MANITOBA WATER POLO ASSOCIATION INC

OPERATIONS MANUAL 2022

INTRODUCTION

The Manitoba Water Polo Association Inc., also known as the M.W.P.A., is the governing body for the sport of water polo in the Province of Manitoba. The M.W.P.A. office is located in the Sport Manitoba Building, 145 Pacific Avenue, Winnipeg, Manitoba. The M.W.P.A. is a recognized sport organization of Sport Manitoba and receives the bulk of its funding from this organization. The funding received from Sport Manitoba enables the M.W.P.A. to provide many services to its membership including: administrative and technical staff, office space, administrative services, program support and access to bingo funding through the Manitoba Liquor and Lotteries Foundation. The office, under the leadership of the Board of Directors and the Executive Director, plan and prepare not only for the day-to-day operation of the Association, but also for the promotion and development of water polo including active long-range planning.

MANITOBA WATER POLO ASSOCIATION INC.

POLICIES AND PROCEDURES MANUAL

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1. MEETING PROCEDURES

To minimize time spent at all meetings of the M.W.P.A. the following procedures will be implemented.

1.1 REGULATIONS

1.1.1 The procedure for dealing with agenda items for all meetings will be as follows:
1.1.2 The agenda and all items will be circulated to the board seven (7) days prior to meeting date.
1.1.3 All items will be accompanied by a recommendation and brief discussion.
1.1.4 Such recommendations and discussion will preferably be in written form, but may be accepted verbally.
1.1.5 It will be the responsibility of the initiator of the agenda item in question to develop the required recommendation and discussion.
1.1.6 Motions presented to the Board for consideration should be received by the members of the Board prior to the motion being discussed at the Board level, whenever possible. This will allow members an opportunity to properly review all motions and make informed decisions.

1.2 MINUTES

Minutes of all meetings shall be prepared in a format as determined by the Office Administrator/Executive Director of the M.W.P.A. and/or the appropriate Committee Chairperson from time-to-time. Minutes of Board meetings will be distributed to members of the Board within 7 working days of each Board/Executive Committee meeting.

2 CLUBS

2.1.1 RESPONSIBILITIES

In order to be eligible for participation in various M.W.P.A. programs, including insurance coverage, Clubs must;

2.1.1 ensure all members are registered with the Association prior to participation in Club/Association events/programs/leagues.

2.1.2. pay a registration fee to the Association office - fees will be determined on a year-to-year basis.

2.1.3. submit a financial statement to the Association within three (3) months of fiscal year end.

2.1.4. Advise the Association on pool rental schedules/usage, as the Association carries the liability insurance in this area.

2.1.5. be responsible for their own fundraising activities. Individual clubs will be liable for any financial and contractual obligations undertaken by that club.

Clubs wishing to have access to fundraising activities normally under the auspices of the Association or wishing to apply for licenses under the name of the Association, must apply to the Association to participate in or use the name of the Association for participation in these activities. Written application must be made to the Association a minimum of six (6) weeks prior to the activity date. The application must include a budget which clearly indicates expected club revenues and expenditures for the fiscal period in which the fundraising dollars will be used. The Association will give priority to those clubs that; (1) have demonstrated the capacity to operate fundraising activities in a competent manner so as not to jeopardize future access to that activity, and (2) have demonstrated a financial need for assistance.

2.2 GENERAL

Registered clubs of the Manitoba Water Polo Association Inc. are eligible for the following services:

2.2.1 Voting privileges at the M.W.P.A. Annual General Meeting or Special General Meetings as outlined in the By-laws,

2.2.2 Access to M.W.P.A. fundraising activities,

2.2.3 Insurance coverage for all registered members,

2.2.4 M.W.P.A. communication/newsletters to membership,

2.2.5 Receiving sanction to host and/or attend events,

2.2.6 Access to M.W.P.A. Board of Directors' meeting minutes,

2.3 DISSOLUTION

Upon dissolution, all club monies which have been acquired through activities sanctioned by the M.W.P.A. or through funding received from the M.W.P.A. must be forwarded to the M.W.P.A. in good faith.

3. LEAGUES AND PROGRAMS

3.1. REGULATIONS

In order to participate in any M.W.P.A. organized leagues and/or programs, teams/clubs

must:

3.1.1. be registered and in good standing with the Association,
3.1.2. submit completed entry forms a minimum of two (2) weeks – prior to participation in the event,
3.1.3. submit required entry fee.

3.2. GUIDELINES

3.2.1 The following guidelines will be in place for all leagues and programs operated by and under the auspices of the M.W.P.A.;

3.2.1.1. League fees must be paid in full prior to participation unless alternate arrangements have been made with the M.W.P.A Board of Directors.
3.2.1.2. Completed registration forms (including all required information on ALL participants) must be received by the Association office or the league or program convenor prior to participants entering the water.
3.2.1.3. Teams/clubs with the majority of athletes under the age of eighteen (18) must have a representative of legal age present at team/club games.

3.2.2. The Association will:

3.2.2.1 ensure event details are coordinated,
3.2.2.2. provide event information to teams/club contacts a minimum of four (4) weeks prior to the event,
3.2.2.3. provide schedules a minimum of one (1) week prior to the event,
3.2.2.4. provide coordinator(s) for the event,
3.2.2.5. provide referees for the event,
3.2.2.6. provide insurance coverage,
3.2.2.7. provide some level of financial assistance for the event.

4. INTERPROVINCIAL AND INTERNATIONAL TRAVEL SANCTION

It is mandatory for all teams traveling to events outside Manitoba and for all competitions in Manitoba to receive sanction from the Association. This is necessary to ensure that all persons traveling to participate in a water polo event are in fact registered members of the Association, and also that persons participating in water polo events in Manitoba are registered members of their respective water polo associations.

4.1 TEAMS TRAVELLING TO EVENTS OUTSIDE MANITOBA

4.1.1. Sanction must be received from the Association

4.1.2. Notification of team/club's intention to travel as well as the team roster including parental consent forms for athletes under the age of eighteen (18), and names of chaperones must be received fourteen (14) days in advance of departure

4.1.3. No athletes with outstanding accounts with the Association will be allowed to travel unless special arrangements have been made with the Board of Directors prior to departure

4.1.4. All teams/clubs traveling with members under the age of eighteen (18) will be required to have two chaperones. If the head coach/assistant

coach or team manager is not of the same gender as the athletes the chaperone is required to be of the same gender as the athletes
A Chaperone is defined by Water Polo Canada as:

4.1.4.1. Some one of at least twenty-five (25) years of age;
4.1.4.2. Be a registered member in good standing with their Club, PSO, and Water Polo Canada;
4.1.4.3. Must at least be registered as a "volunteer" on the Water polo Canada Membership Registration System
4.1.4.4. Have an approved criminal record check and an approved child abuse registry check on file with the PSO or member Club. To be renewed annually.

4.2. EVENTS HELD IN MANITOBA

4.2.2. Interprovincial Events

4.2.2.1. Sanctions for the event must be received by the association
4.2.2.2. Information on the event including schedule, teams to participate, budget, etc., must be forwarded to the Association office fourteen (14) days prior to the start of the event
4.2.2.3. Referees must be approved by the Technical Committee of the Association.
4.2.2.4. Teams from outside the province attending the event must have a letter of sanction (or permission) to participate sent from their provincial/state association to the M.W.P.A., to be received no less than two (2) weeks prior to the event.

4.2.3. Interprovincial Events

4.2.3.1. Sanction for the event must be received from the Association.
4.2.3.2. Host team/club must submit a list of participants to the Association office no less than seven (7) days prior to the event to ensure that all participants are registered with the Association.

4.2.4. Failure to Meet Deadlines

4.2.4.1. Any club/team whom fails to meet the deadlines for submissions will be subject to a fifty-dollar ($50) fine for a first offense, which need to be received by the office before verification of documents will be processed
4.2.4.2. A subsequent infraction will result in an increase of ten dollars ($10) each time

5. COACHING

The association will follow Water Polo Canada's curriculum, policies and procedures.

WPC Coaching link: http://www.waterpolo.ca/becomeacoach.aspx.

6. OFFICIATING

Each year the Technical Committee of the Association will appoint a qualified official to act as the Referee-in-Chief for the Association.

6.1. Levels for officials are defined as follows:

- 6.1.1 Minor Official
- 6.1.2 Regional Referee
- 6.1.3 Provincial Referee
- 6.1.4 National Referee

6.2. The following dress code will apply for M.W.P.A. Referees;

- 6.2.1. Ankle length white pants,
- 6.2.2. White, short-sleeve shirt, with collar.
  NOTE: No graphics, logos or lettering are allowed except for items as issued and authorized through the M.W.P.A. Referee-in-Chief,
- 6.2.3. White deck shoes,
- 6.2.4. Shrill whistle (E.g., FINA "Fox 40") on a lanyard,

In order to be eligible for payment for referee services, referees must abide by the dress code as outlined above, as well as attend referee clinics as determined by the Technical Committee of the Association.

Referees will be paid an honorarium for referee services, to be decided upon by the Board of Directors at the beginning of each season, and based upon their qualifications.

7. NATIONAL TOURNAMENTS and/or EVENTS

7.1. All teams/athletes representing the Province of Manitoba at a National Tournament and/or event must be registered and in good standing with both the Association and Water Polo Canada.

7.2. All participants must sign a M.W.P.A. Code of Conduct.

8. GENERAL POLICIES AND PROCEDURES

8.1 The Association will provide in advance, a meal per diem of $35.00 per day to those individuals who are representing the Association at events at which attendance by a representative has been approved by the Board of Directors.

8.2 Member Individuals/Groups of the Association wishing to appeal decisions by the Association may do so by submitting a written appeal to the Association within one (1) week of the incident in question. An Appeal Committee will then be struck from the Association Board of Directors, who will deal with the appeal as per the policies set out in the WPC Appeal Policy.

8.3 The M.W.P.A. is a full member of the Canadian Water Polo Association Inc., also known as Water Polo Canada. The President of the M.W.P.A. will attend the Water

Polo Canada Annual General Meeting, along with the Executive Director or another board member as required who will act as an observer. If the President is unable to attend then s/he must ensure that a responsible official of the Association will attend in his/her place and the said official is properly empowered to vote on all matters discussed and voted on at the meeting.

MANITOBA WATER POLO ASSOCIATION INC

COMMITTEE POLICIES

The committee system has been designed to allow the Association to be more effective in developing and implementing its policies and programs.

A. EXECUTIVE COMMITTEE

Type: **Committee Role** **Policy Number: 9**

Authority: **Board of Directors** **Date Approved: May 2018**

Chaired by: President

Composition: The Executive Committee shall consist of the President, Past-President (when present on the board), Vice-President, Secretary and Treasurer.

Quorum: A majority of committee members

Purpose: The Executive Committee shall handle the affairs of the Association between monthly board meetings

Duties and Responsibilities: Dealing with affairs as they arise.

Meetings: Meetings shall be held at the call of the Chair

B. FINANCE COMMITTEE

Type: **Committee Role** **Policy Number: 10**

Authority: **Board of Directors** **Date Approved: May 2018**

Chaired by: Member of the Board of Directors

Composition: The Finance Committee shall consist of not less than three (3) members, one of which must be the Treasurer of the Association.

Quorum: A majority of committee members

Purpose: The Finance Committee over sees the financial operations of the Association

Duties and Responsibilities:

Relationship with the M.W.P.A

- Chairperson attendance at Board of Directors' Meetings.
- Finance Committee Meeting minutes submitted to the Board of Directors' meetings.

General Duties

- Preparation of the yearly budget
- Overseeing preparation, maintenance, and evaluation of grant submissions and post event reports
- Monitoring of monthly financial statements
- Preparing and defending motions to the Board of Directors which involve monetary expenditure.

Meetings: Meetings shall be held at the call of the Chair

C. TECHNICAL COMMITTEE

Type:	**Committee Role**	**Policy Number:**	**11**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

Chaired by: Technical Director

Composition: The Technical Committee shall consist of not less than three (3) members. One of those members must include the Technical Director.

Quorum: A majority of committee members

Purpose: The Technical Committee will oversee the planning, implementation and evaluation of coaching and officiating clinics.

Duties and Responsibilities:

Relationship to the M.W.P.A.

- Chairperson attendance at Board of Directors' meetings.
- Technical Committee meeting minutes submitted to the Board of Directors' meetings.
- Recommendations of the Technical Committee submitted to the Board of Directors as Board discussion. General Duties
- Prepare budget requirements for each year.
- Provide input for the annual game plan submission and grant applications.
- Study the annual game plan and grant applications to see what was submitted as a basis for projects.
- Annually provide a three (3) year plan of what the Committee would like to accomplish; set goals for the short-term (up to one year), the mid-term (1 to 3 years), and for the long-term (over 3 years). Ongoing review shall be a part of an annual meeting held after the season's play to review the past year and an early fall meeting shall be held to update the long-term and mid-term plans.
- Formulate and endorse technical policies.
- Formulate technical recommendations for Coaching and Officiating.
- Promote regional development in cooperation with Grassroots and School League representatives of the Board of Directors.

Formation of Disciplinary Committee

- The Technical Committee shall see that a Disciplinary Committee is formed for each league, or for each

tournament. The Technical Committee of the M.W.P.A. shall take no disciplinary action without full disclosure of the facts and proper written documentation from all parties involved in an incident.

Membership of each committee shall include:

- The league convenor or tournament coordinator.
- The Referee-in-Chief.
- All referees of the game where the incident occurs.
- A member of the Technical Committee.

Clinics

- Arrange annual clinics as needed in each area of responsibility

Meetings: Meetings shall be held at the call of the Chair

D. BINGO COMMITTEE

Type: **Committee Role** **Policy Number: 12**

Authority: **Board of Directors** **Date Approved: May 2018**

Chaired by: Bingo Representative on the Board of Directors

Composition: The Bingo Committee shall consist of a representative from each club as well as the Bingo representative.

Quorum: A majority of committee members

Purpose: The Bingo Committee shall oversee the Bingo operations of the Association

Duties and Responsibilities:

Relationship to the M.W.P.A

- Chairperson attendance at Board of Directors' meetings,
- Bingo reports and when appropriate, Bingo Committee Meeting Minutes submitted to the Board of Directors' meetings,
- Recommendations of the Bingo Committee submitted to the Board of Directors for inclusion as policy statements,
- The M.W.P.A. Board of Directors shall reply to the Bingo Committee recommendations,

General Duties

- Keeping accurate records of the amounts awarded each quarter and the amounts designated to volunteer workers and the Association
- Attending any meetings of the Manitoba Lotteries Foundation or Sport Manitoba regarding bingos,
- Preparing, recommending and endorsing Bingo policies

Meetings:

Meetings shall be held at the call of the Chair.

E. SPECIAL EVENTS COMMITTEE

Type: **Committee Role** **Policy Number: 13**

Authority: **Board of Directors** **Date Approved: May 2018**

Chaired by: Special Events representative on the Board of Directors

Composition: The Special Events Committee shall consist of not less than three (3) members.

Quorum: A majority of committee members

Purpose: The Special Events Committee

Duties and Responsibilities:

Relationship with the M.W.P.A

- Committee Chairperson attendance at Board of Directors' meetings,
- Update Reports and when appropriate, Special Events Committee Meeting Minutes submitted to the Board of Directors' meetings,
- Recommendations of the Special Events Committee submitted to the Board of Directors for inclusion as policy statements,
- The M.W.P.A. Board of Directors shall reply to the Special Events Committee recommendations,

General Duties

- Oversee and support all banquets and awards ceremonies for various Association leagues and programs,
- Oversee the compilation of information necessary for the presentation of national, provincial and/or regional sport involvement related awards
- Coordination and supervision of all volunteers necessary for aforementioned events,
- Assisting in the formulation of recommendations with respect to M.W.P.A. annual awards

Meetings: Meetings shall be held at the call of the Chair

F. GRASSROOTS DEVELOPMENT COMMITTEE

Type: **Committee Role** **Policy Number: 14**

Authority: **Board of Directors** **Date Approved: May 2018**

Chaired by: The Grassroots Development representative on the Board of Directors

Composition: The Grassroots Development Committee shall consist of no less than three (3) members

Quorum: A majority of committee members

Purpose: The Grassroots Development Committee is to oversee the promotion and development of Water Polo in Manitoba

Duties and Responsibilities:

Relationship with the M.W.P.A

- Committee Chairperson attendance at Board of Directors' meetings,
- Grassroots Development Committee Meeting Minutes submitted to the Board of Directors' meetings,
- Recommendations of the Grassroots Development Committee submitted to the Board of Directors for inclusion as policy statements,
- The M.W.P.A. Board of Directors shall reply to the Grassroots Development Committee recommendations,

General Duties

- Providing input for the game plan submission and grant applications,
- Assisting in the preparation of yearly budget requirements for Regional Development,
- Annual plan of what the Committee would like to accomplish; setting goals for current and future seasons. Review of previous season and plan for the next season at meetings annually,
- Formulate recommendations related to the development of water polo in the Province,
- Promote grassroots development in cooperation with Technical and School League representatives of the Board of Directors

Meetings: Meetings will be held at the call of the Chair

G. SCHOOL MANAGEMENT COMMITTEE

Type: **Committee Role** **Policy Number: 15**

Authority: **Board of Directors** **Date Approved: May 2018**

Chaired by: The School League representative on the Board of Directors

Composition: The School Management Committee shall consist of no less than three members.

Quorum: A majority of committee members

Purpose: The School Management Committee shall oversee the promotion and development of Water Polo in Manitoba schools

Duties and Responsibilities:

Relationship with the M.W.P.A

- Committee Chairperson attendance at Board of Directors' meetings,
- School Management Committee Meeting Minutes submitted to the Board of Directors' meetings,
- Recommendations of the School Management Committee submitted to the Board of Directors for inclusion as policy statements,
- The M.W.P.A. Board of Directors shall reply to the School Management Committee recommendations,

General Duties

- Providing input for the game plan submission and grant applications,
- Assisting in the preparation of yearly budget requirements for School League development
- Annual plan of what the Committee would like to accomplish; setting goals for current and future seasons. Review of previous season and plan for next season at meetings annually.
- Formulate recommendations related to the development of Water Polo in the province.

Meetings: Meetings will be held at the call of the Chair

H. HIGH PERFORMANCE COMMITTEE (HPC)

Type:	**Committee Role**	**Policy Number:**	**16**
Authority:	**Board of Directors**	**Date Approved: May 2018**	

Chaired by: The High Performance representative on the Board of Directors

Composition: The High Performance Committee (HPC) shall consist of a representative from the Board of Directors as well a representative from each club and non-voting male and female athlete representatives from each club

Quorum: A majority of voting committee members

Purpose: The HPC will deliver M.W.P.A. sponsored high performance programs for the development of athletes in Manitoba and to support National team athletes within the Province

Duties and Responsibilities:

Relationship with the M.W.P.A

- Committee Chairperson attendance at Board of Directors' Meetings
- HPC Meeting minutes submitted to the Board of Directors' meetings
- Recommendations of the HPC submitted to the Board of Directors for inclusion as policy statements,
- The M.W.P.A. Board of Directors shall reply to the High-Performance Committee recommendations,

General Duties

- To facilitate training opportunities for High Performance athletes.
- Identify and communicate grants and resources available for athletes.
- Liaise with Sport Manitoba, Sport Medicine Council and other like-minded organizations to facilitate Performance Enhancement Programs (PEP).
- Assist with Sport Manitoba Sport Plans and Directed Funding Applications
- To monitor and evaluate the activities of the HPC programs
- Collaborate with NSO to ensure program alignment

Meetings: Meetings shall be held at the call of the Chair

Manitoba Water Polo Association
Board of Directors Code of Behavior

Adopted 2018 (updated 2022)

As a Board member of MWPA, I will

- be committed to the mission of MWPA.
- act in a manner consistent with the mission and values of MWPA.
- focus my efforts on the mission of MWPA and not on my personal goals.
- accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors.
- acknowledge and declare conflicts of interest between my position as a board member and my personal and professional life.
- support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
- never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.
- keep confidential matters confidential.
- be accountable to the "moral ownership" with the rest of the Directors, for competent, conscientious and effective accomplishment of the obligations of the Board.
- ensure that discrimination is never practiced at MWPA
- act in a manner consistent with this Code of Behaviour despite personal opinions, values or differences.
- attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to MWPA.
- always respect the opinions and values of other board members and strive to create a positive atmosphere at board meetings.
- represent MWPA in a positive manner within the community

_____ _____

Signature Print Name

_____

Date

M.W.P.A. POLICY MANUAL

General Information

This Policy Manual is designed to provide the members of the Manitoba Water Polo Association Inc., also known as the M.W.P.A., with a simple and concise explanation of the rules and procedures that govern the Association, as defined in the constitution, by-laws and motions passed at Board of Directors' and Annual General Meetings (it is not designed to take precedence over any of these).

The ultimate objective of developing the manual is to promote better communication and understanding within the water polo community in Manitoba, through a clear definition of all policies and procedures relating to its functions.

Updating will be constantly required in order to keep the document current. To that end, in all minutes of meetings of the Board, whenever a decision is made that is to be included as policy, the motion(s) shall be worded "It shall be the policy of the Association that . . .". The policies in this manual shall supersede all previous motions and/or policies. Updated policies will be available to the Board of Directors and members of the Association one month after the policy has been approved.

The Water Polo office, under the direction of the Board member responsible for Policies and Procedures, will be responsible for the update and maintenance of the Policy Manual.

GENERAL PRINCIPLES

The Association shall have policy on issues which relate directly to the promotion and development of water polo in the Province of Manitoba.

a. The Association may have policy on issues which are;
   i. National in focus or scope,
   ii. Local or regional in focus or scope,
   iii. Specific to a single athlete, team or club.

b. The Association **shall not** have policy on issues which are;
   i. Unrelated directly to the promotion or development of water polo in Manitoba,
   ii. Within the exclusive jurisdiction of a member, team or club,
   iii. More appropriately dealt with by a member, team or club.

POLICY DEVELOPMENT

c. The Board of Directors may refer any issue to the appropriate Standing Committee of the Association for the development of a policy on that issue.

d. In developing policy on any issue, a Standing Committee shall consider the best interests of the promotion and development of water polo in Manitoba and, without limiting the generality of the foregoing, **may** develop policies with regard to:
   i. The Acts of Incorporation, the Constitution, and the By-Laws,
   ii. Any long-term strategic plan for the promotion and development of water polo in Manitoba which has been implemented by the Association,
   iii. Existing or prior policy or practice of the Association on the same or similar issue,
   iv. Direction given by the Board of Directors,
   v. Views expressed by or data collected from members, teams and/or clubs,
   vi. Recommendations or reports prepared by the Association or by Association staff,
   vii. Viewpoints expressed by or data collected from any external agencies or persons.

e. Standing Committees **shall not** develop any policy which has the effect of:
   i. Placing a member/team/club in direct conflict with another member/team/club, the Association, its national organization, its members, its funding agencies, or any government agency,
   ii. Discriminating against any member/team/club,
   iii. Breaching any Association By-Law, its Acts of Incorporation, or any contract entered into by the Association and then in force,
   iv. Aligning the Association to any political party or gives the appearance of such an alignment.

ADOPTION OF POLICY

f. The Board of Directors or majority of the membership must approve any policy before such policy is issued, pronounced or implemented.

g. Where, in the opinion of the Executive Committee, circumstances so require, policy may be issued, pronounced or implemented without prior approval of the Board of Directors, provided that the policy in question is brought forward at the next meeting of the Board of Directors.

h. Nothing in this section shall preclude any Standing Committee or Association staff from publishing or circulating any draft policy to such persons or organizations as it deems fit for the purpose of soliciting response and/or comment, provided that such draft policy is marked as such, and shall be appropriately endorsed prior to any publication or circulation.

APPEAL POLICY

Type:	**Governance**	**Policy Number:**	**21**
Authority:	**Board of Directors**	**Date Approved:**	**January 2022**

21.1 Rationale:

This policy is designed to provide rules and regulations for all members that pertain to any appeal proceedings.

21.2 Guidelines and Procedures:

1. Purpose

Manitoba Water Polo Association (hereinafter "MWPA") recognizes the right of any Member to appeal the decisions of MWPA and hereby provides for an appropriate process for resolving disputes that could arise from time to time from such decisions of MWPA.

The purpose of this appeal policy is to enable disputes with Members to be dealt with fairly, expeditiously, and affordably within MWPA, without having to have recourse to formal legal and court-like procedures.

2. Definitions

a) Appeal Form: Refers to an Appeal submitted by the Appellant(s) attached as Appendix B;

b) Appellant: Refers to a Member appealing a decision of MWPA;

c) Affected Party: Means any Member who could be potentially affected by the decision of the Appeal Panel and that has been added to the Appeal as a Party;

d) Arbitration: Refers to the arbitration process as established by the SDRCC Code, as amended from time to time;

e) Board of Directors: Means the Board of Directors or one of its Committee of MWPA;

f) Case Manager: Refers to a neutral organization or individual responsible for managing the Appeal on behalf of MWPA where the Executive Director is in conflict of interest;

g) Days: Means total days, irrespective of weekends or holidays;

h) Mediation: Refers to the mediation process as established by the SDRCC Code, as amended from time to time;

i) Panel or Appeal Panel: Refers to the Appeal panel established as provided by Section 7;

j) Party or Parties: Means the Appellant, the Respondent and the Affected Party;

k) Member: Refers to members as defined in MWPA' by-laws as amended from time to time;

l) Respondent: Refers to the body, committee, person or persons whose decision is being appealed;

m) SDRCC: Means the Sport Dispute Resolution Centre of Canada or its successor;

n) Working Days: Means total days, excluding weekends and holidays;

o) Written Response: Refers to the response submitted by the Respondent(s), attached as Appendix C.

3. Scope of Appeal

3.1. Any Member of MWPA who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors or of any body or individual who has been delegated authority to make decisions on behalf of MWPA or its Board of Directors, will have the right to appeal that decision, provided there are sufficient grounds for the appeal, as set out in Section 8.

3.2. A Member may have a decision reviewed by the Executive Director before beginning the appeal process set out herein.

3.3. Without limiting the scope of section 3.1, this appeal policy will not apply to decisions relating to:

a) The technical and competition rules of WPC and FINA and field of play disputes may not be appealed;

c) Disciplinary matters arising during events organized by entities other than MWPA, which are dealt with under the policies of these other entities, provided that they have an appeal policy in place;

d) Criminal offences for which the Appellant(s) is/are seeking a criminal conviction;

e) Commercial and employment matters for which other legal recourses already exist under applicable laws or contracts; or

f) Decisions that are outside the scope of the present appeal policy as described by MWPA by-laws as amended from time to time.

g) Decisions rendered by Water Polo Canada;

h) This appeal policy will not apply to decisions related to the National Championship League (NCL)

4. Timing for Appeal

4.1. Members who wish to appeal a decision will have seven (7) days from the date they received notice of the decision to submit their Appeal Form to the Executive Director or Case Manager.

4.2. Any Member wishing to submit the Appeal Form beyond the twenty-one (21) day period must provide a written request stating reasons for an exemption to the requirement of Sub-section

4.3. The decision as to whether to allow the exemption, as provided by Sub-section 4.2, will be at the discretion of the Panel, as established in conformity with Section 7.

PROCEDURE

5. Appeal Form and Discussion

5.1. Members who wish to appeal a decision of MWPA that affects them must apply to the Executive Director or Case Manager to initiate the appeal process using the Appeal Form (see Appendix B). The appeal process does not begin until such application is made.

5.2. The Appeal Form will state:

a) The name(s) of the Appellant(s);

b) The coordinates of the Appellant(s);

c) The name(s) of the Respondent(s);

d) When available, the name(s) of any Registrant (also called Affected Party), who might be potentially affected by the decision of the Appeal Panel;

e) The decision being appealed;

f) The grounds for the appeal;

g) A summary of the evidence that supports these grounds;

h) If applicable, a list of the witnesses to be called at the hearing, with a summary of the evidence to be provided by them;

i) The remedy sought;

j) Whether or not representative(s) will be present; and

k) The request for timing-exemption, as provided by Sub-section 4.2, when required.

5.3. Before proceeding further, the Executive Director or Case Manager will make reasonable attempt to ensure that the Appellant(s) and the Respondent(s) have attempted to resolve the dispute privately between themselves. If, in the opinion of the Executive Director or Case Manager, as applicable, the Appellant(s) and the Respondent(s) have made reasonable attempts to resolve the dispute privately, and that resolution is unlikely in the reasonable foreseeable future, the Executive Director or Case Manager, as applicable, shall proceed pursuant to the terms hereunder.

5.4. The Appellant shall pay a filing fee of $250. The Panel may determine, at its discretion, when rendering its decision if such filing fee shall be reimbursed to the appellant. Many criteria will be used for determining whether the filing fee should be returned including, without limitation, whether the Appeal Panel believes the Appeal was frivolous or vexatious. Unless MWPA waives or delays the payment of the filing fee, the Appeal will not proceed until the filing fee is paid by the appellant to MWPA.

6. Written Response by Respondent and Affected Party

6.1. If the attempt to resolve the dispute through discussion between the parties fails, the Executive Director or Case Manager will request a Written Response by the Respondent(s) (see Appendix C) outlining the justification for the decision or the practice being appealed.

6.2. The Written Response will contain:

a) A summary of the evidence that supports the Respondent(s)' case;

b) If applicable, the list of witnesses to be called at the hearing and the summary of the evidence to be provided by them;

c) Whether or not representative(s) will be present;

d) When available, the name(s) of any Member (also called Affected Party), who might be potentially affected by the decision of the Appeal Panel;

6.3. The Written Response of the Respondent shall be forwarded to the Executive Director or Case Manager within five (5) working days of the date of receipt of the Appeal Form by the Executive Director' or Case Manager, or such longer period as the Executive Director or Case Manager may specify.

6.4. The Executive Director or Case Manager must forward a copy of the Written Response to the Appellant(s) and the Affected Party (s) without delay after receipt.

6.5. If requested by the Affected Party, such Affected Party shall have five (5) days upon receipt of the Written Response to file submissions.

6.6. Should the Respondent(s) fail to submit the Written Response within the time-limit provided by Sub-section 6.3, the Executive Director or Case Manager will initiate the establishment of the Panel without further delay and notify the Parties of such decision.

7. Appointment of the Appeal Panel

7.1. Within ten (10) days of having received the Appeal Form, the Executive Director or Case Manager will appoint an Appeal Panel as follows:

a) The Panel will be comprised of three (3) individuals who shall determine among themselves who shall act as chairperson of the Panel;

b) The Appeals Panel members must have no significant relationship with the Parties;

c) The Appeals Panel members must have no involvement with the decision being appealed; and

d) The Appeals Panel members must be free from any actual or perceived bias or conflict of interest.

7.2 As soon as they are appointed, the members of the Panel will be forwarded a copy of the Appeal Form and Written Response and submissions of the Affected Party, when applicable.

7.3 The Panel shall have the authority to determine its own jurisdiction and any requests related to issues of conflict of interest.

8. Grounds for Appeal

8.1. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include, but are not 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 by-laws or approved policies of MWPA;

c) Making a decision which 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 that the decision was made on the basis of, or significantly influenced by, factors unrelated to the merits of the decision.

d) Exercising its discretion for an improper purpose; and

e) Making a decision that was grossly unreasonable or unfair.

9. Screening of Appeal

9.1. Within two (2) working days of receiving the Appeal Form, the Panel will determine whether there are appropriate grounds for the appeal, as set out in Sub-section 8.1 above.

9.2. The facts as alleged by the Appellant(s) in the Appeal Form shall be presumed to be correct unless such facts are, to the knowledge of one or more of the Panel members, clearly erroneous.

9.3. If the appeal is denied because of insufficient grounds, the Parties will be notified in writing without delay, of this decision and its reasons.

9.4. If the Appellant(s) believe the Panel has made an error in denying the right to appeal a decision, the matter may be referred to Arbitration or Mediation. Such Arbitration or Mediation is to be administered under the SDRCC Code, as amended from time to time.

10. Preliminary Conference

10.1. Should the Panel determine that the Appeal presents sufficient grounds to hear the Appeal, the Panel will, within seven (7) days of receiving the Appeal Form and Written Responses, hold a preliminary conference to consider various preliminary issues, such as, but not limited to, the following:

a) Date and location of the hearing;

b) Timelines for exchange of documents;

c) Format of the appeal (written or oral submissions or a combination of both);

d) Clarification of issues in dispute;

e) Clarification of evidence to be presented to the Panel;

f) Order and procedure of hearing;

g) Any procedural matter;

h) Clarification of remedies sought; and

i) Any other matter that may assist in expediting the appeal proceedings.

10.2. The preliminary conference can be held by conference-call or in person, depending on the circumstances. This decision is at the sole discretion of the Chairperson and may not be appealed.

10.3. The participants in the preliminary conference shall be the Appellant(s), the respondent(s), the Affected Party (s), their representatives, if any, the Executive Director or Case Manager and the Panel.

10.4. The Chairperson and the Executive Director or Case Manager shall arrange the preliminary conference and its precise date and time in concert with the participants.

10.5. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

10.6. The Case Manager shall act as secretary of the preliminary conference and shall confirm in writing to the Appellant(s), Respondent(s) and Affected Party (s) the appeal procedure established at this preliminary conference within two (2) working days after the conclusion of such conference and after having received the written confirmation approved by the Panel.

11. Procedure for the Appeal

11.1. The Panel shall govern the hearing by such procedures as it deems appropriate, provided that the following directives be applied:

a) The appeal shall be heard as quickly as reasonably possible and no later than ten (10) days from the appointment of the Panel, unless otherwise agreed to by all Parties or determined by the Panel under exceptional circumstances, having regard to the nature of the appeal, and the circumstances of the case;

b) All three (3) members of the Panel shall hear the appeal, but a majority in favor of the same result shall be sufficient to affect a decision;

c) Each Party shall have the right to be represented at the hearing;

d) Copies of any written documents which any of the Parties would like the Panel to consider shall be provided to the Panel and to all Parties, within the time limits established during the preliminary conference or by the Panel;

e) The appeal may proceed on the basis of written submissions and documentation if all Parties to the appeal consent;

f) The Panel may direct that any other person or party participate in the appeal;

g) If the decision of the 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;

h) For sake of expediency and cost reduction, a hearing either by way of written submissions, via telephone conference or video conference is to be preferred, with such safeguards as the Panel considers necessary to protect the interests of the parties;

i) Unless otherwise agreed by the Parties, there shall be no communication between Panel members and the parties, except in the presence of, or by copy to, the other Parties; and

12. Procedure for Documentary Appeal

12.1. Where the Panel has determined that the appeal will be held by way of written submissions, it will govern the appeal by such procedures as it deems appropriate provided that:

a) All Parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties and to provide written rebuttal and argument.

b) The applicable principles and timelines set out in Section 11 are respected.

13. Evidence that may be considered

13.1. As a rule, the Panel will only consider evidence that was before the original decision- maker. At its discretion, the Panel may hear new material evidence that was not available at the time of the original decision.

13.2. The Panel will determine if an additional element of proof should be admitted or rejected where the preliminary conference has taken place.

13.3. If a Party believes the Panel has made an error in admitting or rejecting an additional element of proof as provided by Sub-section 13.2, the matter may be referred to Arbitration or Mediation. Such Arbitration or Mediation is to be administered under the SDRCC Code, as amended from time to time.

14. Appeal Decision

14.1. Unless otherwise agreed to by all Parties or determined by the Panel in exceptional circumstances, the Panel will issue its written decision with reasons within ten (10) days of concluding the appeal's hearing. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:

a) To reject the appeal and confirm the decision being appealed;

b) To uphold the appeal and refer the matter back to an alternate decision-maker for a new decision. Such new decision shall be final and may be appealed directly for arbitration or mediation at the SDRCC;

c) To uphold the appeal and vary the decision, 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; or

d) To determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all. When granting such costs, the Panel shall take into account the outcome of the proceedings, the conduct of the parties and their respective financial resources.

14.2. A copy of this decision will be provided to each of the Parties and to the Executive Director and Case Manager.

14.3. In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided that the written decision with reasons is rendered within the timelines specified in Sub-section 14.1.

15. Modification of Timelines

15.1. If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the dispute are such that the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

16. Arbitration and Mediation

16.1. All differences or disputes shall first be submitted to appeal pursuant to the appeal process set out in this policy.

16.2. Any final decision made by the Panel that may lead to irreversible consequences for one of the parties may be exclusively submitted by way of application to the SDRCC or its successor, which will resolve definitively the dispute in accordance with the SDRCC Code, as amended from time to time.

16.3. Should a matter be referred to Arbitration or Mediation, all parties to the original appeal shall be parties to this Arbitration or Mediation.

16.4. The award rendered by the SDRCC or its successor shall be final and binding upon the parties.

APPENDICES:

APPENDIX B – APPEALS FORM

Date: _____

Contact Information:

Name of Appellant: _____ Age: _____

Address of Appellant: -

_____

_____

_____

Telephone: _____ Email: _____

Name of Representative (if any): _____

Telephone: _____ Email: _____

Decision:

What decision or practice do you wish to appeal?

_____

_____

_____

Why do you think the decision is wrong or unfair?

_____

_____

_____

When was that decision taken?

_____

Respondent:

Who made the decision?

_____

_____

_____

Grounds:

Grounds for the Appeal (arguments):

_____

_____

_____

_____

Summary of the evidence that supports these grounds. (i.e., documents, pictures, rules, By-laws, etc.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Affected Party:

When available, provide the names and contact information of any member who might be potentially affected by the decision of the Appeal Panel.

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

Witnesses:

List of Witnesses to be called at the hearing.

Name: _____
Address: _____

Summary of evidence:

_____
_____
_____

Name: _____
Address: _____

Summary of evidence:

_____
_____
_____

Name: _____
Address: _____

Summary of evidence:
_____
_____
_____

Name: _____
Address: _____

Summary of evidence:
_____
_____
_____

Remedy:

What action or decision do you want MWPA to take or make to correct the situation?

_____
_____
_____
_____

Signature:

Claimant's Name: _____

Claimants' Signature: _____

Date: _____

APPENDIX C – WRITTEN RESPONSE

Date: _____

Contact Information:

Name of Respondent: _____ Age: _____

Address of Respondent: -
_____
_____
_____

Telephone: _____ Email: _____

Name of Representative (if any): _____

Telephone: _____ Email: _____

Justification:

Justification for the decision or practice being appealed (reasons):
_____
_____
_____
_____
_____

Summary of evidence that supports this justification.
_____
_____
_____
_____
_____

Affected Party:

When available, provide the names and contact information of any member who might be potentially affected by the decision of the Appeal Panel.

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

Witnesses:

List of Witnesses to be called at the hearing.

Name: _____
Address: _____

Summary of evidence:
_____
_____
_____

Name: _____
Address: _____

Summary of evidence:
_____
_____
_____

Name: _____
Address: _____

Summary of evidence:
_____
_____
_____

Name: _____
Address: _____

Summary of evidence:
_____
_____
_____

Signature:

Respondent's Name and Committee:
_____

Respondent's Signature: _____ Date: _____

BINGO POLICY

Type:	**Governance**	**Policy Number:**	**22**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

22.1 Rationale:

This policy is intended to be used as an outline in determining the dispersal of Bingo Funds received from Manitoba Liquor & Lotteries. These Bingo Funds are to support water polo participants within Manitoba.

Member groups eligible for Funds:

- Member Clubs
- Provincial Team

*MWPA reserves the right to retain Bingo Funds on an "as-required" basis.
** An eligible group is defined as an MWPA member in good standing, has been registered with MWPA into their 2nd year of operation and has 10 or more registered members with MWPA.

22.2 Guidelines:

- For 2017/2018, MWPA will receive 4 funding disbursements – May, August, November, and February from Manitoba Liquor & Lotteries.
- 2/3 of the Bingo funds received from Manitoba Liquor & Lotteries will be used to help offset MWPA Operations, 1/3 of the Bingo funds will be pooled into a volunteer fund to help offset volunteer activities in support of water polo at the Provincial level.
- The Executive Director (ED) will allocate Bingo Funds based on procedures noted under 22.3.

22.3 Procedures:

22.3.1 Allocation of Bingo Funds

- MWPA will advertise the need for volunteer assistance on a quarterly basis to member Clubs. Volunteer assistance could be in the form of several different formats (but not limited to):
    - Assistance with a PSO sponsored competition
    - Assistance with a PSO sponsored coaching event
    - Assistance with a PSO sponsored referee event
    - Assistance with a PSO sponsored fundraising event
    - Assistance with a PSO sponsored professional development activity
    - Assistance with a PSO sponsored athlete development activity
- 3 weeks prior to the beginning of each funding quarter (May, August, November and February) the MWPA office will announce PSO events requiring volunteer support.
- Eligible groups will submit a request to participate/volunteer with a specific

PSO event on their Club letter head noting MWPA Bingo Funding Volunteer support, attention MWPA Executive Director.
    - The submission of a request does not guarantee participation.
    - A formal letter from the MWPA office will be sent as a formal response to each submission (2 weeks after final submission deadline)
- The ED will allocate volunteer funds as evenly as possible.
    - In consideration of eligible rural groups, driving distances and winter driving conditions will be considered and given priority over eligible urban groups.

22.3.2 Distribution of Bingo Funds

- Before funds can be distributed to eligible members, each participating volunteer must sign-off on an event sign-in sheet to determine the number of hours volunteered. This information will also need to be reviewed by PSO sponsored event organization and ED.
- Upon receipt, confirmation and approval of event sign in sheet, MWPA will distribute $20/hr or up to $600 (maximum) to each eligible group volunteering at a designated PSO event.
- If the performance of the group working the PSO event is unsatisfactory sanctions may apply.
- If a group fails to attend an event they have been assigned, they will not receive any funding and will not be able to participate in this program for 6 months (probationary period).
- Disbursement of funds, to eligible groups, may take approximately 4 weeks based on Manitoba Liquor & Lotteries deliverables.

22.3.3 Volunteers

- All volunteers must be a member in good standing of the PSO
- Minimum of eighteen years of age (exceptions may be considered based on scope of volunteer activity)
- Volunteers are responsible for finding their own replacement

22.3.4 Expenditure Use Guidelines

- Bingo funds can be used, but are not restricted to, the following Member Club programs and activities:
    - travel costs to out-of-province tournaments
    - hosting tournaments
    - purchase or rental of equipment
    - special projects
    - promotion
    - club development

*Bingo funds may not be used to offset club registration fees.

CONFLICT OF INTEREST POLICY

Type:	**Governance**	**Policy Number:**	**23**
Authority:	**Board of Directors**	**Date Approved:**	**January 2018**

23.1 Rationale:

WPC Conflict of Interest Policy adopted in January 2018.

23.2 Guidelines:

23.3 Procedures:

DISCIPLINE AND COMPLAINTS POLICY

Type:	**Governance**	**Policy Number:**	**24**
Authority:	**Board of Directors**	**Date Approved:**	**January 2022**

24.1 Rationale:

This policy is designed to provide rules and regulations for all members that pertain to any discipline or complaint proceedings.

24.2 Guidelines and Procedures:

Definitions

1. The following terms have these meanings in this Policy:
   a. *"Adjudicator"*- A person appointed to a discipline panel and selected to hear the complaint.
   b. *"Alternate Discipline Chair(s)"* – An individual or individuals appointed by the MWPA Board of Directors to be the first point-of contact for all discipline and complaint matters reported to the MWPA if the Discipline Chair is in a conflict of interest.
   c. *"Appellant"* – A person who applies for a decision reversal.
   d. *"Case Manager"* – A person appointed by the Discipline Chair to implement certain complaints under this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, the MWPA.
   e. *"Complainant"* – The party alleging an infraction.
   f. *"Conflict of Interest"*- A situation in which a person is involved in multiple interests and serving one interest could involve working against another.
   g. *"Days"* – Days including weekends and holidays.
   h. *"Deputy Discipline Chairs*" – Up to three persons named by the MWPA Board to act as Discipline Chair should the Discipline Chair not be available.
   i. *"Directors"* – The members of the Board of Directors of the Manitoba Water Polo Association
   j. *"Discipline Chair(s)"* – An individual or individuals appointed by the MWPA Board of Directors to be the first point-of contact for all discipline and complaint matters reported to the MWPA.
   k. *"Discipline Panel"*- 3 persons appointed by the Case Manager with the responsibility to hear and determine a case under Process #2.
   l. *"Individuals"* – All categories of membership defined in the MWPA's Bylaws, as well as all persons employed by, or engaged in activities with, the MWPA including, but not limited to, clubs, teams, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, Directors and Officers of the MWPA, spectators at events, and parents/guardians of athletes.

m. *"MWPA"* – Manitoba Water Polo Association.
n. *"Respondent"* – The alleged infracting party.
o. "Sanction" – A penalty for disobeying a law or rule.

Purpose

2. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the MWPA's policies, Bylaws, rules and regulations, and the Code of Conduct. Non-compliance may result in sanctions pursuant to this Policy.

Discipline Chair

3. The Discipline Chair will be the Vice-President of the MWPA Board. If the Vice-President is not available, an individual will be appointed by the President and approved by the Directors to handle the duties of the Discipline Chair. The Board will choose to appoint three (3) individuals to serve as Deputy Discipline Chairs and, in this case, decisions of the Discipline Chairs will be by majority vote and recorded in the business meeting minutes of the MWPA.

4. The Discipline Chair(s) appointed to handle a complaint or incident must be unbiased and not in a conflict-of-interest situation.

5. Should an individual named as a Discipline Chair, the complainant or the respondent believe that the individual named as a Discipline Chair is in a conflict of interest, they must inform the MWPA Board of Directors in writing along with a reasonable assessment of why they believe the Discipline Chair is in a conflict of interest within 48 hours of the Discipline Chair being named. Should the disciplinary process take less than 48 hours, the MWPA Board should be informed of any potential conflict of interest before a final determination is made.

Application of this Policy

6. This Policy applies to all Individuals.

7. This Policy applies to matters that may arise during the course of the MWPA's business, activities, and events including, but not limited to sanctioned competitions, practices, tryouts, training camps, and travel.

8. This Policy also applies to Individuals' conduct outside of the MWPA's business, activities, and events when such conduct is detrimental to the image and reputation of the MWPA. Applicability will be determined by the MWPA Board at its sole discretion.

9. Any infraction or complaint that occur during a competition will be dealt with by the procedures specific to that competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.

10. Immediate disciplinary actions and disciplinary actions taken during a competition do not limit the ability of a Discipline Chair/Panel to take further reasonable disciplinary actions or further reasonable sanctions.

11. An employee of the MWPA who is a Respondent will be subject to appropriate disciplinary action as per MWPA's Human Resource Policy, as well as the employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

Process

12. Any Individual may report an incident or complaint to the Discipline Chair in writing, within fourteen (14) days of the alleged incident. At the MWPA's discretion, the MWPA (corporation) may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the MWPA will identify an individual to represent the MWPA.

13. Upon receipt of a complaint, a Discipline Chair has the discretion to choose which process should be followed taking into consideration the severity of the alleged infraction and the following examples as a general guideline:

a. Process #1 - the Complainant alleges the following Level 1 and Level 2 incidents:
   i. Disrespectful, abusive, racist, or sexist comments or behaviour
   ii. Disrespectful conduct
   iii. Minor incidents of violence (e.g., tripping, pushing, elbowing)
   iv. Conduct contrary to the values of the MWPA
   v. Non-compliance with the MWPA's policies, procedures, rules, or regulations
   vi. Minor violations of the MWPA's Code of Conduct and Ethics

b. Process #2 - the Complainant alleges the following Level 3and Level 4 incidents:
   i. Repeated minor incidents
   ii. Any incident of hazing
   iii. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct as defined in Manitoba Human Rights Code - Province of Manitoba
   iv. Major incidents of violence (e.g., fighting, attacking, sucker punching)
   v. Pranks, jokes, or other activities that endanger the safety of others
   vi. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
   vii. Conduct that intentionally damages the MWPA's image, credibility, or reputation
   viii. Consistent disregard for the MWPA's bylaws, policies, rules, and regulation
   ix. Major or repeated violations of the MWPA's *Code of Conduct and Ethics*
   x. Intentionally damaging MWPA property or improperly handling the MWPA monies
   xi. Any use or possession of alcohol or marijuana by minors, illicit drugs, and narcotics
   xii. Abusive use of alcohol, any use or possession of alcohol or marijuana by adults, illicit drugs, and narcotics
   xiii. A conviction for any *Criminal Code* offense
   xiv. Any possession or use of banned performance enhancing drugs or methods

Process #1: Handled by Discipline Chair

Sanctions

14. Following the determination that the complaint or incident should be handled under Process #1, a Discipline Chair will review the submissions of the Complainant, the Respondent and the MWPA.

15. The Discipline Chair, upon review of the submissions may lay a reasonable sanction related to the complaint or incident. The sanction may be one or more of the following:

a. Verbal and written reprimand
b. Verbal or written apology
c. Service or other contribution to the MWPA
d. Removal of certain privileges
e. Suspension from certain teams, events, and/or activities
f. Suspension from all MWPA activities for a designated period
g. Any other sanction considered appropriate for the offense

16. Sanctions will be applied per Level 1 and Level 2 Discipline as described in Appendix A.

17. The Discipline Chair assigned to the case will inform in writing the Respondent of the sanction, which will take effect immediately.

18. Records of all sanctions will be maintained by the MWPA for 7 years.

a. Records may be shared with sanctioned Clubs within the Province of Manitoba, provided that such clubs have agreed the terms of this policy
b. Records may be shared with other Clubs outside the Province of Manitoba, provided such Clubs are sanctioned by Water Polo Canada.

Request for Reconsideration

19. A sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent, the complainant or the MWPA may contest the sanction by submitting a written Request for Reconsideration to the Discipline Chair within two (2) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate

a. Why the sanction is inappropriate;
b. All evidence to support the Respondent's position; and
c. What penalty or sanction (if any) would be appropriate.

20. Upon receiving a Request for Reconsideration, the MWPA will assign an alternative Discipline Chair to review the case and the Request for Reconsideration. The alternative Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.

21. Should the alternate Discipline Chair accept the Appellants' suggestion for an appropriate sanction, that sanction will take effect immediately.

22. Should the alternate Discipline Chair not accept the Appellants' suggestion for an appropriate sanction, the initial complaint or incident will be denied.

Process #2: Handled by Case Manager

Case Manager

23. Following the determination by a Discipline Chair that the complaint or incident should be handled under Process #2, the MWPA will appoint a Case Manager to oversee management and administration of the complaint or incident. Such appointment is not appealable.

24. Should an individual named as a Case Manager, the complainant or the respondent believe that the individual named as a Case Manager is in a conflict of interest, they must inform the MWPA Board of Directors in writing along with a reasonable assessment of why they believe the Case Manager is in a conflict of interest within 48 hours of the Case Manager being named. Should the disciplinary process take less than 48 hours, the MWPA Board should be informed of any potential conflict of interest before a final determination is made.

25. The Case Manager has a responsibility to:

a. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy

b. Appoint the Discipline Panel, if necessary

c. Coordinate all administrative aspects and set timelines

d. Provide administrative assistance and logistical support to the Discipline Panel as required

e. Provide any other service or support that may be necessary to ensure a fair and timely proceeding Procedures

26. If the Case Manager determines the complaint is:

a. Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately

b. Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps

27. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

28. After notifying the MWPA, the Complainant, the Respondent, and any directly impacted party that the complaint has been accepted, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.

29. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed.

30. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary

evidence submitted in advance of the hearing, or a combination of these methods.

31. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

a. The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium

b. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing

c. The Parties may engage a representative, advisor, or legal counsel at their own expense

d. In case of a minor (under 18 years), representation or an advisor is mandatory. Legal counsel at their own expense

e. The Discipline Panel may request that any other individual participate and give evidence at the hearing

f. The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate

g. The decision will be by a majority vote of the Discipline Panel

32. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

33. The hearing will proceed in any event, even if a Respondent chooses not to participate in the hearing.

34. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a party to the current complaint and will be bound by the decision.

35. In fulfilling its duties, the Discipline Panel may obtain independent legal advice.

Decision

36. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanction(s) to be imposed. Within fourteen (14) days of the hearing’s conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the MWPA. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing’s conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

37. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:

a. Verbal or written reprimand
b. Verbal or written apology
c. Service or other contribution to the MWPA
d. Removal of certain privileges
e. Suspension from certain teams, events, and/or activities
f. Suspension from all MWPA activities for a designated period of time
g. Payment of the cost of repairs for property damage
h. Suspension of funding from the MWPA or from other sources
i. Expulsion from the MWPA
j. Any other sanction considered appropriate for the offense

38. Sanctions will be applied per Level 3, Level 4, and Level 5 Discipline as described in Appendix A.

39. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

40. Records of all decisions will be maintained by the MWPA for 7 years.

Appeals

41. The decision of the Discipline Panel maybe appealed in accordance with the MWPA's *Appeal Policy*.

Suspension Pending a Hearing

42. The MWPA may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

Criminal Convictions

43. At the discretion of MWPA, an Individual's conviction for a criminal offense, will be deemed an infraction under this Policy and will result in expulsion from the MWPA.

Confidentiality

44. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

45. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

Records and Distribution of Decision

46. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

APPENDIX A

Level 1 - Minor Infraction			
Description	**Action**	**Discipline**	**Timeframe**
Verbal abuse or disrespect of a player or any referee or game official	Verbal Warning	Head referee to issue verbal warning and record incident on game sheet.	Immediate
Disrespect during a game resulting in a red card ejection	Verbal Warning, written record to be completed on database	Incident recorded on Water Polo Canada public database.	7 days
Non-compliance with the bylaws, policies, procedures, rules, regulations and directives of the MWPA	First offence Written warning with Suspension and/or fine	Written warning with the addition of a 1-3 game suspension, and may also have fine of up to $250/incident	14 days
	Second offence Written warning with Suspension and/or fine	Written warning with the addition of a 4-7 game suspension and Club fine of up to $500	14 days
	Third offence, Written warning with Suspension and/or fine	Written warning with the addition of a 8-10 game suspension and Club Fine of up to $1000	14 days

Level 2 - Major Infraction			
Description	**Action**	**Discipline**	**Timeframe**
a. Repeated Minor Infractions b. Pranks, jokes or other activities that endanger the safety of others, including hazing c. Disregard for the bylaws, policies, rules, regulations and directives of the MWPA d. Conduct that intentionally damages the image, credibility or reputation of the MWPA e. In game Brutality (FINA)	First offence Written warning with Suspension and/or fine	Written warning with the addition of a 1-3 game suspension, and may also have fine of up to $250/incident	14 days
	Second offence Written warning with Suspension and/or fine	Written warning with the addition of a 4-7 game suspension and Club fine of up to $500	14 days
	Third offence Written warning with Suspension and/or fine	Written warning with the addition of a 8-10 game suspension and Club Fine of up to $1000	14 days
Club Violations of Major infractions will result in Automatic Fine of up to $1000 and suspension or cancellation of MWPA support			

Level 3 - Major Infraction, with Intent to Harm			
Description	**Action**	**Discipline**	**Timeframe**
a. Repeated Major Infractions b. Incidents of physical abuse c. Behaviour that constitutes harassment, sexual harassment or sexual misconduct d. In game Brutality (FINA) - Where the second party is seriously injured and unable to continue play.	Written warning with Suspension and/or fine	Written warning with the addition of a 8-10 game suspension and Club Fine of up to $1000, or Lifetime Ban.	14 days
Level 4 - Illegal Activities or Criminal Intent			
Description	**Action**	**Discipline**	**Timeframe**
Any criminal convictions for crimes as defined below: a. Intentionally damaging MWPA property or improperly handling MWPA monies b. Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics c. Physical or sexual abuse	Written Letter	Lifetime Ban	14 days

Note: Next level of infraction may include prior discipline actions.

FINANCIAL ASSISTANCE POLICY

Type:	**Governance**	**Policy Number:**	**26**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

26.1 Rationale:

This policy is designed to provide financial assistance to those individuals considered as permanent residents in the Province of Manitoba and who contribute to the sport provincially as well as nationally.

26.2 Guidelines:

- Decisions regarding the granting of financial assistance will be made by the Board of Directors of the Association or a duly appointed committee thereof which has been delegated such authority. The final amounts awarded to applicants will be based on a number of criteria including, but not limited to, number of applicants and funding available. The existence and continuation of this policy is dependent upon the availability of funding for same.
- The written submission must be on the MWPA application form. A legitimate and proper receipt or photocopy thereof for each and every expense item must be attached to the submission
- Fraudulent and/or misleading submissions will result in denial of any financial assistance and may result in an expulsion from the Association. Only registered individuals in good standing may apply.

26.3 Procedures:

Applicants may apply for financial assistance through the Sports Manitoba Athlete Assistance Program or through the Coaching Manitoba grant program. Small grant opportunities, which will vary from year to year, may be available through the Manitoba Water Polo Association (MWPA). All financial assistance will be provided on a post-season basis. Any decisions regarding financial assistance, if applying to the MWPA, will be made by an ad hoc committee of the Board of Directors.

Athletes

Athletes must complete an application form and a letter of introduction. The letter must include a personal introduction and specific goals for water polo development. Please use the appropriate appendix application form:
Appendix A - Sport Manitoba Athlete Assistance Program: For National Team Athletes
Appendix B - MWPA Financial Assistance Application Form: For Age Group National Team Athletes

Coaches

Coaches may apply for financial assistance for educational courses, events and clinics. Please use the appropriate appendix application form:
Appendix C- Coaching Manitoba Grant Program

Officials
Refer to Policy #36 – Referee Development Fund Policy

PLAYER TRANSFER/LOAN POLICY

Type:	**Governance**	**Policy Number:**	**27**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

27.1 Rationale:

- To provide an opportunity for individual player development while maintaining and promoting advancement of Water Polo within Manitoba

27.2 Guidelines:

- For the purpose of this policy:
    - **Player** refers to a water polo athlete of any age group or registration category registered with a team/club/league under MWPA jurisdiction
    - **Player Transfer** refers to a player who leaves a team or club affiliation during a season and wishes to register with another team or club during the same season, in or beyond the province of Manitoba
    - **Player Loan** refers to a player who remains affiliated with his/her club of registration during the season but plays with another team/club for a specific tournament or competition.
- In order for a player transfer or loan to be sought and approved the athlete must be in good standing with their current club, provincial association and WPC, this applies to athletes of all ages
- A completed transfer/loan form must be received by the office with all appropriate signatures, only after the athlete receives approval of transfer in writing may the athlete be allowed to participate with the new team/club.
- All transfers/loans received by the MWPA will be processed within seven (7) days

27.3 Procedures:

27.3.1 Player Transfers

- A player can only be registered with one club per season
- Registered athletes may transfer from one club to another club or have their registration status modified, subject to a signed acknowledgement between both clubs involved (Transfer form attached). The Transfer Form must be submitted to MWPA with the Executive Director having the authority to approve.
- Financial considerations brought about by the transfer remain an issue to be resolved between the player and involved teams/clubs.
- Once the annual membership commitment to a club has expired, a formal transfer is not required. For example, an athlete can register for another club at the beginning of each new season.

27.3.2 Player Loan

- In order to encourage individual player development, a player can be

loaned to another team/club for a specific tournament and/or for training leading up to a specific tournament while maintaining registration with his/her original club.

- Registered athletes may be loaned from one club to another club, within or outside of the province of MB subject to a signed acknowledgement between both clubs involved (Player Loan form attached). The agreement must be submitted to MWPA for approval at least 14 days prior to submission of the roster for the tournament with the ED having the authority for approval.
- In the case of National Championship League (NCL), all WPC policies will apply

27.3.2 Exceptional Circumstances

- A player loan submission for greater than 2 out of province loans/season may be considered for approval under exceptional circumstances and with approval of the MWPA Board. These circumstances include
    - An individual player is considered to be at an extremely high competitive level and cannot regularly compete at that level with a club registered in the province of MB.
    - There are less than 4 players registered within the province of MB as MWPA competitive players in a single age group.

PRIVACY POLICY

Type:	**Governance**	**Policy Number:**	**28**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

28.1 Rationale:

WPC Privacy Policy adopted in 2012. Refer to WPC website for details.

28.2 Guidelines:

28.3 Procedures:

PROVINCIAL TEAM

Type:	**Governance**	**Policy Number:**	**29**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

Goal: The goal of the Provincial Team (PT) is to develop the competition skills of water polo athletes who are committed to high performance following the Long-Term Athlete Development (LTAD) Model, "Train to Compete".

This Policy applies to membership with the Manitoba Water Polo Association (MWPA) including athletes, coaches, chaperones and parents of athletes and will be reviewed on an annual basis.

Athletes

- Must be a member of MWPA, a water polo club*****, and demonstrate a commitment to the sport
- Complete the required registration form and return in the MWPA office. Athletes under the age of 18 must have the form signed by a parent or guardian
- Are selected based on their current skill, potential for development and work ethic
- Are expected to attend all Provincial Team training sessions and competitions
- Are expected to attend all of their club training sessions and competitions where there is not a direct conflict
- Number of weekly training sessions will vary at different times of the season and from one season to the next
- Must have paid set Club and PT fees before travel to water polo events
- Communicate individual and team concerns directly to the Coach
- Conduct self in a manner as outlined in the Code of Conduct and Ethics, including sportsmanlike behavior, obeying the rules of competition, and demonstrating respectful behavior towards athletes, coaches, officials and spectators
- Athletes who are not able to resolve concerns with the Coach or Officials or have not complied with the Code of Behavior and Ethics may be referred to the Provincial Team Management Committee for review
- May play up in the next age category at the discretion of the Coach
- At the discretion of the head coach, athletes are expected to wear Provincial Team uniform at all Provincial Team events which includes all training sessions and competitions.

*Athletes who do not have a Water Polo Club in their city/town may be permitted to join the Provincial Team with special caveats. Manitoba Water Polo Provincial Team Chair and Committee will consider/approve special caveats on a per case basis. Example: Said athlete may be required to perform additional training on their own or with a complementary sport.

Coaches

- Select athletes based on their skill, potential, character and work ethic to compete at national and international events. Athlete selection for tournament play, distribution of

players, and playing time is solely the responsibility and at the discretion of the Head Coach

- Establish team rules and supervises team play
- The PT Coach will be paid according to the Provincial Team Coaches Pay Schedule. The schedule is reviewed by the MWPA Board of Directors prior to October 1st every year
- Assistant Coaches will receive an honorarium, 50% paid in January and 50% in May
- The PT will cover transportation, accommodation and meal expenses for PT Coaches and required Referees, traveling as members of the PT
- Submit an annual report in June each year of PT activities evaluating the activities, budget reviews and plans for the next year
- A current Child Abuse Registry Check (CARC) and a Criminal Record Check must be on file with the MWPA office for all coaches
- Coaches will communicate with athletes in person (face to face) about water polo activities. Other methods may be used where expedient, when face to face communication is not possible, including the Provincial Team web Page.
- Social contact with athletes is limited to water polo related activities
- Coaches will be provided with feedback, based on the Annual Report, on an annual basis by the Provincial Team committee chair and the Board of Directors
- Assistant Coaches demonstrate commitment to acquiring coaching qualifications appropriate to the Coaching level
- The Head Coach will supervise the conduct and performance of the Assistant Coaches

<u>Chaperones</u>

- Chaperones will travel with all PT participating in out-of-province tournaments. Chaperones will be reimbursed for transportation, accommodation and meals on a per diem basis
- Chaperones are responsible for the athletes when not under the direct supervision of the coach for the duration of the trip and until the athletes are released to the parent's care
- A same gender parent of a traveling player will be the first choice in selection for chaperoning responsibilities. Chaperones will be selected on a rotational basis
- A current Child Abuse Registry Check (CARC) and a Criminal Record Check must be on file with the MWPA office for all chaperones
- Chaperones will provide, or arrange for, nutritious meals keeping cost as a priority
- Chaperones will promote an experience that is positive, supporting the athletes and team performance

<u>Travel</u>

- All out of town travel must be sanctioned and coordinated by the MWPA
- Athletes will be selected by the PT coach for travel
- All PT team travel costs must be paid in advance of departure. In the event an athlete is unable to travel, based on medical reasons, a Doctors certificate is required. Refunds of deposits and travel fees will be at the discretion of the MWPA Board of Directors.
- Athletes will not be reimbursed for paid costs if they withdraw prior to travel to a tournament.
- Some athlete travel expenses may be covered by monies left over from annual athlete fees as determined on an annual basis

Parents

- Are a very important part of the Provincial Team Program
- Play a positive and respectful role supporting participating athletes and coaches
- Have the responsibility to get their child to practice and competitions on time
- Respect and support Coach decisions in practice and tournament play
- Must be willing to participate in PT fundraising activities to financially support the PT
- Direct concerns to the Provincial Team Head Coach

RECRUITMENT POLICY

Type:	**Governance**	**Policy Number:**	**30**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

30.1 Rationale:

- The rationale of said policy is to govern the relationship between members of clubs and players of competing clubs.

30.2 Guidelines:

- Recruitment is to be defined as: engaging an individual with the intent of enrolling them as a member of a particular club or having them participate in programs run by that club.

- Club is defined as per MWPA membership regulations

30.3 Procedures:

- Clubs are restricted to recruiting athletes from the general public who are not currently registered as members of another club under the Manitoba Water Polo Association's registration guidelines.

- Under no circumstances can a representative of a club (coach, board member, or athlete) approach an athlete from another club for recruitment purposes.

- Under no circumstances can a parent or guardian approach an athlete from another club for recruitment purposes.

- Any alleged violation of this policy will be referred to the MWPA Board for review and possible disciplinary action.

RESPECT IN SPORT POLICY

Type:	**Governance**	**Policy Number:**	**31**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

Purpose of the Policy:

1. MWPA is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment and abuse.

2. MWPA requires that all coaches participating in MWPA sanctioned events complete the Respect in Sport (RIS) program and maintain RIS certified status (5 year term) as required by Sport Manitoba.

Scope and Application:

1. The policy applies to all coaches registered with; or named on an official sport roster; or under the jurisdiction of MWPA.
2. Any coach not having completed the RIS program or maintained certified status in the timeframe established by Sport Manitoba and MWPA may be removed as a coach until such time that the RIS course is completed and/or maintain RIS certification.

Enforcement:

Non-compliance of this policy may result in further discipline as determined by the Board of Directors.

Review and Approval:

This policy was approved by the Board of Directors on October 5, 2016 and will be reviewed by the Executive Committee on an annual basis.

Board Approval Date: May 2018

CODE OF CONDUCT POLICY

Type:	**Governance**	**Policy Number:**	**32**
Authority:	**Board of Directors**	**Date Approved:**	**January 2022**

32.1 Rationale:

WPC Code of Conduct adopted in January 2022. All members of MWPA are also members of WPC and upon annual registration must sign the WPC Code of Conduct via the RAMP database.

28.2 Guidelines:

28.3 Procedures:

FUNDRAISING POLICY

Type:	**Governance**	**Policy Number:**	**33**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

Rationale:
This policy is designed to ensure the Board of Manitoba Water Polo Association Inc (MWPA) is committed to ethical fundraising activities. All donations solicited on behalf of the organization shall be used to further the mission and vision.
This policy applies to the Board, casual, permanent and contract staff and volunteers.

Guidelines:
The purpose of this document is to identify MWPA's position on fundraising practice and to document the standards expected in raising funds from the community.
The Board is responsible for the implementation and review of this policy. The Director – Fundraising/Sponsorship oversees the day-to-day activities.
All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

Procedures:
MWPA's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves and funds shall be solicited in a respectful manner and without pressure.

In doing so, the organization will adhere to the following standards:

- Fundraising activities carried out by MWPA will comply with all relevant laws; that is, the law of the jurisdiction where the activity takes place. This includes national, provincial and local laws;
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive;
- All fundraising promotional materials must contain a "statement of purpose"; I.e., Proceeds are for the benefit of _____.
- All monies raised via fundraising activities will be for the stated purpose and will comply with the organization's stated mission and vision;
- All personal information collected by MWPA is confidential and is not for sale or to be given away or disclosed to any third party without consent;
- Nobody directly or indirectly employed by or volunteering for MWPA shall accept commissions, bonuses or payments for fundraising activities on behalf of the organization;
- A Fundraising Sub-Committee may be formed to carry out the major fundraising tasks. The Sub-Committee will report regularly to the Director – Fundraising/Sponsorship, including tabling of meeting minutes at Board meetings;
- All fundraising activities must have the prior approval of the Board, as recorded in meeting minutes;

- A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity;
- Fundraising activities should not be undertaken if they will expose the MWPA to significant financial risk;
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of MWPA;
- Financial contributions will only be accepted from companies, organizations and individuals the Board considers ethical;
- All fundraising events must be evaluated by the Board for determination of continued offering;
- A report on fundraising will be prepared by the Director – Fundraising/Sponsorship for inclusion in MWPA's annual report.

TRAVEL POLICY

Type:	**Governance**	**Policy Number:**	**34**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

Rationale: This policy is designed to ensure consistent and transparent travel protocol for all MWPA programs, events and activities. This policy applies to the Board, casual, permanent and contract staff, athletes and volunteers. All participants must remember that they are representing MWPA when travelling and are expected to behave appropriately.

Guidelines: The purpose of this document is to identify MWPA's position on travel protocol. The Board is responsible for the implementation and review of this policy. The Executive Director oversees the day-to-day activities. All Board members, casual, permanent and contract staff, athletes and volunteers are responsible for adhering to this policy.

Procedures: The following procedures and forms must be followed and submitted to the MWPA Office a minimum of two weeks prior to the departure date. If all paperwork is not completed, the individual/team will not be permitted to travel.

1. Planning Travel:
    a. It is essential for all budget processes to be proactive and organized in both projecting and planning travel. All travel arrangements must be made through the MWPA office. The only exceptions should be emergencies or unforeseen changes in plans. In these situations, the individual traveler is personally responsible for ensuring that all expenses are within MWPA expense limits.
    b. As part of the budget planning process, individual must provide line item expense figures for each proposed trip to include, but not limited to, transportation, lodging, meals, incidentals and entry fees.
    c. As soon as possible after the need for travel is known, the traveler should submit a travel itinerary form.

2. Travel Itinerary Form:
    a. A travel itinerary form must be filed with the MWPA Office for each trip prior to departure. Only those members who are listed may travel. It is important to note that if there has not been an itinerary form submitted the trip will not be a MWPA sanctioned trip (i.e. insurance coverage will not be in effect and discussed re-imbursement will not be granted). Essential elements of the travel itinerary include:
        i. Destination with date of departure and return
        ii. Charter bus provider or airline connections where appropriate
        iii. Lodging accommodations with phone contact number for hotel
        iv. Cell phone numbers, if available
        v. Full list of all members of the official travel party and guests

vi. Indication of all individuals included in the travel party who are traveling via alternative travel modes.

Checklist

Pre-trip:

- □ Ensure all travel forms are signed and submitted
- □ Provide every member with information/itinerary sheet
- □ Inform the MWPA Office of any changes to trip details

During Trip:

- □ Ensure the MWPA Code of Conduct is in effect

Post Trip:

- □ Complete Incident Report Forms if applicable

3. Travel Expenses - During the trip, receipts must be saved if members expect to be reimbursed for their expenses. Prior to the trip, members must discuss with the MWPA Executive Director if any funding is to be granted and what can and cannot be reimbursed. Receipts must be turned in by the proceeding Wednesday of the return date as listed on the travel itinerary form.

4. Team Travel Procedures
   a. The Head Coach is responsible for managing all members of the official travel party. All travel party members should travel as a unit to and from the competition.
   b. In special instances, the head coach may approve alternate travel options for selected individuals. If an exception is approved by the head coach, the coach must have a written statement from the parent or legal guardian no later than 48 hours prior to the scheduled departure granting permission for the alternate travel arrangements. Individuals not traveling with the official travel party assume full responsibility and liability for their travel.
   c. The Head Coach must clearly outline the appropriate attire for the situation. Remember that at all times individual athletes, coaches and support personnel are representing the MWPA.
   d. When traveling by van, bus or plane it is expected that the Head Coach will be with the team at all times. If there are extenuating circumstances and the head coach does not plan to travel with the team or must depart the site for any reason, the coach must review and have approval from the MWPA Office for the proposed travel coverage plan.
   e. Team managers and chaperones must be members of MWPA and have successfully criminal background check and child abuse registry check.
   f. Team managers and/or chaperones must have a current medical form on hand for all athletes.
   g. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
   h. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
   i. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
   j. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 &

Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

k. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
l. A copy of the MWPA Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
m. Curfews shall be established by the Head Coach.
n. The directions & decisions of the Head Coach/chaperones are final.
o. Athletes are expected to remain with the team at all times during the trip.
p. Athletes are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the Head Coach or chaperone.
q. When visiting public places such as shopping malls, movie theatres, etc. athletes will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
r. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the MWPA Office and the parent or legal guardian of any affected minor athlete.

5. Individual Travel Procedures
    a. Individual travelling must confirm travel arrangements and reasons for travel with the MWPA Office.
    b. Travel Itinerary form must be submitted 2 weeks prior to departure date.
    c. Re-imbursement of expenses and grant requests must be discussed and agreed upon by the MWPA Executive Director.
    d. Individual travelling must sign the MWPA Code of Conduct Policy.
    e. Expense receipts must be turned in by the proceeding Wednesday of the return date as listed on the travel itinerary form.
    f. Individuals must remember that they are representing MWPA when travelling and are expected to behave appropriately.

Appendix A – MWPA Travel Budget Form
Appendix B – MWPA Travel Itinerary Form
Appendix C – MWPA Expense Form
Appendix D – MWPA Incident Report Form

SOCIAL MEDIA POLICY

Type:	**Governance**	**Policy Number:**	**35**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

Rationale:
This policy governs the publication of and commentary on social media by employees and direct representatives of Manitoba Water Polo Association (MWPA). For the purpose of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, and social networking sites such as Facebook, LinkedIn, Twitter, Instagram and Snapchat.

Guidelines:

 This policy applies to all uses of social media by MWPA employees, delegates, and/or direct representatives
 A singular voice is preferred in all online interactions
 All representatives of MWPA are encouraged to publish or comment via social media in accordance with this policy
 All representatives are subject to this policy to the extent they identify themselves as a MWPA direct representatives
 Publication and commentary on social media must follow the same ethical standards that MWPA All representatives must otherwise follow
 MWPA programs and materials will be highlighted, posts from other like-minded groups should come from trusted sources and kept to a minimum

Procedures:
Setting up Social Media
 Assistance in setting up social media accounts and their settings can be obtained from the MWPA office
 All accounts should have a singular contact to monitor, update and post
 All accounts should have closed privacy settings, where only the designated MWPA representative can post to the accounts to ensure appropriate content
 All accounts should clearly indicate MWPA vision/mission
 MWPA logo should be posted on all accounts
 Tracking interactions and evaluations should be used through available technology (i.e. Google Analytics)

Posting to Social Media
 When posting to social media, All representatives are to follow these guidelines: don't tell secrets – it's not OK to publish confidential information, protect your privacy – private settings on social media platforms should be set accordingly, be honest – do not blog anonymously, respect copyright laws – it is critical to show proper respect for the laws governing copyright, respect your audience – reflect a diverse set of customs, values and points of view, protect members – members should not be citied or referenced without approval, controversial issues – always post with respect and with the facts

Confidentiality
 All representatives of MWPA shall not post confidential information on MWPA social media accounts. This includes, but not limited to, financial information, legal matters, organizational internal strategies, campaign benchmarks, unreleased advertising or promotions, internal processes or methodologies, rumors, colleagues or members personal information
 All representatives posting on behalf of the MWPA are to be respectful and professionally represent the organization, adhere to the terms and conditions of any third party sites, and take full responsibility for their communication.

Enforcement
 Policy violations will be subject to disciplinary action, up to and including termination for cause

Social Media Tips:
The best way to be interesting, stay out of trouble, and have fun, is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.

Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your blog looks decent, and take their advice on how to improve it.

The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

REFEREE DEVELOPMENT FUND (RDF) POLICY

Type:	**Governance**	**Policy Number:**	**36**
Authority:	**Board of Directors**	**Date Approved:**	**May 2018**

24.1 Rationale:

The Referee Development Fund (RDF) will be funded primarily from a $5 surcharge on all MWPA membership fees as approved at the Annual General Meeting of the organization.

The RDF shall be used primarily for the development of MWPA referees.

Member groups eligible for Funds:

- Member Clubs
- Provincial Team

* An eligible group is defined as an MWPA member in good standing, has been registered with MWPA into their 2nd year of operation and has 10 or more registered members with MWPA.
** MWPA reserves the right to retain referee development funds on an "as-required" basis.

24.2 Guidelines:

- The Executive Director (ED) of MWPA will allocate funds as noted in 24.3.

24.3 Procedures:

24.3.1 Allocation of Funds

- Eligible groups will submit a request for funding from the RDF on Club letter head attention MWPA ED.
    - The submission of a RDF request does not guarantee approval.
    - A formal letter from the MWPA office will be sent as a response to each submission (average response time – 2 weeks).
- The ED will determine and decide who is eligible to receive funds based on RDF guidelines, applicant request, letter of support from Member Club and support from MWPA Technical Chair.
- A maximum grant of $400 will be allowed per Referee per season.

24.3.2 Distribution of Funds

- Expenditures from the RDF require the pre-approval of the Executive Director as noted in 24.3.1
- All claims require a submission of a MWPA Expense Claim form and where

required are to be supported with receipts for amount claimed.

- Disbursement of funds may take approximately 4 weeks to process.

24.3.3 Expenditure Use Guidelines

- Permitted expenses from the RDF include (but are not limited to) the following:
    - Travel - Subject to prior approval by the MWPA ED, to subsidize selected referee's costs for attending major national tournaments to gain experience.
    - Travel - Subject to prior approval by the MWPA ED, to subsidize selected referee's costs for attending out of province evaluations at a Provincial | National level
    - Educational material -The cost of purchasing, copying, printing and reproduction of rule books, pamphlets and educational videos.
    - RDF expenses - Operating costs including meeting costs, communication, supplies, printing & postage costs related to RDF activities.

FINANCIAL POLICY

Type:	**Governance**	**Policy Number:**	**37**
Authority:	**Board of Directors**	**Date Approved: Sept 26, 2018** **Date Revised:**	

"Organization" refers to: Manitoba Water Polo Association

Definitions

1. The following terms have these meanings in this Policy:
    a) "*Representative"* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

2. The Organization will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.

3. The purpose of this Policy is to guide the financial management practices of the Organization.

Budget and Reports

4. The Organization's Board will develop and approve an annual budget which will contain the Organization's total anticipated expenditures and revenues.

5. The Treasurer (or designate) will quarterly, present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) and a balance sheet to the Board for approval.

6. The Treasurer (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.

7. The financial statements of the Organization will be audited by an auditor appointed by the Board, if required by the *Manitoba Corporations Act.*

8. The Organization will file a T2 Corporation Income Tax Return each fiscal year.

Fiscal Year

9. The Organization's fiscal year will be as described in the Bylaws.

Banking - Revenue

10. Registration fees shall be reviewed annually by the Treasurer who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.

11. All money received by the Organization will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Organization's Board.

12. All money received by the Organization will be deposited, in the name of the Organization, with a reputable financial institution.

Bank Reconciliation

13. The Bank Statements will be reconciled to the general ledger on a monthly basis. On a quarterly basis, the Treasurer or other members of the Finance Committee will review and initial a copy of the Bank Reconciliation to indicate their review and approval.

Petty Cash

14. The petty cash fund will not exceed $100 and shall be operated for small incidental cash purchases not to exceed $15. When the cheque request is submitted for payment it should indicate the total amount needed to bring the fund back up to $100.

Signing Officers

15. All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by at least two of the following:
    a) President
    b) Treasurer
    c) A Director appointed by the Board as a signing authority
    d) Executive Director

16. All cheques under $10,000 require signatures from two (2) of the following:
    a) President
    b) Treasurer
    c) Executive Director

17. All cheques of $10,000 or above require signatures from the following:
    a) President
    b) Treasurer

18. All cheques payable to any signing authority will not be signed by that signing authority.

Electronic Banking

19. Internet banking has become a very common banking practice that provides several distinct advantages, the Association will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with the Associations financial procedures (such as the type of allowable uses for online banking transaction, number of signers). No one person should handle all of the transaction; the proper segregation of duties at all times must be followed. Authorized users need to consider the safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens where applicable. Proper retention of all supporting materials and print outs transactions receipts must be maintained.

Expenses

20. Requests for purchases require the following:
    a) All purchases must be approved by the Treasurer or Executive Director
    b) Purchases over $5,000 also require the approval of the Organization's Board

21. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the Organization's Treasurer.

22. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Board's approval.

23. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Organization unless determined otherwise by the Board.

Accounts

24. Accounts receivable terms are net ninety (90) days from the date of invoice.

25. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

Credit Card

26. With the approval of the Board, the Organization may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the Organization. The Board will determine who receives credit cards and what the credit card limits will be.

27. Credit card holders will be responsible for all charges made on credit cards issued in their name.

28. Credit cards must only be used for authorized payments that include:
    a) Payment of actual and reasonable expenses incurred on authorized Organization business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the Organization
    b) Purchase of goods or budgeted items

29. For the purposes of this Policy, expenses included in an annual Organization budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an Organization credit card.

30. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.

31. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Organization business.

32. Under no circumstances are cash advances to be drawn on Organization credit cards.

33. In addition, the following individuals have credit card responsibilities:
    a) Cardholders must:
        i. not allow another person to use the card
        ii. protect the pin number of the card
        iii. only purchase within the credit limit of the card
        iv. notify the credit card company if the card is lost or stolen
        v. keep the card with them at all times, or in a secure location
        vi. forward to the Organization's Treasurer, on a monthly basis, all receipts for expenses charged to the card in the previous month
        vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
    b) The Organization's Treasurer must:
        i. ensure that each credit card issued to an individual is paid in full on a monthly basis
        ii. review and reconcile each credit card statement on a monthly basis
        iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
        iv. recover from the cardholder any funds owing for unauthorized expenses

Expense Claims

34. Representatives may submit expense claims to the Treasurer (or designate) for personal expenses incurred in performing their duties for the Organization. Generally, only expenses pre-approved by the Organization's Treasurer (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:
    a) The exact amount each separate expense
    b) The date on which the expense occurred
    c) The place and location of the expense
    d) The purpose of the expense
    e) A receipt for the expense

35. Organization Representatives may submit expense claims to the Organization's Treasurer (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Organization Treasurer (or designate).

36. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Treasurer for approval of the advance.

37. Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	$0.40 per kilometer	
Travel – Air	Lowest economy	Prior approval required
Breakfast within Province	$7.00	Receipts not required
Lunch within Province	$10.00	Receipts not required
Dinner within Province	$16.00	Receipts not required
Full Day within Province	$33.00	Receipts not required
Breakfast out of Province	$10.00	Receipts not required
Lunch out of Province	$15.00	Receipts not required
Dinner out of Province	$25.00	Receipts not required
Full Day out of Province	$50.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified
Accommodation	Single occupancy	Only the President
Accommodation with Friends or Family	$40.00 / day	Receipts not required
Incidental expenses	Actual cost	Receipt required

38. The Organization will not reimburse for costs above the specified rates without prior approval of the Treasurer. Where costs above the specified rates are approved, receipts must be provided.

Travel and Accommodation Expenses

39. Air travel is to be booked through the Organization whenever possible. Air travel including fares and itineraries is to be approved in advance by the Treasurer. In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy and will not exceed cost of available economy airfare. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel. For car rentals, it is the responsibility of the renter to ensure that adequate Collision, Comprehensive and Third Party Liability Insurance properly covers the vehicle. Whether insurance is purchased through the rental agency, MPI, or by way of credit card, the renter must ensure that the type of vehicle rented and/or its intent use does not conflict with the rental company or credit card provided insurance guidelines.

40. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses

41. Accommodation will be reimbursed based on single occupancy for the Organization's President. All other accommodation will be reimbursed based on double occupancy. Reimbursement for accommodation will be limited to reasonable amounts in the particular circumstances with consideration given for proximity to business events and for location of events. Hotel receipts will be required for reimbursement, as a charge card slip does not provide sufficient information.

42. The Organization will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

43. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

Entertainment Expense

44. Entertainment expenses are reimbursable when the expense is directly related to business. These expenses include the purchase of a meal for a business associate or associates while conducting business. A senior employee shall pay the bill and submit it on his/her expense report. Original receipts must support all claims and include names of attendees and purpose of the expense. Maximum allowable tip amount shall not exceed 15%

Other Expenses

45. Organization Representatives may be reimbursed for long distance telephone calls provided the expenses were the Organization-related. Expense claims for telephone expenses must include the name of the person called, his or her connection to the Organization, and the purpose of the call. Telephone expenses in excess of $80.00 will not be reimbursed.

46. Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.

Signing Authority – Other Documents

47. In the absence of any resolution to the contrary passed by the Board, the deeds, contracts, securities, bonds and other document(s) requiring the signature of two signing officers. The Board may authorize other persons to sign on behalf of the Organization.

48. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of the Organization will be made available for review by the Board if requested.

NSF Charges

49. The Organization will charge a twenty-five dollar ($25.00) charge on NSF Cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case-by-case basis. An individual who has a repeat occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be cash, certified cheque or money order

Replacement Cheques

50. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

51. Cheques that need to be replaced due to loss will be assessed a five dollar ($15.00) administration fee.

52. Lost or missing cheques that have not been claimed by the Organization's year end will not be reissued.

Equity/Operating Reserve

53. The target for the minimum operating reserve fund or minimum equity level is 12 months of the Association's average operating costs. The calculation of average monthly operating costs includes all ongoing committed expenses, for example salaries & benefits, rent, storage, office admin costs like phones, internet, and set programming costs. The amount of the equity / operating reserve will be reviewed annually after the fiscal budget is approved.