



Event Sanctioning Policy and Guidelines

Purpose and Application

The AWPA is committed to providing quality water polo and related programs or events in a safe and fair environment for all of its members. Water polo activities and events **must be approved** by AWPA in advance (sanctioned) to ensure all of these requirements are met. When approval is granted, any AWPA member can participate with confidence that fairness and safety have been a priority of the organizer. Sanction approval comes with the added benefit of insurance for AWPA members.

This Policy applies to activities and events organized by and/or run by AWPA members/clubs for which there is an expectation of insurance coverage.

Pre-Existing Sanctions

1. For AWPA members an existing sanction exists for the following activities and events and does not require any further approval:
 - a. Club Training, Practice or Dryland Training
 - b. Participation in AWPA organized/arranged activities, tournaments, competitions, leagues and games
 - c. AWPA and Club meetings including Board of Directors, AGM, General, Special and Parent Orientations.
 - d. Scrimmages between AWPA member clubs.

Events Requiring Sanction

2. Activities not covered under paragraph 1.
 - a. Any activities that involve an interaction between AWPA members and/or non members will require a sanction including the following:
 - i. Exhibition games
 - ii. Water polo camps or clinics;
 - iii. Club sponsored/arranged tournaments
 - iv. Out of province travel for competition or training beyond **WPC** sanctioned events
 - v. Out of country travel for competition/training beyond **WPC** sanctioned events
 - vi. Other **activities, specialty training** and events not listed for which there is an expectation of insurance coverage.
 - vii. To meet facility specific requirements.



Requesting a Sanction

3. An **AWPA member** requesting a **sanction** must submit the [Sanction Request Form](#) to the AWPA office thirty (30) calendar days prior to the **activity**.
 - a. A sanction request made less than thirty (30) calendar days' notice will require a written rationale for an exemption to the time limitation. The decision to accept a sanction request with less than 30 calendar days' notice will be at the sole discretion of the **AWPA office**; the decision is not eligible for appeal.
4. If a sanction request is for exhibition games, league play or a tournament, the event must also be entered into the **WPC** database and meet **WPC** guidelines.
5. A **sanction** is effective when signed by the **AWPA office**.
6. If a **sanction** request is denied, the **AWPA office** will provide a written rationale.
7. A **sanction** is not transferable.

Sanctioning Requirements

8. All requests must:
 - a. Have a signed *Sanction Request Form* from the **organizer**
 - b. Abide by AWPA rules and regulations
9. All participants including but not limited to athletes, coaches and volunteers who participate in the activity, must be registered members in good standing with the AWPA, unless deemed a guest in accordance with item 11.
10. AWPA sanctioned events must abide by the *AWPA Code of Conduct* and be in compliance with all venue policies and/or provincial laws.

Guests

11. If there is proper documentation ([which at a minimum must include a waiver form](#)), a guest experiencing/trying out water polo for no more than 14 consecutive days will be covered by the group insurance policy.

Sanction Refusals

12. The AWPA may refuse or cancel a sanction for the following reason(s), including but not limited to:
 - a. Poor prior performance of a sanctioned event, activity or competition
 - b. Failure to meet sanction conditions
 - c. Conflict with an AWPA sanctioned event
 - d. Member requesting a sanction are not able to demonstrate an ability to meet AWPA policies, safety requirements, or other factors relating to operations
 - e. Insufficient time to process a sanction request



- f. Incomplete sanctioning request
- g. A member not in good standing
- h. Failure to comply with the conditions of the sanction
- i. Any issue or matter which may affect the AWPA's ability to obtain insurance coverage
- j. Such other matters as the AWPA may consider in preserving the reputation of the AWPA and/or reasonable safety concerns

Club Events Outside of Normal Training Activity

13. For Club activities of a social nature not involving water polo play or practice that are desirous of **insurance coverage**, written notification to the AWPA office must be made to request approval through the insurance provider. A *Sanction Request Form* is NOT required. Examples of such activities may include, but not limited to:
- a. Fundraisers
 - b. Promotions, advertising and marketing events
 - c. Other activities including, but not limited to banquets

Sanction Fee

14. Administrative fee for an event being run in Alberta will be \$100.00. There is not an administrative fee for travel outside of the province.

Violations

15. Conduct that violates this Policy may be subject to sanctions pursuant to the AWPA's *Discipline and Complaints Policy*

Fines

16. Any event that takes place without a sanction or with a sanction that is not reflective of the event could be subject to a \$250.00 fine.

¹ Includes email, fax, letter from a designated Club member



Definitions for the purposes of this policy:

Glossary

- **Activity** – a water polo game, tournament, training session, scrimmage, exhibition or other event involving water polo play or dry land training for which a sanction is required
- **AWPA** – Alberta Water Polo Association; the governing body for water polo in Alberta
- **AWPA Member** – refers to a person who is registered and in good standing with the AWPA and most commonly is a water polo player or coach
- **AWPA office** – a person within the AWPA with authority to review and approve/deny a sanction request
- **Board Member** – a person who is listed as a director of the AWPA or club board
- **Club** – refers to a water polo organization within Alberta recognized as such through membership in good standing with the AWPA.
- **Coach** – a person qualified to provide coaching duties to a club for a water polo activity; this can be a paid or volunteer position and must be registered with AWPA as a ‘coach’ and fulfills the AWPA requirements for a coach
- **Dryland training** - strength and conditioning, flexibility, and mobility training performed on land. This is a part of a pre-sanctioned training session.
- **Events** – out of water events such as fundraising, team dinners, award banquets
- **Exhibition Games** - unofficial game conducted between two teams with all the regular rules equipment and officials. The results do not count towards any official standings.
- **Festival** - Organized at a local or provincial level. Unofficial series of scrimmages between multiple clubs. Promoting a grassroots fun, developmental, learning experience for athletes
- **Guest** – a non-member of the AWPA; a person who has been invited by a club to experience water polo through a practice session but is not a registered player with AWPA. A formal record of their participation should be maintained by a club.
- **Volunteer** – a person who provides their services at no cost to a club
- **Insurance Coverage** – refers to the group insurance policy which provides coverage to all registered AWPA members ([Link](#))
- **Official (minor)** – a person who provides officiating on deck for a water polo activity as either a paid or volunteer position
- **Organizer** – refers to a person from a club who has the authority to represent a club in official functions. For the majority of clubs this refers to a club president or manager.
- **Sanction** – an approved activity for which insurance coverage will apply
- **Sanction Fee** – a cost associated with a sanction request payable to the AWPA.
- **Scrimmage** - A **scrimmage** is a practice, without officials, between two teams from the same or different clubs.
- **Specialty training**- training that takes place in an outside facility with a contractor or instructor who is not insured through WPC and requires proof of their own insurance. This training requires a sanction.
- **WPC** – Water Polo Canada; the governing body for water polo in Canada of which AWPA is a member.