

BC WATER POLO POLICY MANUAL

ADOPTED BY BRITISH COLUMBIA WATER POLO ASSOCIATION BOARD OF DIRECTORS
MARCH 2016

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Policy: 1.0 Mission Statement
Old Policy #: 2.0 Mission Statement
Adopted: Prior to July 2010
Latest Revision: Prior to July 2008
Under Review:

1. MISSION STATEMENT

The purpose of The British Columbia Water Polo Society is to encourage and promote the development of water polo throughout the Province of British Columbia; to promote excellence in the sport of water polo and to provide all players with the opportunity to realize the level of personal achievement in the sport that their determination and ability allow them to attain; and to organize, operate and regulate water polo competitions at all levels throughout the Province.

Policy 2.0 Vision Statement
Old Policy #: 2.1 Vision Statement
Adopted: Prior to July 2008
Latest Revision: March 02 2016
Under Review:

2. VISION STATEMENT

BC Water Polo is an athlete oriented, progressive and innovative sports organization, dedicated to delivering and overseeing quality, values-based, accessible, affordable and equitable water polo programs at various levels of skills and competition throughout British Columbia under the governance oversight of skilled and qualified leadership and management, and capable and committed volunteers at the Board and Committee levels. BCWP will conduct its programs and initiatives in an atmosphere of respect, honesty and open communication, actively involving and engaging all members of the association, external potential donors and existing stakeholders, through its effective business and ethical practices, robust risk culture, and sound operational risk and financial management.

Policy: 3.0 Key Values
Old Policy #: 2.2 Key Values
Adopted: Prior to July 2008
Latest Revision: Mar 02 2016
Under Review:

3. KEY VALUES

- Integrity
- Courage
- Respect
- Excellence
- Fairness & Equity
- Pride
- Accessibility
- Shared Leadership/Ownership
- Athlete Centered
- Transparency

Policy: 4. Role and Responsibilities of the Board of Directors
Old Policy #: 4.2.2 Role and Responsibilities of the Board of Directors
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

4. ROLE AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors may exercise all the power and do all the acts that the Society may do and which are not by the bylaws required to be done by a general meeting.

As well the directors approve the annual budget and ensure that no expenditures are made by the Society except in accordance with the approved budget.

The Board's primary responsibility is to establish the necessary programs and resources required to develop, in the most general sense of the word, the sport of Water Polo. The Board will fulfil these responsibilities by formulating and adopting policies, seeing that these policies are implemented and by evaluating their results.

Further, the Board must carry out its functions openly, seeking the involvement of its members, corporate partners and staff.

In accordance with these principles, the Board shall operationally seek to achieve the following goals:

1. To plan the future direction of the organization and to annually update its goals and objectives.
2. To proceed with the development and determination of the appropriate policies to ensure the implementation of the operational plan.
3. To ensure that the organization complies with the law.
4. To ensure that funds are available to fulfill the desired plan and monitor the association's financial status.
5. To fulfill the advocacy role for the association with government, umbrella sport organizations and other corporations.

6. To promote the organization to the community.
7. To provide adequate programs and resources to effectively develop all components of Water Polo.
8. To hire staff, as necessary, to manage the day to day operations of the association, and to provide the appropriate guidance for staff to work within.
9. To maintain effective communication with its members, corporate partners, government and staff.
10. To conduct Board business openly, encouraging broad-based involvement in the Board's policy and decision-making process.

Policy: 5. Job Descriptions of Directors Positions
Old Policy #: 4.2.2.1 Job Descriptions of Directors Positions
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review: September 2013

5. JOB DESCRIPTIONS OF DIRECTORS POSITIONS

President

- Overall administration of the Association
- Liaison with staff
- Chair meetings of the Board of Directors
- Prepare agendas for meetings
- Attend meetings and liaise with Canada Water Polo, Aquatic Organizations, Sport and Recreation Division and other government and funding agencies and Sport BC
- Ex-officio member of all committees
- Principle responsibility for the Strategic and Operational Plans. This overarching responsibility includes directing the various Board members in their execution of their various duties required to carry out the actions outlined in the plan while adhering to the published timelines.

Vice President

- overseeing the day to day office operation
- responsible for the development of the policy and procedure manual
- responsible for the constitution and bylaws and the revision of same
- Shall carry out the duties of the President during his absence
- Assisting the President in ensuring the action plan goals for the Strategic and Operational Plans of BCWPA are being met within the prescribed time lines.
- Maintain & strengthen BCSSA Partnership with BCWPA expanding the athlete base

Secretary

- Maintain a registrar of the members of the Society
- Maintain a registrar of all persons who participate in the sport of Water Polo in BC
- In conjunction with the Treasurer oversee the collection of membership and registration fees.
- Conduct the correspondence of the Society
- Issue notices of meetings to the Board members and to club presidents for the AGM
- Edit and Approve Administrative Assistant's draft minutes of the Society and the Board of Directors for distribution
- Have custody of all records and documents of the Society except those required to be kept by the Treasurer
- Have custody of the Common Seal of the Society
- Responsible for the request of the Certificate of Good Standing and communicating with the Registrar of Companies
- To assist the Vice President & Executive Director with the organization and execution of Planning Meetings
- To distribute, encourage the completion and facilitate the collection of surveys from Planning Meeting participants unable to attend.

Treasurer

- Keep the financial records, including the books of account necessary to comply with the Society Act
- Render financial statements to the Directors, members and others when required
- Provide annual audited financial report shortly before the AGM
- Shall prepare a draft budget for BCWPA and shall present the budget to the Board of Directors for review and revision.
- Arrange for surplus cash balances to be effectively managed
- Shall oversee the record keeping duties of the bookkeeper ensuring that Generally Accepted Accounting Principles are followed.
- Shall assist in the preparation of all grants and gaming funds.
- Shall present, at stated periods, a written account of the finances for BCWPA and the written report shall be affixed to the minutes of such meetings.
- Shall exercise all duties incident to the office of Treasurer.
- Shall participate as a member of the Provincial Program Committee, the Registration Committee and the Finance Committee

Director of Tournaments

- Responsible for sanctioning tournaments in BC
- Responsible for submitting annual applications for hosting National events
- Responsible for the coordination and management of BCWP-hosted events which includes the BC Open and all National events
- Develops a variety of standardized tournament formats for the use of clubs and leagues
- Attend Summer Planning Session with the Director of Coaches, the Provincial Head Coach and senior coaches to determine tournament plans for the upcoming season.

Director of High Performance Athletes

- Coordinate Provincial initiatives such as Team BC.
- Restructure BCWP's Summer Elite Program to ensure compatibility with BCSSA guidelines and Summer National Programs.
- Liaison between High Performance clubs and Board
- Liaise with Directors of Elite Athletes of other PSO Executives across Canada. Research possible camps, tournaments, scrimmages, opportunities for BC athletes & other Provinces elite athletes
- Expand Sport Science educational opportunities for Elite Athletes.
- Administration of Athlete Assistance grants
- Liaison between athletes, the Storm Sub-Committee and the Board
- Co-ordinate and liaise with National Camps
- Liaise with leagues involving member clubs
- Chair the Standing Committee on senior/junior programs
- Be a member of the Transfer Committee
- Member of the Provincial Program Committee
- Development of new programs for senior/junior age athletes
- Work with Provincial Coach to co-ordinate camps & promotion of High Performance Athletes throughout B.C including the creation of National camp opportunities

Director of Development Program - Regions

- Establish and maintain a registry of all Provincial clubs and Provincial programs.
- Facilitate communication with existing Regional clubs (i.e. clubs located outside of the Lower Mainland)
- Develop and implement strategies to assist in the development of Regional clubs
- Liaison between clubs and Board of Directors
- Member of the Provincial program Committee
- organize one camp per year outside the lower mainland
- Initiate and promote regional development through clinics and travel in subsidies
- Investigate and develop if warranted, the 8,7, 1 Initiative - to promote development through clinics and travel subsidies

Director of Development Program – Lower Mainland

- Liaison between the Board and developmental/recreational clubs
- Liaison between the Board and developmental/recreational athletes
- Liaise with developmental/recreational leagues
- Development and co-ordination of the summer development programs
- Member of the Transfer Committee
- Member of the Provincial Program committee
- Development of new programs for age group athletes i.e. athlete development camps
- To encourage re-introduction of school's program for PE classes throughout BC schools
- Expansion of Athlete Development Camp Programs

Past President

- Provide advice and consultation to the Board of Directors to facilitate continuity in knowledge and lessons learned by previous Board of Directors

Policy: 6. Composition and Election Procedures for BCWPA Board of Directors
Old Policy #: 4.2.2.2 Composition and Election Procedures for BCWPA Board of Directors [May 2010]
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

6. COMPOSITION AND ELECTION PROCEDURES FOR BCWPA BOARD OF DIRECTORS

1. The Board of Directors consists of the elected positions identified in Bylaw Part 8.1.
2. The Directors shall be elected in accordance with the following:
 - a) The following positions shall be elected for the term of two years in one year:
 - President
 - Director of Development Program – Regions
 - Treasurer
 - Director of High Performance Athletes
 - b) The following positions shall be elected for the term of two years in the year following (a) above:
 - Vice-President
 - Director of Development Program – Lower Mainland
 - Secretary
 - Director of Tournaments.
 - c) At the first board meeting of the Board of Directors after an Annual General Meeting at which there has been a change in the person of President, the Board of Directors may, if it so chooses, appoint the immediate Past President to the Board of Directors. Such appointment shall be by two-thirds majority of the Board of Directors and the term shall be for one year. If so appointed, the Past-President shall:
 - i) assist the President to provide continuity of direction to the Board of Directors; and
 - ii) have the full privileges and obligations of a Director.
3. Elections of Directors and Officers:
 - a) At the second to last meeting prior to the Annual General Meeting, the Board of Directors will appoint a Nominating Committee of directors who are not up for re election in the present year.

- b) The Nominating Committee must make known to the members of the Society the positions up for election at the upcoming Annual General Meeting
- c) The Nominating Committee must seek out candidates for each position
- d) The nominating committee when seeking candidates for the Board of Directors should give consideration to the following:
 - e) To ensure representation from all regions of the province;
 - f) to ensure representation from both genders;
 - g) All positions up for election in a given year are open to candidacy until the time that nominations are deemed closed at the Annual General Meeting.
 - h) Separate elections shall be held for each office to be filled at the AGM
 - i) An election may be by acclamation; otherwise it will be by a majority of votes cast by those members in attendance at the AGM.
 - j) If no successor is elected the position is deemed to be vacant.
 - k) No Director shall be eligible for election in a position for which he has served for more than two consecutive terms immediately prior to such election.

4. Vacancies in the Board of Directors:

- a) The Directors may at any time and from time to time appoint a person as a Director to fill a vacancy in the Directors.
- b) If a Director resigns his office or otherwise ceases to hold office, the remaining Directors shall appoint a person to take the place of the former Director.
- c) A Director so appointed holds office only until the conclusion of the term of office of the person he was appointed to replace, but is eligible for re-election at the next annual general meeting.
- d) The members may by special resolution remove a Director before the expiration of his term of office, and may elect a successor to complete the term of office. If no Director is elected the Directors may appoint a person to fill the vacancy, provided that the vacancy may not be filled by the person who was removed from that position.

Policy: 7. Orientation Process for new directors
Old Policy #: 4.2.2.3 Orientation Process for New Directors
Adopted: Prior to July 2008

Latest Revision: Mar 02 2016

Under Review:

7. ORIENTATION PROCESS FOR NEW DIRECTORS

The following orientation process is adapted to suit the individual coming onto the Board.

1. The Executive Director (or such other employees assigned the task) and nominating committee are in contact before the AGM to ensure that all nominees are aware of the job descriptions of the position.
2. The nominees are encouraged to communicate with the President if they have any questions or concerns about their position.
3. New Board members are brought to the AGM where they are voted into position.
4. The retiring director is asked to have a meeting with his replacement to pass on the information about the portfolio.
5. The Executive Director or such other employee of BCWPA assigned the task will provide each new Director the Orientation Handbook.

Policy: 8. BCWPA Membership Transfer Policy
Old Policy #: 6.5.4 Membership Transfer Policy within BC
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

8. BCWPA MEMBERSHIP TRANSFER POLICY

1. Definition

Transfer: Any movement of an athlete currently registered in one club at a specific age level to another club during the course of a season

3. Procedure for inter club athlete loans or transfers

a) An athlete must file a completed transfer form with BCWPA that will be date stamped on arrival at the BCWPA office. Transfer form to include his/her reasons for leaving the "departing club" and moving to the "arriving" club. The form must be signed by the following people to ensure they are aware of the transfer.

i) the "departing" club/club president

ii) the "arriving" club/ club president

2 MEMBERSHIP TRANSFERS AS RELATED TO NATIONAL CHAMPIONSHIPS

1. A player can only be registered with one team in any given age category. At National Championships, they must compete with the team with which they were registered on the roster deadline.

2. Subject to provincial policies, registered athletes may transfer from one club to another club or have their registration modified, subject to a signed agreement between both clubs involved and the Provincial Associations involved.

3. For National Championships: Players will not be allowed after the roster

deadline. The signed agreement must be received by Water Polo Canada

post marked no later than the roster deadline. Athletes are bound to play for the club with which they are registered on the roster deadline, unless the Provincial Association has set an earlier deadline

4. Athletes and their club/coach may apply for inter club loans or inter provincial loans for National Championships if the following criteria has been met:

a) Athlete has attended a provincial program selection activity for the age appropriate team and has not been selected to the National Championship

b) Athlete does not have team representation from their home club or provincial program attending the National Championships

1. Interprovincial Transfers of Players for the purpose of competition including the National Club Championships are subject to the policy of WPC and regulations as laid down by WPC in the National Club Championship Handbook as applicable.
2. BCWPA will authorize transfers upon receipt of appropriate forms indicating the joint request of the athlete and BCWPA member club as contemplated in the WPC policy.

Policy: 9. Formation and Proceedings of Committees
Old Policy #: 4.2.3.1 Formation and Proceedings of Committees
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

9. FORMATION AND PROCEEDINGS OF COMMITTEES

1. Formation of Sub Committees of BCWPA

- a) The Board of Directors may delegate any, but not all, of their powers to committees consisting of the Directors and/or others as they think fit and shall name a chairperson for that committee. The appointment of all committees, the subject under discussion and a list of committee members shall be distributed with the minutes to all members of the Society.
- b) A committee so formed shall conform to any rules imposed on it by the Directors, and shall report every act or thing done in exercise of those powers delegated to it to the earliest meeting of the Directors
- c) If at a meeting of a committee the chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Directors, if any, present who are members of the committee shall choose one of their number to be chairperson of the meeting and if there are no Directors present the meeting shall be terminated.
- d) The members of a committee may meet and adjourn as they think proper.

2. Proceedings of Meetings

- a) Members of committees are to set the committee's meeting schedule. However, any committee members may request a meeting, with agenda items forwarded to all members of the committee, to deal with emergent issues which need resolution before a scheduled meeting.
- b) Minutes of all committee meetings should be taken and a copy along with an agenda should be kept at the BCWPA office.
- c) Reports to the Board of Directors should be in writing (if possible) with recommended motions brought forward to the board for ratification.

Policy: 10. Standing Committees of BCWPA
Old Policy #: 4.2.3.2 Standing Committees of BCWPA [July 2009]
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

10. STANDING COMMITTEES OF BCWPA

The Provincial Board will establish standing committees which are representative of ongoing areas of concern of the association and are essential to the effective functioning of the Board. The chairperson of the committee will be appointed by the Board. Usually the chairperson will be a member of the Board but where this is not the case a liaison with the Board is assigned. The committee may consist of both members and non-members of the Board. The President is a member of all standing committees of BCWPA.

Staff Committee

President (Chair)

Vice President

Treasurer

Bylaws & Policy Committee

Vice President (Chair)

President

Secretary

Treasurer

Long Term Planning Committee

Vice President (Chair)

President

Newsletter Committee

Secretary

Finance & Registration Committee

Treasurer (Chair)

President

Athlete Assistance Committee

Director of Development Program – Lower Mainland

Awards Committee

Director of Development Program - Regions

Director of Officials

Provincial Program Committee

Director of High Performance Athletes (Chair)

Treasurer

Policy: 12. Ad Hoc Committees of BCWPA
Old Policy #: 4.2.3.4 Ad Hoc Committees of BCWPA
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review: July 2011

12. AD HOC COMMITTEES OF BCWPA

1. Ad Hoc Committees that may be struck by the BC Water Polo Association Board include, but are not limited to:
Hearing Panel
Appeals Committee

Policy: 13. Policy Statements of BCWPA Board of Directors
Old Policy #: 4.3 Policy Statements of BCWPA Board of Directors
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review: July 2011

13. POLICY STATEMENTS OF BCWPA BOARD OF DIRECTORS

Process for the Development of Policy Statements for BCWPA

1. The Board of Directors of BCWPA may establish policies in the form of Policy Statements from time to time on matters affecting the sport of water polo in British Columbia.
2. Policy statements are the guidelines of the Association and represent the policy direction of the Board on the matter in issue.
3. The lack of a policy statement on any particular issue does not mean that the Board is not empowered to give direction on that particular issue at any given time. Members who have questions on issues that are not covered by a policy statement should consult with the staff of the Association and/or their Regional Director.
4. Policy statements will be approved by the Board in accordance with the requirements of the by-laws of the Association that is by a majority of the Directors then present once a quorum has been established. Policy statements will remain as the guidelines of the Association until repealed or revised by the Board in the same manner.

Nonetheless, so as to continue to have the flexibility to meet unique circumstances, the Board may vary as necessary from a Policy statement by a vote of the Board in the above manner.

5. Policy statements will be published in electronic form. Upon their establishment or revision by the Board, policy statements will be published electronically and provided to each member of the association registered as being a member in good standing.

6. Policy and Procedure Development System

- a) Motions at meetings or actions by the Board that seem to change existing or create a new policy or procedure should be recorded by the Secretary for implementation.
- b) If it is deemed necessary that new policies should be brought forward for inclusion in the BCWPA Policy Manual, the written policy will be brought forward to a meeting of the Board of Directors for a vote to approve..

7. The ByLaws and Policy Standing Committee will review and evaluate (in consultation with the remainder of the Directors and other interested parties) all policies of the organization in the months immediately following an AGM and consider whether any need to be revised.

Policy: 14. Management in the Absence of Policy
Old Policy #: 6.1.3 Management in the Absence of Policy
Adopted: Prior to July 2008

Latest Revision: Mar 02 2016

Under Review:

14. MANAGEMENT IN THE ABSENCE OF POLICY

In the absence of Policy or precedent, the Executive Directors or employee of BCWPA responsible for an assigned area, in consultation with the President and the Director responsible would deal with an issue and then bring it to the Board's attention for approval and development as policy.

Policy : 15. BCWP Conflict of Interest Policy
Old Policy #: 4.3 .1 BCWP Conflict of Interest Policy
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

15. BCWP CONFLICT OF INTEREST POLICY

1 INTRODUCTION

BCWPA must be impartial and fair in our dealings individual members, member clubs, residents, suppliers, and the general public. Their trust, confidence, and support of BCWP goals and objectives are necessary if we are to do our job well. Members of the Board of Directors, Committee members, staff, representatives and decision makers of BCWPA must ensure that their interests, or those of people close to them, do not conflict with the impartial performance of their duties. Any potential, real or perceived, conflict between an individual's interests, and those of the Association, must be resolved in favour of the Association.

2 DEFINITION

Pecuniary interest :

An interest that you have in a matter because of the reasonable likelihood or expectation of appreciable financial gain or loss for you, or another person with whom you are associated include relatives, partners, and employers.

Non-pecuniary interest:

May include family relationships, friendships, positions in associations, and other interests that do not involve financial gain or loss.

Examples of situations that could give rise to a pecuniary conflict of interest include, but are not limited to:

1. Having a personal interest that could lead you to be influenced in the way that you carry out your BCWP duties; or could lead a reasonable third party to think that you could be influenced in the way you carry out your BCWP duties

2. A family member, relative, friend, associate, or anybody close to you having a personal interest that could lead you to be influenced in the way that you carry out your BCWP duties; or could lead a reasonable third party to think that you could be influenced in the way you carry out your BCWP duties.

Examples of situations that could give rise to non-pecuniary conflicts of interest include, but are not limited to:

1. Having the responsibility for hiring a consultant, where one of the applicants is a good friend.
2. Supporting proposals from a club where you spend a good deal of your leisure time.
3. Supporting proposals from groups of people or individuals with whom you have regular personal contact, e.g. family members.
4. Not only must your actions be free from conflicts, but you must also ensure that they are seen to be free from conflict of interest. It is therefore important that you consider what other people might think of the situation. These other people could include, for example, potential suppliers, other sport organizations, fellow Board members or staff, if applicable, and members of the public.

3 OBJECTIVES

This policy is aimed at avoiding conflicts of interest within BCWP and maintaining fair and ethical interactions between and among those who work, volunteer and do business with BCWP.

4 APPLICATION

This Conflict of Interest Policy shall apply to all members of the Board of Directors, Committee Members, staff, representatives and decision makers of BCWP.

5 POLICY STATEMENTS

Members of the Board of Directors, Committee Members, staff, representatives and decision makers of BCWP shall not:

1. Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of their duties and obligations with BCWP;
2. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or who might seek, in any way, preferential treatment;
3. Accord, in the performance of their duties and obligations, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise;
4. Benefit from the use of information acquired during the course of their official duties with BCWP, which is generally not available to the public;
5. Engage in any outside work, activity or business undertaking:
 - a) That conflicts or appears to conflict with their duties as Board of Directors, Committee Members, staff, representatives and decision makers of BCWP
 - b) In which they have an advantage or appear to have an advantage derived from their association with BCWP;
 - c) In a professional capacity that will or might appear to influence or affect the carrying out of duties as a Board member, Committee member, staff person, representative or decision maker of BCWP
6. Use BCWPA property, equipment, supplies, or services of consequence for activities not associated with the discharge of official duties with BCWP;
7. Place themselves in a position where they could influence decisions or contracts from which they could derive any direct or indirect benefit or interest.
8. Accept any gift that could reasonably be construed as being given in anticipation or recognition or of special consideration by the Board of Directors, Committee Members, staff, representatives and decision makers of BCWP

6 PROCEDURE FOR DISCLOSURE

Individuals who are elected, appointed, or hired to positions within BCWP will disclose their potential conflict of in the following manner:

1. At the first Board of Directors meeting immediately following the Annual General Meeting (June of each year), each Board member and each staff person shall make verbal disclosure of their conflicts of interest, to be recorded

2. At the first annual meeting of a new program year (September to August) of a Committee, each member shall make verbal disclosure of their conflicts of interest, to be recorded and submitted to the Board of Directors;
3. In addition to the foregoing, whenever a Board member, Committee member, staff person, representative or decision maker considers that he or she could be, or could potentially be, in a conflict of interest as defined within this policy, he or she shall disclose this conflict to the Board of Directors immediately; or
4. Any other Board member, Committee member, staff person, representative or decision maker of BCWP who feels that a Board member, Committee member, staff person, representative or decision maker of BCWP is in a conflict of interest, may report the matter to the Board of Directors at any time.

If a Board member, Committee member, staff person, representative or decision maker of BCWP is in doubt as to whether or not a conflict of interest situation exists, he or she should provide disclosure to the Board of Directors immediately.

7 PROCEDURE FOLLOWING DISCLOSURE

Once a Board member, Committee member, staff person, representative or decision maker of BCWP has provided disclosure of a conflict of interest with respect to a particular matter to be considered or decision to be made, the following principles shall apply:

1. an individual in conflict of interest may not participate in discussion of this matter as an advocate on his or her own behalf, either formally at the meeting or informally through private contact, communication, or discussion, unless such participation is approved by a majority vote of the other Directors or Committee Members;
2. Except where participation in discussion has been properly approved as per Section 5(a), a Board member, Committee member, staff person, representative or decision maker of WPC shall not be present at that portion of a meeting when matters in which they have an interest are considered; and
3. The individual in a conflict of interest shall not participate in any vote on the matter. Documentation relating to conflict of interest situations shall be recorded in the Minutes of the Board of Directors and all Committees of BCWP. All conflicts that are reported and recorded will be communicated to the membership of BCWP through the publication of these Minutes.
4. Please refer to policy 4.2.2.1 on the duties of the Board of Directors.

8 SANCTIONS FOR FAILING TO ADHERE TO THIS POLICY

In the event that a Board member, Committee member, staff person, representative or decision maker of BCWP fails to disclose a conflict of interest, or once disclosed, fails to

adhere to the provisions of this policy relating to the procedures to be followed after disclosure, the matter will be referred to the BCWPA Hearing Panel.

The Hearing Panel will review the situation, if required will convene a hearing with the individual who is alleged to have failed to adhere to this policy, and will make recommendation to the Board of Directors as to its findings and any appropriate sanction. The final decision regarding a breach of this policy rests with the Board of Directors.

In investigating the matter, convening a hearing, recommending sanctions, and deciding the outcome of any breach of this policy, both the Hearing Panel and the Board of Directors will respect the principles of procedural fairness.

In keeping with the constitution and bylaws of the BCWPA a director shall not be remunerated for being or acting as a director. A director shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Society. Any such expenses over an amount as set by the Board of Directors from time to time, must be authorized by the Board of Directors prior to the expenditure or the Board of Directors shall not reimburse them.

Policy: 16. Policy on Ethical Practices for BCWPA Board of Directors
Old Policy #: 4.3 .2 Policy on Ethical Practices for BCWPA Board of Directors
Adopted: Prior to July 2008
Latest Revision: Mar 02 0216
Under Review:

16. POLICY ON ETHICAL PRACTICES FOR BCWPA BOARD OF DIRECTORS

1. Individuals elected to the Board of Directors must represent the interests of all people served by the organization equally.
2. A Director must approach all issues at the Board (or in committee) with an open mind, prepared to make the best decision for the organization.
3. A Director must not use his/her position on the Board for his/her own special advantage or for the individual advantage of his/her family, friends & associates.
4. A Director must do nothing to violate the trust of those who he/she serves.
5. Directors must keep all confidential information obtained confidential.
6. A director must focus his/her efforts on the mission, vision, and values of the BCWPA organization and not on personal goals.
7. A director must never exercise authority as a Board member except when acting in a meeting with the full Board or as delegated by the Board.

Old Policy #: 4.3 .5 Policy of the Keeping of Financial Records and Minutes
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

19. POLICY OF THE KEEPING OF FINANCIAL RECORDS AND MINUTES

A copy of all financial statements, agendas and minutes will be kept on file at the BCWPA office.

Minutes with attached appendices and financial statements will be distributed on a regular basis to the members of the association.

Policy: 21. Directors Self Examination
Old Policy #: 4.10 Appendix 4A: Directors Self Examination
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

21. DIRECTORS SELF EVALUATION

SELF EVALUATION:

Prepared by: _____

Date: _____

1. Were you elected OR appointed to the board?

2. Did you receive the Board orientation binder?

3. Did you critically review your board job description at the beginning of the year?

4. Did you recommend enhancements to your job description (that reflect your particular skill set)?

5. Did you prepare a work plan for the year to ensure your position and board obligations were fully and promptly executed (including budget submissions)? Did you access the outgoing director for assistance?

6. Did you review Board's policy manual before commencing your duties? _____

7. Did you always, mostly or sometimes read your Board package before attending meetings?

8. Did you always, mostly or sometimes ensure that all participants affected by a potential board decision are represented?

9. Did you always, mostly or sometimes ensure that all sides of an issue were explored prior to the matter being decided by the board?

10. Did you always, mostly or sometimes ensure that the Boards policies were complied with?

11. Did you always, mostly or sometimes attend board meetings on time? _____

12. Did you always, mostly or sometimes follow the direction of the chair? _____

13. Did you always, mostly or sometimes carry out the duties assigned to you by the chair in a prompt and complete manner? _____

14. Did you contribute to the board deliberations in a positive and open manner?

15. Did you consult with the executive direction or other technical resources before bringing matters to the Board?

16. Did you prepare your year end report in time for inclusion in the AGM package?

17. I attended _____ of the scheduled board meetings. _____

18. What would you do differently in the future?

SECTION 2 – MEMBERSHIP

Policy: 1. Organization
Old Policy #: 4.2.1 Organization
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

1. ORGANIZATION

British Columbia Water Polo Association is composed of all clubs and organizations formed to promote and develop the sport of water polo who have applied to the Board of Directors and been accepted as members of the Society by the Board of Directors.

Policy: 2. Club Membership in BCWPA
Old Policy #: 6.5.2.1 Club Membership in BCWPA
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

2. CLUB MEMBERSHIP IN BCWPA

1. The members of BCWPA are those clubs who were members at the time of incorporation and those clubs, which have subsequently become members.
2. A club or organization applying for membership shall have at least 5 participants before being accepted as a member
3. The registration year is considered to be from September 1 to August 31 of the following year.
 - a) All club memberships and individual memberships must be received by October 15th with payment due by November 1st.
 - b) Clubs must forward any new individual memberships received during the year accompanied by registration forms, payment and the remittance summary form.
 - c) Clubs will receive confirmation of the registrations by BCWPA.
4. Registering a New Club:
 - a) Complete in FULL the BC Water Polo Club and Executive registration form:
 - b) Send a letter of introduction with the registration form outlining the following:
 - i) facility, location
 - ii) type of program offered
 - iii) athlete / coach ratio
 - iv) level of coaching certification of coaches & criminal record checks
 - v) type of organization and structure (copy of business license / certificate)
 - c) That member clubs who are operating in more than one facility must supply BCWPA with a letter from each facility confirming the activities. Failure to provide written notification will result in a cancellation of insurance to the member club.
 - d) That member clubs delivering independent, contracted or joint programs in conjunction with city/municipal pools must provide in writing to BCWPA a letter outlining the details of the programs and relationships with their partner to deliver these services. A letter of support from the pool must also

accompany the application. Failure to provide written notification will result in a cancellation of insurance to the member club.

e) Remit club membership fee with completed application forms.

f) All applications must be approved by the BC Water Polo Association Board of Directors. Conditional acceptance may be given until the board can meet to approve the application.

g) All member clubs must submit an internal club disciplinary policy as outlines in section 6.

h) All BCWPA member clubs internal disciplinary process should be based on the following broad principles (April'04)

ix) The discipline must fit the wrongful actions

x) An appeal process must be in place, with BCWPA to act as the final appeal

xi) Only BCWPA can restrict participants from provincial, national or international Water Polo activities on the basis of "member in bad standing with BCWPA"

xii) member clubs may restrict participants from club activities on the basis of "member in bad standing with the club"; recommendation for "member in bad standing with BCWPA" must be sent to BCWPA to be dealt with immediately.

xiii) a series of minor, related or unrelated incidents may be considered in its entirety in applying discipline.

xiv) All discipline must be properly documented and a copy sent to BCWPA

xv) The time lag between action and disciplinary actions and any subsequent appeal must be reasonable.

xvi) Disciplinary period must take into account the participants past history and future development in the sport.

5. Registration for existing clubs

a) Complete in FULL the BC Water Polo Club and Executive Registration form.

b) Remit club membership fee with completed application forms.

c) A member club who fails within sixty days of the registration deadline, to remit payment or the membership fee or fees or any other debt, due owing and payable by the member, to the Association, shall cease to a member.

d) A club or organization applying for membership should have at least five participants before registration will be accepted.

e) An annual membership fee as determined by the Board of Directors is to be paid by each member to BCWPA and shall be payable on or before the first day of November in each year.

- f) A member ceases to be a member of BCWPA
 - i) upon written resignation of the member
 - ii) if the annual membership fee remains unpaid after the due date
 - iii) on being expelled for actions contrary to the rules and regulation of the by laws of the society as indicated in the constitution.
- g) All Club Members must be properly registered in order to be eligible to participate in BCWPA/WPC programs.
- h) Club board members and Volunteers are to be registered and submitted on the appropriate forms.(April'04)
- i) By the registration year of 2005-2006 all existing clubs must have an internal club disciplinary policy as outlined in Section6.

Policy: 3. Program Registration
Old Policy #: 6.5.1.3 Program Registration
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

3. PROGRAM REGISTRATION

1. Participants must be properly registered in the appropriate program level in order to be deemed eligible to participate in that program.
2. Only teams registered with a BCWPA club can take part in any BCWPA Water Polo Tournament, Provincial Event, National Event or International Event.
3. A team is defined as a maximum of twenty (20) players.

Policy: 4. Individual Participants in BCWPA
Old Policy #: 6.5.2.2 Individual Registrants in BCWPA
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

4. INDIVIDUAL PARTICIPANTS IN BCWPA

1. Individual participants in water polo will be required to pay a fee as set by BCWPA in order to participate in programs run by or under the auspices of the BCWPA. This fee, to be collected by member clubs and submitted to the Treasurer on the participant's behalf, is payable as set out in the BCWPA Registration Handbook.
2. Registrations will not be accepted without required information as defined in the Registration Handbook
3. An individual participant is considered to be a member of the club for that age category(ies) for which they registered. If a player wishes to change clubs to transfer to a different club at the same age group they must comply with the requirements as set out by the BCWPA transfer policy.
4. An individual participant can be a member of more than one club if he/she plays in different age categories or competitive categories (e.g. Juvenile for one club and Senior for a second since within BCWPA clubs have tended to been formed as either Senior clubs or youth age clubs within distinct levels of competition e.g. developmental or High Performance)
5. An individual participant can be found to be in bad standing for non-payment of fees or for breaches of the BCWPA Code of Conduct and if in bad standing is ineligible to participate in any program run by or under the auspices of BCWPA.
6. A **registration handbook** summarizing the procedures and fees will be sent to all clubs in August of each year for the new season.
 1. Clubs will register their members accordingly.
 2. Data on all members must be submitted through the WPC Online Registration System as laid out in the Registration Handbook
 3. Clubs must keep on file individual registration forms with a signed consent for participation (along with parent/guardian if under 19).

Policy: 5. To Be a participant in Good Standing
Old Policy #: 6.5.1.2 (1) To Be a Participant in Good Standing [April 2004]
Adopted: April 2004
Latest Revision Prior to July 2008
Under Review: July 2011

5. TO BE A PARTICIPANT IN GOOD STANDING

1. Registration with a BCWPA member organization, the BCWPA or a BCWPA Technical Support Group as defined in the BCWPA Registration Handbook confers upon the registrant participation in Good Standing status with the BCWPA subject to any proceedings under BCWPA policy to revoke such good standing.

Policy: 6. Policy on Criminal Record Checks
Old Policy #: 10.1.7
6.1.2.1 Policy on the Requirement of Criminal Record Checks
Adopted: Prior to July 2010
Latest Revision Prior to July 2008
Under Review: July 2011

6. POLICY ON CRIMINAL RECORD CHECKS

From 10.1.7:

In keeping with the "Child Abuse Act of British Columbia" the BCWPA requires all its employees to submit to a criminal record check if at any time they will be in contact with children of minor age.

In addition the Board of BCWPA established a policy in March 1996 that they require all clubs to implement a program under the "Child Abuse Act of BC" to require a criminal record check for all those coaches, managers and volunteers who work and travel with athletes of minor age.

Policy: 7. Registration Year
Old Policy #: 6.5.1.1 Registration Year
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

7. REGISTRATION YEAR

The registration year is defined as being from September 1st to August 31st of the following year.

Policy: 10. List of BCWPA Member Clubs
Old Policy #: 14.12 Appendix 4D: List of BCWPA Member Clubs
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

10. LIST OF BCWPA MEMBER CLUBS

1. The Secretary of the BCWPA will maintain a list of member clubs of the BCWPA
2. The membership list will be published on the BCWPA website and other publications as appropriate for public access

SECTION 3 – CONDUCT

Policy: 1. Policy on Fair Play
Old Policy #: 10.1.4 Policy on Fair Play
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

1. POLICY ON FAIR PLAY

BCWPA endorses the approach put forward by the 1986 Commission on Fair Play.

The Commission presented the following principles:

1. Respect the rules
2. Respect the officials and their decisions
3. Respect your opponent
4. Give everyone an equal chance to participate
5. Maintain your self-control at all times

BCWPA along with the commission considers the teaching of respect for the rules and for other participants, teaching fair play and the spirit of the game as important as teaching the skills. Without fair play children will come to believe that winning and scoring points are the only aims and will miss the enjoyment and opportunities that sport and recreation offer.

By making sure that the rules, officials and opponents are respected at all times, all participants are given the opportunity an equal chance to develop and test their skills. Participants can be challenged to measure their success by both scoring and performing well - with dignity, integrity and pride.

The Commission put forward the following codes which BCWPA endorses and recommends being included in league and tournament packages as appropriate.

Fair Play Philosophy

Fair play is an attitude, a way of thinking. It can be taught and it can be learned. Once it's learned, it can apply to every aspect of a person's life. That's why fair play is so important and that's why all of us are responsible. At Fair Play Canada, they believe that the fair play philosophy becomes reality through the creation of a more ethical sport system, one that is democratic, open to all Canadians, and grounded in the

principles of integrity, fairness and respect. Through sport, athletes learn about setting goals, working hard and having fun. They learn to respect their own abilities, and those of their competitors, and to value the effort of all participants, regardless of ability. When guided appropriately, athletes begin to realize that the joy of sport is as much in the effort as in the result.

Fair Play Issues

To ensure a fair playing field, everyone involved in sport must support the principles of fair play – fairness, integrity and respect. When consistently applied, they not only provide a clear ethical framework for competition, but greater opportunities for getting the most out of the game. That's because they help participants focus on achievement rather than the desire to conquer an opponent.

Violence. Any physical aggression outside the rules of a sport is violence. Violence in sport reflects violence in our society; on television or the evening news, so too may we come to accept it as a fact of life in sport. It shouldn't be. The sport system must look at minimizing sources of frustration and at using the appropriate tools to control inappropriate behavior. Officials must be empowered to enforce the rules.

Doping and Other Methods of Cheating. Winning is a reward for effort, will, discipline and talent. Violating the rules by taking performance-enhancing drugs or gaining any other unfair advantage over a competitor has nothing to do with winning; it's a form of cheating. It means that the participants are no longer all playing the same game; it demeans the efforts of every other participant, the integrity of the game and the essence of sport.

Respect. Unhealthy attitudes are just as harmful to the value and purpose of sport as unhealthy play. When opponents are viewed as enemies, officials are treated with contempt, and rules are seen only as obstacles to be overcome, nobody wins. Respect for the rules and for everyone involved is fundamental to the quality of sport and the integrity of the game.

Equal Opportunities and Fair Access. Sport is for everyone, regardless of age, sex, race or ability. Sport can have numerous benefits for everyone. All Canadians should have a range of choices and opportunities to be involved in sport.

Fair Play: An Administrator's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a sport administrator, league or club official, you set the tone for fair and ethical competition. You can:

- Make sure that coaches and officials are capable of promoting fair play as well as the development of sound judgment and good technical skills. Encourage them to become certified.
- Do your best to ensure that all children are given the same chance to participate, regardless of age, gender, ability, ethnic background or race.
- Work toward ensuring that recreation department staff, parents, coaches and participants understand their role and their responsibility for promoting fair play in sports.

- Distribute Fair Play Codes to spectators, coaches, players, officials, parents and news media.

Fair Play Codes For Administrators

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play code to spectators, coaches, athletes, officials, parents and media.
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

Fair Play: An Athletes Role

Everyone involved in sport, from parents and spectators to athletes officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As an athlete you have an opportunity to get the best out of sport. You can:

- Participate because you want to, not just because your parent or coach wants you to.
- Co-operate and respect your coach, teammates and opponents, because without them, there would be no game.
- Always try to control your temper. Competition is stressful and can provoke powerful emotions, but fighting and mouthing off spoil the game for everyone.
- Remember that winning isn't everything. While its great to win, it should always be fun to play.

Fair Play Code for Athletes

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper -- fighting and "mouthing off" can spoil the activity for everyone.
4. I will respect my opponents.

5. I will do my best to be a true team player.
6. I will remember that winning isn't everything -- that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances -- those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Fair Play: A Parent's/Guardian's Role

Everyone involved in sport, from parents and spectators to athletes officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a parent, you have significant impact on how your child feels about his or her achievements in sport, and in all aspects of life. You can:

- Avoid forcing your child to participate in a sport, and remember that your child is playing for his/her enjoyment, not yours.
- Discuss Fair Play issues openly with your child. Encourage him/her to play by the rules and resolve conflicts without resorting to violence. Help them understand that violence is unacceptable in professional sport.
- Teach your child that although it is fun to win, trying hard and doing one's best is really the name of the game. Never ridicule or get angry at your child for making a mistake or losing a competition. Offer constructive advice and assurance that continued effort will make for improved performance the next time out.
- Remember that children learn best by example. Be a supportive and fair spectator. Applaud good plays by members of both teams.

Fair Play Code for Parents/Guardians

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.

7. I will remember that children learn best by example. I will applaud good plays / performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches that give their time to provide sport activities for my child.

Fair Play: A Spectator's Role

Everyone involved in sport, from parents and spectators to athletes officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a spectator, you set the appropriate tone during competition. You can:

- Avoid ridiculing an athlete for making a mistake during competition. Give positive feedback that motivates and encourages continued effort. Remember that children play sport for their own enjoyment, rather than to entertain others.
- Show respect for the coach and the officials, and their decisions.
- Condemn violence and verbal abuse and express your disapproval of such tactics to coaches and league officials.
- Encourage and applaud fair and skillful plays by all participants.

Fair Play Code for Spectators

1. I will remember that children play sport for **their** enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

Fair Play: A Coach's Role

Everyone involved in sport, from parents and spectators to athletes officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a coach you are a role model and a leader, and have significant impact on your athletes' attitudes. You can:

- Encourage your team to respect the opposing team and the rules of the game, to accept the judgments of officials and opposing coaches without argument.
- Teach your players how to manage conflict and stress, and use good judgment in tough situations.
- Avoid overplaying talent players and allow average players equal playing time.
- Remember that children need a coach they can respect. Be generous with praise and set a good example.

Fair Play Code for Coaches

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will respect referees, officials, and opponents and will teach my athletes to play fairly and to respect the rules, officials, spectators, and opponents.
3. I will not promote favoritism or in any way discriminate between my athletes solely on the basis of race, color, religion, etc. and will always operate within the rules of the tournament and the program the team is participating in. I will ensure that *all* athletes get fair and equal instruction, support and encouragement during practice and ensure equitable playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will obtain proper training and continue to upgrade my coaching skills.
7. I will not openly or tacitly encourage athletes to indulge in any form of violence at practices or games
8. I will not disrespect other clubs and teams in the presence of my athletes or parents/guardians.
9. I will not encourage or support any form of alcohol or drug abuse by athletes
10. I will not accept extended hospitality or pecuniary favors from parents and guardians that could make me indebted to some parents or guardians or appear to cloud my judgment
- 11 I will not involve, encourage, or participate in any form of harassment of athletes or parents/guardians.

Fair Play: Media Role

Everyone involved in sport, from parents and spectators to athletes officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

Fair Play Code for Media

When I cover games . . .

1. I will not judge or depict children as miniature professionals. I will represent sport programs for adults differently from those for children.
2. I will feature children who have demonstrated outstanding examples of fair play. I recognize that these children are deserving of coverage and are of as much interest to my readers as those that score points.
3. I will keep isolate incidents of unfair play in their proper perspective --- neither ignoring nor glorifying them for shock or entertainment value.
4. I will give equal coverage to girls and boys and will endeavor to help the public understand the importance of equal coverage.
5. I will remember that children in organized sports often face a lot of pressure to meet unrealistic expectations. i will promote discussion of this and other fair play issues in order to raise awareness and protect children's rights.

Fair Play: An Referee's /Official's Role

Everyone involved in sport, from parents and spectators to athletes officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a referee/official, you act as the conscience, reinforcing the Fair Play principles. You can:

- Be consistent and objective in calling infractions, regardless of your personal feelings towards a team or individual player.
- Prevent any players or team staff from intimidating other participants, either by word or action. Similarly, do not tolerate unacceptable conduct toward yourself, other officials, players or spectators.
- Remain open to constructive criticism and try to consider different points of view.
- Respect the athletes, their coaches and parents. And everyone involved in your sport. Remember that you have many shared interests and common sport goals.

Fair Play Code for Referees and Officials

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athletes either by word or by action. I will not tolerate unacceptable conduct towards myself, other officials, athletes or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will avoid situations of conflict of interest or officiating in games where relatives or family members are participating as athletes or coaches.
7. I will handle all conflicts firmly but with dignity.
8. I will be open to discussion and contact with the athletes before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

Policy: 2. British Columbia Water Polo Association Code of Conduct
Old Policy #: 10.1.1 British Columbia Water Polo Association Code of Conduct
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

2. BRITISH COLUMBIA WATER POLO ASSOCIATION CODE OF CONDUCT

Participant Responsibilities

A player participating in a BCWPA sanctioned tournament or program shall agree that:

Where participant includes athletes, coaches, officials and chaperons.

1. There will be no possession or use of any illegal substance and/or performance enhancing drugs.
2. Alcohol Policy
 - a) There will be no possession or use of alcohol unless it is
 - i) after the day's competitive activities has ended and
 - ii) is not excessive as to cause unacceptable behaviour as defined in sections vi) below and
 - iii) that the Athlete is of legal drinking age as defined in the jurisdiction in which the event is being held or over the age of 18 years.
 - b) It shall be a contravention of the British Columbia Water Polo Association code of conduct if
 - i) any part of section a is violated
 - ii) driving while impaired as defined in the jurisdiction in which the tournament
 - iii) is being hosted, during the course of the tournament.
 - iv) driving a personal transport while impaired when going to the tournament or
 - v) returning home after the tournament
 - vi) drinking to excess as to cause unacceptable behaviour, as defined in

section

vii) below, while being transported to or from the tournament.

viii) alcohol is consumed in violation of a coach's expressed

directions that

ix) consumption at the time, place, or circumstance is not appropriate.

c) This policy covers all activities sanctioned by BCWPA

3. Any physical damage occurring or cost arising from missing items in a room, is the responsibility of the registered occupant(s) unless some other person(s) are proven responsible. If more than one person is sharing a room, cost will be shared equally, if there is no admission of guilt. The club (or program) involved shall be responsible for collecting any such costs.

a) Any contravention is sufficient grounds for a player to be sent home at his/her own expense.

b) Any contravention of the above will be dealt with by the club/program involved. If the club/program fails to act responsibly, BCWPA has the obligation to impose sanction.

NOTE:

c) Unacceptable behaviour shall include:

i) Committing any act which would be considered an offence under federal, provincial or municipal laws. An offender shall immediately be sent home. When this is not possible, the offender shall, at their own expense, be sent home as soon as possible, disqualified from further participation in a program or games within a tournament. and the home region shall be informed by telephone or wire.

ii) Gross misbehaviour.

iii) Unsportsmanlike conduct.

iv) A participant reporting for a game in an impaired condition.

v) Any behaviour as to bring disrepute to the image of water polo

Punishment for unacceptable behaviour, as described in viii b) to d), and depending upon the circumstances, could vary from the above (as the extreme) to a written caution to the offender, with full or partial restriction on movement or participation in

the event. A report must be submitted on each individual incident, major or minor, so that the governing body (BCWPA/club) may decide what further action should be taken.

d) All clubs shall be sent a set of these rules and regulations. Each team shall have the team members read and sign attached form and return to BCWPA. Additionally, a parent/guardian must sign the forms for those athletes under the age of 19.

e) Since all clubs come under the jurisdiction of BCWPA all participating clubs are bound to supervise their teams in much the same way and any or all complaints which may arise from such teams shall be dealt with by the BCWPA Discipline committee as set up by the Board of Directors.

BCWPA POLICY - That any form of initiation or hazing that is physically or mentally abusive will be considered to be **GROSS MISBEHAVIOUR**.

An offender shall immediately be sent home, at their own expense. When this is not possible, the offender shall, at their own expense, be sent home as soon as possible and may be disqualified from further games within the tournament.

At Nationals Events any contravention of the above will be dealt with by Water Polo Canada in addition to the Club and/or the Association.

PLAYER RELEASE

EVENT:

PARTICIPANT'S

NAME: _____

ADDRESS

: _____

CITY: _____ POSTAL CODE _____ PHONE

NO: _____

DATE OF BIRTH _____ BC CARE CARD #

I acknowledge that I have read and understand the Participant Code of Conduct set out above, and agree that should I not comply with these responsibilities, I (and my parents in the case of a participant under the age of 19) will accept all costs incurred should it be deemed necessary to send me home as a result.

I, _____, my parents and/or guardians, heirs, executors and administrators hereby release BC Water Polo Association and its representatives (including the organizers of a program, trip or

tournament sanctioned by them) from any and all claims or actions I may have for any injuries I may sustain during the course of the program and/or trip.

Signature of Participant _____ Date _____

Signature of Parent _____ Date _____

(in the case of participants under the age of 19)

2.1.A BC SUMMER GAMES ADDENDUM

In addition to the BCWPA Code of Conduct the following additional rules pertain to the games:

1. A "quiet time" will be in effect from 10:30 p.m. each night.
2. Curfew is 11:30 pm with lights out and noise stopped at 12:00 midnight. This pertains to everyone staying in Games accommodations and will be strictly enforced.
3. Baggage is to be left on your bed for housekeeping purposes.
4. All athletes, coaches, managers, chaperons and officials staying in Summer Games accommodation must check in at the Security Desk at all times and must check out when leaving accommodations.
5. No one will be permitted to leave the accommodation sites after curfew except in the event of extraordinary circumstances and with permission of the Accommodation Supervisor.

Policy: 3. Responsibilities of Chaperone, Coach, Officials and Players
Old Policy #: 10.1.2 Responsibilities of Chaperone, Coach, Officials and Players
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

3. RESPONSIBILITIES OF CHAPERONE, COACH, OFFICIALS, AND PLAYERS

(as extracted from the National Events Handbook)

Chaperones

Chaperones shall:

1. Be responsible for the safety, well-being and in conjunction with the team coach, be responsible for the behaviour of players during the times when they are not under the control of the coaching staff or manager.
2. Report to the coach any sickness or injury and any incidents likely to bring discredit to the team, provincial association or country. Together with the coach, decide upon disciplinary action to be taken.

Coaches

Coaches shall

1. Handle practice time and places
2. Determine curfew times
3. Determine team meeting times and places
4. Control athletes during practices and games
5. Assume duties of chaperone when chaperone is unavailable.

Policy: 4. BCWPA Policy on Harassment
Old Policy #: 10.1.3 BCWPA Policy on Harassment
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

4. BCWPA POLICY ON HARASSMENT

BCWPA considers all forms of harassment unacceptable behavior by its athletes, coaches, officials or volunteers.

Harassment can take many forms but can generally be defined as behavior including

comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats
- sexually oriented comments
- racial or ethnic slurs
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.
- displaying of sexually explicit, racist or other offensive or derogatory material
- sexual, racial, ethnic or religious graffiti
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- unwelcome sexual remarks, invitations, or requests whether indirect or explicit, or intimidation
- leering (suggestive staring), or other obscene or offensive gestures
- condescension, paternalism, or patronizing behavior which undermines self respect or adversely affects performance or working conditions
- physical conduct such as touching, kissing, patting, pinching, etc.
- vandalism
- physical assault

The following policy as developed by Sport BC for the Provincial Sport Organizations is to be adopted by BCWPA by July 1997.

A Vision for Preventing Harassment in Sport
prepared by Sport B.C. on behalf of the Provincial Sport Organizations
in partnership with Promotion Plus, the Coaches Association of B.C. and the
Recreation and Sport Branch, Province of British Columbia
draft presented to the Honorable Jan Pullinger, *Minister*
Small Business, Tourism and Culture
Province of British Columbia
February 14, 1997

3. Statement of Policy

1.1 There will be no tolerance of harassment in BCWPA

1.2 BCWPA 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.

1.3 BCWPA is committed to the education of all of its members in the area of harassment.

1.4 This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and members of BCWPA. BCWPA encourages the prompt reporting of all incidents of harassment, regardless of who the offender may be.

1.5 For the purposes of this policy, sport and/or workplace harassment can occur in the following places:

a. at sporting events, competitions, and in training sessions;

- b. at the office;
- c. at office-related social functions;
- d. at the organization's business functions, such as meetings, conferences, training sessions, and workshops;
- e. during work-related travel;
- f. over the telephone; or
- g. elsewhere if the person harassed is there as a result of work-related responsibilities or a work-related relationship.

1.6 Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the B.C. Council of Human Rights, even when steps are being taken under this policy.

1.7 An investigation under this policy shall follow the process of natural justice, as described in this policy.

2. PREVENTION

2.1 The BCWPA is committed to the eradication of harassment through educational programs including information and training. Please refer to Appendix 1 for suggested guidelines.

3. DEFINITIONS

3.1 Appeals Board:

A multi-disciplinary committee consisting of members of the sport and recreation community. The committee shall consist of at least one woman and one man, each of whom have no personal or professional involvement with either the Complainant or Respondent, and no prior involvement in the matter under appeal.

3.2 Complainant:

An employee, athlete, coach, official, or other participant of BCWPA

activities, who thinks he or she has been harassed.

3.3 Harassment:

Behavior *continuous or one-time behavior* including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- a. written or verbal abuse or threats;
- b. physical assault;
- c. unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- d. displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- e. practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- f. hazing or initiation rites;
- g. leering or other suggestive or obscene gestures;
- h. intimidation;
- i. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- j. conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- k. false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- l. sexual harassment, as further described in section 3.10.

3.4 Harassment Advisor:

A designate of BCWPA who is conversant with the issue of harassment. The role of the Harassment Advisor is to serve in a neutral, unbiased capacity, to provide information about the resources and support available, and to receive simple complaints, assist in informal resolution of complaints, and to make recommendations as to further action. The Harassment Advisor will handle complaints which may be resolved through informal procedures, and refer all other complaints to the Harassment Officer.

3.5 Harassment Officer:

An individual identified by BCWPA as possessing the training and appropriate background to investigate complaints.

3.6 Investigation Report:

The product of an investigation completed by the Harassment

Officer, including, but not limited to, a summary of details, determination of harassment, and recommended disciplinary action if harassment is found.

3.7 Respondent:

The perpetrator of the action(s) which the Complainant thinks constitutes harassment.

3.8 Responsible Adult:

Where the Complainant or the Respondent is a minor, a parent, guardian, or other adult of the minor's choice, who may speak on behalf of the minor Complainant or minor Respondent, as referred to in paragraphs 7.1 and 7.2.

3.9 Standing Disciplinary Committee:

A committee of persons as defined in the BCWPA By-Laws and Constitution. The Standing Disciplinary Committee decides whether harassment occurred and confirms or rejects the recommendation(s) of the Harassment Officer.

3.10 Sexual Harassment:

One or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal conduct of a sexual nature:

- a. when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- b. when submission to such conduct is made either implicitly or explicitly a condition of employment, *or participation in travel, training, competition or events*;
- c. when submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee or as a *participant*;
- d. when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

4. RESPONSIBILITY

- 4.1 The BCWPA board is responsible for the implementation of this policy.
- 4.2 The BCWPA will identify and designate Harassment Advisors and Harassment Officers.
- 4.3 The BCWPA will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

5. CONFIDENTIALITY

- 5.1 In all reported instances, a prompt, thorough, fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved.

6. COMPLAINT PROCEDURE

- 6.1 A person who thinks he or she has been subjected to conduct which constitutes harassment under this policy (the "Complainant") is encouraged to make it known to the person responsible for the conduct (the "Respondent") that the behaviour is unwelcome, offensive, and contrary to this policy.

6.2 If confronting the Respondent is not possible *for reasons of physical, emotional, psychological or technical reasons*, or if after confronting the Respondent the conduct continues, the Complainant should seek the advice of the Harassment Advisor.

6.3 Upon receiving the complaint, the Harassment Advisor shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant.

6.4 At the first meeting between the Harassment Advisor and the Complainant, the Harassment Advisor shall inform the Complainant of:

- a. the options of pursuing an informal resolution of the complaint;
- b. the right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- c. the availability of counseling and other resources;
- d. the confidentiality provisions of this policy;
- e. the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- f. other avenues of recourse, including the right to file a complaint with the B.C. Council of Human Rights or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code.

6.5 Following the initial meeting between the Complainant and the Harassment Advisor, any of the following steps may be taken:

- a. If the Complainant and the Harassment Advisor agree that the conduct does not constitute harassment, the Harassment Advisor will take no further action and will make no written record of the complaint.
- b. If the Complainant wished to proceed with a complaint investigation, the matter will be referred to a Harassment Officer for investigation.

c. If the Harassment Advisor believes that the alleged harassment constitutes *prima facie* evidence of harassment but the Complainant does not wish to proceed with a complaint investigation, the following steps may be taken:

ii) If the Complainant wishes to pursue an informal resolution of the complaint, the Harassment Advisor will meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated;

iii) If the Complainant does not wish to pursue an informal resolution of the complaint, the Harassment Advisor may, nevertheless, take either of the following steps:

B. The Harassment Advisor may meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated. In the case of a meeting pursuant to this clause, the Harassment Advisor will make every reasonable effort to protect the identity of the Complainant. If the Harassment Advisor is satisfied that the complaint has been resolved through this informal process, the Harassment Advisor will take no further action on the complaint. If the Harassment Advisor is not satisfied that the complaint has been resolved through this informal process, then the Harassment Advisor may refer the matter to a Harassment Officer for investigation.

C. The Harassment Advisor may refer the matter to a Harassment Officer for investigation.

6.6 Investigation by the Harassment Officer

When a Harassment Officer receives a complaint from the Harassment Advisor, the Harassment Officer will:

- a. review and clarify the Complainant's written complaint;
- b. give a written copy of the complaint to the Respondent and the Complainant.

6.7 Where the Harassment Officer gives a copy of the written complaint to the Respondent, the Harassment Officer will include with the written complaint a copy of this policy and a notice that the Respondent has the right to be represented by any person of choice at any stage of the process when the Respondent is required or entitled to be present.

6.8 The Respondent will provide a written response to the Harassment Officer within ten (10) days of receiving the written complaint. If there are special circumstances, the Harassment Officer may extend the time for response.

6.9 The Harassment Officer will receive and clarify the response from the Respondent.

6.10 Within sixty (60) days of receiving the initial written complaint, the Harassment Officer shall conduct an investigation and prepare a written Investigation Report.

6.11 All investigations stemming from this complaint shall follow the principle of natural justice, which states that:

- a. everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
- b. the issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
- c. the accused has a right to have a representative present his or her case;
- d. relevant information must be available to all parties;
- e. the accused has the right to call and cross-examine witnesses;
- f. the accused has the right to a written decision following the judgment;
- g. the accused has the right to appeal a decision (if there are grounds);
- h. the decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.

The Investigation Report

6.12 The Investigation Report from the Harassment Officer should contain:

- a. a summary of the relevant facts;
- b. a determination as to whether the acts in question constitute harassment as defined in this policy;
- c. if the act(s) constitute harassment, a recommended disciplinary action against the Respondent.

6.13 When recommending disciplinary action to be taken, the Harassment Officer shall consider factors such as:

- a) the nature of the 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 the Complainant and the Respondent;
- e) the relative age of the Complainant and/or Respondent;
- f) whether the Respondent had been involved in previous harassment incidents;
- g) whether the Respondent retaliated against the Complainant.

6.14 On completion of the report, the Harassment Officer shall forward a copy of the Investigation Report shall be forwarded to the Complainant, the Respondent, and the Standing Disciplinary Committee.

STANDING DISCIPLINE COMMITTEE

6.15 The Standing Discipline Committee shall receive the Investigation Report as prepared by the Harassment Officer.

6.16 After considering the Investigation Report, the Standing Discipline Committee shall:

- b. make a determination as to whether the Respondent has engaged in conduct constituting harassment; and
- c. if the Standing Discipline Committee determines that Respondent has engaged in conduct constituting harassment, order such disciplinary action to be taken against the Respondent as is appropriate in the circumstances.

6.17 When imposing disciplinary action against the Respondent pursuant to sub-paragraph 6.16(b), the Standing Disciplinary Committee may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:

- a. a verbal apology;
- b. a written apology;
- c. a letter of reprimand from the sport organization;

- d. a fine or levy;
- e. referral to counseling;
- f. sensitivity training in harassment issues;
- g. removal of certain privileges of membership or employment;
- h. demotion or pay cut;
- i. temporary suspension with or without pay;
- j. termination of employment or contract;
- k. expulsion from membership.

6.18 The Standing Disciplinary Committee shall, not more than 10 days after it makes its decision pursuant to paragraph 12.2, send a notice to the Complainant and the Respondent.

APPEALS COMMITTEE

6.19 A Complainant or Respondent who is dissatisfied with the decision of the Standing Discipline Committee of BCWPA may, not more than 30 days after the date he or she receives notice of the Standing Discipline Committee's decision, serve the Chair of the Appeals Committee with a Notice of Appeal and Request for Hearing.

6.20 The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal.

6.21 Upon receipt of a Notice of Appeal and Request for Hearing, the Chair of the Appeals Committee shall send a copy of the Notice of Appeal and Request for Hearing together with a Hearing Notice by registered mail to the last known addresses of the Complainant and Respondent.

6.22 The Hearing Notice shall be sent at least 30 days in advance of the scheduled hearing and shall:

- b. specify the date, time, and location of the hearing;
- c. advise the parties that they should bring with them to the hearing all relevant witnesses and other evidence they wish to be considered by the Appeals Committee;
- d. advise the parties that they have the right to be represented at the hearing;

6.23 Within 10 days after completing a hearing, the Appeals Committee shall send a notice of its decision, by registered mail, to the last known addresses of the Complainant and Respondent.

7. MINORS

7.1 If the Complainant is a minor, the complaint may be brought forward by a “Responsible Adult”. The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:

- b. making a complaint;
- c. receiving all notices on behalf of the Complainant;
- d. being present at all dealings with the Complainant.

7.2 If the Respondent is a minor, the following shall apply:

b. If the Harassment Advisor is attempting an informal resolution of a complaint, the Harassment Advisor may speak to the Respondent directly concerning the complaint PROVIDED THAT prior to speaking to the Respondent the Harassment Advisor shall inform the Respondent that he/she may have a Responsible Adult present during the meeting.

c. If the complaint is referred to a Harassment Officer for investigation:

i) a copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known;

ii) the Respondent shall be advised that he/she has the right to be represented by a Responsible Adult;

iii) The Respondent’s designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:

B. responding to a written complaint

- C. receiving all notices of behalf of the Respondent; and
- D. being present at all dealings with the Respondent.

8. REVIEW AND APPROVAL

8.1 This policy was approved by BCWPA board of directors on day of by

8.2 This policy shall be reviewed by BCWPA (director responsible for this policy) and senior staff member on an annual basis.

Appendix I

Suggested Guidelines for the Prevention of Harassment - BCWPA

Internal Education and Communication of Policy

1. Include information on abuse and harassment as part of orientation to new members and volunteers. Sample educational materials are available through BCWPA, Sport B.C., Promotion Plus, and the Coaches Association of B.C.
2. Include compliance with policy as part of membership eligibility.
3. Support and distribute information concerning educational workshops/seminars explaining the policy and process as part of annual meetings, volunteer training, athlete camps and/or where ever else deemed appropriate.
4. Actively participate in a recognized educational module on volunteer/staff screening.

Coaching and Leadership

1. Support and distribute the Coaches Association of B.C. Coaching Code of Conduct, and the Canadian Professional Coaches Association's Code of Ethics, both of which are available from Sport B.C. and the Coaches Association of B.C.

PREVENTION STRATEGIES

To prevent incidences of harassment in sport and recreation, the delivery agencies need to be committed on two levels: training and education.

Training

Training of Harassment Officers and Advisors will commence late March, 1997, to ensure that procedures are operational by early April of 1997.

An interprovincial initiative to enhance training includes:

- Harassment workshops to share resources at the Canadian Olympic Association Congress in April, 1997, in Regina.
- Joint ventures amongst the provinces and the CBC to produce an educational video.

_ Customized Volunteer and Staff Screening workshops for intake and ongoing monitoring of sport and recreation leaders.

Education

_ Development of a comprehensive booklet on policy, procedures, and resources to be broadly distributed through the Provincial Sport and Recreation Organizations (PSOs and PROs).

_ Coordination of workshops on Child Abuse and Sport, presented in conjunction with the Red Cross.

_ Production of educational brochures for parents and participants, with allowance for customizing the brochure to the specific sport and recreation program or activity.

RESOURCES

SPORT AND RECREATION	DESCRIPTION	Phone:
Sport B.C	Federation of amateur sport organizations; leader in advocacy, professional development, and sport standards.	604.737.3025
Recreation and Sport Branch	Provincial government branch responsible for sport and recreation.	250.356-1167
Promotion Plus : Girls and Women in Sport and Physical Activity	Advocate agency for girls and women in sport and recreation. Specializing in gender equity and women's issues.	604.737.3075
Coaches Association of B.C.	Organization dedicated to educating and training coaches. Resources include extensive library.	604.298.3137
HUMAN RIGHTS		
B.C. Council of Human Rights	Investigates complaints of harassment on behalf of the Province	Toll-free 660.6811

B.C. Human Rights Coalition		604.689.8474
Victim Services Information Line		1.800.563.0808
COUNSELING		
Kids Help Phone	24 hour crisis line for children, staffed by counselors.	1.800.668.6868
Rape Crisis Centre	Women Against Violence Against Women – 24 hour crisis line.	604.255.6344
Rape Relief	24 hour crisis line	604.872.8812

Policy: 5. Policy on Drugs
Old Policy #: 10.1.6 Policy on Drugs
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

5. POLICY ON DRUGS

BCWPA Policy on a Drug-Free Environment

BC Water Polo Association supports Water Polo Canada in strongly opposing the use, possession and supply of banned substances in competitive water polo, either during training or competition in Canada or abroad by Canadian athletes, coaches, medical, para-medical or other support staff.

As a deterrent BCWPA will participate along with Water Polo Canada in announced and unannounced doping control of athletes in accordance with the Canadian Centre for Ethics in Sport (CCES) "Canadian Policy on Penalties for Doping in Sport" and its Doping Control Standard Operating Procedures (SOP) A copy of the latter is available from Water Polo Canada on request.

It is the intention of BCWPA and Water Polo Canada to advocate and promote athlete training practices in Canada which enhance performance through the application of scientific coaching methods and suitable education programs for coaches, athletes, officials and administrators.

In addition to the following added condition, the Water Polo Canada policy as follows, will apply to all registrants with BCWPA.

1. For the purposes of this policy, penalties will include ineligibility for provincial sport funding as well as and similar to the cessation of federal sport funding.

Canadian Policy on Penalties for Doping in Sport

October 1993

Preamble:

The objective of this policy is to provide a consistent and effective response to the use of banned drugs and practices in Canadian sport so as to deter those who might engage in doping and protect those who commit themselves to the practice of sport based on fair play.

This policy ensures that appropriate penalties are imposed both on athletes and on others who violate anti-doping rules. It provides appropriate procedures for those accused of an infraction, including provisions for the reinstatement of individuals sanctioned as a result of such infractions.

The policy is endorsed by the Federal Government in its Policy Statement on Drug Use and Doping in Sport, 1992 and by Water Polo Canada which is adopting and implementing this policy.

The Canadian Policy on Penalties for Doping in Sport represents minimum standards. The Canadian Centre for Ethics in Sport ("CCES") is the independent body responsible for coordinating the development and implementation of programs and policies for anti-doping, including testing, research, education, appeals and arbitration. In accordance with Doping Control Standard Operating Procedures (SOP), the CCES will determine whether doping or doping-related infractions have occurred and will also determine whether the misuse of substances subject to certain restrictions in sport constitutes an infraction.

It is understood that the intent of this policy is not to have a doping infraction acted upon by any other sanctioning body unless a penalty is imposed by virtue of this policy.

A. Definitions and Interpretations

3. For the purposes of this policy, infractions consist of:

- a) Doping Infractions: the use of banned substances or practices; and
- b) Doping Related Infractions: infractions other than the use of banned substances or practices.

4. A doping infraction is the use of banned substances or practices. Reference for identifying these substances and practices include the International Olympic Committee's published categories of banned classes and methods.

5. Doping related infractions are:

- a) condoning the use of banned substances or practices;
- b) counseling or advising others to use banned substances or practices;
- c) avoiding, or aiding in avoiding, doping control and detection of banned substances or practices;
- d) securing, supplying or administering banned substances or practices;
- e) possession of banned substances or materials intended for use in a manner contrary to anti-doping rules;
- f) importing or selling banned substances or materials intended for use in a manner contrary to anti-doping rules;
- g) refusal to participate in doping control; or
- h) failing to cooperate as requested in any CCES or sport-governing body investigation into a possible doping infraction; with the intent of violating anti-doping rules.

6. For the purpose of this policy, an athlete is an individual registered as an athlete or who participates as an athlete in any activities of or sanctioned by FINA, Water Polo Canada, the provincial sport governing body ("PSGB"), or affiliate of FINA, Water Polo Canada, the PSGB or affiliated club, team, association or league.

7. Unless otherwise specified, reference in this policy to "person" or "persons" means any and all individuals who participate or seek to participate in these aforementioned activities (paragraph 4), including athletes.

8. In the case of a person who participates in sport in one or more role, (for example, as both an athlete and a coach), the role of the individual for the purpose of application of this policy shall be that which the individual was performing at the time of the infraction (e.g. an athlete involved as a coach in a related infraction will not be treated as an athlete but as a "person" for the purposes of this policy).

9. Should any person wish to become an athlete or a member of Water Polo Canada, the PSGB or affiliate, or wish to participate in an activity of or sanctioned by FINA, Water Polo Canada, the PSGB or affiliate, this policy will apply retroactively: if he or she has committed a doping or doping related infraction as defined by this policy, the penalties outlined in this policy shall apply.

10. All persons sanctioned by virtue of this policy will be ineligible to participate in any role and in any competition or activity organized, convened, held or sanctioned by Water Polo Canada, PSGB, or affiliate for the duration of the period of ineligibility. Penalties in any sport, role or level shall be respected by the authorities at all other levels of the same sport and in all other sports subject to this policy.

11. For the purposes of this policy, federal sport funding is defined as any direct financial support provided by the federal government in respect of person by name regardless of the method of payment by the federal government - i.e. directly to the individual or via Water Polo Canada (e.g. monthly financial support through Athlete Assistance Program, coaching or professional staff salaries, honoraria for the provision of professional services, coaching apprenticeships, etc.). It is not the intent of this policy to limit the access to benefits arising from the federal government block payments made to Water Polo Canada once the individual's period of sport ineligibility (penalty) has been served.

12. A person does not commit a doping infraction where, in circumstances of medical reasons for the use of a banned substance, the substance is required for sustaining treatment or control of a medical condition, and where an exemption has been granted upon application to the CCES.

B. Penalties - Doping Infractions

In accordance with the SOP, a doping infraction may be proven by a positive test result obtained from an IOC accredited laboratory, or by such other evidence which establishes a doping infraction (e.g. admission, etc.).

Whether a doping infraction is established by evidence other than a positive test result will be determined according to the Procedures for the Determination of Doping Related Infractions contained in the SOP.

The penalty for a doping infraction proven by a positive laboratory test result is calculated from the date of sample collection. Otherwise, a penalty is calculated from the decision of the Panel as set out in the Procedures for the Determination of Doping Related Infractions.

Sport Eligibility Penalties

Subject only to the provisions for reinstatement, the penalties for a doping infraction by an athlete are:

- a) 1st infraction: 4 years ineligibility
- b) 2nd infraction: life ineligibility

Subject only to the provisions for reinstatement, the penalties for a doping infraction by a person other than an athlete is:

- a) 1st infraction: life ineligibility

In cases where the infraction occurs at a major sport event (e.g. World or Continental Championships or major Games) a person's four-year ineligibility will include the same major sporting event even if the date of the next date of the major sport event is beyond the 4 year time period.

In accordance with the SOP, an athlete with a positive laboratory finding on the "A" Sample will be ineligible to compete pending the outcome of the "B" Sample Confirmation, or successful Protest or Appeal.

Federal Government Sport Funding Penalties

Subject only to the provisions for reinstatement, the penalties for a doping infraction by any person is:

- a) First infraction: life ineligibility

These penalties shall be applied to any person who wishes to participate in Canada whether they are affiliated to a Canadian sport body or not.

C. Penalties - Doping Related Infractions

1. Whether or not an infraction has been committed will be determined according to Procedures for the Determination of Related Infractions, contained in the SOP.

2. Subject only to the provisions for reinstatement, an athlete proven to have committed a doping related infraction will be subject to a lifetime ineligibility for direct federal sport funding, and a sport ineligibility for a minimum period of four years, except where the infraction and the athlete's misconduct is deemed by the sport governing body in question to warrant a greater penalty. An appeal of the determination of a doping related infraction may be brought in accordance with Procedures for the Determination of Related Infractions, contained in the SOP.

3. Subject only to the provisions for reinstatement, any person other than an athlete proven to have committed a doping related infraction shall be subject to a lifetime penalty in respect of direct federal sport funding and sport ineligibility. An appeal of the determination of a related infraction may be brought in accordance with Procedures for the Determination of Related Infractions, contained in the SOP.

4. Penalties for doping related infractions are calculated from:

- a) the date of refusal to be tested or avoiding doping control; or
- b) in all other cases, from the decision of the Panel as set out in the Standard Operating Procedures for the Determination of Related Infractions.

In accordance with the SOP, a person charged with a doping related infraction will be ineligible to participate in any role and in any competition or activity organized, convened held or sanctioned by a Canadian NSGB, PSGB or affiliate, from (a) the date the athlete refused or avoided to be tested, or in all other cases (b) the date of the decision of the Panel, pending the outcome of a successful protest or appeal.

D. Reinstatement

This section deals with conditions and procedures through which reinstatement of sport eligibility and eligibility for direct federal sport funding may be granted.

In all cases, the onus of proof of mitigating, exceptional or demonstrable circumstances for reinstatement rests with the sanctioned person.

There are three potential avenues for reinstatement: Category I Reinstatement applies only to doping infractions.

Category II and Category III Reinstatement apply to both doping and doping related infractions.

Category I Reinstatement

1. Applications for Category I Reinstatement shall only be considered for doping infractions involving substances in the stimulant class of banned substances (i.e. ephedrine, phenylpropanolamine) when administered orally for medical purposes in association with decongestants and/or antihistamines, as defined from time to time by the CCES consistent with the International Olympic Committee Charter Against Doping in Sport.

2. On the first infraction, an athlete may apply at any time to Water Polo Canada, in order to return to competition after three months. Subsequent infractions may be dealt with by Category II or Category III Reinstatement Procedures.

In the event that reinstatement of sport eligibility is granted under category I, reinstatement of eligibility for federal funding will automatically be granted and take immediate but not retroactive effect.

Category II Reinstatement

1. Under limited and exceptional circumstances, a person who has committed an infraction with a four year or life sport eligibility penalty and who desires to be reinstated may apply to Water Polo Canada for reinstatement under Category II - i.e. reinstatement prior to the expiry of the (minimum) four year penalty. The applicable limitations are described in the Criteria for Category II Reinstatement.

2. An application for category II reinstatement may be made at any time. In the event that an athlete applies for category II reinstatement for a second doping infraction involving substances in the stimulant class of banned substances, as described in category I reinstatement, the athlete shall remain ineligible to compete for a minimum of 3 months.

3. Independent adjudications through processes coordinated by the CCES will review and decide such cases. The burden of proof lies with the person. Factors such as age and good citizenship, will not, in and of themselves, constitute sufficient grounds for automatic consideration, or granting, of reinstatement. The reviews will be conducted according to Procedures for Category II Reinstatement and Criteria for Category II Reinstatement, contained in the SOP.

4. The decision of the arbitrator will be final and binding.

In the event that reinstatement of sport eligibility is granted under category II, reinstatement of eligibility for federal funding will automatically be granted and take immediate but not retroactive effect. There will be no reinstatement of eligibility for direct federal sport funding in any other circumstances.

Category III Reinstatement

Unless otherwise reinstated, an athlete who has committed an infraction with a four year sport eligibility penalty and who desires to be reinstated must in all cases notify in writing the relevant NSGB and the CCES of their desire for normal reinstatement of sport eligibility, once the applicable penalty has been served, under category III.

Notice must be given at least 18 months prior to the date of desired reinstatement, (and no sooner than 30 months after the original infraction in the event of a four year sport eligibility penalty, and correspondingly longer if the penalty is no longer than four years). The NSGB, in consultation with the CCES, will determine any conditions which must be fulfilled during the remaining time period leading up to reinstatement (e.g. involvement in no-notice testing etc.).

Doping Control Procedures at National Events

Club coaches may be informed of most national events subject to doping control, prior to the Championship entry deadline.

Also prior to the entry deadline, club coaches will receive a booklet outlining the names of all the prohibited doping substances and methods as well as a booklet

outlining doping control procedures.

1. Once all the team rosters have been gathered at the technical meeting, a random number will be selected.

2. The random number will determine which corresponding player appearing on the team roster will be tested at that time.

3. Tests on the chosen athletes will then be conducted and reviewed according to the Doping Control SOP "Procedures for the Athlete" which are as follows:

i) Before the athletes leave the venue after their game, individuals selected

for doping control shall be handed the Announced Athlete Selection

Order (ASO).

ii) Each athlete shall acknowledge in writing, receipt of the ASO. The

exact time of notification shall be entered on this form.

iii)

a) Athletes selected for doping control shall report to and register at the Doping Control Station no later than 60 minutes after the receipt of the ASO. They should be prepared to provide valid proof of identity.

b) An athlete may then be permitted to leave the Station with the consent of the Certified Doping Control Officer on condition that the said athlete is accompanied at all times by a Marshall.

iv) Selected athletes who must compete in more than one game on the same day shall notify the Doping Control personnel. In such cases, the testing may be carried out after the athlete's last game of the day. A Marshall shall observe and escort the athlete at all times until he or she has reported back to the Doping Control Station.

v) Athletes selected for doping control may be accompanied to the Doping Control Station by an official representative of the athlete or team concerned. This representative shall also present valid proof of identity and shall have the right to remain at the Station throughout the procedure.

vi) The registrar shall fill in the initial information on the Doping Control Form.

vii) The Certified Doping Control Officer shall explain the procedure to each athlete and the accompanying team representative.

viii) An athlete selected for doping control or his/her representative may formally register a complaint in writing about the conduct of the doping control procedures to the Certified Doping Control Officer at any time during the procedure. The registration of such a complaint is not justification for refusal to participate in the doping control procedure. An athlete's complaint shall be submitted by the Certified Doping Control Officer to the Chairperson of the CCES Doping Control Review Panel.

ix) Athletes will be requested to provide a second sample if the specific gravity or pH levels are not within the acceptable range. Athletes are only required to provide two samples, as per Section 4.1.15 of the SOP; all samples should be cross referenced and sent to the laboratory.

x) Refusal or failure to follow proper doping control procedures shall be reported to CCDS Doping Control Review Panel pursuant to Section 9 (of the SOP). Such refusal or failure shall be treated as a major doping infraction, as defined in the Canadian Policy on Penalties for Doping Infractions subject to Section 9.

4. Where an athlete is declared to have tested "positive", an internal investigation may be conducted by a sub-committee of the Board of Directors of Water Polo Canada in accordance with the Case Review process as defined in the CCES (and Water Polo Canada) Anti-Doping Policy.

WORDS AND TERMS TO WATCH

Positive Test:

The word "positive" is often used incorrectly to mean that a doping

infraction has occurred. A 'positive finding' in the laboratory, however is not a doping infraction. It indicates the presence of a banned substance and automatically leads to a review which may or may not result in a doping infraction. It may be, for example, that a banned substance is present in a form, amount, or purpose (such as acceptable medical treatment) which does not constitute a doping infraction.

Announced Testing*:

Refers to pre-scheduled tests conducted primarily at competitions and occasionally at training camps. Some athletes are selected at random while others are often tested automatically for finishing at the top of the field in their event.

Unannounced Testing*:

Refers to unscheduled tests that can be carried out at any time with short notice (maximum 36 hours) or no-notice. A large number of these tests are focused on athletes or sports where there is a "high probability of use".

Unannounced testing also enables the Canadian Centre for Drug-Free Sport (CCES) to target certain athletes based on confidential information.

Control Samples:

Control samples of urine artificially prepared to contain banned substances are routinely included among samples sent to laboratories for analysis. These samples are not identifiable and are included, without the knowledge of the laboratories, to act as a self monitoring check of the testing procedures.

Doping Control:

Doping Control is the term used to describe all elements, including sample collection and laboratory analysis, of the system designed to detect the presence of banned substances. Doping control also includes a review process and appeal mechanism to protect the rights of athletes charged with an infraction.

Controlled Doping:

Controlled doping is the term used to describe the mass testing of athletes to screen out those whose laboratory results indicate the presence of a banned substance. It is widely believed that many of the former East Block nations engaged in this practice, designed to prevent drug users from being caught.

BRITISH COLUMBIA WATER POLO ASSOCIATION

November 2015
Vancouver, BC

GENERAL

Principles of Natural Justice

The procedures followed under this policy shall adhere to the principles of natural justice, which means that:

- a) the parties will be advised of the provisions of this policy;
- b) the parties will receive copies of all notices, statements, reports and decisions within a reasonable time in advance of any proceedings;
- c) the issues will be clearly and concisely stated so that the parties are aware of the allegations and their consequences;
- d) the parties will be given a reasonable opportunity to state their case, defend themselves against allegations, and present evidence in support of their positions;
- e) the parties will have the right to be represented at any stage of the process at their own expense;
- f) the decision-makers have a duty to listen fairly to both sides and to reach a decision untainted by bias; and
- g) the parties have the right to an appeal pursuant to the provisions of the Appeals Policy.

The resolution of disputes and appeals should proceed as expeditiously as possible within any specified time limits. However, failure to meet the specified time limits will not invalidate the process set out in this policy.

Confidentiality

Subject to any limits or disclosure requirement imposed by law or required by the policies of the **BRITISH COLUMBIA WATER POLO ASSOCIATION** (the “BCWPA”) including the policies contained herein, any and all information, oral and written, created, gathered, received or compiled during and through the course of a proceeding under this policy, including details regarding a proceeding itself, is to be treated as confidential by all parties.

Representation by a Responsible Adult

If a party is a minor (the “minor party”), or someone otherwise unable to speak for him or herself, a proceeding may be brought forward by a “Responsible Adult”, being a parent, guardian, or other adult chosen by the minor party;

The Responsible Adult will have the right to act on behalf of the minor party throughout the proceeding;

PART 1 – MEMBER CONDUCT POLICY

Purpose

BCWPA is committed to providing a sport environment that reflects BCWPA's values of community, personal development, principles of fair play, ethical conduct and excellence. Membership in BCWPA, and participation in its activities, brings with it many benefits and privileges that are balanced by Member responsibilities and obligations.

This policy defines the parameters for these responsibilities and obligations and identifies a standard for behaviour that is expected of all Members. This policy also identifies procedures to be followed when this standard is not achieved.

Compliance with this policy, as with all rules in a civil and democratic society, depends primarily upon understanding and voluntary compliance; secondarily upon reinforcement by peers and others; and finally, when necessary, upon enforcement through disciplinary proceedings.

Provisions of BCWPA Bylaws also apply including:

Bylaw 2.4.1 provides that any Member may resign which shall be effective upon acceptance by the Board;

Bylaw 2.4.4 provides a Member may be expelled by majority vote of the Board on a number of grounds, including contravention of the Rules and Bylaws as judged by the Board; and

Bylaw 2.4.6 provides that notice of a proposed expulsion of a Member must be given to the Member who must be given an opportunity to be heard at a Board Meeting.

Definitions

Accused Person:	Refers to a person whose behaviour forms the basis of a conduct complaint
Complainant:	Refers to a person who submits a Conduct Complaint
Conduct Complaint:	Refers to a complaint submitted in accordance with Clause 8 of this policy
Disciplinary Committee:	Refers to a panel constituted under clause 11 of this policy to hold a Disciplinary Hearing.
Disciplinary Hearing:	Refers to a proceeding where a Disciplinary Committee will consider a Conduct Complaint regarding a major infraction, determine disputed facts and decide upon an outcome.
Executive Director:	Refers to the Executive Director, Chief Executive Officer or President of [SO], or any person acting in an analogous staff or voluntary position for [SO]. [SO may alter terminology to suit their organisation]
Resolution Facilitation:	Refers to a dispute resolution process where the parties discuss and attempt to resolve their dispute, with the impartial assistance of a resolution facilitator appointed through ViaSport. The process intended to

offer a flexible, affordable and efficient alternative to the Appeals Panel, but may be used at any time by agreement of the parties.

Member:

Refers to all categories of members in [SO] and all individuals participating in activities with or employed by [SO], including without limitation, athletes, coaches, officials, volunteers, directors, officers, team managers, parents, medical and other support personnel, administrators, staff and contract

personnel of [SO]

Minor:

Refers to a person who has not reached the age of majority as defined by the laws of British Columbia

Officer:

Refers to an employee or volunteer working in any capacity for [SO], under the authority of the Executive Director and/or the Board of Directors, who receives a Conduct Complaint and assumes responsibilities pursuant to this policy

[SO]: Refers to *[insert full name of SO]*

ViaSport:

Refers to ViaSport British Columbia

Application of this Policy

This policy applies to all categories of membership in BCWPA according to the bylaws. It also applies to discipline matters that may arise during the course of BCWPA business, activities and events, including, but not limited to tournaments, competitions, practices, training, camps, travel associated with BCWPA, and any meetings.

This policy does not apply to matters that are:

- a) properly the subject of policies relating to funding, technical matters, team selection or other eligibility criteria within the jurisdiction of BCWPA or another entity;
- b) doping offences, which are dealt with through the Canadian Anti-Doping Program; or
- c) commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law.

Expected Standard of Conduct

All Members of BCWPA are expected to reflect BCWPA's values of community, personal development, principles of fair play and excellence. As such all Members will:

- a) Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct;

- b) Treat others with respect and refrain from negative or disparaging remarks or conduct;
- c) Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of BCWPA. For the purposes of this policy, conflict of interest is defined as 'a situation where a Member, or an entity with which he or she is affiliated, has a real or perceived competing interest with BCWPA's activities. This competing interest may result in the Member, or participant, or the entity with which the Member is affiliated, being in a position to benefit from the situation or in BCWPA not being able to achieve a result which would be in the best interest of BCWPA'.
- d) BCWPA recognizes that some situations may present conflicts that are not materially harmful. As a result, BCWPA's Board of Directors or Executive Director, as appropriate, will address such situations on a case-by-case basis. All Members are responsible to report to BCWPA all instances of real or perceived conflict so that a determination can be made as to whether the particular instance is in fact harmful to BCWPA or its Members.
- e) Avoid the non-medical use of drugs or the use of performance-enhancing drugs or methods;
- f) Refrain from consumption of alcohol and tobacco products when involved in BCWPA training sessions or competitive events and consume these products responsibly in association with BCWPA social events;
- g) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct that is directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious';
- h) Abstain from any behavior that constitutes sexual misconduct, where sexual misconduct is defined as:
 - i. the use of power or authority in an attempt to induce another person to engage in or tolerate sexual activity, including explicit or implicit threats of reprisals for non compliance or suggestions of reward for compliance, or
 - ii. deliberate or repeated unsolicited sexually-oriented comments, anecdotes, gestures or touching that are offensive or unwelcome, or that create an offensive, hostile or intimidating environment;
- i) Comply at all times with the bylaws, policies, rules and regulations of BCWPA as adopted and amended from time to time, including complying with any contracts or agreements executed with or by BCWPA.

The following was part of ViaSport but not included in BCWPA

Abstain from any behaviour that constitutes physical violence towards other persons working, participating or spectating in the activities of [SO];

Personal Harassment: Behavior, including communication, conduct or gesture, which:

is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals, or that constitutes a prohibited ground of discrimination under the Canadian Human Rights Act; and

would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable work or sport-related environment.

Sexual Harassment: Behaviour involving unwelcome sexual advances, requests for sexual favours or other communication (verbal or written) or physical conduct of a sexual nature when:

such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group;

or submission to such conduct is made, implicitly or explicitly, a condition of employment or participation in a sport-related activity;

or submission to or rejection of such conduct is used as a basis for any employment or sport-related decision;

or such conduct has the purpose or the effect of interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.

Retaliation: Any action taken against an individual in retaliation for:

having initiated this policy on behalf of himself/herself or another individual;

having participated or cooperated in any investigation under this policy; or

having associated with anyone who has invoked this policy or participated in an investigation.

Athletes, coaches and officials have additional responsibilities.

Coaches will:

- a) Consistently display high personal and professional standards and project a positive image of the sport and of coaching;
- b) Ensure a safe training environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes;
- c) Actively assist in sustaining the present and future health of athletes by communicating and cooperating with registered medical practitioners in the diagnosis, treatment and management of injuries and other associated health or fitness problems;
- d) Educate athletes about the dangers of banned drugs and performance-enhancing substances;
- e) Avoid any behaviour that abuses the power imbalance inherent in the coaching position to
 - i. establish or maintain a sexual relationship with an athlete that he or she is coaching, or
 - ii. encourage inappropriate physical or emotional intimacy with an athlete, regardless of the athlete's age;

- f) Accept and promote athletes' personal goals and, as need and opportunity arises, refer athletes to other coaches and sport practitioners or specialists;
- g) In the case of minors, communicate and cooperate with the parents/guardians of athletes and involve them to an appropriate degree in decisions pertaining to the athlete's development;
- h) Consider the academic pressures placed on student-athletes and respect the importance of academic success;
- i) Adhere to BCWPA rules regarding advertising, clothing and logos;
- j) Adhere to BCWPA CODE OF CONDUCT

Athletes will:

- a) Report any health or fitness-related problems within a reasonable time, where such problems may limit the athlete's ability to travel, train, compete or, in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program;
- b) Participate in all competitions, training, events, activities or projects to which the athlete has made a commitment;
- c) Adhere to BCWPA rules regarding advertising, clothing and logos.
- d) Adhere to BCWPA CODE OF CONDUCT

Officials will:

- a) Conduct all events according to the rules of BCWPA
- b) Work in cooperation with other officials, assisting less experienced colleagues, and abstaining from public criticism of officials, coaches, or athletes;
- c) Avoid any behaviour that abuses the power imbalance inherent in an official's position
- d) Adhere to BCWPA CODE OF CONDUCT

Types of Infractions

Failure to achieve the standard of conduct set out above may result in an infraction and the possibility of disciplinary action. Infractions are divided into two types, minor infractions and major infractions, which are dealt with using different procedures.

Minor infractions are incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others. Examples of minor infractions may include, but are not limited to:

- a) single instances of failing to meet the standards of conduct set out in **section 7**, not including instances of violence, harassment or sexual misconduct;
- b) single instances of disrespectful comments or behaviour directed towards others;

- c) single instances of unsportsmanlike conduct;
- d) being late for or absent from BCWPA events or portions of events and activities at which attendance is expected or required, without valid excuse;
- e) single instances of non-compliance with the policies and rules of BCWPA.

Major infractions are instances of conduct that result, or have the potential to result, in harm to other persons, to BCWPA or to the sport of Water Polo. Examples of major infractions include, but are not limited to:

- a) repeated minor infractions;
- b) activities or behaviours that interfere with a competition or with any athlete or coach's preparation for a competition;
- c) pranks, jokes or other activities that endanger the safety or wellbeing of others, including hazing;
- d) deliberate disregard for the policies and rules of BCWPA;
- e) conduct that intentionally damages the image, credibility or reputation of BCWPA, including entering into a conflict of interest;
- f) behavior that constitutes violence, harassment or sexual misconduct;
- g) abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance enhancing drugs or methods.

Major infractions that occur within competition may be dealt with immediately by the appropriate person having authority, such as the Tournament Director, the Tournament Committee or a BCWPA Board Member. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter using the disciplinary procedures set out in this policy.

4.5 Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy.

4.6 Major infractions that occur within competition may be dealt with immediately by the appropriate person having authority, such as the Tournament Director, the Tournament Committee or a Karate BC Board member. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter using the disciplinary procedures set out in this policy.

Reporting an Infraction

Any individual may submit a complaint of an infraction to BCWPA by reporting it to a BCWPA Board Member, preferably but not limited to a person having authority over the Accused Person, including without limitation a coach, meet or event official, team manager, staff member, Board member, or Executive Director.

Any complaint of an infraction must be submitted in writing using the Conduct Complaints Form in Appendix 1 and within 30 days of the date of the infraction occurring. If an individual wishes to submit a report of an infraction beyond this time limit, it must be accompanied by a written request stating reasons for the extension.

THIS IS WHERE THE BCWPA POLICY DIVERGES FROM THE VIASPORT POLICY

Case Manager

Upon receipt of a complaint the President shall appoint a Case Manager.

The role of the Case Manager is:

- a) To serve in an unbiased capacity;
- b) To provide information about the resources and support available to the parties; and
- c) To facilitate and administer the process under this policy up to and including conducting investigations into complaints. The Case Manager must not have any personal or professional involvement with the parties involved in the complaint and no prior involvement with the matter under consideration.

In the case of a complaint, the Case Manager will review the complaint and may:

- a) Conduct an investigation into the allegations, or appoint an investigator, to determine the validity of the complaint; then
 - i. Dismiss the complaint if he or she considers it to be trivial, vexatious or untimely and provide the investigative report to the Executive committee with recommendation to dismiss the complaint;
 - ii. Determine that the complaint does not fall within the jurisdiction of this policy, and refer it the appropriate body having jurisdiction;
 - iii. Direct that the complaint be dealt with informally as a minor infraction; or
 - iv. Refer the matter to a Discipline Committee along with the investigative report to deal with as a major infraction listing the infractions and any recommendations.

Discipline Committee

If the complainant is not satisfied with the decision of the Case manager, the matter may be referred to a Discipline Committee, by the Executive Committee. The complainant may appeal the decision directly to the Executive Committee, who will may refer the matter to the Discipline Committee or reject the appeal.

The members of the Discipline Committee may be selected from a roster maintained by BCWPA. In any event, no members of the Discipline Committee shall have any personal or professional involvement with the parties involved in the complaint and no prior involvement with the matter under consideration.

The Discipline Committee panel has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process and to carry out this process in a timely manner.

Depending on the circumstances of the complaint, the Discipline Committee panel may authorize an investigation into the alleged infraction.

The Discipline Committee may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, pending investigation, a hearing and a disciplinary decision.

The Discipline Committee panel will determine the format of the disciplinary process, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods.

The Member will be given reasonable notice of the format as well as day, time and place of the hearing; will receive a copy of the Investigation Report if an investigation was carried out; may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee panel.

After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member, the Complainant, and the Case Manager. If the complainant or any party involved is not satisfied with the result, they may appeal in writing to the Executive committee, whose decision will be final.

Where the conduct being reviewed by this policy is of a sensitive nature, the Discipline Committee and BCWPA will keep all proceedings under the policy confidential, except where publication is ordered as part of the sanction, is stipulated by the Canadian Anti-Doping Program, is required by law, or is in the best interests of the public.

In fulfilling its duties, and with the approval of the Executive Director or the President, the Discipline Committee may obtain independent advice.

Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied, singly or in combination, where it is found that an infraction has occurred:

- a) verbal or written reprimand;
- b) request for a verbal or written apology;
- c) service or other voluntary contribution to BCWPA;
- d) removal of certain privileges of membership or employment;
- e) suspension from certain events, which may include suspension from the current competition or from future teams or competitions;
- f) suspension from certain BCWPA activities such as competing, coaching or officiating for a designated period of time;
- g) removal of funding;
- h) suspension from all BCWPA activities for a designated period of time;
- i) expulsion from membership; or
- j) publication of the disciplinary sanction.

It is understood that the above are representative penalties only and that they may be modified to fit the circumstances of the infraction.

Criminal Convictions

A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from BCWPA and removal from all BCWPA programs, activities and events:

- a) Child pornography offences;
- b) Any sexual offences involving a minor;
- c) Any offence of assault involving a minor;
- d) Any offence of physical or psychological violence involving a minor; or
- e) Any offence involving trafficking of illegal drugs or substances listed on the Canadian AntiDoping Program's Prohibited List.

Appeals

Appeals of decisions rendered under this policy will be dealt with using the BCWPA Appeals Policy.

PART 2 – DISPUTE RESOLUTION POLICY

Purpose

The purpose of this policy is to provide a procedure for effective dispute resolution within BCWPA. It is intended that this policy will be used to resolve issues that are covered by the Member Conduct Policy or any of the organization's other policies, including those relating to technical/funding/team selection/eligibility matters. This policy will also not apply to matters described in **section 2.3** below.

Application

This Policy applies to all categories of members in BCWPA and all individuals participating in activities of BCWPA, including without limitation, athletes, coaches, officials, directors, officers, team managers, etc.

For the purposes of this policy, a dispute may occur:

- a) at sporting events, competitions or training sessions;
- b) at the office;
- c) at office- or sport-related social functions;
- d) at BCWPA's business or sport functions, such as meetings, conferences, training sessions, and workshops;
- e) during work- or sport-related travel;
- f) via the telephone, electronic and/or other telecommunication devices; or

- g) elsewhere if the dispute arises as a result of work- or sport-related responsibilities or a work- or sport-related relationship.

This policy does not apply to matters that are:

- a) properly the subject of policies relating to funding, technical matters, team selection or other eligibility criteria within the jurisdiction of BCWPA or another entity;
- b) doping offences, which are dealt with through the Canadian Anti-Doping Program; or
- c) commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law.

Request for Review

A Complainant seeking resolution of a dispute under this policy shall provide a written Request for Review to an Official of BCWPA. An 'Official' is the Executive Director or the President of BCWPA or any person in a similar staff or volunteer position within BCWPA.

A Request for Review must be submitted by the Complainant within 30 days of the date of the matter giving rise to the dispute. If a Complainant wishes to submit a Request for Review beyond this time limit, it must be accompanied by a written request stating reasons for the extension. The decision to allow the extension of time shall be made by the Case Manager and shall be final.

Case Manager

Upon receipt of the Request for Review the President shall appoint a Case Manager.

The Case Manager shall

- a) serve in an unbiased capacity;
- b) provide information about the resources and support available to the parties involved in the dispute;
- c) seek to facilitate an informal and/or formal resolution of the Request for Review;
- d) undertake such investigation as the Case Manager considers necessary in connection with the Request for Review;
- e) make recommendations to the Board of Directors of BCWPA for resolution of the dispute and such further action as the Case Manager may consider necessary or desirable.

The Case Manager must not have any personal or professional involvement with either the Complainant or Respondent and no prior involvement with the matter under consideration.

Investigation and Report to the Board

Where the Case Manager is unable to informally resolve the dispute to the satisfaction of the parties, he/she shall undertake such further investigation as to the facts and circumstances of the dispute as he/she considers necessary and advisable.

Upon conclusion of the investigation, the Case Manager shall prepare a report to the Board of Directors of BCWPA and may recommend any measures considered appropriate, including disciplinary action, to resolve the dispute. A copy of the report shall be provided to the parties.

As soon as practicable after receipt and review of the report, the Board of Directors of BCWPA shall, in a timely manner, determine to take such action as it sees fit. A copy of such decision shall be provided within seven days to the parties to the dispute, the Executive Director, and the Case Manager.

Appeals

Appeals of decisions rendered under this policy will be dealt with using the BCWPA Appeals Policy.

PART 3 – APPEALS POLICY

Purpose

The purpose of this policy is to enable appeals from decisions to be dealt with fairly, expeditiously and affordably, within BCWPA and without recourse to legal proceedings.

Application

This policy applies to all categories of membership in BCWPA and all individuals participating in activities with or employed by BCWPA, including without limitation, athletes, coaches and instructors, officials, volunteers, directors, officers, team managers, medical and other support personnel, administrators, staff and contract personnel of BCWPA (“Members”).

A Member who is affected by a decision of the Board of Directors, of any other Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the Board of Directors or BCWPA, will have the right to appeal that decision, provided there are sufficient grounds.

This right to appeal will not apply to decisions relating to:

- a) Infractions for doping offences, which are dealt with through the Canadian Anti-Doping Program;
- b) Eligibility or team selection matters that are within the jurisdiction of entities other than BCWPA;
- c) Matters of budgeting, budget implementation, or operational structure;
- d) Matters that are decided by the general membership of BCWPA;
- e) Commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law;
- f) The rules of the sport of Water Polo;
- g) Any decision made under **Section 5** of this Policy.

Notice of Appeal

Members who wish to appeal a decision will have 30 days from the date on which they received notice of the decision, to submit in writing a Notice of Appeal to the Executive Director, and/or the President of BCWPA.

The Notice of Appeal will contain the contact information for the Appellant, the name of the Respondent (the individual or body whose decision is being appealed), grounds for the appeal, a summary of the evidence that supports these grounds, and the remedy or remedies requested.

At the time of delivering the Notice of Appeal, the Appellant may also submit a written request for the Appeals Panel to rule that any sanctions related to the decision under appeal be held in abeyance until after the hearing.

Appeals Manager

Upon receipt of a Notice of Appeal, the President shall appoint an Appeals Manager.

The role of the Appeals Manager is

- a) to serve in an unbiased capacity;
- b) to provide information about the resources and support available to the parties; and
- c) to facilitate and administer the process for appeals. The Appeals Manager must not have any personal or professional involvement with either the Appellant or Respondent and no prior involvement with the matter under consideration.

Grounds of Appeal

Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:

- a) Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
- b) Failing to follow procedures as laid out in the bylaws or approved policies of BCWPA;
- c) Making a decision that was influenced by bias, where bias is defined as *'a lack of neutrality to such an extent that the decision-maker is unable to consider other views, or made a decision that was influenced by factors unrelated to the merit of the decision'*; or
- d) Making a decision that is grossly unreasonable or unfair.

Screening of Appeal

Within seven days of receiving the Notice of Appeal, the Appeals Manager will determine whether there is a right of appeal (**Sections 2 and 5**), whether the appeal has been brought in a timely way (**Section 3**) and whether the appeal is brought on appropriate grounds (**Section 5**).

If the appeal is denied on the basis that there is no right of appeal, that the appeal is not timely, or that the appeal is based on insufficient grounds, the Appeals Manager will notify the Appellant of this decision in writing, giving reasons. This decision is at the sole discretion of the Appeals Manager and may not be appealed.

Appeals Panel

If the Appeals Manager is satisfied that there is a right of appeal and that there are sufficient grounds for an appeal, the Appeals Manager shall send a copy of the Notice of Appeal to the Respondent and an Appeals Panel composed of three persons will be appointed by the Appeals Manager.

The members of the Appeals Panel may be selected from an Appeals Roster maintained by BCWPA. In any event, no members of the Appeals Panel shall have any personal or professional involvement with either the Appellant or Respondent and no prior involvement with the matter under appeal.

The Appeals Panel, assisted by the Appeals Manager, is responsible to ensure procedural fairness is respected at all times during the appeal process and to carry out this process in a timely manner.

Appeal Hearing

The Appeals Panel will determine the format of the appeal hearing, which may involve an oral hearing in person, an oral hearing by telephone, other electronic means, a hearing based on written submissions, or a combination of these methods.

The Appeals Panel may, in its discretion, hold a preliminary conference to consider such procedural issues as it considers necessary. The parties to the appeal, any affected party as determined by the Appeals Panel and Appeals Manager shall participate in the preliminary conference.

The Appeals Panel will govern the hearings as it sees fit. The Appellant and Respondent will be given reasonable notice of the hearing and will have the right to present documents, evidence and arguments before the Appeals Panel.

If the decision of the Appeals Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome

Appeal Decision

Following the hearing, the Appeals Panel will issue its written decision, with reasons.

In making its decision, the Appeals Panel will have no greater authority than that of the original decision-maker. The Appeals Panel may decide:

- a) To reject the appeal and confirm the decision being appealed; or
- b) To uphold the appeal and refer the matter back to the initial decision-maker for a new decision;
or
- c) To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time or lack of neutrality.

A copy of the decision will be given to each of the parties, the Board of Directors and to the Executive Director. The decision will be made public, unless the Appeals Panel directs otherwise.

In extraordinary circumstances, the Appeals Panel may issue a verbal decision or a summary written decision, with written reasons to follow.

Within 14 days after completing a hearing, the Appeals Panel shall send notice of its decision and the reasons for such decision, by registered mail, to the last known addresses of the Appellant and the Respondent, the Appeals Manager, and to BCWPA.

After completion of its duties, the Appeal Panel will turn over all copies of materials related to the appeal to BCWPA.

Final and Binding Decision

The decision of the Appeals Panel will be final and binding on the parties and on all members of BCWPA.

PART 4 – DISPUTE RESOLUTION COMMITTEE TERMS OF REFERENCE

BCWPA is the recognized sport governing body for Water Polo in British Columbia. The organization represents and supports all legitimate systems of Water Polo and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Dispute Resolution Committee is a Standing Committee of Karate BC and is responsible for the oversight and management of the membership Codes of Conduct, as well as the disciplinary and appeal policies and procedures of Karate BC.

Membership

- The Chair is appointed by the Board
- The committee has no fewer than three and no more than five members appointed by the Board of Directors from applications received from the general membership
- The Executive Director is the staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board

Scope of Responsibility

- The committee is responsible for the regular review and any recommendations for revision of the association's Codes of Conduct
- The committee is responsible for the regular review and any recommendations for revision of the association's Disciplinary Policies and Procedures and Appeal Policies and Procedures
- The committee develops and regularly reviews a list of attributes, expertise and experience desired for individuals who will be sought out and named to the association's list of Harassment Advisors and/or potential Disciplinary Committee or Appeal Committee members.
- The committee develops, regularly reviews and maintains a list of Harassment Advisors and potential Disciplinary Committee and Appeal Committee members which can be accessed by the President or designate as needed
- The committee works with the President or designate as required to develop the specific parameters that will be utilized by an Ad Hoc Disciplinary Committee appointed by the President for a specific complaint or investigation

Accountability

- The Dispute Resolution Committee reports to the Board of Directors
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee

APPROVAL

These policies were approved by BCWPA's Executive Committee on the XX day of November, 2015.

SECTION 4 – DISCIPLINE AND APPEALS

Policy: 1. BCWPA Policy on Discipline and Suspension
Old Policy #: 10.2.1 BCWPA Policy on Discipline and Suspension
Adopted: Prior to July 2008
Latest Revision Mar 02 0216
Under Review: July 2011

1. BCWPA POLICY ON DISCIPLINE AND SUSPENSION

1. The Board of the BCWPA, as so defined in the Constitution of the BCWPA retains the sole and exclusive power to discipline or suspend any member or official of the BCWPA, or any registered individual athlete or coach of a member club.
2. Any member, official or registered individual athlete or coach of a member club may be disciplined, which may include suspension, for non-payment of any BCWPA fees, dues, levies or assessments and charges.
3. Any member, athlete, official or coach of a member club may be disciplined, which may include suspension, for cause which shall include but not be limited to:
 - a) failure to comply with the rules of BCWPA; or
 - b) actions or behaviour endangering the health or well being of the member, athlete, official, coach or individuals of the BCWPA or the public; or
 - c) disqualification for unsportsmanlike behaviour in a tournament sanctioned by the BCWPA.
4. The discipline hearing of a member, official, athlete or coach of the BCWPA will be heard by a committee composed of directors of BCWPA
5. Where the discipline involves "cause", the member, official, athlete or coach affected is entitled to notice of and the particulars of any complaints against him/her, and the right to appear before the Board to answer the complaint.
6. The notice of complaint must be in writing.
7. In the event of a discipline hearing, the President of the BCWPA shall file a copy of the proceedings and the decision with each of the following:
 - a) the BCWPA office
 - b) the member, official, athlete or coach's
 - c) the member, official, athlete or coaches' club
 - d) the member, official, athlete or coach
 - e) each member of the BCWPA board.

8. Any member, official, athlete or coach who has been disciplined shall have the right to appeal to the Board.

9. All questions and procedures with respect to the appeal procedures of the BCWPA shall be determined by a simple majority vote of the board whose decision shall be final.

10. The appeal shall be heard by a committee of the Board of Directors of the BCWPA excluding those members involved in the original hearing. The committee has all the rights of the original hearing committee to call witnesses, etc. The appellant has the right to appear before the appeal committee.

11. The President of the BCWPA shall file one copy of the appeal proceedings with each of the following:

- a) the BCWPA office
- b) the member, official, athlete or coach's regional director
- c) the member, official, athlete or coach's club
- d) the member, official athlete or coach
- e) each member of the BCWPA board.

12. Matters that are in the nature of disputes arising between member clubs (including their parents, coaches and athletes) at lower mainland water polo league (LMWPL) games or internal to and within a member club, and not involving disciplinary matters discussed above should be resolved by LMWPL or the member club through a dispute resolution process. Where the dispute occurred or related to an event organized by LMWPL a dispute resolution panel comprising three members must be set up by LMWPL with as far as possible representation for the member clubs (whose members are involved) that are party to the dispute on the panel. The panel should attempt to resolve the dispute promptly, fairly and amicably. If the panel is unable to resolve the dispute or parties to the dispute are not satisfied they may request BCWPA and its disciplinary committee to help resolve matters which request will not normally be turned down.

Policy: 2. Disciplinary Actions
Old Policy #: 6.4.10
Adopted: Prior to July 2008
Latest Revision Mar 02 2016
Under Review: July 2011; September 2013

2. DISCIPLINARY ACTIONS

1. Policy repealed.

Policy: 4. Appeal Process
Old Policy #: 10.2.1 Appeal Process
4.3.4 Policy on Guidelines for Appeal Process
Adopted: Prior to July 2008
Latest Revision Mar 02 2016
Under Review: July 2011

4. APPEAL PROCESS

Old Policy 10.2.1

1. The Board of Directors or chairperson of the appropriate committee may bring forth sanctions or interventions relating to member clubs, or any individual affiliated with a member club, such as athletes, coaches or officials. The sanctions or interventions shall be presented to the Board of Directors for ratification and initiation of such sanction or intervention.
2. Upon issuing a sanction or intervention the Board of Directors shall indicate to the member the reason for the decision in writing and notification by registered mail.
3. Any party or parties of the Association against which a sanction or intervention has been applied shall be entitled to appeal that action. The notice of appeal must be filed within fifteen (15) days upon receipt of the notice of the sanction or intervention by registered mail to the Association's office.
4. Any such appeal must be made on the grounds of improper penalty or punishment or improper application of the Association policy, rules and/or regulations of the Association, or the presentation of new evidence.
5. The Board of Directors shall appoint an Appeal Committee to review and hear the matter under appeal.
6. The Appeal Committee shall be established under the procedure delineated in Appendix "A".
7. The Appeal Committee shall conduct a hearing under the rules delineated in Appendix "B".
8. The facts of the matter under appeal shall be established by the Appeal Committee.
9. The Appeal Committee shall make a decision based on the facts of the matter under appeal and said decisions with the reasons therefore shall be rendered to the party directly involved in the appeal and filed with the Executive Directors (or such other employee of BCWPA assigned the task) and President of the Association.
10. The decision of the Appeal Committee hearing on any matter is final and binding and non-appealable and shall be ratified by the Board of Directors. The Association shall ensure the carrying out of the Appeal Committee's decision.
11. In the event a hearing is convened it shall be organized so as to minimize the expense incurred by the BCWPA. The appellant shall be responsible for their personal expenses for attending the hearing. However,

if the appeal is supported by the Appeal Committee the BCWPA shall reimburse the appellant for all reasonable expenses incurred in attending the hearing.

Old Policy 4.3.4

1. The Board of Directors or chairperson of the appropriate committee may bring forth sanctions or interventions relating to member clubs, or any individual affiliated with a member club, such as athletes, coaches or officials. The sanctions or interventions shall be presented to the Board of Directors for ratification and initiation of such sanction or intervention.
2. Upon issuing a sanction or intervention the Board of Directors shall indicate to the member the reason for the decision in writing and notification by registered mail.
3. Any party or parties of the Association against which a sanction or intervention has been applied shall be entitled to appeal that action. The notice of appeal must be filed within fifteen (15) days upon receipt of the notice of the sanction or intervention by registered mail to the Association's office.
4. Any such appeal must be made on the grounds of improper penalty or punishment or improper application of the Association policy, rules and/or regulations of the Association, or the presentation of new evidence.
5. The Board of Directors shall appoint an Appeal Committee to review and hear the matter under appeal.
6. The Appeal Committee shall be established under the procedure delineated in "Appendix 4B: Formation of an Appeal Committee".
7. The Appeal Committee shall conduct a hearing under the rules delineated in "Appendix 4C: Framework of Operations for Appeal Committee".
8. The facts of the matter under appeal shall be established by the Appeal Committee.
9. The Appeal Committee shall make a decision based on the facts of the matter under appeal and said decisions with the reasons therefore shall be rendered to the party directly involved in the appeal and filed with the Executive Director and President of the Association.
10. The decision of the Appeal Committee hearing on any matter is final and binding and non-appealable and shall be ratified by the Board of Directors. The Association shall ensure the carrying out of the Appeal Committee's decision.
11. In the event a hearing is convened it shall be organized so as to minimize the expense incurred by the BCWPA. The appellant shall be responsible for their personal expenses for attending the hearing. However, if the appeal is supported by the Appeal Committee the BCWPA shall reimburse the appellant for all reasonable expenses incurred in attending the hearing.

Policy: 5. Notice of Appeal
Old Policy #: 10.2.3 Appendix B
Adopted: July 2010
Latest Revision Mar 02 2016
Under Review: July 2011

5. NOTICE OF APPEAL

1. Any notice for appeal shall be given in writing to the Executive Directors (or such other employees of BCWPA assigned the role of handling appeals) and President and shall include the grounds and/or reasons for appeal.
2. Any notice for request for appeal shall be made within fifteen (15) days of the sanction or intervention or decision being appealed.
3. Within fifteen (15) days of receipt of notice for request for appeal an Appeal Committee shall be appointed; a date shall be set for hearing which date shall be within fifteen (15) days of appointment of the Appeal Committee; and notice to all parties of such a date, time and location shall be telephoned and confirmed by registered mail.
4. The Appeal hearing shall proceed as scheduled unless all parties to the appeal consent to an extension of time, which extension may not be for more than fifteen (15) days past the original date for the hearing.
5. The Appeal Committee shall insure that the appealing party has a response at least three (3) days before the scheduled hearing.
6. At the Appeal hearing the appellant may present information, witnesses, documents, and/or personal statements and may cross-examine the witnesses. The Appeal Committee may cross-examine or request any information of the appellant, any witnesses or any member of the Association. They may demand any Association documents to determine or assist in determining the matter appealed.
7.
 - a) The Appeal Committee shall decide on the basis of materials presented during the hearing and the facts of the alleged misconduct being appealed and shall file the same in writing as part of the Appeal Committee's decision.
 - b) The Appeal Committee shall make a decision in relation to the appeal with reasons therefore and in writing.
 - c) The Appeal Committee shall deliver to the appellant and the President and Executive Directors of the Association (or such other employees of BCWPA assigned to handling of appeals) its written decision within fifteen (15) days of the hearing.
 - d) Notwithstanding items (ii.) and (iii) the Appeal Committee may render a verbal decision forthwith at the hearing provided items (i) and (iii) are properly completed thereafter.

e) The date which the Appeal Committee shall be deemed to have rendered its decision shall be the date on which such decision is posted by registered mail to the appellant.

f) Appendices "A" and "B" do not have to be part of the Bylaw, they may be included under appeal procedures in the operations manual. Therefore, any changes to the procedures may be made by a simple majority vote.

Policy: 6. Appeal Committee
Old Policy #: 10.2.2 Appendix A
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

6. APPEAL COMMITTEE

1. An Appeal Committee shall consist of those persons appointed by the Board of Directors.
2. An Appeal Committee shall consist of three persons, and all persons need not be members of the Association, and one of which shall be appointed Chairperson.
3. On appointment of an Appeal Committee member the Board of Directors making the appointment shall ensure the following:
 - a) That no association exists between a party of appeal and any member of the Appeal Committee, either actual or apparent.
 - b) That no Appeal Committee member has been involved in any preliminary stage of the decision or matter under appeal.
 - c) That no Appeal Committee member has a pre-set attitude or apparent interest in the result of the appeal.
 - d) "Apparent" herein is defined as "in appearance" or "reasonable likelihood".

Policy: 7. Framework of Operations for Appeal Committee
Old Policy #: 14.12 Appendix C: Framework of Operations for Appeal Committee
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

7. FRAMEWORK OF OPERATIONS FOR APPEAL COMMITTEE

1. Any notice for appeal shall be given in writing to the Executive Director and President and shall include the grounds and/or reasons for appeal.
2. Any notice for request for appeal shall be made within fifteen (15) days of the sanction or intervention or decision being appealed.
3. Within fifteen (15) days of receipt of notice for request for appeal an Appeal Committee shall be appointed; a date shall be set for hearing which date shall be within fifteen (15) days of appointment of the Appeal Committee; and notice to all parties of such a date, time and location shall be telephoned and confirmed by registered mail.
4. The Appeal hearing shall proceed as scheduled unless all parties to the appeal consent to an extension of time, which extension may not be for more than fifteen (15) days past the original date for the hearing.
5. The Appeal Committee shall insure that the appealing party has a response at least three (3) days after the scheduled hearing.
6. At the Appeal hearing the appellant may present information, witnesses, documents, and/or personal statements and may cross-examine the witnesses. The Appeal Committee may cross-examine or request any information of the appellant, any witnesses or any member of the Association. They may demand any Association documents to determine or assist in determining the matter appealed.
7.
 - i. The Appeal Committee shall decide on the basis of materials presented during the hearing and the facts of the alleged misconduct being appealed and shall file the same in writing as part of the Appeal Committee's decision.
 - ii. The Appeal Committee shall make a decision in relation to the appeal with reasons therefore and in writing.
 - iii. The Appeal Committee shall deliver to the appellant and the President and Executive Director of the Association its written decision within fifteen (15) days of the hearing.
 - iv. Notwithstanding items (ii.) and (iii) the Appeal Committee may render a verbal decision forthwith at the hearing provided items (i) and (iii) are properly completed thereafter.
 - v. The date which the Appeal Committee shall be deemed to have rendered its decision shall be the date on which such decision is posted by registered mail to the appellant.

NB Appendices 4B and 4C do not have to be part of the Bylaw, they may be included under appeal procedures in the operations manual. Therefore, any changes to the procedures may be made by a simple majority vote.

Policy: 8. Formation of an Appeal Committee
Old Policy #: 14.11 Appendix 4B: Formation of an Appeal Committee
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

8. FORMATION OF AN APPEAL COMMITTEE

1. An Appeal Committee shall consist of those persons appointed by the Board of Directors.
2. An Appeal Committee shall consist of three persons, and all persons need not be members of the Association, and one of which shall be appointed Chairperson.
3. On appointment of an Appeal Committee member the Board of Directors making the appointment shall ensure the following:
 - i. That no association exists between a party of appeal and any member of the Appeal Committee, either actual or apparent.
 - ii. That no Appeal Committee member has been involved in any preliminary stage of the decision or matter under appeal.
 - iii. That no Appeal Committee member has a pre-set attitude or apparent interest in the result of the appeal.
 - iv. "Apparent" herein is defined as "in appearance" or "reasonable likelihood".

Policy: 1. Athlete Development Model
Old Policy #: 7.1 Athlete Development Model
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

1. ATHLETE DEVELOPMENT MODEL

Entry into the sport of water polo for young athletes is through clubs run either by BC Water Polo or BC Summer Swimming Associations. In both organizations the sport is run as a coed program. At the young age of the athletes involved the physiological differences are minimal and as the males begin to physically grow at the cadet age with the nature of the sport the play can be balanced to suit the participants. In both organizations rules have been established about team composition to facilitate this balance. The co-ed play has facilitated the development of more clubs and teams and thus improving both access to the game and the competition available.

As play develops to a higher competitive level and at the older age groups those same physiological differences become major and the sport divides teams into male and female to enhance the development of both groups to the highest degree.

1 Athlete Development Model

Olympics

World Aquatic Championships

World Qualifying Tournaments

** National Teams

World University Games

World Junior Championships

International Juvenile Championships

(Dream Team)

** National Youth Teams

Western Canada Games (Juv. Provincial All-star)

CWPA Youth Cup

HIGH PERFORMANCE

National Championships (Sr, Jr, Juv, Cad)

Provincial Training Centres

*** Provincial Teams**

RECREATIONAL &/OR BC GAMES (Cadet Regional All-star)

DEVELOPMENT

Alberta Open

Regional Training Centres **Regional Teams**

Provincial Championships

Club Tournaments

Local

Club Teams

BCWPA Fall / Winter Leagues BCSSA BC High School

Atom, Bantam, Cadet, Juvenile, Senior Bantam/Juvenile Juvenile

* Provincial Teams are made up of athletes selected from BC Club & Regional Teams.

** National Teams are made up of athletes selected from teams competing at National Championships as well as from athletes invited to national Training Camps.

2 Progression of BC Athletes in Water Polo By Age

AGE	PROGRAM	COMPETITION
SENIOR (including masters)	BCWPA Club Programs	Provincial Tier II Championships
	BCWPA Regional Centres	National Championships
	CWPA Senior Training Camps	National Team
		World Championships
JUNIOR	BCWPA Club Programs	
	BCWPA Regional Centres	National Championships
	CWPA Junior Training Camps	National Team
		World Championships
JUVENILE	BCWPA Club Programs	Provincial Championships

CADET	BCWPA Summer Select Program	CWPA Youth Cup
	BCWPA Regional Centres	National Championships
	CWPA Club Programs	Provincial Championships
		BC Games
		Western Canada Championships
BANTAM	BCWPA Club Programs	Provincial Championships
ATOM	BCWPA Club Programs	

3 Athlete Development Plans at a Glance

MONTH	ATOMS	BANTAMS	CADETS	JUVENILES	JUNIOR	SENIOR
September	Co-ed practices	Co-ed league play begins	Co-ed league play begins Dryland training Physical Preparation Provincial Team Training begins	Co-ed league play starts Provincial team training begins	Provincial team training University League	Provincial Team Training National Training Camps
October	scrimmages begin	Talent ID during League play	Talent ID during League play Dream Team Camp	Talent ID during League play Physical Testing	Talent ID begins	Talent Identification begins
November	minitournament	Talent ID	Talent ID at League Play	Talent ID at League Play	Super Cup tournament	Super Cup tournament
December		Provincials Christmas player camp Regional Development Camp	Provincials Player Camps Dream Team Camp	Provincials Player Camp NOR-AM	Player Camps for Provincial & National NOR-AM	Player Camps for Provincial & National
January		Talent ID Camp Sport Science Camp	Sport Science Camp Talent ID Camp Dream Team Talent ID	Talent ID Camp Sport Science Camp	Talent ID Selection Starts Sport Science Seminars Senior League	Talent ID selection starts Senior League begins Sport Science seminars
February			Cadet Nationals	Training	Training Calgary Open	Training Senior League Senior League Olympic Qualifying
March		Alberta Open	Alberta Open	Alberta Open	BC Open	BC Open

		Interprovincial play			Super Cup series Senior League Provincials	Super Cup series Senior League Provincials
April			Training for Juvenile/Junior Nationals	Training for Juvenile/Junior Nationals	Training for Junior/Senior Nationals	Training for Senior Nationals
May		Regional Camps	Regional Camps High School League	High School tournament Possible Junior/Senior Nationals	Nationals	Nationals
June			Summer Select Program begins	Summer Select Program begins	Junior National Team Centralization	Senior Team Centralization
July			BC Summer Games Summer Select Program	Summer Select Program International tournaments	Centralization	Centralization
August			Summer Select Program	Summer Select Program		

ATOM DEVELOPMENT AGES: 11 & UNDER

Focus: Fun, knowing the game, making friends, sportsmanship

1. General preparation
2. Swimming technique - skills, general & specific
3. Ball Technique
4. Player camps
5. Development vs. winning

Responsible: Club Coach, BCWPA through schools and recreation department programs

Manuals: Coaching Young Water Polo Players

Water polo Module I & II

BANTAM DEVELOPMENT AGES: 13 & UNDER

Focus: Healthy recreation, fun, getting fit, knowing the game better, sportsmanship, making friends

1. General preparation
2. Swimming technique - skills general & specific
3. Ball technique - "
4. Introduction to Sport Science including psychologist, nutritionist, strength and fitness training, dryland training
5. Talent identification occurs throughout league play
6. Player camps are available throughout year
7. Conditioning
8. Development versus Winning

Responsible: Club Coach, Provincial Coach, BCWPA through schools and recreation department programs.

Manuals: Coaching Young Water polo Players

Water polo Module I & II

CADET DEVELOPMENT AGES 15 & UNDER

Focus: develop physical skills, tactical skills, technical skills, healthy recreation, positive interaction, learning to work with others (within the team)

1. Initial technical preparation
2. Individual ball skills, shooting skills, passing skills
3. Team defence - Positional Play
4. Team offense - "
5. Talent identification occurs throughout league play, BC Provincials, Alberta Open, Cadet nationals, BC Summer Games,
6. Sport Science seminars including physical preparation, creation of individual training programs, motivation

7. Player camps available

Responsible: Club Coach, Provincial Coach, BCWPA through school/recreation programs,

Water Polo Canada

Manuals: Drills #1 and #2

'Top Secret Skills'

Skills Award Program

Dream Team Program

JUVENILE DEVELOPMENT AGES 17 & UNDER

Focus: Fun, social team interaction, competitive opportunities

Individualized skills, Positional play, Mental and Physical preparation, Emotional Maturity

1. Specialized Perfection
2. Volume and intensity of training increased
3. Flexibility, strength, speed, power, skill, tactic, stamina
4. National and Provincial talent ID camps available year round
5. Talent identification occurs throughout league play, BC Provincials, Alberta Open, Juvenile nationals,
6. Sport Science seminars including physical preparation, creation of individual training programs, motivation
7. Interprovincial, National & International tournaments available

Responsible: Provincial Coach, Club Coaches, Regional Coaches, BCWPA -

school/recreation programs, Water Polo Canada, Master Coach

Manuals: Drills #1 & #2

'Top Secret Skills'

JUNIOR DEVELOPMENT AGES: 19 & UNDER

Focus: fun, recreational league, fitness

Elite Competitive level

1. Specialized training

2. High Level Competition
3. National/Provincial Talent ID Camp
4. Sport Science Seminar Specific focus
5. Physical Preparation, Psychological Preparation, Technical Preparation
6. Testing

Responsibility: Provincial Coach, Club Coaches, BCWPA - university/recreation programs,
Water Polo Canada

SENIOR DEVELOPMENT AGES: OPEN

Focus: fun, recreational league, fitness, Elite, competitive program

1. Specialized training
2. High Level Competition
3. National/Provincial Talent ID Camp
4. Sport Science Seminar Specific focus
5. Physical Preparation, Psychological Preparation, Technical Preparation
6. Testing

Responsibility: Provincial Coach, Club Coaches, BCWPA - university/recreation programs,
Water Polo Canada

Policy: 2. Recruitment Strategies
Old Policy #: 7.1.4 Recruitment Strategies
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: March 2013

2. RECRUITMENT STRATEGIES

BCWPA has developed a plan of recruitment for future athletes to both increase our membership base and also to expose our sport to the community. Since we are one of the lesser known team sports that receive minimal exposure in the media it becomes necessary to find other ways to draw notice. The following six suggestions were the initial strategies developed to expand our base and any increase in registration would be a measure of our success.

1. BCWPA has developed an introduction manual to water polo which we use for our school, recreation and lifeguard programs. We have contacted elementary schools and recreation departments to incorporate this program with their different classes, and also the aquatic centres in order to run this program, for lifeguards to teach to the different public classes at their pool. These programs encourage the public to become involved with our different water polo programs thereby increasing our membership. We have held these player clinics in outlying regions such as Zone 7 & 8, by sending one of our qualified coaches into these areas. We have also given player camps in other areas where we have a formal arrangement with the Parks and Recreation including Squamish and Whistler. In this way we have equitable zone development, as we have targeted different zones each year in which to run these programs.

Informational packages will be available at these clinics indicating who and where to call for further information in their own area as well as contacts at the provincial office.

The objectives of this program are to encourage at least 20 different athletes to join water polo in each of these different areas, school, recreation departments, and lifeguard programs. Therefore we would try to target the parents as well as they are the ones who register their children.

2. In addition to this we are also running programs for special target groups and communities i.e.: Special Olympic athletes in order to encourage their membership within the BC Water Polo Association. The main target of this recruitment program is those athletes who have no formal water polo training to invite them into our sport through various programs.

3. In terms of equity these clinics are open to everyone regardless of race, age, or gender. These clinics are run by male and female coaches.

4. We have participated with our aquatic partner, BCSSA, in providing special initiatives in Okanagan, Kootenays, and Vancouver Island with the result that Kootenays and Okanagan are now represented in the BC Summer Games and BCSSA Provincials. Further the Vancouver island region has developed

to the point that a full time development coach could be located at the CCSD thereby increasing access, zone development and membership. By targeting this group we are also encouraging athletes with an aquatic background to develop an interest in a different sport where their training is an advantage.

5. BCWPA has fostered gender equity in its co-ed age group programs by mandating the minimum number of either sex athletes in the water at any one times.

6. BCWPA offers equal access and coaching support for both genders in its provincial elite programs.

Policy: 3. Athlete Agreement
Old Policy #: 7.2.1 Athlete Agreement
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

3. ATHLETE AGREEMENT

B.C. WATER POLO ASSOCIATION

ATHLETE AGREEMENT

BETWEEN:

THE B.C. WATER POLO ASSOCIATION

HAVING ITS OFFICE AT

#227 – 3820 Cessna Drive

Richmond, BC V7B 0A2

Hereinafter referred to as "BCWPA"

and

Name:

residing at:

Hereinafter referred to as the "Athlete"

Whereas the Athlete wishes to be an active competitor in BCWPA sanctioned events with his/her rights and obligations clearly defined;

Whereas BCWPA recognizes the need to clarify the relationship between BCWPA and the Athlete by establishing their respective rights and obligations;

Now therefore the parties agree to the following;

1. BCWPA OBLIGATIONS

The BCWPA shall:

- a) organize, select support and operate teams of Athletes, coaches and other necessary support staff to represent B.C. in the sport of water polo throughout Canada;
- b) select members for all Provincial Teams in a manner which conforms to the generally accepted principles of natural justice and procedural fairness;
- c) publish procedure for selection of Athletes to the AAP prior to the commencements of the AAP eligibility cycle (Sept. 1 - Aug 31);
- d) nominate all eligible Athletes for the AAP and thereafter ensure receive all the benefits to which they are entitled under the AAP;
- e) allow Athletes to be elected members of the Board of Directors;
- f) organize and host tournaments;
- g) provide the general membership and Canadian Athlete insurance program coverage to the athlete for domestic training, training camps and competitions.

2. ATHLETE'S OBLIGATIONS

- a) to follow the annual training and competitive program mutually agreed upon by the Coach and the Athlete, recognizing the responsibilities of the Coach in coaching related deadlines;
- b) to provide the Coach with he contact numbers for the Athlete's strength training, swimming coaches so the Coach is able to monitor the Athlete's training program;
- c) to participate in all monitoring and testing programs and to satisfy the objectives of all tests established for the team;
- d) to notify the Coach verbally or in writing of any injury or other legitimate reason which will prevent the Athlete from participating in an upcoming event;

- e) to provide the required fees;
- f) to avoid any action or conduct which could reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any Athlete for a competition;
- g) to avoid the use of banned substances which are in contravention of the rules of FINA and Sport Canada policy of Drug Use in Sport, and submit at competitions and other reasonable times to doping control upon request by BCWPA or Water Polo Canada and the Canadian Centre for Drug Free Sport or other authority designated to do so by BCWPA or Water Polo Canada;
- h) to avoid the possession of anabolic drugs, and neither supply such drugs directly or indirectly to others, nor encourage their use;
- i) to make reasonable ongoing efforts to further personal development whether this be work related or educational.
- j) To abide by the BCWPA Code of Conduct

3. WAIVER OF LIABILITY

It is understood and agreed that BCWPA shall not be liable for injury or loss occasioned to the Athlete howsoever caused, whether such loss or injury is occasioned to the Athlete while traveling or staying with the team or engaged in team training or competition, nor shall BCWPA be responsible for any damages or losses caused by the Athlete during the aforesaid times and Athlete agrees to indemnify and hold harmless BCWPA from any claims or demands in respect of such loss or damage.

4. DEFAULT OF AGREEMENT

Where one of the parties hereto is of the opinion that the other party has failed to conform to its obligations under this Agreement, it shall forthwith:

- a) notify that party, in writing, of the alleged default,

b) indicate in such notice the steps to be taken to remedy the situation, and a reasonable period of time within which such steps shall be taken,

c) in the case of the Athlete, such notice may be directed to the Senior Vice President of Athletes who might act on behalf of the Athlete to remedy the situation.

5. DURATION OF AGREEMENT

This Agreement comes into force on the _____ day of _____, 200__ and terminates on the _____ day of _____, 200__.

Agreement made this _____ day of _____, 200__.

(WITNESS) (BCWPA)

(WITNESS) (ATHLETE)

(WITNESS) PARENT - if Athlete is under 19)

Policy: 4. Policy on Athlete Assistance
Old Policy #: 7.2.2 Policy on Athlete Assistance
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

4. POLICY ON ATHLETE ASSISTANCE

(To be developed - rationale to include stated objectives of BC Sport & Rec Branch funding & BCWPA funding - by September 1997. Criteria below obviously should support this rationale)

Policy: 8. BCWPA Athlete Recognition Program
Old Policy #: 14.2 BCWPA Athlete Recognition Program
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

8. BCWPA ATHLETE RECOGNITION PROGRAM

1. Stranco Awards

Two athletes are selected every year, one male, one female to receive the Stranco Awards. These awards are in the form of a scholarship from Stranco for \$250.00 each.

Selection of the athletes is done by the awards committee with the input of the coaches.

Selection is based upon the following criteria:

1. Athletes accomplishments
2. Athletes improvement
3. athletes contribution to BCWPA in terms of contributing through coaching, officials or various committees
4. Has demonstrated commitment to sport
5. Has exemplified sportsmanship and fairplay

This award is given out at the Provincials in December every year.

2. Andrew Hunt Memorial Award

This award is an annual award given out in memory of Andrew Hunt, who was a Coquitlam Lions Water polo player. This is a bursary award based on financial need and ability and must be selected from the Juvenile program. It is to aid an athlete who would otherwise not be able to attend Nationals. The award is presented by the Hunt family at the Andrew Hunt Memorial Tournament held in July in Coquitlam.

The Awards committee is to recommend the athlete to Dennis & Marcie Hunt who have the final say on this award.

3. Tournament All Star/MVP Awards

These awards are selected by the participating coaches at the tournament and are given to the athletes in the tournament who best exemplify superior play while maintaining sportsmanship in the water.

The tournament director will define a committee of the tournament to determine the final selection. At most tournaments six or seven athletes are selected as well as a most valuable player and a most valuable goalie.

4. Premier Sports Award

BC Water Polo selects the top male and female athlete to be recognized for their achievements by the presentation of the Premier's Award. This award is presented by the Premier at a luncheon given by the province to honour top athletes from all sports in the province.

5. BC Athlete Assistance Awards

Each year the top athletes in BC water polo are selected in recognition of their outstanding achievement and continuing commitment to high performance to receive athlete assistance awards.

Policy: 9. Policies Specific to Athletes
Old Policy #: 10.3 Policies Specific to Athletes
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

9. POLICIES SPECIFIC TO ATHLETES

1 Athlete Agreement

See Section 7.2.1.1

2 Athlete Selection Criteria

See section 7.2.1.2

3 Policy on Athlete Assistance

See Section 7.2.1.3

4 Policies Specific to Coaches

See Section 8.2.1

Policy: x. TBD

Old Policy #: 7.2.4 Policy on Discipline and Suspension
 7.2.5 Appeal Process
 7.2.6 British Columbia Water Polo Association Code of Conduct
 7.2.7 BCWPA Policy on Harassment
 7.2.8 BCWPA Policy on Drugs
 7.2.9 BCWPA Policy on Fair Play
 7.2.10 BCWPA Policy on Equity and Access

Adopted: Prior to July 2008

Latest Revision Prior to July 2008

X. TBD

4 Policy on Discipline and Suspension

See Section 10.2.1 - Member conduct

5 Appeal Process

See Section 10.2.2 - Member Conduct

6 British Columbia Water Polo Association Code of Conduct

See Section 10.1.1 - Member Conduct

7 BCWPA Policy on Harassment

See Section 10.1.3 - Member Conduct

8 BCWPA Policy on Drugs

See Section 10.1.6 - Member Conduct

9 BCWPA Policy on Fair Play

See Section 10.1.4 - Member Conduct

7.2.10 BCWPA Policy on Equity and Access

See Section 10.1.5 - Member Conduct

Policy: 1. Coach Development Model
 Old Policy #: 8.4.4 Appendix 8A: Coach Development Model
 Adopted: Prior to July 2008
 Latest Revision Prior to July 2008
 Under Review:

1. COACH DEVELOPMENT MODEL

NCCP Coaching Level	Athletes Coached	Level of Tournament	Coaching Level Required
Level 4 Complete	National Senior Teams	International	Yes by WPC
Level 4 in progress	National Junior teams	International	Yes by WPC
Level 3 Complete	Provincial Junior/Senior teams	National & International	Yes by BCWPA
Level 3 in Progress	Assistant Provincial Jr. Sr teams	National & International	Yes by BCWPA
Level 2 Complete	Regional Juvenile Select	Nationals	Yes by WPC
Level 1 Complete	Cadet All-stars	BC Games	Yes by BCWPA
Level 1 Technical	Bantam, Cadet & Juvenile Recreational Athletes	BCSSA BCWPA Age Group	

5 Appendix 8B: Teaching Qualifications for NCCP Water Polo Technical

Course

COURSE	REQUIREMENT TO INSTRUCT:
Level I	Level II
Level II	Level III
Level III	Level IV
Level IV	Canada Water Polo Master Coach

Evaluations are done by all clinic participants and filed at the BCWPA office.

Policy: 3. Recruitment
Old Policy #: 8.3 Recruitment
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

3. RECRUITMENT

1 Water polo Clubs and League Recruitment

BCWPA Programs - Athlete Recruitment

The Organization encourages its development programs such as the Lower Mainland Water Polo League and the water polo division of BCSSA. The League and tournaments operating under the auspices of these two sections have numerous teams - all co-ed - and many clubs end up playing at conflicting times and places. In order to cope with these problems many of the clubs hire their older juvenile and junior players, both male and female, to coach their young bantam and cadet teams. Many of these clubs in fact hire a male and a female coach for each team in order to encourage, set an example and assist both the male and female players. As well this allows players to become coaches while still playing (in situations where they have conflicts between their role as athlete and coach, they can alternate who is available).

Some clubs encourage their coaches to become more educated in coaching by increasing the honorarium in relation to NCCP levels. Others pay for the coaching courses of their senior athletes.

School Program - Teacher Recruitment

Our initiative last year concerning school programs encourages teachers to take on a coaching role, as the manual explains in detail the steps for an instructor to follow.

We hope teachers would become comfortable in the role, so that a high school team could use that teacher in a coaching role at the High School Tournament. Each team requires that a teacher representative be present at all school games.

Lifeguard and Recreation recruitment

Many player camps involve lifeguards at the pool where the camp is taking place with the public. We hope this may encourage lifeguards to become involved with coaching or programmers who work at a centre with a pool.

Commitment to equity

BCWPA had offered a Women in Sport workshop and plans to continue and expand this workshop.

Regional coach(es) recruitment

BC Water Polo has instituted a regional program and has encouraged the appointment of regional coaches to be responsible for much of the high-performance program in their area and as well to act as mentor coaches for the younger coaches in their region. Two regions have been operational for the last few years, Vancouver & Simon Fraser. With the development of

the Regional Centres, BCWPA has taken advantage of the program and was accepted in the Victoria Regional Centre. A competition took place and BCWPA announced the appointment in September of the new Provincial Development Coach to work in the Vancouver Island region.

Included in his job description is the expectation he promotes the development of water polo programs, recruitment of new coaches, and the continuing mentoring of those coaches.

In addition BCWPA have had for many years a summer program for elite young athletes and has hired young, experienced coaches from the club programs and given them the chance to experience coaching at the more competitive level. They are responsible for developing and instituting the program. This allows them to use their skill and information they have learned through coaching clinics. With this experience a few of these coaches have carried on to become Regional Juvenile coaches.

2 Talent Identification of Coaches

BC Water Polo registers all coaches through the organization. It maintains a record of all coaches and their NCCP level of certification. A standard coaching evaluation form has been developed by BCWPA and is used to identify and track coaches. It is the Provincial and Regional coach's responsibility to view coaches, complete the form and return the completed form to the BCWPA office.

The clubs within BCWPA mainly have head coaches who first identify, mentor, and then advance the best of the young coaches within their club to assist with the older athletes. At the same time Regional coaches see these coaches working on a regular basis at league games and tournaments throughout the province. These regional coaches suggest to the clubs, organization as well as the Provincial coaches who should be identified as having potential.

The Provincial Coach and Provincial Development Coach have been asked to observe and do evaluations on coaches at Age Group Winter Provincials, BCSSA Summer Water Polo Provincials, & BC Summer Games as well as at coaching clinics they are conducting. (i.e. The Victoria region Provincial development coach is running a coaching clinic in Ladysmith and will be able to identify "junior" coaches.

The above coaches are asked to recommend which of the identified coaches should be encouraged to pursue coaching further, especially into coaching elite athletes. Coaching Evaluation Forms for both self-evaluation and formal evaluations are available at the office.

Policy: 4. Education and Training
Old Policy #: 8.4 recruitment
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review: July 2011

4. EDUCATION & TRAINING

All coaches taking NCCP technical courses in BC will be provided with a copy of the Athlete & Coach Development Models and the Athlete Development Plans.

1 NCCP Courses

Courses are run on a regular basis throughout the province at Level 1 and when there is a demand at Level 2 Technical. Level 3 technical has been offered in the province on an as needed basis.

NCCP Course Conductors

BCWPA has a number of qualified NCCP technical course conductors. Last season BCWPA paid the clinician costs for one of their coaches to become certified at Level three and trained as a course conductor. This conductor offers courses throughout the Province (i.e. Summerland, Victoria, Prince Rupert, Coquitlam) and brings in guests with specialised areas of expertise. The technical course is universally taught throughout Canada for consistency of quality and was developed by highly regarded National team coaches. On occasion the instructor also asks the Senior instructor in BC to observe a portion of his course and to review with him the evaluations the students are asked to fill in. In addition the provincial coach is required to observe a portion of all coaching clinics and thereby ensures course quality.

See Appendix: 8B Teaching Qualifications for NCCP Water Polo Technical Course

2 Mandatory Coaching Certification

See Appendix 8C: BCWPA Coaching Requirements

3 List of Coaching Education Manuals

available from the office

Policy: 5. Coaches Recognition Program
Old Policy #: 14.3 Coaches
Adopted: Prior to July 2008
Latest Revision: Prior to July 2008
Under Review:

7. COACHES RECOGNITION PROGRAM

7.1 Coach of the Year Award

An annual coach's award is given out each year at the BC Water Polo Annual General Meeting. The purpose of the award is to recognize a coach who has made a significant contribution in BC to program development, has volunteered and demonstrated committee involvement, someone who exemplifies sportsmanship and fairplay and who continues to educate him/herself through coaching education courses.

Nominations are submitted by clubs to the Award's Committee by mid May.

At many tournaments held in the province a "Coach of the Tournament" is awarded to recognize outstanding coaching.

7.2 3m Coaching Award

Policy: 6. BCWPA Policies for coaches
Old Policy #: 8.2 BCWPA Policies for Coaches
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

2. BCWPA POLICIES FOR COACHES

1 Coaching Association Code of Conduct

See Section 10.4.1 - Member Conduct

2 BCWPA Code of Conduct

See Section 10.1.1 - Member Conduct

3 BCWPA Policy on Harassment

See Section 10.1.3 - Member Conduct

4 BCWPA Policy on Discipline and Suspension

See Section 10.2.1 - Member Conduct

5 Appeal Process

See Section 10.2.2 - Member Conduct

6 Policy on Equity & Access Within BCWPA

See Section 10.1.5 - Member Conduct

7 Policy on Commitment to Fair Play

See Section 10.1.5 - Member Conduct

8 Policy on Criminal Record Checks

See Section 10.1.7 - Member Conduct

9 Policy on Drugs

See Section 10.1.6 - Member Conduct

COACHES' CODE OF CONDUCT

General Statement

Membership in BC Water Polo as a coach, including participation in BC Water Polo sanctioned events, is a privilege, not a right.

Due to the influence of coaches upon athletes, and their position as spokespersons for the teams that they coach, the role of coaches is particularly important to BC Water Polo's fulfilment of its goals and mission.

Accordingly, as representatives of our sport and organization, at all times, coaches are expected to adhere to the highest standards of conduct on their own part and to insist that the athletes under their supervision also adhere to such standards and observe the rules applicable to those athletes.

Coaches will not discriminate against athletes or act punitively towards them as a result of conflicts with or actions by the parents or guardians of the athletes.

Violation of these Rules may result in a temporary or permanent suspension of a coach's membership in BC Water Polo.

Sportsmanship

Coach members of BC Water Polo are expected to demonstrate good sportsmanship. This includes, but is not limited to, avoiding the following conduct:

1. Hazing, bullying, harassing or taunting:
 - (a) an athlete,
 - (b) a coach,
 - (c) a referee
 - (d) a parent or guardian of any BCWPA athlete, coach or referee
 - (e) a spectator or
 - (f) any person participating in, or conducting, BC Water Polo sanctioned events.

As used in this Code of Conduct:

- a. The term "hazing" means:
 - (i) coercing, requiring, forcing or wilfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (A) joining a group or (B) being socially accepted by a group's members or
 - (ii) any act or conduct described as hazing under federal or state law.Examples of hazing include, without limitation, behaviours such as:
 - (i) requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs,
 - (ii) tying, taping or otherwise physically restraining another person,
 - (iii) unconsented to sexual simulations or sexual acts of any nature,
 - (iv) sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food,

(v) requiring social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule, (vi) beating, paddling or other forms of physical assault or (vii) excessive and disproportionate training requirements focused on individuals on a team. Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate in the activity.

b. The term "bullying" means:

(i) an intentional, persistent and repeated pattern of committing, or wilfully tolerating another person to commit, physical or non-physical behaviours that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the target of the bullying and

(ii) any act or conduct that is defined as bullying under any applicable federal or state law.

Examples of bullying include, without limitation, behaviours such as:

(i) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping another person,

(ii) throwing at, or hitting, another person with objects, such as sporting equipment,

(iii) teasing, ridiculing or intimidating another person,

(iv) spreading false rumours or making false derogatory statements about another person or

(v) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate another person.

Bullying does not include reasonable attempts to establish normative team behaviours or to promote team cohesion.

c. The term "harassing" means:

(i) A repeated pattern of physical and/or non-physical behaviours that

(a) are intended to cause fear, humiliation or annoyance,

(b) offend or degrade,

(c) create a hostile environment or

(d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability; or

(e) any act or conduct described as harassment under federal or provincial law.

Examples of harassment include, without limitation, behaviours such as:

(i) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping another person;

(ii) throwing at or hitting another person with objects, including sporting equipment,

(iii) making negative or disparaging comments about another person's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits,

- (iv) displaying offensive materials, gestures, or symbols,
- (v) withholding or reducing playing time to an athlete based on his or her sexual orientation.

2. Physically or emotionally abusing:

- (a) an athlete,
- (b) coach,
- (c) a referee
- (d) a parent or guardian of any BCWPA athlete, coach or referee
- (e) a spectator or
- (d) any person participating in, or conducting, BC Water Polo sanctioned events.

a. The term “emotional abuse” means a pattern of deliberate, non-contact behaviour that has the potential to cause emotional or psychological harm to another person, regardless of age, including any act or conduct that is defined as emotional abuse or misconduct under any federal or state law. Such behaviours include verbal acts and acts that deny attention or support.

Examples of emotional abuse include, without limitation behaviours such as:

- (i) a pattern of verbal behaviours that repeatedly attack an athlete personally (e.g., making derogatory comments about a person’s appearance, race, sex, religion, age, disability, national origin or sexual orientation),
- (ii) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose,
- (iii) a pattern of physically aggressive behaviours, such as throwing sport equipment, water bottles or chairs at, or in the presence of, participants, or punching walls, windows or other objects or
- (iv) a pattern of ignoring an athlete for extended periods of time or (b) routinely and arbitrarily excluding participants from practice or competitions.

b. The term “physical abuse” means:

- (i) contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to another person or participants, regardless of age or
- (ii) any act or conduct described as physical abuse or misconduct under any federal or state law (e.g. child abuse, child neglect, assault). Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, such as a coach demonstrating water polo skills.

Examples of physical abuse include, without limitation, behaviours such as:

- (i) punching, beating, biting, striking, choking or slapping another person,
- (ii) intentionally hitting another person with objects including sporting equipment,
- (iii) isolating an athlete in a confined space,
- (iv) forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface),
- (v) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep,
- (vi) providing alcohol to an athlete under the legal drinking age (under the more stringent of BC. law or the law of the jurisdiction in which the alcohol is furnished),
- (vii) providing illegal drugs or non-prescribed medications to another person,

- (viii) encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional
- (ix) prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.

3. Using obscene gestures, or profane or unduly provocative language toward:
 - (a) an athlete,
 - (b) a coach,
 - (c) a referee or
 - (d) any person participating in, or conducting, BC Water Polo sanctioned events;
4. Publicly and unduly criticizing:
 - (a) an athlete,
 - (b) a coach,
 - (c) a referee or
 - (d) any person participating in, or conducting, BC Water Polo sanctioned events including, but not limited to, inciting others to engage in conduct in violation of these Rules; and
5. Negative recruiting by making unduly derogatory statements about the members or coaches of another team.

In addition to not engaging in the foregoing types of conduct themselves, BC Water Polo coach members are expected to disassociate themselves from others who may be engaged in such conduct and are responsible for ensuring that athlete members under their supervision do not engage in the foregoing conduct.

Violent Behavior

Although water polo is a physical sport, coach members of BC Water Polo are expected to refrain from encouraging athlete members from engaging in any act with the intent of causing injury to another athlete. In addition, coach members of BC Water Polo are expected to control the athletes under their supervision and to impose appropriate penalties in cases in which those athletes engage in conduct with the intent of causing injury to an athlete

Drugs and Alcohol

Coach members of BC Water Polo shall not:

- (a) encourage an athlete to commit a doping violation as defined by the International Olympic Committee, the World Anti-Doping Agency, The Canadian Centre for Ethics in Sport (CCES), the Canadian Olympic Committee or the Federation International de Natation (FINA) or
- (b) use or provide alcohol or drugs in violation of local, provincial, or national laws.

Relationship with Athletes

Coaches shall not engage in any financial or sexual relationship with athletes. As used in these Rules, sexual relationships include:

- (a) sexual touching and

(b) non-contact sexual acts such as verbal acts (such as a coach discussing his or her sex life with an athlete or a coach asking an athlete about his or her sex life), sexually suggestive electronic or written communications, exposure or voyeurism.

The only exemption from this Rule exists for relationships between spouses or life partners. In the event that any coach member of BC Water Polo suspects that a violation of this Rule has occurred, that coach member is required to report such suspicion to BC Water Polo Executive Director.

As a matter of policy, BC Water Polo does not investigate reports of inappropriate sexual relationships or attempt to evaluate the credibility or validity of any such reports prior to informing an appropriate law enforcement authority of the substance of such reports.

Coaches shall actively promote the good health and well-being of athletes, deferring to the judgment of medical advisors and, in the case of athletes who are minors, the parents of such athletes, regarding an athlete's ability to participate in any athletic activity.

Coaches shall not discriminate against athletes based upon their race, sex, religion, age, disability (except where such disability affects an athlete's ability to perform), national origin or sexual orientation.

Enforcement

Alleged violations of these Rules may be brought to the attention of BC Water Polo as provided in the Policy Manual of BC Water Polo and shall be addressed by a Hearing Panel appointed as provided therein.

That Hearing Panel may impose such sanctions as the Hearing Panel deems appropriate including, but not limited to, placing the offending coach member on probation, suspending the coach member's membership in BC Water Polo for a period of time, or permanently barring the coach member from membership in BC Water Polo, depending upon the severity of the violation and the history, if any, of previous violations of these Rules, or the Rules Governing Athletes' Conduct, by the coach member.

ENFORCEMENT OF RULES GOVERNING COACHES' CONDUCT

Draft - for Preliminary Discussion Purposes only by BCWPA Policy Committee

Enforcement of Rules

1. Alleged violations of the Rules Governing Coaches' Conduct may be brought to the attention of British Columbia Water Polo as provided in {insert policy reference to filing complaints regarding rules governing coaches' conduct} of British Columbia Water Polo and shall be addressed by a Hearing Panel appointed as provided therein.
2. That Hearing Panel may impose such sanctions as the Hearing Panel deems appropriate including but not limited to:
 - (a) issuance of a warning that such behavior is not acceptable and will result in formal sanction if repeated, or
 - (b) placing the offending coach member on probation, or
 - (c) suspending the coach member's membership in British Columbia Water Polo for a period of time, or
 - (d) permanently barring the coach member from membership in British Columbia Water Polo,
3. Sanctions imposed would depend upon the severity of the violation and the history, if any, of previous violations of the Rules Governing Coaches' Conduct or the Rules Governing Athletes' Conduct by the coach member.

REPORTING VIOLATIONS OF COACHES RULES

Draft - for Preliminary Discussion Purposes only by BCWPA Policy Committee

Reporting Rules Violations

1. Any person who believes that a violation of British Columbia Water Polo's Rules Governing Coaches' Conduct has occurred may report such violation by submitting a written grievance to British Columbia Water Polo at the following address:

Executive Director
British Columbia Water Polo Association
#2002B - 3773 Kensington Ave, Burnaby, BC, V5B 0A7
E-Mail: office@bcwaterpolo.ca

2. All grievances must:

- (a) identify the coach against whom the grievance is being filed,
- (b) provide the details of the complained of conduct,
- (c) request the imposition of a specific sanction, such as the suspension of the coach member's membership in British Columbia Water Polo and
- (d) include either a filing fee in the sum of \$100.00 or a request that the filing fee be waived for reasons of financial hardship.

3. Any request for a waiver of the filing fee will be acted upon by the Finance Committee of the Board of Directors and, if the requested waiver is not approved, the filing fee must be paid prior to the time that the Hearing Panel appointed to hear the grievance acts with respect to the grievance.

4. In the event that the Hearing Panel sustains the grievance will direct that the \$100.00 filing fee be refunded to the party filing the grievance.

5. Notwithstanding the foregoing, the following persons need not pay the filing fee referred to above:

- (a) a referee with respect to any Rule violation that is alleged to have occurred during, or in close proximity to, any game officiated by that referee,
- (b) any official of a tournament with respect to any Rule violation that is alleged to have occurred during, or in close proximity to, the tournament for which that official was responsible, or

6. All grievances will administered by British Columbia Water Polo in confidence with the following exceptions:

- (a) the party against whom the grievance was filed shall be provided with a copy of the grievance and any evidence offered in support of the grievance; and
- (b) if the grievance is upheld, the penalty imposed upon the party against whom the grievance was filed may be disclosed as may be necessary or convenient, in British Columbia Water Polo's sole and absolute discretion, to those persons who may need to know of the existence of such penalty in order to enforce such penalty.

Policy #: 1. BCWPA Officials Development Model
 Old Policy #: 9.1 BCWPA Officials Development Model
 Adopted: Prior to July 2008
 Latest Revision Prior to July 2008
 Under Review:

1. BCWPA OFFICIALS DEVELOPMENT MODEL

QUALIFICATION	YEARS OF EXPERIENCE	LEVEL OF JURISDICTION	EVALUATION TOURNAMENTS
INTERNATIONAL A, B, & C	8 - 15 Years	FINA WPC	International Tournaments
NATIONAL A, B, C	5 - 8 Years	WPC	National Tournaments National Training Camps Super Cup BC Open
PROVINCIAL A	3 - 5 Years	BCWPA WPC	BC Games BC Senior/Junior/Juvenile Provincials BCSSA Provincials Senior League
REGIONAL	1 - 3 Years	BCWPA	Lower Mainland League Games Senior League Bantam & Cadet BCWPA & BCSSA Provincials
MINOR OFFICIALS	0 - 1	BCWPA	Lower Mainland League Games BCSSA Club Tournaments

Policy: 2. Recruitment
Old Policy #: 9.3 Recruitment
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

2. RECRUITMENT

1. Target Groups

BCWPA offers officials clinics and advertises them both in the newsletter and in the club information letter that goes out to clubs monthly.

Athlete/Official Recruitment Program

The BCWPA Secretary is currently working on a letter to send to junior and senior athletes who are no longer active inviting them to remain involved in the sport as an official.

Parent/Official Recruitment Programs

Minor Official Recruitment often occurs through tournaments. Parents of the athletes are called to ask how they would like to be involved. Often parents volunteer for minor official's roles and once they've done it, we continue to encourage them to sit at the minor official table for other tournaments in the competitive calendar.

Club Officials Recruitment Program

For clubs travelling to organized tournaments, they are often required to bring their own official of a Provincial or National Level. This encourages recruitment programs from within the club, since they must provide someone to referee.

Policy: 3. Education, Training, Evaluation & Talent Identification
Old Policy #: 9.4 Education, training, evaluation & talent identification
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

3. EDUCATION, TRAINING, EVALUATION & TALENT IDENTIFICATION

1 Officials Courses

BCWPA clinics are organized to promote officials for all desired levels of competition from recreational to elite.

BCWPA maintains a referee's list to represent the level of achievement that each has achieved Upgrading opportunities are offered .

1.1 Courses Available and Hours Required For Completion

2 Evaluation

BCWPA uses Water Polo Canada's Evaluation Form as the basis of our appraisal system for all of our officials. The tournaments included Juvenile Women's Nationals held in Vancouver, BC Age Group Provincials held in Vancouver, Burnaby & Coquitlam, Senior League Provincials held in Victoria, BC Summer Games in Summerland, and BCSSA Provincials held in Victoria.

In addition BCWPA uses input from their Provincial Coach and Senior Officials to determine a ranking of our BC officials which we submit to Water Polo Canada, who uses it as a basis to list officials for Nationals across the country. While at these tournaments, evaluations by other Provincial senior referees are done to continue the evaluation process.

A similar ranking is done by Water Polo Canada of the National Officials, to determine which referees will represent Canada at International tournaments. At these international tournaments an informal evaluation is done and this is the basis on which assignments are given during the tournaments.

Thus ongoing evaluations and appraisals are being done on all BCWPA's active officials.
Officials Evaluation Forms - Available at the Office

3 Talent Identification

BCWPA officials are identified by their certification and performance level.

BCWPA keeps a record of all officials and their certification on file at the office.

The official's performance is evaluated by the Officials Evaluation Process adopted by Water Polo Canada.

Officials demonstrating potential are invited (recommendations from senior officials, provincial and regional coaches, and the provinces) to referee at tournaments of an appropriate competitive level where an official Evaluator observes their performance.

Three evaluations are necessary to upgrade their certification to the next level. BC is responsible for certifying officials up to the Provincial level. Officials recommended or wishing to proceed past the provincial level become the responsibility of Water Polo Canada, and are included in their pool to be evaluated.

However BC is responsible for sending their officials to National tournaments to be evaluated under these competitive situations.

One initiative that has been put into place in the last year is to define specific tournaments as those where officials have the opportunity to be evaluated. This should result in a more organized plan of upgrading our best officials.

BCWPA has defined three of the tournaments that will be used as evaluation tournaments;

1. BC Summer Games and
2. the BCSSA Provincials (which are hosted in different areas of the Province)
3. the BC Senior league (which has been held in Victoria for the last couple of years)

By using these tournaments the association is making an attempt to develop officials from the local areas where the tournaments are held. These local officials are then available to officiate in local games and practices.

In addition BCWPA has made an active plan to encourage women to get involved in officiating. Two of our nine senior National level officials are women. BCWPA is actively encouraging our juvenile, junior and senior women to become more involved in officiating.

About a quarter of our Referees of all level are women. Since most of our officials are derived from our older or inactive senior athletes these numbers reflect the gender of athletes participating in the sport a few years ago.

4 Selection of Referees

BCWPA follows Water Polo Canada's standards that specify the level of official required for each level of competition and as well has added levels within BC for our junior officials. Once the minimum level has been met referees are selected for age group, high school, and BCSSA league and tournament play. After that beginning, officials are selected on the basis experience, performance, availability, neutrality and

gender (BCWPA has attempted to encourage the use of refs of both genders at co-ed tournaments) and level of competition of the game or tournament.

Tournament officials are selected for the medal games by the coaches of the competing teams.

As indicated in response to question 13 BCWPA ranks its National and Provincial referees (after consultation with its most senior referees and Provincial coach) for selection to National tournaments. These rankings are again done on the basis of evaluations, performance, experience, and availability. Water Polo Canada similarly does a ranking (with input from the senior international referees, National Coaches and evaluations done at International & World competitions) for National referees and selects on a similar basis.

At International tournaments assignment of referees after the first round of games is done on the basis of evaluations of their performances. At National tournaments assignment of games is pre arranged. However in all cases selection of referees for medal games is the responsibility of the competing coaches.

Policy: 4. Officials Awards
Old Policy #: 14.4 BCWPA Officials Awards
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

4. OFFICIALS AWARDS

1 Official of the Year

BCWPA recognizes the performance of its referees by ensuring they are evaluated, and, if qualified, ranks them on their list to be selected for National and eventually International tournaments.

Those referees whose performance has been outstanding can be taken by BCWPA Clubs to Interprovincial or International tournaments.

A new initiative which would this season is to plan an awards dinner for the organization to recognize all aspects of the organization. At that time BCWPA intends to recognize a Regional/Provincial Official for both their performance and their commitment to the Association.

Policy #: 5. Policies in Regards to Officials
Old Policy #: 9.2 Policies in Regards to Officials
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

5. POLICIES IN REGARDS TO OFFICIALS

1 BCWPA Code of Conduct

See Section 10.1.1 - Member Conduct

2 BCWPA Policy on Harassment

See Section 10.1.3 - Member Conduct

3 BCWPA Policy on Discipline and Suspension

See Section 10.2.1 - Member Conduct

4 Appeal Process

See Section 10.2.2 - Member Conduct

5 Policy on Equity & Access Within BCWPA

See Section 10.1.5 - Member Conduct

February 2014

BRITISH COLUMBIA WATER POLO OFFICIALS TECHNICAL GROUP

Definitions:

BCWPA means the British Columbia Water Polo Association

DC means the discipline committee of the BCWPA

OTG means Officials Technical Group

EC means Executive Committee of the OTG

OWG means the Officials Working Group of Water Polo Canada

WPC means Water Polo Canada

RIC means Referee-in-Chief for a given tournament

REGULATION 1: Objectives

1.01 To provide and organize officiating by:

- Providing workshops and clinics, both theoretical and technical;
- Registering all officials in British Columbia with the BCWPA
- Conducting Disciplinary Hearings and investigations for Officials Technical Group (hereafter "OTG") membership;
- Conducting regular evaluations of officials every officiating season.
- Organizing referee assignments for leagues and tournaments
- Providing training sessions for minor officials

1.02 To promote professionalism within the officiating community and externally:

- Promoting good fellowship among Association members;
- Promoting and maintaining high standards of relationship with BCWPA members, officials and spectators
- Upholding the rules according to the Tournament Package, the most current Water Polo Canada rulebook and the most current FINA rulebook

REGULATION 2: Jurisdiction

2.01 The jurisdiction of this organization shall extend to all organized Water Polo within the Province of British Columbia as described in the BCWPA Constitution and By-Laws.

2.02 intentionally left blank

2.03 A referee intending to referee in games outside the province of British Columbia shall advise the OTG in advance

2.04 Referees from outside of BC intending to referee games within the province of BC must register with the OTG at least two weeks in advance of the event and receive written approval from the OTG in order to take part in the event.

REGULATION 3: Organization

3.01

a) The Executive Committee of the OTG will be elected at a bi-annual OTG Special Session to be held in June or July of even numbered years, and shall be comprised of:

- Chair
- up to 3 Members at Large
- Secretary

b) All committee members shall be elected by secret ballot at the OTG Special Session.

c) In the event that there is but a single nominee for an office, the election may be by acclamation.

d) The Chair, and member at Large, shall be elected for two (2)-year terms. The Secretary shall be elected in two (2)-year terms offset by two years from those of the Chair and Member at Large. The Executive Committee Elect is subject to ratification by the BCWPA Board.

e) In the event that a member of the executive of the OTG is not able to complete his/her duties or is compelled to resign, the remaining members of the executive committee may appoint a replacement who will serve until an election can be held at the next Special Session of the OTG.

3.02 The OTG shall be under the leadership of the Chair

3.03 Any member of the OTG who fails to fulfill his or her assigned duties will be replaced by appointment. It will be the responsibility of the OTG Chair, in conjunction with the BCWPA, to appoint a new Vice Chair for the remainder of the term. In the event that an officer is temporarily unable to fulfill any required duties, the Vice Chair may appoint a designate to act on his/her behalf.

3.04 The duties of the Executive Committee are as follows:

a) Chair

- Call and preside at the Special Session & Regular meetings:
- Shall attend or shall cause his or her representative to attend the annual general meeting of the BC Water Polo Association.
- Shall determine with the other members of the EC the annual operating budget dedicated to the operating of the OTG and submit to the BCWPA for approval.
- Shall prepare or shall cause another OTG member to prepare referee selections.
- Shall deal directly with BCWPA in matters concerning the OTG.
- Shall prepare an agenda for each Executive committee meeting and Special Session Meetings and provide all members with the agenda for each meeting in a timely manner.
- Direct the duties of the OTG to assist in fulfilling the objectives of BCWPA
- Maintain the continuity of refereeing and referee evaluation throughout the Province

b) Secretary

- Circulate Agenda and communiqués to members of the OTG and BCWPA
- Record and circulate the minutes and action items of all OTG meetings to Executive Committee and the BCWPA Board

c) Member at Large

- Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in minor officiating.
- Will liaise with the Chair and perform all duties that are assigned.

REGULATION 4: Membership

4.01 All officials will be registered with the OTG and will follow the regulations in this Operating Policy.

4.02 To be an active member of the OTG, an official must:

- attend an officiating clinic or refresher and satisfy the specific requirements pursuant to their

- level;
- have paid the BCWPA registration fees.
- All outstanding fines must be paid prior to registration as an official each season.

4.03 All members of the OTG 18 and over, Certified Provincial Referee or higher certification and in good standing and having refereed 5 official games or more in the past 12 months, have the privilege of voting at the OTG Special Session.

4.04 All members of the OTG are entitled to insurance coverage, as outlined in the BCWPA Operating Policy.

4.05 Each member will receive an Officiating Certification Program (OCP) Card once the officiating level applied for is successfully achieved. .

REGULATION 5: Game Assignment Guidelines

5.01 All persons officiating a sanctioned game must hold a valid and current OCP card.

5.02 For officials to qualify to officiate in league post-season play downs and provincials they must meet the standards as stipulated in the OTG Official's Handbook.

5.03 An official shall not place themselves into a position of conflict of interest. To the extent reasonably possible, referees shall be appointed to avoid such conflicts of interest and not referee games where an immediate family member (sibling, parent or spouse) is a participant of the game at all levels. Coaches of teams participating in a game or tournament must declare their potential conflict of interest and avoid participation as possible. Tournament Directors will not be permitted to referee in any games of tournaments they are directing. In case of extenuating circumstances, agreement must be reached by the coaches of both participating teams in writing; coaches must state they agree and sign the top of the game score sheet to verify agreement prior to the start of the game.

5.04 Officials are eligible to participate in National Championships if they hold Provincial Certified Level certification, or greater, for more than one year and are recommended by the OTG Executive Committee. The OTG will provide WPC with a list of qualified participants through the OWG.

5.05 All referees are to make their best efforts to be available to officiate at all qualified levels. Any unreasonable refusal to work at various levels may result in suspension of the official and shall be reviewed by the Executive Committee. Inactive members may be required to retake officiating courses in order to be considered for future games and continued membership.

REGULATION 6: Membership Fees

6.01 Fees covering regular memberships for each year shall be payable at the beginning of the season or time of registration. This is to be done prior to officiating in any games. Dues for recognized referees transferred to British Columbia are payable at the time of application for membership to this organization.

6.02 The fees are as outlined in the BCWPA Operating Policies or regulations set by the BCWPA Board of Directors.

REGULATION 7: Fees & Expenses

7.01 Fees and expenses for playoff games are as outlined in the BCWPA Operating Policy and be equivalent to referee fees for one hour at the level applied for

REGULATION 8: Discipline and Conduct Committee

8.01 The BCWPA Discipline Committee, as such may be constituted from time to time, shall be the disciplining body for the OTG. To the extent possible, a non-affiliated representative of the OTG shall be

added to the BCWPA Discipline Committee for any issue involving a member of the OTG .

REGULATION 9: Conduct & Discipline

9.1 It shall be the duty of every member of the OTG to conduct themselves in accordance with FINA rules, WPC rules, tournament rules and all other applicable guidelines at all times while present at a competition. OTG Members shall assist fellow members wherever possible to improve the standard of officiating. Members shall display respect towards all participants (players, officials, coaches and club officials and spectators) at all times.

9.2 Any misconduct or breach of these guidelines by an official shall be reported by a member of the OTG or Tournament director in writing to the OTG and to the BCWPA.

Violation of any of the following shall be reported to the OTG and to the BCWPA and the official subject to immediate suspension until the DC renders a decision:

9.3 Being under the influence of alcohol and/or illegal drugs when reporting for OTG duties

9.4 The physical or verbal abuse against another official, coach, player or spectator.

9.5 Disciplinary actions arising from failure to comply to the Code of Conduct of an Official

9.6 The following constitute guidelines for possible disciplinary actions:

a) Restricted activity:

- no game assignments with team or teams in question,
- no game assignments within the Division / Caliber in question, or
- limited game assignments over a period of time;

b) Probation / monitoring:

- close monitoring at subsequent games or over a period of time,
- evaluations at subsequent games or over a period of time,
- additional training and/or counseling;

c) Suspension from officiating:

- Immediate suspension may occur until an investigation takes place at the discretion of the OTG or BCWPA;

d) Fines: Fines may be recommended by the OTG EC for any of the following offences, which will be subject to approval by the Executive Committee with normally a warning only given in the first instance.

- For an official developing a history of tardiness or absence, the Executive Committee impose fines or sanctions against the official.
- All officials shall provide 24 hours notice for cancellation of prescheduled games.
- Officials threatening to withdraw services may be fined, at the discretion of the Executive Committee depending on the division from which services were going to be withheld,
- Failure to dress in accordance to Regulation 11 may be subject to a \$50.00 fine.
- Failure by a referee to report to a game assignment (no show) may be fined.
 - 1 “no show” = to amount of one game fees
 - “2 no show” = to 3 game fees
 - Subsequent no show - Immediate suspension from the OTG pending an investigation by the OTG Discipline Committee.

REGULATION 10: Evaluations

10.01 The current evaluation process is outlined in the OTG Officials Handbook

REGULATION 11: Dress & Equipment

11.01 Referees shall dress in white shirt and pants or shorts unless the tournament requires otherwise. The shirt cannot have the logo or markings of any team. BCWPA assigned shirts will be made available at time of registration. Pants should have no visible logo or markings. Shoes should be white and slip and water proof.

REGULATION 12: Reports

12.01 • Reporting of Disciplinary Issues: Any referee who ejects a participant for misconduct, brutality or a red card must complete a written report at the conclusion of the game. The report must be signed by the referee and sent within twenty-four (24) hours after the conclusion of the game to RIC or OTG if no RIC is assigned. The RIC (or OTG as applicable) is responsible for sending the report to the League Commissioner, the OTG Chair and BCWPA.

REGULATION 13: Amendments

13.01 The Operating Regulations of the OTG may be altered, amended, repealed or added to by special resolution, subject to ratification by the board of the BCWPA.

13.02 Notice of the proposed amendments shall be given in writing to the BCWPA Office at least forty-five days before the day of the Special Session and the proposed amendments shall be circulated to members of the OTG at least thirty days prior to the Special Session.

13.03 Final authority to amend or add to these rules remains with the board of the BCWPA should changes be required in periods between the Special Session

Policy: 1. Volunteer Awards
Old Policy #: 14.1 Volunteers
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

1. VOLUNTEERS

Volunteer of the Year

The clubs are asked to submit a recommendation for volunteer of the year to the Director of Promotions. The Director and the Awards Committee review the submissions and choose one person based on the criteria of being actively involved over the years with club, region and provincial water polo and exemplifying the spirit of volunteerism. The volunteer of the year is given a gift certificate and is recognized at the Water Polo Canada Annual General Meeting where they are provided with gifts from Water Polo Canada.

President's Award

A longstanding volunteer is nominated by the promotions committee for this award. The person selected receives a gift package from BC Water Polo and attends the Sport BC Athlete of the Year Banquet with their guest on behalf of BC Water Polo.

Board & Committee Recognition

Each year the members of the Board & Committees set up to run special events on behalf of the Association are sent thank you cards and token gifts in recognition of their extra hard work on our behalf.

Policy: 1. Club Development
Old Policy #: 11 Club Development
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

1. CLUB DEVELOPMENT

1 Definition of a Club

As defined in the constitution of BCWPA, a club or organization applying for membership shall have at least five participants before being accepted as a member of the Society. A club must have an elected executive and must have been formed with the intent to promote & develop the sport of water polo in its locale.

2 Manuals

2.1 How to Run a Better Water polo Club

This manual can be obtained from the office. It is sent out to groups to help them in the initial stages of forming a new club.

2.2 How to Develop a Competitive Aquatic Program

Another manual available at the office to help kick start your program.

3 Start Up Grants For New Clubs

Section: 9. Development
Policy: 2. Program Development
Old Policy #: 4.3 .7 Program Development
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

2. PROGRAM DEVELOPMENT

1 Policy for BCWPA Program Development

Organization

BCWPA run many programs during the water polo year. Some of these programs are clinics, some are tournaments, and some are athlete training opportunities.

All programs being initiated and or repeated on behalf of BCWPA, should identify the purpose of the program, how it fits into each of the Athlete, Coach & Official Development Models. Included should be:

1. what is hoped to be accomplished with the program,
2. who it is intended for,
3. who is responsible for the administration of the program
4. who will be running the program
5. a suggested basis for the evaluation of the program
6. a time line for the program
7. vii compliance with the financial aspects for the program as laid down in section 6.4.6

Responsibility

1. The Director responsible for the portfolio or the Chair of the committee under which the program is developed is responsible to the Treasurer for ultimate fiscal responsibility.
2. Programs that are run on an ongoing basis from year to year should include in their planning process a similar analysis each year as well as including it in their budget submission to the Treasurer.

Time Lines

1. Time lines are guides to help Directors and Chairs towards the long range plan of the organization
2. All program planning should be done at a time that allows:
 - a) appropriate submission of budget to Treasure in accordance with policy Section 6.4.6
 - b) consideration for how program fits into long term plan for BCWPA
 - c) appropriate notification of participants for successful start of program
 - d) inclusion in the yearly calendar, if feasible.

2 Policy on Program Evaluation

1. Purpose

- a) For the successful development and continuation of programs under the BCWPA umbrella a process of evaluation must be carried through.

2. Organization

- a) Each evaluation must address the following:
 - i) what was accomplished with the program and did it fulfill the aims of the proposal,
 - ii) number of participants in relation to who it was intended for
 - iii) was the program effectively administered
 - iv) who ran the program
 - v) did it comply with the financial policy as laid down in section 6.4.6
 - vi) recommendations as to whether the program should be repeated along with suggestions for constructive modifications
 - vii) include evaluations by participants, parents if appropriate, program leaders

3. Timelines

- a) Final reports are to be filed no later than six weeks after the conclusion of a program

3 Policy on Keeping of Program Records

All minutes, notes and records of programs run on behalf of BCWPA will be kept on completion at the BCWPA office

Policy: 3. Annual Recruitment Plan
Old Policy #: 7.3 Annual Recruitment Plan
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

3. ANNUAL RECRUITMENT PLAN

1. Recruitment Through BCSSA Programs

MONTH PLAN

April

- Set up areas to be targeted by the summer clinicians.
- Consult with BCSSA as to possible joint programs for the advancement of the sport

May

- Start to run Player clinics and camps at various summer clubs through the BCWPA summer clinician

June

July

- Assist with summer club water polo tournaments when requested.
- Continue through the summer clinician to run player camps after tournaments for those interested

August

- Help to run BCSSA provincials if requested, continue to run player camps and clinics through summer clinician

September

- Evaluate program and set plans in motion for following year

2. Recruitment Through School Program

MONTH PLAN

January

- Send letter to high schools re: the beginning of the high school league, High School tournament date, eligibility, etc.
- Send sponsor letters re: High School Tournament

February

- Elementary school targeted - North Vancouver –
- arrange clinician and pool/classroom times

March

- Elementary school program - target Vancouver –
- arrange clinician, pool/classroom times

April

- Invitations sent to all high schools inviting them to attend high school championships
- Poster promotion for schools advertising tournament

MONTH PLAN**May**

- High School Tournament

June

- Evaluate operation of school program and effectiveness of recruitment through program
- Plan program for 1996-97 year

September

- Liaison with BC School Sports.
- Information on school program to be sent in School Sport newsletter.
- List of programs to School Sports.
- Letter of contact to schools

November

- Contact schools re: school program
- Target zones where players are needed

December

- Invitation/posters inviting schools to Provincials

3. Recruitment Through Recreation Departments**MONTH PLAN****July**

- Contact recreation departments re: their fall program

- Meet with recreation programmers from zones targeted
- Set up tentative schedule to run public water polo session
- Talk to interested lifeguards
- Promotional items on all recreation bulletin boards

August

- Set up Schedule
- Continue arranging programs

September

- Notify clinicians by letter informing them of targeted area and times
- Send information on water polo out to all recreation departments
- Splash Kits
- Continue to liaise with programmers to arrange times for clinics
- Notify BC Water Polo Athlete Assistance athletes for help with clinics in their areas

October - December

- Continue to monitor and evaluate each clinic held.
- Send recreation programmers evaluation sheets for feedback
- Committee to evaluate total program

4. Athlete Recruitment Through Clubs

MONTH PLAN

August

- Notify clubs of promotional materials available
- Advertise in local media
- Suggest ways of notifying public and recruitment ideas

September

- Help clubs out on registration nights
- Set up a demonstration water polo game at major pools
- Send club information out to schools in their area

October - November

Continue to advertise on bulletin boards everywhere

Pass on club information during school presentations

Invite public out to view water polo Provincials in December

December

Film night at the local pool for the local clubs

Start to work on "Water polo Week" with club committee

January-February

Evaluate program and initiate plans for next year

5. Special Initiative Recruitment Programs

MONTH PLAN

September

- Write letters to Special Olympics and BC Deaf Sports to encourage communication

October

- Contact Special Olympics programmer and BC Deaf Sport programmer to initiate discussion and ways to modify the program to suit their athletes needs
- Invite them to attend Provincials

January

- Set up clinics and times with targeted athletes
- Encourage key contact volunteer for group
- Supply information pertinent to running the group

February - May

- Oversee programs in different areas and supply coaches and other personnel to help out.

May

- Evaluate program

6. Long Term Recruitment Plan

a) At the end of the annual recruitment plan period the Membership committee will evaluate the results of each of the programs for successes, failures and modifications necessary.

b) The successful programs will be repeated with new target groups and zones based on need. Follow up programs will be offered to our initial target

groups as a continuation of the recruitment plan.

7.3.1 Target Groups for Recruitment

1. Former and current competitive swimmers and synchronized swimmers - Swim

BC and BC Synchronized Swimming

- a) experience and feel of the water
- b) speed and endurance from swim training
- c) technical skills of swimming
- d) discipline and drive to train hard and compete

2. BCSSA Athletes (swimmer and water polo players)

- a) age group that provides our biggest base
- b) many of these athletes have already been exposed to the sport and may already have the basic skills
- c) experience and feel of the water
- d) speed and endurance from swim training
- e) technical skills of swimming
- f) discipline and drive to train hard and compete

3. High Schools

- a) Elite athletes of high school age act as ambassadors in high schools to generate interest among peers in the sport of Water polo. This will be expanded as BCWPA examines the implementation of a new rule which will require a rookie to be in the water at all times
- b) Could be a lifetime sport

4. University Level

University clubs often recruit by way of club days. It's a way for a student to meet new friends by joining a sport he doesn't have to have any training in to start with.

5. Municipal Recreation Departments

- a) It is a way for age group clubs to utilize public wall space in rec centres or their training facilities by advertising events and accomplishments of local players
- b) Access to public, all ages, both genders
- c) Access to people who like the water if the pool is public
- d) They are always looking for new programs

6. Special initiate groups

- a) gives BCWPA the opportunity to involve people who maybe never thought they could be involved
- b) Shows the public our sport is inclusive - it can be played by anyone - all ages and levels of ability
- c) is a group we can recruit to expand league play

Policy: 4. 8,7,1 Initiative
Old Policy #: 4.3 .7 Program Development
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

4. 8,7,1 INITIATIVE

This initiative was formulated by BCWPA to encourage development of the sport throughout the province. It has been shown that the association has to aggressively address the issue of membership in the outlying portions of the province in order to prepare for the future. It was suggested that contacts must be established in zones 1, 7, & 8, encourage more communication with these contacts to provide clinics and resources to encourage growth. Financial support for the 8, 7, 1, Initiative came from BCWPA's block funding and was started in the fiscal year 1996 - 1998.

SECTION 10 – COMPETITION

Policy: 1. Hosting Tournaments
Old Policy #: 6.5.1.5 Hosting Tournaments
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

1. HOSTING TOURNAMENTS

1. Clubs wishing to host a tournament (local, provincial, national or international) must receive a sanction from both Water Polo Canada and BC Water Polo. (see Section 13.2.1 Sanctioning a tournament/Event)
2. It is the responsibility of the hosting organization to ensure that all the teams involved in their event are in good standing with their Provincial, National or State Associations.

Policy: 2. BCWPA Sanction policy
Old Policy #: 13.2.1 BCWPA Sanction Policy
13.2.2 BCWPA Requirements for Tournaments
13.2.3 Manual "How To Run a Tournament"
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

2. BCWPA SANCTION POLICY

The criteria for the sanctioning of an event by the BCWPA are used to determine whether the event is one in which the BCWPA can feel confident of the quality of the participant opportunity being offered by the event organizer. These criteria and the sanctioning fee will vary depending on the level of sanction and the type of event.

Benefits of the BCWPA Sanction

For the sanction to be meaningful there must be some benefits to the event organizer, such as:

1. Publicity by BCWPA to its member regions and in its publications about the event.
2. The right to advertise the event as BCWPA sanctioned.
3. BCWPA services to assist in the event operation.
4. Enforcement of the BCWPA Code of Conduct upon submission of information regarding the breaking of its provisions.
5. Letters of support from the BCWPA confirming sanctioned status of the event or the use of the event organizer in sponsor approaches and grant applications.
6. Insurance - BCWPA provides insurance coverage for competitions sanctioned by the BCWPA.

7. Criteria for sanction

- All applications must be made in writing a minimum of 3 months
- prior to
- the event date (or prior to any information being distributed
- about a tournament). Applications must include a tentative breakeven
- or revenue making budget. Host club must be aware that it
- absorbs any deficit incurred from the competition.
- BCWPA should be recognized in all event promotional materials
- BCWPA approved rules must be used including recommended minimum coaching standards

- Entry must be open to all teams from the area capable of playing in the category of play being applied for. Tournament organizer must ensure that all participants are registered and in good standing with their respective team, club and provincial association. In order to ensure this, team rosters should be required to be submitted 30 days in advance of the event. As well in the case of teams with minor age athletes an appropriate chaperone responsible for the players must be listed.
- The event format must be BCWPA approved
- A summary report including financial statement and results must be submitted to the BCWPA within a month of the event
- The event must not conflict with other competitions being held under the auspices of BCWPA
- The approval of the host pool in which the event occurs must be obtained in writing

Procedure for Issuing of Sanction

1. Applications to have an event sanctioned must be in writing and received by the BCWPA office by the deadline specified in the sanctioning criteria
2. Applications should include information on the following:
 - event date and location
 - category of play
 - tournament coordinator
 - facility being used
 - event information (number of teams, format of play, number of games per team)
 - promotional plans (advertising, media coverage, sponsors involved)
 - tentative budget
3. The initial review of the application will be made by the BCWPA office staff. If all is in order and the event does not conflict with other BCWPA events, the application will be forwarded to the Director of Tournaments for the final decision on sanctioning.
4. The application review, staff recommendations, and sanctioning decision by the Director of Tournaments must be made within two weeks of the receipt of the application and a written reply given to the applicant within 4 weeks of the application.

Failure to Sanction Events

Failure to apply to BCWPA for any level of planned events under the sanctioning policies and procedures will jeopardize any insurance coverage provided by the BCWPA. Failure to comply with any of the host's responsibilities before, during or after the event could also result in disciplinary action by the BCWPA.

13.2.2 BCWPA Requirements for Tournaments

13.2.3 Manual "How To Run a Tournament"

Policy: 3. Travel
Old Policy #: 6.5.1.4 Travel
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

3. TRAVEL

Permission to travel outside of the province or country must be obtained through the Provincial Office and the National Office. (See section 6.5.3 - Process for obtaining travel permit)

Policy: 4. Provincials
Old Policy #: 13.4 Provincials
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

4. PROVINCIALS

1 Provincial Championship Guide

2 Hosting a Provincial Championships

Policy: 5. Nationals
Old Policy #: 13.3.Nationals
Adopted: July 2010
Under Review: July 2011

5. NATIONALS

1 National Championship Guide

2 Hosting a National Championship

Policy: 6. Scheduling Leagues and Tournaments
Old Policy #: 13.6 Scheduling Leagues and Tournaments
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

6. SCHEDULING LEAGUES AND TOURNAMENTS

1 Scheduling For Different Formats and Differing Numbers of Teams.

Policy: 7. Travel Permit
Old Policy #: 6.5.3 Travel Permit
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

7. TRAVEL PERMIT

1. Any team travelling outside the province of British Columbia must file a travel permit with BCWPA

2. Procedure

- a) Five (5) weeks before departure a travel permit must be filed
- b) This request must include the following:
 - i) Teams must be from a BCWPA member club in good standing
 - ii) All members, coaches and managers/chaperones must be members of BCWPA
 - iii) Teams with underage players should comply with the BCWPA recommended chaperone rules such that:
 - o The chaperone should be a minimum age of 25
 - o Teams should have an adult coach/chaperon/manager such that one of these is the same gender as that of the team.
- c) The completed form is to be sent to the Provincial office to be authorized and faxed to Water Polo Canada
- d) Water Polo Canada will fax a return copy with their authorization signature to the provincial office.
- e) The Provincial office will send a copy to the requesting club.
- f) The travel permit may suffice as proof that all the participants are registered with a Provincial and National body where organizers of an event require such information.
- g) Clubs should enquire of the event organizers as to the requirement for parental consent in events in which minors are participants.

3. Travel Permit: See Appendix 6 (need to add the form)

Policy: 8. Aquatic Sport Federation Facility Standards
Old Policy #: 12.1 Aquatic Sports Federation Facility Standards
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

8. AQUATIC SPORTS FEDERATION FACILITY STANDARDS

Available through the BCWPA office

Policy: 9. FINA Facility Requirements
Old Policy #: 12.2 FINA Facility Requirements
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

9. FINA FACILITY REQUIREMENTS

1 Field of Play:

1. The distance between the goal lines shall be not less than 20 metres and not more than 30 metres. The width of the field of play shall be not less than 10 metres and not more than 20 metres. For matches played by women, the maximum dimensions of the field of play shall be 25 metres in length and 17 metres in width. The boundary of the field of play at each end shall be 0.30 metres behind the goal line.
2. Distinctive marks shall be provided on both sides of the field of play to denote the following:
 - a) white marks: goal line and half distance line
 - b) red marks: 2 metres from the goal line
 - c) yellow marks: 4 metres from goal lines
3. A red mark shall be placed at each end of play, 2 metres from the corner of the field of play on the side opposite to the official table, to denote the re-entry area.
4. Sufficient space shall be provided to enable the referees to have free movement from end to end of the field of play. Space shall also be provided at the goal lines for the goal judges.

2 The Goal

1. Two goal posts and a crossbar, rigidly constructed, rectangular with a dimension of 0.075 M facing the field of play and painted white shall be located on the goal lines at each end, equal distances from the sides and not less than 0.30 metres in from of the ends of the field of play.
2. The inner sides of the goal posts shall be 3 metres apart. When the water is 1.50 metres or more in depth, the underside of the crossbar shall be 0.90 metres from the water surface. When the water is less than 1.50 metres in depth, the underside of the crossbar shall be 2.40 metres from the floor of the pool.
3. Limp nets shall be securely fastened to the goal posts and crossbar to enclose the entire goal area and shall be attached to the goal fixtures in such a manner as to allow not less than 0.30 metres clear space behind the goal line everywhere within the goal area.

2.1 Net Designs ***

You may obtain a net design from the BCWPA office if you wish to construct a set for your pool.

3 Equipment

The Ball

1. The weight of the ball shall be not less than 400 grams and not more than 450 grams.
2. For matches played by men, the circumference of the ball shall be not less than 0.68 metres and not more than 0.71 metres and its pressure shall be 90-97 kpa (13-14 pounds per square inch)
3. For matches played by women, the circumference of the ball shall be not less than 0.65 metres and not more than 0.67 metres and its pressure shall be 83-90 kpa (12-13 pounds per square inch)
4. Water Polo Canada presently is recommending the _____ or equivalent for men and _____ or equivalent for women. ***

3.2 Caps

1. One team shall wear _____ caps and the other team _____ caps. The goalkeepers shall wear red caps. Caps shall be fastened under the chin and if a player loses his cap during play, he shall replace it at the next appropriate stoppage of the game. Caps shall be worn throughout the entire game.
2. Caps shall be fitted with malleable ear protectors the same colour as the caps. The goalkeepers' malleable ear protectors shall be the same colour as the caps worn by their team's field players.
3. Caps are to be worn in all tournaments, games, scrimmages and practices run under the auspices of BCWPA.
4. Caps shall be numbered on both sides with numbers 0.10 metres in height. The goalkeeper shall wear cap number 1 and other caps shall be numbered 2 to 13. A substitute goal keeper shall wear the goalkeeper's cap. A player shall not be allowed to change his cap number during the game except with the permission of a referee and with notification to the secretary.

Policy: 10. Tournaments
Old Policy #: 13.2 Tournaments
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

10. TOURNAMENTS

Policy: 11. BC Summer Games
Old Policy #: 13.5 BC Summer Games
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

11. BC SUMMER GAMES

1 BC Summer Games Guide

2 Hosting a Water polo Tournament for BC Summer Games

FIELD OF PLAY DECISIONS

Draft 0.1 - for Preliminary Discussion Purposes only by BCWPA Policy Committee

Field of Play Decisions.

1. The final decision of a referee during a competition regarding a field of play decision (a matter set forth in the rules of the competition to be within the discretion of the referee) shall not be reviewable through the procedures for, or the subject of, Administrative Grievances or Right to Compete Complaints Policies of British Columbia Water Polo unless the decision is:
 - (i) outside the authority of the referee; or
 - (ii) the product of fraud, corruption, partiality or other misconduct of the referee.
2. For purposes of this Section, the term “referee” shall include any individual with discretion to make field of play decisions.
3. Nothing in this section shall be construed as limiting the ability of a BC Water Polo Hearing Panel appointed as provided in its Policies to:
 - (a) impose sanctions in addition to those imposed by a referee during a competition, such as suspending or terminating a member’s membership in British Columbia Water Polo for violations of any British Columbia Water Polo rule or regulation or
 - (b) impose sanctions for violation of any BC Water Polo rule or regulation where a referee failed to impose any sanction during the competition in which a violation of any BC Water Polo rule or regulation occurred, without regard to the reason for the referee’s failure to sanction such conduct.

EVENT SANCTIONING APPLICATION



(email to TOurnaments@bcwaterpolo.ca)

Tournament Information			
Name of Event:			
Date(s) of Event		Location (City)	
Facility address:			
Age Categories for Tournament			
Age Group - Girls ☐ 12 and Under ☐ 14 and Under ☐ 12 & 14 Under ☐ 16 and Under ☐ 18 and Under ☐ 22 and under ☐ Masters ☐ Other _____	Age Group - Boys ☐ 12 and Under ☐ 14 and Under ☐ 12 & 14 Under ☐ 16 and Under ☐ 18 and Under ☐ 22 and under ☐ Masters ☐ Other _____	Clubs expected to attend: 1. 2. 3. 4. 5. 6.	
Administration			
Club Name			
Tournament Organizer:			
Email address:		Cell Number:	

Facility & Equipment:	Required from BCWP ☐ shot clock ☐ kick out board ☐ _____ ☐ cones ☐ laptop ☐ _____ ☐ printer ☐ score flipchart ☐ flags
OFFICIALS and OFFICIATING	BCWP sanctioned events must have certified Officials officiating. Contact the BCWPA Officials Technical Group (OTG) officialtgbc@gmail.com With your tournament dates and time so that a Referee in Chief (RIC) may be appointed
Documents	☐ Include a copy of the draft tournament package with sanctioning request ☐ Provide a copy of the pool contract with the sanctioning request
Post Submission Forms	All BCWP sanctioned events are required to submit a Post Event Submission Form within 30 days of the completion of the event. Post Event Submission Forms are required for all events. A fine of \$50 will be charged if not received by the due date

BCWP TOURNAMENT SANCTIONING TERMS AND CONDITIONS

I have read and will abide by all of the rules and regulations governing sanctioned events, specifically:

- If the sanctioning form and fees are received less than 30 days from the start of the event a \$25 fee will be charged to the Club.
- All BCWPA Sanctioned Events shall have referees assigned only under the jurisdiction and with the approval of the OTG
- Club tournament organizer must ensure that all teams and members on all teams are in good standing with BCWPA. This must be evidenced by registering their team roster online in the WPC event system
- Club tournament organizer must ensure the team and members on any international team are in good standing with their home Federation. This can be evidenced by registering a team roster from their home federation indicating that the club and members are registered and are in good standing.
- Immediately submit to BCWPA Detail of Injury Incidents if they occur.
- BCWP accepts no financial responsibility for the tournament or event.
- BCWP clubs and members must be offered the opportunity to enter your event, consistent with your competitive rules, on a non-discriminatory basis.
- I recognize that should a non-registered player or coach participate, my insurance coverage under BCWPA may be declared invalid. I further realize that BCWPA has the right to check registrations of all participants and may retroactively remove this event sanction should any violations be found. I agree to hold BCWPA harmless

should such sanction be removed since I recognize that it is my responsibility to determine that all participants are appropriately registered.

- Tournament rules as described in the tournament package conform to BCWPA rules and regulations and FINA rules. Nonconformance to FINA rules must be explicitly stated.
- To pay, by cheque payable to BCWPA or cash, to the RIC or to BCWPA in advance of the first game, the total expected amount on account of officiating as invoiced by BCWPA. Failure to pay may result in any sanction being revoked.

Tournament Organizer

I, _____ on behalf of the Organizing Committee and

_____ declare that all the requirements for a sanctioned event
BCWPA or Event Organization have been met and that all rules, BCWP and FINA
will be adhered to.

Signature: _____ Date: _____

Director of Tournaments

The above event on _____ ☐ Has ☐ Has Not been approved.

Signature: _____ Date: _____

SANCTION PROCESS

1. Tournament Organizer (TO) contact Tournament Director (TD) for sanction as soon as planned and at least 6 weeks ahead of the tournament
2. TO contacts Officials Technical Group (OTG) at least **5 weeks before the start day of the event** to discuss refereeing related issues such as:
 - a. Referee budget information
 - b. Referee in Chief (RIC) assignment
 - c. TO provide estimates on the length of the tournament (from what time to what time in each day)
 - d. Technical information of the Tournament Package
3. TD give a sanction to the event when
 - a. the RIC assigned or at least OTG acknowledged the tournament and agreed to assign an RIC in a later time (in that case one of the OTG board member is registered as RIC);
 - b. Agreement in principle reached on the referee budget;
 - c. Technical information of the Tournament Package approved by OTG;
 - d. other requirements of the TD and the OTG are fulfilled by TO
4. TO enters the event to the WPC event system
5. TO communicate with OTG about the referees
 - a. if the TO prefers to use certain referees during the tournament then the TO must submit the referees name and contact information to OTG **for OTG approval 4 weeks prior the tournament's start date** (this time period provided enough time to OTG to check the referees certification).

Note: OTG has a duty to maintain the officiating level, and number of referees to match the level of the competition, therefore OTG can appoint other referees to the event.
6. TD is to invoice TO for anticipated referee costs as soon as practical
7. TO is to send the tournament schedule to OTG at least **5 days before the start day of the event**
8. TO is to pay BCWPA prior to commencement of event

TOURNAMENT ORGANIZER:

The Tournament Organizer (“TO”) is the “chair” of the committee of people it takes to run a water polo tournament. Tournaments may be large or small, but the same jobs need to get done in order to host a tournament. Typically, the organization hosting the event appoints a TO.

Tournaments are run for different reasons: some are to provide a means of determining teams that will move on to another phase of competition (Provincial Championships), or to provide an opportunity to further train athletes as a team in the culmination of a season (Lower Mainland); some events are designed to raise revenue and others are designed to break even. The reason the tournament is being held also affects many of the decisions that are made by the TO in planning the event.

The role of the TO is to make the tournament happen. To do this he or she will follow the processes that have been put in place by BCWPA to have the tournament sanctioned, a Referee in Chief (RIC) assigned, teams invited, and so on.

Tournament Director and Referee in Chief work as a team:

It is important that the TO and the RIC communicate early and are willing to work together to create a successful event. In British Columbia we are fortunate to have many “flavours” of tournament offered; we are interested in making sure that every tournament is allowed to be unique while still complying with the rules of water polo to provide a safe and successful playing experience for the athletes, coaches and volunteer participants. BCWPA is interested in promoting a system whereby the TO and the RIC support each other. Once the TO has pool time scheduled and the draft tournament package prepared an RIC will be assigned and the TO and OTG must consult with each other with concerns and questions regarding rules, number of games, etc.

Generally, the RIC is focused on the technical side of the tournament and the TO manages all other aspects of the tournament. Where these worlds come together is budget, adjustments to the FINA rules, construction of the Protest Committee and unforeseen events that may occur during the tournament. TOs need to be able to accomplish their particular mandate in running the tournament with the assistance of the RIC (and by extension, the referees as well).

1. Tournament scheduling and draft package need to be sent to the OTG early in the planning stages so that the OTG can provide a budget item for RIC and referee costs. Once that is completed, then the budget can be finalized and the tournament entry fee decided upon in order to meet the mandate of the tournament host.
2. Once the date and budget have been finalized and pool time booked, then the TO will go to the BCWPA website to follow the tournament sanctioning guidelines using the checklist provided.
3. Once the event has been sanctioned by BCWPA and listed on the Water Polo Canada Event system, then the TO and committees proceed to complete their appointed tasks. BCWPA Executive Director and Director of Tournaments are available to assist with this process as needed.

SECTION 11 – MEMBER SERVICES

Policy: 1. Services Are Provided Directly to Our Members
Old Policy #: 6.5.6 Services Are Provided Directly to Our Members
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

1. SERVICES ARE PROVIDED DIRECTLY TO OUR MEMBERS:

1. Newsletter
2. Club Information Letter
3. Insurance
4. Registration with Water Polo Canada
5. Resource library for athletes, coaches and officials
6. The office and a warm body to answer questions and refer new members to clubs
7. Programs for both Summer and Winter water polo
8. Fundraising programs
9. Coaching and Officials Clinics
10. Publicity and advertisement for club events
11. Player camp and clinics
12. Sport Science clinics
13. Athlete, Coaching & Official Assistance
14. Water polo merchandise at reduced prices
15. Update letters for NCCP certification
16. Establish standards for tournaments
17. Sanction league and tournament play
- 18 Financial support for regional development

Policy: 2. BCWPA Equipment Loan Policy
Old Policy #: 6.4.12 BCWPA Equipment Loan Policy
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

2. BCWPA EQUIPMENT LOAN POLICY

BCWPA holds several pieces of equipment as part of its assets. From time to time certain water polo participants may wish to borrow this equipment.

1. All participants who wish to borrow equipment must call the office at least 3 business days before the equipment is needed to ensure that the equipment is available for loan and to allow the office sufficient time to get the equipment ready.
2. Before the equipment leaves the office both the borrower and office staff must sign a list of all equipment being borrowed.
3. The borrower must sign a release form indicating that the borrower shall assume responsibility for the equipment and will compensate the Association the replacement cost if the equipment becomes lost, or repair cost if the equipment is damaged.
4. The equipment is to be returned by the date specified on the release form.

Policy: 3. Resources Available
Old Policy #: 6.5.8 Resources Available
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

3. RESOURCES AVAILABLE

Inventory of Books, Manuals, Clothing, Videos & Equipment available to members

Policy	4. Scoresheets
Old Policy #:	12.3.3 Scoresheets
Adopted:	Prior to July 2008
Latest Revision	Prior to July 2008
Under Review:	

4. SCORESHEETS

A club may arrange to obtain these through the BCWPA office.

Policy: 1. Financial Management
Old Policy #: 6.3 Financial Management
Adopted: Prior to July 2008
Latest Revision Mar 02 2016

n.b this section is part of the above citation – it was ‘orphaned’ here as a result of nominating budget section 6.3.7 for its own section)

1. FINANCIAL MANAGEMENT

UNDERLYING PHILOSOPHY

During the normal operations of BCWPA there will be times when individuals clubs, lower mainland league, and other organizations will make use of the programs, goods and services* that BCWPA offers and in so doing will be required to pay BCWPA for those programs, goods and services.

It is not the purpose to BCWPA to profit from the issuing of credit to individuals, clubs and organizations; however it is also not the purpose of BCWPA to finance groups and individuals through our receivables. This policy is meant to ensure the fair collection of money owed to the association in a timely manner without inflicting undue hardship on individual, clubs and organizations (debtors). All billings by BCWPA will be done after confirming the amounts are fair and billable and will be collected in a reasonable time after issuing the bills.

* Programs, goods and services include but are not limited to: pool time bookings, registration, tournaments entry fees, fundraising projects, clothing, technical and nontechnical resource material, equipment (purchased or rented) and program fees.

Policy: 2. Budget
Old Policy #: 6.3.7 Budget
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

2. BUDGET

1 ANNUAL OPERATING BUDGET

1. Submissions Datelines

a) Draft

Director of Senior Athletes, Development Athletes, Executive Director and any Director who has a program or expenses which will require funding in the new fiscal year shall submit a Draft Budget at the end of December of the current fiscal year.

b) Final

Any error to the draft budgets must be corrected and re-submitted by the end of January of the current fiscal year.

2. Format

In general all budget submissions must include

a) Current budgeted amount

b) Current actual amount (including projections to the end of the current fiscal year)

c) New Budget

d) Rational for changes other than inflationary increase

e) Rational for addition/deletion of items.

3. Budget Approval

The Treasurer shall consider all draft budgets and form a draft annual operating budget for the new year which will be presented at the February meeting of the Board which may adopt it as the Operating Budget for the new fiscal year, with minor modifications, otherwise, it will be presented at the March Board meeting for rectification.

2. EXTRA-ANNUAL OPERATING BUDGET

1. Definition

Budget for programs which develop during the fiscal year and which has no funding under the Annual Operating Budget

2. Approval

Extra annual operating budget should be zero balanced or revenue generating, in which case the generated revenue will be considered as UN-BUDGETED REVENUE and will be dealt with according to SECTION 6.4.1.5

3. Dateline

a) Submission

Extra annual operating budgets must be submitted to the Board at a Board meeting **before** the program starts.

b) End Of Program Report (Budget reconciliation)

A written report, accounting for all monies allocated to the program, must be submitted to the Board at most 30 days after the program ends OR at a Board meeting - whichever is the longer.

3 BUDGET REPORTS

1. Frequency

The Treasurer shall submit a budget report at each board meeting.

2. Format

The report shall consist of budgeted amount, current month's amount, year to date amount and amount left.

Policy: 3. Financial Policy for BCWPA Programs
Old Policy #: 6.4.11 Financial Policy for BCWPA Programs
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

3. FINANCIAL POLICY FOR BCWPA PROGRAMS

1. Preamble

BCWPA run many programs during the water polo year. Some of these programs are clinics, some are tournaments, and some are athlete training opportunities. Despite this diversity the Board takes financial responsibility for these programs as well as financial accountability to those who pay and benefit from these programs. This policy sets up a common financial policy for all BCWPA programs.

2. Responsibility

a) The Treasurer takes ultimate fiscal responsibility for all BCWPA programs.

b) Directors & Committees

c) BCWPA programs are either run under directorial portfolios or under committee. Consequently, Directors and Committee Chairs must write a proposed budget as part of the planning process, and these budgets are to be submitted to the Treasurer. Furthermore, at the conclusion of a program Directors and Chairs are to write a report which must include a final budget report to be submitted to the Treasurer, and will be a basis for the drafting of the next year's fiscal budget.

d) Time lines - Time lines are guides to help Directors and Chairs towards the submissions of proposed budget and final budget report. All programs must follow the time line as outlined below.

i) A two week period is required for the Treasurer to review and reconcile any differences between the proposed budget and the budget submitted by the previous Director (who held the portfolio under which the program operated in the previous fiscal year) to the operating budget for the fiscal year.

ii) There must be at least a Board meeting between program start and proposed budget submission so that approval may be given to any steps required to reconcile any differences between the proposed budget submitted and the budget submitted last year to create this fiscal year's operating budget.

iii) Two time lines are set: one for the programs that develop during the fiscal year and one for programs that are ongoing.

e) Model

PROPOSED BUDGET SUBMITTED

—

2 WEEKS

—

BOARD MEETING

—

PROGRAM BEGINS

PROGRAM ENDS

—

1 MONTH

—

FINAL BUDGET SUBMITTED TO THE TREASURER

f) On going programs

Program	Director	Initial Budget due	Budget Approval	Program Start	Program End	Final Budget due
Provincial Program	Director Senior	June/July	August	September	May	June
Summer	VP	April	May	June	Aug	September
Select	Development					
High School	Dir Tournaments	March	April	May	May	June
Nationals	Dir Tournaments	Feb	March	April	June	July

g) Non Program-Operating Budgets

From time to time participants will be required to pay for expenses not related to the running of the program. These expenses typically include entry fees and travel expenses but are not limited to these. The Director or Chair will be required to submit a budget following the same time line as outlined in Section C above. In certain cases there may be ambiguity as to the necessity of submitting a budget; in such cases the Treasurer shall determine whether a budget is required or not and who is to be responsible for the submission and fulfill the budget.

3.1 PROGRAM CHEQUE DISBURSEMENT

As part of the planning process of any BCWPA program a working budget will be produced. This working budget must include:

1. A section which contains the following information
 - a) to whom cheques are to be issued
 - b) the amount of the cheques
 - c) date the cheques are to be written
 - d) budgetary items covered by the cheque
2. A section to contain a statement to the effect that the budget has been approved by the committee as signified by signatures of a simple majority of the committee's members.
3. The process to follow when actual cost is over the budget.

Policy: 4. Expense Claims
Old Policy #: 6.4.9 Expense Claims
Adopted: Mar 02 2016

Latest Revision Prior to July 2008

4. EXPENSE CLAIMS

During the course of the fiscal year members sometimes incur cost while they represent BCWPA. Those costs are redeemable subject to the following

1 CLAIMABLE ITEMS AND AMOUNTS

1. Per Diem

- a) Per diem for daily expense will be set by the Board.

2. Travel

- a) Private transport: The BCWPA Board will set a base mileage above which a member travelling on BCWPA's business and using his/her own vehicle may claim at a rate set by the Board.
- b) Commercial transport: Must be arranged through BCWPA's Official Travel Agent to ensure the lowest rate possible.

3. Equipment

- a) It may be necessary for the member travelling to replace stolen or broken BCWPA equipment.

4. Rate Schedule

- a) The rates noted above will be issued as part of the Finance Policy Appendices

2 PROCESS

Expenses should as far as possible be pre-approved by the Finance and Registration (F&R) Committee. BCWPA expenses should normally be paid directly by BCWPA to service providers by cheque. Expenses should be mapped to the chart of accounts by the Bookkeeper and appropriate expense budget. BCWPA expenses should not be paid through personal credit card, except for small amount if pre approved by BCWPA Board or its F&R Committee.

All expense claims must be submitted on Finance Policy: Appendix 3 - BCWPA Expense Claim Form, and must be substantiated with the original receipts except when the original receipt serves other purposes (e.g. a VISA receipt) in which case the original and a

photocopy must be presented to one of the Board's signing authority for the initialling as true copy.

3 TIME LINE

Expense claims are to be submitted within 30 days of the end of the trip and barring any error in the expense claim form, a cheque will be issued, at the latest, two weeks after the submission.

4 APPROVAL

All expense claims must be approved by the Treasurer or the F&R Committee before any money is released.

Policy: 5. Finance Policy Appendices
Old Policy #: 6.4.13 Finance Policy Appendices
Adopted: Mar 02 2016
Latest Revision Prior to July 2008

5. FINANCIAL CONTROLS

1 FINANCIAL CONTROLS

a) Signatories to bank accounts: There will be at-least two signatories to each cheque or electronic payment authorization. President, Secretary and Treasurer will be the only authorized signatories for Bank accounts at BCWP. The F&R Committee may add employees/contractors as signatories subject to approval by the Board of Directors. Changes in incumbents to roles of President, Secretary and Treasurer will be promptly informed to the Bankers for BCWP including trust accounts under the oversight of BCWP.

b) Payment of expenses: All expenses will be pre-approved for payments by F&R committee prior to issuance of cheques signed under arrangement in section (a) and clearly identified to the expense head under the chart of accounts (referred to in section e) where they are to be charged

c) Personal credit cards will not normally be used to make payments on behalf of BCWP. If required since there is no other viable payment option, credit cards will be used only after obtaining prior approval of F&R Committee and Board and solely for one-off payments and for non-material amounts. Any expenses in excess of 1% of expenses for the financial year will be considered material and paid only after pre-approval of the F&R Committee and ratified by the Board. These material payments will only be made by cheque or preauthorized payment under dual signatory approval.

d) Payments to Board Members: Payments for any services rendered by members of the Board or their families will be approved by F&R and Board prior to engagement for services.

e) Chart of Accounts: Chart of accounts as of 31 Dec 2015 should be attached . Chart of accounts should be reviewed by F&R Committee or the Board at least annually.

f) Member billings: Member billings should be reviewed by F&R committee and approved prior to submission to membership.

g) Write-offs: Write offs for membership billings can be approved by F&R and Board only after full documented rationale for write-offs.

h) ToR of F&R Committee: The ToR of F&R Committee should be reviewed and approved annually by the Board.

i) Provisions for outstanding expenses: Provisions should be considered by Book keeper when preparing Financial Statements. Provisions should be reviewed and approved by F&R committee and Board.

j) Bank reconciliations and availability of funds: Bank reconciliations and available funds for expenses will be prepared by the Bookkeeper and submitted to every F&R committee and Board meeting.

h) Budgets: Budgets for expenses and programs will be prepared by bookkeeper and approved by F&R Committee and Board considering purpose of funding received and strategic growth plans and programs.

i) Budgets vs. actuals will be prepared for each Board and F&R Committee meeting by book keeper as of no later than two weeks preceding the scheduled meeting, unless explicitly waived by chair of F&R or Board for a specific meeting they are organizing.

2 APPENDIX 2

Policy: 6. Invoicing
Old Policy #: 6.4.8.1 Invoicing
Adopted: Prior to July 2008
Latest Revision Mar 02 2016

6. INVOICING

1. Invoices will be prepared and sent for all accounts owing once per month on or around the last working day of that month and are due within 30 days of receipt.
2. Invoices not paid within 30 days of receipt will be resent and are due immediately. Second invoices which are not paid within 30 days of resending shall be considered past due and brought to the attention of the Finance & Registration (F&R) Committee. .
3. The Finance & Registration (F&R) committee shall investigate all past due invoices in order To determine appropriate measures necessary to ensure payment and to determine when payment will be received. These measures can include, but are not limited to:
 - a) Placing the debtor in bad standing with BCWPA
 - b) Placing a hold on all cheques being written by BCWPA to the debtor
 - c) Using grants designated for the debtor by BCWPA to clear the account
 - d) Refusing to issue further credit to the debtor
4. The F&R Committee has the authority to negotiate a payment schedule, if necessary, that will prevent undue hardship from befalling a debtor in clearing an account.

Policy: 1. Relationship of British Columbia Water Polo Association to Canada Water Polo

Old #: 4.1 Relationship of British Columbia Water Polo Association to Canada Water Polo [July 2008]

Adopted: Prior to July 2008

Latest Revision: Prior to July 2008

Under Review: July 2011

1. RELATIONSHIP OF BRITISH COLUMBIA WATER POLO ASSOCIATION TO CANADA WATER POLO

The Canadian Water Polo Association is an association which has as its voting members the separate provincial associations responsible for water polo in their respective provinces. The Board of Directors of the CWPA is composed of an elected executive along with a representative of each provincial association. The CWPA is responsible for the relations with international organization, FINA, the promotion of water polo within Canada, the selection and management of teams representing Canada, and international and national tournaments.

BC Water Polo Association is an independent organization responsible for the development and promotion of the sport in the province. In addition the provincial organization is Water Polo Canada's agent in the carrying out of its responsibilities within the province

Section: 13. Partnerships

Policy: 2. Relationship with BCSSA

Old Policy #: 4.6 Relationship with BCSSA

Adopted: Prior to July 2008

Latest Revision Prior to July 2008

Under Review: July 2011

2. RELATIONSHIP WITH BCSSA

1 BCWPA - BCSSA Linkages

BCWPA has worked with BCSSA to assist with government funding. In 1993 the government allowed for a portion of BCSSA's direct government funding to be passed through with BCWPA's block funding. This process required the development of a joint contract between the two organizations to be submitted along with our application for our block funding.

The yearly contract states how each organization will assist the other in continued support and development of water polo.

2 BCWPA-BCSSA Partnership

The operational partnership between BCWPA and BCSSA can be found in back of this section in [Appendix 4E: The BCWPA-BCSSA Partnership](#).

Policy: 3. The BCWPA-BCSSA Partnership
Old Policy #: 4.14 Appendix 4E: The BCWPA-BCSSA Partnership
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review: July 2011

3. THE BCWPA-BCSSA PARTNERSHIP

BC SUMMER SWIMMING ASSOCIATION BC WATER POLO ASSOCIATION

WHO ARE WE? WHAT DO WE DO?

BCSSA and BCWPA are two independent provincial sport associations involved in the sport of water polo in British Columbia. Over the past several years there has been a close working relationship between the two organizations; within the Aquatic Sport Federation with its efforts to promote the four aquatics in the province and financially as a result of contract government funding.

GOALS & PRIORITIES

The mandate of BCSSA is to promote, encourage and develop an individual's capacity to achieve excellence and life skills through participation in competitive aquatic activities. In doing so, the BCSSA arranges, operates and facilitates competitions and other activities for member athletes in all communities of BC and surrounding areas.

To support this mandate BCSSA encourages its athletes to participate in and further their development in the four aquatic sports - Speed Swimming, Diving , Synchronized Swimming and Water Polo. BCSSA's programs and competitive season are mainly May to August, with a two hour maintenance program October and April. Athletes, coaches and officials take the opportunity to develop their skills during the summer competitive season culminating each year in the BCSSA Provincial championships.

BCWPA's mandate is to encourage and promote the sport of water polo throughout BC, to promote excellence in the sport and to provide players with the opportunity to reach that level of personal achievement that their determination and ability allow them to attain.

With this in mind BCWPA provides the opportunity for member clubs and individuals within the province to participate in athlete, coach & official development programs and competitions. As well, those individuals who have been recognized through the talent identification programs are given the opportunity to expand their training through Provincial programs and as a result compete at a National and International level. BCWPA's programs & competitive season operate twelve month's a year and are directly linked to the programs of Canada Water Polo and FINA - water polo.

REGISTRATION

Each organization has its **own separate registration procedures**. Registration is essential for participation in the programs run by each association, as only individuals and clubs who are members of that specific association are covered by liability insurance for that particular association. Neither the Provincial bodies nor the member clubs can be put in the position of contravening the insurance requirements of each respective association. Members of each organization must understand that the insurance coverage is in effect only when members are participating within the mandate of the respective organization. There is **no** cross-over with regard to **insurance**.

ELIGIBILITY REQUIREMENTS

Each organization is responsible for and has its own specific eligibility requirements. BCWPA deals with water polo throughout the province at both elite and recreational levels and one of its aims is to encourage players to develop to the Olympic or World level. BCSSA offers programs in the four aquatics. Over the past thirty years BCSSA, in an effort to ensure a "level playing field" for each aquatic component, set eligibility rules for the individual aquatic sports and for the cross-over between its four counterparts. For water polo in BCSSA these rules of play are called "eligibility rules for water polo" and the two hour/week rule applies to the cross-over to speed swimming and synchronized swimming

WORKING TOGETHER

Over the years many of our athletes have participated in both programs - BCSSA in the summer and BCWPA in the winter. BCWPA clubs have encouraged their members to further their development both in water polo and in swimming through the BCSSA club in their area. Similarly BCSSA clubs over the years have encouraged their membership to further their exposure to water polo by participating in BCWPA programs in the fall and

winter season which run leagues and tournaments to comply with the BCSSA's two hour rule.

The maintenance programs operated by BCSSA clubs are available in the winter to help their athletes develop as swimmers. The summer program operated by BCWPA is intended to offer those athletes who wish an opportunity to train intensively and compete at a level commensurate with their abilities to further their opportunities in the sport. The age group selected for the summer program is as well, influenced by the goals set by Water Polo Canada for the future development of their National Teams. This program is offered to all athletes of a specific age group registered with BCWPA. In all cases it is left up to the athlete and the family in consultation with the coaches to make the decision as to which programs will be chosen.

Each organization encourages their member clubs to work cooperatively with each other in the local communities.

COMMUNICATION

Both BCWPA and BCSSA encourage participation in their respective programs and remind everyone that each organization is independent and separately responsible for their own rules and regulations which have been set for the benefit of each organization's membership. The associations try to maintain continued dialogue in an effort to advise each other of changing plans and new programs. If you have any questions please direct them to the appropriate association for consideration.

BC Water Polo Association

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Richmond, BC

V7B 0A2

Tel: (604) 333-3480

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BCSSA

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Vancouver, BC

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Tel: (604) 473-9447

Fax: (604) 473-9660

Policy: 4. Relationship with the Aquatic Sports Federation
Old Policy #: 4.5 relationship with the Aquatic Sports Federation
Adopted: Prior to July 2008
Latest Revision Prior to July 2008
Under Review:

4. RELATIONSHIP WITH THE AQUATIC SPORTS FEDERATION

The Aquatic Sports Federation is an association formed to promote aquatic activity in BC.

Members in the society are the five aquatic associations, Swim BC, BC Summer Swimming Association, Synchro BC, Dive BC and BC Water Polo Association. They are represented on the Board by their Presidents.

The Board of ASF have worked together to establish common goals in different areas, i.e.:
Facilities

SECTION 14 – MARKETING AND COMMUNICATION

Policy: 1. Policy on BCWPA Correspondence
Old Policy #: 4.3 .6 Policy on BCWPA Correspondence
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

1. POLICY ON BCWPA CORRESPONDENCE

A copy of all correspondence with the BCWPA and the Board of Directors will be kept on file in the BCWPA office along with copies of all letters written on behalf of BCWPA.

Policy: 2. Communications
Old Policy #: 6.6 Communications
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

2. COMMUNICATIONS

1 Promotional Pamphlet

This pamphlet is available to send to pools, recreation centres, schools, clubs etc informing them of the benefits of water polo, how they become part of BCWPA and who to contact if they want to join. See Appendix 9

2 Club Information Letter

The club information letter is sent out once a month to the club Presidents or designate and includes any information about tournaments, clinics, camps etc that are immediately of interest to the member clubs.

3 Newsletter

The newsletter is sent out to all member families three times a year. It includes information on all aspects of water polo in the province. (need to revamp)

4 Members Handbook in Development

This handbook will be published once a year and will contain pertinent information about the association including Contact names of Board members and their responsibilities, descriptions of Athlete policies, programs, and awards, information on coaching and officials.

5 Policy and Procedure Binder

Each club will be given a copy of this binder to assist them. It will contain the constitution and detailed information about how the Association is run. It is hoped that clubs will find it useful not only as a source of information about policies but also as a resource manual for assisting them in setting their own policies and procedures.

6 Officials Bulletin

This bulletin is sent out twice a year to update Officials on new rules, how to be upgraded, etc (review)

7 Coaches Bulletin

This bulletin will be sent out twice a year to update Coaches on new rules, on the procedures to upgrade the coaching levels and information on clinics. (review)

Section: 3. Marketing Strategies
Old Policy #: 6.7 marketing Strategies
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

3. MARKETING STRATEGIES

1 Marketing Plan - Available In Office

2 Promotional Strategy - Available In Office

3 Sponsorship Package - Available In Office

SECTION 15 – RISK MANAGEMENT

Policy: 1. Risk Management
Old Policy #: 6.8 Risk Management
Adopted: Prior to July 2008
Latest Revision Mar 02 2016

1. RISK MANAGEMENT

This policy explains the steps that BCWPA has taken to attempt to minimize the potential risks that water polo participants may encounter. This policy encompasses other BCWPA policies already in place. As risk assessment is an on going process this policy will have an appendix which identify future directions in risk management.

1 Risk Management Committee

1. Composition

The President, Executive Directors responsible for risk management policy shall be members of the Risk Management Committee.

2. Function

This committee is responsible for ensuring that the Association's members are aware and comply with all policies that fall within the Association's Risk Management Plan.

2 General Liability Policy

BCWPA carries two insurances. These are described in the following policies:

2.1 Insurance

3 Insurance Policy-Description of Liability

4 Facilities and Equipment Risk Audit

See Policy 12.4 Safety

1. Facilities

a) Pools

All in-water water polo activities take place in public pools.
See policy 12.4.1 1- Provincial Health Standards.

b) Lifeguards

All pools used by water polo groups are staffed by nationally certified lifeguards, who are responsible for the safe day to day operation of the pool facility.

2. Meetings

BCWPA meetings are held at facilities that carry general liability insurances.

3. Equipment

Facility equipment is seldom used by BCWPA members. Consequently, little risk assessment is required in this area. In any case, on duty lifeguards enforce policies that ensure the safe use of the facility.

5 People Risk Audit

1. Physical Safety

See the following policies

#12.4.2 Training And Competition Standards

B

Alcohol Policy

WCB Workplace Hazard Prevention (BCWPA policy pending)

2. Mental Safety

See the following policies

#10.1.1 British Columbia Water Polo Association Code of Conduct.

#10.1.2 Responsibilities of Chaperone, Coach, Officials, and Players.

#10.1.3 BCWPA Policy on Harassment.

#10.1.4 Policy on Fair Play.

#10.1.5 Policy on Equity within BCWPA.

#10.1.7 Policy on Criminal Record Checks

5 Events Risk Audit

1. Facility Safety

See the following policies:

#12.4.2 Training and Competition Standards.

2. Emergency Procedure

All pools have procedures that deal with facility malfunctions, fires and earthquakes. In the event of an emergency, then all BCWPA participants must follow the emergency procedure of the facility as directed by the lifeguards.

3. Personal Emergency

All pools are staffed with lifeguards who are trained in first aid, and are required to record any personal emergencies. See Policy on Emergency Contacts (pending)

Appendix

Safety addendum to Sanctioning (See National Events Handbook)

Policy on Emergency Contacts.

Alcohol Policy

Amend appropriate sections of Sec 4 to include Risk Management Committee as a Standing Committee, and to include the Risk Management Committee as part of the

Policy: 2. Insurance
Old Policy #: 6.5.1.6 Insurance
Adopted: July 2010

2. INSURANCE

Water Polo Canada provides liability and accident insurance to all registered club, board members, parent committees and club volunteers provided that these names are duly listed on the registration form.

Policy: 3. Insurance Policy – Description of Liability
Old Policy #: 6.5.5 Insurance Policy – Description of Liability
Adopted: July 2010

3. INSURANCE POLICY - DESCRIPTION OF LIABILITY

The insurance policy (a summary of which follows in Appendix 7) covers all participants registered with BCWPA. This means that all managers, chaperones, club Board members and volunteers must be registered with BCWPA to be included in the coverage.

CONCUSSION POLICY FOR MEMBERS

All BC Water Polo Association member clubs and teams must abide by the guidelines set out in the concussion policy.

The following is what is required from each club:

1. ALL coaches must complete and pass the "Making Head Way in Sport" online course from Coach.ca and have it listed on their Coach.ca profile.
2. Have informed consent forms signed annually by parents and youth athletes acknowledging the risk of head injury prior to practice or competition.
 - Parents are also strongly encouraged to access and complete the free Concussion Awareness Training Tool (CATT) developed by the BC Injury Research & Prevention Unit at www.cattonline.com.
3. Remove any athlete who is suspected of sustaining a concussion or head injury from play - "when in doubt, sit them out".
 - This refers to all practices and/or games.
4. Follow the BC Injury Research and Prevention Unit CATT (Concussion Awareness Training Tools) Return to Learn and Return to Play Guidelines
 - Ensure that, where indicated by the Return to Play Guidelines, all athletes who have been removed from play as a result of a suspected head injury or concussion have written clearance from a licensed medical doctor prior to returning to play.
 - This clearance must be provided to BC Water Polo Association upon request.

BACKGROUND

“Risk management isn't about policies, procedures and training - it is about creating a culture that supports risk awareness”

Melanie Lockwood-Herman (Non-Profit Risk Management Centre)

“Risk management integrates a systematic and rigorous approach to what people do on a daily basis. It is neither complex, nor does it require specialist skills. It is about creating opportunities, understanding the risks and managing them to achieve desired outcomes”

AS/NZS 4360:1999 Standard

RISK MANAGEMENT PRINCIPLES

From the perspective of risk management, there are three important areas of responsibility for the British Columbia Water Polo organizations.

SAFETY

The organization's responsibility to provide a safe environment for participants.

- This requires having policies, codes and standards that promote
 - o safe programs in safe facilities
 - o qualified and trained volunteers

FAIRNESS

The organization's responsibility to make decisions fairly, transparently, and based on clearly defined and preferably objective criteria.. This requires maintaining and implementing risk management policies, codes, and procedures to establish a risk management framework for objective decision making including :

- Identification and managing risks arising from conflict of interest;
- Establishing and constituting governance committees as sub-committees of the BCWP Board with adequate skills, competence and resources, for specific risk management incidents or handling slices of current or emerging operational risk, through disinterested quorum for deliberation and voting;
-
- Ensuring adherence to principles of equity and natural justice;
- Ensuring adherence to BCWP values as reflected in the Policy Manual;
- Documented appeal and grievance handling process for all parties aggrieved by decisions taken or process of implementation.

CARE FOR ASSETS

The organization's responsibility is to properly care for and protect its assets and resources, including:

- money,
- equipment,
- facilities and
- Intangible property such as data, organization image and marketing rights.

RISK MANAGEMENT ACTIVITY LEVELS

Risk management activities by BCWP and its member clubs must operate harmoniously albeit at different levels.

- A member club of BCWP, which offers programs to individual members, may adopt a narrower approach that remains at all times consistent with the risk management principles described above, and should be focussed on managing risks for the programs under its supervision and oversight and in which it participates in .
- BCWPA as the governing body for sport activities in the province will establish the overarching risk management framework and in this direction adopt a broader approach for managing operational risk for its own activities and those carried out by its member clubs and leagues under its oversight.

BCWPA RISK MANAGEMENT SCOPE

As a sport governing body, risk management for BCWPA will occur for three types of activities:

DIRECT ACTIVITIES

Identifying and controlling risks in the activities which the organization is directly responsible:

- governing the organization through the Board of Directors, and the sub-committees and other working and technical groups the Board constitutes and delegates authority to,
- running a provincial office,
- employing staff,
- certifying coaches and officials,
- disciplinary matters
- running athlete programs (including high performance programs involving a provincial team),
- supplying coaches, staff and officials who will train, compete and travel to events outside the province.

INDIRECT ACTIVITIES

Identifying the appropriate risk management standards, processes and controls, and procedures, that will govern BCWP sanctioned events, and monitoring these events and post event reports to ensure full adherence to

risk management standards , processes and controls, and procedures are maintained.

SUPPORTED ACTIVITIES

Providing suitable risk management assistance, guidance, resources and tools to help local associations and clubs in their risk management efforts.

The use of these tools may be encouraged by linking them to participation in a risk transference programs, adopting BCWP developed codes and standards, or to other benefits of membership.

RATIONALE FOR THREE LEVEL APPROACH

This three-level approach is followed as BCWPA has a mandated responsibility, in its governing documents, to govern water polo within the province, and this responsibility includes:

- administering the rules of the sport
- developing safety standards
- develop other guidelines for sports events;
- BCWPA giving its "sanction" to certain competitive events organized by others, which means that the governing body's name is clearly attached to the event and BCWPA would likely be implicated in any serious accident or legal matter;
- BCWPA, through Water Polo Canada, has a common insurance program with our member clubs, which means a vested interest (through low premiums, a good claims history and a safe record) in the activities of those clubs.
- Risk Management assistance and resources are an ideal member service which BCWPA provides to grass-roots clubs and in any event, such assistance is part of its mandate as a sport governing body.

BCWPA RISK MANAGEMENT PROGRAM

The BC Water Polo Association (BCWPA) has developed a comprehensive Risk Management Program to capture its approach to managing risk. This plan articulates the approach BCWPA takes to managing risks with a goal of reducing, transferring or avoiding risks where appropriate.

BCWPA believes that an important part of managing risks is to ensure that all decisions are consistent with our foundational statements; namely, that our decisions are reflective of our stated values, in line with our mission, and move us towards achieving our vision.

A useful acronym to keep this top of mind is presented as follows:

R I S K

Reflect on our values, mission, vision, strategic objectives

Integrate risk thinking and robust risk management culture into all decision making processes

Scan continuously for new or evolving risks

Keep risk management, simple, sustainable and understandable

DEFINITIONS

Risk

The chance of something happening that will have an impact on achieving our objectives.

Risk Management

An explicit and organized process used to identify, assess, monitor, escalate, and treat risks so as to better achieve desired behaviours and outcomes, in a way that is reflective of our values.

Risk Management Program

What BCWO does to analyze risk and to implement, monitor and evaluate risk treatment strategies.

Risk Registry

A document that outlines identified and assessed risks both current and projected current risk treatment measures, possible additional risk treatment and remedial measures, and communications efforts. The registry

is updated regularly for BCWPA by the Executive Director responsible for Risk Management and placed before the BCWP Board and its designated risk management committee.

Risk Management Policy

BCWPA's commitment and documented risk management processes and procedures.

GUIDING STATEMENT

BCWPA has adopted a comprehensive approach to managing risks as articulated below.

Risk Management Approach

BCWP approach to risk management stems from the process designed and developed by sport leaders for Canadian sport organizations. We believe that risk management is a broad activity that touches all aspects of our operations. We also believe that risk management should be embedded into all our planning initiatives.

BCWPA's approach to managing risks encompasses:

- A commitment to identify and assess risks using a consistent methodology
- See Appendix A for a sample risk identification process

- A commitment to managing risk by reflecting on our (NSO – Water Polo Canada) values. See Appendix B for a decision-making matrix that encourages a values-based approach to decision-making within our organization.
- A commitment to identify risks and our response to such risks through the risk registry – See Appendix C for our risk registry
- A commitment to monitor risks – See Appendix D for a sample risk monitoring chart and a tool that can be used to continuously scan the environment for new, emerging and evolving risks.
- A commitment to learn from the risk management experience and to share these insights within our organization with a view to creating a learning culture. See Appendix E for some important principles that (NSO-WPC) has adopted to create a learning culture that will enhance risk management efforts.
- A commitment to uphold and demonstrate high ethical standards, and to govern ourselves effectively and in a manner that fulfills all

legal requirements.

- BCWP has a comprehensive policy manual that provides direction on all aspects of our governance and operations. See Appendix F for a listing of our policies.

IDENTIFICATION AND ASSESSMENT

As an organization, we have agreed to use a consistent methodology to identify and assess risks. This methodology is to be used by the Board, the organization's committees and working and technical Groups, management and staff. In so doing, we have committed to ongoing learning in this area to ensure that our volunteers and staff have the knowledge they need to consistently apply the risk assessment process when making decisions on behalf of BCWPA.

Appendix A provides a step-by-step method that articulates our risk identification and assessment process.

ENHANCING BCWPA DECISION-MAKING

BCWPA's approach to risk management recognizes the importance of having stated and defined organizational values and using these intentionally at all levels of the organization.

Our risk management program uses the values that we have defined and incorporates them into our planning and decision-making. Further, as part of our ongoing Risk Management program BCWPA will continue to communicate these values throughout our sport.

Appendix B provides a sample matrix and some suggested strategies that we have adopted to help us live out our values with care and deliberation.

RISK REGISTRY

BCWPA will adopt a proactive, integrated, and coordinated approach to keeping track of risks and risk management strategies, and communicating these both internally and externally to keep our members and stakeholders informed. This approach should allow our members to feel confident in the decisions that are being made, help to increase their understanding of the policies and procedures that flow from our decisions, and build support and engagement through information sharing.

The risk registry is an important tool in our risk management “toolkit” and we are committed to updating it on a regular basis.

In addition, good communication will help us to understand what our risk tolerance is thus potentially resulting in new behaviours and decisions. As such, every risk management measure requires a communications component and this too is captured in our risk registry. Effective communication will be an essential aspect of all BCWPA risk management measures. Every risk management measure should be more successful when accompanied by clear communications.

BCWPA's coordinated risk registry approach is articulated in Appendix C.

RISK MONITORING AND EVALUATION

A critical component of our risk management program is the monitoring and evaluation process established within the BCWPA.

Appendix D outlines the approach we will take as an organization to ensure that we have the right person in place to monitor the identified risk and that management, the Board and volunteers will feel confident that the process is implemented, and that once a risk begins to escalate, the process provides a way to respond to such escalation effectively.

In order to ensure that our program is relevant and captures the full spectrum of our risk management initiatives, the BCWPA Board will commit to reviewing the program and its appendices on an annual basis. This annual review will be in addition to the Board’s commitment to undertake risk analysis at meetings as described in Appendix D.

CREATING A LEARNING CULTURE

Building a learning culture requires a commitment from leadership to create an environment that invites smart risk-taking, creativity, and trust. Put simply, leadership needs to put forward the idea that they want to understand what happened, not who is to blame, when things go wrong. This practice will be essential to our people and organizations learning from mistakes in order to avoid future missteps.

Appendix E shares the principles we believe are critical for creating and maintaining the kind of culture required to embrace risk management more effectively.

A. RISK IDENTIFICATION PROCESS

Risk Identification Process

BCWPA's strategic planning exercises will incorporate the risk management process in each step by asking "what are the risks associated with this program decision?" or "what are the risks if we don't move forward with this program decision?"

This exercise is designed to increase BCWPA's ability to plan more effectively.

CATEGORIES OF RISKS:

To make the task of identifying risks manageable, it is useful to think of the various categories in which risks can occur. While there is no one "right way" to categorize risks, BCWPA will use the following categories to organize our thinking about risks that our organization faces:

OPERATIONAL/PROGRAM RISKS

Risk related to key programs in the areas of:

- coach, official and athlete development;
- management of human resources, including staff and volunteers;
- organizational capacity to meet member and stakeholder expectations;
- event and competition management;
- planning so as to remain vital and relevant to our members;
- the inherent physical risks of our sport.

COMPLIANCE RISKS

Risk related to failure to comply with existing laws and regulations governing:

- employment,
- privacy,
- human rights
- workplace safety,

- ,
- tenant legal responsibilities,
- Imagine Canada standards,
- anti-doping policies,
- viaSport/other agency standards for funding and accountability,
- fulfillment of contractual obligations.

COMMUNICATION RISKS

Risks related to:

- internal and external communications,
- information management systems,
- Privacy and handling of personal information,
- crisis and issues management,
- media relations,
- image and reputation management,
- missed opportunities to promote and exploit successful outcomes,
- management of intellectual property,
- social media opportunities and pitfalls,
- confidentiality.

EXTERNAL RISKS:

Risks that are not in direct control of BCWPA such as:

- funding frameworks from government,
- viaSport Canadian Sport Institute and other agencies
- relations with government games organizations,
- involvement in other sport partnerships,
- hosting decisions and requirements,
- changing political priorities.

GOVERNANCE RISKS:

Risks related:

- to clarity of roles and responsibilities,
- decision-making and oversight,
- organizational structure and performance,
- management of disputes
- conflict of interest,

- planning for diversity of Board and committees, and their working and other technical groups,
- succession of the Board and committees, and their working and other technical groups,
- retention of corporate knowledge,
- staying current with trends affecting BCWPA.

FINANCIAL RISKS:

Risks related to:

- financial monitoring and reporting,
- segregation of duties and dual signing for cheques,
- Authorization of expenditures,
- Separation of personal expenses of members of staff, Board, technical and working group and sub-committees, and from the BCWP organization,
- flexibility to control and direct funds,
- sponsorship attraction and retention and ensuring full adherence to terms and conditions attached to funding provided,
- investment and management of reserve funds,
- protection of revenue streams,
- long-term financial sustainability.

B. LIVING OUR VALUES MATRIX

Decision Making Matrix

The Living our Values Matrix may be a useful tool when trying to bring BCWPA's corporate values to life. In so doing, we are more likely to reduce the risks associated with not adhering to our values and increase the likelihood of creating a strong and vibrant culture that embraces risk management.

Value	When we:	By:
<i>Insert your value</i>	<i>Describe practices that you believe are reflective of this value</i>	<i>List the commitments and actions you are willing to take to bring this value to life</i>

Based on best practices and research, the following are sample actions that BCWPA may take to reflect and live its values in a more intentional manner include:

- Have a set of identified and defined values that has been established through a collaborative engagement process and are periodically reviewed for continuing relevance
- Use the values lens to review all decisions
- Measure BCWPAs performance according to its values
- Incorporate values in performance evaluations of staff, sub-committees, working and technical groups oof BCWP
- Display values publicly:
 - o place them on internet home page,
 - o use them to frame and evauate our strategic plan and annual report,
 - o communicate them explicitly at every opportunity

- Hire people that fit with BCWP organization's values
- Recognize employees and volunteers who go the extra distance to 'live' the BCWP organization's values.
- Organize your policy manual around organizational values
- Entrench the values within BCWP risk culture
- Ensure that BCWPA board, its sub-committees, working and technical groups, and staff know the organization's values like they know their own phone number

C. BCWPA RISK REGISTRY

OPERATIONAL/PROGRAM RISKS

Risk related to key programs in the areas of:

- coach, official, referee and athlete development;
- Adherence to codes of behaviour for parents and guardians, coaches, athletes, referee and officials;
- management of human resources, including staff and volunteers;
- organizational capacity to meet member and stakeholder expectations;
- event and competition management;
- planning so as to remain strategic, vital, vibrant, and relevant to our members;
- the inherent physical risks of our sport.

General

- alignment with provincial goals/programs - Risk of not aligning with provincial sport for development goals.
- athlete injury - Risk that an injury to an athlete can end their career or have long lasting effects on their life.
- lack of safety procedures - BCWPA lacks appropriate policies and enforcement mechanisms to promote a safe environment for all participants. Organizational culture also works against a safe and secure environment.
- Lack of depth and balance of sport performance across clubs - That the sport lacks balance or depth across its members. A small number of clubs dominate in terms of performance, and PSOs is limited in terms of capacity to develop the sport.
- Lack of participation in sport - Risk of sport not being included in major games due to lack of influence / knowledge on selection criteria, capacity to develop the sport and increase participation.
- Capacity - There is a lack of capacity to fulfill mandate and strategic goals.
- Lack of capacity to implement LTAD - Lack of commitment and lack of capacity at branch and club level to successfully implement LTAD.
- Capacity - There is a lack of capacity to fulfill mandate and strategic goals.
- Lack of capacity to implement LTAD - Lack of commitment and lack of capacity at branch and club level to successfully implement LTAD.
- Lack of qualified staff - Risk of not having sufficient and qualified professional staff (e.g. coaches, medical staff, meet directors, classifiers, administrators) to sustain performance excellence of athletes/teams.
- Lack of sound hiring practices - Lack of formal procedures for selecting coaches and other team personnel, lack of clarity around

screening volunteers, lead to unsafe environments for national team activities.

- Lack of volunteers - Declining quality and quantity of volunteers due to changing demographics, social/economic realities, dual incomes, higher cost of living, higher workplace stress.
- Risk of harassment of athletes, coaches, officials and parents

PROVINCIAL PROGRAM

Risk					
WPC does not collaborate on talent ID process					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely		x			
Likely					
Possible					
Unlikely					
Very unlikely					
Likelihood of occurrence: 5			Severity of Impact: 2		
Description					
Previous attempts to get cooperation and coordination with national program athlete evaluations have either been declined or agreed to by WPC national Program Directors but not realized.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
– use the WPC Operations Council to press importance of this matter					
To Be Initiated					
Possible Additional Mitigation Strategies					

ATHLETE DEVELOPMENT

Risk					
Non-supportive environment for athlete development					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely				x	
Likely					
Possible					
Unlikely					
Very unlikely					
Likelihood: 5			Severity: 4		
Description					
That the inherent nature of the sport has potential for a non-supportive environment: youth of participants, coach-athlete power dynamic, body-image issues, coaches from other cultures, parental attitudes, athlete harassment, drug and alcohol abuse, long training hours, strong emphasis on performance not balanced with safety measures.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
- Include ethics module in NCCP training programs. - Develop and implement a uniform coaches code of conduct. - Provide clubs, organizers and events with medical protocols and guidelines for concussions.					
To Be Initiated					
- Institute minimum requirements for coach certification. - Provide clubs with risk management policies, education and resources. - Institute Respect in Sport program with all coaches, and encourage board members and staff to take it as well.					
Possible Additional Mitigation Strategies					
- Develop an issues management protocol to establish guidelines for communications and media management, in the event of an incident or other crisis. - Provide educational programs and resources to members on coaching ethics. - Have adequate policies to deal with ethics and discipline issues.					
Possible Additional Mitigation Strategies					

PROGRAM DELIVERY AND OPERATIONS

Risk					
a) Risk that outcomes from programs and operations directly delivered by BCWP and under its supervision and oversight are not consistent with its values or strategic objectives including mission and vision or b) Risk that programs, leagues, tournaments and events, sanctioned by BCWP under its overall oversight and responsibility although not directly management by BCWP might not deliver outcomes consistent with BCWP values and strategic objectives.					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely					x
Possible					
Unlikely					
Very unlikely					
Likelihood: 4			Severity of Impact: 5		
Description					
Risk that operations or programs do not meet values of BCWP and expose athlete and coaches to harassment, discrimination, unfair and inequitable treatment,					
General Mitigation Strategy					
Codes of conduct, establishing clearly documented and objective criteria for each BCWP program and operations, monitoring adherence to risk management by the programs or operations.					
Specific Mitigation strategies:					
Active					
Monitoring effective implementation of risk management policies, procedures, codes and standards. Objective complaint handling and redressal					
To Be Initiated					
Additional codes of conduct for parents					
Possible Additional Mitigation Strategies					

Risk					
The sport lacks balance or depth across the province.					
A small number of clubs dominate in terms of performance, and clubs are highly variable in terms of capacity to develop the sport.					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely			x		
Likely					
Possible					
Unlikely					
Very unlikely					
Likelihood of occurrence: 5			Severity of impact: 3		
Description					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
Offer club rewards – seed money, development grants, matching grants, awards, recognition					
To Be Initiated					
Consider organizing BCWPA services by region to maximize leadership, capacity and support for leagues and clubs.					
Possible Additional Mitigation Strategies					
- Enter into Memoranda of Understanding (MOUs) with clubs to identify specific roles and responsibilities in sport development. These can be customized based on capacity of the club. - Target specific clubs for enhanced support (financial, administrative, leadership) - Consider organizing BCWPA services by region to maximize leadership, capacity and support for leagues and clubs. - Have strong technical leadership at provincial office, and commit to sharing information and supporting club efforts in the technical area. - Develop a certification type program for club managers, as part of a club excellence type program to enhance club capacity. - Include a club management module into NCCP curriculum.					

SAFETY

Risk

BCWPA lacks appropriate policies and enforcement mechanisms to promote a safe environment for all participants. Organizational culture also works against a safe and secure environment.

Category

Operational/Program Risks

	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					x
Likely					
Possible					
Unlikely					
Very unlikely					

Likelihood: 5

Severity: 5

Description

To promptly identify and respond to safety related matters

General Mitigation Strategy

Implement and make widely available dispute resolution and disciplinary standards of BCWP

Specific Mitigation strategies:

Active

Have effective codes of conduct in place, and established committee structure and capability framework to respond to complaint
To implement disciplinary and dispute resolution mechanisms promptly in a respectful, balanced and professional manner.

To Be Initiated

- Ensure provincial coaches employment contracts include language pertaining to compliance with Code of Safety.

- Review Codes of Conduct and Safety on a regular basis and update as required.

- Recognize that organizational culture does not change overnight - it might take until the next generation of athletes to see desired changes.

Possible Additional Mitigation Strategies

- Assign a liaison to all hosted events to oversee implementation of standards.

- Consider using insurance levers to promote compliance with national standards (i.e. if standards not met, insurance coverage does not apply to the event).

- Emphasize safety issues in all coach educational materials.

- Use national team athlete profiles to promote safety message.

- Focus on key messages re: risks of underage drinking.

- Link this to messages around sport excellence and professionalization of coaching.

- Bring provincial leaders together for a facilitated retreat to discuss risks and to refine strategies to change the culture within the sport.

Possible Additional Mitigation Strategies

MARKETING AND COMMUNICATIONS

Risk					
Weak communications					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely				x	
Possible					
Unlikely					
Very unlikely					
Likelihood: 4			Severity: 4		
Description					
That internal and external communications are weak, not transparent and available to all interested parties and stakeholders and do not support the effectiveness of BCWPA programs or objectives.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
• Arrange Stakeholder Meetings and effectively use website and electronic media for general and transparent communication on all programs and initiatives					
To Be Initiated					
• Have all provincial coaches and club presidents and relevant stakeholders meet face-to-face from time to time and at least twice per year to improve communication and information sharing.					
Possible Additional Mitigation Strategies					
• Hold a full board retreat. • Increase the frequency of committee/staff meetings. • Prepare a communications plan. • Pursue a social media strategy - outsource for expertise. • Do regular telephone calls with club leaders, to keep them updated. • Prepare minutes of all meetings (Board, Committees) quickly and post on the web site. • Do member satisfaction surveys on a regular basis using technology like Survey Monkey. • Provide orientation materials to all new committee volunteers. • Use web site intranet to improve internal communications. • Do all committee and Board business on Skype. • Issue regular communiqués to the membership - electronic newsletter or email blast. • Plan communications activities around upcoming hosted events.					

RESTRUCTURE SPORT DELIVERY

Risk					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely					
Possible					
Unlikely					
Very unlikely					
Likely Hood:			Severity:		
Description					
Liability with hosted events					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
Enhance role clarity for event organizers - who has jurisdiction for what aspects of the event					
To Be Initiated					
Possible Additional Mitigation Strategies					
- Offer written guide for organizers containing standards to be met. - Use signed hosting contract (NSO-PSO-Host committee) setting out contractual commitments. - Have risk management and insurance committee driven by staff. - Standardized use of waiver forms. - Build proactive and collaborative relationship with insurer. - Offer training to PSO technical staff to help them deliver well-organized, safe events.					

Risk					
Risk of ineffective collaboration and partnership with universities and educational institutions and other aquatic sport organizations to enhance the sport delivery system for water polo to athletes and stakeholders in the Province of BC.					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely			x		
Possible					
Unlikely					
Very unlikely					
Likelihood: 4			Severity: 3		
Description					
Lack of collaboration and partnerships to enhance sport delivery system for water polo					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
To Be Initiated					
Possible Additional Mitigation Strategies					
• Work closely and supportively with the province's top university programs, educational institutions and other aquatic sport organizations to identify the second tier of water polo programs for mentorship. • Provide grants or other financial support for athletes who choose to remain in Canada. • Provide educational materials and resources to athletes so they are fully informed on their educational choices along with opportunities for playing water polo. • Strategy to support university-based research and excellence programs (academic centres of excellence aligned with high performance centres). • Establish liaison relationships with those US schools who draw our top athletes. • Get provincial ED's and Presidents on board to improve relationships with universities that further water polo opportunities and scholarships for athletes in BC.					

Risk					
Poor alignment between WPC and BCWPA					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely				x	
Possible					
Unlikely					
Very unlikely					
Likely Hood:			Severity:		
Description					
Poor alignment of system resulted in disjointed planning, and confusion as to roles and responsibilities of NSO versus PSO in the sport delivery system.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
• Convene meetings of NSO and PSOs to better coordinate planning efforts. • Ensure clear terms of reference for all committees.					
To Be Initiated					
• BCWPA to align strategic plan with pillars of Canadian Sport Policy.					
Possible Additional Mitigation Strategies					
• Create customized Memoranda of Understanding (MOUs) with PSOs. • Examine best practices of other NSOs to determine what works well to improve alignment of planning.					

COACH & REFEREE DEVELOPMENT

Risk					
Shortage of qualified coaches or referees to participate at national and international level of competition.					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely					x
Possible					
Unlikely					
Very unlikely					
Likely Hood:			Severity:		
Description					
Inability to meet demands for sport due to shortages of qualified coaches and referees.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
- Consider an entry level coach training module to attract young coaches, and to implement in school-based programs. - Provide competitive salaries for provincial level coaches. Provide competitive payments to referees					
To Be Initiated					
Develop an alumni strategy to improve retention of athletes and their recruitment into coaching, refereeing and officiating roles after retirement.					
Possible Additional Mitigation Strategies					
- Implement Club Excellence type program to help clubs improve their capacity to attract and retain coaches and referees. - Extend coverage of national employment benefits program to salaried club coaches. - Collaborate closely with clubs in coach development and referee and officials development. - Prepare formal coach mentorship program to match new coaches with experienced coaches in the system. - Create awards and recognition programs for coaches and referees. - Hire a technical director who can be directly responsible for the effective delivery of coaching and refereeing - Provide greater leadership and support to efforts to develop coaches. - Make a strong and very public commitment to support coach					

professional development and coaching excellence.

- Reorganize AGM away from governance business and towards professional development delivery for coaches, officials and others in the sport.
- Provide coach and officials development and training using innovative new technologies (social media).

Risk					
Lack of capacity to implement LTAD					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely				x	
Possible					
Unlikely					
Very unlikely					
Likelihood:4			Severity:4		
Description					
Lack of commitment and lack of capacity at BCWPA, league and club level to successfully implement LTAD.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
To Be Initiated					
Possible Additional Mitigation Strategies					
• Create LTAD working group (representative of the regions) and assign some resources to support its work. • Undertake cross-province "road show" to showcase LTAD. • Prepare LTAD educational materials for athletes, coaches and parents. • Undertake a review of competition structure using NSO values to improve alignment with LTAD principles. • Use NSO web site to better assist branches with LTAD information. • Assign NSO staff to work with regions on LTAD implementation. • Use AGMs to allow branches to share best practices on LTAD development. • Leverage organizational values to improve uptake and commitment on LTAD implementation. • Consider revising organizational structure to align with LTAD (for example, assign staff resources to various stages). • Align board portfolios and committee structure with LTAD.					

Risk					
Lack of Financial Stability and Financial Rectitude					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely					
Possible					X
Unlikely					
Very unlikely					
Likelihood: 3			Severity: 5		
Description					
Cash flow difficulties, poor internal controls resulting in fraud or misappropriation, poor fund utilization and inadequately skilled financial resources could result in board and staff time being spent managing short-term financial problems, versus working towards long-term solutions and more important objectives; loss of funding for important programs and initiative.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
- Budget conservatively at all times. - Recruit board members with financial experience. - Maintain up to date financial policies and procedures - Segregation of duties - Pre-approval of significant expenditures - Meticulous bookkeeping and financial reporting - Finance and Registration committee for governance oversight and reducing risk of management override					
To Be Initiated					
Review strategic plan to determine if it is aligned with current reality – may need to change expectations and performance objectives					
Possible Additional Mitigation Strategies					
- Develop an investment strategy to ensure maximum leveraging of existing assets. - Review staffing structures to ensure optimal use of human resources. - Pursue alternative funding sources through fundraising, merchandising, marketing, corporate sponsorship, alumni giving. - Look for financial savings through collaborative or cost-shared programs such as insurance.					

- Explore staff secondment opportunities through corporate partners.
- Clearly articulate and communicate member benefits to boost membership.
- Look at potential membership areas currently not tapped, and alternative partners (industry, municipalities, schools).

Risk					
Risk of failures in due diligence to detect selection errors in BCWP employees					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely				x	
Possible					
Unlikely					
Very unlikely					
Likelihood: 4			Severity of impact: 4		
Description					
Lack of formal procedures for selecting coaches, chaperones, and other team personnel, lack of clarity around screening volunteers, lead to unsafe environments for team activities. Lack of due diligence when hiring employees and contractors for BCwP					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
- Police Information Check for Provincial Team Coaches - BCWPA has informal procedures for screening coaches and other volunteer personnel, as it is a small community					
To Be Initiated					
Possible Additional Mitigation Strategies					
- Implement ten safe steps of screening with all provincial teams, including police checks - Have strict policies for travel, accommodation and supervision for teams. - Personal coaches are restricted to very narrow responsibilities. Institute more formal selection procedures to select coaches for teams, involving application, portfolio and interview component. - Institute formal procedures for due diligence on new hires and contractors					

Risk					
Shortage of Quality Volunteers					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					x
Likely					
Possible					
Unlikely					
Very unlikely					
Likelihood: 5			Severity: 5		
Description					
Declining quality and quantity of volunteers due to changing demographics, social/economic realities, dual incomes, higher cost of living, higher workplace stress.					
General Mitigation Strategy					
☐ Retain the Risk					
☒ Reduce the Risk					
☐ Transfer the Risk					
☐ Avoid the Risk					
Specific Mitigation strategies:					
Active					
Officials committee to develop a strategy for recruitment, retention and mentorship of young officials					
To Be Initiated					
Possible Additional Mitigation Strategies					
- Enhance opportunities for high profile national appointments (to attract highly qualified volunteers). - Enhance quality of professional development opportunities for volunteers. - Establish a more formal nomination process to solicit committee and board members. - Develop strategy to retain alumni by offering a menu of options to continue their involvement in the sport. - Develop a mentoring program to match people with experience and knowledge with newcomers to the organization. - Collaborate with Sport Officials of Canada to profile officials - Undertake research into volunteerism trends and their impact on sport (collaborate with Sport Matters Group). - Undertake youth leadership outreach – target and identify youth to participate annually, to groom future leaders for the sport - Target recruitment of qualified women.					

COMPLIANCE RISKS

Risk related to failure to comply with existing laws and regulations governing:

- employment,
- privacy,
- workplace safety,
-
- tenant legal responsibilities,
- Imagine Canada standards,
- anti-doping policies,
- viaSport/other agency standards for funding and accountability,
- fulfillment of contractual obligations.

COMMUNICATION RISKS

Risks related to:

- internal and external communications,
- information management systems,
- crisis and issues management,
- media relations,
- image and reputation management,
- missed opportunities to promote and exploit successful outcomes,
- management of intellectual property,
- social media opportunities and pitfalls,
- confidentiality.

General

- Leadership - Risk of not being seen as a system leader during times of change

Risk					
Weak communications with stakeholders					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely				x	
Possible					
Unlikely					
Very unlikely					
Likely Hood:			Severity:		
Description					
That internal and external communications are weak and do not support the effectiveness of BCWPA.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
• Arrange Stakeholder Meetings					
To Be Initiated					
• Have all provincial coaches meet face-to-face twice per year to improve communication and information sharing.					
Possible Additional Mitigation Strategies					
• Hold a full board retreat. • Increase the frequency of committee/staff meetings. • Prepare a communications plan. • Pursue a social media strategy – outsource for expertise. • Do regular telephone calls with club leaders, to keep them updated. • Prepare minutes of all meetings (Board, Committees) quickly and post on the web site. • Do member satisfaction surveys on a regular basis using technology like Survey Monkey. • Provide orientation materials to all new committee volunteers. • Use web site intranet to improve internal communications. • Do all committee and Board business on Skype. • Issue regular communiqués to the membership – electronic newsletter or email blast. • Plan communications activities around upcoming hosted events.					

EXTERNAL RISKS:

Risks that are not in direct control of BCWPA such as:

- funding frameworks from government and adherence to funding conditions,
- viaSport, Canadian Sport Institute and other agencies
- relations with government games organizations other aquatic sport organizations,
- involvement in other sport partnerships,
- hosting decisions and requirements,
- changing political priorities.

General

- Reliance on Government Funding / viaSport - Reliance on government funding that is tied to high performance results, and risk that this funding will not be stable or secure in the long term (political realities).
- Lack of collaboration and partnerships to enhance sport delivery system
- Risk of not pursuing collaboration and partnership with universities to better enhance the sport delivery system.
- Poor alignment between WPC and BCWPA - Poor alignment of system resulted in disjointed planning, and confusion as to roles and responsibilities of NSO versus PSO in the sport delivery system.

GOVERNANCE RISKS:

Risks related to:

- clarity of roles and responsibilities, and committee and working group terms and conditions and reporting to Board of BCWP on decisions taken and ratification of all decisions;
- decision-making and oversight,
- organizational structure and performance,
- management of disputes and conflict of interest,
- planning for diversity of Board and committees,
- succession of the Board and committees,
- retention of corporate knowledge,
- staying current with trends affecting BCWPA.

General

- Board operations - The risk of a weak governance structure at the board level.
- Membership - Risk that current membership model is not appropriate
- Conflict management- That a complaint, scandal, dispute, controversy or other incident between or among members will not be effectively handled and will escalate into a crisis.
- Internal processes - Operational procedures are not fully developed, consistent or do not meet minimum legal requirements.

FINANCIAL RISKS:

Risks related to:

- financial monitoring and budgeting
- reliable financial reporting, provisions, write offs of account receivables
- Misuse of funds or financial fraud
- Poor cost controls and control over cost overruns
- flexibility to control and direct appropriation funds to purposes for which funding is received,
- sponsorship attraction and retention,
- investment and management of reserve funds,
- protection of revenue streams,
- long-term financial sustainability.

General

- lack of Financial Stability - Cash flow difficulties and inadequate resources result in board and staff time being spent managing short-term financial problems, versus working towards long-term solutions and more important objectives.
- Liability issues with hosted events - Liability risks associated with hosted events.

Risk					
Lack of Financial Stability					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely					
Possible					x
Unlikely					
Very unlikely					
Likelihood: 3			Severity:5		
Description					
Cash flow difficulties and inadequate resources result in board and staff time being spent managing short-term financial problems, versus working towards long-term solutions and more important objectives.					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
- Budget conservatively at all times. - Recruit board members with financial experience.					
To Be Initiated					
Review strategic plan to determine if it is aligned with current reality – may need to change expectations and performance objectives					
Possible Additional Mitigation Strategies					
- Establish strong internal financial controls and segregation of duties. - Prior approval for budgets and expenses against budgets by Board or its sub-committees - Institute an audit committee and give it the expertise and authority it requires to oversee finances effectively. - Develop an investment strategy to ensure maximum leveraging of existing assets. - Review staffing structures to ensure optimal use of human resources and costs. - Pursue alternative funding sources through fundraising, merchandising, marketing, corporate sponsorship, alumni giving. - Look for financial savings through collaborative or cost-shared programs such as insurance. - Explore staff secondment opportunities through corporate partners. - Clearly articulate and communicate member benefits to boost membership. - Look at potential membership areas currently not tapped, and alternative partners (industry, municipalities, schools).					

Risk					
Over-reliance on government funding					
Category					
Operational/Program Risks					
	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					x
Likely					
Possible					
Unlikely					
Very unlikely					
Likely Hood: 5			Severity: 5		
Description					
Reliance on government funding that is tied to number of participants, geographic scope of membership, CS4L adoption and high performance results and risk that this funding will not be stable or secure in the long term (political realities)					
General Mitigation Strategy					
Specific Mitigation strategies:					
Active					
To Be Initiated					
Possible Additional Mitigation Strategies					
- Refine and deliver a uniform development program such as RunJumpThrow, BlastOff, CanBike, Mini Ball) that can be launched provincially to build participation, member numbers, sponsor interest. - Actively participate in Sport Matters Group. - Pursue alumni development strategies. - Pursue fundraising strategies. - Perform intellectual property audit and consider opportunities for exploiting these assets more effectively. - Pursue new membership groups and new private partners.					

D. RISK MONITORING CHART

RISK MATRIX

	Event	consequences			
Risk Level	Negligible	Minor	Moderate	Significant	Severe
Very Likely					
Likely					
Possible					
Unlikely					
Very unlikely					

BCWPA is committed to monitoring high level risk using the following risk management reporting tool. We are also committed to review and update the risk registry as follows:

MONTHLY:

Senior staff will review the risk registry and update accordingly, should they identify any new, emerging or evolving risks.

QUARTERLY:

Directors will review the risk registry four times per year and will update it accordingly. This review can occur as part of a regular board meeting. The Board also acknowledges the importance of using BCWPA risk management process identified in Appendix A to enhance decision-making. All risks appearing in the red zone will need immediate action plans which have to be closely monitored. Risks appearing in the amber zone would need risk remediation and reduction strategies within six months. All residual risks after implementation of strategy for reduction or transference of risk will bring the residual risks down to the green zone.

ANNUALLY:

BCWPA will report to members at its AGM on any significant risks identified during the previous year and report back on how the risk is being managed.

RISK REPORTING

The Risk Monitoring and Reporting template can be adapted by BCWPA in support of monitoring and reporting efforts.

BCWPA may wish to monitor progress by using the risk registry, or may prefer to track risks using the risk monitoring report as outlined below.

E. A LEARNING CULTURE

A LEARNING CULTURE

Much as we expect athletes to learn from mistakes and apply these lessons to improve their performance, so too should BCWPA organizational leaders adopt a learning orientation. Mistakes will happen. The key is to manage the uncertainty that our current environment brings by adopting a values-based risk management approach to our work. It is important to emphasize that only leaders can create and reinforce a risk culture that counteracts the 'blame game' and makes people feel more comfortable living with, and learning from mistakes. This is how we improve as individuals and as an organization.

The following principles will be adopted by our Board to guide our approach to managing risk and to create the kind of culture required to thrive in a complex and ever-changing environment.

KEY PRINCIPLES

We decide what success and failure look like and desired outcomes before we launch an initiative or program.

Encouraging staff and volunteers to map out what they hope to accomplish and what they want to avoid before embarking on a new project is a critical aspect of creating a learning culture. This will help us avoid misunderstandings and create a shared understanding of what success looks like.

WE CONVERT ASSUMPTIONS INTO KNOWLEDGE.

Too often we take assumptions for granted and base our decisions on these perspectives without acknowledging them or being open to having them challenged. When embarking on new tasks, we believe that many of our initial assumptions may be wrong. Often, the only way to arrive at better ones is to try things out, make our assumptions explicit, and share them with colleagues and friends. We are also prepared and encourage our people to revisit them as new information emerges. This approach helps us avoid the risk of gravitating towards information that confirms what we already believe ... a concept called 'confirmation bias'.

WE ARE QUICK ABOUT IT - WE APPLY WHAT WE HAVE LEARNED FAST.

We acknowledge that mistakes will happen and we embrace the learning opportunity that this presents. Quick, decisive mistakes have some upsides to them. They save us time, money, and energy when we control the

environment and are not engrained into one way of doing something. We encourage staff and volunteers to test components of projects early on. Gone are the days of perfect planning or more conventional sequential processes of systems design. We are in an era of 'agile software development' where the ability to adapt to new information helps us reach our goals sooner.

WE LIMIT THE UNCERTAINTY IN OUR ENVIRONMENT

We do this by implementing our risk management process at all levels of the organization. We examine what we can, make informed decisions, course correct when possible, and share our experiences with others. This helps us learn, grow, and reduce the risk presented by the unknown.

WE EDUCATE AND TRAIN OUR PEOPLE

We are committed to provide our people with knowledge they need to make the best possible decisions. In our case, we believe that the risk management and governance process through sub-committees and working and technical groups increases the effectiveness of our collective decision-making by embedding a consistent approach throughout our organization. We encourage courageous integrity. Without courage all other strengths of character, skills and competence are useless. We encourage integrity as a foundation on which we will relate with our stakeholders and with each other to achieve outcomes, avoid conflict of interest, and fulfill the values BCWP espouses. We also believe in using our values to guide our decisions and influence our actions. The two combine into a powerful asset that we believe helps us create a strong, vibrant culture.

WE COMMUNICATE WHAT WE LEARN

One of our commitments is to share what we learn and to seek out the insights of others who can help us make better decisions. We use multiple communications channels to strategically inform our partners, members, athletes, coaches, officials, and supporters so they too can benefit from our knowledge.

WE WALK THE TALK

As leaders we know that avoiding mistakes in an uncertain world is not an option. We promote a philosophy of learning, creativity, intelligent failure, and sharing. Our leaders set the example by being open about their own mistakes, providing opportunities for others to learn. We make the ground rules for risk-taking explicit through our risk management approach.

WE USE OUR VALUES TO INFORM OUR DECISIONS

Ultimately we believe that our values provide us with a solid foundation upon which to substantiate our decisions. We incorporate them into decisions at all levels of the organization, ensure that staff and volunteers are aware of our values, and consider how future decisions reflect and are congruent with our values. In so doing, we believe that we will create a rich learning environment that will help us more effectively achieve our desired outcomes.

GOVERNANCE & OPERATIONS POLICIES

Of all the strategies that can be used to manage risks, the strategy of risk reduction is the most potent. Risk reduction involves actions to lessen the likelihood, adverse consequences, or both, associated with an identified risk. Usually, these actions involve changing human behaviour. New or different behaviours are encouraged by setting policies, procedures, standards and rules to govern the behaviour of our employees, volunteers and participants.

As a result, BCWPA's policy manual is itself a part of BCWPA's risk management toolkit. Risks arise from many areas: business operations, programs, communications, governance and finances to name a few. Risks also arise from sources beyond BCWPA's control. Many of these risks are addressed through policy development.

There are a number of policies that are essential to managing risks within our BCWPA - without these policies, we could not function in an ethical, safe and procedurally fair manner.

These are the policies that are essential for BCWPA to have:

- Policy on Member Conduct, with disciplinary provisions
- Harassment Policy
- Appeal Policy (with reference to dispute resolution mechanism)
- Athlete Agreement
- Policy on Police Records Checks
- Human Resources Policy (applicable to staff and contractors)
- Selection Policy for AAP Carding
- Selection Policy for various provincial teams
- Confidentiality Policy
- Equity Policy
- Privacy Policy
- Conflict of Interest Policy
- Board Member Job Descriptions
- Committee Terms of Reference (for all committees)
- Safety Policy
- Anti-Doping Policy (this can be as simple as official endorsement of the CADP, or Canadian Anti-Doping Program)
- Emergency Response Plan

There are a number of other policies that include, to a greater or lesser degree, risk management elements. For example policies relating to:

- financial management,
- travel,
- health and medical management,

- technical standards for event hosting, or
- team logistics

would typically include procedures to address foreseeable risks in each of these specific areas.

BCWPA POLICIES

Set out below is the table of contents of BCWPA's policy manual. This is provided to show the scope of the existing policies as of March 2015

(Insert List of BCWPA's policies)

BCWPA RISK MANAGEMENT POLICY

PREAMBLE

As the provincial sport organization that governs water polo throughout British Columbia, BCWPA recognizes that there are risks inherent in all facets of our governance, program delivery and business operations. In the dynamic environment in which we operate risks cannot be ignored they have to be identified and managed for organizational success.

BCWPA is committed to managing risks to the organization and to its leagues, clubs and individual members. We take the safety, well-being and satisfaction of our members and participants seriously. While we are not averse to taking organizational risks and pursuing opportunities, we will do so thoughtfully and in an informed and measured manner.

PURPOSE

The aim of this policy is to provide a guiding statement on how risk management is to be performed within BCWPA. In general, we view risk management as a comprehensive approach to improving organizational performance.

This policy has other purposes as well, namely:

- Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses;
- Performing an educational function for staff, volunteers, PTSOs, clubs and members;
- Over the longer term, contributing to enhancing a 'risk management culture' within BCWPA.

Ultimately, successful risk management has the following benefits for BCWPA:

- Prevents or limits injury or losses to participants, volunteers and staff;
- Helps to protect BCWPA and its clubs and individual members against litigation;
- Ensures that BCWPA is compliant with all applicable laws, regulations and standards;
- Improves the quality and relevance of the programs and services that BCWPA provides to its members, participants, partners and sponsors;
- Promotes improved business management and human resource management practices; Enhances BCWPA's brand, reputation and image in the community;
- Overall, enhances BCWPA's ability to achieve its strategic objectives

SCOPE AND AUTHORITY

The Executive Director responsible for Risk Management is appointed by BCWPA and is responsible for the implementation, maintenance and communication of this policy.

This policy applies to all activities undertaken by BCWPA at the provincial level. Where BCWPA exercises authority over activities below the provincial level, risk management measures may also be prescribed by BCWPA for implementation by leagues and Clubs.

Leagues and clubs are encouraged to prepare policies similar to this policy, to govern the management of risk within their jurisdictions.

POLICY

BCWPA makes the following commitments to its members:

- All activities and events undertaken by BCWPA will be analyzed from a risk management perspective;
- Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing BCWPA;
- Risk control strategies will be reasonable and will reflect the given standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense).

BCWPA acknowledges that risk management is a broad activity and a shared responsibility. All directors, officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks.

THE RISK MANAGEMENT PROCESS

Managing risks involves the following steps:

1. identify potential risks using an informed, environmental scan approach,
2. assessing the significance of a risk by considering its possibility and consequences,
3. developing and implementing measures to address those risks deemed significant by reducing possibility, consequences or both
4. Monitor performance and implementation of remedial actions.
5. Escalate and communicate failures and initiate timely action.

Risks arise from a number of categories of BCWPA's operations. In the sport domain, facilities, equipment, people and programs all give rise to

potential risks. BCWPA has determined that the following categories will be used when identifying risks:

- Operational/Program Risks
- Compliance Risks
- Communication Risks
- External Risks
- Governance Risks
- Finance Risks

All risks faced by BCWPA can be addressed by one or more of the following four general strategies:

- **Retain the risk** - no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the sporting activity itself and thus can be accepted in its present form.
- **Reduce the risk** - steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring or education.
- **Transfer the risk** - accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
- **Avoid the risk** - eliminate the risk by avoiding the activity giving rise to the risk - in other words, simply decide NOT to do something, or to eliminate some activity or initiative.

The above general strategies translate into a variety of risk control measures, which for BCWPA may include (but are not limited to):

- Development of policies, procedures, standards and rules Effective communication
- Education, instruction, professional development and specialized training
- Ensuring a core set of organizational values have been identified, defined and communicated throughout BCWPA.
- Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
- Use of robust and legally sound contracts (codes of conduct, athlete and coach agreements, employment agreements, contractor agreements, partnership agreements)
- Improving role clarity through use of written position descriptions and committee terms of reference
- Supervision and monitoring of staff, volunteers, participants and activities
- Establishing and communicating procedures to handle concerns, complaints and disputes

- Implement schedules for regular review, maintenance, repair and replacement of equipment
- Preparing procedures and protocols for emergency response and crisis management
- Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
- Purchasing appropriate insurance coverage for all activities and reviewing regularly

REPORTING AND COMMUNICATION

To ensure that risk management remains a high priority within BCWPA, and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda of every regular Board meeting, so that the Executive Director responsible for risk management can provide updates as required.

BCWPA recognizes that communication is an essential part of risk management. This Policy and our Risk Management Program will be communicated frequently to our staff, committees, Leagues, and Clubs, and we will encourage all members to communicate to BCWPA their risk management issues and concerns.

INSURANCE

BCWPA maintains a comprehensive insurance program that provides General Liability, Sports Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, and volunteers of BCWPA. Upon annual renewal of this policy, Water Polo Canada consults with the insurance provider to determine if there are any emerging gaps, issues or deficiencies to be addressed through insurance renewal.

Not all risks are insurable. However, as part of its commitment to risk management, BCWPA will take all reasonable steps to ensure that insurance coverage is available for those activities essential to the mission of BCWPA and that pose significant risks.

APPROVAL

This Policy was approved by the Board of Directors on date (18 Mrch, 2016) and will be reviewed annually.

PREAMBLE

As the provincial sport organization that governs water polo throughout British Columbia, BCWPA recognizes that there are operational risks inherent in all facets of our governance, program delivery and business operations.

BCWPA is committed to managing operational risks to the organization and to its leagues, clubs and individual members. We take the safety, well-being and satisfaction of our members and participants seriously. While we are not averse to taking organizational risks and pursuing opportunities, we will do so thoughtfully and in an informed manner.

PURPOSE

The aim of this policy is to provide a guiding statement on how operational risk management is to be performed within BCWPA. In general, we view operational risk management as a comprehensive approach to improving organizational performance.

This policy has other purposes as well, namely:

- Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses;
- Performing an educational function for staff, volunteers, the Provincial Sport Organization BCWPA, clubs and members;
- Over the longer term, contributing to enhancing a 'risk management culture' within BCWPA.

Ultimately, successful risk management has the following benefits for BCWPA:

- Prevents or limits injury or losses to participants, volunteers and staff;
- Helps to protect BCWPA and its clubs and individual members against litigation;
- Ensures that BCWPA is compliant with all applicable laws, regulations and standards;
- Improves the quality and relevance of the programs and services that BCWPA provides to its members, participants, partners and sponsors;
- Promotes improved business management and human resource management practices; Enhances BCWPA's brand, reputation and image in the community;
- Prevents financial loss;
- Protects reputation;

- Overall, enhances BCWPA's ability to achieve its strategic objectives and values

SCOPE AND AUTHORITY

The Executive Director as assigned the responsibility of Risk Management for BCWPA, is responsible for the implementation, maintenance and update and the communication of this policy.

This policy applies to all activities undertaken by BCWPA at the provincial level. Where BCWPA exercises authority over activities below the provincial level, risk management measures may also be prescribed by BCWPA for implementation by leagues, working and technical groups, event organizers, and Clubs.

Leagues and clubs are encouraged to prepare policies similar to this policy, to govern the management of risk within their jurisdictions.

POLICY

BCWPA makes the following commitments to its members:

- All activities and events undertaken by BCWPA will be analyzed from a risk management perspective;
- Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing BCWPA;
- Risk control and remediation strategies will be reasonable, cost effective, and will reflect the given standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense).

BCWPA acknowledges that risk management is a broad activity and a shared responsibility. All directors, officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks.

THE RISK MANAGEMENT PROCESS

Managing risks involves three steps:

6. identify potential risks using an informed, environmental scan approach,
7. assessing the significance of a risk by considering its possibility and consequences, and
8. developing and implementing measures to address those risks deemed significant by reducing possibility, consequences or both.

Risks arise from a number of categories of BCWPA's operations. In the sport domain, facilities, equipment, people and programs all give rise to potential risks. BCWPA has determined that the following categories will be used when identifying risks:

- Operational/Program Risks
- Compliance Risks
- Communication Risks
- External Risks
- Governance Risks
- Finance Risks

All risks faced by BCWPA can be addressed by one or more of the following four general strategies:

- **Retain the risk** - no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the sporting activity itself and thus can be accepted in its present form.
- **Reduce the risk** - steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring or education.
- **Transfer the risk** - accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
- **Avoid the risk** - eliminate the risk by avoiding the activity giving rise to the risk - in other words, simply decide NOT to do something, or to eliminate some activity or initiative.

The above general strategies translate into a variety of risk control and remediation measures, which for BCWPA may include (but are not limited to):

- Development of policies, procedures, standards and rules Effective communication
- Education, instruction, professional development and specialized training
- Ensuring a core set of organizational values have been identified, defined and communicated throughout BCWPA.
- Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
- Use of robust and legally sound contracts (codes of conduct, athlete and coach agreements, employment agreements, contractor agreements, partnership agreements)
- Improving role clarity through use of written position descriptions and committee terms of reference

- Supervision and monitoring of staff, volunteers, participants and activities
- Establishing and communicating procedures to handle concerns, complaints and disputes
- Implement schedules for regular review, maintenance, repair and replacement of equipment
- Preparing procedures and protocols for emergency response and crisis management
- Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
- Purchasing appropriate insurance coverage for all activities and reviewing regularly

REPORTING AND COMMUNICATION

To ensure that risk management remains a high priority within BCWPA, and to promote an organizational risk-culture that embraces a risk management perspective, risk management will be a standing item on the agenda of every regular Board meeting, so that the Executive Director can provide updates as required.

BCWPA recognizes that communication is an essential part of the risk management framework. This Policy and our Risk Management Program will be communicated frequently to our staff, committees, Leagues, and Clubs, and we will encourage all members to communicate to BCWPA their risk management issues and concerns.

INSURANCE

BCWPA maintains a comprehensive insurance program that provides General Liability, Sports Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, and volunteers of BCWPA. Upon annual renewal of this policy, Water Polo Canada consults with the insurance provider to determine if there are any emerging gaps, issues or deficiencies to be addressed through insurance renewal.

Not all risks are insurable. However, as part of its commitment to risk management, BCWPA will take all reasonable steps to ensure that insurance coverage is available for those activities essential to the mission of BCWPA and that pose significant risks.

APPROVAL

This Policy was approved by the Board of Directors on date (18 March, 2016) and will be reviewed annually.

PREAMBLE

Our Association recognizes risk management as a broad activity that encompasses all facets of our operations. Such an understanding of risk management recognizes that harm or loss can arise from a range of activities and that minimizing such harm or loss requires careful management of all aspects of our Association's operations.

This policy is our Association's attempt to formulate a guiding statement on risk management. It has several purposes:

1. Reinforce an understanding of risk management as having a broad focus;
2. Draw attention to some of the key areas of risk facing our Association;
3. Provide regular benchmarks for review and updating key items relating to these risk areas;
4. Perform an educational function;
5. Over the longer term, contribute to enhancing a "risk management culture" within the Association.

As a sport organization that provides programs and events primarily for youth and families in our region, we take the safety and well-being of our participants very seriously. While we are not averse to taking organizational risks and pursuing beneficial opportunities, we will do so cautiously and in an informed fashion. Given the nature of our clientele, our tolerance for risk is low, and as such we will be conscientious and diligent in our program planning and delivery.

RISK AREA 1 - GOVERNANCE AND POLICY

IMPORTANCE TO RISK MANAGEMENT:

A necessary step in risk management is "getting the policy house in order." Sound policies lead to informed and transparent decision-making, which in turn results in improved management of time, resources, disputes and risk exposures. These are the hallmarks of good governance and good governance is essential to managing risks.

ACTIONS:

1. The Board of Directors is strongly committed to upholding our vision, mission and values. These will be communicated regularly and will be reviewed and renewed every two years, or as appropriate.

2. The Board of Directors will take steps to ensure that our Association's Bylaws are reviewed every three years so that they remain current and reflect our evolving needs.
3. We will implement a professional development program for the Board that will involve new Board members receiving an orientation to vision, mission and values of the Association and participating in a board development and training session once per year.
4. Included in the Executive Director's and other employees of BCWP, job responsibilities will be the requirement for maintenance of an up-to-date policy manual for their areas, and provide to the Board of Directors of BCWP and its sub-committees the proposed changes to policy manual for the latter review and approval. A copy of up to date Policy manual will be provided to all Directors, Committee members, coaches, staff and contractors.
5. As part of its commitment to sound policies and risk management, our Association will establish and maintain current policies to address: conduct, discipline, harassment, appeals, and dispute resolution. These policies will be reviewed on an annual basis to ensure they keep pace with legal developments.
6. The Executive Director assigned responsibility for risk policy will ensure that we fulfill all statutory requirements including compliance with privacy laws, employment laws, employment-related withholdings, and corporate filing and reporting requirements, and will report on these fulfillments regularly to the Board.

RISK AREA 2 – EMPLOYMENT

IMPORTANCE TO RISK MANAGEMENT:

BCWP Association has lasting contractual relationships with employees and contractors. These are important to risk management because of the considerable financial investment we make in these relationships, because our Association will be vicariously liable for the fraudulent or negligent actions of these individuals, and because we may also be liable for retroactive withholdings should a contractor be deemed by authorities to be in an employment relationship.

ACTIONS:

1. All employees of our Association will have a written job description and all employees retained after the date of adoption of this policy will execute a written employment contract.
2. All contractor agreements will be drafted carefully, using appropriate resources like the Guide to Employment Contracts for Coaches, available from the Coaching Association of Canada, as a guide. Such agreements will include provisions to maintain confidentiality and privacy, and will include provisions to clarify our Association's ownership of intellectual property generated by the contractor.
3. If there is any uncertainty whether a relationship is one of employee or contractor, professional advice will be obtained.

4. Written employee job descriptions and our Personnel Policy will be reviewed by the Board on an annual basis.

RISK AREA 3 - PROGRAMS AND ACTIVITIES

IMPORTANCE TO RISK MANAGEMENT:

The core of our mandate is fulfilled through our programs. Our Association conducts programs on its own accord and also does so in partnership with others, primarily member clubs. To manage risks effectively, we must provide sound policies to guide our own activities as well as demonstrate strong leadership to oversee the activities of other entities.

ACTIONS:

1. We will review and update our Event Hosting Standards annually and will promote compliance with the standards through use of an executed Hosting Contract. This contract will be reviewed by an independent professional every three years.
2. We will continue to encourage use of our Association's Acceptance of Risk form. Completion of this form is a requirement of participation in our activities, and is highly recommended for use by members clubs.
3. We will continue using Police Records Checks as a screening mechanism for staff and volunteers occupying positions of trust and authority within our Association.
4. Periodically, we will provide risk management educational resources to our member clubs. These resources may include professional development workshops and printed materials.

RISK AREA 4 – CONTRACTS

IMPORTANCE TO RISK MANAGEMENT:

Contracts are a common business tool that routinely identify and allocate risks among the parties to a contract. When an organization executes contracts, it exposes itself to risk in two ways: by assuming certain liabilities that are inherent in the contract, and by facing the possibility of liability should it be in breach of the contract, either intentionally or unintentionally.

ACTIONS:

1. BCWP Association will carefully review all contracts that it executes. Such contracts are deemed to fall into two categories:
 - Standard form contracts are routine business contracts such as those used to rent facilities, to book accommodations and food/beverage services at hotels or similar establishments, to rent vehicles, to lease office space, to procure products and services from regular suppliers, etc. These contracts must be reviewed by the Executive Director or employees assigned specific responsibility for preparation of the contracts prior to signing.
 - Unique contracts are all other contracts including sponsorship and partnership agreements, as well as any contract drafted by our Association or for which our Association may negotiate specific

- provisions. The terms of these contracts will be approved-in-principle by the Board of Directors and will then be reviewed by an external professional (if required) prior to execution.
2. We will not terminate any contract prior to its stated termination date without first obtaining professional advice.
 3. On a quarterly basis, the Executive Director or other employees responsible for the implementation of certain contracts, will inform the Board of all contracts currently in effect, as well as any new contracts executed and any existing contracts expired, since the previous quarter.

RISK AREA 5 - INTELLECTUAL PROPERTY

IMPORTANCE TO RISK MANAGEMENT:

Intellectual property refers to the intangible assets of our Association such as copyrights, trademarks, logos, confidential and proprietary information, and reputation and goodwill. Although it is difficult to measure a discrete value of these items, without them our Association would not have the recognition, image and brand value that it presently has. Risk management involves protecting intellectual property assets from loss, theft or misappropriation.

ACTIONS:

1. Our Association will register its name and visual image (logo) as a trademark in order to improve our ability to limit its use by others and protect its value.
2. Using employment contracts and other written agreements, we will ensure that copyright in creative works (magazine, website, manuals) is owned by the Association, not by the creators of the work.
3. We will work with our web site host to ensure that membership data, and other confidential information on the web site, is secure from unauthorized access.

RISK AREA 6 - CRISIS MANAGEMENT

IMPORTANCE TO RISK MANAGEMENT:

We may find ourselves in adverse situations that pose a risk of harm to members of the Association or the Association itself, or that have the potential to do so. These situations may call for well-informed and swift decisions and actions, as well as strategic communications to minimize the risk of harm to BCWP Association's reputation, values, public image and goodwill.

ACTIONS:

1. The President of our Association may declare any situation to be an emergency, subject to the provisions of this policy. Should this occur the President will designate a Crisis Management Team consisting of himself/herself, one other member of the Board, the Executive Director or such other employees identified by the President
2. The responsibilities of the Crisis Management Team will include:
 - Calling an emergency meeting to authorize the necessary actions to address the situation.

- Determining what outside professional services may be required to deal with the situation and making the necessary arrangements to secure those services.
- Identifying a single spokesperson for BCWP Association and ensuring that all external communications are made through this individual.
- Carrying out any other directives of the President of BCWP to deal with the situation.

GENERAL

1. We recognize that communication is an essential part of risk management. This policy, and our corresponding commitment to risk management, will be communicated to our members, and we will encourage members to communicate to us their risk management issues and concerns.
2. The Board of Directors will make it a practice to include risk analysis as a standing item on every Board meeting agenda. The purpose of the item is to permit the Board to have a regular discussion about risks facing the Association and appropriate risk management responses.
3. Once a year the Board will convene a Board meeting for the sole purpose of reviewing this policy and updating it as required. Staff will be fully involved in this meeting, and there will be no other business conducted at this meeting. The Board may obtain independent risk management advice in conducting this meeting and this review.
4. Each year as insurance is renewed, the Board will review coverage with the insurance broker to determine if there are any emerging risks or issues to be addressed.

BC WATER POLO ASSOCIATION RISK REGISTRY – APPENDIX C

Document to be compiled when risk matrices complete

Risk	Inherent Risk Level (High, Medium or Low)	Event Consequence (RAG Status before remedial action)	Controls and Remediation Measures adequate to bring down residual risk to low within next six months ? (Yes or No)
Program Risks			
Provincial Program			
WPC doesn't collaborate on talent ID Process			no
Athlete Development			
Unsafe environment for athletes			no
Regional Development			
Tbd			
Lack of Safety Procedures			no
Marketing & Communication			
Improper Use of Social Media			no

High School Championship	
tbd	
BC Open	
Loss of BC Open Event	no
Provincial Championship	
BCPL is not Launched	no
LMWPL Tournament	
Heightened Risk of Athlete Injury due Event Structure	no

Policy: x. Safety
Old Policy #: 12.4 Safety
Adopted: July 2010

X. SAFETY

x.1 Provincial Health Standards

Standards have been set out by the province for all public pools. You may find out how to obtain these by contacting the BCWPA office.

x.2 Training and Competition Safety Standards

1. BCWPA uses facilities that are regulated for safety standards by the BC Government.
2. In addition the safety standards as laid down by the FINA rules of water polo are complied with and are as follows:
 - a) water polo caps with ear protectors are worn in all competition and in practice when the ball is in use and when there is physical contact and scrimmages to prevent damage to the ears
 - b) Before a game of scrimmage players are required to remove all articles likely to cause injury i.e.: wristbands, jewellery, watches, etc.
 - c) Nail checks are done on teams in competition to prevent injury due to scratching & gouging
 - d) if bleeding occurs during a game or practice, the player is immediately removed from the pool and is not permitted to re-enter the game until the bleeding has stopped
 - e) mouthguards are recommended during play
 - f) non-greasy sun screen is recommended when playing in outdoor pools
 - g) swim goggles are prohibited during scrimmages and games while sport visors are acceptable

SECTION 16 – PERSONNEL PRACTICES AND PROCEDURES

Policy: 1. BCWPA Employment Policies
Old Policy #: 6.1.2 BCWPA Employment Policies
Adopted: Mar 02 2016
Latest Revision Prior to July 2008

1. BCWPA EMPLOYMENT POLICIES

1. Application

This policy shall apply to all personnel employed by BCWPA

2. General Policies

3. Equal Opportunity Employer

BCWPA is an equal opportunity employer and abides by the provisions of the Human Rights Code of British Columbia.

a) Type of Employment

As a general policy, the staff of the BCWPA is to act as facilitators for the volunteer efforts of the Association members. The volunteer members are primarily responsible for the successful operation of the BCWPA; and to that end the Board of Directors are the ultimate decision makers of the Association.

4. Job Classification

Each job has its own title and description as developed, approved, and amended from time to time by the Board of Directors. This will be given to each employee and will include details of duties, responsibilities and lines of authority. Below are the Job descriptions for the current roles of Executive Director – Risk Management and External Funding; Executive Director – Operations & Member Relations; and Bookkeeper & Office Administration at BCWPA

5. Reporting Relationships

6. The Executive Directors will report to and take direction from the Board of the BCWPA reporting directly to the Association President or his/her appointee.

7. Salary

8. All permanent employment positions required within BCWPA and the corresponding pay scale shall be approved by the Board of Directors.

9. Employees are paid twice per month on the 15th and last day of each month. Should the payday fall on a weekend or Statutory holiday, the payday will be moved to the last working day before the holiday.

10. Payment will be made either by cheque or by direct payment to the employee's bank account. Payment covers the pay period up to and including the payday.

11. If an employee's annual vacation includes a payday, they may request an advance

of their bi-monthly pay to be received on the payday prior to their departure. To receive an advance in this manner, their supervisor must inform the payroll department six (6) working days before the payday when the advance is to be made.

12. Performance / Salary Review Process

13. A written evaluation of all employees including pay scales and salaries will take place annually before July 1st of each year and any increases or adjustments will become effective as of the date of the employees contract renewal.

14. All positions which report to an Executive Director will be reviewed by the Executive Director who shall recommend any such pay increases or adjustments for the approval of the Board of Directors prior to the due date.

15. The Staff Committee will review the position of Executive Directors and will make any recommendation of salary increases or adjustments in writing to the Board of Directors for consideration at a duly held meeting of the Board prior to the end of March of each year.

16. Terms of Employment

17. All employment positions within BCWPA are subject to review in 90 days and will therefore be considered to be of a probationary nature.

18. Employees passing the 90 day probationary period will be considered as permanent staff and will qualify for all benefits of the Association.

19. Termination of permanent employees may be given by either party by giving fifteen (15) days written notice in the first two (2) years of employment; and, one (1) month's written notice in any year thereafter.

20. Hours of Work

21. The work schedule shall vary depending on office work load and the requirements of the Board of Directors of the Association.

22. Overtime

23. All overtime must be authorized.

24. Overtime hours shall be taken as "time off in lieu" at the discretion of the Board of the Association and shall wherever possible be taken in the pay period earned.

25. Time "in lieu" may be carried over to the following year to a maximum of ten (10) working days.

26. <Policy repealed>

27. A log book will be maintained and all time off must be recorded.

28. Vacation Times

29. Probationary employees are not entitled to holidays.

30. Employees will not be considered eligible for holidays until they have served one (1) full year of employment.

31. All employees shall be entitled to vacation time as follows:

Year 1 & 2 = 3 Weeks

Year 3 & 4 = 4 Weeks

Years 5 + = 5 Weeks

(unless otherwise specified)

a) Employees are encouraged to take holidays in the year the holidays are earned.

b) Unused holiday time may be carried forward, but only with the approval of the Board of the Association.

c) A maximum of two (2) weeks or ten (10) working days annual vacation time may be carried over to the following year with a maximum of six (6) weeks or thirty (30) working days to be allowed in any one year.

d) Where a statutory holiday falls on a day within an employee's vacation, his/her holiday may be extended by another day in lieu.

32. Statutory Holidays

33. All employees are entitled to receive statutory holidays as designated by the Provincial Government, and will include the following days:

New Years Day Good Friday Easter Monday

Queen's Birthday Canada Day BC Day

Labour Day Thanksgiving Day Remembrance Day

Christmas Day Boxing Day

a) Statutory holidays falling on a Saturday or Sunday will be taken on the following Monday or as prescribed by the Employment Standards Act.

34. Sick Leave

35. Employees absent from work for more than three (3) consecutive days shall provide BCWPA with a medical certificate.

36. Employees will make every attempt to make medical/dental appointments outside working hours.

37. Leave of Absences

38. Leave - with pay.

a) Bereavement: Employees are allowed up to three (3) days leave with pay when a death occurs in the immediate family.

b) Immediate family is defined as spouse, parents, grand parents, child, brother, sister, step-parent, step-child and immediate in-laws.

c) Leave - without pay.

Leave of absence without pay may be granted in situations which are deemed to

be reasonable and sufficient. The granting of such leave is entirely at the discretion of the Board of BCWPA. If such leave is granted, it must be for a predetermined time period.

39. A pregnant employee is entitled to a leave of absence without pay for a period of eighteen (18) weeks.

40. Maternity leave and bereavement leave will be counted when calculating vacation time, sick days, and benefits of the Association.

41. Leaves of absence without pay do not qualify when calculating vacation time, sick days, or benefits of the Association.

42. Benefits

43. If approved by the Board of Directors, full-time employees may be offered employee benefits in accordance with the Sport BC Benefit Package in existence at the time of their permanent employment, or may be declined if they so wish. The BCWPA will contribute to the cost of the Sport BC Benefit Package for all permanent employees, their spouse, and their dependents.

44. Where employees are required to use their personal vehicles for BCWPA business payment of parking and related vehicle and personal expenses will be as per the BCWPA travel schedule. All such expenses will be authorized by the Board of BCWPA.

45. Grievances

46. A grievance may occur over differences of interpretation, application, operation, or alleged violation of terms of employment including the dismissal, discipline or suspension of an employee.

47. The procedure for such a grievance shall be:

iii) First, to the Executive Directors responsible for the area who shall make all effort to resolve the dispute and, failing a satisfactory resolution at the level will;

iv) Report in writing to the Board within a period of fourteen (14) days of the said grievance. The report will present a written statement from each party to the grievance with copies to the Board of Directors.

a) The procedure for arbitration of grievance of management and staff and/or

the Executive Directors shall be:

v) Any grievance made shall be in writing to the President of the BCWPA Executive, or his/her appointee, who shall make all efforts to resolve the dispute and failing a satisfactory resolution at that level;

vi) The decision of the Board of Directors is final.

b) Discipline, suspension or dismissal of an employee of the BCWPA shall

only be done with the approval of the Board of Directors and will include

written notice of the reason(s) for said discipline, suspension or dismissal.

48. Employee Conduct

49. All employees will remember that their duties **do include** assisting and working with volunteer BCWPA committee members. All employees should display a positive attitude towards BCWPA at all times.

50. All employees are expected to strive to attain the goals and objectives of the BCWPA; and the policies of the Board of Directors of the Association.

51. The BCWPA recognizes the right of its employees to a safe, healthy work place.

52. The staff members have the right to refuse to do the personal errands of their immediate superiors and work not related to their duties.

53. No dress code will be instituted, but staff members are expected to look neat and to be appropriately dressed for the work they are performing.

54. Miscellaneous

55. The BCWPA must have up-to-date personnel records of each employee. It is the responsibility of the employees to inform the Executive Director and the personnel department in writing of any change of name, address, telephone number or marital status, etc.

56. The office building is open to the public and will inevitably attract undesirables from time to time. Purses, wallets, and other valuable personal belongings should be kept out of sight - preferably in a locked drawer or cabinet - throughout the day. BCWPA assumes no liability or responsibility for any personal articles lost or stolen, regardless of circumstances.

BOOKKEEPER & OFFICE ADMINISTRATION

Job Description

Position Description: Bookkeeper & Office Administration

Basic Function: The bookkeeper and office administration position records financial transactions and supporting documentation, creates financial reports and relevant MIS from that information for stakeholders including members, service providers like Sport BC, CRA, Federal and Provincial authorities, and donors like Via Sport and BC Gaming. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also reconciles bank accounts to ensure their accuracy and monitors performance against budgets. The bookkeeper assists in preparation and updates of strategic budgets and presents them for BCWP board approval. The bookkeeper supports funding applications by preparing all required financial information to the ED – Risk Management and Fund raising and around membership and billings to ED – Operations & Membership. The bookkeeper works closely with the auditors to support effectiveness of their audit by answering all queries and providing supporting information truthfully and with all transparency. The book-keeper works closely with the BCWP Board and its sub-committees especially the Finance & Registration committee, attending the F&R Committee meetings, processing information requested and making timely reports on reconciliations, accounting provisions and write-offs, financial statements.

The office administration role is a separate role from the bookkeeping and looks after supporting member services, by maintaining a log of member and stakeholder requests and complaints and reporting on timeliness of action taken. Preparing reports to the BCWP on complaint handling and servicing members and stakeholder requests received through email, fax, telephone and electronic communication through website and social media. The office administration and some basic bookkeeping work as assigned to office administrator from time to time will be handled by a student hired under the Federal program and will report into the Bookkeeper.

Principal Accountabilities of Bookkeeper:

1. Purchase supplies and equipment as authorized by management
2. Monitor office supply levels and reorder as necessary
3. Tag and monitor fixed assets
4. Pay supplier invoices in a timely manner
5. Take all reasonable discounts on supplier invoices
6. Pay any debt as it comes due for payment

7. Monitor bank accounts
8. Issue invoices to members
9. Collect sales and service taxes and remit them to the government
10. Ensure that receivables are collected promptly
11. Record cash receipts and make bank deposits
12. Conduct a monthly reconciliation of every bank account
13. Conduct periodic reconciliations of all accounts to ensure their accuracy
14. Maintain the petty cash fund
15. Issue financial statements
16. Provide information to the external accountant who creates the company's financial statements
17. Assemble information for external auditors for the annual audit
18. Calculate and issue financial analysis of the financial statements
19. Maintain an orderly accounting filing system
20. Maintain and update the chart of accounts
21. Maintain the annual budget
22. Calculate variances from the budget and report significant issues to management
23. Comply with local, state, and federal government reporting requirements
24. Process payroll in a timely manner or coordinate with external service providers for payroll
25. Provide clerical and administrative support to management as requested
26. Exercise oversight of office administration and service level turnaround time
27. Execute such other book keeping tasks that are assigned by F&R Committee or the Board of BCWP from time to time

Desired Qualifications: The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the Quick books accounting software package and felicity with spreadsheets and macros.

EXECUTIVE DIRECTOR - RISK MANAGEMENT AND EXTERNAL FUNDING

Job Description

Planning, designing, and obtaining approvals to the designed risk management process from BCWP Board and its designated sub-committee on policy formulation;

- Documenting the approved risk management process and reviewing and updating the documented risk management process annually;
- Implementing an effective risk management process across the BCWPA organization;
- Assessing current and projected operational risks by analyzing risks identified, assessing impact, assessing likelihood and prioritizing risks;
- Maintain an up to date risk register and details of risk prioritization for all operational risk including (but not limited to) facilities risk, risk to athletes (concussion, high school competition) costs, reputational risk, legal and compliance risk, financial risk, and the organization's previous handling of risks;
- Establishing the BCWPA organization's 'risk appetite' in quantitative and qualitative terms (risk appetite is the level of risk the BCWPA Board is willing to accept) and obtaining approval from BCWP Board;
- Formulation of policy to support achievement of goals within risk appetite;
- Regularly review existing policy and at least annual update of Policy Manual after obtaining governance committee approvals;
- Monitoring compliance against risk policy and risk appetite;
- Escalation of failures in risk management processes, breach of policy and risk appetite, to BCWP Board and recommending remedial action;
- Risk reporting to stakeholders including members, BCWPA Board and its governance sub-committees, and funding agencies like Via Sport and BC Gaming;
- Recommending appropriate risk mitigation measures to BCWPA Board and its sub-committees including but not limited to purchasing insurance, implementing health and safety measures and making business continuity plans;
- Implementing risk mitigation measures approved by BCWPA Board and its sub-committees;
- Liaison with internal and external auditors around risk management processes and controls and funding restrictions;
- Providing support, education and training to staff to build risk awareness within the organization.
- Based on strategic plans and budgets of BCWPA identify projects or activities need additional funding and sources of funding;
- Identify potential sources of external funds, for example, sponsorship or grants; federal and provincial programs that can be leveraged to support BCWPA organization

- Develop an annual external fundraising plan;
- Implement fund raising plans approved by BCWPA Board and its sub-committees;
- Prepare grant applications and sponsorship proposals;
- Submit reports on utilization of funds received;
- Work closely with the Office Supervisor to monitor that funds raised are used for the designated purpose;
- Maintain transparent and robust relationships with donors, grant agencies and sponsors.
- Execute such work as maybe assigned to the employee by BCWPA or its sub-committees from time to time

Job Description

Lead selected initiatives and oversee delivery of portfolio of projects/ program and strategic initiatives

The successful candidate is a self-starter with an engaging leadership style, outgoing and go-getter personality, proven track record in successful aquatic program implementation, persuasive skills and team work, who will quickly develop and manage relationships across the BCWPA organization and its membership while building a collaborative, performance driven, and innovative work environment.

- Manage and monitor all tasks related to program delivery and implementation, including the development and monitoring of the roadmap for each program, identifying key milestones for each program, developing associated metrics and performance measures for monitoring implementation (KPI) of all program initiatives, identifying key risk indicators (KRI) around program implementation risks and monitoring actual performance against KPI and KRI;
- Develop, maintain and enable the implementation of vision and spirit of each program and adherence to objectives of donors – through contributing to establishing and implementing objective, fair, and ethically robust criteria for implementation of the programs, selection of program participants (athletes); selection of coaches and program implementers, canvassing for and recommending selection of volunteers;
- Work closely with key stakeholders like coaches, member clubs, parents, product owners, and relevant facility managers and service providers, to communicate program objectives and develop, implement, and effectively manage the program road map considering inputs from stakeholders towards achievement of full implementation of each program;
- To ensure appropriate selection, prioritization, linkages, and alignment of projects within the program and portfolio of programs approved by BCWP Board through its strategic budgets;
- To ensure all programs are delivered on time and without cost overruns;
- To alert BCWP Board and its sub-committees on potential project/programs time and cost overrun and obtain prior approval to changes in budgets and remedial action plans;
- Support the 'initiative prioritization' process as appropriate (e.g., development of strategic objectives and business case, analyzing feasibility and sequencing, options/ impact assessment), ensuring transparency of the prioritization process and regular communication with all stakeholders
- Maintain relationship with Water polo Canada and ensure adherence to its strategic direction and pathways
- Prepare billing of members, obtain approval of billings from BCWP Board and its sub-committees, coordinate on collections and resolving billing disputes, making well documented rationale for write-offs
- Monitoring good standing of members and reporting on defaults, risks of non-compliance by members with risk management related criteria and recommending remedial action to the BCWPA Board and its sub-committees;
- Monitoring relationships with referees, coaches, parents and member clubs and resolving all disciplinary matters;
- Reviewing invoices for payments to referees, provincial coaches etc. and recommending payments to them in line with rates approved by BCWPA Board and its sub-committees;
- Monitoring recoveries of payments made by BCWPA where the payments by BCWPA are recoverable from LMWPL league, WPC, Donors, or under any Federal or Provincial program;

- Provides consultation and involvement to ensure seamless transition between projects, programs, and operations;
- Work closely with office administration and book keeper to ensure program budgets are managed, reported upon in a timely manner to stakeholders and regularly reconciled;
- Work closely with ED – Risk Management , BWP Board and its subcommittees and working groups on emerging operational risks in the areas of programs; parents, athletes; coaches and referees and member clubs; WPC programs; disciplinary matters; and effectively manage all operational risks in these areas;
- Conduct research into industry best practices including an emphasis on innovation, and applies new techniques in a practical way
- Lead continuous improvement initiatives as initiatives progress to reduce cost and obviate time overruns while achieving strategic objectives
- Review and implement through BCWPA Board its subcommittees and working groups programs for development and progression of coaches and referees in the province;
- Review and implement programs for development of high performance athletes in the province to participate in the highest level of competition and identify sources of funding;
- Develop programs for special categories like gender specific development; recreational water polo for seniors and those with disabilities and identify suitable donors that support these programs;
- Work closely with schools and other educational institutions, municipalities; community organizations; other aquatic PSO; to collaborate and popularize the sport of water polo in BC and thereby increase athlete registrations and funding by donor organizations; to prepare recommendations for BCWP Board and its sub-committees and implement recommendations;
- Participate in program performance, and project and efficiency audits and or recovery efforts
- Execute such tasks and responsibilities assigned to the employee by BCWPA Board or its sub-committees from time to time.

Key areas:

- Provide support to ED – Risk Management in Policy formulation for Operational risk concerning program execution, discipline; and membership
- Prepare a work calendar for operational time frames
- Administrative duties
- Member services
- Athlete, Coaches and referee development
- Coaching Development & recruitment
- Education and training
- Minor-officials development
- Member conduct
- Member Club Development
- Facilities development
- Competition and event marketing
- Awards
- Audit and compliance

Key success factors:

- Exposure to process improvement initiatives (Continuous Improvement, Lean, Six Sigma type experience)
- Strong project and program financial / cost management experience
- Strategic business focus and understanding; customer-focused perspective

- Extensive organization, communication, and facilitation skills—able to interact credibly with executive management
- Leadership skills
- Creative and innovative thinking
- Competence and successful experience in planning and reporting within a team environment
- Experience in reviewing strategic issues/topics and developing and writing business plans, reports, presentation packages, briefing notes, executive-level summary reports, and presentations
- Ability to instill trust, motivate, and work with other people, ability to lead a team
- Cost accounting and budgeting knowledge
- Strong negotiation skills
- Proficiency with technology
- Excellent knowledge of the suite of Microsoft Office applications, including Microsoft Visio
- Broad-based information systems experience at operational levels
- Excellent time management, multi-tasking and organizational skills
- Task oriented & results driven
- Flexibility & adaptability to changing priorities

Policy: 2. Hiring Policies and Procedures
Old Policy #: 6.1.1 Hiring Policies and Procedures
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

2. HIRING POLICIES AND PROCEDURES

1. BC Water Polo follows the guidelines as established by the Employment Standards Act of BC.
2. Hiring Procedure - Senior Management & Technical Support
 - a) All positions shall be advertised nationally, posted at Sports BC and employment agencies, as well as mailed to the various Provincial Associations offices.
 - b) Notice of positions shall include a brief job description, qualifications required, salary range, closing date of the competition, and pertinent information on whom to forward one's candidacy to.
 - c) Every application must be accompanied by a Curriculum Vitae (resume). Every candidate must undergo a criminal record check in accordance with the Government of BC policy. In addition each application must be supported by job-related references.
 - d) A Hiring Committee, appointed by the BC Water Polo President, shall develop a short-list of candidates for personal interviews. All steps (check references, conduct interviews) must be taken to ensure the best possible candidate can fill the position.
 - e) If the position to be filled is Senior Management and/or Technical Support, the Hiring Committee shall negotiate the terms of agreement with the successful candidate.
 - f) The successful candidate will receive the terms of his/her agreement in writing from the chair of the committee with whom the agreement was negotiated.
 - g) Unsuccessful short-listed candidates will be informed directly by the individual responsible (President or Chairman of the Hiring Committee) as well as by mail. All other unsuccessful candidates will be informed by mail within two weeks of the selection having been made.
3. Hiring Procedures - Support Staff
4. All positions shall be approved by the Board Staff Committee, based on a job description developed by the Executive Director.
5. A hiring committee will be struck by the Executive Director.
6. The agreement and starting salary will be negotiated by the Executive Director under the guidelines set by the Staff Committee and Board of Directors.
7. Employment Contracts

8. For all new employees, the employment contract should be presented to the employee no later than the first day of employment.
9. Renewals of any annual contracts should be presented to individual no later than thirty (30) days following completion of the previous contract.
10. Employees shall sign the employment contract no later than fifteen (15) days after presentation of the contract. Should the contract not be signed within fifteen (15) days the position could be considered vacant.

Policy: 3. Employment Classifications
Old Policy #: 6.2 Employment Classifications
Adopted: Prior to July 2008
Latest Revision Mar 02 2016

3. EMPLOYMENT CLASSIFICATIONS

1 Job Descriptions for Employees Of BCWPA

1.3 Provincial Head Coach

Purpose:

To act as a senior level resource of BCWPA to provide technical expertise to develop, train and promote the sport of water polo in BC.

Nature & Scope of Work:

The Provincial Head Coach is responsible for administering the Provincial Elite Program and overseeing BCWPA's coaching staff. This is full-time position and is based on 2080 hours per year.

Duties:

1. Work collaboratively to support the Girls/Boys/Development Coaches
2. Supporting and mentoring Regional/Junior Coaches for development up to and including participation in Regional Tournaments of Play.
3. Facilitate the Summer Planning Session prior to registration with all elite program coaching staff to establish training schedules and tournament attendance for the upcoming season.
4. Ensuring that Coaches are adhering to the Coaches & Players Code of Conduct
5. Reporting to the Director of Coaches
6. Prepare and present Provincial Program Annual Report at AGM
7. Coordinating the AAP Grant and application process with the various coaches to ensure application deadlines are met.

8. Identify and recruit players within the province for the Provincial program in cooperation with regions on Team B.C.
9. Identify and recruit players within the province for the Provincial Elite Program
10. Set-up and coordinate Provincial Summer Training Program
11. Help administer and run provincial player camps, clinics and talent ID camps
12. Assist in administering Water Polo Canada ID Camps
13. Assist in the coordination of coaching clinics
14. Be the first point of contact for communication between the Provincial Program and Water Polo Canada's coaching staff
15. Stay within strict budgeted guidelines as set out by BCWPA in conjunction with the Provincial Programs
16. Responsibilities for Developmental Program
17. Through coaching clinics, identify, recruit, and train coaches to establish Water Polo programs in all areas of potential such as Richmond, Vancouver, Kamloops, Kelowna, Castlegar, Prince George, Langley, Delta, Vancouver Island, etc.
18. Design, plan and implement a student coaching program for the programs in areas of potential assigned above.
19. Co-ordinate a Coaching Development Committee
20. Implement the Developmental Leaders/Coaches in Training Program for apprentice coaches
21. Develop and implement a coaching retention strategy
22. Serve as mentor coach for coaches in the above areas
23. Attend regional board meetings in outlying areas on a regular basis when possible
24. Be a consultant to regional area programs
 - b) Co-ordinate, schedule and facilitate Athlete & Officials clinics throughout the province
 - c) In co-operation with team managers, co-ordinate and submit team entries for:
 - BC Games
 - BC Invitational Age Group
 - BC Summer Swimming Summer Tournament
 - d) To obtain and distribute training material resources such as books,

e) articles, films, presentations, videos, DVD's

f) Keep abreast of all current Provincial & National Water Polo materials and obtain as learning aids.

g) Work with the Director of Development Athletes to create and sustain recruitment techniques and practices.

Qualifications: NCCP Level 3 or equivalent

Policy: 4. Orientation Process for New Employees
Old Policy #: 6.2.2 Orientation Process for New Employees
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

4. ORIENTATION PROCESS FOR NEW EMPLOYEES

When a new person joins our organization as a staff member, they are introduced to our neighbours in the Sport BC building and also are introduced to the staff of our affiliated organizations. Introductions are carried out with our Board members and other staff and volunteers that they will be closely associated with in their new position.

The new staff member is given our orientation for staff binder so that they may familiarize themselves with the association

Policy: 5. Reporting Procedures for Employees
Old Policy #: 6.2.3 Reporting Procedures for Employees
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

5. REPORTING PROCEDURES FOR EMPLOYEES

The Executive Director is responsible to the Board of Directors and reports in writing on a regular basis to the staff committee who are responsible for the overseeing of this position.

The Provincial Coach is responsible to the Board of Directors through the Provincial Program Committee. He/She reports in writing to this committee on a regular basis and this committee is responsible for management and evaluation of this position.

Assistant Coaches hired by the Board to work with the Provincial Coach are responsible both to the Provincial Coach and the Provincial Program Committee and report in writing on a regular basis to both groups.

16. PERSONNEL PRACTICES AND PROCEDURES

Policy: 6. Employee Self-Evaluation & Performance Review
Old Policy #: 6.2.4 Employee Self- Evaluation & Performance Review
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

6. Employee Self - Evaluation & Performance Review

NAME: _____ POSITION: _____

REVIEW PERIOD: _____

SELF- EVALUATION

1. Did you review the job description for your position at the start of the contract?

2. Did you prepare a work plan for the year to ensure that your obligations were fully and promptly executed?

3. Did you keep the Board of Directors and/or the appropriate Committee of the Board fully apprised of your actions?

4. Were you able to carry out the duties and responsibilities of your position?

5. Was there an area of your job description that you were unable to complete? If so, give explanation.

6. Did you prepare a year end report for the Board of Directors?

Policy: 1.0 History
Old Policy #: 1.0 History
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

1. HISTORY

The British Columbia Water Polo Association was founded in 1967 to promote, develop and administer the sport of Water Polo in the province.

Although water polo was played in the early 1900's in Vancouver, it was in the 1950's that water polo, supported by the Canadian Amateur Swimming Association, began to be played regularly and a senior men's league began.

Starting as a small but enthusiastic group of clubs, water polo has grown to over 1,000 members of all ages and abilities throughout British Columbia. In 1982 water polo was started by the BC Summer Swimming Association with the assistance of BCWPA in the form of meet management and officials. By the summer of 1987 over 500 boys and girls were playing water polo throughout British Columbia in this organization. This program has limited eligibility as it is meant to be a fun introduction to the sport.

After several years absence water polo returned in 1987 to the BC Summer Games. These teams are made up of boys and girls aged thirteen to fifteen who are not yet at a Provincial level of play.

Policy: 2. Operational Time Frames
Old Policy #: 5.0 Operational Time Frames
Adopted: Prior to July 2008
Latest Revision Prior to July 2008

2. OPERATIONAL TIME FRAMES

1 Calendar Year

The Year for BCWPA runs from September 1 to August 31 of the following year. Programs run throughout the year with membership being renewed yearly in the fall.

2 Canada Water Polo Association Calendar

See Appendix 5A: Canada Water Polo Annual Calendar of Events

The calendar for the upcoming year is issued each summer for the following year and includes dates and location of major international and national tournaments as well as important meetings, clinics etc.

3 BC Water Polo Association Calendar

See Appendix 5B: BCWPA Annual Calendar of Events

The calendar for the upcoming year is issued each summer for the following year and includes dates of importance for the provincial membership including major international and national tournaments, coaching and official's clinics, camps and program dates.

4 Appendix 5A: Canada Water Polo Annual Calendar of Events

5 Appendix 5B: BCWPA Annual Calendar of Events

Policy	7. Policy on Pool Assignments
Old Policy #:	12.5 Policy on Pool Assignments
Adopted:	Prior to July 2008
Latest Revision	Prior to July 2008

7. POLICY ON POOL ASSIGNMENTS