



## Section II

# STANDING RULES



## MISSION STATEMENT

*Skate Canada Manitoba is the leader in promoting and providing quality skating programs that inspires Manitobans to participate throughout their lifetime for fun, fitness and achievement.*

## VISION

*“A unified skating community that inspires participants to skate for Life”*

## VALUES

*Skating is at the heart of all that we do. We are passionate about making a difference in our sport. We do so by living our values every day.*

**COLLABORATION.** As partners in the delivery of skating in Manitoba, we believe in working together to provide the best possible programs and services to our members.

**RESPECT.** We treat each other with integrity and fairness and are committed to creating a safe and welcoming environment

**EXCELLENCE.** We inspire, support and create the best possible environment to achieve individual and organizational excellence.

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## AWARDS

### **A.101 HONOR SOCIETY**

**EFFECTIVE DATE:** April 2015

**APPROVED DATE:** April 2015

Skate Canada Manitoba may honor individuals from the sport of figure skating annually by induction into the Skate Canada Manitoba Honor Society.

#### **A.101.1**

Maximum of four inductees per year.

#### **A.101.2 Eligibility**

- i) Athletes, Volunteers or Coaches
- ii) Criteria - (active or inactive) contributed over a period of years to figure skating in Manitoba.
- iii) All nominations to remain active for a three-year period.

#### **A.101.3 Nominations by deadline as determined by the Chair within the month of February to the Chairman c/o Section Office**

- i) From Skate Canada Manitoba Clubs or Skating Schools
- ii) From any member of the Skate Canada Manitoba Board of Directors

#### **A.101.4 Award**

Inductee(s) to be recommended by an Honor Society Committee to the Section Executive Committee for approval.

#### **A.101.5 Presentation**

At Skate Canada Manitoba Annual General Meeting if possible, or otherwise as arranged by Skate Canada Manitoba Chair.

**A.102****CANADIAN CHAMPIONS****EFFECTIVE DATE:** April 2015**APPROVED** April 2015

Skate Canada Manitoba shall recognize all Canadian Championships Medal winners.

**A. 102.1 Eligibility**

The recipient(s) shall be medal winners, including partners from out of Section, at the following Canadian Championships.

**A.102.2 AWARD**

The medal winners and out of Section partners shall be recognized in the following way. The amounts are per individual or per team.

<b>Canadian Championships</b>		
<b>Novice</b> Gold - \$400.00 Silver - \$300.00 Bronze - \$200.00	<b>Junior</b> Gold - \$700.00 Silver - \$600.00 Bronze - \$500.00	<b>Senior</b> Gold - \$1000.00 Silver - \$900.00 Bronze - \$800.00

<b>Skate Canada Challenge</b>
<b>Pre-Novice</b> Gold - \$250.00 Silver - \$150.00 Bronze - \$100.00

<b>Synchronized Skating Nationals</b>		
<b>Novice</b> Gold - \$400.00 Silver - \$300.00 Bronze - \$200.00	<b>Intermediate</b> Gold - \$500.00 Silver - \$400.00 Bronze - \$300.00	<b>Open</b> Gold - \$600.00 Silver - \$500.00 Bronze - \$400.00
<b>Junior</b> Gold - \$700.00 Silver - \$600.00 Bronze - \$500.00	<b>Senior</b> Gold - \$1000.00 Silver - \$900.00 Bronze - \$800.00	



### **A.102.3 Presentation**

At Skate Canada Manitoba Annual General Meeting if possible, or otherwise as arranged by Skate Canada Manitoba Chair.

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<b>A.103 IAN CARMICHAEL MEMORIAL AWARD</b>
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<b>EFFECTIVE DATE:</b> April 2015
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<b>APPROVED DATE:</b> April 2015
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Skate Canada Manitoba may honor annually an individual who is showing commitment and dedication, both to the sport of figure skating and to further education.

#### **A.103.1 Eligibility**

The recipient should be:

- i) A skater or ex-skater in any discipline between the ages of 16 and 25 years who has achieved at least their STAR 5 Free Skate Assessments or STAR 5 Dance Assessments (Junior Bronze free or Junior Bronze Dance) ii) Continuing in the sport as either a judge, technical specialist. Technical controller, data specialist or coach and has attained any of the following minimum levels:
  - A. Judge – Primary Evaluator, Juvenile and / or Novice Synchronized Skating
  - B. Data Specialist – Data Specialist level 1
  - C. Coach – Regional Coach Trained (Primary STARSkate Trained)
  - D. Technical Specialist or Technical Controller – Minimum Section Level ii) Currently pursuing a post-secondary education (at least three full courses)
- iii) An individual who has contributed significantly to the sport of figure skating in Manitoba for at least two years.

#### **A103.2 Nominations by deadline as determined by the Chair in the month of February to the Chairman c/o Section Office**

- i) From Skate Canada Manitoba Clubs or Skating Schools ii) From any member of the Skate Canada Manitoba Board of Directors

#### **A.103.3 Award**

The Section Executive Committee will select and announce the recipient of the Award.

**A.103.4 Presentation**

At Skate Canada Manitoba Annual General Meeting if possible, or otherwise as arranged by Skate Canada Manitoba Chair.

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**A.104****THE CANADIANS LEGACY AWARD****EFFECTIVE DATE:****APPROVAL DATE:**

Skate Canada Manitoba currently has invested \$25,000.00 that was received as hosting grant from Skate Canada for hosting the 2001 BMO Financial Group Canadian Championships.

From the interest earned from this investment, Skate Canada Manitoba will provide a grant to Manitoba skaters who receive International assignments from Skate Canada. The grant will be in the amount of **up to** \$500 per International assignment. Included with this grant will be a \$500 bonus for any podium placement.

To be eligible for the Grant: the skater must be a member in good standing of a Skate Canada Manitoba Club/Skating School and must be representing Manitoba in the discipline for which they are competing internationally.

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**BOARD OF DIRECTORS****B.101****Representation on Committees****EFFECTIVE DATE****APPROVAL DATE**

The Skate Canada Manitoba Chair shall appoint a Section Vice-Chair to sit on each standing committee. This Vice-Chair shall act as a liaison for the committee and the Section Executive Committee and shall have a voice and a vote.

**B.102****Expenses****EFFECTIVE DATE:** April 2013**APPROVAL DATE:** April 2013**B.102.1 Mileage**

Members of the Section Board of Directors and the Section Sub Committees traveling on Skate Canada Manitoba business will be

reimbursed for mileage over 30 km round trip, calculated as the shortest distance between place of departure and place of destination, and shall be at the rate as published in the Skate Canada Rule Book.

#### **B.102.2 Meeting Expenses**

All elected **and** appointed members of the Section Board of Directors shall be entitled to transportation, meal and hotel expenses while attending Section Board of Directors Meetings. Transportation pooling and hotel room sharing is encouraged where possible.

Individuals travelling on Skate Canada-Manitoba business are entitled to meal expenses to a maximum of \$50.00 per day as follows: Breakfast \$10.00, Lunch \$15.00 and Dinner \$25.00. Receipts are required for actual lodging.

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#### **B.102.3 SKATE CANADA ICE SUMMIT (ACGM) & NATIONAL COACHES CONFERENCE ATTENDANCE POLICY**

**EFFECTIVE DATE:** September 23, 2017

**APPROVED DATE:** Executive Committee approval June 19, 2017; Board of Directors approval September 23, 2017; AGM ratified April 28, 2018

*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)

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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

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### **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

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<b>B.102.4</b>	<b>Skate Canada Manitoba STARSkate Provincial Championships</b>
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**EFFECTIVE DATE:**

**APPROVAL DATE:**

Skate Canada Manitoba will pay any expenses, which conform to the Skate Canada Manitoba guidelines, for the following people to attend the Skate Canada Manitoba STARSkate Provincial Championships:

- i) Anyone designated by the Chair of the Manitoba Section.
  - ii) The Region Director, or designate, of the host region.
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<b>B.103</b>	<b>Recognition</b>
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**EFFECTIVE DATE:** April 2013

**APPROVAL DATE:** April 2013

Retiring Skate Canada Manitoba Board of Directors shall be presented with a gift based on their years of service. 1 – 5, 6 – 10, 11 +

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<b>B.104</b>	<b>Voting Policy</b>
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**EFFECTIVE DATE:** April 2015

**APPROVAL DATE:** April 2015

All elected and appointed members of the Section Board of Directors shall be entitled to one vote at all Section Board of Directors Meetings. Alternate voting representation shall be permitted for the Coaching Representative provided the “alternate” for the year is named in writing to the Executive Director by September 1<sup>st</sup>.

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<b>B.105</b>	<b>Budgets</b>
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**EFFECTIVE DATE:**

**APPROVAL DATE:**

All Committee Chairs are responsible for submitting an annual budget to the Finance Committee prior to the designated date of that year. It is the individual Committee Chair’s responsibility to keep within that budget.

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<b>B.106</b>	<b>Committee Composition</b>
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**EFFECTIVE DATE:**

**APPROVAL DATE:**

All Committee Chairs must submit a list of their proposed committee and subcommittees personnel to the Section Executive Committee for approval prior to advising the people involved. Committee personnel should be submitted prior to June 1<sup>st</sup> after the Skate Canada Manitoba Annual General Meeting.

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<b>B.107</b>	<b>Skate Canada Delegate</b>
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**EFFECTIVE DATE:** April 2015

**APPROVAL DATE:** April 2015

The Section Chair shall appoint one Section Vice-Chair to be the Skate Canada Manitoba alternate to the Skate Canada Section Chairs Committee.

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<b>B.108</b>	<b>Section Air Travel</b>
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**EFFECTIVE DATE:**

**APPROVAL DATE:**

All Skate Canada Manitoba sponsored air travel is to be approved by the Section Office prior to booking flights.

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<b>B.109</b>	<b>Policy Amendments</b>
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**EFFECTIVE DATE:**

**APPROVAL DATE:**

Amendments to Skate Canada Manitoba policy requires thirty (30) days notice to the Section Board of Directors.

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**B.110****Committee Minutes****EFFECTIVE DATE:****APPROVAL DATE:**

All Skate Canada Manitoba Committees shall circulate minutes of all committee and sub-committee meetings (including conference calls) to all members of the Board of Directors via the Skate Canada Manitoba Office. Minutes must be received by the Section Office prior to payment of expenses for the meeting.

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**B.111****In Camera Meetings****EFFECTIVE DATE:** April 2015**APPROVED DATE:** April 2015

There are times when discussions within Skate Canada Manitoba Executive or Board meetings must be kept confidential. Such discussions are considered to be “*in camera*” meetings.

*In camera* meetings have a legitimate purpose but their use should be limited. Because *in camera* meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.

**Factors supporting *In Camera* Meetings**

*In camera* meetings should be considered where the following subject matter is to be discussed (the following list is not intended to be an exhaustive list, and other factors may be considered):

- a. personnel matters about any identifiable individual, including employees, Directors, participants, or Members of Skate Canada Manitoba
- b. commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
- c. litigation or potential litigation; or,
- d. the receiving of advice that is subject to privilege, including communications necessary for that purpose.

### **Minutes of In Camera Meetings**

Decisions made in an *in camera* meeting (including any *in camera* discussion within a broader meeting) and, when appropriate, the factors considered in determining to hold a discussion *in camera*, should be recorded in separate Minutes. The Recording Secretary should be part of the *in camera* meeting to keep the Minutes unless the circumstances require that he or she also be absent. In his or her absence, the Chair is responsible for ensuring that an appropriate record of the discussion is kept.

Minutes of an *in camera* meeting should be distributed to those who participated in the meeting and after their approval should be kept confidential and separately along with any materials considered as part of the *in camera* meeting. The record of *in camera* Minutes will be kept with the Chairperson of Skate Canada Manitoba.

Any access to *in camera* Minutes is limited to the participants of the *in camera* meeting. Any requests for access to *in camera* Minutes by any other individual should be directed to the Skate Canada Manitoba Chairperson who will consult with the Chair of the meeting within which the *in camera* discussion occurred (if other than the Chairman), or the Chair of the *in camera* portion of the meeting, prior to granting access to *in camera* Minutes.

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<b>B.112</b>	<b>Criminal Records Check and Child Abuse Registry Check</b>
<b>EFFECTIVE DATE:</b>	
<b>APPROVED DATE:</b>	

All personnel elected or appointed to the Skate Canada Manitoba Board of Directors will be required to submit a current Criminal Records Check and submit a request for a Child Abuse Registry check within 60 days of being elected or appointed to the Board of Directors. These checks will remain valid for the duration of continuous service with the Board of Directors.

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**B.113 Issues/Complaints Submission****EFFECTIVE DATE:****APPROVED DATE:**

Persons having an issue or a complaint **MUST** submit within fourteen days of the issue/complaint to the **Chairperson** of the appropriate committee the following information in order for the issue/complaint to be dealt with:

- i) Date information submitted;
- ii) Complete return address including email and fax;
- iii) A summary of the issue/complaint including name(s), (first and last name) of whom the issue/complaint is about;
- iv) Include the date(s), location of the incident(s);
- v) Include witness name(s)(first and last name) and contact information;
- vi) Include name(s) (first and last name) of those who are putting forth the issue/complaint;
- vii) Include Club name and Skate Canada number;

The complainant **MUST** also include the Canada Rule(s), Skate Canada Policy, Skate Canada Coaches Code of Conduct, Skate Canada Officials Code of Conduct or the Skate Canada Club Code of Conduct in which they believe was violated and why/how it was breached.

Information received in the Section Office will be forwarded to the Chairperson of the committee for review and recommendation.

The response deadline to the issue/complaint will be as per Skate Canada's Complaints, Suspension policy or Skate Canada Manitoba's appeals policy.

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**B.114 DISPUTE RESOLUTION POLICY****EFFECTIVE DATE:****APPROVED DATE:****Preamble**

1. Skate Canada Manitoba supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, mediation and arbitration as effective ways to resolve disputes with and among members, and to avoid the uncertainty, costs and other negative effects associated with litigation.

## **Scope**

2. This policy applies to disputes with and among members, where the term “Member” refers to all categories of members within Skate Canada Manitoba, as well as to all individuals engaged in activities with or employed by Skate Canada Manitoba, including but not limited to: athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).
3. This policy does not apply to disputes relating to
  - a) Matters of employment;
  - b) Infractions for doping offences, which are dealt with pursuant to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations;
  - c) Skate Canada Rules, which may not be appealed; and
  - d) Discipline matters arising during events organized by entities other than Skate Canada Manitoba, which are dealt with pursuant to the policies of these other entities.

## **Negotiation**

4. Skate Canada Manitoba encourages all Members to communicate openly and to collaborate in using problem-solving and negotiation techniques to resolve their differences. In almost all cases a negotiated settlement is preferable to any outcome achieved through other dispute resolution techniques, and negotiated resolutions to disputes with and among Members are strongly encouraged.

## **Facilitation and Mediation**

5. Opportunities for facilitation and mediation may be pursued at any point in a dispute within Skate Canada Manitoba where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.
6. Where mediation is pursued, it will be done so in accordance with standard mediation practice using trained mediators who are acceptable to the parties (at the expense of those parties involved – not Skate Canada Manitoba).

## **Appeals**

7. Appeals within Skate Canada Manitoba will be dealt with under the Skate Canada Manitoba Appeal Policy.

## **Arbitration**

8. In the event that a dispute persists after internal avenues of decision-making, negotiation, facilitation, mediation and/or appeals have been exhausted, opportunities for independent arbitration may be pursued by the parties (at the expense of both parties)

9. Where such independent arbitration is pursued, it will be done so in accordance with standard arbitration practice using trained arbitrators who are acceptable to the parties

10. The parties involved in a dispute may also mutually agree to bypass internal avenues of dispute resolution and may directly pursue opportunities for independent arbitration.

11. Where a dispute is referred to arbitration, all parties to the original dispute will become parties to the arbitration.

12. The parties to arbitration will enter into a written Arbitration Agreement that will specify that the decision of the arbitrator will be final and binding upon the parties and not subject to any further review by any court or any other body.

### **No Legal Action**

13. No action, application for judicial review or other legal proceeding will be commenced against Skate Canada Manitoba respecting a dispute, unless the remedies afforded by this policy have been exhausted.

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<b>B.115</b>	<b>APPEALS POLICY</b>
<b>EFFECTIVE DATE:</b> April 28, 2018	
<b>APPROVED/REVISED DATE:</b> AGM – April 28, 2018	

### **Preamble**

The purpose of this appeals policy is to enable disputes with members to be dealt with fairly, expeditiously and affordably, within Skate Canada Manitoba, without recourse to formal legal and court-like procedures.

### **Definitions**

- *Days* -- will mean total days, irrespective of weekends or holidays.
- *Member* -- refers to all categories of members in the Skate Canada Manitoba, as well as to all individuals engaged in activities with or employed by the Skate Canada Manitoba, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel)
- *Appellant* -- refers to the member appealing a decision
- *Respondent* -- refers to the body whose decision is being appealed.

## **Scope of Appeal**

1. Any member of Skate Canada Manitoba who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the Board of Directors, will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 5 of this policy. Examples of decisions that may be appealed are those relating to eligibility, harassment, team selection and discipline.
2. This policy will not apply to decisions relating to:
  - a) Matters of employment; b) Infractions for doping offenses, which are dealt with pursuant to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations; c) The rules of figure skating, which may not be appealed; d) Discipline matter arising during events organized by entities other than Skate Canada Manitoba, which are dealt with pursuant to the policies of these other entities; and e) Any decisions made under Sections 4 and 7 of this policy.

## **Timing of Appeal**

3. (i) Members who wish to appeal a decision will have 21 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.
  - ii) Members who wish to appeal a Games Team Selection or removal from either the Development, High Performance or Elite Team 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.
4. i) Any party wishing to initiate an appeal beyond the 21-day period must provide a written request stating reasons for an exemption to the requirement of Section 3. i) The decision to allow, or not allow an appeal outside the 21-day period will be at the sole discretion of the Chairman and may not be appealed.
  - ii) Any party wishing to initiate an appeal beyond the 7-day period for Games Team Selection or removal from either the Development, High performance or Elite Team 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.

### **Grounds for Appeal**

5. Not every decision may be appealed. A decision cannot be appealed, nor can an appeal be heard, on substantive grounds relating to the merits of the decision. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:
- a) Making a decision for which it did not have authority or jurisdiction set out in Skate Canada Manitoba's governing documents;
  - b) failing to follow procedures as laid out in the bylaws or approved policies of Skate Canada Manitoba; or
  - c) making a decision that was influenced by bias.

### **Screening of Appeal**

6. i) Within 5 days of receiving the notice and grounds of an appeal, the Chairman will determine whether there are appropriate grounds for the appeal to proceed as set out in Section 5. In the absence of the Chairman, a designate will perform this function.
- ii) Within 4 days of receiving the notice and grounds of a Games Team Selection appeal, the Chairman will determine whether there are appropriate grounds for the appeal to proceed as set out in Section 5. In the absence of the Chairman, a designate will perform this function.
7. If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Chairman, or designate, and may not be appealed.

### **Appeals Panel**

8. i) If the Chairman, or designate, is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original notice of appeal the Chairman will establish an Appeals Panel (the "Panel") as follows:
- a) The Panel will be comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict. b) The Panel's members will select from themselves a Chairperson.
- ii) If the Chairman, or designate, is satisfied that there are sufficient grounds for a Games Team Selection appeal, within 7 days of having received the original notice of Games Team Selection appeal the Chairman will establish an Appeals Panel (the "Panel") as follows:

a) The Panel will be comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict. b) The Panel's members will select from themselves a Chairperson.

### **Preliminary Conference**

9. The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters which may be considered at a preliminary conference include:

a) format of the appeal (hearing by documentary evidence, oral hearing or a combination of both); b) timelines for exchange of documents; c) clarification of issues in dispute; d) clarification of evidence to be presented to the Panel; e) order and procedure of hearing; f) identification of witnesses; and g) any other procedural matter which may assist in expediting the appeal proceedings.

10. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

### **Procedure for the Hearing**

11. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:

a) The hearing will be held within 21 days of the Panel's appointment. b) The Appellant and Respondent will be given 10 days written notice of the date, time and place of the hearing. c) A quorum will be all three Panel members. d) Decisions will be by majority vote, where the Chairperson carries a vote. e) If the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right, that party will become a party to the appeal in question. f) Any of the parties may be accompanied by a representative or advisor including legal counsel. g) The Panel may direct that any other person participate in the appeal.

12. In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference.

### **Procedure for Documentary Appeal**

13. Where the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:

a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written

rebuttal and argument. b) The applicable principles and timelines set out in Section 11 are respected.

### **Evidence that may be Considered**

14. As a general rule, the Panel will only consider evidence that was before the original decision-maker. At its discretion, the Panel may hear new evidence that is material and that was not available at the time of the original decision.

### **Appeal Decision**

15. Within 14 days of concluding the appeal, the Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:

a) To reject the appeal and confirm the decision being appealed; b) To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; c) To uphold the appeal and vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and d) To determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all.

16. A copy of this decision will be provided to each of the parties and to the President.

17. In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in Section

### **Timelines**

18. If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

### **Location**

19. The appeal will take place in the location designated by the Chairman, unless the Panel decides the appeal is to be held by way of telephone conference, or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

## Final and Binding

20. The decision of the Panel will be final and binding on the parties and on all members of Skate Canada Manitoba, subject only to the provisions of Skate Canada Manitoba's policies relating to Alternative Dispute Resolution.

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<b>B.116</b>	<b>SMOKING POLICY</b>
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Smoking will NOT be permitted at any Skate Canada Manitoba event.

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<b>B.117</b>	<b>CONFLICT OF INTEREST POLICY</b>
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**EFFECTIVE DATE:** September 23, 2017

**APPROVED DATE:** Executive Committee approval July 19, 2017; Board of Directors approval September 23, 2017; AGM ratified April 28, 2018

### 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 nonpecuniary, 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 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*.

**Conflict of Interest - Declaration Form**

I have read Skate Canada Manitoba's *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

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**Name**

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**Signature**

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**Date**

**EFFECTIVE DATE** September 23, 2017

**APPROVED DATE:** Executive Committee approval July 19, 2017; Board of Directors approval September 23, 2017; AGM ratified April 28, 2018

### 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*.

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## **B.119 FINANCIAL POLICY**

**EFFECTIVE DATE:** September 23, 2017

**APPROVED DATE:** Executive Committee approval September 22, 2017; Board of Directors approval March 24, 2018; AGM ratified April 28, 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.
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## EVENTS MANAGEMENT

### C.101

### CHAMPIONSHIPS REGULATIONS

**EFFECTIVE DATE:** April 28, 2018

**APPROVED DATE:** April 28, 2018

#### C.101.1 General Regulations

General Regulations will apply to the following Competitions listed below:

- Skate Canada Manitoba Sectional Championships
- STARSkate Regional Championships
- STARSkate Provincial Championships
- Manitoba Open Free Skate Competition
- Manitoba Synchronized Skating Championships
- Crocus Invitational

##### C.101.1.01

All sanctioned figure skating competitions held in Manitoba shall be governed by the rules of Skate Canada and the rules and regulations of Skate Canada Manitoba as outlined in the Skate Canada Manitoba Local Organizing Committee (LOC) Guidelines, Technical Package and Competition Announcement.

##### C.101.1.02

Any changes to the rules of Skate Canada which affect events held in Manitoba, will become effective automatically.

##### C.101.1.03

Technical specifications and the qualifications for entry for the various championships shall be as outlined in the Skate Canada Manitoba Local Organizing Committee (LOC) Guidelines, Technical Package and Competition Announcement.

##### C.101.1.04

Changes to the Skate Canada Manitoba Local Organizing Committee (LOC) Guidelines may be made by the Events Management Committee and/or the Executive Committee. Member clubs or individual members may submit their concerns or recommendations to the Events Management Committee for consideration. Such recommendations must be received no later than March 31<sup>st</sup>. Final approval shall be granted by the Executive Committee.

#### **C.101.1.05**

For all Skate Canada Manitoba Competitions, in events where there is a single entry, the following shall apply:

- 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.

#### **C.101.1.06**

The Local Organizing Committee for any Skate Canada Manitoba Championship shall provide a complimentary ticket for entry to:

- i) all competitors and their properly accredited coaches
- ii) all assigned officials
- iii) any other individuals at their own discretion

#### **C.101.1.07**

Immediately after the closing date of entries for any Skate Canada Manitoba Championship, the Technical Representative shall:

- i) Draw up a schedule of events
- ii) Draw up an ice time schedule
- iii) Compile a working schedule for all Technical Officials, Referees and Judges

Copies of i) and ii) are to be forwarded to the Skate Canada Manitoba Office for circulation to coaches, competitors and officials, as outlined in the Local Organizing Committee (LOC) Guidelines.

#### **C.101.1.08**

There will be no childcare expenses paid by a Local Organizing Committee for any Skate Canada Manitoba Competition/Event unless expenses have been approved prior to the competition.

#### **C.101.1.09**

Officials attending Skate Canada Manitoba events and requiring accommodations will be housed in **double rooms, with a room-mate**, subject to exceptions as approved by the Executive Director. Officials wishing not to share a room will be required to pay half the room charge. Technical Representatives for Skate Canada Manitoba Sectional Championships, Manitoba Open and Manitoba STARSkate Championships are entitled to a single room but are encouraged to share accommodation.

Officials are also expected to carpool wherever possible travelling to and from all competitions.

**C.101.1.10**

When competitions and test days are scheduled on adjacent dates, using the same Officials, the Officials expenses shall be split 50/50 between the competition and the test day.

**C. 101.1.11**

Should any Manitoba Championship require a change of date due to circumstances beyond the control of Skate Canada Manitoba, consideration will be given to refunds under the following conditions: i)

Refund requests must be submitted in writing to the Local Organizing Committee within seven (7) days of notification of the change of date. ii)

Attached to the refund request must be a reasonable explanation for not attending.

**C.101.1.12**

The Local Organizing Committee will prepare a budget for the competition and submit it to the Events Management Committee for approval prior to the release of the official competition announcement, as outlined in the Local Organizing Committee Guidelines.

**C.101.1.13**

The Local Organizing Committee will enter into an agreement with the Section detailing the requirements of Skate Canada Manitoba sponsorship rights and conditions, and any pertinent requirements of the competition.

**C.101.1.14**

The Local Organizing Committee will not be eligible for any reimbursement from Skate Canada Manitoba for any loss.

**C. 101.1.15**

The closing date of entries shall be at least thirty-five (35) days prior to the first day of competition. Late entries will be accepted up to thirty (30) days prior to the first day of the competition and a late entry fee will be assessed.

**C. 101.1.16**

All entry fees are subject to the approval of the Events Management Committee.

**C.101.1.17**

The Announcement for Championships shall be posted and/or available electronically not less than eight (8) weeks prior to the competition date.

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**C.101.2      STARSkate Regional Championships**

**EFFECTIVE DATE:** April 2016

**APPROVED DATE:** April 2016

**C.101.2.01**

Test Qualifications for STARSkate Regional Championships shall be as of November 15 preceding the competition.

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**C.101.3      Manitoba Open Free Skate Competition**

**EFFECTIVE DATE:** April 2016

**APPROVED DATE:** April 2016

**C.101.3.01**

Two Artistic Awards from the Manitoba Open Free Skate Competition will be presented at the Annual General Meeting Awards Gala. **i) Junior Artistic Award**

The Junior Artistic Award will be presented to a skater at the Juvenile/Senior Bronze level or lower who best demonstrates both crowd appeal and special artistic skating values (based on Free Skating events). **ii) Senior Artistic Award**

**Senior Artistic Award**

The Senior Artistic Award will be presented to a skater at the Pre-Novice /Junior Silver level or higher who best demonstrates both crowd appeal and special artistic skating values (based on Free Skating events).

**C.101.3.02**

A Bursary of up to \$1000.00 is established for an event at a Manitoba competition, to be announced in the Manitoba Open Free Skate Competition Announcement. To qualify for the Bursary, the recipient must be a skater in good standing of a Skate Canada Manitoba Club or Skating School. The funds (maximum of \$500.00 per event) will be allocated from the club raffle funds, under guidelines established by the Events Management Committee.

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**EFFECTIVE DATE:** April 2016**APPROVED DATE:** April 2016

Preamble: In order to make decisions as to whether to cancel or postpone a competition due to inclement weather, Skate Canada Manitoba, the LOC (local organizing committee) chair and the competition Technical Representative need to consider the safety of all concerned including skaters, parents, coaches and officials.

1. The decision to postpone or cancel a competition will be a joint decision between the LOC chair and the Technical Representative assigned to the competition in consultation with Skate Canada Manitoba a. Factors to consider:
    1. Road conditions,
    2. Weather,
    3. Visibility,
    4. Wind Chill,
    5. Road closures;b. The decision to postpone or cancel the competition will depend on whether the LOC can reschedule within a reasonable time frame suitable to all concerned and subject to Skate Canada Manitoba Section approval.
  2. Decision to postpone or cancel the competition must be made as early as feasible to ensure that everyone is notified in a timely manner.
  3. Once the decision has been made, the LOC will be responsible for notifying parents, coaches and skaters. The Technical Representative will be responsible for notifying all Officials.
  4. If the competition has to be cancelled, all entry fees will be refunded less 20% which the LOC will use to help recuperate some of the costs in preparing for the competition.
  5. If the competition is postponed and a skater is unable to compete on the revised date due to other considerations, they will be refunded their entry fee less 20% . See C.101.1.11.
  6. Should an Official be unable to return home as scheduled from a competition because of closed highways, the LOC will be responsible for the official's accommodation costs.
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<b>C.103      Competition Assistance to Manitoba Representatives</b>
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**EFFECTIVE DATE:** April 28, 2018

**APPROVED DATE:** April 28, 2018

**C.103.1**

Skate Canada Manitoba shall provide 50% of return airfare, as determined by Section Office, from Winnipeg to competition site for skaters representing Manitoba at:

- i) Skate Canada Canadian Championships

**C.103.2**

Skate Canada Manitoba shall provide a percentage of the competition assistance budget, as determined by the Executive Committee, for Synchronized Skating teams representing Manitoba at:

- i) Skate Canada Synchronized Nationals

**C.103.3**

Skate Canada Manitoba shall provide \$400.00 for top 1/3 final placement, or \$250.00 for top 2/3 final placement for skaters (individual skaters, which include Pre-Novice, Novice, in the four disciplines) representing Manitoba at:

- i) Skate Canada Challenge

**C.103.4**

Skate Canada Manitoba shall provide a minimum of \$150 to all Junior and Senior skaters representing Manitoba, in all disciplines, who meet the qualifying standards as set out by Skate Canada, to the Skate Canada Challenge event. Skaters who achieve a top 2/3 placement at the event will have their funding increased to \$250.00, skaters who qualified for Skate Canada Canadian Championships will have their funding increased to \$400.00.

**C.103.5**

Skate Canada Manitoba shall be responsible for Section Chairman expenses not covered by Skate Canada at the Skate Canada Canadian Championships.

**C.103.6**

Whenever any of the competitions designated in C.103 are held within the boundaries of the Manitoba Section, competition assistance will be at the discretion of the Executive Committee.

- C.103.7** For an athlete to be eligible for above funding they must be members in good standing of the current year's team structure as approved by the Executive of the Skate Canada Manitoba Board of Directors.
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**C.104**

**Profit Share for Section Sponsored Events**

**EFFECTIVE DATE:** April 2016

**APPROVED DATE:** April 2016

**C.104.1**

Skate Canada Manitoba will share responsibilities with the Local Organizing Committee (LOC) in the areas of Registration, Publicity, Marketing, Finance, and Officials, as detailed in the Local Organizing Committee (LOC) Guidelines, for the following Championships:

- i) Skate Canada Manitoba Sectional Championships
- ii) Manitoba Open Free Skate
- iii) STARSkate Provincial Championships
- iv) Manitoba Synchronized Skating Championships
- v) Crocus Invitational
- vii) Skate Canada Prairie Regional Synchronized Skating Championships when hosted by Skate Canada Manitoba.

**C.104.2**

**Profit Share**

The percentage number for distribution of the net profit amount shall be:

- i) 60% of profit to go to Local Organizing Committee (LOC).
  - ii) 40% of profit to go to Skate Canada Manitoba.
  - iii) Any profits earned over and above Ten thousand (\$ 10,000.00) dollars remains with the Local Organizing Committee (LOC) in its entirety.
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**C.105**

**Norman Travel Allowance**

**EFFECTIVE DATE:** April 2015

**APPROVED DATE:** April 2015

The Norman Regional Travel Assistance Grant of \$1500.00 annually is to be divided equally to the skaters traveling to the Manitoba STARSkate Championships and the Skate Canada Manitoba Sectional Championships to a maximum of \$150.00 per trip.

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## COACHES

### **D. 101 Funding and Accreditation for Coaches**

**EFFECTIVE DATE:** April 27, 2019

**APPROVED DATE:** April 27, 2019

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.

	<b>Category</b>	<b>NCCP Certification</b>
i)	STAR 1 – GOLD	Regional Coach
ii)	Pre-Juvenile/Juvenile	Regional Coach
iii)	Pre-Novice	Provincial Coach
iv)	Novice-Senior	National Coach
v)	Intermediate/Open	National Coach

#### **D.101.1 Conditions for Receiving Accreditation**

In order to receive accreditation from the Association at any Skate Canada Manitoba competition, Skate Canada Professional coaches must:

- i) Be members of Skate Canada in Good Standing
- ii) Carry a valid Coach 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 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.

**D.102****Travel Assistance – Coach Training Grant****EFFECTIVE DATE:** April 28, 2018**APPROVED DATE:** April 28, 2018**D.102.1 Education Opportunity - Out of Province**

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:

- 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.

**D.102.2 Education Opportunity - Canceled NCCP courses**

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.

- 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.

**D.103****Coaching High Performance Grant****EFFECTIVE DATE:** April 28, 2018**APPROVED DATE:** April 28, 2018

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:

- 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 profession development opportunity  
A coach can only receive this grant once in the Skating year.

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## OFFICIALS

### E.101 Out of Province Assignment Policy

**EFFECTIVE DATE:**

**APPROVED DATE:**

References     Code of Ethics – 2508  
                          Duties of Officials - 2504  
                          Evaluators/Judges' Bureau Guidelines

#### **Aim**

This policy is to clarify the role of the Skate Canada Manitoba (SCMB) Section Evaluator/Judges' Committee Chairperson and its officials (Evaluators, Judges, Technical Controllers, and Technical Specialists in all disciplines) the assigning and accepting competitions and test days both in Section and out of Section opportunities.

#### **Introduction**

SCMB receives requests from other Sections for Officials to attend competitions or test days in their Section. As well, there are training opportunities in other Sections that members of our Section can attend. The purpose of this policy is to clarify the selection process for candidates for in and out of Section opportunities.

**General Principles** ○ Continuing education is a requirement for all officials. ○ There are a limited number of officials in the Section. ○ In order to ensure sufficient officials at Section events, all requests must be channelled through the Officials committee. ○ Due to the number and level of competitive skaters in our Section, opportunities for training of officials seeking promotion are often not sufficient in our home Section.  
 ○ In some cases, there are an insufficient number of skaters at a level to allow for adequate training/reports for officials seeking promotion. ○ The SCMB Section Evaluator/Judges' Committee strives to be a transparent committee; this policy will put in writing practices that already exist within the section.

#### **Procedure**

##### Test Days

All requests for evaluators at test days shall go through the committee. This will also apply to out of Section requests for evaluators.

In the case of a school, the evaluator (as per Skate Canada rules) may be contacted directly; however, the evaluator is required to notify the committee of the request. To allow for development of evaluators and skaters, evaluators shall not (whenever possible) attend consecutive test days at the same club/school. It is the responsibility of the evaluator to inform the club of the proper procedure if they have been contacted directly or if they are being invited to consecutive test days. The Section office will also be advised of the assignments.

#### Selection of Technical Representatives/ Chief Referees

As close to the posting of the season's competition schedule and the Skate Canada ACGM and before the September long weekend, the committee will send out notice to all officials requesting their availability. In early fall the committee will meet to assign Chief Referee and Technical Representatives based on availability and Section requirements. Invitations will be sent out to these officials to confirm acceptance of position. A list of interested officials will be sent to all respective Chief Referees or Technical Representatives 1 month before the first competition of the season. They will then contact the officials via email to confirm availability three weeks prior to the competition.

#### National Officials Exchange

Officials Exchange is an opportunity for Sections to identify individuals in need of further training and place them on an invite list to larger competitions in other Sections. The Exchange is voluntary. The official's home Section is responsible for transportation to the competition and the competition's Section is responsible for all costs once the official is on the ground. Prior to the Skate Canada ACGM, the Evaluator/Judges' committee will determine who requires further training out of section. A request will be sent out to all officials seeking their input. Priority will be given to those seeking a promotion. The committee cannot guarantee that all requests will be actioned. This is dependent on the requirements received from the other section.

#### Out of Section Requests

All requests for out of Section assignments will go through the Section Evaluator/Judges' committee. (This does not include invitations by Skate Canada for Challenge, Canadians etc.). Should an official receive a request directly from someone other than the Section Evaluator/Judges' Committee, they shall direct the request to the committee.

Requests will be handled as follows. Requests cannot conflict with a Section sponsored event or the Section AGM. The committee will determine the level of official required. All officials at that level or higher will be contacted via email and given a time limit to respond. If there are more officials than spots the committee will use the following process: ○ Who has not been to an event yet? ○ Who requires the opportunity for advancement? ○ Who requires the opportunity for continued skill training? ○ Who lives

closest to the event? It may not be feasible to send someone from western MB to a test day/competition in northern ON or someone from eastern MB to a test day/competition in eastern Sask. (Common sense will prevail)

Invitations will be sent to the officials – once confirmation has been received that the official is available for the competition, this information along with their contact information will be sent to the applicable Section for their considerations. The SC MB Section cannot guarantee that the official will be used by the other Section. The applicable Section will contact the official with details. The official will then let SCMB know of their selection.

#### Training Opportunities

Officials are encouraged to forward their requests or intentions for training and out of Section opportunities to the Section as soon as possible. The Evaluator/Judges' Committee has limited funding available for training of Officials. The committee will endeavour to fund all reasonable requests for training. The official would be responsible for requesting this funding. If funding is not available, the official may choose to attend the training at their own cost. If officials chooses this option, they are requested to inform the SCMB Section office as well as the Evaluator/Judges' Committee so that their files may be updated. Officials are encouraged to apply for funding that may be available through other channels or organizations such as; Regional Sport Associations

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### **EQUIPMENT**

<b>F.101</b>	<b>Computers</b>
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<b>EFFECTIVE DATE: April 2015</b>
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<b>APPROVED DATE: April 2015</b>
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i) The Local Organizing Committee (LOC) of all competitions will be charged a fee for the computer equipment used by the Data Specialists at the competition. The fee will be set by the Executive Committee at the start of each season based upon the recommendations of the Data Specialists Committee. ii) Data Specialists are to use the Skate Canada Manitoba computers and printers to setup and run the competitions.

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**F.102****Skate Canada Manitoba Sound Equipment****EFFECTIVE DATE:** April 2015**APPROVED DATE:** April 2015

Skate Canada Manitoba shall rent the use of Section owned sound reproduction equipment and/or speaker system under the following conditions:

- i) Clubs must request the loan from the Audio Electronics Chair.
- ii) The equipment will only be loaned when the services of an Events Chief Operator is also requested and is available.
- iii) It will be the responsibility of the Club requesting the equipment to provide transportation of the equipment if necessary to and from the Section Office within the dates prescribed by the Audio Electronics Chair.
- iv) It will be the responsibility of the Club requesting the equipment to pay all expenses incurred by the Events Chief Operator.
- v) The fee schedule will be set by the Executive Committee at the start of each season based upon the recommendations from the Audio Committee.
- vi) The requesting Club will be charged for all repairs caused by negligent care while the equipment is in their custody.
- vii) This rule will apply to all competitions, test days and ice shows which request the use of the Section owned sound equipment.
- viii) This rule shall be reviewed annually.

**F.103****Video Replay Equipment****EFFECTIVE DATE:** April 2015**APPROVED DATE:** April 2015

The Local Organizing Committee of the competitions that require the use of the Video Replay equipment will be charged a fee for the use of said equipment. The fee will be set by the Executive Committee at the start of each season based upon recommendations of the Judges/Evaluators Committee.

## ATHLETES (SKATING PROGRAMS)

### **G.101      Skating Events**

**EFFECTIVE DATE:**

**APPROVED DATE:**

Dates for Skate Canada Manitoba skating events that have been set by Skate Canada Manitoba must be adhered to and no other event may be run in the Section at the same time without the written approval of Skate Canada Manitoba.

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### **G.102      Eligibility for Athlete Assistance**

**EFFECTIVE DATE:** April 2014

**APPROVED DATE:** April 2014

To be eligible for funding for the current year, new skater(s) to Manitoba must be a registered Skate Canada member and declare a Manitoba club as their home organization for one (1) full skating year (September – August) preceding the funding.

Skater(s) must have been a Manitoba resident for a minimum of one (1) year preceding the funding while maintaining their membership in the above declared Manitoba home organization.

Skaters must be a member of a team and in good standing to be eligible for Athlete Assistance.

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### **G.103      Qualifying for Skate Canada Manitoba Sport Raffle Training Grant**

**EFFECTIVE DATE:** April 28, 2018

**APPROVED DATE:** April 28, 2018

To qualify for the Skate Canada Manitoba Sport Raffle Training Grant in any discipline the following criteria must be met:

- 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 Provincial Team by the Executive of the Skate Canada Manitoba Board of Directors.

- ii) Skaters/Synchronized Skating Teams are responsible for selling:
  - 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 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 i) and ii) above.

**NOTE 1: 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.**

**NOTE 2: Please refer to the Team Structure and Contracts for more specific details**

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<b>G.104      Athlete Code of Conduct</b>
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**EFFECTIVE DATE:** April 28, 2018

**APPROVED DATE:** April 28, 2018

The following Code of Conduct shall be signed by:

- 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

**Athlete Code of Conduct**

Skate Canada Manitoba team member athletes are representatives of Skate Canada Manitoba, and Skate Canada. It is important that team members conduct themselves at all times in a manner that reflects a positive image of Manitoba, Skate Canada Manitoba and its members, your club and your family.

- i) Skaters representing Skate Canada Manitoba shall:
  - a) Conduct themselves in a reasonable and acceptable manner. Unacceptable behavior includes, but is not limited to:



- i) Unsportsmanlike conduct
    - ii) Breaking training or curfew regulations as may be established from time to time
    - iii) Willful damage to property (any such damage will be assessed to the skaters concerned);
    - iv) Committing any act which is considered an offense under any municipal, provincial or federal law;
    - v) Any action or conduct, which could damage the reputation of the Provincial team, Skate Canada Manitoba or Skate Canada.
  - b) Not possess nor use alcohol or tobacco in any form within the immediate area of any figure skating activity or event (i.e. arena, lodging, etc.), nor supply such substances to others. Under age members shall not possess or use alcohol or tobacco at any time.
  - c) Refrain from the possession or use of any drug other than medical drugs, which must be registered in advance with the official responsible. Competitors shall refrain from the use of medical drugs except those on the list of permitted drugs as listed in the Sports Medicine Council of Canada's "Banned, Restricted and Permissible Substances and Methods"
  - ii) Contravention of the Skate Canada Anti-Doping Policy and Doping Control Program rules will be dealt with by Skate Canada Manitoba, which shall implement such action, as it deems appropriate.
  - iii) Infractions in this code of conduct may result in all or any of the following penalties:
    - a) Removal of funding
    - b) Return to residence at own expense
    - c) Temporary suspension from the Manitoba Team
    - d) Permanent suspension from the Manitoba Team
  - iv) Skaters attending any Skate Canada National, Section or Regional supported competition/event must attend all scheduled programs/workshops in their entirety. Failure to do so will result in loss of Skate Canada Manitoba funding and support.
  - v) The Policy will be enforced by the Team Managers or duly appointed person in charge of the skaters.
  - vi) Appeals to the decision of the Team Managers and duly appointed person in charge may be made first to the Section Executive Committee and ultimately to the Skate Canada Manitoba Board of Directors.
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## FUNDRAISING / PROMOTION

### H.101 CLUB PROGRAMMING ENHANCEMENT SUPPORT

**EFFECTIVE DATE:** April 28, 2018

**APPROVED DATE:** April 28, 2018

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.

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## COMMUNICATIONS

I.101

Privacy Policy

**EFFECTIVE DATE:**

**APPROVED DATE:**

### **Purpose of this Policy**

1. Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* ("PIPEDA"). This policy describes the way that Skate Canada Manitoba collects, uses, retains, safeguards, discloses and disposes of personal information, and states Skate Canada Manitoba's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and Skate Canada Manitoba's interpretation of these responsibilities.

### **Background**

2. Our organization, Skate Canada Manitoba, is the governing body for the sport of Figure Skating in Manitoba and provides these services to members and the public:

### **SKATE CANADA MANITOBA MISSION**

To provide opportunities for every Manitoban to participate in skating throughout their lifetime for fun, fitness and achievement

### **Personal Information**

3. Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

### **Accountability**

4. The Executive Director is the Privacy Officer and is responsible for the monitoring information collection and data security and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:  
Skate Canada Manitoba, 145 Pacific Avenue, Winnipeg, MB R3B 2Z6

**Purpose**

5. Personal information will only be collected by Skate Canada Manitoba to meet and maintain the highest standard of organizing and programming the sport of Figure Skating. Skate Canada Manitoba collects personal information from prospective members, members, coaches, officials, participants, team managers and volunteers for purposes that include, but are not limited to, the following:
6. Name, address, phone number, cell phone number, fax number and e mail address for the purpose of communicating about Skate Canada Manitoba's programs, events and activities.
7. NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications. Skate Canada number to determine level of certification, coaching qualifications and registration confirmation
8. Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of play.
9. Banking information, social insurance number, criminal records check, resume, and beneficiaries for Skate Canada Manitoba's payroll, company insurance and health plan.
10. Criminal records check and related personal reference information for the purpose of implementing Skate Canada Manitoba's volunteer screening program.
11. Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
12. Athlete information including height, weight, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
13. Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing.

14. Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
15. Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
16. If a purpose has not been identified herein, Skate Canada Manitoba will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

### **Consent**

17. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. Skate Canada Manitoba may collect personal information without consent where reasonable to do so and where permitted by law.
18. By providing personal information to Skate Canada Manitoba, individuals are consenting to the use of the information for the purposes identified in this policy.
19. Skate Canada Manitoba will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
20. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to Skate Canada Manitoba. The Privacy Officer will advise the individual of the implications of such withdrawal.

### **Limiting Collection**

21. All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. SKATE CANADA MANITOBA will not use any form of deception to obtain personal information.

### **Limiting Use, Disclosure and Retention**

22. Personal information will not be used or disclosed by SKATE CANADA MANITOBA for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law. ssssssss

23. Personal information will be retained for certain periods of time in accordance with the following:
24. Registration data and athlete information will be retained for a period of three years after an individual has left a program of Skate Canada Manitoba, in the event that the individual chooses to return to the program;
25. Parental/family information will be retained for a period of three years after an individual has left a program of Skate Canada Manitoba, in the event that the individual chooses to return to the program;
26. Information collected by coaches will be retained for a period of three years after an individual has left a program of Skate Canada Manitoba, in the event that the individual chooses to return to the program.
27. Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
28. Personal health information will be immediately destroyed when an individual chooses to leave a program of Skate Canada Manitoba.
29. Marketing information will be immediately destroyed upon compilation and analysis of collected information.
30. As otherwise may be stipulated in federal or provincial legislation.
31. Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.
32. Skate Canada Manitoba may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where Skate Canada Manitoba has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.
33. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, SKATE CANADA MANITOBA will ensure that the hard drive is physically destroyed.

**Accuracy**

34. Skate Canada Manitoba will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

**Safeguards**

35. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
36. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.
37. The following steps will be taken to ensure security:
38. Paper information is either under supervision or secured in a locked or restricted area.
39. Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
40. Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
41. Electronic information is transmitted either through a direct line or is encrypted.
42. Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
43. External consultants and agencies with access to personal information will provide Skate Canada Manitoba with appropriate privacy assurances.

**Openness**

44. Skate Canada Manitoba will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on Skate Canada Manitoba's web site or upon request by contacting the Privacy Officer.
45. The information available to the public includes:
- a) The name or title, address and telephone number of Skate Canada Manitoba's Privacy Officer.
  - b) The forms that may be used to access personal information or change information.
  - c) A description of the type of personal information held by Skate Canada Manitoba, including a general statement of its approved uses.

### **Individual Access**

46. Upon written request, and with assistance from Skate Canada Manitoba, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
47. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
48. If personal information is inaccurate or incomplete, it will be amended as required.
50. An individual may be denied access to his or her personal information if:
51. This information is prohibitively costly to provide;
52. The information contains references to other individuals;
53. The information cannot be disclosed for legal, security or commercial proprietary purposes;
54. The information is subject to solicitor-client or litigation privilege.
55. Upon refusal, Skate Canada Manitoba will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

### **Challenging Compliance**

56. An individual may challenge Skate Canada Manitoba's compliance with this policy and PIPEDA, by submitting a challenge in writing.
57. Upon receipt of a written complaint, Skate Canada Manitoba will:
58. Record the date the complaint is received;
59. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
60. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;



61. Appoint an investigator using Skate Canada Manitoba personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.
  62. Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to Skate Canada Manitoba.
  63. Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.
  64. An individual may appeal a decision made by Skate Canada Manitoba under this Policy, in accordance with Skate Canada Manitoba's policies for appeals.
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#### **I.102 Camera Policy**

**EFFECTIVE DATE:** April 2016

**APPROVED DATE:** April 2016

Flash photography is not permitted. Skate Canada Manitoba restricts the use of cameras and video equipment during Skate Canada sanctioned events out of respect for the safety and to protect the privacy of competing athletes.

**Spectators** are permitted to use cameras at the event for personal use only and are subject to the following conditions. Anyone who does not abide by these rules risks having their camera confiscated by authorized personnel.

- No flash photography is allowed
- Camera lens must not be larger than 200mm in order to avoid obstructing the view of other spectators
- Any resale of photography is strictly prohibited
- Any posting of photos on websites or social media is strictly prohibited unless skater's consent (parent or guardian if under 18) has been received.
- Video camera's can only be used by the parent(s) and coaches of their own skater during their performance

**Coaches** are only permitted to video tape their own skater from the boards during that skater's practice or performance. Coaches can not video tape from the spectator area. Skate Canada Manitoba has an Official Photographer at events that will have skater photos available to purchase on site.

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**I.103**

**SKATE CANADA MANITOBA CODE OF CONDUCT**

**EFFECTIVE DATE:** April 2013

**APPROVED DATE:** April 2013

**Definitions**

1. The following terms have these meanings in this Code:
  - a) *"Individuals"* – All categories of membership defined in Skate Canada Manitoba By-laws, as well as, all individuals engaged in activities with SKATE CANADA MANITOBA, including but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of SKATE CANADA MANITOBA, spectators of SKATE CANADA MANITOBA events and parents of SKATE CANADA MANITOBA members.

**Purpose**

2. The purpose of this Code of Conduct ("Code") is to ensure a safe and positive environment (within SKATE CANADA MANITOBA programs, activities, and events) by making all Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the SKATE CANADA MANITOBA, as set out in section 3 of this Code.
3. SKATE CANADA MANITOBA is committed to providing an environment in which all individuals are treated with respect. SKATE CANADA MANITOBA supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of SKATE CANADA MANITOBA that include fairness, integrity, accountability, excellence, accessibility, innovation, and respect.
4. Conduct that violates this Code may be subject to sanctions pursuant to the Skate Canada Manitoba Discipline and Complaints Policy.

## **Application of this Code**

5. This Code applies to conduct that may arise during the course of SKATE CANADA MANITOBA business, activities, and events, including but not limited to: its office environment, competitions, practices, training camps, tryouts, travel, and any meetings of SKATE CANADA MANITOBA.
6. This Code also applies to the conduct of Individuals that may occur outside of Skate Canada Manitoba business, activities, events, and meetings 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 made by SKATE CANADA MANITOBA in its sole discretion.

## **Responsibilities**

7. All Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of SKATE CANADA MANITOBA members and other Individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct
    - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
    - v. Consistently treating individuals fairly and reasonably
    - vi. Ensuring adherence to the rules of Skate Canada and Skate Canada Manitoba and the spirit of those rules
  - b) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behavior that constitute harassment include, but are not limited to:
    - i. Written or verbal abuse, threats or outbursts
    - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
    - iii. Unwelcome remarks, jokes, comments, innuendo or taunts
    - iv. Leering or other suggestive or obscene gestures

- v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - vii. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior team-mate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any team-mate based on class, number of years on the team, or athletic ability."*
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - ix. Unwelcome sexual flirtations, advances, requests, or invitations
  - x. Physical or sexual assault
  - xi. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - xii. Retaliation or threats of retaliation against an individual who reports harassment to the SKATE CANADA MANITOBA
- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances or propositions
  - vi. Persistent unwanted contact
- d) Abstain from the non-medical use of drugs or the use of performance enhancing drugs or methods. More specifically, SKATE CANADA MANITOBA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to the SKATE CANADA MANITOBA Discipline and Complaints Policy. SKATE CANADA MANITOBA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by SKATE CANADA MANITOBA or any other sport organization

- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive Figure Skating or any Skate Canada program, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with SKATE CANADA MANITOBA events
- h) Respect the property of others and not willfully cause damage
- i) Promote Skate Canada Manitoba in the most constructive and positive manner possible
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply at all times with the bylaws, policies, procedures, rules and regulations of the SKATE CANADA MANITOBA, as adopted and amended from time to time.

#### **Board/Committee Members and Staff**

8. In addition to paragraph 7 of the SKATE CANADA MANITOBA Code of Conduct (above), Board and Committee Members and Staff will:

- a) Function primarily as a member of the board and/or committee(s) of SKATE CANADA MANITOBA; not as a member of any other particular member or constituency. Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of SKATE CANADA MANITOBA business and the maintenance of Member confidence
- b) Ensures that the financial affairs of SKATE CANADA MANITOBA are conducted in a responsible and transparent manner with due regard for his or her fiduciary responsibilities
- c) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of SKATE CANADA MANITOBA
- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism

- e) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate and honest in all dealings with others
- f) Keep informed about the activities of SKATE CANADA MANITOBA, the provincial sport community, and general trends in the sectors in which it operates
- g) Exercise the degree of care, diligence and skill required in the performance of his or her duties pursuant to the laws under which SKATE CANADA MANITOBA is incorporated
- h) Respect the confidentiality appropriate to issues of a sensitive nature
- i) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all SKATE CANADA MANITOBA governance documents
- m) Conforms to the bylaws and policies approved by SKATE CANADA MANITOBA, in particular this Code of Conduct as well as, for Directors, the Conflict of Interest Policy and Confidentiality Agreement

## **Clubs**

9. In addition to paragraph 7 of the SKATE CANADA MANITOBA Code of Conduct (above), Clubs will:

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

## **Coaches**

10. In addition to paragraph 7 of the SKATE CANADA MANITOBA Code of Conduct (above), coaches have additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by SKATE CANADA Screening Policy, so that the community is satisfied it has minimized the risk of an unsafe environment
- b) Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance
- c) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco
- d) Respect all other teams and athletes from other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved
- e) Not engage in a sexual relationship with an athlete of under the age of 18 years, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete
- f) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- g) Dress professionally, neatly and inoffensively
- h) Use inoffensive language, taking into account the audience being addressed

## **Athletes**

11. In addition to paragraph 7 of the SKATE CANADA MANITOBA Code of Conduct (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete
- b) Participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities, or projects
- c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reason

- d) Adhere to the Skate Canada Manitoba rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- g) Dress in a manner representative of SKATE CANADA MANITOBA with focus being on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing
- h) Act in accordance with the Skate Canada Manitoba policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones

## **Officials**

12. In addition to paragraph 7 of the SKATE CANADA MANITOBA Code of Conduct (above), officials will have additional responsibilities to:

- a) Accept an assignment to officiate at an event only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible
- b) Be fair and objective
- c) Avoid situations in which a conflict of interest may arise
- d) Be as impartial, unobtrusive and inconspicuous as possible
- e) Conduct all events according to the rules of SKATE CANADA
- f) Make independent judgments

## **Parents/Guardians and Spectators**

13. In addition to paragraph 7 of the SKATE CANADA MANITOBA Code of Conduct (above), parents/guardians of Individuals and Spectators at events will:

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
- b) Never ridicule a participant for a poor performance or practice
- c) Respect the decisions and judgments of officials and encourage athletes to do the same
- d) Not question the judgment or honesty of an official or a SKATE CANADA MANITOBA staff member
- e) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport
- f) Keep out of the competition area and not interfere with events or calls



## SOCIAL MEDIA

**I.104**

### **External Social Media Policy**

**EFFECTIVE DATE:** April 2015

**APPROVED DATE:** April 2015

#### **DEFINITIONS**

1. The following terms have these meanings in this Policy:

1. *“Case Manager”* – The person or organization appointed by Organization to oversee management and administration of complaints.
2. *“Organization”* – Skate Canada Manitoba Inc.
3. *“Social media”* – The catch-all term that is applied broadly to computer mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, and Twitter, the Organization Facebook page, the Skate Canada Manitoba Team Blog, Organization Twitter Account, AttackPoint Training Log, AttackPoint Discussions, DOMA, etc.
4. *“Stakeholders”* – Stakeholders include:
  - i. All categories of membership defined in the Organization’s Bylaws
  - ii. All individuals engaged in activities with, Organization including, but not limited to, athletes, coaches, officials, volunteers, team managers, medical personnel, administrators, committee members, staff and directors and officers of Organization.
  - iii. All members of Organization-Member Clubs

#### **PREAMBLE**

2. The Organization is aware that Stakeholder interaction and communication occurs frequently on Social Media and is a tool for the Organization to engage its Stakeholders. The Organization cautions Stakeholders that any conduct falling short of the standard of behaviour required by the Organization’s Code of Conduct will be subject to the disciplinary sanctions identified within the Organization’s Discipline and Complaints Policy.

#### **JURISDICTION**

The Organization is aware that Stakeholders work, play and operate outside of the Organizations programs and events and as such the Organization wants to set the jurisdiction of our responsibility.

- i. Social Media conduct infractions may be considered when it takes/took place during one of the Organizations sanctioned events or programs

#### **APPLICATION**

3. This Policy applies to all Stakeholders as defined in the Definitions.

## CONDUCT AND BEHAVIOUR

4. Per the Organization's *Discipline and Complaints Policy and Code of Conduct*, the following Social Media conduct may be considered minor or major infractions at the discretion of the Case Manager:
  - a) Posting a disrespectful, hateful, insulting, or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Stakeholders or at other persons connected with the Organization.
  - b) Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at the Organization.
  - c) Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization or its reputation.
  - d) Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at Stakeholders or at other persons connected with the Organization.
  - e) Any instance of cyber-bullying or cyber-harassment between one Stakeholder and another Stakeholder (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behavior, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behavior.
  - f) Acting as any other person other than the Stakeholder.
5. In addition to Section 4, Stakeholders have a responsibility to:
  - a) Use casual, respectful and friendly language, and never say anything online that a Stakeholder would not say in front of individuals to whom they respect
  - b) Be truthful and in the case of an inadvertent mistake, make every effort to correct the mistake as soon as possible
  - c) Refrain from the use of profanity and hateful language
  - d) Refrain from venting frustrations about a race, event or decisions or actions by other Stakeholders
  - e) Understand that what is posted on Social Media becomes a permanent public record
  - f) Understand that it is not productive to get into an argument with anyone online or via Social Media
  - g) Understand that the Organization relies on volunteer efforts of organizers and will be respectful of this and show appreciation when appropriate and avoid public criticism at all times

- h) Understand that Stakeholders are ambassadors for sport and will act in a manner that positively promotes sport

#### **STAKEHOLDER RESPONSIBILITIES**

6. Stakeholders must be aware that their Social Media use may be monitored by the Organization or by the Stakeholder's local associations.
7. When using Social Media, a Stakeholder must model appropriate behaviour benefitting the Stakeholder's status as an athlete and a Stakeholder of the Organization.
8. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Stakeholder from being subject to the Organization *Discipline and Complaints Policy*.

Any individual who believes that the Social Media use by another Stakeholder is inappropriate or may violate the Organization's policies and procedures should report the matter to the Organization in the manner outlined by the Organization *Discipline and Complaints Policy*.

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#### **I.105**

#### **Internal Social Media Policy**

**EFFECTIVE DATE:** April 2015

**APPROVED DATE:** April 2015

#### **Definitions**

1. The following terms have these meanings in this Policy:

- 1) "*Social media*" – The catch-all term that is applied broadly to new computer mediated communication media such as blogs, YouTube, Facebook, and Twitter.
- 2) "*Branded social media*" – Official social media engagement by the Organization including the Organization's Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, message boards, or other social media engagement; both those that exist currently and those that will be created by the Organization in the future.
- 3) "*Representative*" – All individuals employed by, or engaged in activities on behalf of, the Organization. Representatives include, but are not limited to, staff members, contract personnel (clinicians), volunteers, officials, coaches, athletes, club administrators, committee members, and directors and officers of the Organization.
- 4) "*Organization*" – Skate Canada Manitoba.

## **Purpose**

2. The Organization encourages the use of social media by its Representatives to enhance effective communication, build the Organization brand, and interact with members and clients. Since there is so much ambiguity in the use of social media, the Organization has created this policy to inform boundaries and standards for Representatives' social media use.

## **Application of this Policy**

3. This Policy applies to all Representatives.

## **Representatives' Responsibilities**

4. In their capacity as an Organization representative, Organization Representatives will not:
  - a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, the Organization's *Code of Conduct and Ethics*, or any other applicable jurisdiction;
  - b) Impersonate any other person or misrepresent their identity, role, or position with the Organization;
  - c) Display preference or favouritism with regard to athletes, coaches, or other individuals associated with the Organization;
  - d) Upload, post, email, or otherwise transmit:
    - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable;
    - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others;
    - iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party;
    - iv. Any material that is considered Organization's confidential information or intellectual property, per the Organization's *Confidentiality Policy*;
5. Representatives shall refrain from discussing matters related to the Organization or its operations on Representatives' personal social media. Instead, matters related to the Organization or its operations should be handled through more official communication channels (like email) or through the Organization branded social media.
6. Representatives shall use their best judgment to respond to controversial or negative content posted by other people on the Organization-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions

the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at the Organization.

7. Representatives shall use a clear and appropriate writing style.
8. Representatives must use their best judgement when using their personal social media to interact with athletes, parents/guardians of athletes, coaches, and other individuals affiliated with the Organization. The Organization does not prescribe social media rules for Representatives' personal social media use but instead trusts and encourages Representatives to develop their own personal social media strategy (informed by Organization's *Code of Conduct and Ethics*) for communication. The Organization has developed suggested guidelines for coaches and athletes on Social Media.
9. Representatives who create external websites, Facebook pages, or other social media related to the Organization activities must abide by the following conditions:
  - a) Must follow **Section 4** of this Policy when posting material
  - b) Must obtain consent (per Organization's *Privacy Policy*) before posting personal information (as defined in the Organization's *Privacy Policy*) or pictures of athletes or other individuals
  - c) Must contain a hyperlink to the Organization website

#### **Organization Responsibilities**

10. The Organization will:
  - a) Ensure that Representatives only use the Organization-branded social media in a positive manner when connecting with others
  - b) Properly vet and understand each social medium before directing Representatives to engage with, or create, Organization-branded social media
  - c) Monitor Representatives' use of the Organization-branded social media

#### **Enforcement**

11. Failure to adhere to this Policy may permit discipline in accordance with the Organization's *Discipline and Complaints Policy*, legal recourse, or termination of the employment/volunteer position.
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**EFFECTIVE DATE:** April 2015

**APPROVED DATE:** April 2015

### Definitions

1. The following term has this meaning in these Guidelines:
2. “*Social media*” – The catch-all term that is applied broadly to new computer mediated communication media such as blogs, YouTube, Facebook, and Twitter

### Purpose

3. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to Skate Canada Professional Coaches *Code of Conduct and Ethics* and the Skate Canada Manitoba Athletes Code of Conduct and the Skate Canada Manitoba Code of Conduct
4. Given the nature of social media as a continually developing communication sphere, Skate Canada Manitoba trusts its coaches and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioral laws; but rather ideas that will inform coaches’ and athletes’ best judgment.

### Social Media Guidelines for Coaches

5. The following tips should be used by coaches to inform their own strategy for social media use:
  - a) Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media
  - b) Despite what Facebook says, you are not actually “friends” with athletes. Resist commenting on athletes’ personal activities, status updates, or tweets on Twitter
  - c) Consider monitoring or being generally aware of athletes’ public social media behaviour to ensure compliance with Skate Canada Professional Coaches *Code of Conduct and Ethics* and the Skate Canada Manitoba Athletes Code of Conduct and the Skate Canada Manitoba Code of Conduct
  - d) Coaches may not demand access to an athlete’s private posts on Twitter or Facebook
  - e) Do not “friend” athletes on Facebook unless they request the connection.

Never pressure athletes to “friend” you

- f) If you accept some “friend” requests, or follow one athlete on Twitter, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media
- g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or “friend” you on Facebook
- h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog or on YouTube
- i) Do not use social media to ‘trap’ athletes if they say one thing to you in person but their social media activity reveals they were doing something different
- j) Keep selection decisions and other official team business off social media
- k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook fan page about your team or organization
- l) If you create a fan page on Facebook for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
- m) Ensure that parents are aware that some coach-athlete interactions may take place on Facebook
- n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
- o) Avoid association with Facebook groups or Twitter feeds with explicit sexual contact or viewpoints that might offend or compromise the coach athlete relationship
- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete’s personal social media space unless explicitly requested to do so

### **Social Media Guidelines for Athletes**

6. The following tips should be used by athletes to inform their own strategy for social media use:

- a. Set your privacy settings to restrict who can search for you and what private information other people can see
- b. Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Twitter. You are not required to follow anyone or be Facebook friends with anyone
- c. If you feel harassed by someone in a social medium, report it to your coach, club official, or to Skate Canada Manitoba
- d. Do not feel pressure to join a fan page on Facebook or follow a Twitter feed
- e. Content posted on Twitter and Facebook, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
- f. Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana
- g. Model appropriate behaviour in social media befitting your status as a) an elite athlete, and b) a member of your club and of Skate Canada Manitoba, As a Member of Skate Canada Manitoba, you have agreed to Skate Canada Manitoba's *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through social media
- h. Be aware that your public Facebook page or Twitter feed may be monitored by your club, coach, or by Skate Canada Manitoba and content or behaviour demonstrated in social media may be subject to sanction under Skate Canada Manitoba's *Discipline and Complaints Policy*

### **Club Responsibilities**

- 7. Clubs should not attempt to impose social media restrictions onto coaches or athletes. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to Skate Canada Manitoba's *Code of Conduct and Ethics*, to navigate social media using their best judgment.
- 8. Clubs should monitor social media use by its athletes and coaches and should consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to Skate Canada Manitoba's *Code of Conduct and Ethics*.
- 9. Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under Skate Canada Manitoba's *Discipline and Complaints Policy*.