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National Registration

Policy Section: Board

Policy Subsection: Business and Risk Management

Policy Title: National Registration

Policy Statement

Water Polo Canada (“WPC”) maintains a National Registry of members, Provincial Sections, Clubs, Athletes, Coaches, Officials and Volunteers. Members 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 athletes to make a smooth transition between developmental 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 and programming.

Application

An on-line database will be maintained by WPC for the purpose of Provincial Sections’, Clubs’, Athletes’, Coaches’, Officials’ and Volunteers’ registrations, under the supervision and accountability of the ED or delegate.

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 registration to the Provincial Sections.
3. Develop and implement procedures that address requests for transfer between clubs and provinces and for resignation from WPC.

Limitations

Personal information is kept by WPC for the duration of a 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 Sport Organization 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 Board: Privacy Policy.

References

National Registration Policy and Operational Procedures
Board: Privacy Policy
WPC By-laws

Review and Approval