



**PROPOSED AMENDMENTS
TO THE GENERAL BY-LAWS
AND STANDING RULES
TO THE POLICY MANUAL AND CONSTITUTION
OF SKATE CANADA MANITOBA**

The proposed amendments to the General By-Laws and standing rule changes to the Policy Manual of Skate Canada Manitoba to be considered at the 2018 Annual General Meeting, are attached.

Proposed amendments to an amendment must be in the hands of the Executive Director, Skate Canada Manitoba Section by April 5, 2018 to ensure that these amendments are circulated to the clubs prior to the Annual General Meeting.



March 17, 2018
Distribution:
Member Clubs
Board of Directors

Miranda Edwards
Nominating Committee Chair

AMENDMENT: MB2018/1
SUBMITTED BY: NORMAN REGION
RULE NUMBER/NAME: BY LAW #17(c)
RULE NAME: REGIONAL DIRECTORS

PRESENT

PROPOSED

By Law #17(c) Region Directors	By Law #17(c) Region Directors
<p>i) Region Directors (Formally known as Regional Supervisors) – responsible for regional programming/grants, club support, club visits, membership, Section achievement award selection. Regional Director Coordinating Committee – responsible for ensuring that Regional Directors have the opportunity to discuss mutual concerns and share ideas which may benefit all Regions.</p>	<p>i) Region Directors – responsible for regional programming/grants, club support, club visits upon written request of the club or section and membership. Regional Director Coordinating Committee – responsible for ensuring that Regional Directors have the opportunity to discuss mutual concerns and share ideas which may benefit all Regions.</p>

Rationale: Housekeeping

Effective: Immediately

AMENDMENT: MB2018/2
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: By Law 24 (b)(ii)
RULE NAME: MEMBERSHIP IN THE SECTION

PRESENT	PROPOSED
By Law #24(B) Management of Regions ii) NEW	By Law #24(B) Management of Regions ii) Regional Directors must reside in the region of representation. If a Regional Director moves out of region during the skating year (April 1 st – March 31 st) they may continue to represent the Region until the Section’s Annual General Meeting immediately following March 31 st .

Rationale: Building capacity locally within each region and physical availability are needed components for ongoing success.

Effective: Immediately

AMENDMENT: MB2018/3
SUBMITTED BY: REGIONAL DIRECTORS COMMITTEE
RULE NUMBER/NAME: By Law #24(d)(ix)
RULE NAME: ROLE OF THE REGION

PRESENT	PROPOSED
<p>By law #24(d) Role of the Region</p> <p>ix) ensuring effective governance processes and systems are in place including the submission or provision of an annual report and audited financial statements to Skate Canada – Manitoba.</p>	<p>By law #24(d) Role of the Region</p> <p>ix) ensuring effective governance processes and systems are in place including the submission or provision of an annual report and financial reports supported with an opening and closing bank statements to Skate Canada – Manitoba.</p>

Rationale: Audited statements are cost prohibitive however Regions need to be current and accountable for their financial records.

Effective: Immediately

AMENDMENT: MB2018/4
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: B.115(3)(ii)(4)(ii)
RULE NAME: TIMING OF APPEAL

PRESENT

PROPOSED

PRESENT	PROPOSED
<p>Timing of Appeal</p> <p>3.</p> <p>ii) Members who wish to appeal a Games Team Selection will have 7 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal and a summary of the evidence which supports these grounds, to the Chairman of Skate Canada Manitoba.</p> <p>4.</p> <p>ii) Any party wishing to initiate an appeal beyond the 7-day period for Games Team Selection must provide a written request stating the reasons for an exemption to the requirement of Section 3. ii). The decision to allow, or not allow an appeal outside the 7-day period will be at the sole discretion of the Chairman and may not be appealed.</p>	<p>Timing of Appeal</p> <p>3.</p> <p>ii) Members who wish to appeal a Games Team Selection or a Team member removal will have 7 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal and a summary of the evidence which supports these grounds, to the Chairman of Skate Canada Manitoba.</p> <p>4.</p> <p>ii) Any party wishing to initiate an appeal beyond the 7-day period for Games Team Selection or a Team member removal must provide a written request stating the reasons for an exemption to the requirement of Section 3. ii). The decision to allow, or not allow an appeal outside the 7-day period will be at the sole discretion of the Chairman and may not be appealed.</p>

Rationale: To reflect the current Team Structure process

Effective: Immediately

AMENDMENT: MB2018/5
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: B.117
RULE NAME: CONFLICT OF INTEREST POLICY
RATIONAL: To meet funding partners requirements

B.117 CONFLICT OF INTEREST POLICY

POLICY APPROVAL

EFFECTIVE DATE: September 23, 2017
APPROVED DATE: Executive Committee approved July 19, 2017
Board approval September 23, 2017

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Conflict of Interest”* – Any situation in which a Representative’s decision-making, which should always be in the best interests of Skate Canada Manitoba, is influenced or could be influenced by personal, family, financial, business, or other private interests
 - b) *“Pecuniary Interest”* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
 - c) *“Non-Pecuniary Interest”* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
 - d) *“Representatives”* – Individuals employed by, or engaged in activities on behalf of, Skate Canada Manitoba including: coaches, staff members, club members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of Skate Canada Manitoba

Background

2. Individuals who act on behalf of Skate Canada Manitoba have a duty first to Skate Canada Manitoba and second to any personal stake they have in the operations of Skate Canada Manitoba. For example, in not-for-profit organizations Directors are required, by law, to act as a trustee (in good faith, or in trust) of Skate Canada Manitoba. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of Skate Canada Manitoba is connected to their own personal interests. That would be a conflict of interest situation.

Purpose

3. Skate Canada Manitoba strives to reduce and eliminate nearly all instances of conflict of interest at Skate Canada Manitoba – by being aware, prudent, and forthcoming about the

potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.

4. This Policy applies to all Representatives.

Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of Skate Canada Manitoba, shall always be resolved in favour of Skate Canada Manitoba.

6. Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Skate Canada Manitoba, unless such business, transaction, or other interest is properly disclosed to Skate Canada Manitoba and approved by Skate Canada Manitoba
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Skate Canada Manitoba, if such information is confidential or not generally available to the public
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Skate Canada Manitoba, or in which they have an advantage or appear to have an advantage on the basis of their association with Skate Canada Manitoba
- f) Without the permission of Skate Canada Manitoba, use Skate Canada Manitoba's property, equipment, supplies, or services for activities not associated with the performance of their official duties with Skate Canada Manitoba
- g) Place themselves in positions where they could, by virtue of being a Skate Canada Manitoba Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Skate Canada Manitoba Representative

Disclosure of Conflict of Interest

7. On an annual basis, all Skate Canada Manitoba's Directors and candidates for election to the Board, Directors, Officers, Employees, and Committee Members will complete a

Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by Skate Canada Manitoba

8. Representatives shall disclose real or perceived conflicts of interest to Skate Canada Manitoba's Board immediately upon becoming aware that a conflict of interest may exist.
9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Skate Canada Manitoba Representative will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b) The Representative does not participate in discussion on the matter
 - c) The Representative abstains from voting on the decision
 - d) For board-level decisions, the Representative does not count toward quorum
 - e) The decision is confirmed to be in the best interests of Skate Canada Manitoba
11. For potential conflicts of interest involving employees, Skate Canada Manitoba's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. Skate Canada Manitoba will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with Skate Canada Manitoba or give rise to a conflict of interest.

Conflict of Interest Complaints

12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to Skate Canada Manitoba's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority
 - b) Removal or temporary suspension from a designated position
 - c) Removal or temporary suspension from certain teams, events and/or activities
 - d) Expulsion from Skate Canada Manitoba
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest

13. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to Skate Canada Manitoba to be addressed under Skate Canada Manitoba's *Discipline and Complaints Policy*.
14. Failure to comply with an action as determined by the Board will result in automatic suspension from Skate Canada Manitoba until compliance occurs.
15. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Enforcement

16. Failure to adhere to this Policy may permit discipline in accordance with Skate Canada Manitoba's *Discipline and Complaints Policy*.

AMENDMENT: MB2018/6
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: B.118
RULE NAME: DISCIPLINE AND COMPLAINTS POLICY
RATIONAL: To meet funding partners requirements

B.118 DISCIPLINE AND COMPLAINTS POLICY

POLICY APPROVAL

EFFECTIVE DATE: September 23, 2017

APPROVED DATE: Executive Committee approved July 19, 2017;
Board approval September 23, 2017

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Case Manager”* – An individual appointed by Skate Canada Manitoba to administer this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, Skate Canada Manitoba
 - b) *“Complainant”* – The Party alleging an infraction
 - c) *“Respondent”* – The alleged infracting Party
 - d) *“Days”* – Days including weekends and holidays
 - e) *“Individuals”* – All categories of membership defined in Skate Canada Manitoba’s Bylaws, as well as all individuals employed by, or engaged in activities with, Skate Canada Manitoba including, but not limited to, athletes, coaches, event organizing committees, officials, volunteers, managers, administrators, committee members, Directors and Officers of Skate Canada Manitoba, spectators at events, and parents/guardians of athletes.

Purpose

2. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Skate Canada Manitoba’s policies, Bylaws, rules and regulations, and *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Individuals.
4. This Policy applies to matters that may arise during the course of Skate Canada Manitoba’s business, activities, and events including, but not limited to, competitions, events, practices, tryouts, training camps, travel associated with Skate Canada Manitoba activities, and any meetings.

5. This Policy also applies to Individuals' conduct outside of Skate Canada Manitoba's business, activities, and events when such conduct adversely affects relationships within Skate Canada Manitoba (and its work and sport environment) and is detrimental to the image and reputation of Skate Canada Manitoba. Such applicability will be determined by Skate Canada Manitoba at its sole discretion.
6. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within any event will be dealt with by the procedures specific to the event, if applicable. In such situations, disciplinary sanctions will be for the duration of the event.
7. An employee of Skate Canada Manitoba who is a Respondent will be subject to appropriate disciplinary action per Skate Canada Manitoba's *Human Resources Policy*, as well as the employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

Reporting a Complaint

8. Any Individual may report any complaint to Skate Canada Manitoba. A complaint must be In Writing and must be filed within fourteen (14) days of the alleged incident.
9. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of Skate Canada Manitoba. This decision may not be appealed.
10. At Skate Canada Manitoba's discretion, Skate Canada Manitoba may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, Skate Canada Manitoba will identify an individual to represent Skate Canada Manitoba.
11. Resignation or lapsing of membership after a complaint is filed does not preclude discipline being pursued under this Policy.

Case Manager

12. Upon the receipt of a complaint, Skate Canada Manitoba will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy. Such appointment is not appealable.
13. The Case Manager has a responsibility to:
 - a) Determine whether the complaint is frivolous and/or within the jurisdiction of this

Policy

- b) Propose the use of Skate Canada Manitoba's *Dispute Resolution Policy*
- c) Appoint the Discipline Panel, if necessary
- d) Coordinate all administrative aspects and set timelines
- e) Provide administrative assistance and logistical support to the Discipline Panel as required
- f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

14. If the Case Manager determines the complaint is:

- a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
- b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps

15. The Case Manager's decision to accept or dismiss the complaint may not be appealed.

16. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

17. After notifying the Parties that the complaint has been accepted, the Case Manager will first propose using Skate Canada Manitoba's *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or if the parties refuse to use the *Dispute Resolution Policy*, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.

18. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communication with the Parties, an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
- b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense

- d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
- e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
- f) The decision will be by a majority vote of the Discipline Panel

19. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

20. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

21. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in its own right, that party will become a Party to the current complaint and will be bound by the decision.

22. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

23. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Skate Canada Manitoba. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

24. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to the Skate Canada Manitoba
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all Skate Canada Manitoba activities for a designated period of time
- g) Withholding of prize money or awards
- h) Payment of the cost of repairs for property damage
- i) Suspension of funding from Skate Canada Manitoba or from other sources

- j) Expulsion from Skate Canada Manitoba
- k) Any other sanction considered appropriate for the offense

25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

26. Infractions that result in discipline will be recorded and records will be maintained by Skate Canada Manitoba.

Suspension Pending a Hearing

27. Skate Canada Manitoba may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

Criminal Convictions

28. An Individual's conviction for a *Criminal Code* offense, as determined by the Skate Canada Manitoba, will be deemed an infraction under this Policy and will result in expulsion from the Skate Canada Manitoba. *Criminal Code* offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

29. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

30. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

Records and Distribution of Decisions

31. Other individuals or Skate Canada Manitoba, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

Appeals Procedure

32. The decision of the Discipline Panel may be appealed in accordance with Skate Canada Manitoba's *Appeal Policy*.

AMENDMENT: MB2018/7
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: B.119
RULE NAME: FINANCIAL POLICY
RATIONAL: To meet funding partners requirements

B.119 FINANCIAL POLICY

POLICY APPROVAL

EFFECTIVE DATE: September 23, 2017

APPROVED DATE: Executive Committee approved Sept. 22, 2017;

Board approval pending: March 24, 2018

Definitions

1. The following terms have these meanings in this Policy:
 - *“Representative”* – Individuals employed by, or engaged in activities on behalf of, Skate Canada Manitoba (SCMB) including: coaches, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Skate Canada Manitoba

Purpose

2. Skate Canada Manitoba 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 Skate Canada Manitoba.

Budget and Reports

4. Skate Canada Manitoba’s Board will develop and approve an annual budget which will contain Skate Canada Manitoba’s total anticipated expenditures and revenues.
5. The Finance Chair (or designate) will, at each meeting of the Board or at minimum 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 Finance Chair (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 Skate Canada Manitoba will be audited by an auditor appointed by the Board, if required by the *Manitoba Corporations Act*.
8. Skate Canada Manitoba will file a T2 Corporation Income Tax Return each fiscal year.

Fiscal Year

9. Skate Canada Manitoba’s fiscal year is April 1 – March 31.

Banking - Revenue

10. All money received by Skate Canada Manitoba will be placed into a general fund or the Sport Raffle fund and will be used for all necessary and permitted purposes for the operation of Skate Canada Manitoba, as determined by the Skate Canada Manitoba's Board.
11. All money received by Skate Canada Manitoba will be deposited, in the name of Skate Canada Manitoba, with a reputable financial institution.

Bank Reconciliation

12. The Bank Statements will be reconciled to the general ledger on a monthly basis. On a quarterly basis, the Finance Chair 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

13. The petty cash fund will not exceed \$100 and shall be operated for small incidental cash purchases. When the cheque request is submitted for payment (receipts required) it should indicate the total amount needed to bring the fund back up to \$100.

Signing Officers

14. All contracts, documents, or any other instruments in writing requiring the signature of Skate Canada Manitoba shall be signed by at least two of the following:
 - a) Chairman
 - b) Finance Chair
 - c) A member of the Executive Committee appointed by the Board as a signing authority
 - d) Executive Director appointed by the Board as a signing authority
15. All cheques of \$10,000 or above require signatures from two (2) of the following:
 - a) Chairman
 - b) Finance Chair
16. All cheques payable to any signing authority will not be signed by that signing authority.

Electronic Banking

17. Internet banking has become a very common banking practice that provides several distinct advantages, Skate Canada Manitoba will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with Skate Canada Manitoba 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

18. Requests for purchases require the following:
 - a) All purchases must be approved by the Finance Chair (or designate)

- b) Purchases over \$5,000 also require the approval of Skate Canada Manitoba's Executive Committee
19. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by Skate Canada Manitoba's Finance Chair (or designate).
 20. 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 Executive Committee approval.
 21. Any expenditure not approved within the annual budget is required to be approved by the Executive Committee prior to any such expenditure.

Accounts

22. Accounts receivable terms are net sixty (60) days from the date of invoice.
23. 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

24. With the approval of the Executive Committee, Skate Canada Manitoba may acquire credit cards for the use of the Section Chair & 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 Skate Canada Manitoba. The Executive Committee will determine who receives credit cards and what the credit card limits will be.
25. Credit card holders will be responsible for all charges made on credit cards issued in their name.
26. Credit cards must only be used for authorized payments that include:
 - a) Payment of actual and reasonable expenses incurred on authorized Skate Canada Manitoba 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 Skate Canada Manitoba
 - b) Purchase of goods or budgeted items
27. For the purposes of this Policy, expenses included in an annual Skate Canada Manitoba 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 a Skate Canada Manitoba credit card.
28. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.
29. 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 Skate Canada Manitoba business.
30. Under no circumstances are cash advances to be drawn on Skate Canada Manitoba credit cards.

31. 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 Skate Canada Manitoba's Executive Director 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 Skate Canada Manitoba's Executive Director 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 Executive Committee 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

32. Representatives may submit expense claims to the Finance Chair (or designate) for personal expenses incurred in performing their duties for Skate Canada Manitoba. Generally, only expenses pre-approved by Skate Canada Manitoba's Finance Chair (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
33. Skate Canada Manitoba Representatives may submit expense claims to Skate Canada Manitoba's Finance Chair (or designate) for travel and/or accommodation expenses for conferences, competitions, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Skate Canada Manitoba Finance Chair (or designate).
34. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Finance Chair (or designate) for approval of the advance.
35. Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	\$0.48 per kilometre	
Travel – Air	Lowest economy	Prior approval required
Breakfast	\$10.00	Receipts not required
Lunch	\$15.00	Receipts not required
Dinner	\$25.00	Receipts not required
Full Day	\$50.00	Receipts not required

Accommodation	Double occupancy	All unless specified
Accommodation	Single occupancy	Chair and Staff
Paid Accommodation shared with Friends or Family	Lowest room rate only	Only 50% of room costs claimable
Incidental expenses	Actual cost	Receipt required

36. Skate Canada Manitoba will not reimburse for costs above the specified rates without prior approval of the Finance Chair (or designate). Where costs above the specified rates are approved, receipts must be provided.

Travel and Accommodation Expenses

37. Air travel is to be booked through Skate Canada Manitoba whenever possible. Air travel including fares and itineraries is to be approved in advance by the Finance Chair (or designate). 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. Whenever possible, the Representatives who are attending the same event should travel together, however, only the driver may submit car-related expenses

38. Accommodation will be reimbursed based on single occupancy for Skate Canada Manitoba’s Chair and staff. 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.

39. Skate Canada Manitoba will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

40. 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

41. Skate Canada Manitoba will not reimburse Entertainment expenses without prior approval of the Finance Chair (or designate). 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

42. Skate Canada Manitoba Representatives may be reimbursed for long distance telephone calls provided the expenses were Skate Canada Manitoba-related. Expense claims for telephone expenses must include the name of the person called, his or her connection to Skate Canada Manitoba, and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.
43. 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

44. 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 Executive Committee may authorize other persons to sign on behalf of Skate Canada Manitoba.
45. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of Skate Canada Manitoba will be made available for review by the Executive Committee if requested.

NSF Charges

46. Skate Canada Manitoba 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

47. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
48. Cheques that need to be replaced due to loss will be assessed a five-dollar (\$5.00) administration fee.

Equity/Operating Reserve

49. The target for the minimum operating reserve fund or minimum equity level is (6) six months of Skate Canada Manitoba'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.

AMENDMENT: MB2018/8
SUBMITTED BY: BOARD OF DIRECTORS
RULE NUMBER/NAME: B.102.3
RULE NAME: ATTENDANCE AT SKATE CANADA ANNUAL GENERAL MEETING

PRESENT

PROPOSED

<p>B.102.3 Attendance at Skate Canada Annual General Meeting – suspended</p> <p>Members of Skate Canada Manitoba Board of Directors shall be eligible for financial assistance to attend the Skate Canada Annual General Meeting (ACGM). The total amount of funding budgeted for the Directors will be shared equally by the Directors attending the ACGM. The amount of funds offered to a Director will depend upon the number of Directors attending the ACGM. If deemed necessary for voting purposes, consideration shall be given to providing financial assistance to Skate Canada Manitoba Sub-Committee members, at the discretion of the Skate Canada Manitoba Executive Committee. Their numbers shall be included in the sharing formula used to determine the Directors funding.</p> <p>NEW</p>	<p>B.102.3 Attendance at Skate Canada Annual General Meeting</p> <p>See below on Page 24</p>
---	---

Rationale: To reflect the need of funded attendees to distribute new and current information to Skate Canada Manitoba members.

Effective: Immediately

**ATTENDANCE AT SKATE CANADA ICE SUMMIT (ACGM) & NATIONAL COACHES CONFERENCE
ATTENDANCE POLICY**

POLICY APPROVAL

EFFECTIVE DATE: September 23, 2017

**APPROVED DATE: Executive Committee approved July 19, 2017;
Board approval September 23, 2017**

The following individuals shall be assigned by Skate Canada Manitoba to attend the Skate Canada Ice Summit on an annual basis. Information & the application will be circulated annually in February with a deadline that is determined by the Executive Committee. Final deadline for applications to be 1 week following the SCMB Annual General Meeting each year.

1. Chairperson (costs that are not covered by Skate Canada)
2. Vice-Chair (rotational basis - elected in even years – elected in odd years)

Priority for assignment of additional individuals in the following order shall be:

1. Coaches' Representative
2. Skate Canada meetings to be held in conjunction with the Ice Summit
3. Workshop topics specific to Skate Canada Manitoba portfolio's
4. Executive Committee members
5. Members of the Board of Directors
6. Non-Board Members/SCMB Committee members may be considered on a case by case basis

To be considered to attend the Skate Canada Ice Summit on behalf of Skate Canada Manitoba the individual must:

- Submit to the Executive Committee a written request for approval along with justification
- Have attended a minimum of 66% of all Executive, Board or Committee meetings in the current year (as appropriate)
- Have submitted a written report for all Board meetings (as needed)

Upon return from the Ice Summit all SCMB supported attendee's must:

- Submit a written report to the Section Office (including summary of all workshops and meetings attended)
- Submit expense report and receipts where required

Funding for Expenses

- Once written report & expense form have been received – approved expenses/share will be reimbursed
- Funding for those approved for attendance will receive an equal share of the annual monies set aside to assist with the following approved expenses:

- 3 nights' hotel accommodation based upon double occupancy
 - Ice Summit Registration fee's
 - Airfare based on the lowest return rate available at the time of booking (+ 1 checked baggage fee each direction)

 - Return ground transportation from Ice Summit location (hotel) to airport via lowest rate of service available
 - Mileage and airport parking from home to Winnipeg airport - return
 - Per diem based upon current approved SCMB rate
- Expenses which are not covered:
 - Host Section Hospitality night
 - SC Awards Gala evening
 - Other Ice summit related activities

AMENDMENT: MB2018/9
SUBMITTED BY: EVENTS MANAGEMENT COMMITTEE
RULE NUMBER/NAME: C.101.1.05
RULE NAME: GENERAL REGULATIONS

PRESENT	PROPOSED
<p>C.101.1.05</p> <p>For all Skate Canada Manitoba Competitions, in events where there is a single entry, the following shall apply:</p> <ul style="list-style-type: none"> i) If the skater wishes to skate for Judges' comments/Report Card, the Host Committee shall retain the entry fee and a medal will not be awarded. ii) If the skater is invited to skate an exhibition performance, the full entry fee shall be refunded. 	<p>C.101.1.05</p> <p>For all Skate Canada Manitoba Competitions, in events where there is a single entry, the following shall apply:</p> <ul style="list-style-type: none"> i) If the skater wishes to skate for Judges' comments/Report Card, the Host Committee shall retain the entry fee and a participation medal will be awarded. ii) If the skater is invited to skate an exhibition performance, the full entry fee shall be refunded.

Rationale: To acknowledge and encourage single entries.

Effective: Immediately

AMENDMENT: MB2018/10
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: C.103.7 (NEW)
RULE NAME: COMPETITION ASSISTANCE TO MANITOBA REPRESENTATIVES

PRESENT	PROPOSED
None	<p>C.103.7</p> <p>For an athlete to be eligible for above funding they must be members in good standing of the current year's team structure as appointed by the Executive of the Skate Canada Manitoba Board of Directors.</p>

Rationale: To reflect the current Team Structure process

Effective: Immediately

AMENDMENT: MB2018/11
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: D.101
RULE NAME: FUNDING AND ACCREDITATION FOR COACHES

PRESENT

PROPOSED

<p>D101 Funding and Accreditation for Coaches</p> <p>In order to receive funding and accreditation from the Association, Skate Canada Coaches must meet the following standards as per the NCCP pathways. The qualification in the accreditation matrix must be valid at the time of competition entry and on-site during the event.</p> <table border="0"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">NCCP Certification</th> </tr> </thead> <tbody> <tr> <td>i) Pre-Juvenile/Juvenile</td> <td>Regional Coach</td> </tr> <tr> <td>ii) Pre-Novice</td> <td>Provincial Coach</td> </tr> <tr> <td>iii) Novice-Senior</td> <td>National Coach</td> </tr> <tr> <td>iv) Intermediate/Open</td> <td>Provincial Coach</td> </tr> </tbody> </table>	Category	NCCP Certification	i) Pre-Juvenile/Juvenile	Regional Coach	ii) Pre-Novice	Provincial Coach	iii) Novice-Senior	National Coach	iv) Intermediate/Open	Provincial Coach	<p>D101 Funding and Accreditation for Coaches</p> <p>In order to receive funding and accreditation from the Association, Skate Canada Coaches must meet the following standards as per the NCCP pathways. The qualification in the accreditation matrix must be valid at the time of competition entry and on-site during the event.</p> <table border="0"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">NCCP Certification</th> </tr> </thead> <tbody> <tr> <td>i) STAR 1- 10</td> <td>Regional Coach</td> </tr> <tr> <td>ii) Pre-Juvenile/Juvenile</td> <td>Regional Coach</td> </tr> <tr> <td>iii) Pre-Novice</td> <td>Provincial Coach</td> </tr> <tr> <td>iv) Novice-Senior</td> <td>National Coach</td> </tr> <tr> <td>v) Intermediate/Open</td> <td>Provincial Coach</td> </tr> </tbody> </table>	Category	NCCP Certification	i) STAR 1- 10	Regional Coach	ii) Pre-Juvenile/Juvenile	Regional Coach	iii) Pre-Novice	Provincial Coach	iv) Novice-Senior	National Coach	v) Intermediate/Open	Provincial Coach
Category	NCCP Certification																						
i) Pre-Juvenile/Juvenile	Regional Coach																						
ii) Pre-Novice	Provincial Coach																						
iii) Novice-Senior	National Coach																						
iv) Intermediate/Open	Provincial Coach																						
Category	NCCP Certification																						
i) STAR 1- 10	Regional Coach																						
ii) Pre-Juvenile/Juvenile	Regional Coach																						
iii) Pre-Novice	Provincial Coach																						
iv) Novice-Senior	National Coach																						
v) Intermediate/Open	Provincial Coach																						

Rationale: Incorporating Skate Canada terminology

Effective: Immediately

AMENDMENT: MB2018/12
SUBMITTED BY: COACHING COMMITTEE
RULE NUMBER/NAME: D.101.1
RULE NAME: NON-QUALIFYING EVENTS

PRESENT	PROPOSED
<p>D101.1 Non-Qualifying Events</p> <p>Competitions below Sub-Sectional Championship level are not affected by this policy. See Skate Canada Manitoba Competition Announcement for further information.</p>	<p>D101.1 Non-Qualifying Events</p> <p>Competitions below Sectional Championship level are not affected by this policy. See Skate Canada Manitoba Competition Announcement for further information.</p>

Rationale: Skate Canada Manitoba does not host sub sectional championships

Effective: Immediately

AMENDMENT: MB2018/13
SUBMITTED BY: COACHING COMMITTEE
RULE NUMBER/NAME: D.101.2(ii)
RULE NAME: CONDITIONS FOR RECEIVING ACCREDITATION

PRESENT	PROPOSED
<p>D.101.2 Conditions for Receiving Accreditation</p> <p>In order to receive accreditation from the Association at any Skate Canada Manitoba competition, Skate Canada Professional coaches must:</p> <ul style="list-style-type: none"> i) Be members of Skate Canada in Good Standing ii) Carry a valid Coach Photo ID card and complete the sign in process to be permitted to coach at any event. Coaches failing to provide the proper coach Photo ID and complete the sign in process will be charged admission to the event and will not be permitted in to any restricted or designated Coaching areas. 	<p>D.101.2 Conditions for Receiving Accreditation</p> <p>In order to receive accreditation from the Association at any Skate Canada Manitoba competition, Skate Canada Professional coaches must:</p> <ul style="list-style-type: none"> i) Be members of Skate Canada in Good Standing ii) Carry a valid Photo ID (ie. Driver's License, Passport) and complete the sign in process outlined within the Competition Technical Package, which includes the Accreditation matrix from the Skate Canada Policy – Coach Accreditation Policy for Skate Canada Qualifying Events. Coaches failing to provide the proper coach Photo ID and complete the sign in process will be charged admission to the event and will not be permitted in to any restricted or designated Coaching areas.

Rationale: Housekeeping

Effective: Immediately

AMENDMENT: MB2018/14
SUBMITTED BY: COACHING COMMITTEE
RULE NUMBER/NAME: D.102.1
RULE NAME: EDUCATION OPPORTUNITY - OUT OF PROVINCE

PRESENT

PROPOSED

<p>D.102.1 Education Opportunity - Out of Province</p> <p>In a situation when a coach must go out of Province to receive certification in a discipline we are unable to provide in Manitoba, Skate Canada Manitoba may provide a grant to a maximum of \$250.00 to the coach under the following criteria:</p> <ul style="list-style-type: none"> i. At the request of Skate Canada Manitoba, the coach receiving the grant will be required to provide an education opportunity to skaters, coaches and officials. ii. The coach must apply for the grant in writing within sixty (60) days of the start of the course. iii. Within thirty (30) days of the end of the course, the coach must provide proof of completion to Skate Canada Manitoba. iv. Must have completed the Respect in Sport for Activity Leaders by Sport Manitoba. 	<p>D.102.1 Education Opportunity - Out of Province</p> <p>In a situation when a coach must go out of Province to receive certification, Skate Canada Manitoba may provide a grant to a maximum of \$250.00 to the coach under the following criteria:</p> <ul style="list-style-type: none"> i. At the request of Skate Canada Manitoba, the coach receiving the grant will be required to provide a professional development opportunity to skaters, coaches and officials. ii. The coach must apply for the grant in writing within sixty (60) days of the start of the professional development opportunity. iii. Within thirty (30) days of the end of the course, the coach must provide proof of completion to Skate Canada Manitoba. iv. Must have completed the Respect in Sport for Activity Leaders by Sport Manitoba.
---	---

Rationale: Housekeeping

Effective: Immediately

AMENDMENT: MB2018/15
SUBMITTED BY: COACHING COMMITTEE
RULE NUMBER/NAME: D.102.2
RULE NAME: EDUCATION OPPORTUNITY – CANCELED NCCP courses

PRESENT	PROPOSED
<p>D.102.2 Education Opportunity - Canceled NCCP courses</p> <p>When an NCCP course is canceled in Manitoba, a grant may be provided to any and only coaches who have registered and paid for the course prior to the registration deadline.</p> <ul style="list-style-type: none"> i) The coach must apply for the grant in writing, within thirty (30) days of the cancellation of the course in Manitoba. ii) The coach must provide proof of registration in the out of Province course. iii) A grant may be provided to qualified applicants to a maximum of one hundred and fifty (\$150.00) dollars. 	<p>D.102.2 Education Opportunity - Canceled NCCP courses</p> <p>When an NCCP course is canceled in Manitoba, a grant may be provided to coaches who have registered and paid for the course prior to the registration deadline.</p> <ul style="list-style-type: none"> i) The coach must apply for the grant in writing, within thirty (30) days of the cancellation of the course in Manitoba. ii) The coach must provide proof of registration in the out of Province course. iii) A grant may be provided to qualified applicants to a maximum of one hundred and fifty (\$150.00) dollars.

Rationale: Housekeeping

Effective: Immediately

AMENDMENT: MB2018/16
SUBMITTED BY: COACHING COMMITTEE
RULE NUMBER/NAME: D.103
RULE NAME: RESPECT IN SPORT

PRESENT	PROPOSED
<p>D.103 Respect in Sport</p> <p>3. Not eligible to be a clinician for any Skate Canada Manitoba sanctioned event or program. Some examples are as follows (list is not inclusive), Regional Seminar Clinician, Program Assistant Clinician, Movement On Ice Clinician, All Male Seminar Clinician, Skate Canada Manitoba Course Conductor.</p>	<p>D.103 Respect in Sport</p> <p>3. Not eligible to be a clinician for any Skate Canada Manitoba sanctioned event or program. Some examples are as follows (list is not inclusive), ALL STAR Seminar Clinician, Program Assistant Clinician, All Male Seminar Clinician, Skate Canada Manitoba Learning Facilitator or Coach Developer.</p>

Rationale: Incorporating Skate Canada terminology

Effective: Immediately

AMENDMENT: MB2018/17
SUBMITTED BY: COACHING COMMITTEE
RULE NUMBER/NAME: D.104
RULE NAME: COACHING HIGH PERFORMANCE GRANT

PRESENT

PROPOSED

<p>D.104 Coaching High Performance Grant</p> <p>Skate Canada – Manitoba will provide a grant(s) up to \$500 each to a registered Skate Canada coach(s) in good standing to further their knowledge. The Coach(s) must meet the following criteria:</p> <ul style="list-style-type: none"> • Must be registered and in good standing with Skate Canada Manitoba • Must have had an athlete compete at National Skating Championships in the past year or an athlete compete internationally within the past year. • Must apply for the Grant prior to attending seminar/workshop <p>A coach can only receive this grant once in the Skating year.</p>	<p>D.104 Coaching High Performance Grant</p> <p>Skate Canada – Manitoba will provide a grant(s) up to \$500 each to a registered Skate Canada coach(s) in good standing to further their knowledge. The Coach(s) must meet the following criteria:</p> <ul style="list-style-type: none"> • Must be registered and in good standing with Skate Canada Manitoba • Must have had an athlete compete at National Skating Championships in the past year or an athlete compete internationally within the past year. • Must apply for the Grant prior to attending professional development opportunity. <p>A coach can only receive this grant once in the Skating year.</p>
---	--

Rationale: Housekeeping

Effective: Immediately

AMENDMENT: MB2018/18
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: G.103
RULE NAME: QUALIFYING FOR SKATE CANADA MANITOBA SPORT RAFFLE TRAINING GRANT

PRESENT

PROPOSED

PRESENT	PROPOSED
<p>G.103 Qualifying for Skate Canada Manitoba Sport Raffle Training Grant</p> <p>To qualify for the Skate Canada Manitoba Sport Raffle Training Grant in any discipline the following criteria <u>must be met</u>:</p> <ul style="list-style-type: none"> i) Competitive Skaters/Synchronized Skating teams must be advancing to a National qualifying event or be an alternate or appointed to the Provincial Team by the Executive of the Skate Canada Manitoba Board of Directors. ii) Skaters/Synchronized Skating Teams are responsible for selling: <ul style="list-style-type: none"> a) Singles – 5 Books of raffle tickets b) Pairs - 10 Books of raffle tickets per team c) Dance - 10 Books of raffle tickets per team d) Synchronized Teams – 30 Books of raffle tickets per team iii) Skaters who qualify for and compete at a National qualifying competition will receive ONE SHARE for each qualifying competition attended, provided that they fulfill the requirements of ii) above. iv) Alternates and skaters appointed to the Team TOBA High Performance team by the Executive will receive a ½ SHARE provided that they fulfill the requirements of ii) above. v) Synchronized Teams will receive 5 SHARES for each qualifying competition attended, provided that they fulfill the requirements of ii) above. <p>NOTE: Shares are determined by taking the total amount of profits from the Skate Canada Manitoba Sport Raffle and dividing by the number of qualifying skaters.</p>	<p>G.103 Qualifying for Skate Canada Manitoba Sport Raffle Training Grant</p> <p>To qualify for the Skate Canada Manitoba Sport Raffle Training Grant in any discipline the following criteria <u>must be met</u>:</p> <ul style="list-style-type: none"> i) Competitive Skaters/Synchronized Skating teams must be advancing to a National qualifying event or be an alternate and be a member in good standing of the current season’s Team Structure or appointed to the Team by the Executive of the Skate Canada Manitoba Board of Directors. ii) Skaters/Synchronized Skating Teams are responsible for selling: <ul style="list-style-type: none"> a) Singles – 5 Books of raffle tickets b) Pairs - 10 Books of raffle tickets per team c) Dance - 10 Books of raffle tickets per team d) Synchronized Teams – 30 Books of raffle tickets per team iii) Skaters who qualify for and compete at a National qualifying competition will receive ONE SHARE for each qualifying competition attended, provided that they fulfill the requirements of i) and ii) above. iv) Alternates and skaters appointed to the Team by the Executive will receive a ½ SHARE provided that they fulfill the requirements of i) and ii) above. v) Synchronized Teams will receive 5 SHARES for each qualifying competition attended, provided that they fulfill the requirements of ii) above. <p>NOTE 1: Shares are determined by taking the total amount of profits from the Skate Canada</p>

	<p>Manitoba Sport Raffle and dividing by the number of qualifying skaters.</p> <p>NOTE 2: Please refer to the Team Structure and contracts for more specific details</p>
--	--

Rationale: To reflect the current Team Structure process

Effective: Immediately

AMENDMENT: MB2018/19
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: G.104
RULE NAME: ATHLETE CODE OF CONDUCT

PRESENT	PROPOSED
<p>G.104 Athlete Code of Conduct</p> <p>The following Code of Conduct shall be signed by:</p> <ul style="list-style-type: none"> i) All Team TOBA High Performance members ii) All skaters representing Skate Canada Manitoba prior to being allowed to enter a National Competition 	<p>G.104 Athlete Code of Conduct</p> <p>The following Code of Conduct shall be signed by:</p> <ul style="list-style-type: none"> i) All Team TOBA High Performance and Elite members ii) All skaters representing Skate Canada Manitoba prior to being allowed to enter a National Competition

Rationale: To reflect the current Team Structure process

Effective: Immediately

AMENDMENT: MB2018/20
SUBMITTED BY: EXECUTIVE COMMITTEE
RULE NUMBER/NAME: H.101
RULE NAME: MLLC CLUB PROGRAMING ENHANCEMENT SUPPORT

PRESENT

FUNDRAISING / PROMOTION

~~BINGO POLICY SUSPENDED APRIL 30 2017-APRIL 30, 2018~~

~~H.101 Bingo Payouts~~
~~APPROVED APRIL 2014~~

Guaranteed revenue from bingos to clubs supplying workers for the event shall be one thousand (\$1000.00) dollars for all bingos minus any shortages, subject to appropriate receipts submitted to the Section Office.

~~H.102 Bingo Allocation~~
~~APPROVED APRIL 2014~~

The Bingo Coordinator shall have the responsibility to allocate bingos to member clubs using the following criteria:

- ~~i) Must be a registered Club in good standing with Skate Canada.~~
- ~~ii) Clubs that apply to work a Bingo must have a delegate attend the Skate Canada Manitoba Annual General Meeting immediately prior to the date of the application being submitted.~~
- ~~iii) Clubs that apply must apply in writing. Bingos are awarded based on the order that applications are received.~~
- ~~iv) No club shall receive more than one bingo each year unless three other clubs have turned down the bingo.~~
- ~~v) When an emergency bingo is received, the coordinator shall have the authority to allocate this bingo to any club that is available. Emergency bingos do not count as a regularly scheduled bingo.~~

PROPOSED

FUNDRAISING / PROMOTION

H.101 MLLC CLUB PROGRAMMING ENHANCEMENT SUPPORT

Monies received by the MLLC will be directed to member clubs in the Section through specific programs/initiatives as indicated below.

Program support will be determined by the Section in consultation with membership.

The following areas may be considered for funding:

Club /Coach -STAR support
 The Section will provide a Regional coach workshop annually on targeted topics and/or

Club Programming
 The Section will develop a section wide Skate Canada program evaluation. Clubs will be visited/consulted on a rotational basis (approximately 12-15 clubs/year) and/or

The Section will assist with club governance, risk management and policy creation. and/or

The Section will assist clubs in Regional Audio training. and/or

Officials Back to Basics
 The Section will provide a combined Professional Development seminar for officials and coaches. and/or

High Performance Coach Development
 The Section will assist high performance coaches in their programming.

The policy will be reviewed bi annually.

~~vi) Any group other than member clubs must have the approval of the Section Executive Committee and/or Board of Directors~~

~~H.103 Expenses~~

~~APPROVED APRIL 2014~~

~~Sport Manitoba expects that Skate Canada Manitoba produce receipts indicating how the funds received from the bingos are spent. In order to comply with this mandate, clubs are required to submit the Bingo Revenue Expense Club Form to the Section Office with original receipts. Expense Form and receipts must total \$1000.00 and must be submitted by March 31 of each year. EXCEPTION. Clubs who work a bingo in March, must submit their form and receipts within thirty (30) days of working a bingo.~~

~~The following are allowable expenses that clubs may use when accounting for Bingo revenues.~~

- ~~Ice Rental~~
- ~~Group Lessons~~
- ~~Meeting Room Rental~~
- ~~Carnival Expenses~~
- ~~Test Day Expenses~~
- ~~Carnival Costumes (purchased by club)~~
- ~~Records/Tapes~~
- ~~Competition Expenses~~
- ~~Equipment (purchased for club use)~~
- ~~Administration (paper, postage etc.)~~

~~Clubs failing to return bingo expense forms will not be allocated a bingo the following year.~~

~~H.104 Bingo Violations~~

~~APPROVED APRIL 2014~~

~~Should a group or club who has been granted a bingo fail to satisfy all of the requirements set out by the Manitoba Liquor and Lotteries and the bingo authorities, that group or club may be referred by the Ways and Means Committee to the Executive Committee for possible disciplinary action.~~

~~The Executive Committee may choose any or all of the following:~~

- ~~i. Issue a reprimand.~~
- ~~ii. Declare the group/club ineligible for any payout of bingo profits.~~

<p>iii. Suspend the group/club from those eligible to receive future bingo dates for a stipulated period of time.</p> <p>iv. Other such action as the Executive shall determine.</p> <p>—The Executive Committee action is open to an appeal to Skate Canada Manitoba Board of Directors.</p>	
--	--

Rationale: In keeping with MLLC mandate. Funds will benefit member clubs, so that a lasting value to the lives of Manitoban's are met.

Effective: Immediately