



1A-1084 Kenaston Street
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National Registration

Policy Section: Board

Policy Subsection: Business and Risk Management

Policy Title: National Registration

Introduction

The purpose of registration is to maintain a national record of all Members (Provincial Associations) and Registrants (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 regulations.

Definitions

“ED” means the Water Polo Canada Executive Director

“Member” has the meaning set out in the Bylaws of WPC, as amended from time to time;

“Registrant” has the meaning set out in the Bylaws of WPC, as amended from time to time;

“WPC” means Water Polo Canada.

Policy Statement

WPC maintains a National Registry of members/registrants, Provincial Associations, Clubs, Athletes, Coaches, Officials and Volunteers. Members and Registrants of all categories must register on an annual basis.

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.



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Benefits of WPC membership include:

- Access to nationally recognized Water Polo Programs
- Insurance coverage
- Ability to participate in Sanctioned Events in accordance with the Event Sanctioning Policy
- Specialized training and national team programs
- Access to sport development framework and resources such as LTAD, athlete development pathways, coach & officials development pathways, etc.
- Training and certification programs for coaches and officials
- Various membership services including quality control
- Ability to access funding programs from WPC or the given Provincial Association
- Access to all membership services and programs provided by the given Provincial Association

Application and Fees

An on-line database will be maintained by WPC for the purpose of the registration of Members, Registrants, Clubs, Athletes, Coaches, Officials and Volunteers under the supervision and accountability of the ED or designate.

In accordance with the Bylaws of WPC, all individuals registered with a WPC club and/or Provincial Association are required to be Registrants. Provincial associations, in order to maintain their status as Members of WPC, must satisfy the requirements of the federation's Bylaws and submit dues and registration fees each year for fees collected in the calendar year (September 1 - August 31). WPC will invoice members (Provincial Associations); those who fail to remit their fees by WPC's indicated deadline will be considered "not in good standing" and may be subject to sanctions.

Any provincial association that fails to register members via 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.

Once a Registrant is active in the WPC Registration and Event Management Database, registration fees are applied. A Registrant cannot be inactivated without having to incur registration fees. Any Registrant inactivated at any point in the season will be required to pay the required registration fees. Each Provincial Association will set its own internal registration fees which may differ from Provincial Association to Provincial Association.

Senior National Team Members and National Team Coaches shall be exempt from paying registration fees. WPC will provide a list of eligible athletes and coaches on an annual basis.

WPC will manage the National Database, in accordance with its privacy policy.



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

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

All Registrants are to be assigned a primary role (athlete, coach, official, volunteer) with the option of adding subsequent secondary role(s) and secondary clubs and provinces can be attached to these designations where needed.

All registrants are to primarily be registered their province of residence. If a registrant wishes to transfer to a different club at any point in the season they must follow the designated transfer process. Please refer to the Event Sanctioning and National Registration Operational Document for more details regarding registrant transfers.

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

WPC Registrants may only participate in Water Polo Events in accordance with the Event Sanctioning Policy and are subject to discipline in accordance with that policy in the event of any violations.

Each Provincial Association may add its own internal registration regulations and policies, which may differ, from Provincial Association to Provincial Association.

Responsibilities

Body ED

Action

1. Ensure the maintenance, protection and archival of a national registration database for the purposes outlined in this policy.
2. Determine and communicate the requirements for Provincial Sections, Clubs, Athletes, Coaches, Officials and Volunteers registrations to the Provincial Sections.
3. Develop and implement procedures that address request for transfer between clubs and provinces and for resignation from WPC.



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- Members
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 National Registration Database in their respective province.

Limitations

Personal Information is kept by WPC for the duration of the member's participation in national or provincial programs. At the end of each program year (August 31), the data is archived (de-activated). Data is only re-activated for those members who re-register through their Provincial Section in the next program year.

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

References

Event Sanction and Registration Operational Document
Event Sanctioning Policy
Privacy Policy
WPC By-Laws

Review and Approval

Date: August 29, 2018