



WATER POLO
SASKATCHEWAN

Operational Policies

May 17, 2014

Supported By



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

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Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: Code of Ethics

Authority: Board of Directors

Policy Number: 1.0

Date Approved: November 1999

Date Revised: September 13, 2014

1.0 Code of Ethics

1.1 All Members:

- 1.1.1. Shall encourage a climate of mutual support among all participants in the sport.
- 1.1.2. Have the right to participate in suitable and safe settings. Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.
- 1.1.3. Shall ensure that athletes travel, train and perform in suitable and safe settings and that participants receive qualified instruction from certified and safety conscious coaches.
- 1.1.4. Shall abide by a sense of fair play and a respect for rules and established procedures.
- 1.1.5. Are expected to treat each other with courtesy and respect at all times and refrain from malicious gossip and demeaning remarks to others, expressing their displeasure with officials by any means other than the accepted appeal procedures, attempting to disrupt, distract or in any way interfere with the performance of an athlete during competition or training
- 1.1.6. Shall treat others equitably within the context of their sporting activities regardless of their gender, race, and place of origin, color, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.
- 1.1.7. Shall share confidential information only with the consent of those requesting confidentiality or in a way that individuals involved cannot be identified.
- 1.1.8. Are expected to be honest and forthright in their dealings with Water Polo Saskatchewan, other members and non members.
- 1.1.9. Shall strive to react to success, failure and controversy with grace and dignity.
- 1.1.10. Shall seek to discover and promote the positive aspects of Water Polo activities.

1.1.11. Shall refrain from seeking special privileges or treatment, and remember that others are striving for the same objectives.

1.1.12. Shall not physically strike, abuse or harass another person regardless of the situation or location.

1.1.13. Shall abstain from and refuse to tolerate in others all forms of harassment including sexual harassment and bullying.

1.1.14. All coaches shall abide by the Code of Ethics of the Coaching Association of Canada and the Canadian Coaches Association.

1.1.15. All officials shall abide by the Officials Code of Ethics.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Policy Number: 2.0

Name: Code of Conduct

Date Approved: November 2001

Authority: Board of Directors

Date Revised: September 13, 2014

2.0 Code of Conduct / Conflict of Interest Policy- All Members:

2.1 Code of Conduct

2.1.1. Water Polo Saskatchewan (WPS) strives to create an environment that is supportive of the efforts of all athletes to learn and excel in the sport of Water Polo.

(a) All athletes have the right to participate in suitable and safe settings.

(b) Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.

(c) All members are expected to treat each other with courtesy and respect at all times.

(d) Members shall treat others equitably within the context of the sporting activities regardless of their gender, race, place of origin, colour, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.

2.1.2 All members have the right to feel proud of WPS and the undesirable behavior of one reflects poorly on the entire organization.

2.1.3. All members must abide by the *Water Polo Saskatchewan Code of Conduct (Appendix A)*.

2.1.4. In order to participate in WPS activities, including tournaments, members must read and agree to the terms of the *Water Polo Saskatchewan Code of Conduct* . Please review this document, sign on the last page and return one copy to a WPS staff member.

2.2 Conflict of Interest Policy

2.2.1 Water Polo Saskatchewan strives to reduce and eliminate nearly all instances of conflict of interest at the organization- being aware, prudent, and forthcoming about the potential conflicts.

2.2.2 All members must abide by the conditions in the *Water polo Saskatchewan Conflict of Interest Policy (Appendix B)*.

2.2.3 This policy describes how individuals will conduct themselves in matters relating to conflict of interest, and will clarify how individuals shall make decisions in situations where conflict of interest may exist.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: Dispute Resolution

Authority: Board of Directors

Policy Number: 3.0

Date Approved: November 2001

Date Revised: May 20, 2016

3.0 Dispute Resolution Policy

3.1 Application

3.1.1. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association's policies, bylaws, rules and regulations, and *Code of Conduct*.

3.1.2 Violations of the *WPS Code of Conduct* will be dealt with accordance to the guidelines set out in the *Water Polo Saskatchewan Discipline and Complaints Policy (Appendix C)*.

3.1.3. Employers and member clubs are responsible to receive, investigate and rule on any complaints by their individual members regarding club concerns. Any incidents and complaints regarding club concerns submitted to Water Polo Saskatchewan will be forwarded to the appropriate club/employer for investigation and possible resolution. Water Polo Saskatchewan will provide assistance as it deems necessary and/or as required. Complainants may forward the complaint to the Water Polo Saskatchewan Discipline Committee only after all club appeals are exhausted.

3.1.4. All member clubs shall be required to have a current discipline, dispute resolution and harassment policy in place in order to remain a member in good standing. Member clubs may adopt Water Polo Saskatchewan policies for their use.

3.1.5. The Executive Director (ED) of Water Polo Saskatchewan is responsible for overseeing the procedures set out in this policy and will, at all times, ensure that such procedures are carried out in a timely manner. In the event the ED is unable to fulfill such responsibilities, the board of directors will appoint a designate.

3.2 Complaints

3.2.1. Any individual may report a complaint to Water Polo Saskatchewan. Complaints will be dealt with according to the *Water Polo Saskatchewan Discipline and Complaints Policy (Appendix C)*.

3.2.2 Violations of the *WPS Code of Conduct* will be dealt with accordance to the guidelines set out in the *Water Polo Saskatchewan Discipline and Complaints Policy* (Appendix C).

3.3 Appeals

3.3.1. Individuals may appeal decisions made by Water Polo Saskatchewan in accordance to the *Water Polo Saskatchewan Appeal Policy* (Appendix D).

3.4 Alternate Dispute Resolution Policy

3.4.1. Water Polo Saskatchewan and members may agree to apply the *Water Polo Saskatchewan Alternate Dispute Policy* (Appendix E) in disputes were all parties agree that such a course of action would be beneficial.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

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

Policy Number: 4.0
Date Approved: November 2001
Date Revised: September 13, 2014

4.0 Program Funding

4.1 Excellence

4.1.1. 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.

4.1.2. 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
- e. Water Polo Saskatchewan staff will establish yearly Excellence programs for Saskatchewan athletes.

4.2 Participation

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

4.2.2. 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

4.3 Capacity Interaction

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

4.4. Administration

4.4.1. 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: 5.0

Date Approved: November 2001

Date Revised: September 13, 2014

5.0 Athletes

5.1. Elite Identification Subsidy Program

5.1.1. To provide financial assistance to water polo athletes for training and competition costs to participate when selected on National Team Programs/Teams. 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.

5.1.2. 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.
- c. All Athletes must be registered in WPS High Performance Program.

5.1.3. Eligibility Requirements:

- a. Athletes must adhere to the regulations regarding eligibility, financial agreements and follow-up procedures.
- b. Athletes must be registered members in good standing with a Saskatchewan registered club.
- c. Athletes must have and maintain a training and competition schedule approved by Water Polo Saskatchewan. A minimum attendance record of 90% based on four practices a week is the minimum standard for training.
- d. Athletes must compete for Saskatchewan in all competitions for which they are selected.
- e. Athletes must be recognized as Excellence Athletes
- f. Athletes must provide proof of enrollment in a secondary or post-secondary institution, either as a full time or part-time student

5.1.4. Financial Agreement:

- a. Athletes receiving assistance must submit all receipts for Excellence Program related expenditures.
- b. Allowable expenditures will be: ID camp registration fees, travel

expenses including transportation, meals, accommodation, uniforms and equipment, training expenses and tuition fees.

c. Funding may be subject to repayment, in whole or in part, under the following circumstances:

1. The athlete is sanctioned or disciplined for a violation of the code of conduct or removed from the National Team for disciplinary reasons.

5.1.5. 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.

5.1.6. 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 investigations.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: Equipment

Authority: Board of Directors

Policy Number: 6.0

Date Approved: November 1997

Date Revised: September 13, 2014

6.0 Equipment

6.1 Use of Goggles

6.1.1. For the safety of all athletes, Water Polo Saskatchewan will not permit the wearing of goggles or prescription goggles during practises, scrimmages and games.

6.1.2. Swim goggles may be permitted, by the team coach, only for lap or swimming training where water polo balls are not in use.

6.1.3. Water Polo Saskatchewan will not sanction any events including practice sessions, where goggles are in use.

6.2 Mouthguards

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

6.3. Player Caps

6.3.1. 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”

6.4. Equipment Rental

6.4.1. 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: 7.0

Name: Provincial & National Competitions **Date Approved: June 1998**

Authority: Board of Directors

Date Revised: June 4, 2016

7.0 Provincial & National Competitions

7.1 Competitions

7.1.1. Provincial League and Championships

- a. Provincial League 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 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.

7.1.2. National Championships

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

7.2 Athlete Eligibility

7.2.1. For the identified High Performance athletes: National Championships, 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:
 1. Club's weekly practices,
 2. Provincial centre's weekly practices,
 3. Club's camp practices,
 4. Provincial centre's camp practices,

5. Club events
6. Team Sask events.

Note: The % total of attendance will be considered.

c. 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 athlete 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.

7.3 Team Selection

7.3.1. 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 defensive 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

e. Team Balance

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: Coaches & Officials

Authority: Board of Directors

Policy Number: 8.0

Date Approved: November 1997

Date Revised: June 4, 2016

8.0 Coaches & Officials

8.1 Introduction

8.1.1. 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.

8.2 Coaches Funding

8.2.1. 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.

8.3 Officials Funding

8.3.1. 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.

8.4 Follow-up Procedure

8.4.1. 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.

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

8.5 Respect in Sport Coaching Certification

8.5.1. 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.

8.5.2. 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.

8.5.3. 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.

8.5.4. 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: 9.0

Date Approved: January 1997

Date Revised: February 22, 2014

9.0 Fundraising

9.1 Overview

9.1.1. 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: 10.0

Date Approved: January 1997

Date Revised: April 27, 2013

10.0 Insurance

10.1 Overview

10.1.1. 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: 11.0

Date Approved: January 1997

Date Revised: February 22, 2014

11.0 Logo



11.1. Usage

11.1.1 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: 12.0

Name: Membership Assistance Program

Date Approved:

January 1997

Authority: Board of Directors

Date Revised: February 22, 2014

12.0 Membership Assistance Program

12.1 Introduction

12.1.1. 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.

12.1.2. M.A.P. grants will be allocated based on the following criteria; applicants must meet all eligibility and follow-up requirements.

12.2 Eligibility

12.2.1. 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.

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

12.2.3. 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.

12.3 Funding and Priorities

12.3.1. Priority #1 – Winter Clubs and programs

12.3.2. Priority #2 – Summer Clubs and programs

12.4 Policies

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

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

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

12.4.4. All M.A.P. 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.

12.4.5. All printed correspondence referring to M.A.P. must acknowledge the assistance provided by Saskatchewan Lotteries and Water Polo Saskatchewan.

12.5 Eligible Projects

12.5.1. 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

12.6 Ineligible Projects

12.6.1. 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

12.7 WPS Funding Formula

12.7.1. 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

12.8 Processing Applications

12.8.1. Water Polo Saskatchewan will promote the Membership Assistance Program, and will issue a written invitation to eligible members to apply. (see application forms)

12.8.2. MAP information will be placed on the website
http://www.wpsask.ca/register_club.html

12.8.3. Once a completed application is received, WPS will ensure that all grant eligibility criteria have been met prior to approval

12.8.4. 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

12.8.5. Once the follow-up report and receipts have been received and verified, WPS will issue the funding payment to applicant on file

12.9 Accountability

12.9.1. 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

12.9.2. 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.

12.9.3. Water Polo Saskatchewan will submit to Sask Sport a “MAP Summary Report” with the Annual Funding Follow-up Reports

12.9.4. 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: 13.0
Date Approved: January 1997
Date Revised: February 22, 2014

13.0 Registration

13.1 Overview

13.1.1. 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.

13.1.2. The membership year shall be September 1 - August 31.

13.1.3. All membership fees are due and payable with the membership application. Membership fees are not refundable.

13.1.4. 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.

13.1.5. 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
<u>Member</u>
Board of Directors & Volunteers
Member Affiliate Registrant
University athletes and coaches; must register under the University Club Category
Member Developing Regions
Targeted for non-metropolitan and northern regions (former introduction)
Member Sessional - Fall
14U and younger athletes registered between September 1 and December 31; Activity within the athlete's club only
Member Sessional - Winter

14U and younger athletes registered between January 1 and April 30; Activity within the athlete's club only
Member Sessional - Summer
14U and younger athletes registered between May 1 and August 31; Activity within the athlete's club only
Member Club Member Only
Activity within the athlete's club only for athletes, coaches and officials
Member Provincial
Activity inside the province only for athletes, coaches and officials
Member Competitive
Activities outside the Province and attend Nationals for athletes, coaches and officials
Member Volunteer
Chaperons, Board of Directors, volunteers

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

13.2 Registration Categories

13.2.1. 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

Policy Number: 14.0

Name: Reimbursement

Date Approved: January 1997

Authority: Board of Directors

Date Revised: February 22, 2014

14.0 Reimbursement

14.1 Expense Recovery

14.1.1. 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.

14.1.2. Water Polo Saskatchewan will reimburse expenses as follows, according to Saskatchewan Public Service Commission – Travel Allowance Appendix (<http://www.psc.gov.sk.ca/hrmanual/601-a>) as of April 1, 2016:

Mileage	
Personal Car	42.03 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:				
	In Province	Out of Province	Depart by	Return after
Breakfast	\$8.00	\$11.00	7:30 am	8:30 am
Lunch	\$14.00	\$16.00	11:30 am	12:30 pm
Supper	<u>\$19.00</u>	<u>\$24.00</u>	5:30 pm	6:30 pm
Total	\$41.00	\$51.00		

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

14.2.1. 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.

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

14.3 Reimbursement of WPS Competition Program:

14.3.1. 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.

14.3.2. 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.

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

14.3.4. 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.

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

14.4 Exceptional Circumstances Reimbursement Committee

14.4.1. A special ad-hoc committee shall be struck, from time to time, under Bylaw 14.3.3., named the Exceptional Circumstances Reimbursement Committee, to hear reimbursement requests.

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

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

14.5 Exceptional Circumstances Reimbursement Committee Duties

14.5.1. 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.

14.5.2. 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:15.0

Date Approved: January 1997

Date Revised: May 17, 2014

15.0 Sanctions

15.1 Event Sanctions

- 15.1.1. 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.
- 15.1.2. 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.
- 15.1.3. 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.

- 15.1.4. 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).
- 15.1.5. 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.
- 15.1.6. 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.
- 15.1.7. Water Polo Saskatchewan insurance coverage only applies for sanctioned events and tournaments.
- 15.1.8. Sanction for any event will be granted or denied at the discretion of the Executive Director of Water Polo Saskatchewan.
- 15.1.9. The Executive Director may request further information regarding the sanction request.
- 15.1.10. The Executive Director may attach any conditions deemed necessary to the granting of a sanction.
- 15.1.11. Sanction fees may be set/waived by the Executive Director
- 15.1.12. 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: Harassment Policy

Authority: Board of Directors

Policy Number: 16.0

Date Approved: December 2004

Date Revised: May 17, 2014

16.0 Harassment Policy

16.1 Policy Overview

16.1.1. Water Polo Saskatchewan is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. Harassment, as defined in this policy, includes but is not limited to the following specifically described categories of harassment:

- a. Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory in Canada.
- b. Harassment is offensive, degrading, and threatening. In most extreme forms, harassment can be an offence under Canada's Criminal Code.

- c. Whether the offender is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
- d. Water Polo Saskatchewan is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, pardoned conviction or political agenda.

16.1.2. This policy applies to all employees as well as to all directors, officers, parents, volunteers, coaches, athletes, officials and members of Water Polo Saskatchewan. Water Polo Saskatchewan encourages the reporting of all incidents of harassment, regardless of who the offender may be.

16.1.3. This policy applies to harassment which may occur during the course of all Water Polo Saskatchewan business, activities, and events. It also applies to harassment between individuals associated with Water Polo Saskatchewan but outside Water Polo Saskatchewan business, activities, and events when such harassment adversely affects relationships within the Water Polo Saskatchewan work and sport environment.

16.1.4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

16.2 Definitions

16.2.1. Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.

16.2.2. For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
- b. Such conduct that has the purpose or effect of interfering with an individual's performance; or
- c. Such conduct creates an intimidating, hostile, or offensive environment.

16.2.3. Types of behavior which constitutes harassment include but are not limited to:

- a. Written or verbal abuse or threats;
- b. The display of visual material which is offensive or which one ought to know is offensive;

- c. Unwelcome remarks, jokes, comments, innuendo, or taunting;
- d. Leering or other suggestive or obscene gestures;
- e. Condescending, paternalistic, or patronizing behavior which undermines self-esteem, diminishes performance, or adversely affects working conditions;
- f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- g. Unwanted physical contact including touching, petting, pinching and kissing;
- h. Unwelcome sexual flirtations, advances, requests, or invitations; or
- i. Physical or sexual assault.

16.2.4. For the purpose of this policy, retaliation against an individual:

- a. For having filed a complaint under this policy; or
- b. For having participated in any procedure under this policy; or
- c. For having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated.

16.3 Responsibility

16.3.1. The Executive Director is charged with the responsibility for implementing this policy and ensuring that:

- a. Harassment is discouraged with Water Polo Saskatchewan;
- b. Formal complaints of harassment are investigated in a sensitive, responsible, and timely manner;
- c. Appropriate disciplinary or corrective measures are imposed when a complaint of harassment has substantiated, regardless of the position or authority of the offender;
- d. Advice is provided to persons who experience harassment including any employee or member of Water Polo Saskatchewan who experiences harassment by someone who is not an employee or member of Water Polo Saskatchewan;
- e. All members and employees of Water Polo Saskatchewan are made aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- f. Both complainants and respondents are informed of the procedures contained in this policy and of their rights under the law;
- g. The terms of this policy are regularly reviewed to ensure that they adequately meet the organization's legal obligations and public policy objectives;
- h. Officers are appointed and provided the training and resources they need to fulfill their responsibilities under this policy; and

- i. Case review panels and appeal bodies are appointed and provided with the resources and support they need to fulfill their responsibilities under this policy.

16.3.2. Every member of Water Polo Saskatchewan has a responsibility to play a part in ensuring that the Water Polo Saskatchewan sport environment is free of harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of Water Polo Saskatchewan who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

16.3.3. In the event that the person responsible for this policy is involved in a complaint which is made under this policy, the Water Polo Saskatchewan Chair shall appoint a suitable alternate for the purposes of dealing with the complaint.

16.4 Disciplinary Action

16.4.1. Employees or members of Water Polo Saskatchewan against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases.

16.5 Confidentiality

16.5.1. Water Polo Saskatchewan understands that it can be extremely difficult to come forward with a complaint of harassment and it can be devastating to be wrongly convicted of harassment. Water Polo Saskatchewan recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

16.5.2. Water Polo Saskatchewan shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such a disclosure is required by a disciplinary or other remedial process or by the laws of Canada; provided that the term “outside parties” shall not include harassment officers duly appointed by Water Polo Saskatchewan under this policy.

16.5.3. Notwithstanding the confidentiality provisions of this policy, in the event that a written complaint is made pursuant to this policy, the effective resolution of the matter will require that the name of the alleged victim of the harassment be released to the person or persons whose actions are the subject of the complaint in order to afford them an opportunity to fully respond.

16.6 Officers

16.6.1. The Board of Directors shall appoint at least two persons, one male and one female, who are themselves members or employees of Water Polo

Saskatchewan, to serve as harassment officers under this policy. If more than two officers are appointed, the Board shall ensure a gender balance.

16.6.2. The role of harassment offices is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, harassment officers shall be directly responsible to the Board of Directors.

16.6.3. Water Polo Saskatchewan shall ensure that harassment officers receive appropriate training and support for carrying out their responsibilities under this policy.

16.7 Complaint Procedure

16.7.1. A person who experiences harassment is encouraged to make it known to the offender that the behavior is unwelcome, offensive, and contrary to this policy.

16.7.2. If confronting the offender is not possible, or if after confronting the offender the harassment continues, the complainant should seek the advice of a harassment officer.

16.7.3. The harassment officer shall inform the complainant of:

- a. The options for pursuing an informal resolution of his or her complaint;
- b. The right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- c. The availability of counseling and the other support provided by Water Polo Saskatchewan;
- d. The confidentiality provisions of this policy including the provisions of paragraph 16.5.3., of this policy;
- e. The right to be represented by a person of choice (including legal counsel) at any stage of the complaint process;
- f. The external mediation/arbitration mechanisms that may be available;
- g. The right to withdraw from any further action in connection with the complaint at any stage (even though Water Polo Saskatchewan might continue to investigate the complaint); and
- h. Other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.

16.7.4. There are four possible outcomes to this initial meeting of complainant and harassment officer:

- a. The complainant and harassment officer agree that the conduct does not constitute harassment.

1. If this occurs, the harassment officer will take no further action and will make no formal written record.
2. If the complainant and the harassment officer do not reach agreement on whether applicable conduct constitutes harassment, the complainant will retain the right to proceed with an informal or formal complaint pursuant to either paragraph 16.7.4(b) or paragraph 16.7.4(c).
3. In order to proceed with an informal complaint under paragraph 16.7.4(b) or a formal complaint under paragraph 16.7.4(c), the complainant will be required to complete a written complaint on a form provided by the harassment officer. Once a harassment officer receives a written complaint, the harassment officer is obligated to proceed under either paragraph 16.7.4(b) (if the complainant elects to proceed with an informal complaint) or paragraph 16.7.4(c) (if the complainant elects to proceed with a formal complaint).

b. The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.

1. If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.
2. If the informal resolution yields a result which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
3. If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.

c. The complainant brings evidence of harassment and decides to lay a formal written complaint.

1. If this occurs, the harassment officer will provide a copy of the written complaint, signed by the complainant, to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.
2. The respondent will be given an opportunity to provide a written response to the complaint, on a response form provided by the harassment officer. If the respondent elects to provide a written

response, such response will be provided to the harassment officer within 14 days of the respondent receiving the written complaint.

- d. If the complainant is under the age of majority, the harassment officer will suggest to the complainant that the complainant seek assistance in completing the written complaint.
- e. The complainant brings evidence of harassment but does not wish to lay a formal complaint.
 1. If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
 2. When the harassment officer decides that the evidence and surrounding circumstance require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.

16.7.5. Prior to submitting a report to the Board of Directors and Executive Director pursuant to paragraph 16.7.6., the harassment officer will conduct an investigation of the matter complained of so that in addition to conducting an in-depth interview of the complainant and the respondent, the harassment officer should do the following as circumstances dictate:

- a. Interview the victim of the alleged harassment if not the complainant;
- b. Interview witnesses to the incident(s) of the alleged harassment;
- c. Visit and examine the site of the alleged harassment.

16.7.6. Upon conducting the investigation referred to paragraph 16.7.5., but in any event within 21 days of receiving the complaint, the harassment officer shall submit a report to the Board of Directors and Executive Director containing the documentation filed by both parties along with a recommendation that:

- a. No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
- b. The complaint should be investigated further. A copy of this report shall be provided, without delay, to both the complainant and the respondent.

16.7.7. In the event that the harassment officer's recommendation is to proceed with an investigation, the Board of Directors shall, within 14 days of receiving the harassment officer's report, appoint three members of Water Polo Saskatchewan to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

16.7.8. Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:

- a. The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing.
- b. Members of the panel shall select a chairperson from among themselves.
- c. A quorum shall be all three panel members.
- d. Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
- e. The hearing shall be held in camera.
- f. Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
- g. The complainant and respondent may be accompanied by a representative or adviser.
- h. The harassment officer may attend the hearing at the request of the panel.

16.7.9. Within 14 days of the hearing, the case review panel shall present its findings in a report to the Board of Directors which shall contain:

- a. A summary of the relevant facts;
- b. A determination as to whether the acts complained of constitute harassment as defined in this policy;
- c. Recommended disciplinary action against the respondent, if the acts constitute harassment; and
- d. Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment. If the panel determines that the allegations of harassment are malicious, their report may recommend disciplinary action against the complainant.

16.7.10. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and respondent.

16.7.11. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:

- a. The nature of harassment;
- b. Whether the harassment involved any physical contact;
- c. Whether the harassment was an isolated incident or part of an ongoing pattern;
- d. The nature of the relationship between complainant and offender;

- e. The age of the complainant;
- f. Whether the offender had been involved in previous harassment incidents;
- g. Whether the offender admitted responsibility and expressed a willingness to change; and
- h. Whether the offender retaliated against the complainant.

16.7.12. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:

- a. A verbal apology;
- b. A written apology;
- c. A letter of reprimand from Water Polo Saskatchewan;
- d. A fine or levy including restitution of any expenses incurred by the victim or complainant or by Water Polo Saskatchewan in undertaking remedial action or in conducting the investigation;
- e. Referral to counseling;
- f. Removal of certain privileges of membership or employment;
- g. Demotion or a pay cut;
- h. Temporary suspension with or without pay;
- i. Termination of employment of contract; *or*

16.7.13. Where the investigation does not result in a finding of harassment, a copy of the report of the case review shall be retained by Water Polo Saskatchewan. These files shall be kept confidential and access to them shall be restricted to the Executive Director and the harassment officers.

16.7.14. Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be retained by Water Polo Saskatchewan. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

16.7.15. All written documentation relating to the complaints under this policy will be maintained by Water Polo Saskatchewan with an *Ottawa* law firm selected by WPS, on the premises of the law firm rather than on Water Polo Saskatchewan's premises, in order to maintain the strict confidentiality of such documentation. If requested, the Executive Director will make available to any Water Polo Saskatchewan member a copy of the written decision of a case review panel (established pursuant to paragraph 16.7.7.) or any appeal body (established pursuant to paragraph 16.9.4.); provided that prior to releasing such decisions the names of all parties, witnesses and place names will be deleted in order to preserve the confidentiality of the subject matter of the decision.

16.8 Procedure Where a Person Believes That a Colleague Has Been Harassed

16.8.1. Where a person believes that a Water Polo Saskatchewan member has experienced or is experiencing harassment and reports this belief to an officer, the officer shall contact the person who is said to have experienced harassment and shall proceed in accordance with Section 16.7.3.

16.9 Appeals

16.9.1. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with the grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.

16.9.2. Permissible grounds for an appeal are:

- a. The panel did not follow the procedures laid out in this policy;
- b. Members of the panel were influenced by bias; or
- c. The panel reached a decision which was grossly unfair or unreasonable.

16.9.3. In the event that a notice of appeal is filed, the Board of Directors shall, within 14 days, appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.

16.9.4. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, if any, the reports of the harassment officer and of the case review panel, and the notice of the appeal.

16.9.5. Within ten days of its appointment, the appeal body shall present its findings in a report to the Board. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.

16.9.6. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.

16.9.7. The decision of the appeal body shall be final.

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Policy Number: 17.0

Name: Review of Operational Policies

Date Approved:

Authority: Board of Directors

Date Revised: May 17, 2014

17.0 Review of Operational Policies

17.1 Schedule for Review

17.1.1. 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 1-6	Review September/October Meeting

Policies 7-12	Review February/March Meeting
Policies 13-18	Review April / May Meeting

**Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES**

Type: Governance
Name: Privacy Policy
Authority: Board of Directors

Policy Number: 18.0
Date Approved:
Date Revised: May 17, 2014

18.0 Privacy Policy
181.1 Regulation

18.1.1. 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.

18.1.2. 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.

18.2 Purpose of Information Collection

18.2.1. 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.

18.3 Security & Safeguards

18.3.1. 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.

18.4 Limited Use of Information

18.4.1. 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.

18.4.2. 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.

18.5 Consent & Withdrawal Thereof

18.5.1. 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.**

18.5.2. 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.

18.6 Individual Access

18.6.1 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.