
OPERATIONAL POLICIES

Surrey Orcas Water Polo Club

Surrey Orcas Water Polo Club

Vision

Surrey Water Polo to be recognized as a National Leader in Water Polo.

Mission

Surrey Water Polo: *“Using sport to help young people become empowered, positive influences in their community”*

- Encourages **PARTICIPATION** through athlete centered and member driven programming from grassroots to competitive programming.
- Provides leadership resources and services to enable its members to achieve **EXCELLENCE** in water polo
- Builds **CAPACITY** of the sport including through the development of partnerships with its stakeholders
- **PROMOTION** of awareness of water polo by developing **PARTNERSHIPS** with key stakeholders
- Provides strong **ADMINISTRATION**, accountable and responsive to its members

Surrey Orcas Water Polo Club is the local community grassroots club responsible for the development and administration of water polo in the city of surrey. We are a non-profit corporation, Since 1998 September, Surrey Orcas Water Polo Club (SOWPC) has provided coaching, facilities and support to develop the sport of water polo in the City of Surrey. The programs are coed and gender specific programs. We are also members of Water Polo West, the provincial body governing water polo in British Columbia and under the Canadian Water Polo Association (Water Polo Canada), the body governing the sport of water polo in Canada.

As a registered non profit society, we receive grants from ViaSport through the community gaming grant. These grants, combined with our own self-help revenues generated through Membership, fundraising and program fees, are used for initiating and implementing programs for the grassroots to elite levels, as well as for administrative costs for our office, staff and programs.

Our members are individuals interested in the community and sport of water polo. We are governed by an elected **eight member Board of Directors**. This Board, along with the Association's staff, is responsible for directing the course of water polo within the club by developing, administrating and promoting various programs for all levels of participation.

Surrey Orcas Water Polo Club

Operational Policies

- 1.0 Code of Ethics
- 2.0 Code of Conduct
- 3.0 Police Information Check
- 4.0 Dispute Resolution
- 5.0 Program Funding
- 6.0 Elite Identification Subsidy
- 7.0 Equipment
- 8.0 Provincial and National Competition
- 9.0 Officials
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- 11.0 Insurance
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**SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES**

Type: Governance

Policy Number: 1.0

Name: Code of Ethics

Date Approved: Pending

Authority: Board of Directors

Date Revised:

1.0 Code of Ethics

1.1 All Members:

- 1.1.1. Shall encourage a climate of mutual support among all participants in the sport.
- 1.1.2. Have the right to participate in suitable and safe settings. Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.
- 1.1.3. Shall ensure that athletes travel, train and perform in suitable and safe settings and that participants receive qualified instruction from certified and safety conscious coaches.
- 1.1.4. Shall abide by a sense of fair play and a respect for rules and established procedures.
- 1.1.5. Are expected to treat each other with courtesy and respect at all times and refrain from malicious gossip and demeaning remarks to others, expressing their displeasure with officials by any means other than the accepted appeal procedures, attempting to disrupt, distract or in any way interfere with the performance of an athlete during competition or training
- 1.1.6. Shall treat others equitably within the context of their sporting activities regardless of their gender identity and gender expression, race, and place of origin, color, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.
- 1.1.7. Shall share confidential information only with the consent of that individual or in a way that individuals involved cannot be identified.
- 1.1.8. Are expected to be honest and forthright in their dealings with Surrey Orcas Water Polo Club, other members and non members.

- 1.1.9. Shall strive to react to success, failure and controversy with grace and dignity.
- 1.1.10. Shall seek to discover and promote the positive aspects of Water Polo activities.
- 1.1.11. Shall refrain from seeking special privileges or treatment, and remember that others are striving for the same objectives.
- 1.1.12. Shall not physically strike, abuse or harass another person regardless of the situation or location.
- 1.1.13. Shall abstain from and refuse to tolerate in others all forms of harassment including sexual harassment and bullying.
- 1.1.14. All coaches shall abide by the Code of Ethics of the Coaching Association of Canada and the Canadian Coaches Association.
- 1.1.15. All officials shall abide by the Officials Code of Ethics.

**SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES**

Type: Governance
Name: Code of Conduct
Authority: Board of Directors

Policy Number: 2.0
Date Approved: Pending
Date Revised:

2.0 Code of Conduct / Conflict of Interest Policy- All Members:

2.1 Code of Conduct

2.1.1. Surrey Orcas Water Polo (SOWPC) strives to create an environment that is supportive of the efforts of all athletes to learn and excel in the sport of Water Polo.

- (a) All athletes have the right to participate in suitable and safe settings.
- (b) Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.
- (c) All members are expected to treat each other with courtesy and respect at all times.
- (d) Members shall treat others equitably within the context of the sporting activities regardless of their gender identity and gender expression, race, place of origin, colour, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.

2.1.2. SOWPC is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

2.1.3. All members must abide by the *SOWPC Code of Conduct (Appendix A)*.

2.1.4. In order to participate in SOWPC activities, including tournaments, members or their legal guardians must read and agree to the terms of the *SOWPC Code of Conduct*.

2.2 Conflict of Interest Policy

2.2.1 SOWPC strives to reduce and eliminate nearly all instances of conflict of interest at the organization- being aware, prudent, and forthcoming about the potential conflicts.

2.2.2 All members must abide by the conditions in the *SOWPC Conflict of Interest Policy (Appendix B)*.

2.2.3 This policy describes how individuals will conduct themselves in matters relating to conflict of interest, and will clarify how individuals shall make decisions in situations where conflict of interest may exist.

**SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES**

Type: Governance

Policy Number: 3.0

**Name: Police Information Check
and Vulnerable Sector Check**

Date Approved: Pending

Authority: Board of Directors

Date Revised:

3.0 Police Information Check and Vulnerable Sector Check

3.1 Application

Surrey Orcas Water Polo Club is committed to ensuring the well-being of our athletes, volunteers and coaches,

- a) Coaches and chaperones, 18 years and older, require a “Police Information Check” and “Vulnerable Sector Check” prior to participating in activities.
- b) “Police Information Check” and “Vulnerable Sector Check” should be completed every 2 years.
- c) Coaches and chaperones must notify SOWPC of any criminal charges that may impact the status of a previous “Police Information Check” and “Vulnerable Sector Check”. This will be treated as a discipline incident and fall under the guidelines for review laid out in SOWPC Appendix C “Discipline and Complaints Policy”.
- d) In the event the “Police Information Check” and “Vulnerable Sector Check” result is anything other than negative, the case will be treated as a discipline incident and fall under the guidelines for review laid out in WPS Appendix C “Discipline and Complaints Policy”.
- e) SOWPC will keep records of the “Police Information Check” and “Vulnerable Sector Check”.

**SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES**

Type: Governance
Name: Dispute Resolution
Authority: Board of Directors

Policy Number: 4.0
Date Approved: Pending
Date Revised:

4.0 Dispute Resolution Policy

4.1 Application

4.1.1. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association's policies, bylaws, rules and regulations, and *Code of Conduct*.

4.1.2 Violations of the *SOWPC Code of Conduct* will be dealt with according to the guidelines set out in the *Surrey Orcas Water Polo Club Discipline and Complaints Policy (Appendix C)*.

4.2 Complaints

4.2.1. Any stakeholder may report a complaint to Surrey Orcas Water Polo Club. Complaints will be dealt with according to the *Surrey Orcas Water Polo Club Discipline and Complaints Policy (Appendix C)*.

4.2.2. Violations of the *Code of Conduct* or *Surrey Orcas Water Polo Club Discipline and Complaints Policy (Appendix C)*.

4.3 Appeals

4.3.1. Individuals may appeal decisions made by Surrey Orcas Water Polo Club in accordance with the *Surrey Orcas Water Polo Club Appeal Policy (Appendix D)*.

4.4 Alternate Dispute Resolution Policy

4.4.1. Surrey Orcas Water Polo Club and members may agree to apply the *Surrey Orcas Water Polo Club Alternate Dispute Policy (Appendix E)* in disputes where all parties agree that such a course of action would be beneficial.

**SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES**

Type: Governance
Name: Equipment
Authority: Board of Directors

Policy Number: 5.0
Date Approved: Pending
Date Revised:

5.0 Equipment

5.1 Use of Goggles

5.1.1. For the safety of all athletes, Surrey Orcas Water Polo Club will not permit the wearing of goggles or prescription goggles during practises, scrimmages and games.

5.1.2. Swim goggles may be permitted, by the team coach, only for lap or swimming training where water polo balls are not in use.

5.2 Mouthguards

5.2.1. Surrey Orcas Water Polo Club recommends the use of mouth-guards for all water polo activities.

5.3 Player Caps

5.3.1. Player caps must meet the FINA. WP 4 regulation. Specifically WP 4.2 “ Caps shall be fitted with malleable ear protectors which shall be the same color as the teams caps except the goalkeeper may have red protectors”

5.4 Equipment Rental

5.4.1. Any member wishing to borrow Surrey Orcas Water Polo Club's equipment must process their request through the club's General Manager.

**SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES**

Type: Governance

Policy Number: 6.0

Name: Provincial & National Competitions

Date Approved: Pending

Authority: Board of Directors

Date Revised:

6.0 Tournaments & National Competitions

6.1 Competitions

6.1.1. National Championship League

A.. All members shall:

1. Comply with the Water Polo Canada's policy manual and National Championship League Handbook.
2. Be a member in good standing with Water Polo West /Canada, and registered at the applicable membership level.

6.2 Athlete Eligibility

6.2.1. For the tournament selection, athletes: National Championship League, Invitational Tournaments, and training camps, an athlete's eligibility will depend upon the following conditions:

1. Attending 75% or more of Club's Weekly Competitive practices based on program selection

6.3 Team Selection

6.3.1. In the situations where Surrey Orcas Water Polo Club needs to select players for any of the identified high performance events, athlete selection will be made evaluating the following athlete abilities:

a. Defensive Abilities:

1. Capacity to neutralize the direct opponent with the press
2. Capacity to steal balls
3. Capacity to understand and apply defensive game plan
4. Capacity to adapt to the situation

b. Offensive Counter Attack (CA) abilities:

1. Capacity to anticipate the offensive CA
2. Capacity to take advantage during CA
3. Capacity to draw kick outs during CA
4. Capacity to score or assist goals during CA

c. Offensive abilities:

1. Capacity to keep and protect the ball
2. Capacity to read the game (pass the ball appropriately)
3. Capacity to take advantage of the direct opponent (driving, setting hole)
4. Capacity to draw kick outs
5. Capacity to score
6. Capacity to understand and apply defensive game plan
7. Capacity to adapt to the situation

d. Defensive Counter Attack (CA) abilities

1. Capacity to anticipate the defensive CA
2. Capacity to cover the direct opponent
3. Capacity to cover the indirect opponent

6.3.2. Athlete selection may also consider team balance

SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES

Type: Governance

Name: Logo

Authority: Board of Directors

Policy Number: 7.0

Date Approved: Pending

Date Revised:

7.0 Usage

7.1.1 Any member wishing to use the Surrey Water Polo Club name and/or logo for promotional or fundraising purposes must first secure written approval from the executive director.

The purpose of this is to:

- a) Ensure SOWPC is aware of the usage,
- b) Ensure that the usage is appropriate to the SOWPC image and,
- c) Ensure there is no conflict of interest (ex. between sponsors).

SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES

Type: Governance
Name: Reimbursement
Authority: Board of Directors

Policy Number: 8.0
Date Approved: Pending
Date Revised:

8.0 Reimbursement
8.1 Expense Recovery

8.1.1. Anyone claiming reimbursement for Surrey Orcas Water Polo Club related expenditures (as approved by the Board of Directors) must complete an expense form and attach all receipts.

8.1.2. Surrey Orcas Water Polo Club will reimburse expenses as follows, according to Saskatchewan Public Service Commission – Travel Allowance Appendix (<https://taskroom.sp.saskatchewan.ca/Documents/601-A%20Travel%20Allowance.pdf>) as of April 1, 2018:

Mileage	
Personal Car	45.35 cents per km
Public Transportation	
Bus	100%
Other	as approved by Executive Director
Accommodation	
In province	as approved by Executive Director
Out of province	as approved by Executive Director

Meals

Receipts are not required for meals. Meals will be reimbursed to a maximum of \$41 per day in-province or \$51 per day out-of-province. GST and meal gratuities are included in these rates. Partial day meal rates will be paid as follows:

	In Province	Out of Province	Depart by	Return after
Breakfast	\$8.00	\$11.00	7:30 am	8:30 am
Lunch	\$14.00	\$16.00	11:30 am	12:30 pm
Supper	<u>\$19.00</u>	<u>\$24.00</u>	5:30 pm	6:30 pm
Total	\$41.00	\$51.00		

8.2 Reimbursement of SOWPC Training Programs:

8.2.1. In the instance where an athlete withdraws from a Surrey Orcas Water Polo training program, SOWPC will reimburse the athlete using a pro rate that calculates the length of the program left in months, beginning in the first day of the month following the date the withdrawal was made.

8.2.3. Withdrawals made after December 31st will NOT be reimbursed.

8.3 Reimbursement of SOWPC Competition Program:

8.3.1. SOWPC will NOT reimburse athletes who withdraw from a competition after they have been invoiced and after the first date where a payment is required has passed. This is hereafter known as the first payment date.

8.3.2. Athletes are invoiced for the full amount, but may request or be asked to pay in a payment plan; however, once the athlete is invoiced, they are responsible for making the full payment.

8.3.3. Athletes may request a reimbursement if they feel their withdrawal is a result of exceptional circumstances.

8.3.4. Athletes requesting reimbursement under 14.3.3. the “exceptional circumstances clause”, must submit their request, in writing to SOWPC, post-haste:

- a. Prior to the 1st day of consecutive day, single events
- b. Prior to the last weekend of league events.

8.3.5. Their request will be considered by an Exceptional Circumstances Reimbursement Committee.

8.4 Exceptional Circumstances Reimbursement Committee

8.4.1. A special ad-hoc committee shall be struck, from time to time, under Bylaw 8.3.3., named the Exceptional Circumstances Reimbursement Committee, to hear reimbursement requests.

8.4.2. This committee shall be comprised of 3 voting members of the Board of Directors.

8.4.3. When struck, the appeals committee shall appoint a chair, who shall have a deliberate and casting vote.

8.5 Exceptional Circumstances Reimbursement Committee Duties

8.5.1. Shall hear and discuss written requests for reimbursement from athletes whose requests are deemed by the athlete as falling under exceptional circumstances and that are sent to SOWPC in accordance to 8.3.3.

8.5.2. Shall evaluate the merits of the request and the chair of the committee shall respond with a decision within 30 days after the request has been submitted.

**SURREY ORCAS WATER POLO CLUB
OPERATIONAL POLICIES**

Type: Governance

Policy Number: 9.0

Name: Review of Operational Policies

Date Approved: Pending

Authority: Board of Directors

Date Revised:

9.0 Review of Operational Policies

9.1 Schedule for Review

9.1.1. The Board of Directors will review the Operational Policies and procedures to govern the operation of Water Polo Saskatchewan according to the following schedule:

Policies 1-6	Review September/October Meeting
Policies 7-12	Review February/March Meeting
Policies 13-18	Review April / May Meeting

