

Policy Title	National Registration
Responsible	Chief Executive Officer
Date of Approval	July 2026
Date of Next Review	July 2027

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This Policy has been prepared by Water Polo Canada and is applicable to Water Polo Canada, its Members, Affiliated Organizations, and Registrants. This document cannot be modified without consultation with and approval by Water Polo Canada.

1. Policy Statement

The purpose of registration is to maintain a national record of all Members (Provincial Associations) and Registrants (players, athletes, coaches, officials, volunteers, and Clubs). This record is used in a variety of ways by the National Office to assist in the provision of efficient services to Registrants and Members of WPC, and to satisfy federal and provincial government funding requirements and legislations.

Members and Registrants must register on an annual basis as stipulated in the By-laws and WPC's Policies.

2. Definitions

- a) **"Activity"** means all WPC or PSO business and/or activities.
- b) **"Board"** means the Board of Directors for Water Polo Canada.
- c) **"Date of Approval"** means as stated on Page 1 of the Policy.
- d) **"Including"** means including but not limited to.
- e) **"Maltreatment"** means as it is defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.
- f) **"Member"** has the meaning set out in the Bylaws of WPC, as amended from time to time.
- g) **"NCL"** means the National Championship League for Water Polo Canada.
- h) **"Officials"** means Referees or Delegates.
- i) **"Policy"** means this National Registration Policy.
- j) **"PSO"** refers to a Provincial or Territorial Sport Organization that is responsible for the management of water polo within its provincial or territorial boundaries.
- k) **"Registrant"** has the meaning set out in the Bylaws of WPC, as amended from time to time.
- l) **"SIC"** means Sport Integrity Canada
- m) **"UCCMS"** means the Universal Code Of Conduct To Prevent And Address Maltreatment In Sport (UCCMS).
- n) **"WPC"** means Water Polo Canada.

3. Application

1. Purpose

National Registration, which is guided and directed through a central point, is intended to make it possible for Registrants to make a smooth transition between all levels and governing jurisdictions. The National Registration process also serves to track and monitor the demographic profile of the WPC membership for the purposes of strategic planning, sport & business development, and programming. National Registration also allows WPC to meet its obligation for public disclosure as per the UCCMS requirements, when applicable, by SIC.

WPC Affiliation and Membership includes:

- Access to nationally recognized Water Polo activities, programs, and events.
- Insurance coverage (including volunteers)
- Ability to participate in WPC and non-WPC Sanctioned Events in accordance with the Event Sanctioning Policy
- Specialized training and national team programs
- Access to sport development framework and resources such as the Long-Term Development in Sport and Physical Activity (LTDSPA) (previously Long-Term Athlete Development (LTAD)), athlete development pathways, etc.
- Training and certification programs for coaches (National Coach Certification Program - NCCP) and officials (Officials Training and Certification Program - OTCP)
- Various membership services including quality control.
- Ability to access funding programs from WPC or associated PSO (if active and available).
- Access to all membership services and programs provided by the given PSO.
- Access to developed Safe Sport resources.
- Access to WPC's Independent Third-Party Safe Service (ITP Sport).

2. Registration and Fees

An online database will be maintained by WPC for the purpose of the registration of Members and Registrants (including Clubs, players, athletes, coaches, officials, and volunteers) under the supervision and accountability of the Chief Executive Officer (CEO) or designate.

To maintain their status as Members of WPC, PSOs must satisfy the requirements of WPC's Bylaws and pay their annual WPC affiliation fees.

In accordance with WPC Bylaws, all Registrants with a Member PSO are also required to be registered with WPC through its National Registration and Event Management Database. Registrants must be in good standing before they offer (as clubs) any programming or

participate (as individuals) in any water polo activities, including all training and competitions under the jurisdiction of WPC and/or its Member PSOs. To be considered in good standing, Registrants must agree to adhere to WPC's Code of Conduct and Ethics, WPC's Concussion Code of Conduct, WPC's Policies, WPC's Operational Documents and any Member-PSO requirements, as well as pay the associated WPC and Member-PSO affiliation or membership fees. These elements must be completed for each registration year. Registrants who are not in good standing with their club and/or PSO will not be considered in good standing with WPC and may be subject to disciplinary measures by WPC including losing all Registrant associated benefits.

Any PSO that fails to ensure that their registrants (individuals and Clubs) register through the WPC National Registration and Event Management Database, shall have its membership considered not in good standing and will not be recognized as a Member by WPC. In such case, its Registrants will not be recognized by WPC as Registrants.

To be accepted as a WPC Registrant or Participant, a player/athlete, coach, or executive/volunteer must register with a Canadian club and its associated PSO, pay all membership fees and meet all Registrant requirements. However, Registrants whose primary role is Official are not required to associate with a home club, solely their PSO, unless explicitly requested by their PSO. The registration process must be completed each season through WPC's Database to remain active and in good standing. Registrants who become inactive at any point in the season will not be refunded registration fees. Each PSO will set its own internal registration fees which may differ from PSO to PSO.

Registrants who elect to not accept the mandatory express consents included in the WPC Participant/Registrant's Acknowledgement and Consent Forms and/or the WPC Concussion Code of Conduct, will not be accepted as a Registrant and consequently will be deemed ineligible to participate in WPC Events and Activities.

Registrants agree to share their personal information in accordance with the Participant/Registrant's Acknowledgement and Consent Forms. Participating in WPC Events and Activities is a privilege that requires accepting WPC's national conditions of registration and WPC Policies including the sharing of personal information when deemed appropriate.

The following information must be reported for each Registrant, as appropriate:

- | | |
|--|---------------------------------|
| • Last name, First name | • E-mail address (personal) |
| • Preferred name | • Registrant Category |
| • Address, City, Province, Postal Code | • Club Name |
| • Telephone number | • Emergency Contact information |
| • Birth Date | • Citizenship |
| • Gender | |

Registrants have the option of registering for subsequent role(s). Secondary Clubs and provinces can be attached to these designations where needed. An individual who lives in a province that lacks a Member PSO of WPC may become a Registrant by registering with a club located in another province where a Member PSO exists.

If a Registrant wishes to transfer to a different Club or PSO at any point in the season, they must follow the designated transfer process. For more details regarding Registrant transfers, please click [here](#).

WPC's registration year is from September 1st to August 31st.

WPC's Registrants may only participate in water polo Events in accordance with the Event Sanctioning Policy and are subject to discipline in accordance with WPC policies and Code of Conduct and Ethics.

Each PSO may add its own internal registration regulations and policies, which may differ, from PSO to PSO as long as they don't conflict with WPC National Registration and Event Management Database system.

The WPC National Registration and Event Management Database will be used to record final outcomes of any UCCMS resolution process as well as any violations of the WPC Code of Conduct or other disciplinary matter. This process will ensure a record is kept of Registrants who have been sanctioned or whose eligibility to participate in sport has in some way been restricted, in alignment with what is set out in the UCCMS.

3. Responsibilities

Chief Executive Officer

1. Ensure the maintenance, protection and archival of a WPC National Registration and Event Management Database for the purposes outlined in this Policy.
2. Select and retain the services of a WPC National Registration and Event Management Database service provider who will meet the requirements of the Privacy Policy and applicable provincial privacy legislations including the protection of Registrant's personal and private information.
3. Determine and communicate the requirements for PSOs, Clubs, athletes, coaches, officials and volunteers' registration to the PSO.
4. Develop and implement procedures that address requests for transfer between Clubs and provinces and for resignation from WPC.
5. Liaise with SIC for UCCMS cases or matters

Members (PSO)

1. Determine and communicate their requirements for Clubs, athletes, coaches, officials and volunteer registrations in their respective province.
2. Execute the daily functions and responsibilities of the WPC National Registration and Event Management Database, in their respective province.

4. Limitations

Personal Information is kept by WPC for the duration of the Member and Registrant's active participation in national or provincial programs and Activities. Unless provided otherwise in provincial privacy legislations as enacted from time to time, at the end of each membership and registration year (August 31), the data is archived (de-activated) with the exception of records including a final outcome of a UCCMS resolution process or previous disciplinary action such as suspensions or expulsions which will not be archived or deactivated. Data is only re-activated for those Registrants who re-register through their PSO in the following year.

Personal Registration information cannot be used by WPC without the expressed written consent of the Registrant as outlined in the Privacy Policy.

5. Languages

This Policy will be provided by WPC in both official languages of Canada.

In this Policy words denoting any gender include all genders, and the rest of the sentence is to be construed as if the necessary grammatical changes have been made.

6. References

This Policy is subject to stipulations and provisions of WPC Policies and By-Laws particularly the following ones:

- Event Sanctioning Policy
- WPC's Operational Documents
- Privacy Policy
- WPC By-Laws
- UCCMS

7. Communication

WPC will ensure a current version of the Policy is publicized on its website within a reasonable time following the Date of Approval.

WPC and its Members will use reasonable efforts to ensure that this Policy is communicated to

those who will be responsible for upholding it as well as those who will be responsible for its implementation.

8. Review and Approval

This Policy will be effective as of the Date of Approval following approval by the WPC Board of Directors and will be reviewed by the Chief Executive Officer or their designate annually.

9. Version History

Approval Date	Revisions
August 29, 2018	Original version
March 23, 2021	Updated to comply with UCCMS
August 2022	Updated to reflect latest federal and provincial government funding requirements and legislations as well as the newly created Office of the Sport Integrity Commissioner.
March 2023	Updated to indicate how individuals living in a Canadian province without a Member PSO may become Registrants of WPC.
May 2026	Updated by replacing Canadian Centre for Ethics in Sport (CCES) with Sport Integrity Canada (SIC).