



2008-2009

Registration Handbook



Table of Contents

1. Registration Information

- A) Registration Policies
- B) Registration Information
- C) Other Club Membership Requirements
- D) Processing Registrations for Individual Members
- E) Club Membership Categories and Fees
- F) Coaching Requirements
- G) Insurance
- H) Travel Permits
- I) Athlete Mobility/Membership Transfer
- J) Inter Provincial Athlete Loan Policy
- K) Tournament and Event Sanctioning

2. Additional Information and Forms

WPS CLUB MEMBERSHIP REGISTRATION FORMS
WPS CLUB EXECUTIVE AND VOLUNTEER FORM
WPS ONLINE REGISTRATION WAIVER PIPEDA FORM
WPS PAYMENT SUMMARY FORM
WPS MEMBERSHIP TRANSFER FORM TOURNAMENT /EVENT SANCTIONING
APPLICATION TOURNAMENT/EVENT SANCTIONING AGREEMENT
WATER POLO CANADA TRAVEL PERMIT
ALL SPORT INSURANCE FORM

A. Registration Policies

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

1. Manual Registration (If on line registration is not possible)
2. On-Line Registration

B. REGISTRATION INFORMATION

Registration fees are charged per category of membership based on the programs you decide to participate in. For as little as \$165.00 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 \$165.00.

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.

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, 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 2007-2008 registrations expire August 31, 2008.

The 2008-2009 program year begins on September 1st, 2008.

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.* Coaches may want to have a criminal record check on file with WPS.

2) 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) All club membership and individual memberships must be received by October 15th with payment due by November 1st of the registration year. Please make a photocopy of your registration forms prior to submitting to WPS.

Any registration at the WPS office without all pertinent information or without payment will not be processed until complete.

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)

E. Club Membership Categories & Fees

AGE GROUP CATEGORIES a for the 2008-2009 season

12 & Under	1997 and later
14 & Under	1995 – 1994
16 & Under	1993 – 1992
18 & Under	1991 – 1990
22 & Under	1987 and later
Senior	Open age

- I. **Member Club Registration Fee: \$165.00 per club**
Board members and Volunteers must be included on the appropriate forms.
- II. **Member National \$62.00**
Includes athletes, coaches and officials who attend National team programs, national championships or leagues
- III. **Member Provincial \$36.00**
Includes athletes, coaches and officials who attend events outside the province but does not include National programs, championships or leagues
- IV. **Member Recreational Winter: \$26.00**
Includes athletes, coaches and officials who attend events within the province.
- V. **Member Recreational Summer: \$5.00**
Includes athletes, coaches and officials who attend events within the club.

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 submitted to the WPS office.

CERTIFICATION REQUIRMENTS

Community Coach

Member Recreation programs

Skills Coach Complete and
“Ethical Decision Making” module

Member Provincial Programs
Cadet and Youth National
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

Coaching Requirements will be changing in the near future. Please keep your coaches up to date with the requirements.

The Coaches Association of Canada is still in the process of completing the transition to the Competency based certification. As soon as the evaluation material becomes available, WPS will be circulating the information.

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 of 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

H. Travel Permits

Permission to travel outside of the province or country must be obtained through WPS and Water Polo Canada. (See attached forms) Travel permits must be submitted 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. Inter- provincial Athlete Loan Policy

Players are no longer eligible to apply for inter-provincial loans (transfers) as per Water Polo Canada technical rules and regulations.

K. Tournament and Event Hosting Sanctioning Policies

General Information

Events that must be sanctioned are:

- Club Invitational Tournaments
- Events where more than two member clubs participate
- Camps, selection events
- Provincial 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 of the tournament. **Club teams participating with players who are not on a roster will be required to register the players or purchase additional insurance through 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 possible sanctions 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 \$165.00 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.

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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 2007-2008 registrations expire August 31, 2008.

The 2008-2009 program year begins on September 1st, 2008.

REGISTRATION CATEGORIES & FEES 2008-2009

Member Winter Club. Fee: \$165.00

Member Summer Club Fee: \$ 55.00

**** All clubs 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 \$60 & Coach at Provincials \$0 & Official at Recreational \$0

Member National :

- Fee: \$62.00/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) Attends Inter-Provincial competitions (out of province) - Alberta Open, Victoria Open, Bushido**
- Member (athlete, coach, official) does not attend Club Nationals**

Member Recreation (Winter):

- Fee: \$26.00/person**
- Member (athlete, coach, official) Attends Intra-Provincial competitions & leagues (in province)**
 - High School League, Masters, learn to play**

Member Recreation (Summer):

- Fee: \$5.00/person**
- Member (athlete, coach, official) Attends Intra-Provincial competitions & leagues (in province)**

For the registration fee, you can have access to technical information and materials, coaches and officials training programs, assistance with club development.

Water Polo Saskatchewan Inc.
2008-2009 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 (w) @ \$165.00 = _____

MEMBER PROGRAM (s) @ \$ 55.00 = _____

MEMBER NATIONAL (W) @ \$62.00 x _____ = _____
Athlete, Coach, Official

MEMBER PROVINCIAL (W) @ \$36.00 x _____ = _____
Athlete, Coach, Official

MEMBER RECREATION (W) @ \$26.00 x _____ = _____
Athlete, Coach, Official

MEMBER RECREATION (S) @ \$5.00 x _____ = _____
Athlete, Coach, Official

Total Membership fee = _____

**ALL FEES DUE AND PAYABLE TO WATER POLO SASKATCHEWAN BY
OCTOBER 15TH, 2008.**

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).

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:

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

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

Club membership will be delayed if forms are not completed.