



WATER POLO
SASKATCHEWAN

Operational Policies

May 17, 2014



Water Polo Saskatchewan Inc.

Vision

Water Polo Saskatchewan is a National Leader in Water Polo.

Mission

Water Polo Saskatchewan:

- Provides leadership resources and services to enable its members to achieve EXCELLENCE in water polo
- Encourages PARTICIPATION through athlete centered and member driven programming.
- Builds CAPACITY of the sport including through the development of partnerships with its 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

- 1.0 Safe Sport Manual
- 2.0 Program Funding
- 3.0 Elite Identification Subsidy
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Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: Safe Sport Manual

Authority: Board of Directors

Policy Number: 1.0

Date Approved: February 20, 2024

Date Revised:

1.0 Safe Sport Manual

- 1.1 All Members: All members must abide by the “WPS Safe Sport Policy Manual” available on Water Polo Saskatchewan website.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

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

Policy Number: 2.0
Date Approved: November 2001
Date Revised: September 13, 2014

2.0 Program Funding

2.1 Excellence

2.1.1. 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.

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

- a. Athlete development
- b. Coaching development
- c. Officials development
- d. Sport Medicine & Science services
- e. Establish yearly Excellence programs for Saskatchewan athletes.

2.2 Participation

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

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

- a. Athlete development
- b. Introductory programs & under-represented population initiatives
- c. Competition
- d. Coaching development
- e. Officials development

2.3 Capacity Interaction

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

2.4. Administration

2.4.1. 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: 3.0
Date Approved: November 2001
Date Revised: August 16, 2026

3.0 Athletes

3.1. Elite Identification Subsidy Program

3.1.1. To provide financial assistance to identified water polo athletes for competition costs to participate with Team Saskatchewan at selected events. The program is funded through the Excellence program. It is designed to provide funding to our top athletes training and competing at the highest level. Funds received can only be used toward Team Saskatchewan's fees for competitive selected events.

3.1.2. Eligibility Information:

- a. The number and amounts of grants awarded may vary based on the number of participants.
- b. Nationally carded athletes are eligible for funding. Athletes training/attending university out of province are eligible, as long as they are registered as a primary member with Water Polo Saskatchewan (WPS) and compete for Team Saskatchewan at Canadian competitions.
- c. All Athletes must be registered in the WPS High School Excellence (HSE) Program.

3.1.3. Eligibility Requirements:

- a. Athletes must be selected to the Water Polo Canada Age Group National Team for an International official event such as Panam Championships, World Championships or other similar International Major events (not included are Team Saskatchewan International Invitationals).
- b. Athletes must adhere to the regulations regarding eligibility, financial agreements and follow-up procedures.
- c. Athletes must be registered members in good standing with a Saskatchewan registered club.
- d. Athletes must have and maintain a training and competition schedule approved by Water Polo Saskatchewan. A minimum attendance record of 90% based on the eligible practices a week is the minimum standard for training.
- e. Athletes and their legal guardian if under the age of 18 must sign the Water Polo Saskatchewan Team Sask Competition Program Athletes'

Commitment Agreement and pay the required deposit for all competitions that Team Saskatchewan will enter in their own age group and one age group above, as presented by October 15th of each year, and finalized by December 1st of each year.

3.1.4. Financial Agreement:

- a. Athletes receiving assistance must submit all receipts for the identified Team Saskatchewan Program related expenditures not billed by Water Polo Saskatchewan (WPS) such as individual airfare not organized by WPS.
- b. Allowable expenditures will be: Team Saskatchewan High Performance events 'Fees as National Championship League, Canadian Championship, National events (as Alberta Open) and International Tournament/Camps, all played with Team Saskatchewan'.
- c. Funding may be subject to repayment, in whole or in part, if the athlete is sanctioned or disciplined for a violation of the WPS code of conduct or removed from any National Team for disciplinary reasons.

3.1.5. Follow-up Procedure:

- a. Follow-up reports may be requested by WPS and must be received by the WPS office no later than 30 days following the completion of the program.
- b. Should the deadline fall on a weekend or statutory holiday, follow-up reports will be due on the next business day.

3.1.6. NCAA Advisory:

- a. Sask Sport has advised the Provincial Sport Governing Bodies to advise the Elite Identification Subsidy recipients of the following:
 1. 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.
 2. 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.
 3. Athletes considering going to the USA need to be sure to do the necessary investigation.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance
Name: Equipment
Authority: Board of Directors

Policy Number: 4.0
Date Approved: November 1997
Date Revised: September 13, 2014

4.0 Equipment

4.1 Use of Goggles

- 4.1.1. For the safety of all athletes, Water Polo Saskatchewan will not permit the wearing of goggles or prescription goggles during practises, scrimmages and games.
- 4.1.2. Swim goggles may be permitted, by the team coach, only for lap or swimming training where water polo balls are not in use.
- 4.1.3. Water Polo Saskatchewan will not sanction any events including practice sessions, where goggles are in use.

4.2 Mouthguards

- 4.2.1. Water Polo Saskatchewan recommends the use of mouth-guards for all water polo activities.

4.3. Player Caps

- 7.3.1. Player caps must meet the FINA. 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”

4.4. Equipment Rental

- 4.4.1. 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

Policy Number: 5.0

Name: Provincial & National Competitions

Date Approved: June 1998

Authority: Board of Directors

Date Revised: September 16, 2021

5.0 Provincial & National Competitions

5.1 Competitions

5.1.1. Provincial Leagues and Championships

- a. Provincial Leagues will be conducted each year. Entry fees and deadlines will be set by the Executive Director and reported in the Provincial Leagues and Provincial Championships Handbook for that season.
- b. Provincial Championships will be conducted each year. Entry fees and deadlines will be set by the Executive Director and reported in the Provincial League and Provincial Championships Handbook for the season.
- c. All teams taking part in Provincial Leagues and/or Championships must be registered with Water Polo Saskatchewan.
- d. Out-of-Province teams may be invited to the competition but will not be eligible for awards.

5.1.2. National Championship League

- a. All members shall:
 1. Comply with the Water Polo Canada's policy manual and National Championship League Handbook.
 2. Be a member in good standing with Water Polo Saskatchewan and Water Polo Canada, and registered at the applicable membership level.

5.2 Athlete Eligibility

5.2.1. For the identified High Performance athletes: National Championship League, Invitational Tournaments, and training camps, an athlete's eligibility will depend upon the following conditions:

- a. Being part of the Provincial High Performance Centre
- b. Attending 75% or more of Club's:
 1. Weekly Competitive practices,
 2. Camp practices, and

3. Events and competitions.

c. Attending 75% or more of WPS:

1. Provincial Centre's weekly practices,
2. Camps practices, and
3. Team Sask events.

d. Out of Province athlete(s) might be considered to complete the initial roster at the time of the registration if number of the provincial eligible athletes is not enough (12 athletes are needed to register a team). When an out of province athlete is accepted to be part of the roster he/she will then receive the same rights as WPS provincial athletes in regard of team selection.

5.3 Team Selection

5.3.1. In the situations where Water Polo Saskatchewan needs to select players for any of the identified high performance events, athlete selection will be made evaluating the following athlete abilities:

a. Defensive abilities:

1. Capacity to neutralize the direct opponent with the press
2. Capacity to steal balls
3. Capacity to understand and apply defensive game plan
4. Capacity to adapt to the situation

b. Offensive Counter Attack (CA) abilities:

1. Capacity to anticipate the offensive CA
2. Capacity to take advantage during CA
3. Capacity to draw kick outs during CA
4. Capacity to score or assist goals during CA

c. Offensive abilities:

1. Capacity to keep and protect the ball
2. Capacity to read the game (pass the ball appropriately)
3. Capacity to take advantage of the direct opponent (driving, setting hole)
4. Capacity to draw kick outs
5. Capacity to score
6. Capacity to understand and apply offensive game plan
7. Capacity to adapt to the situation

d. Defensive Counter Attack (CA) abilities

1. Capacity to anticipate the defensive CA
2. Capacity to cover the direct opponent
3. Capacity to cover the indirect opponent

5.3.2. Athlete selection may also consider the team composition

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

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

Policy Number: 6.0
Date Approved: November 1997
Date Revised: June 4, 2016

6.0 Coaches & Officials

6.1 Introduction

6.1.1. Subject to budget constraints, funding may be allocated directly to coaches and officials for upgrading purposes. Any clubs or individuals who wish 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.

- a. Funding of individuals to particular upgrading exposures must directly benefit the province and member clubs.
- b. 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.
- c. All clinics for coach and official certification programs are under the jurisdiction of Water Polo Saskatchewan.
- d. 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 Saskatchewan.

6.2 Coaches Funding

6.2.1. Funding may be allocated for:

- a. N.C.C.P. Learning Facilitator and Evaluator training
 - 1. Eligible candidates will be the decision of the Water Polo Saskatchewan Executive Director.
 - 2. To progress, Eligible candidates should show a record of their coaching activity.
 - 3. Learning Facilitators and Evaluators must show a record of actively conducting clinics or evaluations. There is an expectation that they maintain an active role in the province after becoming certified as a Learning Facilitator or Evaluator.
- b. Special Events

1. Workshops, seminars, competitions that will increase and upgrade the coach's technical expertise.

c. Excellence Coaches' Program

1. Includes Level 4 Tasks, National Team coach visitation.

6.3 Officials Funding

6.3.1. Funding may be allocated for:

a. Officials Course Conductor and Evaluator training

1. Eligible candidates will be the decision of the Water Polo Saskatchewan Executive Director.
2. To progress, Eligible candidates should show a record of their activity.
3. Course Conductors and Evaluators must show a record of actively conducting clinics or evaluations. There is an expectation that they maintain an active role in the province after becoming certified as a Course Conductor or Evaluator.

b. Special Events

1. Workshops, seminars, competitions that will increase and upgrade the officials' technical expertise.
2. 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.

6.4 Follow-up Procedure

6.4.1. Follow-up reports may be requested by Water Polo Saskatchewan and must be received by the Water Polo Saskatchewan office no later than 30 days following the completion of the program.

6.4.2. Should the deadline fall on a weekend or statutory holiday, follow-up reports will be due the next business day.

6.5 Respect in Sport Coaching Certification

6.5.1. Purpose of the Policy:

- a. Water Polo Saskatchewan is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.
- b. Water Polo Saskatchewan requires that all coaches participating in Water Polo have completed the online Respect in Sport (RiS) certification (or equivalency), as required by Sask Sport Inc.

6.5.2. Scope and Application:

- a. The policy applies to all coaches registered or named on an official sport roster under the membership jurisdiction of Water Polo Saskatchewan.
- b. Coaches not holding valid certification will have until November 30 each year to complete the RiS certification training or training equivalency such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School Program.
- c. Water Polo Saskatchewan is responsible for setting out the communication strategy specific to the certification requirements and deadline.

6.5.3. Enforcement:

- a. Any coach not having RiS (or equivalency) by the deadline established will be removed as a coach until such time that the course is completed.
- b. Non-compliance with this policy may result in further discipline as determined by the Board of Directors or in accordance with Water Polo Saskatchewan policy.

6.5.4. RiS Administration

- a. The Executive Director will have administrative access to the RiS database to oversee functions such as report generation and monitoring.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance
Name: Fundraising
Authority: Board of Directors

Policy Number: 7.0
Date Approved: January 1997
Date Revised: February 22, 2014

7.0 Fundraising
7.1 Overview

- 7.1.1. 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: 8.0

Date Approved: January 1997

Date Revised: April 27, 2013

8.0 Insurance

8.1 Overview

8.1.1. 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.

- a. The insurance coverage applies only to sanctioned water polo activities. Sanctioned activities include team competition and training related events.
- b. Any clubs, organizations or individuals wishing to access more information about Water Polo Saskatchewan insurance policies should contact the office.
- c. 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: 9.0

Date Approved: January 1997

Date Revised: February 22, 2014

9.0 Logo



9.1. Usage

9.1.1 Any member wishing to use the Water Polo Saskatchewan name and/or logo for promotional or fundraising purposes must first secure written approval from the executive director.

The purpose of this is to:

- a) Ensure WPS is aware of the usage,
- b) Ensure that the usage is appropriate to the WPS image and,
- c) Ensure there is no conflict of interest (ex. between sponsors).

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Policy Number: 10.0

Name: Membership Assistance Program **Date Approved: January 1997**

Authority: Board of Directors

Date Revised: February 22, 2014

10.0 Membership Assistance Program

10.1 Introduction

10.1.1. The purpose of the Membership Assistance Program (MAP) is to enable Water Polo Saskatchewan to allocate funds directly to the registered clubs, leagues and other affiliated members; to increase the number of participants and quality of sport development in Saskatchewan communities. MAP funds are to be used to support community and club-level water polo development.

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

10.2 Eligibility

10.2.1. 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.

10.2.2. All individual participants must be registered with Water Polo Saskatchewan in one of these member categories - Member Competitive, Provincial, Club Member Only or Introduction.

10.2.3. 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.

10.3 Funding and Priorities

10.3.1. Priority #1 – Winter Clubs and programs

10.3.2. Priority #2 – Summer Clubs and programs

10.4 Policies

10.4.1. One completed application form/spending plan, signed by the club president or chairperson, is required for each project.

10.4.2. Self-help monies must be provided by the applicant for each project.

10.4.3. Applications/follow-up reports where there is duplicate or deficit funding will not be considered.

10.4.4. All MAP grant recipients must provide a detailed follow-up report with all receipts attached, PRIOR to any money being disbursed. Please note that legible copies of documents for financial accountability (ie. Receipts, cancelled cheques, invoices, expense claims) are acceptable.

10.4.5. All printed correspondence referring to MAP must acknowledge the assistance provided by Saskatchewan Lotteries and Water Polo Saskatchewan.

10.5 Eligible Projects

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

- a. Seals Skills Award Programs & Materials
- b. Positive Polo Clinics
- c. Instructor Clinic

- d. Team travel and training
- e. Coaching assistance/part-time salaries
- f. Pool rental
- g. Awards, badges, manuals.
- h. Equipment/Uniforms
- i. Coaches' and officials' upgrading/expenses
- j. Tournament hosting
- k. Other Projects as approved by Water Polo Saskatchewan

10.6 Ineligible Projects

10.6.1. MAP funds are to be used to support community and club-level support development. Therefore, expenditures within the following areas are ineligible for support:

- a. Any construction, upgrading, maintenance or operation costs of facilities.
- b. Expenditures for which other **grant** dollars have been used
- c. Cash prizes
- d. Social events (barbeques, lunches, etc)
- e. Alcoholic beverages
- f. Research projects or feasibility studies
- g. Out of province travel
- h. Provincial team expenses

10.7 WPS Funding Formula

10.7.1. M.A.P. grants will be allocated in September/October for the fiscal year as follows:

- a. Winter Programs:
 - 1. Fee paid previous fiscal year
 - 2. % of the fee paid previous fiscal year
 - 3. Set rate Winter Club
 - 4. Set rate New Club
 - 5. # Member Competitive @ set rate
 - 6. # Member Provincial @ set rate
 - 7. # Member Club Member Only @ set rate
 - 8. Total Club funding for current year
 - 9. Category amounts may change based on funding from Sask Lotteries and/or number of eligible clubs/programs
 - 10. # of participants is determined as of August 31 of the previous fiscal year
 - 11. Application deadline is November 30
 - 12. Follow-up deadline is April 30

b. Summer Programs:

1. Set rate Summer Club
2. Set rate New Club
3. # of participants is determined as of August 31 previous fiscal year
4. Application deadline is June 30
5. Follow-up deadline is August 20

10.8 Processing Applications

- 10.8.1. Water Polo Saskatchewan will promote the Membership Assistance Program, and will issue a written invitation to eligible members to apply. (see application forms)
- 10.8.2. MAP information will be placed on the website
http://www.wpsask.ca/register_club.html
- 10.8.3. Once a completed application is received, WPS will ensure that all grant eligibility criteria have been met prior to approval
- 10.8.4. WPS will then advise the applicant that the grant funds have been approved. The applicant will be asked to complete a follow-up form and submit with receipts to receive funding no later than the date stated for winter and summer programs
- 10.8.5. Once the follow-up report and receipts have been received and verified, WPS will issue the funding payment to applicant on file

10.9 Accountability

- 10.9.1. Water Polo Saskatchewan will include in the audited financial statement a separate schedule listing all member clubs/teams that received MAP assistance and the specific amount of MAP funds they received
- 10.9.2. All documentation relating to MAP (receipts and follow-up reports) must be retained for a minimum of 7 years and be made available for review.
- 10.9.3. Water Polo Saskatchewan will submit to Sask Sport a “MAP Summary Report” with the Annual Funding Follow-up Reports
- 10.9.4. Grants that are unused or do not adhere to the guidelines set out by Sask Sport must be returned to the Saskatchewan Lotteries Trust Fund.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance
Name: Registration
Authority: Board of Directors

Policy Number: 11.0
Date Approved: January 1997
Date Revised: July 16, 2024

11.0 Registration

11.1 Overview

- 11.1.1. 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.
- 11.1.2. The membership year shall be September 1 - August 31.
- 11.1.3. All membership fees are due and payable with the membership application. Membership fees are not refundable.
- 11.1.4. Club membership fees are determined every year by Water Polo Canada. Please refer to the WPS Registration Handbook at <http://wpsask.ca/register-a-club/> for the season's current fees. Winter (competitive) clubs must submit their registration application and fee by October 15th of each year. There is no deadline for summer club membership.
- 11.1.5. All individuals and/or clubs wishing to become affiliated with Water Polo Saskatchewan must register in one of the following categories:

<u>Club</u>
Member Winter Club
Member Summer Club
Affiliate Clubs (Schools and Universities)
<u>Member</u>
Free Trial Member
This registrant category is intended for individuals interested in trying water polo for the first time. The period will be for 14 consecutive days and only available once per life. Cannot compete.
Short-Term Member

This registrant category is intended for individuals attending bring a friend/parent to once per season to a practice/activity. Cannot compete
Make a Splash Members (Former Introduction)
Introduction programs, developing region members, affiliate clubs members – Limited to “in club” activities
Water Polo For Life Members (Former Provincial)
Allow members (athletes, coaches and officials) to participate to events within the Province
Perform in water Polo Members (Former competitive)
Allow members (athletes, coaches and officials) to participate to out of province events, National and International Events.
Member Volunteer
Chaperones, Board of Directors, volunteers

11.1.6. Insurance coverage applies only to registered members whose names and pertinent information have been received by the Water Polo Saskatchewan office.

11.2 Registration Categories

11.2.1. A player’s age shall be determined based on the calendar year the National Championship occurs and the participant’s birth year.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance
Name: Reimbursement
Authority: Board of Directors

Policy Number: 12.0
Date Approved: January 1997
Date Revised: October 17, 2022

12.0 Reimbursement

12.1 Expense Recovery

12.1.1. 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.

12.1.2. Water Polo Saskatchewan will reimburse expenses as follows, according to Saskatchewan Public Service Commission – Travel Allowance Appendix (<https://taskroom.sp.saskatchewan.ca/Documents/601-A%20Travel%20Allowance.pdf>) as of October 1, 2022:

Mileage	
Personal Car	55.48 cents per km
Public Transportation	
Bus	100%
Other	as approved by Executive Director
Accommodation	
In province	as approved by Executive Director
Out of province	as approved by Executive Director
Meals	
Receipts are not required for meals. Meals will be reimbursed to a maximum of \$41 per day in-province or \$51 per day out-of-province. GST and meal gratuities are included in these rates. Partial day meal rates will be paid as follows:	

12.2 Reimbursement of WPS Training Programs (Development Centre, High Performance Centre & High School Excellence):

12.2.1. In the instance where an athlete withdraws from a Water Polo Saskatchewan training program (Development Centre, High Performance Centre or High School Excellence, WPS will reimburse the athlete using a pro rate that calculates the length of the program left in months, beginning in the first day of the month following the date the withdrawal was made.

12.2.3. Withdrawals made after December 31st will NOT be reimbursed.

12.3. Reimbursement of WPS Competition Program:

12.3.1. WPS will NOT reimburse athletes who withdraw from a competition after they have been invoiced and after the first date where a payment is required has passed. This is hereafter known as the first payment date.

12.3.2. Athletes are invoiced for the full amount, but may request or be asked to pay in a payment plan; however, once the athlete is invoiced, they are responsible for making the full payment.

12.3.3. Athletes may request a reimbursement if they feel their withdrawal is a result of exceptional circumstances.

12.3.4. Athletes requesting reimbursement under 14.3.3. the “exceptional circumstances clause”, must submit their request, in writing to WPS, post-haste:

- a. Prior to the 1st day of consecutive day, single events
- b. Prior to the last weekend of league events.

12.3.5. Their request will be considered by an Exceptional Circumstances Reimbursement Committee.

12.4 Exceptional Circumstances Reimbursement Committee

12.4.1. A special ad-hoc committee shall be struck, from time to time, under Bylaw 15.3.3., named the Exceptional Circumstances Reimbursement Committee, to hear reimbursement requests.

12.4.2. This committee shall be comprised of 3 voting members of the Board of Directors.

12.4.3. When struck, the appeals committee shall appoint a chair, who shall have a deliberate and casting vote.

12.5 Exceptional Circumstances Reimbursement Committee Duties

12.5.1. Shall hear and discuss written requests for reimbursement from athletes whose requests are deemed by the athlete as falling under exceptional circumstances and that are sent to WPS in accordance to 14.3.3.

12.5.2. Shall evaluate the merits of the request and the chair of the committee shall respond with a decision within 30 days after the request has been submitted.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: Sanctions

Authority: Board of Directors

Policy Number:13.0

Date Approved: January 1997

Date Revised: May 17, 2014

13.0 Sanctions

13.1 Event Sanctions

- 13.1.1. 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 country must request sanction by completing a travel permit from Water Polo Saskatchewan. For out-of-province tournaments and events, a travel permit is only mandatory if the tournament or event does NOT require the Team Roster to register their roster online using Water Polo Canada Event Management System.
- 13.1.2. Water Polo Canada requires that any team or individual participating in a water polo event out of the country apply for a travel permit using the online Water Polo Canada International Travel Permit request. The permit must first be approved by Water Polo Saskatchewan, then by Water Polo Canada. Water Polo Canada possesses the sole right to sanction international water polo competitions in Canada.
- 13.1.3. At least 2 weeks 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.
- 13.1.4. For clubs and members in good standing, sanction/travel requests will be approved online by WPS Executive Director, and by Water Polo Canada (if required).
- 13.1.5. For clubs and members who are not in good standing, sanction/travel requests will be approved only upon a change in status to member in good standing.
- 13.1.6. Any host organization, team or athlete which organizes and/or participates in any competition/event without sanction from Water Polo Saskatchewan may be liable for disciplinary action.
- 13.1.7. Water Polo Saskatchewan insurance coverage only applies for sanctioned events and tournaments.

- 13.1.8. Sanction for any event will be granted or denied at the discretion of the Executive Director of Water Polo Saskatchewan.
- 13.1.9. The Executive Director may request further information regarding the sanction request.
- 13.1.10. The Executive Director may attach any conditions deemed necessary to the granting of a sanction.
- 13.1.11. Sanction fees may be set/waived by the Executive Director
- 13.1.12. 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: Review of Operational Policies

Authority: Board of Directors

Policy Number: 14.0

Date Approved:

Date Revised: July 16, 2024

14.0 Review of Operational Policies

14.1 Schedule for Review

14.1.1. 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 1-5	Review September/October Meeting
Policies 6-10	Review February/March Meeting
Policies 11-15	Review April / May Meeting

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: Privacy Policy

Authority: Board of Directors

Policy Number: 15.0

Date Approved:

Date Revised: May 17, 2014

15.0 Privacy Policy

15.1 Regulation

15.1.1. As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.

15.1.2. Water Polo Saskatchewan, 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 Water Polo Saskatchewan office. The lists are kept in a secure location to which no one other than the Water Polo Saskatchewan 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.

15.2 Purpose of Information Collection

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

15.3 Security & Safeguards

15.3.1. The Water Polo Canada database is secure, and personal information is not accessible to the general public. Each club's registrar has access to the database only as it pertains to club members. Water Polo Saskatchewan, as the parent organization, can access personal information on all its registered members. Water Polo Saskatchewan 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.

15.4 Limited Use of Information

15.4.1. Personal information is not divulged to anyone without prior permission from the family. Occasionally, Water Polo Saskatchewan provides family mailing addresses only to a bonded mailing house for the purpose of distributing specific information directly to athletes' homes. Water Polo Saskatchewan and Water Polo Canada also accesses the information for statistical and tracking purposes of membership as well as for tournament/game results and statistics.

15.4.2. Tournament Directors need name and date of birth (DOB) for athletes entering competitions. Names, ages, and event results may be published electronically as well as in hard copy format after the conclusion of competitions. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged athletes.

15.5 Consent & Withdrawal Thereof

15.5.1. Water Polo Saskatchewan requires consent from each family to continue with this practice. Each club registrar shall 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. Each club registrar should try to update consent every season.

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

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

15.6 Individual Access

15.6.1 Complaints

- a. Complaints are to be directed to the Executive Director of Water Polo Saskatchewan who will attempt to remedy each situation as it arises expeditiously and in strict confidence.