

## *Club Membership*

**Type: Governance**

**Policy Number: 42**

**Authority: Board of Directors**

**Date Approved: Sept 2023**

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### **Purpose and Application**

1. The purpose of this policy is to describe the minimum requirements needed to apply or renew membership as a Club and the associated rights, benefits and rules governing membership with Manitoba Water Polo Association Inc. ("MWPA").
2. This policy applies to all Clubs as defined in the MWPA Bylaws and those water polo organizations applying for membership as a Club in the MWPA.

### **Application for Club membership (New Clubs)**

3. Every new organization wishing to be admitted as a Club with the MWPA must:
  - a. make an application for membership in accordance with the New Club Application Form.
  - b. meet the definition for a Club as defined within the MWPA By-Laws.
  - c. meet the minimum requirements described within this policy and the MWPA Bylaws.
  - d. pay the fees as prescribed by the MWPA.

### **Renewal of Club membership**

4. A Club's membership will be renewed when:
  - a. It has met all of the requirements set out under Section 5.
  - b. It has paid all required fees.
  - c. It is in good standing at the time of renewal.

- d. It has met the definition listed in the MWPA By-Laws.
- e. A Club Renewal Declaration Form is signed and submitted to the MWPA office.

**Minimum Requirements**

- 5. Clubs must comply with the following minimum requirements to maintain membership in good standing with MWPA:
  - a. General Membership Requirements
    - i. appoint two (2) individuals as primary contacts for receiving and sending communication with MWPA annually;
    - ii. Maintain and share updated club contact information for directors and coaches with MWPA;
    - iii. Comply with designated club status as declared and approved by the MWPA.
    - iv. Minutes of Annual General Meeting
    - v. Provide proof of compliance with Screening Policy.
    - vi. A copy of a financial statement or budget.
    - vii. Provide all required information and documentation as requested or required by the MWPA.

**Minimum requirements for Clubs:**

<b>Community Club</b>	<b>High Performance Club</b>
<p>All coaches must have, at a minimum:</p> <ul style="list-style-type: none"> <li>• MWPA/WPC membership – provincial</li> <li>• NCCP accreditation of WPC Community Sport</li> <li>• Sport Manitoba Respect in Sport (RIS)</li> <li>• NCCP Making Ethical Decisions</li> <li>• NCCP Making Head Way in Sport</li> <li>• NCCP Safe Sport</li> </ul>	<p>All coaches for competitive teams who travel to out-of-province events*, must have, at a minimum:</p> <ul style="list-style-type: none"> <li>• MWPA/WPC membership – competitive</li> <li>• NCCP accreditation of WPC Competition introduction Certified</li> <li>• Professional Development (PD) maintenance – 16 PD points required every 4 years</li> <li>• Sport Manitoba Respect in Sport (RIS)</li> <li>• NCCP Making Ethical Decisions</li> <li>• NCCP Making Head Way in Sport</li> </ul>

<ul style="list-style-type: none"> <li>• Plus, for those age 18 and up: Criminal Record Check, including a Vulnerable Sector Check and Child Abuse Registry Check.</li> </ul>	<ul style="list-style-type: none"> <li>• NCCP Safe Sport</li> <li>• Plus, for those age 18 and up: Criminal Record Check, including a Vulnerable Sector Check and Child Abuse Registry Check.</li> </ul> <p>*Some competitions have their own minimum requirements which may exceed those required by the MWPA.</p>
<p>Provide a copy of a <b>Yearly Training Program</b> that implements individual athlete and team training in accordance with the LTAD framework established by Water Polo Canada.</p>	<p>Provide a copy of a <b>Yearly Training Program</b> that implements individual athlete and team training in accordance with the LTAD framework as established by Water Polo Canada.</p>
<p>Competitions include local festivals, Winter League, Provincials, WP4's, suitable invitational tournaments and Opens.</p> <p>Participation in NCL and/or equivalent is <b>NOT allowed.</b></p>	<p>Competition includes NCL and /or equivalent, select invitational tournaments and various Opens that require PSO Approval.</p>
	<p>In addition to basic dryland, other training supports would include and not be limited to weight training, cross training and a nutritionist</p>

b. Registration of Registrants

- i. Clubs must register all athletes, coaches, officials (referees and minor officials), volunteers and board members in accordance with the WPC registration policy and the MWPA registration process.
- ii. Athletes registered with a Club in Manitoba:
  1. Will be permitted to be placed on a roster for their primary Club and allowed to participate in sanctioned activities within the Club's status.
  2. Will be permitted to be placed on a roster for a secondary Manitoba Club where they receive permission from their primary Manitoba Club for the purpose of creating a team for a sanctioned event.
  3. May be permitted to register for a team outside of Manitoba (must apply under the Athlete Transfer Policy)

4. Will NOT be permitted to participate in any sanctioned events if they are registered for a Club that is not a member in good standing with MWPA or WPC.
  - iii. Athletes may try out water polo for a limited trial of up to fourteen (14) consecutive days from the first day of participation in any water polo activity; however to be covered by insurance:
    1. Athlete must not have previously registered for a limited trial with any Club in Canada.
    2. Clubs must submit the required form (<https://waterpolo.ca/content/insurance>) to WPC, with a copy to MWPA within seven (7) days of the completion of the trial period.
    3. After the trial period is complete, Registrants must register in the WPC National Registration Database in order to receive continued coverage.
- c. Compliance with MWPA Bylaws and Policies
  - i. Annually, Clubs must agree to adhere to all MWPA governing documents, policies and procedures and relevant WPC policies and procedures.
  - ii. MWPA reserves the right, in its sole discretion, to waive or modify any or all of the above requirements, or to amend them, if it deems that doing so is in the best interests of MWPA and its members.
  - iii. Notice of any amendments or modifications will be provided to the Clubs as soon as practicable.
- d. MWPA Discipline and Complaints Policy
  - i. All Clubs must formally adopt into their own governance documents the MWPA Discipline and Complaints Policy. They are responsible for understanding and following the policy when disciplinary situations arise between their own registrants.
  - ii. If Registrants from different Clubs registered with the MWPA are involved in a situation, a report will be made to the MWPA and managed by the MWPA.
  - iii. Annually, Clubs must agree to cooperate fully with MWPA in matters of investigations, complaints, discipline, appeals and other issues as determined by MWPA.

e. Club Policies

- i. A Club's policy manual shall include, but is not limited to, the following policies:
  1. Code of Conduct and Ethics
  2. Appeal Policy
  3. Confidentiality Policy
  4. Conflict of Interest Policy
  5. Privacy Policy
  6. Screening Policy
  7. Safe Sport
  8. Travel Policy
- ii. Policy manuals shall be submitted annually to MWPA.
- iii. In the event that Club policies conflict or contradict MWPA Bylaws or Policies, MWPA Bylaws and Policies will take precedence.
- iv. Permission is granted to Club Members to adopt current published MWPA Policies as their own. If so, policies shall be adopted as is, no changes are permitted without prior written consent from MWPA.

f. Corporate Status

- i. Clubs that are incorporated must provide MWPA with a copy of:
  1. Bylaws and any amendments to the Bylaws
  2. Annual Return of the current year and proof that has been filed with the Companies Office
  3. Financial statements prepared in accordance with applicable legislation
  4. Minutes of most recent AGM

**Good Standing**

6. A Club of the MWPA will be in good standing provided that the Club:
  - a. Has not ceased to be a Member;
  - b. Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;

- c. Has completed and remitted all documents as required by the MWPA;
  - d. Has complied with the Bylaws, policies and procedures of the MWPA;
  - e. Is not subject to a disciplinary investigation or action by the MWPA, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the MWPA; and
  - f. Has paid all required membership dues.
7. Clubs who cease to be in good standing may have privileges suspended until such time as the MWPA is satisfied that the Club has met the definition of good standing as set out above.
- a. This includes all insurance privileges and benefits provided by WPC.

### **Rights and Benefits of Membership**

8. The following are benefits for Club in good standing:
- a. voting rights at the AGM in accordance with MWPA Bylaws;
  - b. access to the National database;
  - c. participation in sanctioned events for Registrants in good standing;
  - d. administrative, technical and educational resources of MWPA; and
  - e. insurance

### **Insurance**

9. One of the benefits of being a member of MWPA is the insurance that is provided by Water Polo Canada to all member organizations. The insurance is available to assist in covering the costs of accidents or injuries that may occur during WPC sanctioned events in Canada. Events include, but are not limited to, games, practices, travel to and from, and National Leagues and Championships.
10. All individuals associated with the event must be registered, including all players, coaches, chaperones, team managers, minor officials, referees, club board members etc.
11. Participation of uninsured individuals effectively voids the insurance for the event.

12. It is the responsibility of the Club to inform their participants of these benefits and resources of information.

### **Waiver of Requirements**

13. MWPA reserves the right to waive any condition or obligation described within this Policy at their sole discretion and such waiver does not preclude future imposition of such.
14. Insurance requirements will not be waived.

### **Membership Year and Dues**

15. Unless otherwise determined by the Board of Directors, the membership year of the MWPA will be September 1 to August 31st.
16. Membership automatically terminates on August 31st of each year for all Clubs. Clubs must re-apply for membership on an annual basis.
17. Membership fees for all Clubs and their Registrants will be determined by WPC and MWPA annually and are non-refundable.

### **Withdrawal and Termination of Membership**

18. Any Club that wishes to withdraw from MWPA membership must give notice in writing to the MWPA office.
19. Any Club may be sanctioned, suspended or expelled from MWPA in accordance with the MWPA Bylaws, policies and procedures related to the discipline of Members.
20. Failure to pay membership fees or any other fees, fines owed to the MWPA may result in suspension of the Club, loss of rights and benefits of membership and being deemed a member not in good standing. All outstanding fees and monies owed to the MWPA from previous membership years must be paid prior to membership renewal.
21. The Club may not resign from the MWPA when that Club is subject to disciplinary investigation or action.

### **Application of this Policy**

22. In the event that this Policy conflicts or contradicts the Bylaws of the MWPA, the Bylaws shall take precedence.





## New Club Application Form

Deadline to submit August 1<sup>st</sup> for the upcoming season.

One of the primary purposes of the application form to start a new club is to ensure the safety of our current Club and athlete membership, continue to have a positive and strong image of our sport in this province as we grow and that we as a sport comply with our provincial governance guidelines.

<b>CLUB NAME</b>		
<b>ADDRESS</b>	<b>CITY</b>	<b>POSTAL CODE</b>
<b>WEBSITE</b>		
<b>PRESIDENT</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>VICE PRESIDENT</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>HEAD COACH</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB REGISTRAR</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB TREASURER</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB CONTACT PERSON #1</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB CONTACT PERSON #2</b>	<b>EMAIL</b>	<b>PHONE</b>

Checklist for application to be a new Club:

- A copy of the Club's constitution, bylaws and policies
- A copy of the Club's financial statement or budget showing a plan on how pool rental, club and athlete registration, tournament fees, etc will be paid
- Proof that all coaches have been screened according to the Screening Policy
- confirmation from the facility that you have secured pool time
- A document outlining:
  - what age group and programs you are offering
  - the objectives of the club

- why you feel there is a need for a new club in your area
- A copy of the Certificate of Incorporation or copies of the paperwork submitted to the Companies Office (to be submitted to MWPA once received) - if applicable
- Application fee: \$100.00

Submissions are to be sent to: [manitobawaterpolo01@gmail.com](mailto:manitobawaterpolo01@gmail.com)

OFFICE USE ONLY		
Received by:		Date:
Completed Additional Documentation provided	YES      NO	Date:
Approved by Board of Directors	YES      NO	Date:
Communication to club applying		Date:

### Club Renewal Declaration Form

For the period of September 1, 2023- August 31st, 2024

<b>CLUB NAME</b>		
<b>ADDRESS</b>	<b>CITY</b>	<b>POSTAL CODE</b>
<b>WEBSITE</b>		
<b>AGM Date</b>	<b>Fiscal Year</b>	
<b>PRESIDENT</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>VICE PRESIDENT</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>HEAD COACH</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB REGISTRAR</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB TREASURER</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB CONTACT PERSON #1</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>CLUB CONTACT PERSON #2</b>	<b>EMAIL</b>	<b>PHONE</b>

Checklist for application (documents to be enclosed):

- Confirmation ALL coaches have been registered and screened in accordance with the Screening Policy
- A copy of any amendments to the Club's constitution, bylaws and policies
- A copy of the Club's financial statement
- Annual fee

## Declaration Form

We hereby declare that the representatives of \_\_\_\_\_ [name of Club] have read, understood and agree to abide by the following requirements listed below in order to be declared a Member in Good Standing of the Manitoba Water Polo Association for the 2023/2024 season:

- iv. comply with MWPA Bylaws, policies and guidelines.
  
- v. ensure that all athletes, coaches, officials, volunteers **MUST** be registered in the officially recognized database system and have signed the WPC Consent Form **PRIOR** to participating in **ANY** water polo activity. There is no exception.
  
- vi. Confirmation that all the Club Registrants will use the RAMP database which requires 18+ or their guardian to acknowledge the various MWPA policies for all participants (athletes, coaches, volunteers, officials) as part of their participant registration package

Club President: Signature: \_\_\_\_\_

Club Vice-President: Signature: \_\_\_\_\_

Club Registrar: Signature: \_\_\_\_\_

Club Treasurer: Signature: \_\_\_\_\_

Club Secretary: Signature: \_\_\_\_\_

[add other Board Members if applicable]

Club Head Coach: Signature: \_\_\_\_\_

Club Assistant Coach: Signature: \_\_\_\_\_

Club Assistant Coach: Signature: \_\_\_\_\_

[add other Coaches if applicable\*]

Date:

\*\*All coaches who will be a part of any training must sign this document.