



**MB**

# **STANDING RULES**



**MB**

## **MISSION STATEMENT**

*We provide quality programs that foster the growth of figure skating in Manitoba for fun, fitness and achievement.*

## **VALUES**

*We **Respect**. We treat each other with integrity and commit to a safe environment.*

*We **Collaborate**. We work together to provide the best programs and services for everyone involved.*

*We Are **Inclusive**. We ensure there is something for everyone, fostering a diverse and welcoming community.*

*We **Innovate**. We encourage and embrace new methods, ideas, and programs.*

*We **Achieve**. We strive for excellence and inspire our community to unleash their full potential.*

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**Note when reading Standing Rules:** Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

# SECTION A: GOVERNANCE

## A.101 GOVERNANCE; SKATE CANADA MANITOBA CODE OF CONDUCT

EFFECTIVE DATE: APRIL 2013

APPROVED DATE: APRIL 2013

REVISED DATE: SEPTEMBER 24, 2024

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“Organization” refers to: Skate Manitoba

### UCCMS Definitions

1. The following terms are defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”) and also provided in **Appendix A**:
  - a. Consent
  - b. Disclosure
  - c. Duty to Report
  - d. Grooming
  - e. Maltreatment
  - f. Minor
  - g. Neglect
  - h. Physical Maltreatment
  - i. Power Imbalance
  - j. Psychological Maltreatment
  - k. Reporting (or Report)
  - l. Sexual Maltreatment

### Definitions

2. The following terms have these meanings in this Code:
  - a. **Athlete** – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization
  - b. **Abuse** – Includes Psychological Maltreatment, Physical Maltreatment, Neglect, and/or Grooming of Vulnerable Participants by Persons in Authority and which can have the following warning signs:
    - i. Recurrent unexplained injuries
    - ii. Alert behaviour; child seems to always be expecting something bad to happen
    - iii. Often wears clothing that covers up their skin, even in warm weather
    - iv. Child startles easily, shies away from touch or shows other skittish behaviour
    - v. Constantly seems fearful or anxious about doing something wrong
    - vi. Withdrawn from peers and adults
    - vii. Behaviour fluctuates between extremes (e.g., extremely cooperative or extremely demanding)

- viii. Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
- ix. Acting out in an inappropriate sexual way with toys or objects
- x. New adult words for body parts and no obvious source
- xi. Self-harm (e.g., cutting, burning or other harmful activities)
- xii. Not wanting to be alone with a particular child or young person
- c. **Bullying** – is offensive behaviour and/or abusive treatment of a Participant that typically, but not always, involves an abuse of power. Examples of behaviour that may constitute Bullying include, but are not limited to:
  - i. Spreading malicious rumours, gossip or innuendos with the intent of causing harm or suffering to a Participant;
  - ii. Excluding or isolating a Participant socially with the intent of causing them harm or suffering;
  - iii. Making offensive jokes or derogatory comments to a Participant or to others;
  - iv. Yelling, verbally berating or using profanity;
  - v. Assigning unreasonable duties or workload which are unfavourable to a Participant; or
  - vi. Any form of cyber bullying which can include:
    - a) Sending mean or threatening emails or text/instant messages;
    - b) Posting embarrassing photos of someone online
    - c) Creating a website to make fun of others
    - d) Pretending to be someone else
    - e) Tricking someone into sending pictures or videos or revealing personal information
    - f) Sending personal information (including pictures and videos) about someone else to a third-party
- d. **Discrimination** – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability
- e. **Harassment** – Any comment or conduct against a Participant or group, which is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts;
  - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
  - iv. Leering or other suggestive or obscene gestures;
  - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - vi. Practical jokes which endanger a person's safety, or may negatively affect performance;
  - vii. **Hazing** – which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual'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 teammate or group member based on class, number of years on the team or with the group, or ability;
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - ix. Deliberately excluding or socially isolating a person from a group or team;

- x. Persistent sexual flirtations, advances, requests, or invitations;
  - xi. Physical or sexual assault;
  - xii. Contributing to a *poisoned sport environment*, which can include:
    - a. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
    - b. Groups where harassing behaviour is part of the normal course of activities
    - c. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
  - xiii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
  - xiv. Retaliation or threats of retaliation against a person who reports harassment to the Organization
- f. **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- g. **Person in Authority** – Any Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers
- h. **Vulnerable Participants** – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)
- i. **Workplace** – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions
- j. **Workplace Harassment** – Any comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
- i. Bullying;
  - ii. Workplace pranks, vandalism, or hazing;
  - iii. Repeated offensive or intimidating phone calls or emails;
  - iv. Inappropriate sexual touching, advances, suggestions or requests;
  - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
  - vi. Psychological abuse;
  - vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
  - viii. Deliberately withholding information that would enable a person to do their job, perform or train;
  - ix. Sabotaging someone else's work or performance;
  - x. Gossiping or spreading malicious rumours;
  - xi. Intimidating words or conduct (offensive jokes or innuendos); and

- xii. Words or actions which are known, or ought reasonably to be known, as offensive, embarrassing, humiliating, or demeaning.
- k. **Workplace Violence** – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
  - i. Verbal or written threats to attack;
  - ii. Sending to or leaving threatening notes or emails;
  - iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
  - iv. Wielding a weapon in a Workplace;
  - v. Hitting, pinching or unwanted touching which is not accidental;
  - vi. Dangerous or threatening horseplay;
  - vii. Physical restraint or confinement;
  - viii. Blatant or intentional disregard for the safety or wellbeing of others;
  - ix. Blocking normal movement or physical interference, with or without the use of equipment;
  - x. Sexual assault; and
  - xi. Any attempt to engage in the type of conduct outlined above

### **Purpose**

3. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Organization by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values and policies. The Organization supports equal opportunity, prohibit discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

### **Application of this Code**

4. This Code applies to any Participant's conduct during the business, activities, and events of the Organization including, but not limited to competitions, practices, evaluations, treatment or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
5. This Code also applies to Participants' conduct outside of the business, activities, and events of the Organization when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization, as applicable, at its sole discretion.
6. This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
7. In addition, breaches of this Code may occur when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).



8. Any Participant who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

### **Persons in Authority and Maltreatment**

9. When they are a Person in Authority, Participants are responsible for knowing what constitutes Maltreatment. The categories of Maltreatment are not mutually exclusive, nor are the examples provided in each category an exhaustive list. Rather, what matters for the assessment of the Maltreatment is whether the conduct falls into one or more of the categories, not into which category it falls. Abuse, assault, Harassment, bullying, and hazing can be experienced in more than one category of Maltreatment.
10. Maltreatment can be any of the prohibited behaviours and conduct, provided the Maltreatment occurs in any one or a combination of the following situations (The physical location(s) where the alleged Maltreatment occurred is not determinative):
  - a. Within a sport environment;
  - b. When the Participant alleged to have committed Maltreatment was engaging in sport activities;
  - c. When the Participants involved interacted due to their mutual involvement in sport; or
  - d. Outside of the sport environment where the Maltreatment has a serious and detrimental impact on another Participant.
11. It is a violation of the Code for sport administrators or other Persons in Authority to place Participants in situations that make them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and coach to share a hotel room when traveling, hiring a coach who has a history of Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

### **Responsibilities**

12. Participants have a responsibility to:
  - a. Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of the Organization, as applicable and as adopted and amended from time to time. This includes the [Skate Canada Code of Ethics](#) and all Skate Canada policies, procedures and rules of sport.
  - b. Refrain from any behaviour that constitutes Maltreatment, Discrimination, Harassment, Workplace Harassment, or Workplace Violence
  - c. Maintain and enhance the dignity and self-esteem of other Participants by:
    - i. Treating each other with the highest standards of fairness, honesty, respect and integrity;
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants;
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory; and
    - v. Ensuring adherence to the rules of the sport and the spirit of those rules.
  - d. Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, the Organization adopt and adhere to the Canadian Anti-Doping Program. The Organization will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules

- e. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
- f. Reasonably cooperate with the CCES (Canadian Centre of Ethics in Sport) or another anti-doping organization that is investigating anti-doping rule violations
- g. Not harass, intimidate or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control
- h. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i. Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of the Organization;
- j. In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event;
- k. In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of the Organization (subject to any requirements for accommodation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
- l. When driving a vehicle:
  - i. Have a valid driver's license;
  - ii. Not be under the influence of alcohol or illegal drugs or substances;
  - iii. Have valid car insurance; and
  - iv. Refrain from holding a mobile device.
- m. Respect the property of others and not wilfully cause damage
- n. Promote sport in the most constructive and positive manner possible
- o. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para-classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- p. Adhere to all federal, provincial/territorial, municipal and host country laws
- q. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to the Organization, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method

#### **Directors, Committee Members, and Staff**

13. In addition to section 12 (above), Directors, Committee Members, and staff of the Organization will have additional responsibilities to:
- a. Function primarily as a Director or Committee Member or staff member of the Organization (as applicable) and not as a member of any other organization or constituency
  - b. Ensure their loyalty prioritizes the interests of the Organization
  - c. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d. Comply with the Organization's *Standing Rule A.102 Governance; Board of Directors Mandatory Requirements*
  - e. Conduct themselves openly, professionally, lawfully and in good faith
  - f. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - g. Behave with decorum appropriate to both circumstance and position
  - h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws

- i. Maintain confidentiality of private organizational information
- j. Respect the decisions of the majority and resign if unable to do so
- k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l. Have a thorough knowledge and understanding of all governance documents

### **Coaches, Instructors, Trainers, and Athlete Support Personnel**

14. In addition to section 12 (above), coaches, instructors, trainers and athlete support personnel have many 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, either consciously or unconsciously. Coaches, instructors, trainers, and athlete support personnel will:
- a. Comply with the Skate Cana-da Coach Membership Policy (Skate Canada Coaches only)
  - b. Avoid any behaviour that abuses the Power Imbalance inherent in the coaching position to (i) establish or maintain a sexual relationship with an Athlete that they are coaching, or (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age
  - c. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes
  - d. Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes
  - e. Avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments
  - f. Support the coaching staff of a training camp, provincial/territorial team, or national team, should an Athlete qualify for participation with one of these programs
  - g. Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate
  - h. Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete
  - i. Act in the best interest of the Athlete's development as a whole person
  - j. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the Organization (as applicable), including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
  - k. Not coach, train, or otherwise support athletes if they use methods or substances prohibited by the Canadian Anti-Doping Program without valid and acceptable justification
  - l. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco
  - m. Respect Athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes
  - n. Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority
  - o. Disclose to the Organization any sexual or intimate relationship with an athlete over the age of majority and immediately discontinue any coaching involvement with that athlete
  - p. 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

- q. Dress professionally and use appropriate language

### **Athletes**

15. In addition to section 12 (above), Athletes will have additional responsibilities to:

- a. Adhere to their Athlete Agreement (if applicable)
- b. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- c. Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations
- d. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- e. Adhere to any rules and requirements regarding clothing and equipment
- f. Dress to represent the sport and themselves with professionalism
- g. Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### **Officials**

16. In addition to section 12 (above), officials will have additional responsibilities to:

- a. Comply with Skate Canada's Rules of Sport; Officials; Eligibility to Officiate
- b. Maintain and update their knowledge of the rules and rules changes
- c. Not publicly criticize other officials
- d. Work within the boundaries of their position's description while supporting the work of other officials
- e. Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations
- f. Take ownership of actions and decisions made while officiating
- g. Respect the rights, dignity, and worth of all Participants
- h. Act openly, impartially, professionally, lawfully, and in good faith
- i. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j. Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants
- k. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor at the earliest possible time
- l. When writing reports, set out the actual facts to the best of their knowledge and recollection
- m. Dress in proper attire for officiating

### **Parents/Guardians and Spectators**

17. In addition to section 12 (above), parents/guardians and spectators at events will:

- a. Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- b. Condemn the use of violence in any form
- c. Never ridicule a participant for making a mistake during a competition or practice
- d. Respect the decisions and judgments of officials, and encourage Athletes to do the same
- e. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- f. Respect and show appreciation to all competitors, and to coaches, officials and other volunteers

- g. Never harass competitors, coaches, officials, parents/guardians, or other spectators

## Appendix A – Definitions from the UCCMS

The following definitions of terms are from version 5.1 of the UCCMS and have been adapted by the Organization:

1. **Consent** – *Consent* is defined in Canada’s *Criminal Code* as the voluntary agreement to engage in the sexual activity in question. The law focuses on what the person was actually thinking and feeling at the time of the sexual activity. Sexual touching is only lawful if the person affirmatively communicated their consent, whether through words or conduct. Silence or passivity does not equal consent. Sexual activity is only legal when both parties consent. The *Criminal Code* also says there is no consent when: Someone says or does something that shows they are not consenting to an activity; Someone says or does something to show they are not agreeing to continue an activity that has already started; Someone is incapable of consenting to the activity, because, for example, they are unconscious; The consent is a result of a someone abusing a position of trust, power or authority or someone consents on someone else’s behalf. A person cannot say they mistakenly believed a person was consenting if: that belief is based on their own intoxication; they were reckless about whether the person was consenting; they chose to ignore things that would tell them there was a lack of consent; or they didn’t take proper steps to check if there was consent. Sexual activity with a Minor is a criminal offence as is sexual activity with a person under the age of 18 years when the other person is in a position of trust or authority
2. **Disclosure** - The sharing of information by a Participant regarding an incident or a pattern of Maltreatment experienced by that Participant. Disclosure does not constitute a formal report that initiates a process of investigation to address the Maltreatment
3. **Duty to Report**
  - a. **Concerns Under Child Protection Legislation:** A legal duty to report is mandated by law, and the requirement varies by province depending on provincial legislation. Everyone has a duty to report child abuse and neglect under Canadian child welfare laws. Professionals who work with children and youth have an added responsibility to report. Adults are obliged to report child Maltreatment if there is knowledge or suspicion that it is occurring. This is called the “duty to report.” Every person in Canada has the duty to report known or suspected child Maltreatment by law. Known or suspected abuse or Neglect of a child must be reported to: local child welfare services (e.g., children’s aid society or child and family services agency), or provincial/territorial social service ministries or departments, or local police
  - b. **Concerns Outside of Child Protection Legislation:** Participants have a duty to report concerns of inappropriate conduct of other Participants to uphold the ethical standards and values of Canadian sport. Reporting inappropriate conduct is important to ensure proper action is taken and expectations are re-established. By addressing inappropriate conduct, a collective responsibility to protect Participants from Maltreatment is enacted
4. **Grooming** – Deliberate conduct by a Participant to sexualize a relationship with a Minor that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behaviour. During the grooming process, the Participant will gain the trust of the Minor and protective adults and peers around the Minor often under the guise of an existing relationship. Manipulation tactics are then used to blur perceptions and gain further access to and private time with the Minor in order to abuse or exploit

the Minor. Grooming can occur whether or not harm is intended or results from the behaviour.  
(Grooming is also a prohibited behaviour listed under the definition of Maltreatment)

**5. Maltreatment** – Includes Maltreatment related to:

- a. *Psychological Maltreatment* – which includes, without limitation, verbal acts, non-assaultive physical acts and acts that deny attention or support
  - i. Verbal Acts - Verbally assaulting or attacking someone, including but not limited to: unwarranted personal criticisms; body shaming; derogatory comments related to one's identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish that person's reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.
  - ii. Non-assaultive Physical Acts (no physical contact) - Physically aggressive behaviours, including but not limited to: throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others
  - iii. Acts that Deny Attention or Support - Acts of commission that deny attention, lack of support or isolation including but not limited to: ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same
- b. *Physical Maltreatment* – includes, without limitation, contact or non-contact behaviours that have the potential to cause physical harm
  - i. Contact behaviours - Including but not limited to: deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects
  - ii. Non-contact behaviours - Including but not limited to: isolating a person in a confined space; forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready
- c. *Sexual Maltreatment* – includes, without limitation, any act targeting a person's sexuality, gender identity or expression, that is committed, threatened or attempted against a person, and includes but is not limited to the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples include:
  - i. Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to:
    - 1. vaginal penetration by a penis, object, tongue, or finger; and
    - 2. anal penetration by a penis, object, tongue, or finger
  - ii. Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to:
    - 1. kissing;
    - 2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;

3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person, and
  4. making another touch themselves, the Participant, or someone else with or on any of the body parts listed in b).
  5. any intentional touching in a sexualized manner of the relationship, context or situation
- iii. In addition to the criminal acts identified above, the UCCMS prohibits sexual relations between an Athlete above the age of majority (depending upon jurisdiction) and a Participant who holds a position of trust and authority on the basis that there can be no Consent where there is a Power Imbalance. A Power Imbalance that is presumed to exist may be challenged
- d. *Neglect* – or acts of omission, includes without limitation: not providing an Athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an individual’s physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods (e.g., weigh-ins, caliper tests); disregarding the use of performance-enhancing drugs by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport’s rules, regulations, and standards, subjecting Participants to the risk of Maltreatment
- e. *Grooming* – is often a slow, gradual and escalating process of building trust and comfort with a young person. Grooming includes, without limitation, the process of making inappropriate behaviour seem normal and gradually engaging in ‘boundary violations’ which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult Participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts). The Grooming process:
- i. Grooming usually begins with subtle behaviours that do not appear to be inappropriate. Many victims/survivors of sexual abuse do not recognize the grooming process as it is happening, nor do they recognize that this process of manipulation is part of the overall abuse process.
  - ii. In the grooming process, the offender begins by gaining trust of adults around the young person. The offender establishes a friendship and gains the young person’s trust. Grooming then involves testing boundaries (e.g., telling sexual jokes, showing sexually explicit images, making sexual remarks). Typically, behaviour moves from non-sexual touching to “accidental” sexual touching
  - iii. The young person is often manipulated into feeling responsible for the contact, is discouraged from telling anyone else about the relationship, and is made to feel obligated to protect the offender. The offender also builds trust with those close to the young person so that the relationship with the young person is not questioned
- f. *Interference with or Manipulation of Process* – it is considered maltreatment if an adult Participant directly or indirectly interferes with a process by:
- i. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
  - ii. destroying or concealing information;
  - iii. attempting to discourage an individual’s proper participation in or use of the processes of the Organization;
  - iv. harassing or intimidating (verbally or physically) any person involved in the processes before, during, and/or following any proceedings of the Organization;
  - v. publicly disclosing a Participant’s identifying information, without the Participant’s agreement;
  - vi. failing to comply with any temporary or provisional measure or other final sanction;
  - vii. distributing or otherwise publicizing materials a Participant gains access to during an investigation or hearing, except as required by law or as expressly permitted; or

- viii. influencing or attempting to influence another person to interfere with or manipulate the process
- g) *Retaliation* – which means that a Participant shall not take an adverse action against any person for making a good faith Report of possible Maltreatment or for participating in any process related to alleged conduct violations. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the processes of the Organization. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a Report of possible Maltreatment
- h) *Aiding and Abetting* – which is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by a Participant. Aiding and Abetting also includes, without limitation, knowingly:
  - i. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Participants;
  - ii. providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
  - iii. allowing any person to violate the terms of their suspension or any other sanctions imposed
- i) *Reporting* – it is considered Maltreatment to fail to report Maltreatment of a Minor. A legal Duty to Report is mandated by law, and the requirement varies by province depending on provincial legislation.
  - i. Failure to Report Maltreatment of a Minor
    - 1. The obligation to Report requires the Reporting of any conduct which, if proven true, would constitute Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect involving a Minor Participant. The obligation to Report is an ongoing one and is not satisfied simply by making an initial Report. The obligation includes Reporting, on a timely basis, all relevant information of which an adult Participant becomes aware
    - 2. The obligation to report includes making a direct Report
    - 3. The obligation to Report includes personally identifying information of a potential Minor Complainant to the extent known at the time of the Report, as well as a duty to reasonably supplement the Report as to identifying information learned at a later time
    - 4. Participants should not investigate or attempt to evaluate the credibility or validity of allegations involving Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect. Participants making a good faith Report are not required to prove the Reports are true before Reporting
  - ii. Failure to Report Inappropriate Conduct
    - 1. Not all inappropriate conduct may meet the threshold for constituting Maltreatment. However, such inappropriate conduct may represent behaviour with the risk of escalating to Maltreatment. Any Participant who suspects or becomes aware of another Participant's inappropriate conduct, even if it is not defined as Maltreatment, has a Duty to Report such inappropriate conduct through the organization's internal procedures. Those in positions of trust and authority who become aware of another's inappropriate conduct have a responsibility for reporting the concern within their organization's policies and procedures. The person making the report does not need to determine whether a violation took place: instead, the responsibility lies in reporting the objective behaviour.



iii. Intentionally Filing a False Allegation

1. An allegation is false if the events Reported did not occur, and the person making the Report knows the events did not occur
  2. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable bad faith, an unsubstantiated allegation alone is not grounds for a violation
6. **Minor** – Any Participant who is under the age of 18 at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a Minor.
7. **Neglect** – Any pattern or a single serious incident of lack of reasonable care, inattention to a Participant’s needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Participant’s needs and requirements, not whether harm is intended or results from the behaviour. (Neglect is also a prohibited behaviour listed under the definition of Maltreatment)
8. **Physical Maltreatment** – Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of the Participant. Physical Maltreatment includes, without limitation, contact or non-contact infliction of physical harm. Physical Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour. (Physical Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)
9. **Power Imbalance** – A Power Imbalance may exist where, based on the totality of the circumstances, a Participant has supervisory, evaluative, a duty of care, or other authority over another Participant. A Power Imbalance may also exist between an Athlete and other adults involved in sport in positions such as high-performance directors, sport specific health-care providers, sport science support staff, care or support persons, guides or pilots. Maltreatment occurs when this power is misused. Once a coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-Athlete relationship, regardless of age, and is presumed to continue for Minor Athletes after the coach-Athlete relationship terminates or until the Athlete reaches 25 years of age. A Power Imbalance may exist, but is not presumed, where an intimate relationship existed before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between consenting adults that preceded the sport relationship).
10. **Psychological Maltreatment** – Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of the Participant. Psychological Maltreatment includes, without limitation, verbal conduct, non-assaultive physical conduct, and conduct that denies attention or support. Psychological Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour. (Psychological Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)
11. **Reporting (or Report)** – The provision of information in writing by any person or a Participant to a relevant independent authority (the independent person or position, such as a Case Manager, charged with receiving a report and determining next steps) regarding Maltreatment. Reporting may occur through either: (i) the Complainant (of any age) or the one who experienced the Maltreatment, or (ii) a witness – someone who witnessed the Maltreatment or otherwise knows or suspects Maltreatment. In either case, the intention of Reporting is to initiate an independent investigative process, which could result in disciplinary action being taken against the Respondent
12. **Sexual Maltreatment**
- a. **Involving a Child:** Any form of adult/child sexualized interaction constitutes child sexual abuse. Sexual abuse of a child may occur through behaviours that do or do not involve actual physical contact. (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)

b. **Involving a person over the Age of Majority:** Any sexual act, whether physical or psychological in nature, that is committed, threatened, or attempted against a Participant without the Participant's Consent. It includes any act targeting a Participant's sexuality, gender identity or expression, that is committed, threatened or attempted against a Participant without that Participant's Consent, and includes but is not limited to, the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Sexual Maltreatment can take place through any form or means of communication (e.g. online, social media, verbal, written, visual, hazing, or through a third party). (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)

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#### **A.102 GOVERNANCE; BOARD OF DIRECTORS MANDATORY REQUIREMENTS**

**EFFECTIVE DATE:**

**APPROVED DATE:**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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All personnel elected or appointed to the Skate Canada Manitoba Board of Directors will be required to submit a current Criminal Records Check, submit a request for a Child Abuse Registry check, and complete Respect in Sport within 60 days of being elected or appointed to the Board of Directors. These checks will be renewed/resubmitted every five (5) years of continuous service with the Board of Directors with the exception of Respect in Sport where individuals must recertify every three (3) years.

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#### **A.103 GOVERNANCE; CONFLICT OF INTEREST POLICY**

**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**

**REVISED DATE: BOARD OF DIRECTORS MARCH 21, 2023**

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**"Organization" refers to: Skate Manitoba**

#### **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 the Organization, 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, the Organization including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

## **Background**

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

## **Purpose**

3. The Organization strives to reduce and eliminate nearly all instances of conflict of interest at the Organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

## **Obligations**

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the Organization, shall always be resolved in favour of the Organization.
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 the Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
  - 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 the Organization, 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 the Organization, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
- f. Without the permission of the Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
- g. Place themselves in positions where they could, by virtue of being an Organization 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 an Organization Representative

#### **Disclosure of Conflict of Interest**

- 7. On an annual basis, all the Organization'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 the Organization.
- 8. Immediately upon becoming aware that a conflict of interest may exist, all Representatives must disclose any real or perceived conflict of interest as follows:
  - a. Directors, Officers, Committee Members, candidates for election to the Board, and the senior staff person (when employed) must disclose real and perceived conflicts of interest to the Board
  - b. Employees must disclose real and perceived conflicts of interest to the senior staff person or, in the absence of a senior staff person position, to the Board
  - c. Coaches, volunteers, managers, and other Representatives must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, other volunteer, etc., as applicable)
- 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 an Organization 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 the Organization

11. For potential conflicts of interest involving employees, the Organization'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. The Organization 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 the Organization 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 the Organization'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, if conflict is determined:
  - 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 the Organization
  - 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 the Organization to be addressed under the Organization's *Discipline and Complaints Policy*.
14. Failure to comply with an action as determined by the Board will result in automatic suspension from the Organization 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.

## Conflict of Interest Form

I have read the Organization'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	Signature	Date

## **A.104 GOVERNANCE; DISCIPLINE AND COMPLAINTS POLICY**

**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**

**REVISED DATE: BOARD OF DIRECTORS MARCH 21, 2023**

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**“Organization” refers to: Skate Manitoba**

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a. *“Athlete”* – An individual who is an Athlete Participant in the Organization
  - b. *“Case Manager”* – An individual appointed by the Organization to administer this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, the Organization
  - c. *“Complainant”* – A Participant or observer who makes a report of an incident, or a suspected incident, of Maltreatment or other behaviour that is a violation of the standards described in the *Code of Conduct and Ethics*
  - d. *“Days”* – Days including weekends and holidays
  - e. *“Maltreatment”* – As defined in the *Code of Conduct and Ethics*
  - f. *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
  - g. *“Power Imbalance”* – As defined in the *Code of Conduct and Ethics*
  - h. *“Respondent”* – The alleged infracting Party

### **Purpose**

2. Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization’s policies, By-laws, 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 Participants.
4. This Policy applies to matters that may arise during the course of Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Organization activities, and any meetings.
5. This Policy also applies to Participants’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport

environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

6. This Policy applies to alleged breaches of the *Code of Conduct and Ethics* by Participants who have retired from the sport where any claim regarding a potential breach of the *Code of Conduct and Ethics* occurred when the Participant was active in the sport. In addition, this Policy will apply to breaches of the *Code of Conduct and Ethics* that occurred when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).
7. 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 competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.
8. In addition to being subject to disciplinary action pursuant to this *Discipline and Complaints Policy*, an employee of the Organization who is a Respondent to a complaint may also be subject to consequences in accordance with the employee's Employment Agreement or policies for human resources, if applicable.
9. The Organization may at its discretion, assume jurisdiction of a complaint that was submitted to a Member Club. In such cases, the Organization's Case Manager will determine whether the complaint process should be re-started or resumed pursuant to the applicable section of this Policy.

## **Reporting a Complaint**

10. Any Participant may report any complaint to the Organization. A complaint must be In Writing and must be filed within fourteen (14) days of the alleged incident.
11. 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 the Organization or the Case Manager, as applicable. This decision may not be appealed.
12. At the Organization's discretion, the Organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization will identify an individual to represent the Organization.
13. Resignation or lapsing of membership after a complaint is filed does not preclude discipline being pursued under this Policy.

## **Dispute Resolution Option**

14. The complaint may first be referred to the Organization's Chairperson (or designate) for review, with the option given to the parties to resolve the dispute via Alternate Dispute Resolution and/or mediation. Should the parties unanimously agree to proceed using Alternate Dispute Resolution and/or mediation, the process



set out in the *Dispute Resolution Policy* shall be followed from this point. Should the parties not agree, the process contained here shall be followed.

### **Case Manager**

15. Upon the receipt of a complaint, the Organization will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy. Such an appointment is not appealable. The Case Manager must not be in a conflict of interest and must have no affiliation or connection with either party.
16. 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 the Organization's *Dispute Resolution Policy*
  - c. Determine if the complaint should be investigated (per **Appendix A – Investigation Procedure**)
  - d. Appoint the Discipline Panel, if necessary
  - e. Coordinate all administrative aspects and set timelines
  - f. Provide administrative assistance and logistical support to the Discipline Panel as required
  - g. Provide any other service or support that may be necessary to ensure a fair and timely proceeding

### **Procedures**

17. 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
18. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
19. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
20. After notifying the Parties that the complaint has been accepted, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. 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. The members of the Discipline Panel must be unbiased and not in a conflict of interest.
21. 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
22. 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.
23. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
24. 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.
25. In fulfilling its duties, the Discipline Panel may obtain independent advice.

### **Decision**

26. 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 the Organization. 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**

27. Prior to determining sanctions, the Discipline Panel will consider factors relevant to determining appropriate sanctions which include:
- a. The nature and duration of the Respondent's relationship with the Complainant, including whether there is a Power Imbalance;
  - b. The Respondent's prior history and any pattern of inappropriate behaviour or Maltreatment;
  - c. The ages of the individuals involved;
  - d. Whether the Respondent poses an ongoing and/or potential threat to the safety of others;
  - e. The Respondent's voluntary admission of the offense(s), acceptance of responsibility for the Maltreatment, and/or cooperation in the process of the Organization;
  - f. Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;

- g. Circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the *Code of Conduct and Ethics*; addiction; disability; illness);
- h. Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
- i. A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
- j. Other mitigating and aggravating circumstances

28. Any sanction imposed must be proportionate and reasonable. However, progressive discipline is not required and a single incident of Maltreatment or other prohibited behaviour may justify elevated or combined sanctions.

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

- a. **Verbal or Written Warning** - A verbal reprimand or an official, written notice and formal admonition that a Participant has violated the *Code of Conduct and Ethics* and that more severe sanctions will result should the Participant be involved in other violations
- b. **Education** - The requirement that a Participant undertake specified educational or similar remedial measures to address the violation(s) of the *Code of Conduct and Ethics*
- c. **Probation** - Should any further violations of the *Code of Conduct and Ethics* occur during the probationary period, will result in additional disciplinary measures, likely including a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period of time
- d. **Suspension** - Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, practice, activity, event, or competition sponsored by, organized by, or under the auspices of the Organization. A suspended Participant is eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Participant satisfying specific conditions noted at the time of suspension
- e. **Eligibility Restrictions** - Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions
- f. **Permanent Ineligibility** - Permanent ineligibility to participate in any capacity, in any program, activity, event, or competition sponsored by, organized by, or under the auspices of the Organization
- g. **Other Discretionary Sanctions** - Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate

30. The Discipline Panel may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:

- a. Sexual Maltreatment involving a Complainant who is a minor shall carry a presumptive sanction of permanent ineligibility;
- b. Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
- c. While a Respondent has pending charges or dispositions in violation of the criminal law, the presumptive sanction shall be a period of suspension

31. A Participant's conviction for a *Criminal Code* offense shall carry a presumptive sanction of permanent ineligibility from participating with the Organization. *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
32. 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.
33. Infractions that result in discipline will be recorded and records will be maintained by the Organization.

#### **Suspension Pending a Hearing**

34. The Organization may determine that an alleged incident is of such seriousness as to warrant suspension of a Participant pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

#### **Confidentiality**

35. 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**

36. 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**

37. Other individuals or organizations, 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**

38. The decision of the Discipline Panel may be appealed in accordance with the Organization's *Appeal Policy*.
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## A.105 GOVERNANCE; WHISTLEBLOWER POLICY

EFFECTIVE DATE: SEPTEMBER 24, 2024

APPROVED DATE: SEPTEMBER 24, 2024

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**“Organization” refers to: Skate Manitoba**

### Definitions

1. Terms in this Policy are defined as follows:

- a. *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- b. *“Report (or Reported)”* – as defined in the *Code of Conduct and Ethics Definitions under Reporting (Report)*
- c. *“Worker”* – Any person who performs work for the Organization including employees, temporary/casual workers, volunteers, the Board of Directors, and independent contractors

### Purpose

2. The Organization is committed to fostering an environment conducive to open communication regarding the business practices of the Organization and to protecting Workers from unlawful retaliation and discrimination for their having properly disclosed or reported illegal or unethical conduct.

3. To further this commitment, this Policy:

- a. Establishes guidance for the receipt, retention and treatment of verbal or written Reports received by the Organization from a Worker regarding actions that (i) are illegal, unethical or contrary to the organization’s policies in respect of accounting, internal controls, disclosure, or business practices or (ii) constitute discrimination, harassment, violence or abuse against a Worker by a Director or another Worker;
- b. Provides Workers who make a Report with a means to make Reports in a confidential and anonymous manner; and
- c. Demonstrates the Organization’s intention to discipline any person who commits an act of retaliation or reprisal against a Worker up to and including termination of employment for just cause, in the case of employees.

### Application

4. This Policy only applies to Workers who observe, or experience incidents of wrongdoing committed by Directors or by other Workers.

5. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by the Organization can be Reported under the terms of the *Discipline and Complaints Policy* and/or reported to the Organization’s Board of Directors or senior staff person to be handled under the terms of the individual Worker’s Employment Agreement or Contractor Agreement, as applicable, and/or the Organization’s policies for human resources.

6. Matters reported under the terms of this Policy may be referred to be heard under the *Discipline and Complaints Policy*, at the discretion of the Compliance Officer.

### **Wrongdoing**

7. Wrongdoing can be defined as:

- a. Violating the law;
- b. Intentionally or seriously breaching of the *Code of Conduct and Ethics*;
- c. Committing or ignoring risks to the life, health, or safety of a Participant, volunteer, Worker, or other individual;
- d. Directing an individual or Worker to commit a crime, serious breach of a policy, or other wrongful act; or
- e. Fraud.

### **Pledge**

8. The Organization pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against another Worker or Director under the terms of this Policy.

9. Any individual affiliated with the Organization who breaks this Pledge will be subject to disciplinary action.

### **Reporting Wrongdoing**

10. For suspected violations of the Skate Canada Code of Ethics or Maltreatment, Skate Canada has an independent, third-party reporting mechanism called Skate-Safe. Please contact <https://www.integritycounts.ca/org/skatesafe> to file a report.
11. A Worker who believes that a Director or another Worker has committed an incident of wrongdoing should prepare a Report that includes the following:
  - a. Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
  - b. Identities and roles of other individuals or Workers (if any) who may be aware of, affected by, or complicit in, the wrongdoing;
  - c. Why the act or action should be considered to be wrongdoing; and
  - d. How the wrongdoing affects the Worker submitting the report (if applicable).

### **Authority**

12. The following Compliance Officer has been appointed to receive reports made under this Policy:

**[ Kristjana Kosheluk [bkkosheluk@yahoo.ca](mailto:bkkosheluk@yahoo.ca) ]**

13. After receiving the report, the Compliance Officer has the responsibility to:
  - a. Assure the Worker of the Pledge
  - b. Connect the Worker to the Alternate Liaison if the Compliance Officer feels that they cannot act in an unbiased or discrete manner due to the Compliance Officer's role with the organization and/or the content of the report
  - c. Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious) and, if so, inform the Worker that no action will be taken on the report and the reasons why the report has been considered frivolous, vexatious, or not in good faith

- d. Determine if the *Whistleblower Policy* applies or if the matter should be handled under the *Discipline and Complaints Policy*
- e. Determine if the local police service be contacted
- f. Determine if mediation or alternative dispute resolution can be used to resolve the issue
- g. Determine if the Chairperson and/or senior staff person should or can be notified of the report
- h. Begin an investigation (if applicable)

#### **Alternate Liaison**

14. If the Worker feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the Compliance Officer's role with the organization and/or the content of the report, the Worker should contact the following individual who will act as an independent liaison between the Worker and the Compliance Officer:

[ **Rosalyn Bauer** [skate.exec@sportmanitoba.ca](mailto:skate.exec@sportmanitoba.ca) ]

15. The Alternate Liaison will not disclose the Worker's identity to the Compliance Officer or to anyone affiliated with the organization without the Worker's consent.
16. A Worker who is unsure if they should submit a report, or who does not want to have their identity known, may contact the Alternate Liaison for informal advice about the process.

#### **Investigation**

17. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, the Chairperson and/or senior staff person may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the Worker who submitted the Report being disclosed. The Chairperson and/or senior staff person may not unreasonably refuse the decision to contract an external investigator.
18. An investigation launched by the Compliance Officer or by an external investigator should generally take the following form:
- a. Follow-up interview with the Worker who submitted the report
  - b. Identification of Workers, participants, volunteers or other individuals that may have been affected by the wrongdoing
  - c. Interviews with such-affected individuals
  - d. Interview with the Director(s) or Worker(s) against whom the Report was submitted
  - e. Interview with the supervisor(s) of the Worker(s) against whom the report was submitted, if applicable
19. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the Chairperson and/or senior staff person for review and action.

#### **Decision**

20. Within fourteen (14) days after receiving the Investigator's Report, the Chairperson and/or senior staff person will take corrective action, as required. Corrective action may include, but is not limited to including:

- a. Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
- b. Revision of job descriptions; or
- c. Discipline, suspension, termination, or other action as permitted by the By-laws, provincial employment legislation, applicable policies for human resources, and/or the Worker's Employment Agreement or Contractor Agreement.

21. The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.
22. Decisions made under the terms of this Policy may be appealed under the terms of the *Appeal Policy* provided that:
- a. If the Worker who submitted the initial report is appealing the decision, the Worker understands that their identity must be revealed if they submit an appeal, and
  - b. If the Director or Worker against whom the initial report was submitted is appealing the decision, the Worker or Director understands that the identity of the Worker who submitted the report will not be revealed and that the Organization will act as the Respondent

#### **Confidentiality**

23. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals (the Worker, the Worker(s), or Director(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.
24. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, the Organization recognizes that there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

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## **A.106 GOVERNANCE; DISPUTE RESOLUTION POLICY**

**EFFECTIVE DATE: SEPTEMBER 24, 2024**

**APPROVED DATE: SEPTEMBER 24, 2024**

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**"Organization" refers to: Skate Manitoba**

#### **Definitions**

1. The following term has this meaning in this Policy:
  - a. *"Athlete"* – An individual who is an Athlete Participant in the Organization



- b. *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers

### **Purpose**

2. The Organization supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. Alternative Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. The Organization encourages all Participants to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Organization believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Participants are strongly encouraged.

### **Application of this Policy**

4. This Policy applies to all Participants.
5. Opportunities for Alternative Dispute Resolution may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

### **Facilitation and Mediation**

6. The dispute will first be referred to the Organization’s Chairperson (or designate) for review, with the objective of resolving the dispute via Alternative Dispute Resolution and/or mediation.
7. If all parties to a dispute agree to Alternative Dispute Resolution, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
8. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated, and shall specify a deadline before which the parties must reach a negotiated decision.
9. Should a negotiated decision be reached, the decision shall be reported to, and approved by, the Organization. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending the Organization’s approval.
10. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternative Dispute Resolution, the dispute shall be considered under the appropriate section of the Organization’s *Discipline and Complaints Policy*.

### **Final and Binding**

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
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## **A.107 GOVERNANCE; APPEALS POLICY**

**EFFECTIVE DATE: APRIL 28, 2018**

**APPROVED DATE: AGM APRIL 28, 2018**

**REVISED DATE: JANUARY 18, 2024 BOARD OF DIRECTORS**

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**“Organization” refers to: Skate Manitoba**

### **Definitions**

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

- a) *“Affected Party”* - Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under this Policy and who may have recourse to an appeal in their own right
- b) *“Appeal Manager”* - An individual, who may be any staff member, Committee Member, volunteer, Director, or an independent third party, who is appointed to oversee this Policy. The Appeal Manager will have responsibilities that include using decision making authority empowered by this Policy
- c) *“Appellant”* – The Party appealing a decision
- d) *“Days”* – Days irrespective of weekend and holidays
- e) *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- f) *“Parties”* – The Appellant, Respondent, and any other Participants affected by the appeal
- g) *“Respondent”* – The body whose decision is being appealed

### **Purpose**

2. This *Appeal Policy* provides Participants with a fair and expedient appeal process.

### **Scope and Application of this Policy**

3. This Policy applies to all Participants. Any Participant who is directly affected by an Organization decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.

4. This Policy **will apply** to decisions relating to:

- a) Eligibility
- b) Selection
- c) Conflict of Interest
- d) Discipline
- e) Membership

5. This Policy **will not apply** to decisions relating to:

- a) Employment
- b) Infractions for doping offenses
- c) The rules of the sport
- d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization
- e) Substance, content and establishment of team selection criteria
- f) Volunteer/coach appointments and the withdrawal or termination of those appointments
- g) Budgeting and budget implementation
- h) The Organization's operational structure and committee appointments
- i) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the Organization at its sole discretion)
- j) Commercial matters for which another appeals process exists under a contract or applicable law
- k) Decisions made under this Policy

### **Timing and Notice of Appeal**

6. Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the Organization, the following:

- a) Notice of the intention to appeal
- b) Contact information and status of the appellant
- c) Name of the respondent and any affected parties, when known to the Appellant
- d) Date the appellant was advised of the decision being appealed
- e) A copy of the decision being appealed, or description of decision if written document is not available
- f) Grounds for the appeal
- g) Detailed reasons for the appeal
- h) All evidence that supports these grounds
- i) Requested remedy or remedies
- j) An administration fee of one hundred dollars (\$100)

7. A Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

## **Grounds for Appeal**

8. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d) Failed to consider relevant information or took into account irrelevant information in making the decision
- e) Made a decision that was grossly unreasonable

9. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

## **Screening of Appeal**

10. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Organization and the Appellant may first determine the appeal to be heard under the Organization's *Dispute Resolution Policy*.

11. Appeals resolved by mediation under the Organization's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

12. Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization will appoint an independent Appeal Manager who has the following responsibilities:

- a) Determine if the appeal falls under the scope of this Policy
- b) Determine if the appeal was submitted in a timely manner
- c) Decide whether there are sufficient grounds for the appeal

13. If the appeal is denied on the basis of insufficient ground, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

14. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeals Panel which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

### **Determination of Affected Parties**

15. In order to confirm the identification of any Affected Parties, the Appeal Manager will ask the Organization. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion

### **Procedure for Appeal Hearing**

16. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.

17. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

18. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, 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 Appeal Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within a timeline determined by the Appeal Manager
- b) The Parties will be given reasonable notice of the day, time and place of the hearing
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in its own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

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

### **Appeal Decision**

20. The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

21. The Panel's written decision, with reasons, will be distributed to all Parties, the Appeal Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Timelines**

22. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

### **Confidentiality**

23. The appeals process is confidential and involves only the Parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

### **Final and Binding**

24. The decision of the Panel will be binding on the Parties and on all the Organization's Participants.

25. No action or legal proceeding will be commenced against the Organization or Participants in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Organization's governing documents.

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## **A.108 GOVERNANCE; IN CAMERA MEETINGS**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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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):
  - Personnel matters about any identifiable individual, including employees, Directors, participants, or Members of Skate Canada Manitoba
  - Commercially sensitive business matters, including matters subject to confidentiality agreements with third parties
  - Litigation or potential litigation or,
  - 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 designated 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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## **A.109 GOVERNANCE; VOTING POLICY**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

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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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#### **A.110 GOVERNANCE; REPRESENTATION ON COMMITTEES**

**EFFECTIVE DATE:**

**APPROVED DATE:**

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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.

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#### **A.111 GOVERNANCE; POLICY AMENDMENTS**

**EFFECTIVE DATE:**

**APPROVED DATE:**

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

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#### **A.112 GOVERNANCE; SKATE CANADA DELEGATE**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

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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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#### **A.113 GOVERNANCE; COMMITTEE COMPOSITION**

**EFFECTIVE DATE:**

**APPROVED DATE:**

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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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#### **A.114 GOVERNANCE; COMMITTEE MINUTES**

**EFFECTIVE DATE:**

**APPROVED DATE:**

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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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#### **A.115 GOVERNANCE; BUDGETS**

**EFFECTIVE DATE:**

**APPROVED DATE:**

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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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#### **A.116 GOVERNANCE; 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**

**REVISED DATE: MAY 9, 2020 – SCMB AGM, JUNE 1, 2022 – BOARD OF DIRECTORS , APRIL 29, 2023 – BOARD OF DIRECTORS**

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#### Definitions

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

- 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.

- The purpose of this Policy is to guide the financial management practices of Skate Canada Manitoba.

#### Budget and Reports

- Skate Canada Manitoba's Board will develop and approve an annual budget which will contain Skate Canada Manitoba's total anticipated expenditures and revenues.
- 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.
- 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.
- 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*.
- Skate Canada Manitoba will file a T2 Corporation Income Tax Return each fiscal year.

#### Fiscal Year

- Skate Canada Manitoba's fiscal year is April 1 – March 31.

#### Banking - Revenue

- All money received by Skate Canada Manitoba will be placed into a general 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.
- All money received by Skate Canada Manitoba will be deposited, in the name of Skate Canada Manitoba, with a reputable financial institution.

#### Bank Reconciliation

- 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

- 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

- 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:
  - Chairman
  - Finance Chair
  - A member of the Executive Committee appointed by the Board as a signing authority
  - Executive Director appointed by the Board as a signing authority
- All cheques of \$10,000 or above require signatures from two (2) of the following:
  - Chairman
  - Finance Chair
- All cheques payable to any signing authority will not be signed by that signing authority.

### Electronic Banking

- 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

- Requests for purchases require the following:
  - All purchases must be approved by the Finance Chair (or designate)
  - Purchases over \$5,000 also require the approval of Skate Canada Manitoba's Executive Committee
- 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).
- 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.
- Any expenditure not approved within the annual budget is required to be approved by the Executive Committee prior to any such expenditure.

## Accounts

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

- 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.
- Credit card holders will be responsible for all charges made on credit cards issued in their name.
- Credit cards must only be used for authorized payments that include:
  - 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
  - Purchase of goods or budgeted items
- 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.
- Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.
- 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.
- Under no circumstances are cash advances to be drawn on Skate Canada Manitoba credit cards.
- In addition, the following individuals have credit card responsibilities:
  - Cardholders must:
    - Not allow another person to use the card
    - Protect the pin number of the card
    - Only purchase within the credit limit of the card
    - Notify the credit card company if the card is lost or stolen
    - Keep the card with them at all times, or in a secure location

- 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
- Surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- The Skate Canada Manitoba's Executive Director must:
  - Ensure that each credit card issued to an individual is paid in full on a monthly basis
  - Review and reconcile each credit card statement on a monthly basis
  - Bring to the attention of the Executive Committee any credit card expense which does not appear to be authorized under this policy
  - Recover from the cardholder any funds owing for unauthorized expenses

### Expense Claims

- 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:
  - The exact amount each separate expense
  - The date on which the expense occurred
  - The place and location of the expense
  - The purpose of the expense
  - A receipt for the expense
- 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).
- 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.
- Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	\$0.52 per kilometre	
Travel – Air	Lowest economy	Prior approval required
Breakfast	\$15.00	Receipts not required
Lunch	\$15.00	Receipts not required
Dinner	\$30.00	Receipts not required
Full Day	\$60.00	Receipts not required
Out of Province per diem	\$25.00	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

- 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

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

- 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

- 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.
- 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

- 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.
- 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

- 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, credit card, or Bank Instrument.

#### Replacement Cheques

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

#### Equity/Operating Reserve

- 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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**A.117 GOVERNANCE; RECOGNITION**

**EFFECTIVE DATE: APRIL 2013**

**APPROVED DATE: APRIL 2013**

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Retiring Skate Canada Manitoba Board of Directors shall be presented with a gift based on their years of service. 1  
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## **A.118 GOVERNANCE; CHAMPIONSHIPS REGULATIONS**

**EFFECTIVE DATE: APRIL 28, 2018**

**APPROVED DATE: APRIL 28, 2018**

**REVISED DATE: JANUARY 27, 2025**

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### General Regulations

- General Regulations will apply to all Skate Manitoba sanctioned competitions. The following competitions list may change from time to time by Board of Director approval:
  - Skate Manitoba Sectional Championships
  - Provincial Championships
  - Prairie Regional Synchronized Skating Championships (every second year)
  - Fall Open
  - Gordon Linney Open
  - Winter Blast
  - Other events as authorized by Skate Manitoba
- All sanctioned figure skating competitions held in Manitoba shall be governed by the rules of Skate Canada and the rules and regulations of Skate Manitoba as outlined in the Skate Manitoba Local Organizing Committee (LOC) Guidelines and Competition Announcement.
- Skate 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:
  - Skate Manitoba Sectional Championships
  - Provincial Championships
  - Fall Open
  - Gordon Linney Open
  - Winter Blast
  - Skate Canada Prairie Regional Synchronized Skating Championships when hosted by Skate Manitoba.
  - Other events as authorized by Skate Manitoba
- Profit Share; The percentage number for distribution of the net profit amount shall be:
  - 60% of profit to go to Local Organizing Committee (LOC)
  - 40% of profit to go to Skate Manitoba
- Skate Manitoba may pay any expenses, which conform to the Skate Manitoba guidelines, for anyone designated to attend by the Section Chair.
- Any changes to the rules of Skate Canada which affect events held in Manitoba, will become effective automatically.
- Technical specifications and the qualifications for entry for the various competitions shall be as outlined in the Competition Announcement.

- All events, at each competition, are subject to the availability of officials. Skate Manitoba reserves the right to move any event, at any competition, to remote or virtual officiating.
- Changes to the Skate Manitoba Local Organizing Committee (LOC) Guidelines may be made by the Event & Administrative Coordinator and/or the Executive Committee. Member clubs or individual members may submit their concerns or recommendations to the Event & Administrative Coordinator for consideration. Final approval shall be granted by the Executive Committee.
- For all Skate Manitoba Competitions, in events where there is a single entry, the following shall apply:
  - Skaters/Teams will be offered the opportunity to skate and receive their report card, pending available panel of officials, and the skater/team will be awarded a participation medal\*
    - For events where a provincial champion is crowned, the skater/team will receive their provincial champion medal instead of a participation medal.
  - If the skater/team is invited to skate an exhibition performance, the full entry fee shall be refunded
- The Local Organizing Committee for any Skate Manitoba Competition shall provide a complimentary ticket for entry to:
  - All competitors and their properly accredited coaches
  - All assigned officials
  - Any other individuals at their own discretion
- Upon the finalizing of the closing of entries for any Skate Manitoba Competitions, the Technical Representative shall:
  - Draw up a schedule of events
  - Draw up an ice time schedule
  - Compile a working schedule for all Technical Officials, Referees and Judges
- Copies of the above bullets are to be forwarded to the Skate Manitoba Office for circulation to coaches, competitors and officials, as outlined in the Local Organizing Committee (LOC) Guidelines. Circulation of the draft schedule shall be made public no later than 14 days before the start of the event. A draft working schedule (X&O's) for officials shall be distributed no later than 14 days before the start of the event.
- There will be no childcare expenses paid by a Local Organizing Committee for any Skate Manitoba Competition/Event unless expenses have been approved prior to the competition.
- Officials attending Skate 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 and this will be subject to availability. Technical Representatives 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.

- Assessments are subject to availability and must be approved by the Section Assessment Coordinator and the Technical Representative.
- If an assessment day is scheduled immediately before, during or after a competition, any costs not already covered by the competition, such as ice or any additional officials expenses, are the responsibility of the host club.
- Should any Manitoba Competition require a change of date due to circumstances beyond the control of Skate Manitoba, consideration will be given to refunds under the following conditions:
  - Refund requests must be submitted in writing to Skate Manitoba and the Local Organizing Committee within seven (7) days of notification of the change of date
  - Attached to the refund request must be a reasonable explanation for not attending
- The Local Organizing Committee will prepare a budget for the competition and submit it to the Section Office for review prior to the release of the official competition announcement, as outlined in the Local Organizing Committee Guidelines.
- The Local Organizing Committee will enter into an agreement with the Section detailing the requirements of Skate Manitoba sponsorship rights and conditions, and any pertinent requirements of the competition.
- The Local Organizing Committee will not be eligible for any reimbursement from Skate Manitoba for any loss.
- The closing date of entries shall be at least thirty-five (35) days prior to the first day of competition. No late entries will be accepted.
- All entry fees will be set annually by the Executive Committee.
- The Announcement for competition shall be posted and/or available electronically not less than eight (8) weeks prior to the competition date.
- Honorariums for officials (judges, technical officials, data specialists, audio and production) shall be provided at a minimum rate of \$25.00 per day during the event, including any set up in the day(s) leading up to the event.
- The Lead Technical Representative will be provided an additional honorarium of \$100.00 for pre-event work that occurs off site to prepare for the competition such as creating the schedule.
- Lead Audio Technician will be provided an additional honorarium of \$100.00 for pre-event work that occurs off site to prepare the audio files and equipment for production & audio.

- Lead Data Specialist will be provided an additional honorarium of \$100.00 for pre-event work that occurs off site to prepare the CSS files and the data equipment for the event.
  - Skate Manitoba assigns authority to the Skate Manitoba Officials Committee for the assignment of all Technical Representatives, Chief Data Specialists and Audio/Production Leads for all sanctioned competitions in Manitoba. The Officials Committee will determine if an event has a Lead and a Co-Technical Representative, and which assigned person shall be in which role.
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## **A.119 GOVERNANCE; SKATING EVENTS**

**EFFECTIVE DATE:**

**APPROVED DATE:**

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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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## **A.120 GOVERNANCE; SMOKING POLICY**

**EFFECTIVE DATE:**

**APPROVED DATE:**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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The use of tobacco products, cannabis, smoking devices such as vaporizers and e-cigarettes will NOT be permitted at any Skate Canada Manitoba event.

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## **A.121 GOVERNANCE; CAMERA POLICY**

**EFFECTIVE DATE: APRIL 2016**

**APPROVED DATE: APRIL 2016**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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Flash photography is not permitted while athletes are on the ice during practice or competition. 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.

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## **A.122 GOVERNANCE; PRIVACY POLICY**

**EFFECTIVE DATE: MARCH 21, 2023**

**APPROVED DATE: BOARD OF DIRECTORS MARCH 21, 2023**

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**"Organization" refers to: Skate Manitoba**

*For not-for-profit organizations in Manitoba, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Organization*

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a. *"Commercial Activity"* – any particular transaction, act or conduct that is of a commercial character.
  - b. *"Participants"* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
  - c. *"Personal Information"* – any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
  - d. *"Stakeholder"* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization

### **Purpose**

2. The Organization recognizes Participants' right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

### **Application of this Policy**

3. This Policy applies to all Stakeholders and Participants in connection with personal information that is collected, used or disclosed during Organization activity.
4. Except as provided in PIPEDA, the Organization's Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

### **Obligations**

5. The Organization is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
6. In addition to fulfilling the legal obligations required by PIPEDA, the Organization's Stakeholders will not:
  - a. Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Participant
  - b. Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information
  - c. In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
  - d. Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Organization
  - e. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

### **Accountability**

7. The Privacy Officer is responsible for the implementation of this policy and 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:

Executive Director of Organization  
[skate.exec@sportmanitoba.ca](mailto:skate.exec@sportmanitoba.ca)  
204-925-5707

8. Duties - The Privacy Officer will:
  - a. Implement procedures to protect personal information
  - b. Establish procedures to receive and respond to complaints and inquiries
  - c. Record all persons having access to personal information
  - d. Ensure any third party providers abide by this Policy
  - e. Train and communicate to staff information about the Organization's privacy policies and practices.

### **Identifying Purposes**

9. The Organization may collect Personal Information from Participants and prospective Participants for purposes that include, but are not limited to:

### *Communications*

- a. Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b. Publishing articles, media relations and postings on the Organization's website, displays or posters
- c. Award nominations, biographies, and media relations
- d. Communication within and between Stakeholders and Participants
- e. Discipline results and long term suspension list
- f. Checking residency status

### *Registration, Database Entry and Monitoring*

- a. Registration of programs, events and activities
- b. Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- c. Database entry to determine level of officiating certification and qualifications
- d. Determination of eligibility, age group and appropriate level of play/competition
- e. Athlete Registration, outfitting uniforms, and various components of athlete and team selection
- f. Technical monitoring, officials training, educational purposes, sport promotion, and media publications

### *Sales, Promotions and Merchandising*

- a. Purchasing equipment, coaching manuals, resources and other products
- b. Promotion and sale of merchandise

### *General*

- a. Travel arrangement and administration
- b. Implementation of the Organization's screening program
- c. Medical emergency, emergency contacts or reports relating to medical or emergency issues
- d. Determination of membership demographics and program wants and needs
- e. Managing insurance claims and insurance investigations
- f. Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
- g. Video recording and photography for promotional use, marketing and advertising by the Organization
- h. Payroll, honorariums, company insurance and health plans

10. The Organization's Stakeholders may collect Personal Information from Participants and prospective Participants for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Participants or prospective Participants.

### **Consent**

11. By providing Personal Information to the Organization, Participants are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.



12. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the Organization will obtain consent from Participants by lawful means. The Organization may collect Personal Information without consent when it is reasonable to do so and permitted by law.
13. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the Personal Information, as well the Participants' reasonable expectations. Participants may consent to the collection and specified use of Personal Information in the following ways:
  - a. Completing and/or signing an application form
  - b. Checking a checkbox, or selecting an option (such as 'Yes' or 'I agree')
  - c. Providing written consent either physically or electronically
  - d. Consenting orally in person
  - e. Consenting orally over the phone
14. The Organization will not, as a condition of providing a product or service, require Participants to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
15. A Participant may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The Organization will inform the Participant of the implications of withdrawing consent.
16. The Organization will not obtain consent from Participants who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.
17. The Organization is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Participant's knowledge or consent, only if:
  - a. It is clearly in the Participant's interests and the opportunity for obtaining consent is not available in a timely way
  - b. Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law
  - c. An emergency threatens an Participant's life, health, or security
  - d. The information is publicly available as specified in PIPEDA
18. The Organization is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
19. The Organization may disclose Personal Information without the Participant's knowledge or consent only:
  - a. To a lawyer representing the Organization
  - b. To collect a debt that the Participant owes to the Organization
  - c. To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction
  - d. To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law

- e. To an investigative body named in PIPEDA or a government institution, if the Organization believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the Organization suspects the Personal Information relates to national security or the conduct of international affairs
- f. To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
- g. In an emergency threatening a Participant's life, health, or security (the Organization will inform the Participant of the disclosure)
- h. To an archival institution
- i. 20 years after the individual's death or 100 years after the record was created
- j. If it is publicly available as specified in PIPEDA
- k. If otherwise required by law

### **Accuracy, Retention, and Openness**

- 20. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
- 21. Personal Information will be retained as long as reasonably necessary to enable participation in the Organization programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
- 22. The Organization's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Organization's *Confidentiality Policy*.
- 23. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
- 24. Personal Information that has been used to make a decision about an Participant will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
- 25. The Organization will make the following information available to Participants:
  - a. This *Privacy Policy*
  - b. Any additional documentation that further explains the Organization's *Privacy Policy*
  - c. The name or title, and the address, of the person who is accountable for the Organization's *Privacy Policy*
  - d. The means of gaining access to Personal Information held by the Organization
  - e. A description of the type of Personal Information held by the Organization, including a general account of its use
  - f. Identification of any third parties to which Personal Information is made available

### **Access**

- 26. Upon written request, and with assistance from the Organization after confirming the Participant's identity, Participants may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Participants are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has

been disclosed.

27. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Participant, at no cost to the Participant, within thirty (30) days of receipt of the written request.
28. Participants may be denied access to their Personal Information if the information:
  - a. Is prohibitively costly to provide
  - b. Contains references to other individuals
  - c. Cannot be disclosed for legal, security, or commercial proprietary purposes
  - d. Is subject to solicitor-client privilege or litigation privilege
29. If the Organization refuses a request for Personal Information, it shall inform the Participant the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

### **Compliance Challenges**

30. Participants are able to challenge the Organization for its compliance with this Policy.
  31. Upon receipt of a complaint, the Organization will:
    - a. Record the date the complaint is received
    - b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
    - c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
    - d. Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
    - e. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization
    - f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures
  32. The Organization will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the Participant who:
    - a. Challenges the Organization for its compliance with this Policy
    - b. Refuses to contravene this Policy or PIPEDA
    - c. Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Participant
-

## A.123 GOVERNANCE; EXTERNAL SOCIAL MEDIA POLICY

EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

REVISED DATE: MAY 9, 2020 – SCMB AGM

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### Definitions

- The following terms have these meanings in this Policy:
  - “*Case Manager*” – The person or organization appointed by Organization to oversee management and administration of complaints
  - “*Organization*” – Skate Canada Manitoba Inc.
  - “*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...
  - “*Stakeholders*” – Stakeholders include:
    - All categories of membership defined in the Organization’s Bylaws
    - 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.
    - All members of Organization-Member Clubs

### Preamble

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

### Application

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

## Conduct and Behaviour

- 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:
  - 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
  - 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
  - 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
  - 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
  - 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
  - Acting as any other person other than the Stakeholder
- In addition to Section 'Conduct and Behaviour', Stakeholders have a responsibility to:
  - 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
  - Be truthful and in the case of an advert mistake, make every effort to correct the mistake as soon as possible
  - Refrain from the use of profanity and hateful language
  - Refrain from venting frustrations about an event or decisions or actions by other Stakeholders
  - Understand that what is posted on Social Media becomes a permanent public record
  - Understand that it is not productive to get into an argument with anyone online or via Social Media
  - 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
  - Understand that Stakeholders are ambassadors for sport and will act in a manner that positively promotes sport

## Stakeholder Responsibilities

- Stakeholders must be aware that their Social Media use may be monitored by the Organization or by the Stakeholder's local associations.
- When using Social Media, a Stakeholder must model appropriate behaviour benefitting the Stakeholder's status as an athlete and a Stakeholder of the Organization.

- 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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## **A.124 GOVERNANCE; SOCIAL MEDIA USE POLICY**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

**REVISED DATE: MAY 9, 2020, AUGUST 18, 2025**

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**"Organization" refers to: Skate Manitoba**

### **Definitions**

- The following terms have these meanings in this Policy:
  - *"Social media"* – The catch-all term that is applied broadly to new computer-mediated communication media such as, but not limited to, blogs, YouTube, Facebook, Instagram, Tumblr, and Snapchat.
  - *"Organization-branded social media"* – Official social media engagement by the Organization including the Organization's Facebook page(s), photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by the Organization in the future
  - *"Representative"* – All individuals employed by, or engaged in activities on behalf of, the Organization. Representatives include, but are not limited to, staff, administrators, Directors and Officers of the Organization, committee members, and volunteers.

### **Purpose**

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

### **Application of this Policy**

- This Policy applies to all Representatives.

### **Representatives' Responsibilities**

- Organization Representatives will not:
  - 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
  - Impersonate any other person or misrepresent their identity, role, or position with the Organization

- Display preference or favouritism with regard to clubs, athletes, or other members
- Upload, post, email, or otherwise transmit:
  - Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable
  - Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others
  - Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party
  - Any material that is considered the Organization's confidential information or intellectual property, as per the Organization's *Confidentiality Policy*
- 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.
- Representatives must engage with social media only in the context(s) described in their contract of employment, volunteer position, or position with the Organization. For example, an Organization Head Coach shall not represent the Organization in answering a question on the Organization-branded social media that is directed at, and better addressed in more official communication channels by, the Organization's Treasurer.
- 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.
- Representatives shall use a clear and appropriate writing style.

### **Organization Responsibilities**

- The Organization will:
  - Ensure that Representatives only use social media in a positive manner when connecting with others
  - Properly vet and understand each social medium before directing Representatives to engage with, or create, the Organization-branded social media
  - Host expert training sessions on the topic of social media; in the event that the social media engagement directed by the Organization is unclear or not fully understood
  - Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive
  - Monitor Representatives' use of social media

### **Enforcement**

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

## **A.125 GOVERNANCE; CONFIDENTIALITY POLICY**

**EFFECTIVE DATE: MAY 13, 2021**

**APPROVED DATE: MAY 13, 2021 SCMB AGM**

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**“Organization” refers to: Skate Canada Manitoba Inc**

### Purpose

- The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Organization.

### Application of this Policy

- This Policy applies to all categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with, the Organization. Persons affected by this Policy include, but are not limited to, athletes, coaches, clubs, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization (hereinafter “Representatives”).

### Confidential Information

- The term “Confidential Information” includes, but is not limited to, the following:
  - Personal information of Organization Representatives including:
    - Home address
    - Email address
    - Personal phone numbers
    - Date of birth
    - Financial information
    - Medical history
    - Criminal Record Checks
  - Organization intellectual property, proprietary information, and business related to the Organization’s programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.



- Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
- Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

### Responsibilities

- Representatives will not, either during the period of their involvement/employment with the Organization or at any time, thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
- Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the Organization.
- Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the Organization.
- All files and written materials relating to Confidential Information will remain the property of the Organization and, upon termination of involvement/employment with the Organization or upon request of the Organization, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### Intellectual Property

- Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the Organization will be owned solely by the Organization, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The Organization may grant permission for others to use its intellectual property.

### Enforcement

- A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the Organization's *Discipline and Complaints Policy*.

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## **A.126 GOVERNANCE; SKATE CANADA MANITOBA EQUIPMENT**

**EFFECTIVE DATE: MAY 13, 2021**

**APPROVED DATE: MAY 13, 2021 SCMB AGM**

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Skate Canada Manitoba approved equipment will be used for all competitions sanctioned by Skate Canada Manitoba. There will be a fee charged to the organizing committee for use of any equipment, and it is their responsibility to pay expenses. The requesting organizing committee will be charged for all repairs caused by negligent care while the equipment is in their custody.

Rules and fees pertaining to Skate Canada Manitoba equipment will be reviewed annually by SCMB executive with the recommendation of the respective committees.

### **Data**

- The Data Committee is responsible for the general upkeep of the data equipment and printers used at all SCMB competitions.

### **Audio/Sound Equipment**

Audio and sound equipment refers to audio computers, speakers, cables, headsets, and microphones

- The Audio committee is responsible for general upkeep of all audio equipment.
- SCMB audio equipment will be used at SCMB competitions. Request for audio can be requested for FunSkates by the organizing committee. Requests are to be sent to the Audio Chair.
- All SCMB audio equipment will only be used by a trained SCMB Audio Technician.
- It will be the responsibility of the organizing committee requesting the equipment to pay all travel expenses incurred by the Events Technicians.
- It will be the responsibility of the organizing committee 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.
- Local organizing committees are responsible for all music fees payable to user's i.e. Entandem, SOCAN & Re: Sound.

### **Video Replay**

- Authorized SCMB video replay equipment is the only equipment to be used at SCMB competitions in conjunctions with SCMB Competition Scoring System on the SCMB Data System.
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## SECTION B: ATHLETES COACHES OFFICIALS

### B.101 ATHLETES COACHES OFFICIALS; ATHLETE CODE OF CONDUCT

EFFECTIVE DATE: APRIL 28, 2018

APPROVED DATE: APRIL 28, 2018

REVISED DATE: MAY 9, 2020 – SCMB AGM

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The following Code of Conduct shall be signed by:

- All Team Athletes
- 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.
- Skaters representing Skate Canada Manitoba shall:
  - Conduct themselves in a reasonable and acceptable manner. Unacceptable behavior includes, but is not limited to:
    - Unsportsmanlike conduct
    - Breaking training or curfew regulations as may be established from time to time
    - Willful damage to property (any such damage will be assessed to the skaters concerned)
    - Committing any act which is considered an offense under any municipal, provincial or federal law
    - Any action or conduct, which could damage the reputation of the Provincial team, Skate Canada Manitoba or Skate Canada
  - Not possess nor use alcohol, cannabis, smoking devices such as ecigarettes or vaping, 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. Underage members shall not possess or use alcohol or tobacco at any time.
  - 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"

- 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.
  - Infractions in this code of conduct may result in all or any of the following penalties:
    - Removal of funding
    - Return to residence at own expense
    - Temporary suspension from the Manitoba Team
    - Permanent suspension from the Manitoba Team
  - 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.
  - The Policy will be enforced by the Team Managers or duly appointed person in charge of the skaters.
  - 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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### **B.103 ATHLETES COACHES OFFICIALS; ELIGIBILITY FOR ATHLETE ASSISTANCE**

**EFFECTIVE DATE: APRIL 2014**

**APPROVED DATE: APRIL 2014**

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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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### **B.104 ATHLETES COACHES OFFICIALS; NORTHERN MANITOBA TRAVEL ALLOWANCE**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

**REVISED DATE: DECEMBER 18, 2022 – EXECUTIVE COMMITTEE, FEBRUARY 7, 2023 – BOARD OF DIRECTORS, SEPTEMBER 20, 2023 BOARD OF DIRECTORS**

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The Northern Manitoba Travel Assistance Grant of \$1500.00 annually is to be divided equally to skaters traveling to a Skate Manitoba Section Event, coaches who are travelling to an NCCP clinic or officials who are travelling for officials training, to a maximum of \$150.00 per trip. Skater, coach or official must reside above the 53rd parallel in Manitoba and must be travelling below the 53rd parallel to be eligible.

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### **B.105 ATHLETES COACHES OFFICIALS; HONOR SOCIETY**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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

Maximum of four inductees per year.

Eligibility:

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

Nominations by deadline as determined by the Chair within the month of February to the Chairman c/o Section Office

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

Award

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

Presentation

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

Committee Structure

Honor Society Committee Structure consists of:

- Past Chair
- Honored Member
- Honored Member

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**B.106 ATHLETES COACHES OFFICIALS; CANADIAN CHAMPIONS**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

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Skate Manitoba shall recognize all Canadian Championships Medal winners.

Eligibility

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

#### Award

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

Canadian Championships		
<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

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

Synchronized Skating Nationals		
<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	

#### Presentation

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



## **B.107 ATHLETES COACHES OFFICIALS; IAN CARMICHAEL MEMORIAL AWARD**

**EFFECTIVE DATE: APRIL 2015**

**APPROVED DATE: APRIL 2015**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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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.

### Eligibility

The recipient should be:

- 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)
- 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:
  - Judge – STAR 1-4 Official, Juvenile and / or Novice Synchronized Skating
  - Data Specialist – Data Specialist level 1
  - Coach – Regional Coach Trained
  - Technical Specialist or Technical Controller – Minimum Section Level
- Currently pursuing a post-secondary education (at least three full courses)
- An individual who has contributed significantly to the sport of figure skating in Manitoba for at least two years.

Nominations by deadline as determined by the Chair in the month of February to the Chairman c/o Section Office

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

### Award

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

### Presentation

- At Skate Manitoba Annual General Meeting if possible, or otherwise as arranged by Skate Manitoba Chair.
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## **B.108 ATHLETES COACHES OFFICIALS; THE CANADIANS LEGACY AWARD**

**EFFECTIVE DATE:**

**APPROVED DATE:**

**REVISED DATE: SEPTEMBER 20, 2023 – BOARD OF DIRECTORS**

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Skate 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 Manitoba will provide a grant to Manitoba skaters who receive International assignments from Skate Canada. The grant will be in the amount of \$500 per International assignment for singles, and \$1000 per international assignment for Dance and Pairs. Included with this grant will be a \$500, per person or team, bonus for any podium placement.

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

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## **B.109 ATHLETES COACHES OFFICIALS; COMPETITION ASSISTANCE TO MANITOBA REPRESENTATIVES**

**EFFECTIVE DATE: APRIL 28, 2018**

**APPROVED DATE: APRIL 28, 2018**

**REVISED DATE: DECEMBER 13, 2024**

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- Skate Manitoba shall provide 50% of return airfare, as determined by Section Office, up to a maximum amount of \$400.00 for skaters representing Manitoba at:
  - Skate Canada Canadian Championships
  - Novice Championships
- Skate Manitoba shall provide a percentage of the competition assistance budget, as determined by the Executive Committee, for Synchronized Skating teams representing Manitoba at:
  - Skate Canada Canadian Championships
  - Novice Cup
- Skate Manitoba shall provide \$250 per skater, \$500 per dance or pairs team, who qualify to attend Canadian Championships (Novice, Junior or Senior) and represent Manitoba.

- Skate Manitoba shall provide \$500 per skater (singles, pairs or dance), who qualified, attended, and represented Manitoba at the Canadian National Championships in Junior or Senior.
  - Skate Manitoba shall provide \$150 per skater, \$300 per dance or pairs team, who have met the CMS and attend Skate Canada Challenge (Pre-Novice, Novice, Junior or Senior). Skate Manitoba will provide a \$50 bonus, per skater or team, for final overall placement in the Top 1/3 at Challenge (excluding placement in medal positions). Skaters or teams who achieve a podium placement at Challenge will receive a bonus as follows:
    - \$250 bonus for Gold per team or skater
    - \$200 bonus for Silver per team or skater
    - \$150 bonus for Bronze per team or skater
  - Skate Manitoba shall be responsible for Section Chairman expenses not covered by Skate Canada at the Skate Canada Canadian Championships.
  - Whenever any of the competitions designated in B.109 are held within the boundaries of the Manitoba Section, competition assistance will be at the discretion of the Executive Committee.
  - 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 Manitoba Board of Directors.
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## **B.110 ATHLETES COACHES OFFICIALS; FUNDING AND ACCREDITATION FOR COACHES**

**EFFECTIVE DATE: APRIL 27, 2019**

**APPROVED DATE: APRIL 27, 2019**

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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.

<u>Category</u>	<u>NCCP Certification</u>
STAR 1 – GOLD	Regional Coach
Pre-Juvenile/Juvenile	Regional Coach
Pre-Novice	Provincial Coach
Novice-Senior	National Coach
Intermediate/Open	National Coach

### Conditions for Receiving Accreditation

- In order to receive accreditation from the Association at any Skate Canada Manitoba competition, Skate Canada Professional coaches must:
    - Be members of Skate Canada in Good Standing
    - 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.
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## **B.111 ATHLETES COACHES OFFICIALS; TRAVEL ASSISTANCE – COACH TRAINING GRANT**

**EFFECTIVE DATE: APRIL 28, 2018**

**APPROVED DATE: APRIL 28, 2018**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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### 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:
  - 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
  - The coach must apply for the grant in writing within sixty (60) days of the start of the professional development opportunity
  - Within thirty (30) days of the end of the course, the coach must provide proof of completion to Skate Canada Manitoba
  - Must be a member In Good Standing with Skate Canada

### 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.
    - The coach must apply for the grant in writing, within thirty (30) days of the cancellation of the course in Manitoba
    - The coach must provide proof of registration in the out of Province course
    - A grant may be provided to qualified applicants to a maximum of one hundred and fifty (\$150.00) dollars
    - Must be a member In Good Standing with Skate Canada
-

## **B.112 ATHLETES COACHES OFFICIALS; COACHING HIGH PERFORMANCE GRANT**

**EFFECTIVE DATE: APRIL 28, 2018**

**APPROVED DATE: APRIL 28, 2018**

**REVISED DATE: DECEMBER 18, 2022 – EXECUTIVE COMMITTEE, FEBRUARY 7, 2023 – BOARD OF DIRECTORS**

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Skate Canada Manitoba will provide a grant(s) up to \$500 each to a registered Skate Canada coach(s) in good standing to either further their knowledge or assist with travel related expenses to attend a National Championship with their athlete. The coach(es) 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
  - Must submit receipts for travel related expenses for the National event
  - A coach can only receive this grant once in the Skating year
- 

## **B.113 ATHLETES COACHES OFFICIALS; OUT OF PROVINCE ASSIGNMENT POLICY**

**EFFECTIVE DATE:**

**APPROVED DATE:**

**REVISED DATE: MAY 9, 2020 – SCMB AGM**

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### References

[Code of Ethics](#)

[Duties of Officials](#)

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

### *Assessment Days*

- All requests for evaluators at assessment 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 assessment 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 assessment 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 choose 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.

## **B.114 ATHLETES COACHES OFFICIALS; CLUB PROGRAMMING ENHANCEMENT SUPPORT**

**EFFECTIVE DATE: APRIL 28, 2018**

**APPROVED DATE: APRIL 28, 2018**

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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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## **B.115 ATHLETES COACHES OFFICIALS; OFFICIALS REGISTRANT FEE REIMBURSEMENT**

**EFFECTIVE DATE: SEPTEMBER 1, 2024**

**APPROVED DATE: DECEMBER 18, 2023**

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Skate Manitoba seeks to reduce barriers for volunteer officials\* by utilizing sanction fees collected from non-section competitions to reimburse officials for their Skate Canada annual membership\*\*. Funds will be distributed in April of each season to eligible officials who meet the required criteria below. In the event that the demand for reimbursement is more than the sanction fees collected in a given season, funds will be distributed equally to those who have qualified for reimbursement.

Criteria for reimbursement for officials who have officiated at least one (1) season:

1. Must be active and meet all in good standing requirements as set out by Skate Canada in the given season.
2. Must officiate at a minimum of two (2) Section competitions\*\*\*, assessment days and/or section run monitoring/simulation events
3. Must participate in at least one (1) professional development opportunity between April 1<sup>st</sup> and March 31<sup>st</sup> of the given year\*\*\*\*
4. Must have paid for the Skate Canada Registrant (membership) Fee (ie. Skating Club or School did not pay) and provide receipt of payment.
5. Must be a member of a Skate Canada Manitoba Club or Skating School
6. Must be a current resident of Manitoba

Criteria for reimbursement for officials who are in their first season of officiating:

1. Must meet all in good standing requirements as set out by Skate Canada in the given season.
2. Must officiate at a minimum of one (1) Section competitions\*\*, assessment days and/or section run monitoring/simulation events
3. Must participate in at least one (1) professional development opportunity between April 1<sup>st</sup> and March 31<sup>st</sup> of the given year\*\*\*
4. Must have paid for the Skate Canada Registrant (membership) Fee (ie. Skating Club or School did not pay) and provide receipt of payment.
5. Must be a member of a Skate Canada Manitoba Club or Skating School
6. Must be a current resident of Manitoba

Officials must apply before March 31<sup>st</sup> to be considered for reimbursement and provide proof of having met criteria. Any applications received after March 31<sup>st</sup> will not be reimbursed.

\*A volunteer official is:

- Data Specialist
- Referee
- Technical Representative (Tech Rep)

- Judge (STAR 1-4 Event Assessor or higher)
- Technical Specialist or Controller (including Base Level)
- Audio Technician
- Data Input Operator (DIO) or Video Replay Operator (VRO)
- Assessors (does not include coach assessors)

**\*\*Skate Canada Registrant (membership) Fee reimbursement is as follows:**

- Annual fee for a Skate Canada registrant as paid for the September 1<sup>st</sup> to August 31<sup>st</sup> membership season. Fee is set out by Skate Canada annually.
- For Skate Canada Coaches who qualify as a volunteer official and meet the requirements set out in this document to be reimbursed, Skate Manitoba will reimburse the equivalent of the current Skate Canada registrant fee (not the Skate Canada coach fee).

**\*\*\*Eligible competitions include:**

- Sectionals in Manitoba
- Gordon Linney Open
- Winter Blast
- Prairie Regionals in Manitoba
- Provincial Championships
- Virtual competitions run by Skate Manitoba
- Skate Manitoba Sanctioned FunSkate

**\*\*\* Professional Development Opportunities include:**

- Skate Manitoba AGM
- Ice Summit
- Skate Canada eLearning Module
- Member of a Skate Manitoba Committee or Officials Representative on the Board of Directors
- Officials development clinic (STAR 1-4 Event Assessor, Base Level Technical, etc...)
- Officials Technical Update (offered by Skate Canada or Skate Manitoba)
- Section education opportunity
- Facilitated officials clinic (ie Learning Facilitator)

## **B.116 ATHLETES COACHES OFFICIALS; CHALLENGE QUALIFYING POLICY**

**EFFECTIVE DATE: APRIL 23, 2024**

**APPROVED DATE: APRIL 23, 2024**

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**“Organization” refers to: Skate Manitoba**

**SPORT: Figure Skating**

**POLICY: Challenge Qualifying**

### **SECTION 1 – PURPOSE**

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The purpose of this document is to set out the process that will be used by the Organization to select athletes to represent the Organization at the Skate Canada Challenge Competitions.

### **SECTION 2 – OBJECTIVE**

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The objective of this selection policy is to select athletes that will represent Manitoba at the Skate Canada Challenge Competition.

### **SECTION 3 – ELIGIBILITY**

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To be eligible for selection, the team’s athletes must be:

- Meet [Skate Canada’s Eligibility to Participate](#)
- Meet [Skate Canada’s Age Requirements for Qualifying Competition Categories](#)
- Meet [Skate Canada’s Assessment Requirements for Qualifying Competition Categories](#)
- Meet all other rules and regulations as set out by [Skate Canada in Rules of Sport - Competitions](#)
- Canadian Citizens, or eligible for Canadian Citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
- Members in good standing with the Organization
- Agree to adhere to the Organization’s policies.

## SECTION 4 – SELECTION PROCESS

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Please see [Skate Canada's Competition – Procedure for Filling Challenge Entries](#) for current CMS and Qualification to Challenge.

Athletes and Teams will compete in various competitions of their choosing between July 1<sup>st</sup> preceding the Sectional championship and the Sectional Championship itself in efforts to attain the Challenge Minimum Score (CMS). These competitions must be Skate Canada, Skate Manitoba and/ or other Skate Canada sanctioned competitions with Officials that are qualified for the discipline/level.

Each Province is allocated a predetermined number of spots for advancement to the Challenge Competition in each discipline and category if the CMS is achieved. Skate Manitoba will select the top placing skaters (number determined by quota for that level) from the Sectional Championships who have achieved the CMS.

If the CMS has not been achieved by any skater competing in the level at the Sectional Championships, we are then eligible to send one skater to Challenge. Skate Manitoba will select the highest placing skater of the level at the Sectional Championships who has obtained the highest Technical Element Score (TES) score closest to the CMS, but not lower than the **internal** percentage of the CMS score as set out by Skate Manitoba in this document. Senior competitors **MUST** meet the CMS score to be selected to advance.

### **Skate Manitoba Internal Requirements to go on to Challenge:**

If the CMS is not achieved a skater **MUST** have a TES (achieved at the Sectional Championships) as follows in order to be selected:

- Highest achieved TES, but not lower than 25% of CMS in Pre-Novice at Sectional Championships
- Highest achieved TES, but not lower than 20% of CMS in Novice at Sectional Championships
- Highest achieved TES, but not lower than 15% of CMS in Junior at Sectional Championships
- CMS must be achieved for Senior

*Please see Appendix A for examples of selection. TES Scores achieved outside of the Sectional Championships will not be considered for the internal requirement, only scores which achieve the actual CMS.*

## *Unforeseen Circumstances*

If unforeseen circumstances arise which do not allow for this selection process to be implemented as outlined in this document, the Organization reserves the right to identify an alternate process or alternate timelines. Should this occur, all candidates for selection will be notified of these changes in a timely manner.

## **SECTION 5 – AUTHORITY FOR SELECTION**

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The Organization shall appoint the Technical Director to be responsible for managing the selection of qualified Athletes to the Challenge Competition.

The Technical Director must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Selection Committee.

## **SECTION 6 – DISMISSAL FROM A TEAM**

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An athlete may be dismissed from a team if the athlete:

- Fails to remain a member in good standing with the Organization.
- Fails to train towards, or meet the physical standards expected by, the LTD
- Exhibits conduct that is detrimental to the image of the Organization
- Is unable to perform due to injury, illness or other medical reasons as determined by the Organization's medical staff

## **SECTION 7 – APPEALS**

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Appeals of selection decisions will be heard and decided in accordance with the Organization's *Appeal Policy*.

## **SECTION 8 – INJURED and REPLACEMENT ATHLETES**

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The Technical Director may apply to the Organization's Board to remove any Athlete or Team from any stage of the athlete selection process. Reasons for removal can include: becoming no longer eligible for participation (under Section 3), injury, illness, or misconduct. Reasons for removal will be communicated by written letter to the Skater(s) from the Organization.

## **APPENDIX A – EXAMPLES OF SELECTION**

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### **Example 1:**

There are 6 Pre-Novice competitors who compete at the Sectional Championships. Between July 1<sup>st</sup> and the Pre-Novice Novice Sectional Championships 4 skaters obtain the CMS score at an eligible competition. At the Sectional Championships the following occurs:

SKATER 1: Champion, earned CMS between July 1<sup>st</sup> and Sectionals

SKATER 2: Earned CMS between July 1<sup>st</sup> and Sectionals

SKATER 3: Has not met CMS

SKATER 4: Has not met CMS

SKATER 5: Earned CMS between July 1<sup>st</sup> and Sectionals

SKATER 6: Earned CMS between July 1<sup>st</sup> and Sectionals

Manitoba has a quota of 3 for Pre-Novice. Skater 1, Skater 2 and Skater 5 would be selected to attend Challenge based on having earned the CMS, followed by placement at the Sectional Championships.

### **Example 2:**

There are 3 skaters competing in Novice, one has achieved CMS between July 1<sup>st</sup> and Sectional championships.

Skater 1: Champion, has not achieved CMS, is within 20% of score

Skater 2: Earned CMS between July 1<sup>st</sup> and Sectionals

Skater 3: Has not achieved CMS

When the CMS has been achieved by at least 1 skater in an event, only skaters having achieved CMS are eligible to fill quota spaces. In this example, Skater 2 will be selected to attend Challenge.

**Example 3:**

There are 3 skaters competing in Junior, no one achieves the CMS.

SKATER 1: Champion, TES is NOT within 15% of CMS

SKATER 2: Has not met CMS, TES is 14% of CMS

SKATER 3: Has not met CMS, TES is 13% of CMS

Skater 3, having achieved the highest TES at the Sectional Championships, that is within the required 15% of the CMS score will be selected to attend Challenge.

**Example 4:**

There are 3 skaters competing in Junior, no one achieves the CMS, no one is within 15% of CMS.

SKATER 1: Champion, TES is NOT within 15% of CMS

SKATER 2: Has not met CMS, TES is NOT within 15% of CMS

SKATER 3: Has not met CMS, TES is NOTE within 15% of CMS

As no skater has achieved a TES that was within 15% of the CMS at the Sectional Championships, Manitoba will not select a skater to attend Challenge.

## **B.117 ATHLETES COACHES OFFICIALS; TEAM MANITOBA SELECTION POLICY**

**EFFECTIVE DATE: APRIL 23, 2024**

**APPROVED DATE: APRIL 23, 2024**

**REVISED DATE: JANUARY 13, 2025**

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**“Organization” refers to: Skate Manitoba**

**SPORT:** Figure Skating

**POLICY:** Team Selection Policy

**\*\*** For the purposes of this document, references to the Team MANITOBA criteria will refer to the current season’s Discipline and Level Criteria document

### **SECTION 1 – PURPOSE**

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The purpose of this document is to set out the process that will be used by the Organization to select athletes to the Organization’s Team Manitoba provincial team in the 2025-2026 Season

### **SECTION 2 – OBJECTIVE**

---

The objective of this selection policy is to select athletes that will represent Skate Manitoba in the 2025-2026 Skating season on the Team MANITOBA

### **SECTION 3 – ELIGIBILITY**

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To be eligible for selection, the team’s athletes must:



- Meet the ages of eligibility as set out by Skate Canada for the level and discipline in which they are applying for a Team spot.
- Meet the % of the Qualifying Minimum Score (QMS)- technical points outlined for each level and discipline.
- Canadian Citizens, or eligible for Canadian Citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
- Members in good standing with the Organization
- Agree to adhere to the Organization's policies.
- Age restrictions will be as per the Skate Canada requirements for ages in each level within each discipline or as outlined in the specific team assignment criteria.

Once selected, the team's athletes will be expected to be training towards, and meet the physical standards expected as outlined by the Long-Term Development.

## SECTION 4 – SELECTION PROCESS

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Athletes and Teams will participate in various competitions of their choosing in the selection period. Eligible competitions will be sanctioned by either 1) Skate Canada 2) Skate Manitoba, or 3) another Skate Canada Section and will have a qualified panel of Officials. Skaters will do so to produce the minimum score required as outlined in the Team selection criteria document for the level in which they are applying. Athletes may be exempted from meeting the minimum score requirement due to sickness, injury, or other circumstances and upon review of their previous skating season's score. These Athletes shall still be eligible for selection to Team MANITOBA provided they have a signed letter from a medical professional and approval from the organization.

### *Tryouts*

Skaters will have a pre-determined time frame in which they may compete to achieve the minimum score or percentage of the minimum score to make the Team in the level/discipline of which they apply for.

Any Skate Canada, Skate Manitoba or other Skate Canada sanctioned competitions with officials that are qualified for the discipline/level in which the Skater is applying for will be eligible.

### *Timelines*

To earn the score or the set percentage of the score, skaters can use eligible competitions between July 1<sup>st</sup> of the preceding year to the Sectional Championships of the current year.

### *Unforeseen Circumstances*

If unforeseen circumstances arise which do not allow for this selection process to be implemented as outlined in this document, the Organization reserves the right to identify an alternate process or alternate timelines. Should this occur, all candidates for selection will be notified of these changes in a timely manner.

## **SECTION 5 – AUTHORITY FOR SELECTION**

---

The Organization appoints the Technical Director to be responsible for the managing the selection of Skaters to Team MANITOBA. The Technical Director will be responsible for monitoring the application process and liaising with the selected Skaters.

The Technical Director must be free from actual and perceived conflict of interest and, where conflict of interest may exist, they must identify the conflict and the Executive Director in conjunction with the Board Executives will appoint a new person or committee to oversee the selection. Parents of athletes are not permitted to be members of the Selection Committee.

## **SECTION 6 – DISMISSAL FROM A TEAM**

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An athlete may be dismissed from a team if the athlete:

- Fails to remain a member in good standing with the Organization.
- Fails to meet performance expectations.
- Fails to train towards, or meet the physical standards expected by, the LTD
- Exhibits conduct that is detrimental to the image of the Organization.
- Is unable to perform due to injury, illness or other medical reasons as determined by a medical professional.

When necessary and appropriate, a Skater may be replaced by an alternate (provided the alternate is still eligible) from among the alternate Skaters designated by the Technical Director. Replacement Skaters are selected at the discretion of the Technical Director.

## **SECTION 7 – APPEALS**

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Appeals of selection decisions will be heard and decided in accordance with the Organization's *Appeal Policy*.

## **SECTION 8 – INJURED and REPLACEMENT ATHLETES**

---

The Technical Director may apply to the Organization's Board to remove any Skater from any stage of the athlete selection process. Reasons for removal can include becoming no longer eligible for participation (under Section 2), injury, illness, or misconduct. Reasons for removal will be communicated by written letter to the Skater from the organization.

## **APPENDIX A – Team MANITOBA Criteria**

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[Please click here for document for Team MANITOBA Criteria](#)

## **B.118 ATHLETES COACHES OFFICIALS; TEAM TOBA DEVELOPMENT SELECTION POLICY**

**EFFECTIVE DATE: APRIL 23, 2024**

**APPROVED DATE: APRIL 23, 2024**

**REVISED DATE: JANUARY 13, 2025**

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**“Organization” refers to: Skate Manitoba**

**SPORT:** Figure Skating

**POLICY:** Team Selection Policy

**\*\*** For the purpose of this document, references to the Team TOBA criteria will refer to the current season’s Discipline and Criteria document

### **SECTION 1 – PURPOSE**

---

The purpose of this document is to set out the process that will be used by the Organization to select athletes to the Organization’s Team TOBA provincial team in the 2025-2026 Skating Season.

### **SECTION 2 – OBJECTIVE**

---

The objective of this selection policy is to select athletes that will represent Skate Manitoba in the 2025-2026 Skating Season on Team TOBA.

### **SECTION 3 – ELIGIBILITY**

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To be eligible for selection, the team’s athletes must be:

- Must be 13 years of age or under as of July 1<sup>st</sup>, 2025, with the appropriate assessments for the level for all disciplines.
- Must be competing in an eligible category as outlined on the criteria document

- Canadian Citizens, or eligible for Canadian Citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
- Members in good standing with the Organization
- Agree to adhere to the Organization's policies

Once selected, the team's athletes will be expected to be training towards, and meet the physical standards as outlined by, the LTD – Long Term Development.

#### **SECTION 4 – SELECTION PROCESS**

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All Athletes who are 13 years of age or under as of July 1<sup>st</sup>, 2025, who submit a Yearly Training Plan (YTP) and are skating in STAR 5-Gold, Pre-Juvenile, Juvenile or Pre-Novice level will be eligible.

##### *Unforeseen Circumstances*

If unforeseen circumstances arise which do not allow for this selection process to be implemented as outlined in this document, the Organization reserves the right to identify an alternate process or alternate timelines. Should this occur, all candidates for selection will be notified of these changes in a timely manner.

#### **SECTION 5 – AUTHORITY FOR SELECTION**

---

The Organization shall appoint the Technical Director to be responsible for managing the selection of Skaters to Team TOBA. The Technical Director will be responsible for monitoring the application process and liaising with the selected Skaters.

The Technical Director must be free from actual and perceived conflict of interest and, where conflict of interest may exist, they must identify the conflict and the Executive Director in conjunction with the Board Executive will appoint a new person or committee to oversee the selection. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Selection Committee.

## **SECTION 6 – DISMISSAL FROM A TEAM**

---

An athlete may be dismissed from a team if the athlete:

- Fails to remain a member in good standing with the Organization.
- Fails to meet performance expectations.
- Fails to train towards, or meet the physical standards expected by, the LTD
- Exhibits conduct that is detrimental to the image of the Organization.
- Is unable to perform due to injury, illness or other medical reasons as determined by a medical professional.

When necessary and appropriate, a Skater may be replaced by an alternate (provided the alternate is still eligible) from among the alternate Skaters designated by the Selection Committee. Replacement Skaters are selected at the discretion of the Technical Director.

## **SECTION 7 – APPEALS**

---

Appeals of selection decisions will be heard and decided in accordance with the Organization's *Appeal Policy*.

## **SECTION 8 – INJURED and REPLACEMENT ATHLETES**

---

The Technical Director may apply to the Organization’s Board to remove any Skater from any stage of the athlete selection process. Reasons for removal can include becoming no longer eligible for participation (under Section 3), injury, illness, or misconduct. Reasons for removal will be communicated by written letter to the Skater from the Organization.

The Selection Committee shall designate alternate Skaters in each category. Alternate Skaters may be selected if one or more of the originally selected Skaters are dismissed prior to the end of the 2024-2025 season.

## **APPENDIX A – Team TOBA Criteria**

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[Please Click here to review Team TOBA criteria.](#)

## B.119 ATHLETES COACHES OFFICIALS; TECHNICAL ACHIEVEMENT REWARD

EFFECTIVE DATE: APRIL 22, 2025

APPROVED DATE: APRIL 22, 2025

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The Technical Achievement Reward is set up to reward skaters for successfully completing difficult jumps in competition.

To receive the Technical Achievement Reward, the following requirements must be satisfied:

- 1.) The jump must be identified by a Technical Panel at a competition.
- 2.) The jump must be landed on one foot.
- 3.) The jump must be fully rotated. If << downgrade, < under-rotated, q quarter under or a reduction of -4 by majority of the judging panel then the jump will not be eligible for the reward.

The Skater's report card verifying the successful jump, must be submitted to the Technical Director [skate.td@sportmanitoba.ca](mailto:skate.td@sportmanitoba.ca)

A running report will be kept, and a total earned will be calculated by March 31 each season. The Technical Achievement Reward will be handed out at the Skate Manitoba Awards Celebration.

The money will be awarded based on age of the skater. Skater age will be calculated as of July 1<sup>st</sup> of the current Skate Canada season.

The skater will only receive credit once for each successful jump.

Category	2A	3S	3T	3Lo	3F	3Lz
11 and Under	\$300.	\$400.	\$400.	\$450.	\$500.	\$500.
12 and Under	\$225.	\$300.	\$300.	\$350.	\$400.	\$400.
14 and Under	\$150.	\$225.	\$225.	\$275.	\$325.	\$325.
15 and Under	\$75.	\$150.	\$150.	\$200.	\$250.	\$250.
16 and under	\$25.	\$75.	\$75.	\$150.	\$200.	\$200.
18 and under	N/A	\$50.	\$50.	\$100.	\$150.	\$150.