

OWP member clubs have a responsibility to ensure that all individuals active in club activities are registered members of Ontario Water Polo. All club members, including Athletes, Coaches, Referees, Volunteers, and Active Alumni must have an 'Active' Status on the OWP on line Database to ensure membership privileges.

To ensure continuous membership and hence continuous insurance coverage, each club **MUST** undertake the steps outlined below within the stated time frames.

1. As of September 1st 2008 all Active and Pending members of OWP will become 'Inactive'. After September 1, clubs must activate all returning members in the on-line data system no later than November 30.
2. Clubs must enter or have new members enter, all registration information in the on line data system and activate these new members within 4 weeks of their first workout.
3. For returning members and new members who join before November 30, clubs must submit one cheque to the OWP office no later than November 30 for the estimated fees based on the fee schedule outlined below. Clubs should also indicate the number of recreational and competitive members that they are submitting payment for. **DO NOT WAIT FOR AN INVOICE.** Member clubs will receive a sales receipt for their cheque.
4. For new members who join after November 30, clubs must enter or have the member enter all registration information in the on line data base and must activate these new members within 4 weeks of their first workout as a member. **DO NOT SEND PAYMENT FOR MEMBERS WHO ARE REGISTERED AFTER NOVEMBER 30.** You will be invoiced on a bi-monthly basis for these registrations.

Clubs can now choose to have individuals RENEW and NEW members join by using the Online system directly OR. to initially register new members and renew their individual members with a PAPER system.

USING THE ON-LINE DATA SYSTEM

Direct Member Entry

Clubs can allow individuals to **renew or initiate** their registration via their personal login page. The benefit of this procedure is that individuals can easily enter or make corrections or changes to their own personal information (address, email, phone, etc...).

The procedures for registrations for **returning members** are as follows:

1. In order to use this method of renewal Club must ensure that the individual has an active email address. (Parents and their children can share one email address).
2. User names and passwords can be obtained
 - a. By the **individual** going to the OWP home page and clicking "Forgot your Password" (top right corner) and entering the active email address. A computer generated user name

and password will be sent to the email address.

b, By the club **Registrar** (or other club administrators) clicking on the 'edit' button beside the members' record on the club admin page to view the user name and re-entering a temporary user name and password.

-> Step 'b' will need to occur if there is more than one member sharing an email address.

3. Once a member logs in and updates/enters his/her information, the club registrar will receive an email stating there is a PENDING application to the club. The club registrar or admin goes onto his/her club admin page and can Activate, make Inactive or leave the Application of membership Pending. The club can also contact the individual(s) with the communication tool when they are still 'Pending'.
4. The individual member will receive an automated email from the OWP admin team with links to a forms, policies and procedures of Ontario Water Polo.
The automated email will include the OWP Notice of warning, OWP Waiver and the Acknowledgement of the OWP Standards of Behaviour, Codes of conducts and links to all policies of Ontario Water Polo.
As returning members will have signed these documents in earlier years, it is not necessary to have the member sign them again, but the club should ensure that it has a signed copy on file and must ensure all members about the OWP and Club policies, code of conduct etc. (Minors must also have their form by their parent/guardian).

The procedures for registrations for **new members** are as follows:

1. The Member requests a membership by submitting the Online Form located at (<http://www.ontariowaterpolo.ca/Individual.aspx>).
2. When step #1 occurs the club registrar will receive an email stating there is a PENDING application to the club. The club can view, change and contact the individual(s) with the communication tool when they are still 'Pending'.
3. The individual member will receive an automated email from the OWP admin team that will include the OWP Notice of warning, OWP Waiver and the Acknowledgement of the OWP Standards of Behaviour Codes of Conducts and links to all policies of Ontario Water Polo.. This sheet can printed and signed by the member (if the member is a minor, the sheet must also signed by the parent/guardian) and presented to the club registrar. The club must collect these documents and retain them on file as part of the registration procedure.
4. Prior to Activating a NEW member (Athlete, Coach, Referee or staff/volunteer who performs the role of a chaperone/manager at any sanctioned event) the club must obtain a signed copy of the automated email (see #2) or a similar signed Registration form from the member containing the OWP Notice of warning, OWP Waiver and Acknowledgement of the OWP Standards of Behaviour from each (sample template is attached and online at www.ontariowaterpolo.ca).
**note-A signed registration form is not required from alumni OR volunteers not active in the supervision teams.*
5. Once a signed form is obtained the club registrar or admin enters the club admin page and can Activate the member.

MEMBERS CAN USE THE SYSTEM TO UPDATE THEIR OWN PROFILES AS CHANGES OCCUR THROUGHOUT THE YEAR AS WELL!!

Entry by the Club

Clubs may choose to enter member information into the on line data system themselves.

1. A signed OWP or similar Club Registration form from ALL members containing a notice of warning, OWP Waiver and Acknowledgement of the OWP Standards of Behaviour from each Athlete, Coach, Referee and staff/volunteer who performs the role of a chaperone/manager at any sanctioned event (sample template is attached and online at www.ontariowaterpolo.ca). A signed registration form is not required from volunteers not active in the supervision teams or alumni.
2. A signed Referee code of conduct from all individuals applying as a Referee (either primary or secondary member type).
3. A signed Coaching code of conduct from all individuals applying as a Coach (either primary or secondary member type)
4. The Club Registrar must enter **ALL NEW** and **UPDATE** all **RENEWING** members information on the OWP database and activate such members.

2008 – 09 Individual Membership Fees

<u>Classifications</u>	Fee	GST	TOTAL	
Competitive	\$ 52.83	\$ 3.17	\$ 56.00	
Recreational	\$ 11.32	\$ 0.68	\$ 12.00	
Associate*	\$ 0.00*	\$ 0.00*	\$ 0.00*	* fee is part of club fee

If you have any questions on registering an individual please contact the OWP office.