

MANITOBA WATER POLO ASSOCIATION INC

OPERATIONS MANUAL 2018



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

INDEX

GENERAL INFORMATION

1. MEETING PROCEDURES	3
2. CLUBS	4
3. LEAGUES AND PROGRAMS	5
4. INTERPROVINCIAL AND INTERNATIONAL COMPETITON TRAVEL SANCTION	6
5. COACHING	8
6. OFFICIATING	9
7. NATIONAL CHAMPIONSHIPS	9
8. GENERAL POLICIES AND PROCEDURES	9

M.W.P.A. COMMITTEES

A. Executive Committee	12
B. Finance Committee	13
C. Technical Committee	14
D. Bingo Committee	16
E. Special Events Committee	17
F. Grassroots Development Committee	18
G. School Management Committee	19
H. High Performance Committee	20

<i>BOARD OF DIRECTORS CODE OF BEHAVIOR</i>	21
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MWPA POLICY MANUAL

1. General Information	22
2. MWPA Policies	
➤ Appeal Policy	25
➤ Bingo Policy	26
➤ Conflict of Interest Policy	28
➤ Discipline Procedures [Discipline Policy]	29
➤ Financial Assistance Policy	30
➤ Player Transfer Policy	32
➤ Privacy Policy	34
➤ Provincial Team Policy	35
➤ Recruitment Policy	38
➤ Respect in Sport Policy	39
➤ Code of Conduct Policy	40
➤ Fundraising Policy	44
➤ Travel Policy	46
➤ Social Media Policy	49
➤ Referee Development Fund Policy	51
➤ Finance Policy	53

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 a chaperone. 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

4.2. 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

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:
May 2018**

21.1 Rationale:

WPC Appeals Policy adopted in May 2017. Refer to WPC website for details.

21.2 Guidelines:

21.3 Procedures:

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: May 2018

23.1 Rationale:

WPC Conflict of Interest Policy adopted in June 2015. Refer to WPC website for details.

23.2 Guidelines:

23.3 Procedures:

DISCIPLINARY POLICY

DISCIPLINARY PROCEDURES

Type:	Governance	Policy Number:	24
Authority:	Board of Directors	Date Approved:	May 2018

24.1 Rationale:

WPC Code of Conduct with Disciplinary Procedures adopted in November 2015. Refer to WPC website for details.

24.2 Guidelines:

24.3 Procedures:

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

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

Chaperones

- 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

Travel

- 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 May 2018
Approved:**

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: May 2018****Definitions**

1. The following terms have these meanings in this Policy:
 - a) “*Individuals*” – All categories of membership within the Manitoba Water Polo Association (MWPA), as well as all individuals engaged in activities with the Association, including, MWPA board members, athletes, coaches, judges, officials, volunteers, directors, officers, managers, administrators, and parents of members.

Purpose

2. The purpose of this Code of Conduct and Ethical Behaviour is to ensure a safe and positive environment within MWPA programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of MWPA, at all times.
3. MWPA is committed to providing an environment in which all individuals are treated with respect. Further MWPA supports equal opportunity and prohibits discriminatory practices. Members of the MWPA are expected to conduct themselves at all times in a manner consistent with the values of the MWPA that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code of Conduct and Ethical Behaviour may be subject to sanctions pursuant to the MWPA policies related to discipline and complaints.

Application of this Policy

5. This policy applies to Individuals relating to conduct that may arise during the course of the MWPA and its member clubs’ business, activities and events, including but not limited to, office environment, competitions, practices, tournaments, training camps, travel, and any meetings.
6. This policy applies to conduct that may occur outside of the MWPA and its member clubs’ business and events when such conduct adversely affects relationships within MWPA and its member clubs’ work and sport environment and is detrimental to the image and reputation of the MWPA.

Responsibilities

7. All Individuals demonstrate support of MWPA and have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of the MWPA’s Members and other Individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin,

- nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct
 - iv. Consistently treating individuals fairly and reasonably
 - b) Refrain from any behavior that constitutes harassment, where harassment is defined as comments or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats or outbursts
 - ii. The display of visual material, using social media which is inappropriate
 - iii. Unwelcome remarks, jokes, comments, innuendos or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending, bullying or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect team play
 - vi. Any form of hazing where hazing is defined as “humiliating degrading, abusive or dangerous activity expected of a junior athlete by a more senior team-mate(s)
 - vii. Retaliation or threats of retaliation against an individual who reports harassment
 - c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person.
 - iv. Inquiries or comments about a person’s sex life
 - v. Unwelcome sexual flirtations, advances or propositions
 - vi. Persistent unwanted contact
 - vii. Sexual assault
 - d) Respect the property of others and not willfully cause damage
 - e) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the MWPA
8. Board Committee Members and Staff

In addition to Section 7, Board and Committee Members and Staff will:

- a) Function primarily as a member of the board and/or committee(s) of the PSO; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of PSO business
- c) Ensures that the financial affairs of the PSO are conducted in a responsible and transparent manner

- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism
- e) Behave with decorum and be fair, equitable, considerate and honest in all dealings with others
- f) Ensure that all Members are given sufficient opportunity to express opinions and respect the decisions of the majority and resign if unable to do so
- g) Respect the confidentiality of issues discussed
- h) Commit the time to attend, prepare and participate in meetings
- i) Have a thorough knowledge and understanding of all PSO governance documents

9. Clubs

In addition to Section 7, Clubs will:

- a) Deliver their services in compliance with the constitution, bylaws, policies, rules, regulations and procedures of the PSO, and, where necessary, amend their own rules to comply with those of the PSO.
- b) Ensure that all athletes and coaches participating in sanctioned competitions are registered Members, in Good Standing in their respective organizations.
- c) Engage only authorized coaches and sanctioned athletes.

10. Head Coaches and Assistant Coaches

In addition to section 7, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c) Under no circumstances provide, promote or condone the use of drugs, alcohol or performance-enhancing substances
- d) At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete

11. Athletes

In addition to section 7, Athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete
- b) Refrain from the use of any performance- enhancing drugs

- c) Participate and appear on time in all competitions, practices, training sessions, events, activities or projects
- d) Adhere to the Association's rules and requirements regarding clothing and equipment

12. Officials

In addition to section 7, Officials will have additional responsibilities to:

- a) Be fair and objective
- b) Avoid situations where a conflict of interest may arise
- c) Make independent judgments

13. Chaperones

In addition to section 7 above, Chaperones will have additional responsibilities to:

- a) Under no circumstances provide, promote or condone the use of drugs, alcohol or performance-enhancing substances
- b) At no time engage in an intimate or sexual relationship with an athlete
- c) Provide positive comments that motivate and encourage athlete's continued effort

14. Parents/Guardians

In addition to section 7 above, Parents/Guardians of the MWPA at events will:

- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- b) Never ridicule a participant for making a mistake during a performance or practice
- c) Provide positive comments that motivate and encourage participants continued effort
- d) Respect the decisions and judgments of officials, and encourage athletes to do the same
- e) Never question an officials' or the Association staffs' judgment or honesty
- f) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport
- g) Keep off the playing area and not interfere with play or calls

15. Code of Conduct

- a) MWPA Code of Conduct must be signed.

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

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 reimbursement 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-imbursment 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 May 2018
Approved:****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 cited 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	May 2018
		Approved:	

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 kilometre	
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.