



## **Administration Policy**

### **Personnel Practices & Policies**

#### **Hiring Policies and Procedures:**

BC Water Polo Association (BCWPA) follows the guidelines as established by the Employment Standards Act of BC. BCWPA is an equal opportunity employer and abides by the provisions of the Human Rights Code of British Columbia.

#### **Hiring Procedure - Senior Management & Technical Support:**

- All positions shall be advertised, posted at Sports BC and employment agencies, as well as mailed to the various Provincial Associations offices;
- 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;
- 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;
- A Hiring Committee, appointed by the BCWPA 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;
- 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;
- 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; and
- 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.

#### Hiring Procedures - Support Staff:

- All positions shall be approved by the Board Staff Committee, based on a job description developed by the President;
- A hiring committee will be struck by the President; and
- The agreement and starting salary will be negotiated under the guidelines set by the Staff Committee and Board of Directors.

#### Employment Contracts:

- For all new employees, the employment contract should be presented to the employee no later than the first day of employment;
- Renewals of any annual contracts should be presented to individual no later than thirty (30) days following completion of the previous contract; and
- 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.

#### 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.

#### 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.

#### Salary:

- All permanent employment positions required within BCWPA and the corresponding pay scale shall be approved by the Board of Directors;
- 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;
- 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; and
- 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.

Performance/Salary Review Process:

- 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 employee's contract renewal; and
- All positions which report to the President will be reviewed by the President who shall recommend any such pay increases or adjustments for the approval of the Board of Directors prior to the due date.

Terms Of Employment:

- All employment positions within BCWPA are subject to review in 90 days and will therefore be of a probationary nature;
- Employees passing the 90-day probationary period will be considered as permanent staff and will qualify for all benefits of the Association; and
- 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.

Hours of Work:

- The work schedule shall vary depending on office workload and the requirements of the Board of Directors;
- All overtime must be authorized;
- Overtime hours shall be taken as "time off in lieu" at the discretion of the Board and shall wherever possible be taken in the pay period earned;
- Time "in lieu" may be carried over to the following year to a maximum of ten (10) working days;
- A logbook will be maintained and all time off must be recorded;
- Probationary employees are not entitled to holidays;
- Employees will not be considered eligible for holidays until they have served one (1) full year of employment;
- 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);
- Employees are encouraged to take holidays in the year the holidays are earned;
- Unused holiday time may be carried forward, but only with the approval of the Board;
- 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;

- Where a statutory holiday falls on a day within an employee's vacation, his/her holiday may be extended by another day in lieu;
- All employees are entitled to receive statutory holidays as designated by the Provincial Government, and will include the following days:
  - New Year Day;
  - Good Friday;
  - Easter Monday;
  - Queen's Birthday;
  - Canada Day;
  - BC Day Labour Day;
  - Thanksgiving Day;
  - Remembrance Day;
  - Christmas Day; and
  - Boxing Day.
- Statutory holidays falling on a Saturday or Sunday will be taken on the following Monday or as prescribed by the Employment Standards Act;
- Employees absent from work for more than three (3) consecutive days shall provide BCWPA with a medical certificate;
- Employees will make every attempt to make medical/dental appointments outside working hours;
- Leave - with pay:
  - Bereavement: Employees are allowed up to three (3) days leave with pay when a death occurs in the immediate family;
  - Immediate family is defined as spouse, parents, grandparents, child, brother, sister, stepparent, stepchild and immediate in-laws.; and
  - Leave of absence without pay may be granted in situations, which are deemed reasonable and sufficient. The granting of such leave is entirely at the discretion of the Board. If such leave is granted, it must be for a predetermined time.
- A pregnant employee is entitled to a leave of absence without pay for a period of eighteen (18) weeks;
- Maternity leave and bereavement leave will be counted when calculating vacation time, sick days, and benefits of the Association; and
- Leaves of absence without pay do not qualify when calculating vacation time, sick days, or benefits of the Association.

Benefits:

- 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. BCWPA will contribute to the cost of the Sport BC Benefit Package for all permanent employees, their spouse, and their dependents; and

- 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.

#### Grievances:

- 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;
- The procedure for such a grievance shall be:
  - First, to the President who shall make all effort to resolve the dispute and, failing a satisfactory resolution at the level will;
  - 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;
  - 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; and
  - The decision of the Board of Directors is final.
- 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.

#### Employee Conduct:

- All employees will remember that their duties do include assisting and working with volunteer BCWPA committee members;
- All employees should always display a positive attitude towards BCWPA;
- 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;
- BCWPA recognizes the right of its employees to a safe, healthy workplace;
- The staff members have the right to refuse to do the personal errands of their immediate superiors and work not related to their duties; and
- 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.

#### Miscellaneous:

- The BCWPA must have up-to-date personnel records of each employee. It is the responsibility of the employees to inform the President and the personnel department in writing of any change of name, address, telephone number or marital status, etc.;

- BCWPA assumes no liability or responsibility for any personal articles lost or stolen, regardless of circumstances; and
- In the absence of policy or precedent, the President in consultation with the Board and the Director responsible would deal with an issue and then bring it to the Board's attention for approval and development as policy.

#### Job Descriptions for Employees Of BCWPA:

- The President's purpose is to administer the BCWPA day-to-day administration activities on behalf of the Board of Directors. This is a management position required to support the efficient functioning of the BCWPA. The President is responsible to the Board of Directors and reports in writing on a regular basis to the President who is responsible for the overseeing of this position. The President of the BCWPA is to act as facilitator 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. Duties include:
  - Oversee Administrative Assistant role on daily basis;
  - Maintain current grant applications & deadlines;
  - Source out new grant opportunities, complete applications & meet deadlines;
  - Inform club members of grant opportunities and deadlines; act as resource and provide assistance with regard to completion of grant applications; etc.;
  - Update & standardize BCWPA the policy manual;
  - Act as resource & provide assistance to member clubs with respect to development of policies; including content, standardized format, etc.;
  - Develop standardized, user-friendly templates for member club use i.e. "How to Guides" for Incorporation of Non-Profit Society, Registration Packages, Policy Manuals, forms, etc.;
  - To act as a liaison with member clubs and participants as necessary, to answer queries, transmit information and anticipate problems and prepare the Board of Directors;
  - To represent the BCWPA at a variety of meetings and functions to communicate BCWPA policy as directed by and to report to the Board of Directors;
  - To act as a liaison with the government staff and the Board of Directors;
  - To act as a liaison with the staff of Sport BC and the Board of Directors;
  - To prepare and distribute a quarterly newsletter under the direction of the BCWPA Board of Directors;
  - To carry out such tasks as assigned by the Board of Directors; and
  - Re-establish participation in the BC Summer Games.
- The Administrative Assistant's purpose is to administer the BCWPA day-to-day operational office activities on behalf of the Board. This is an administrative position required to support the efficient functioning of the BCWPA. The position is expected to maintain and report up-to-date records of all correspondence, minutes, and reports of the BCWPA. The Administrative Assistant

is a part-time position responsible to the President who is responsible daily for overseeing this position. The Administrative Assistant of the BCWPA is to act as facilitator 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 are the ultimate decision makers of the Association. Duties include:

- To support the administration of all BCWPA meetings by notifying members, preparing agendas with the President and Secretary, compiling reports and correspondence;
  - Take minutes of BCWPA Board of Directors' meetings; proof; forward to BCWPA Secretary for editing and distribute;
  - Perform reception duties: answering phone, addressing voicemail, referring calls to required Directors;
  - Manage daily correspondence received by Canada Post; scan and forward mail to Directors;
  - Manage daily emails; respond & address; forward emails to responsible Directors;
  - Type documents, correspondence, memos, etc. as needed as per Directors' requests;
  - Develop filing system to organize & maintain office files; for both electronic and hard copy files;
  - Manage & order office supplies as required using Board approved guidelines
  - Prepare and distribute monthly mail outs to member clubs;
  - Maintain an accurate and current Association membership roster (including all membership categories/levels); and
  - To carry out such tasks as assigned by the Board.
- The Provincial Head Coach's purpose is 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 include:
    - Work collaboratively to support the Girls/Boys/Development Coaches;
    - Supporting and mentoring Regional/Junior Coaches for development up to and including participation in Regional Tournaments of Play;
    - 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;
    - Ensuring that Coaches are adhering to the Coaches & Players Code of Conduct;
    - Reporting to the Director of Coaches;
    - Prepare and present Provincial Program Annual Report at AGM;
    - Coordinating the AAP Grant and application process with the various coaches to ensure application deadlines are met;
    - Identify and recruit players within the province for the Provincial program in cooperation with regions on Team B.C;
    - Identify and recruit players within the province for the Provincial Elite Program;

- Set-up and coordinate Provincial Summer Training Program;
- Help administer and run provincial player camps, clinics and talent ID camps;
- Assist in the coordination of coaching clinics;
- Be the first point of contact for communication between the Provincial Program;
- Stay within strict budgeted guidelines as set out by BCWPA in conjunction with the Provincial Programs;
- Responsibilities for Developmental Program;
- 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.;
- Design, plan and implement a student coaching program for the programs in areas of potential assigned above;
- Co-ordinate a Coaching Development Committee;
- Implement the Developmental Leaders/Coaches in Training Program for apprentice coaches;
- Develop and implement a coaching retention strategy;
- Serve as mentor coach for coaches in the above areas;
- Attend regional board meetings in outlying areas on a regular basis when possible;
- Be a consultant to regional area programs;
- Co-ordinate, schedule and facilitate Athlete & Officials clinics throughout the province;
- In co-operation with team managers, co-ordinate and submit team entries for:
  - BC Games;
  - BC Invitational Age Group; and
  - BC Summer Swimming Summer Tournament.
- To obtain and distribute training material resources such as books, articles, films, presentations, videos, pod casts, DVD's;
- Keep abreast of all current Provincial & National Water Polo materials and obtain as learning aids; and
- Work with the Director of Development Athletes to create and sustain recruitment techniques and practices.

Qualifications:

- The new staff member is given our orientation for staff binder so that they may familiarize themselves with the association; and
- The President is responsible to the Board 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 to both the Provincial Coach and the Provincial Program Committee and report in writing on a regular basis to both groups.



## Financial Management:

### Definitions:

- Any activities supported or sanctioned by BCWPA will be called a program. Some examples are clinics, training camps and summer select. The fiscal year starts April 1st and ends March 31st of the following year.

### Cheque Signing Authority:

- The Board shall designate the Directors, usually including the Treasurer, President and the Secretary who have signing authority; and
- Unbudgeted Revenue Monies left over from all programs shall be brought to the attention of the Board who shall determine, through a Director or an Ad Hoc Committee, the best use of the money.

### Accounting Procedures:

- Directors with signing authority have signing authority on BCWPA accounts and any two may sign the cheques. All signers are required to see the underlying source documents before signing or co-signing;
- Some of the practical day-to-day financial responsibilities (such as deposits; preparing cheques for signing and preparing gaming reports) are carried out by the Treasurer;
- Deposits are directly related to specific line items in the budget so that there is a direct accountability. Major receipts such as government funding have established time frames and program fees are directly linked to participation by athletes, coaches' logs, registration documents and volunteer involvement which promotes accountability and controls. Very little, if any, of the association's receipts are in the form of cash;
- Cheque requisitions requests must be accompanied by an expense form and receipts or be directly tied to a program budget area which is accounted for by the director responsible and the Treasurer;
- A photocopy of all cheques sent from the office is retained for back-up confirmation. The Association uses standardized pre-numbered cheques and deposit slips and transacts its affairs through recognized chartered banks. On specific occasions Petty Cash is held by the Treasurer (i.e.: at the time of a tournament), however all expenses taken from petty cash must be covered by a receipt; and
- The overall control is the frequent in person involvement of our volunteer treasurer who personally reconciles the gaming accounts, program collections, bank account and analyses detailed sub-ledgers monthly.

## Annual Operating Budget:

- Submissions Datelines:
  - The President 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; and
  - Any error to the draft budgets must be corrected and re-submitted by the end of January of the current fiscal year.
  
- Format In general all budget submissions must include:
  - Current budgeted amount;
  - Current actual amount (including projections to the end of the current fiscal year);
  - New Budget;
  - Rational for changes other than inflationary increase; and
  - Rational for addition/deletion of items.
  
- 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 ratification;
  
- Extra-Annual Operating Budget:
  - Budgets for programs which develop during the fiscal year and which has no funding under the Annual Operating Budget;
  - 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;
  - Extra annual operating budgets must be submitted to the Board at a Board meeting before the program starts; and
  - 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.
  
- Budget Reports:
  - The Treasurer shall submit a budget report at each board meeting;
  - The report shall consist of budgeted amount, current month's amount, year to date amount and amount left. During the normal operations of BCWPA there will be times when individuals' clubs 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); and

- 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.
- Invoicing:
  - 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;
  - 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 committee;
  - The finance 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; and
  - These measures can include, but are not limited to:
    - Placing the debtor in bad standing with BCWPA;
    - Placing a hold on all cheques being written by BCWPA to the debtor;
    - Using grants designated for the debtor by BCWPA to clear the account; and
    - Refusing to issue further credit to the debtor. The finance committee has the authority to negotiate a payment schedule, if necessary, that will prevent undue hardship from befalling a debtor in clearing an account.
- Expense Claims:
  - During the fiscal year members sometimes incur cost while they represent BCWPA;
  - Claimable Items and Amounts:
    - Per diem for daily expense will be set by the Board;
    - Travel:
      - 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;
      - Commercial transport must be arranged through a Travel Agent to ensure the lowest rate possible;
      - It may be necessary for the member travelling to replace stolen or broken BCWPA equipment;
      - All expense claims must be submitted on the 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;

- 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; and
- All expense claims must be approved by the Treasurer before any money is released.

- Disciplinary Actions:

- When an employee of the Board, either hired by the Staffing Committee or one of the Regions, is disciplined and money being withheld constitute part or all of the disciplinary action, the staffing committee responsible for the position or the region through its Regional Director, must inform the Board within ten (10) days whether it intends to employ a temporary employee to fulfil the position throughout part or all of the disciplinary period, and within fifteen (15) days present documentation that the temporary employee has been hired, and in the event such information is not forthcoming within the allotted time, the money shall be deemed as UNBUDGETED REVENUE.

- Financial Policy for BCWPA Programs:

- 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;
- The Treasurer takes ultimate fiscal responsibility for all BCWPA programs;
- 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;
- Timelines are guides to help Directors and Chairs towards the submissions of proposed budget and final budget report. All programs must follow the timeline as outlined below:
  - A two weeks 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;

- 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; and
  - Two timelines are set: one for the programs that develop during the fiscal year and one for programs that are ongoing.
- As part of the planning process of any BCWPA program a working budget will be produced. This working budget must include:
  - a section which contains the following information to whom cheques are to be issued;
  - the amount of the cheques;
  - date the cheques are to be written; and
  - budgetary items covered by the cheque.
- 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;
- The process to follow when actual cost is over the budget;

## Club Business, Tournaments and Registration

- 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:
    - 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 enough time to get the equipment ready;
    - Before the equipment leaves the office both the borrower and office staff must sign a list of all equipment being borrowed;
    - 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; and
    - The equipment is to be returned by the date specified on the release form.
- Registration Year:
  - The registration year is defined as being from October 1st to September 30th of the following year;

- To become a participant in good standing and access all privileges, BCWPA must have received full payment and detailed information about the individual. (Full Name, Level, Birth date, Complete Address, Phone number, etc.);
- An individual participant may be placed in bad standing by BCWPA:
  - As a consequence of an investigation by a BCWPA discipline committee;
  - Immediately by the President of BCWPA if the members' actions warrant it and the matter be subjected to an investigation by a BCWPA discipline committee;
  - Actions that may place a member in immediate bad standing may include but are not limited to gross brutality and behaviour that denigrates the image of sport; and
  - The discipline committee must also recommend actions required to remove the member from bad standing.
- An individual member placed in bad standing by the BCWPA may not participate in any BCWPA activities including but not limited to:
  - Club practice and scheduled game;
  - Acting as a coach or referee; and
  - Development Camps.
- Selection Camps for an event scheduled to occur during the period of bad standing:
  - Shall be held responsible for any penalties levied to BCWPA including but not limited to:
    - Damage assessments; and
    - Travel costs.
- Program Registration:
  - Participants must be properly registered in the appropriate program level in order to be deemed eligible to participate in that program;
  - Only teams registered with a BCWPA club can take part in any BCWPA Water Polo Tournament, Provincial Event, National Event or International Event;
  - A team is defined as a maximum of twenty (20) players; and
  - Travel permission to travel outside of the province or country must be obtained through the Provincial Office.
- Hosting Tournaments:
  - Clubs wishing to host a tournament (local, provincial, national or international) must receive a sanction from BCWPA;
  - 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;

- Insurance BCWPA 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;
  - The members of BCWPA are those clubs who were members at the time of incorporation and those clubs, which have subsequently become members;
  - A club or organization applying for membership shall have at least 5 participants before being accepted as a member;
  - The registration year is from September 1 to August 31 of the following year;
  - All club memberships and individual memberships must be received by October 15th with payment due by November 1st;
  - Clubs must forward any new individual memberships received during the year accompanied by registration forms, payment and the remittance summary form; and
  - Clubs will receive confirmation of the registrations by BCWPA.
- Registering a New Club:
    - Complete in FULL the BC Water Polo Club and Executive registration form;
    - Send a letter of introduction with the registration form outlining the following:
      - facility, location;
      - type of program offered; and
      - athlete / coach ratio iv) level of coaching certification of coaches & criminal record checks v) type of organization and structure (copy of business license / certificate).
    - 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;
    - 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;
    - Remit club membership fee with completed application forms;
    - 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;
    - All member clubs must submit an internal club disciplinary policy;
    - All BCWPA member clubs internal disciplinary process should be based on the following broad principles:
      - The discipline must fit the wrongful actions;

- An appeal process must be in place, with BCWPA to act as the final appeal;
  - Only BCWPA can restrict participants from provincial, national or international Water Polo activities based on “member in bad standing with BCWPA”;
  - Member clubs may restrict participants from club activities based on “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;
  - A series of minor, related or unrelated incidents may be considered in its entirety in applying discipline;
  - All discipline must be properly documented, and a copy sent to BCWPA;
  - The time lag between action and disciplinary actions and any subsequent appeal must be reasonable; and
  - Disciplinary period must consider the participants history and future development in the sport.
  
- Registration for Existing Clubs:
  - Complete in FULL the BC Water Polo Club and Executive Registration form;
  - Remit club membership fee with completed application forms;
  - 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;
  - A club or organization applying for membership should have at least five participants before registration will be accepted;
  - An annual membership fee as determined by the Board is to be paid by each member to BCWPA and shall be payable on or before the first day of November in each year;
  - A member ceases to be a member of BCWPA:
    - Upon written resignation of the member;
    - If the annual membership fee remains unpaid after the due date; and
    - On being expelled for actions contrary to the rules and regulation of the by laws of the society as indicated in the constitution.
  - All Club Members must be properly registered in order to be eligible to participate in BCWPA programs; and
  - Club board members and Volunteers are to be registered and submitted on the appropriate forms.
  
- Individual Registrants:
  - 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 BCWPA. This fee, to be collected by member clubs and submitted to the Treasurer on the participant's behalf, is



payable before participating in any practice, game or competition run by or under the auspices of BCWPA;

- Registrations will not be accepted without the required information;
  - 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 play for a different club at the same age group, they must comply with the requirements as set out by the BCWPA transfer policy;
  - An individual participant can be a member of more than one club if he/she plays in different age categories i.e.: (Juvenile for one club and Senior for a second) since within BCWPA clubs have tended to be formed as either Senior clubs or Age-group clubs;
  - 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 as such is ineligible to participate in any program run by or under the auspices of BCWPA; and
  - A registration package summarizing the procedures and fees will be sent to all clubs in August of each year for that season. Clubs will register their members accordingly. Data on all members must be submitted to the Provincial Office by the set day along with updates as they occur. Clubs must keep on file individual registration forms with a signed consent for participation (along with parent/guardian if under 19).
- Delineation of Age Groups:
    - The following is a definition of the age groups of BCWPA as of December 31. Atom 11 years and under Bantam 13 years and under Cadet 15 years and under Juvenile 17 years and under Junior 19 years and under Senior Open.
  - Delineation of Player Registration Categories:
    - As stated earlier the BCWPA registration package sent out at the end of the summer for the following registration year summarizes the fees and registration process to be followed:
      - Competitive National Member - Any National team member or player competing at a National event must be registered with the BCWPA in this category;
      - Competitive Provincial Member - Any British Columbia player competing in an International or Inter-provincial event must be registered with the BCWPA in this category;
      - Recreational Member - Any British Columbia player competing in games, leagues or tournaments within BC must be registered with the BCWPA in this category. This includes the University category;
      - Coaches and Officials- Any coach, official or individual participating in training sessions, camps or other water polo opportunities; and
      - Club Fee: Includes all Club board Members and club volunteers.

- Travel Permit:
  - Any team travelling outside the province of British Columbia must file a travel permit with BCWPA:
    - Five (5) weeks before departure a travel permit must be filed;
    - This request must include the following:
    - Teams must be from a BCWPA member club in good standing;
    - All members, coaches and managers/chaperones must be members of BCWPA; and
    - Teams with underage players should comply with the BCWPA recommended chaperone rules such that:
      - The chaperone should be a minimum age of 25;
      - Teams should have an adult coach/chaperon/manager such that one of these is the same gender as that of the tea;
      - The completed form is to be sent to the Provincial office to be authorized;
      - The Provincial office will send a copy to the requesting club;
      - 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; and
      - Clubs should enquire of the event organizers as to the requirement for parental consent in events in which minors are participants.
  
- Definitions Transfer:
  - Any movement of an athlete currently registered in one club at a specific age level to another club during a competitive season (September 16 - June 30).
  
- Re-registration:
  - Any movement of an athlete currently registered in one club to another club at the end of one season and before starting the next season (between July 1 and September 15);
  - Transfer Committee shall be composed of the Regional Directors involved in the transfer;
  - Procedure for inter club/inter provincial athlete loans 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" or regional centre and moving to the "arriving" club or regional centre. The form must be signed by the following people to ensure they are aware of the transfer:
    - the "departing" club/ regional centre coach & club president;

- the "arriving" club/regional centre coach & club president; and
    - the "departing" regional director iv) the "arriving" regional director.
  - The athlete transfer will be officially approved 21 days after receipt of the completed transfer form has been received by the BCWPA office unless a written appeal is made. All age group clubs affected by the transfer will be informed within seven (7) days after receipt by BCWPA and may appeal through their Regional Director;
  - The transfer will be referred to the transfer committee if a written appeal is made by one of the involved signing parties within a 14-day period;
  - The transfer committee will make a ruling within 21 days after receiving an appeal and respond in writing to all involved parties listed above; and
  - The transfer committee's decision shall be final.
- Membership Transfers as Related to National Championships:
  - 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;
  - 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;
  - 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; and
  - 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:
    - Athlete has attended a provincial program selection activity for the age appropriate team and has not been selected to the National Championship; and
    - Athlete does not have team representation from their home club or provincial program attending the National Championships.
- Insurance Policy - Description of Liability:
  - The insurance policy covers all participants registered with BCWPA; and
  - This means that all managers, chaperones, club Board members and volunteers must be registered with BCWPA to be included in the coverage.
- Services Are Provided Directly to Our Members:
  - Newsletter;

- Club Information Letter;
  - Insurance;
  - Registration;
  - Resource library for athletes, coaches and officials;
  - The office and a warm body to answer questions and refer new members to clubs;
  - Programs for both Summer and Winter water polo;
  - Fundraising programs;
  - Coaching and Officials Clinics;
  - Publicity and advertisement for club events;
  - Player camp and clinics;
  - Sport Science clinics;
  - Athlete, Coaching & Official Assistance;
  - Water polo merchandise at reduced prices;
  - Update letters for NCCP certification;
  - Establish standards for tournaments;
  - Sanction league and tournament play; and
  - Financial support for regional development.
- Resources Available:
    - Inventory of Books, Manuals, Clothing, Videos & Equipment available to members

## Communications

- 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.
- 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.
- 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.

- 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.
  
- Policies and Procedures:
  - Each club can go on line to the BCWPA web site and review all policies.
  
- Officials Bulletin:
  - This bulletin will be placed on the BCWPA web site twice a year to update Officials on new rules, how to be upgraded, etc.
  
- Coaches Bulletin:
  - This bulletin be placed on the BCWPA website twice a year to update Coaches on new rules, on the procedures to upgrade the coaching levels and information on clinics.
  
- Marketing Strategies:
  - Marketing Plan - Available in Office
  - Promotional Strategy - Available in Office
  - Sponsorship Package - Available in Office
  
- 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 policies already in place; and
  - As risk assessment is an on going process this policy will have an appendix which identify future directions in risk management.
  
- Risk Management Committee:
  - The President, and selected Board members shall be members of the Risk Management Committee; and
  - 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.

- General Liability Policy:
  - BCWPA carries two insurances;
  - These are described in the following policies:
    - Insurance;
    - Insurance Policy-Description of Liability;
    - Facilities and Equipment Risk Audit;
    - Safety;
    - Facilities:
      - Pools All in-water water polo activities take place in public pools. See policy - Provincial Health Standards; and
      - 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.
  - Meetings BCWPA meetings are held at facilities that carry general liability insurances;
  - Equipment Facility equipment is seldom used by BCWPA members; and
  - 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.
  
- People Risk Audit:
  - Physical Safety See - Training and Competition Standards Biting Policy (pending);
  - Drug and Alcohol Policy;
  - WCB Workplace Hazard Prevention (BCWPA policy pending); and
  - British Columbia Water Polo Association Code of Conduct, BC Summer Games Addendum, Responsibilities of Chaperone, Coach, Officials, and Players, BCWPA Policy on Harassment, Policy on Fair Play, Policy on Equity within BCWPA and the Policy on Criminal Record Checks.
  
- Events Risk Audit:
  - 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; and
  - All pools are staffed with lifeguards who are trained in first aid and are required to record any personal emergencies.