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

### **8.11 Coaches Funding**

Funding may be allocated for:

- 1) N.C.C.P. Learning Facilitator and Evaluator training
  - Eligible candidates will be the decision of Water Polo Saskatchewan Executive Director
  - Learning Facilitators and Evaluators must show a record of actively conducting clinics or evaluations. They must maintain an active role in the province after becoming certified as a Learning Facilitator or Evaluator.
- 2) Special Events
  - Workshops, seminars, competitions that will increase and upgrade the coach's technical expertise.
- 3) Excellence Coaches' Program
  - Includes Level 4 Tasks, National Team Coach visitation

## **.8.12 Officials Funding**

Funding may be allocated for:

- 1) Officials Course Conductor and Evaluator training
  - Eligible candidates will be the decision of Water Polo Saskatchewan Executive Director
  - Course Conductors and Evaluators must show a record of actively conducting clinics or evaluations. They must maintain an active role in the province after becoming certified as a course or Evaluator.
- 2) Special Events
  - Workshops, seminars, competitions that will increase and upgrade the officials' technical expertise.
  - Any referee attending an out-of-province tournament must be certified as a Regional Referee. Any referee attending National Championships must be certified (minimum) as a Provincial Referee, and must have the approval of Water Polo Saskatchewan.

**Water Polo Saskatchewan Inc.  
OPERATIONAL POLICIES**

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

**Policy Number:** 9  
**Date Approved:** January 1997  
**Date Revised:**

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### **9.1 Fundraising**

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

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

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

**Policy Number:** 10  
**Date Approved:** September 2003  
**Date Revised:** **March 1, 2009**

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

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

**Water Polo Saskatchewan Inc.  
OPERATIONAL POLICIES**

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

**Policy Number:** 11  
**Date Approved:** June 2003  
**Date Revised:** July 2009

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**11.1 Logo**



- "Water Polo Saskatchewan" logo is the sole property of Water Polo Saskatchewan.

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

**Type:** Governance  
**Name:** M.A.P.  
**Authority:** Board of Directors

**Policy Number:** 12  
**Date Approved:** January 1998  
**Date Revised:** March 1 2009

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Each year, WPS receives Membership Assistance Program (MAP) funding from Sask Lotteries to allocate directly to our member clubs, teams and organizations.

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

**ELIGIBILITY**

- All clubs, teams, pools or organizations applying for funding must be or become members of Water Polo Saskatchewan in one of the club membership categories.
- All individual participants must be registered with Water Polo Saskatchewan in one of these member categories - Member National, Provincial, Recreation or Introduction.
- A minimum of 15 individuals must be registered.
- Funding will be made available to members in good standing only. Special consideration will be given to those organizations that require assistance in the formation of a new club or development of a new program.

**FUNDING AND PRIORITIES**

- Priority #1 – Winter Clubs and programs
- Priority #2 – Summer Clubs and programs

**POLICIES**

- One completed application form/spending plan, signed by club president or chairperson, is required for each project.
- Self-help monies must be provided by the applicant for each project.
- Applications/follow-up reports where there is duplicate or deficit funding will not be considered.
- All M.A.P. grant recipients must provide a detailed follow-up report with all receipts attached, PRIOR to any money being disbursed.
- All printed correspondence referring to M.A.P. must acknowledge the assistance provided by Saskatchewan Lotteries and Water Polo Saskatchewan.

## **ELIGIBLE PROJECTS**

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

- Seals Skills Award Programs & Materials
- Positive Polo Clinics
- Instructor Clinics
- Team travel and training
- Coaching assistance/part-time salaries
- Pool rental
- Awards, badges, manuals.
- Equipment/Uniforms
- Coaches' and officials' upgrading/expenses
- Tournament hosting
- Other Projects as approved by Water Polo Sask

## **FUNDING AMOUNTS**

M.A.P. grants will be allocated in September/October as per the following :

- Fee paid previous fiscal year
- % of the fee paid previous fiscal year
- Set rate Winter or Summer Club
- Set rate New Club
- # Member National @ set rate
- # Member Provincial @ set rate
- # Member Recreational @ set rate
- Total Club funding for current year
  
- category amounts may change based on funding from Sask Lotteries and/or number of eligible clubs/programs
- # of participants is determined as of August 31 previous fiscal year

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

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

**Policy Number:** 13  
**Date Approved:** October 1997  
**Date Revised:** September 2008

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- \* 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.
- \* The membership year shall be September 1 - August 31.
- \* All membership fees are due and payable with the membership application. Membership fees are not refundable.
- \* The club membership fee is \$\$ 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 (\$\$).
- \* All individuals and/or clubs wishing to become affiliated with Water Polo Saskatchewan must register in one of the following categories:

<b>Member Winter Club</b>	<b>\$\$</b>
Board of Directors & Volunteers	
<b>Member Summer Club</b>	<b>\$\$</b>
<b>Member National</b>	<b>\$\$</b>
Attends National Championships & League	
<b>Member Provincial</b>	<b>\$\$</b>
Travel outside the Province	
<b>Member Recreational</b>	<b>\$\$</b>
<b>Member Summer Program</b>	<b>\$\$</b>
<b>Member Introduction</b>	<b>\$\$</b>

- X Insurance coverage applies only to registered and paid members whose names and pertinent information has been received in the Water Polo Saskatchewan office.

**Registration Categories**

Players age shall be determined based on the calendar year the National Championship occurs and the participants birth year.

Age groups for competition will be stated as:

12U, 14U, 16U, 18U, 22U and Open

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

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

**Policy Number:** 14  
**Date Approved:** November 1997  
**Date Revised:** September 2008

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**14.1 REIMBURSEMENT POLICIES**

Anyone claiming reimbursement for Water Polo Saskatchewan related expenditures (as approved by the Board of Directors) must complete an expense form and attach all receipts.

Water Polo Saskatchewan will reimburse expenses as follows:

Mileage (personal car)	30 cents per km
Public Transportation	
Bus	100%
Other	as approved by Executive Board
Meals	
In province	\$35.00/day maximum
Out of province	\$45.00/day maximum
Accommodation	
In province	as approved by Board of Directors
Out of province	as approved by Board of Directors

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

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

**Policy Number:** 15  
**Date Approved:** November 1997  
**Date Revised:** February 2009

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### 15.1 Sanctions

- Any club, team or organization wishing to host and/or participate in any water polo tournament or water polo event (training camp, exhibition games, clinic, etc.) out of province/country must request sanction/travel permit from Water Polo Saskatchewan.
- Water Polo Canada requires that any team or individual participating in a water polo event out of the country apply for a travel permit through their provincial office. Water Polo Saskatchewan will forward the sanction form/permit to Water Polo Canada for approval. Water Polo Canada possesses the sole right to sanction international water polo competitions in Canada.
- At least 1 month prior to an event, a sanction form/travel permit application must be submitted to the Water Polo Saskatchewan office. All information requested on the form must be completed.
- For clubs and members in good standing, sanction/travel requests will be signed by the Executive Director, and copies forwarded to Water Polo Canada (if required)
- For clubs and members not in good standing, sanction/travel requests will be approved only upon change in status to member in good standing
- Any host organization or team which organizes and/or participates in any competition/event without sanction from Water Polo Saskatchewan shall be liable for disciplinary action.
- Water Polo Saskatchewan insurance coverage only applies for sanctioned events and tournaments.
- Sanction for any event will be granted or denied at the discretion of the Executive Director of Water Polo Saskatchewan.
- The Executive Director may request further information regarding the sanction request.
- The Executive Director may attach any conditions deemed necessary to the granting of a sanction.
- Sanction fees may be set/waived by the Executive Director
- Should it be necessary to deny sanction, the Executive Director shall notify the originators of the request in writing with the reasons for denying the sanction.

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

**Type:** Governance  
**Name:** Harassment Policy  
**Authority:** Board of Directors

**Policy Number:** 16  
**Date Approved:** December 2004  
**Date Revised:**

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## 16.1 Harassment Policy

1. Water Polo Saskatchewan Inc. (WPS) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. Harassment, as defined in this policy, includes but is not limited to the following specifically described categories of harassment:
  - Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory in Canada.
  - Harassment is offensive, degrading, and threatening. In most extreme forms, harassment can be an offence under Canada's Criminal Code.
  - Whether the offender is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
  - WPS is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital status, family status, disability, pardoned conviction or political agenda.
2. This policy applies to all employees as well as to all directors, officers, parents, volunteers, coaches, athletes, officials and members of WPS. WPS encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This policy applies to harassment which may occur during the course of all WPS business, activities, and events. It also applies to harassment between individuals associated with WPS but outside WPS business, activities, and events when such harassment adversely affects relationships within the WPS work and sport environment.
4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

## DEFINITIONS

5. Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individual, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.

6. For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
  - such conduct that has the purpose or effect of interfering with an individual's performance; or
  - Such conduct creates an intimidating, hostile, or offensive environment.
7. Types of behavior which constitutes harassment include but are not limited to:
  - written or verbal abuse or threats;
  - the display if visual material which is offensive or which one ought to know is offensive;
  - unwelcome remarks, jokes, comments, innuendo, or taunting;
  - leering or other suggestive or obscene gestures;
  - condescending, paternalistic, or patronizing behavior which undermines self-esteem, diminishes performance, or adversely affects working conditions;
  - practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - unwanted physical contact including touching, petting, pinching and kissing;
  - unwelcome sexual flirtations, advances, requests, or invitations; or
  - Physical or sexual assault.
8. Sexual harassment most commonly occurs in the form of behavior by males towards females; however, sexual harassment can also occur between males, between females, or as behavior by females towards males.
9. For the purpose of this policy, retaliation against an individual:
  - for having filed a complaint under this policy; or
  - for having participated in any procedure under this policy; or
  - For having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated.

## RESPONSIBILITY

10. The Executive Director is charged with the responsibility for implementing this policy and ensuring that:
  - harassment is discouraged with WPS;
  - formal complaints of harassment are investigated in a sensitive, responsible, and timely manner;
  - appropriate disciplinary or corrective measures are imposed when a complaint of harassment has substantiated, regardless of the position or authority of the offender;

- advice is provided to persons who experience harassment including any employee or member of WPS who experiences harassment by someone who is not an employee or member of WPS;
- all members and employees of WPS are made aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- both complainants and respondents are informed of the procedures contained in this policy and of their rights under the law;
- the terms of this policy are regularly reviewed to ensure that they adequately meet the organization's legal obligations and public policy objectives;
- officers are appointed and provided the training and resources they need to fulfill their responsibilities under this policy; and
- Case review panels and appeal bodies are appointed and provided with the resources and support they need to fulfill their responsibilities under this policy.

11. Every member of WPS has a responsibility to play a part in ensuring that the WPS sport environment is free of harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of WPS who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

12. In the event that the person responsible for this policy is involved in a complaint which is made under this policy, the WPS president shall appoint a suitable alternate for the purposes of dealing with the complaint.

#### DISCIPLINARY ACTION

13. Employees or members of WPS against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases.

#### CONFIDENTIALITY

14. WPS understands that it can be extremely difficult to come forward with a complaint of harassment and it can be devastating to be wrongly convicted of harassment. WPS recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

15. WPS shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such a disclosure is required by a disciplinary or other remedial process or by the laws of Canada; provided that the term "outside parties" shall not include harassment officers duly appointed by WPS under this policy.

16. Notwithstanding the confidentiality provisions of this policy, in the event that a written complaint is made pursuant to this policy, the effective resolution of the matter will require that the name of the alleged victim of the harassment be released to the person or persons whose actions are the subject of the complaint in order to afford them an opportunity to fully respond.

## OFFICERS

17. The Board of Directors shall appoint at least two persons, one male and one female, who are themselves members or employees of the sport organization, to serve as harassment officers under this policy. If more than two officers are appointed, the board shall ensure a gender balance.
18. The role of harassment offices is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, harassment officers shall be directly responsible to the Board of Directors.
19. WPS shall ensure that harassment officers receive appropriate training and support for carrying out their responsibilities under this policy.

## COMPLAINT PROCEDURE

20. A person who experiences harassment is encouraged to make it known to the offender that the behavior is unwelcome, offensive, and contrary to this policy.
21. If confronting the offender is not possible, or if after confronting the offender the harassment continues, the complainant should seek the advice of a harassment officer.
22. The harassment officer shall inform the complainant of:
  - the options for pursuing an informal resolution of his or her complaint;
  - the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible
  - the availability of counseling and the other support provided by WPS;
  
  - the confidentiality provisions of this policy including the provisions of paragraph 16 of this policy;
  - the right to be represented by a person of choice (including legal counsel) at any stage of the complaint process;
  - the external mediation/arbitration mechanisms that may be available;
  - the right to withdraw from any further action in connection with the complaint at any stage (even though WPS might continue to investigate the complaint); and
  - other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.
23. There are four possible outcomes to this initial meeting of complainant and harassment officer.

(a) *The complainant and harassment officer agree that the conduct does not constitute harassment.*

- If this occurs, the harassment officer will take no further action and will make no formal written record.
- If the complainant and the harassment officer do not reach agreement on whether applicable conduct constitutes harassment, the complainant will retain the right to proceed with an informal or formal complaint pursuant to either paragraph 23(c) or paragraph 23 (d).

*(b) In order to proceed with an informal complaint under paragraph 23(c) or a formal complaint under paragraph 23(d), the complainant will be required to complete a written complaint on a form provided by the harassment officer. Once a harassment officer receives a written complaint, the harassment officer is obligated to proceed under either paragraph 23(c) (if the complainant elects to proceed with an informal complaint) or paragraph 23(d) (if the complainant elects to proceed with a formal complaint).*

*(c) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.*

- If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and it appropriate, the harassment officer may also seek the assistance of a neutral mediator.
- If the informal resolution yields a result which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
- If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.

*(d) The complainant brings evidence of harassment and decides to lay a formal written complaint.*

- If this occurs, the harassment officer will provide a copy of the written complaint, signed by the complainant, to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.
- The respondent will be given an opportunity to provide a written response to the complaint, on a response form provided by the Harassment Officer. If the respondent elects to provide a written response, such response will be provided to the Harassment Officer with 14 days of the respondent receiving the written complaint.

*(e) If the complainant is under the age of majority, the harassment officer will suggest to the complainant that the complainant seek assistance in completing the written complaint.*

*(f) The complainant brings evidence of harassment but does not wish to lay a formal complaint.*

- If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
- When the harassment officer decides that the evidence and surrounding circumstance require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.

24. Prior to submitting a report to the Board of Directors and Executive Director pursuant to paragraph 25, the harassment officer will conduct an investigation of the matter complained of so that in addition to conducting an in-depth interview of the complainant and the respondent, the harassment officer should do the following as circumstances dictate:

- interview the victim of the alleged harassment if not the complainant;
- interview witnesses to the incident(s) of the alleged harassment;
- Visit and examine the site of the alleged harassment.

25. Upon conducting the investigation referred to paragraph 24 but in any event within 21 days of receiving the complaint, the harassment officer shall submit a report to the Board of Directors and Executive Director containing the documentation filed by both parties along with a recommendation that:

- No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
- The complaint should be investigated further.

A copy of this report shall be provided, without delay, to both the complainant and the respondent.

26. In the event that the harassment officer's recommendation is to proceed with an investigation, the Board of Directors shall, within 14 days of receiving the harassment officer's report, appoint three members of WPS to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

27. Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:

- The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of hearing.
- Members of the panel shall select a chairperson from among themselves.
- A quorum shall be all three panel members.
- Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
- The hearing shall be held in camera.
- Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
- The complainant and respondent may be accompanied by a representative or adviser.
- The harassment officer may attend the hearing at the request of the panel.

28. Within 14 days of the hearing, the case review panel shall present its findings in a report to the Board of Directors which shall contain:

- a summary of the relevant facts;
  - a determination as to whether the acts complained of constitute harassment as defined in this policy;
  - recommended disciplinary action against respondent, if the acts constitute harassment; and
  - Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment. If the panel determines that the allegations of harassment are malicious, their report may recommend disciplinary action against the complainant.
29. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and respondent.
30. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
- the nature of harassment;
  - whether the harassment involved any physical contact;
  - whether the harassment was an isolated incident or part of an ongoing pattern;
  - the nature of the relationship between complaint and offender;
  - the age of the complainant
  - whether the offender had been involved in previous harassment incidents;
  - whether the offender admitted responsibility and expressed a willingness to change; and
  - Whether the offender retaliated against the complainant.
31. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:
- a verbal apology;
  - a written apology;
  - a letter of reprimand from WPS;
  - a fine or levy including restitution of any expenses incurred by the victim or complainant or by WPS in undertaking remedial action or in conducting the investigation;
  - referral to counseling;
  - removal of certain privileges of membership or employment;
  - demotion or a pay cut;
  - temporary suspension with or without pay;
  - termination of employment of contract; or
32. Where the investigation does not result in a finding of harassment, a copy of the report of the case review shall be retained by WPS. These files shall be kept confidential and access to them shall be restricted to the Executive Director and the Harassment Officers.
33. Where the investigation results in a finding of harassment, a copy of the report of the case review pane; shall be retained by WPS. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

34. All written documentation relating to the complaints under this policy will be maintained by WPS with an Ottawa law firm selected by WPS, on the premises of the law firm rather than on WPS's premises, in order to maintain the strict confidentiality of such documentation. If requested, the Executive Director will make available to any WOS member a copy of the written decision of a case review panel (established pursuant to paragraph 26) or any appeal body (established pursuant to paragraph 39); provided that prior to releasing such decisions the names of all parties, witnesses and place names will be deleted in order to preserve the confidentiality of the subject matter of the decision.

#### PROCEDURE WHERE A PERSON BELIEVES THAT A COLLEAGUE HAS BEEN HARASSED

35. Where a person believes that a WPS member has experienced or is experiencing harassment and reports this belief to an officer, the officer shall contact the person who is said to have experienced harassment and shall proceed in accordance with Section 22.

#### APPEALS

36. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with the grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.
37. Permissible grounds for an appeal are:
- the panel did not follow the procedures laid out in this policy;
  - members of the panel were influenced by bias; or
  - The panel reached a decision which was grossly unfair or unreasonable.
38. In the event that a notice of appeal is filed, the Board of Director shall, within 14 days, appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.
39. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements if any, the reports of harassment officer and the case review panel, and the notice of the appeal.
40. Within ten days of its appointment, the appeal body shall present its findings in a report to the Board. The appeal board shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.
41. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.
42. The decision of the appeal body shall be final.

#### REVIEW AND APPROVAL

43. This policy shall be reviewed by the Board of Directors and the Executive Director on an annual basis.
- Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
  - The complainant and respondent may be accompanied by a representative or adviser.
  - The harassment officer may attend the hearing at the request of the panel. Within 14 days of the hearing, the case review panel shall present its findings in a report to the Board of Directors which shall contain:
    - A summary of the relevant facts;
    - A determination as to whether the acts complained of constitute harassment as defined in this policy;
    - Recommended disciplinary action against the respondent, if the acts constitute harassment; and
    - Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment. If the panel determines that the allegations of harassment are malicious, their report may recommend disciplinary action against the complainant.
44. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.
45. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
- The nature of the harassment;
  - Whether the harassment involved any physical contact;
  - Whether the harassment was an isolated incident or part of an ongoing pattern;
  - The nature of the relationship between complainant and offender;
  - The age of the complainant;
  - Whether the offender had been involved in previous harassment incidents;
  - Whether the offender admitted responsibility and expressed a willingness to change; and
  - Whether the offender retaliated against the complainant.
46. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:
- A verbal apology;
  - A written apology;
  - A letter of reprimand from WPS;
  - A fine or levy including restitution of any expenses incurred by the victim or complainant or by WPS in undertaking remedial action or in conducting the investigation;
  - Referral to counseling;
  - Removal of certain privileges of membership or employment;
  - Demotion or a pay cut;

Temporary suspension with or without pay;  
Termination of employment or contract; or

- 47 Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be retained by WPS. These files shall be kept confidential and access to them shall be restricted to the Executive Director and Harassment Officers.
- 48 Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be retained by WPS. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.
49. All written documentation relating to the complaints under this policy will be maintained by WPS with an Ottawa law firm selected by WPS, on the premises of the law firm rather than on WPSs premises, in order to maintain the strict confidentiality of such documentation. If requested, the Executive Director will make available to any WPS member a copy of a written decision of a case review panel (established pursuant to paragraph 26) or any appeal body (established pursuant to paragraph 39); provided that prior to releasing such decisions the names of all parties, witnesses and place names will be deleted in order to preserve the confidentiality of the subject matter of the decision.

#### PROCEDURE WHERE A PERSON BELIEVES THAT A COLLEAGUE HAS BEEN HARASSED

- 50 Where a person believes that a WPS member has experienced or is experiencing harassment and reports this belief to an officer, the officer shall contact the person who is said to have experienced harassment and shall then proceed in accordance with Section 22.

#### APPEALS

- 51 Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.
52. Permissible grounds for an appeal are:
  - the panel did not follow the procedures laid out in this policy;
  - members of the panel were influenced by bias; or
  - The panel reached a decision which was grossly unfair or unreasonable.
53. In the event that a notice of appeal is filed, the Board of Directors shall, within 14 days, appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.

54. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements if any, the reports of the harassment officer and the case review panel, and the notice of appeal.
55. Within ten days of its appointment, the appeal body shall present its findings in a report to the Board. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panels' recommendations for disciplinary action or remedial measures.
56. A copy of the appeal body report shall be provided, without delay, to the complainant and respondent.
57. The decision of the appeal body shall be final.

#### REVIEW AND APPROVAL

58. This policy shall be reviewed by the Board of Directors and the Executive Director on an annual basis.

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

<b>Type:</b> Governance	<b>Policy Number:</b> 17
<b>Name:</b> Review of Operational Policies	<b>Date Approved:</b>
<b>Authority:</b> Board of Directors	<b>Date Revised:</b>

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### 17.1 Review of Operational Policies

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

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

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

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

**Policy Number:** 18  
**Date Approved:**  
**Date Revised:**

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## 18.1 PIPEDA Policy

### **Regulation**

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.

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.

### **Purpose of Information Collection**

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.

### **Security & Safeguards**

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.

### **Limited Use of Information**

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.

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.

### **Consent & Withdrawal Thereof**

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.**

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**

### **Complaints**

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.