MB

STANDING RULES

Revised April 1, 2026



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.*

Standing Rules Index

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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; BOARD OF DIRECTORS MANDATORY REQUIREMENTS
EFFECTIVE DATE:

APPROVED DATE:

REVISED DATE: MAY 9, 2020 – SCMB AGM, JULY 22, 2026 EXECUTIVE

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.

A.102 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, JUNE 15, 2026

"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:

_____

_____

_____

_____

_____

_____

_____	_____	_____
Name	**Signature**	**Date**

A.103 GOVERNANCE; WHISTLEBLOWER POLICY
EFFECTIVE DATE: SEPTEMBER 24, 2024

APPROVED DATE: SEPTEMBER 24, 2024

REVISED: MARCH 24, 2026

"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. 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

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

[Kristjana Kosheluk bkkosheluk@yahoo.ca]

12. 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

13. 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]

14. 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.

15. 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

16. 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.

17. 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

18. 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

19. 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.

20. The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.

21. 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

22. 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.

23. 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.

A.104 GOVERNANCE; IN CAMERA MEETINGS

EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

REVISED DATE: MAY 9, 2020 – SCMB AGM

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.

A.105 GOVERNANCE; VOTING POLICY
EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

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

A.106 GOVERNANCE; REPRESENTATION ON COMMITTEES
EFFECTIVE DATE:

APPROVED DATE:

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

A.107 GOVERNANCE; POLICY AMENDMENTS
EFFECTIVE DATE:

APPROVED DATE:

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

A.108 GOVERNANCE; SKATE CANADA DELEGATE
EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

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

A.109 GOVERNANCE; COMMITTEE COMPOSITION
EFFECTIVE DATE:

APPROVED DATE:

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

A.110 GOVERNANCE; COMMITTEE MINUTES
EFFECTIVE DATE:

APPROVED DATE:

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

A.111 GOVERNANCE; BUDGETS
EFFECTIVE DATE:

APPROVED DATE:

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

A.112 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, OCTOBER 16, 2025 – BOARD OF DIRECTORS

"Organization" refers to: Skate Manitoba

Definitions

1. The following terms have these meanings in this Policy:
   a. "*Representative*" – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

2. The Organization will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.

3. The purpose of this Policy is to guide the financial management practices of the Organization.

Budget and Reports

4. The Organization's Board will develop and approve an annual budget which will contain the Organization's total anticipated expenditures and revenues.

5. The Finance Chair (or designate) will, at each meeting of the Board or at minimum quarterly, present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) and a balance sheet to the Board for approval.

6. The Finance Chair (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.

7. The financial statements of the Organization will be audited by an auditor appointed by the Board, if required by the *Manitoba Corporations Act.*

8. The Organization will file a T2 Corporation Income Tax Return each fiscal year.

Fiscal Year

9. The Organization's fiscal year will be as described in the By-laws.

Banking - Revenue

10. Registration fees shall be reviewed annually by the Finance Chair who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.

11. All money received by the Organization will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Organization's Board.

12. All money received by the Organization will be deposited, in the name of the Organization, with a reputable financial institution.

Bank Reconciliation

13. 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

14. 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

15. All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by at least two of the following:
    a. Chairperson
    b. Finance Chair
    c. Past Chair
    d. A member of the Board of Directors as appointed by the Board as a signing authority

e. Executive Director appointed by the Board as a signing authority

16. All cheques and etransfers over $10,000 require signatures from any two (2) of the following:
    a. Chairperson
    b. Finance Chair
    c. Executive Director

17. All cheques and etransfers payable to any signing authority will not be signed by that signing authority.

18. The Organization shall have no more than 6 signing officers at one time.

Electronic Banking

19. Internet banking has become a very common banking practice that provides several distinct advantages, the Association will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with the Associations 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 out of transaction receipts must be maintained.

Expenses

20. Requests for purchases require the following:
    a. All purchases must be approved by the Finance Chair (or designate)
    b. Purchases over $5,000 also require the approval of the Organization's Executive Committee

21. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the Organization's Finance Chair (or designate).

22. 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.
23. Any expenditure not approved within the annual budget will be approved by the Executive prior to any such expenditure.

Accounts

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

25. 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

26. With the approval of the Executive Committee, the Organization may acquire credit cards for the use of the Section Chair and 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 the Organization. The Executive will determine who receives credit cards and what the credit card limits will be.

27. Credit card holders will be responsible for all charges made on credit cards issued in their name.

28. Credit cards must only be used for authorized payments that include:
    a. Payment of actual and reasonable expenses incurred on authorized Organization 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 the Organization
    b. Purchase of goods or budgeted items

29. For the purposes of this Policy, expenses included in an annual Organization 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 an Organization credit card.

30. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.

31. 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 Organization business.

32. Under no circumstances are cash advances to be drawn on Organization credit cards.

33. In addition, the following individuals have credit card responsibilities:
    a. Cardholders must:
        i. not allow another person to use the card
        ii. protect the pin number of the card
        iii. only purchase within the credit limit of the card
        iv. notify the credit card company if the card is lost or stolen
        v. keep the card with them at all times, or in a secure location
        vi. forward to the Organization's Executive Director, on a monthly basis, all receipts for expenses charged to the card in the previous month
        vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
    b. The Organization's Executive Director must:
        i. ensure that each credit card issued to an individual is paid in full on a monthly basis
        ii. review and reconcile each credit card statement on a monthly basis
        iii. bring to the attention of the Executive Committee any credit card expense which does not appear to be authorized under this policy
        iv. recover from the cardholder any funds owing for unauthorized expenses

Expense Claims

34. Representatives may submit expense claims to the Finance Chair (or designate) for personal expenses incurred in performing their duties for the Organization. Generally, only expenses pre-approved by the Organization's Finance Chair (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:
    a. The exact amount each separate expense
    b. The date on which the expense occurred
    c. The place and location of the expense
    d. The purpose of the expense
    e. A receipt for the expense

35. Organization Representatives may submit expense claims to the Organization's Finance Chair (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Organization Finance Chair (or designate).

36. 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 for approval of the advance.

37. Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	$0.64 per kilometre	
Travel – Air	Economy	Prior approval required
Travel – Car Rental		Prior approval required
Breakfast within Province	$15.00	Receipts not required
Lunch within Province	$25.00	Receipts not required
Dinner within Province	$40.00	Receipts not required
Full Day within Province	$80.00	Receipts not required
Out of Province Per Diem	$25.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified
Accommodation	Single occupancy	Board of Directors and Staff
Paid Accommodation with Friends or Family	Lowest room rate only	Only 50% of room costs claimable with receipt
Incidental expenses	Actual cost	Receipt required

38. The Organization 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

39. Air travel (including seat selection and luggage fees) is to be booked through the Organization 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 vehicles appropriate for the weather and load, and must be 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.

40. Accommodation will be reimbursed based on single occupancy for the Organization's Board of Directors and staff. All other accommodation will be reimbursed based on double occupancy, unless pre-approved by the executive director. 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.

41. The Organization will not provide reimbursement for parking violation fines, speeding tickets or fines for any other violations.

42. A Representative attending an event will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate. An advance approval is required due to dietary meal requirements.

Entertainment Expense

43. 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

44. Organization Representatives may be reimbursed for long distance telephone calls provided the expenses were the Organization-related. Expense claims for telephone expenses must include the name of the person called, their connection to the Organization, and the purpose of the call. Telephone expenses in excess of $80.00 will not be reimbursed.

45. 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

49. 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 Board may authorize other persons to sign on behalf of the Organization.

50. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of the Organization will be made available for review by the Board if requested.

NSF Charges

51. The Organization will charge a twenty-five dollar ($25.00) charge on NSF Cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case-by-case basis. An individual who has a repeat occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be cash, certified cheque or money order

Replacement Cheques

52. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

53. Cheques that need to be replaced due to loss will be assessed a five dollar ($5.00) administration fee.

54. Lost or missing cheques that have not been claimed by the Organization's year end will not be reissued.

Equity/Operating Reserve

55. The target for the minimum operating reserve fund or minimum equity level is six (6) months of the Association'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.

A.113 GOVERNANCE; RECOGNITION

EFFECTIVE DATE: APRIL 2013

APPROVED DATE: APRIL 2013

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

A.114 GOVERNANCE; CHAMPIONSHIPS REGULATIONS

EFFECTIVE DATE: APRIL 28, 2018

APPROVED DATE: APRIL 28, 2018

REVISED DATE: JANUARY 27, 2025

<u>General Regulations</u>

- 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
    - ~~o~~ 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 as follows:

Computer Input Data Official • Provided to the assigned Data Specialist for pre-event work of competition	$50.00
Lead Technical Representative • Provided to the assigned Lead Technical Representative (Tech Rep) for the event for pre-event/event duties	$125.00 (when there is no Co-Tech Rep assigned) $100.00 (when there is a Co-Tech Rep assigned)
Co-Technical Representative • Provided to the assigned Co-Technical Representative (Co-Tech Rep) for the event for pre-event/event duties	$50.00
Lead Data Specialist • Provided to the assigned lead Data Specialist for pre-event duties that occur off site to prepare for the event	$100.00
Lead Audio Technician • Provided for pre-event duties that occurs off site to prepare the audio file and equipment for the event	$100.00
On Site Pre-Event Set-Up Honorarium	$25.00

• Provided to assigned individuals when participating in setting up of the competition the day before an event is set to being • Applicable to Data Specialist, Audio/Visual and Technical Representative	
Daily Honorarium amounts for assigned officials during sanctioned competitions. Applies to assigned Data Specialists, Technical and Co-Technical Representatives, Audio Technician, Announcer, camera operator, Judges, Technical Panel officials, VRO and DIO, Vmix operators • Does not apply to volunteers supplied by the local organizing committee	$50.00 per day, Full Day Rate $25.00 per day, when events begin after 1:00 pm or end before 1:00 pm

- 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.

A.115 GOVERNANCE; SKATING EVENTS
EFFECTIVE DATE:

APPROVED DATE:

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

A.116 GOVERNANCE; SMOKING POLICY
EFFECTIVE DATE:

APPROVED DATE:

REVISED DATE: MAY 9, 2020 – SCMB AGM

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

A.117 GOVERNANCE; CAMERA POLICY
EFFECTIVE DATE: APRIL 2016

APPROVED DATE: APRIL 2016

REVISED DATE: MAY 9, 2020 – SCMB AGM, OCTOBER 16, 2025

For the safety of our athletes, please note that flash photography is not permitted.

Any electronic devices with audio and/or video recording capabilities are prohibited from being used while in dressing/changing rooms.

Any resale of photography or videos is strictly prohibited. Skate Manitoba may have approved vendors at select competitions.

A.118 GOVERNANCE; PRIVACY POLICY
EFFECTIVE DATE: MARCH 21, 2023

APPROVED DATE: BOARD OF DIRECTORS MARCH 21, 2023, REVIEWED JUNE 15, 2026

"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
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

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A.119 GOVERNANCE; SOCIAL MEDIA USE POLICY
EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

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

"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.120 GOVERNANCE; CONFIDENTIALITY POLICY
EFFECTIVE DATE: MAY 13, 2021

APPROVED DATE: MAY 13, 2021 SCMB AGM

"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*.

A.121 GOVERNANCE; SKATE CANADA MANITOBA EQUIPMENT
EFFECTIVE DATE: MAY 13, 2021

APPROVED DATE: MAY 13, 2021 SCMB AGM

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.

SECTION B: ATHLETES COACHES OFFICIALS

B.101 ATHLETES COACHES OFFICIALS; ELIGIBILITY FOR ATHLETE ASSISTANCE
EFFECTIVE DATE: APRIL 2014

APPROVED DATE: APRIL 2014

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

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

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

B.102 ATHLETES COACHES OFFICIALS; NORTHERN MANITOBA TRAVEL ALLOWANCE
EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

REVISED DATE: DECEMBER 16, 2025

The Northern Manitoba Travel Assistance Grant of $2500.00 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 $250.00 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.

B.103 ATHLETES COACHES OFFICIALS; HONOR SOCIETY
EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

REVISED DATE: MAY 9, 2020 – SCMB AGM, OCTOBER 16, 2025

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

Eligibility**:**

- Athletes, Volunteers or Coaches
- Criteria - (active or inactive) contributed over a period of years to figure skating in Manitoba.

Nomination Submissions

- Nominations due by January 31st of the given year to the Chairperson c/o Section Office.
- Nominations accepted from the following:
    - Skate Manitoba Clubs or Skating Schools
    - From any member of the Skate Manitoba Board of Directors or Committee
    - From any Skate Manitoba coach or official in good standing
- Nominations must include the following information in detail:
    - Name of nominee
    - List of club(s) and/or school(s) they were part of, along with estimated dates
    - List of contributions to the section or athletic achievements
    - List of any known awards, achievements (officiating/NCCP), or other notable contributions to club/school/skating community
    - Any other information that is important
- All nominations to remain active for a three-year period.

Award

- Nominations to be reviewed and inductee(s) selected by the Section Executive Committee
- Maximum of four inductees per year.

Presentation

- At Skate Manitoba Annual Awards Celebration, if possible, or otherwise as arranged by Skate Manitoba Chair.

B.104 ATHLETES COACHES OFFICIALS; CANADIAN CHAMPIONS
EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

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		
Novice Gold - $400.00 Silver - $300.00 Bronze - $200.00	**Junior** Gold - $700.00 Silver - $600.00 Bronze - $500.00	**Senior** Gold - $1000.00 Silver - $900.00 Bronze - $800.00

Skate Canada Challenge
Pre-Novice Gold - $250.00 Silver - $150.00 Bronze - $100.00

Synchronized Skating Nationals		
Novice Gold - $400.00 Silver - $300.00 Bronze - $200.00	**Intermediate** Gold - $500.00 Silver - $400.00 Bronze - $300.00	**Open** Gold - $600.00 Silver - $500.00 Bronze - $400.00

Junior Gold - $700.00 Silver - $600.00 Bronze - $500.00	**Senior** 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.105 ATHLETES COACHES OFFICIALS; IAN CARMICHAEL MEMORIAL AWARD
EFFECTIVE DATE: APRIL 2015

APPROVED DATE: APRIL 2015

REVISED DATE: MAY 9, 2020 – SCMB AGM

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.

B.106 ATHLETES COACHES OFFICIALS; THE CANADIANS LEGACY AWARD
EFFECTIVE DATE:

APPROVED DATE:

REVISED DATE: SEPTEMBER 20, 2023 – BOARD OF DIRECTORS

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.

B.107 ATHLETES COACHES OFFICIALS; COMPETITION ASSISTANCE TO MANITOBA REPRESENTATIVES
EFFECTIVE DATE: APRIL 28, 2018

APPROVED DATE: APRIL 28, 2018

REVISED DATE: DECEMBER 16, 2025

- 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

- 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
    - Skate Canada Cup

- Skate Manitoba shall provide $250 per skater, $500 per dance or pairs team, who qualify to attend Canadian Championships (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 QMS and attend Skate Canada Challenge or Skate Canada Trophy (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 and/or Trophy (excluding placement in medal positions). Skaters or teams who achieve a podium placement at Challenge and/or Trophy 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.

B.108 ATHLETES COACHES OFFICIALS; FUNDING AND ACCREDITATION FOR COACHES
EFFECTIVE DATE: APRIL 27, 2019

APPROVED DATE: APRIL 27, 2019

In order to receive funding and accreditation from the Association, Skate Canada Coaches must meet the following standards as per the NCCP pathways. The qualification in the accreditation matrix must be valid at the time of competition entry and on-site during the event.

Category	NCCP Certification
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.

B.109 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

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.110 ATHLETES COACHES OFFICIALS; COACHING DEVELOPMENT GRANT
EFFECTIVE DATE: APRIL 28, 2018

APPROVED DATE: APRIL 28, 2018

REVISED DATE: DECEMBER 16, 2025

Skate Manitoba will set aside a budget allotment to provide a grant(s) up to $500 each to a registered Skate Canada coach(es) to further their knowledge and assist with travel related expenses to attend professional development opportunities not offered within Manitoba. Money will be divided equally between all coaches applying for a grant and issued after fiscal year end. The coach(es) must meet the following criteria:

o Must be registered and in good standing with Skate Canada
o Must be actively coaching at a club(s) or skating school(s) within Manitoba
o Must have a minimum NCCP status of Provincial Certified
o Must have had an athlete or team competing in a qualifying event at a Skate Manitoba Sectional Championship or Prairie Regionals in the past year
o Must apply for the Grant prior to attending the professional development opportunity
o Must submit receipts for travel related expenses
o A coach can only receive this grant once in the fiscal year

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B.111 ATHLETES COACHES OFFICIALS; OUT OF PROVINCE ASSIGNMENT POLICY
EFFECTIVE DATE:

APPROVED DATE:

REVISED DATE: MAY 9, 2020 – SCMB AGM

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.112 ATHLETES COACHES OFFICIALS; OFFICIALS REGISTRANT FEE REIMBURSEMENT
EFFECTIVE DATE: SEPTEMBER 1, 2024

APPROVED DATE: DECEMBER 18, 2023

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 1st and March 31st 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 1st and March 31st 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 31st to be considered for reimbursement and provide proof of having met criteria. Any applications received after March 31st 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 1st to August 31st 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.113 ATHLETES COACHES OFFICIALS; CHALLENGE QUALIFYING POLICY
EFFECTIVE DATE: APRIL 23, 2024

APPROVED DATE: APRIL 23, 2024

REVISED DATE: MARCH 10, 2026

"Organization" refers to: Skate Manitoba

SPORT: Figure Skating

POLICY: Challenge Qualifying

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 represent the Organization at the Skate Canada Challenge or Trophy Competitions.

SECTION 2 – OBJECTIVE

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

SECTION 3 – ELIGIBILITY

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

Please see Skate Canada's Competition – Additional Requirements for Entries from Skate Canada Sectionals for current QMS and Qualification to Challenge or Trophy.

Athletes and Teams will compete in various competitions of their choosing between July 1st preceding the Sectional championship and the Sectional Championship itself in efforts to attain the Qualifying Minimum Score (QMS). 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 or Trophy Competition in each discipline and category if the QMS 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 QMS.

If the QMS 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 or Trophy. 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 QMS, but not lower than the internal percentage of the QMS score as set out by Skate Manitoba in this document. Senior competitors MUST meet the QMS score to be selected to advance.

Skate Manitoba Internal Requirements to go on to Challenge or Trophy:

If the QMS 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 20% of QMS in Pre-Novice at Sectional Championships
- Highest achieved TES, but not lower than 15% of QMS in Novice at Sectional Championships
- Highest achieved TES, but not lower than 10% of QMS in Junior at Sectional Championships
- QMS 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 QMS.

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 qualified Athletes to the Challenge or Trophy 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

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

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 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

Example 1:

There are 6 Pre-Novice competitors who compete at the Sectional Championships. Between July 1st and the Pre-Novice Novice Sectional Championships 4 skaters obtain the QMS score at an eligible competition. At the Sectional Championships the following final placements occurs:

SKATER 1: Champion, earned QMS between July 1st and Sectionals

SKATER 2: Earned QMS between July 1st and Sectionals

SKATER 3: Has not met QMS

SKATER 4: Has not met QMS

SKATER 5: Earned QMS between July 1st and Sectionals

SKATER 6: Earned QMS between July 1st and Sectionals

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

Example 2:

There are 3 skaters competing in Novice, one has achieved QMS between July 1st and Sectional championships.

Skater 1: Champion, has not achieved QMS, is within 15% of score

Skater 2: Earned QMS between July 1st and Sectionals

Skater 3: Has not achieved QMS

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

Example 3:

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

SKATER 1: Champion, TES is NOT within 10% of QMS

SKATER 2: Has not met QMS, TES is within 10% of QMS

SKATER 3: Has not met QMS, TES is within 8% of QMS

Skater 3, having achieved the highest TES at the Sectional Championships, that is within the required 10% of the QMS score will be selected to attend Challenge.

Example 4:

There are 3 skaters competing in Junior, no one achieves the QMS, no one is within 10% of QMS.

SKATER 1: Champion, TES is NOT within 10% of QMS

SKATER 2: Has not met QMS, TES is NOT within 10% of QMS

SKATER 3: Has not met QMS, TES is NOT within 10% of QMS

As no skater has achieved a TES that was within 10% of the QMS at the Sectional Championships, Manitoba will not select a skater to attend Challenge.

B.114 ATHLETES COACHES OFFICIALS; TEAM MANITOBA SELECTION POLICY
EFFECTIVE DATE: APRIL 23, 2024

APPROVED DATE: APRIL 23, 2024

REVISED DATE: MARCH 10, 2026

"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

_____

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 for 2026-27.

SECTION 2 – OBJECTIVE

_____

The objective of this selection policy is to select athletes that will represent Skate Manitoba in2026-27 on Team MANITOBA

SECTION 3 – ELIGIBILITY

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

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 form 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 disciple/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 1st 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.
Skate Manitoba reserves the right to invite athletes to Team MANITOBA that may not meet Eligibility.

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 Technical Director. 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 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

	Pre Novice	Pre Novice	Novice	Novice	Junior	Junior	Senior	Senior
	Skate Canada QMS	Skate MB Within 20% of QMS	Skate Canada QMS	Skate MB Within 15% of QMS	Skate Canada QMS	Skate MB Within 10% of QMS	Skate Canada QMS	Skate MB Must have QMS
Women	22	17.60	27.5	23.37	35.5	31.95	40	40
Men	19	15.20	26	22.10	35.5	31.95	44.5	44.5
Pairs	15	12.00	19	16.15	28	25.20	36	36
Dance	15	12.00	18	15.30	24	21.60	40	40

Please note that QMS is subject to change. Please see current Skate Canada criteria for the season which is published each July.

B.115 ATHLETES COACHES OFFICIALS; TEAM TOBA DEVELOPMENT SELECTION POLICY

EFFECTIVE DATE: APRIL 23, 2024

APPROVED DATE: APRIL 23, 2024

REVISED DATE: MARCH 10, 2026

"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 2026-2027 Skating Season.

SECTION 2 – OBJECTIVE

The objective of this selection policy is to select athletes that will represent Skate Manitoba in the 2026-2027 Skating Season on Team TOBA.

SECTION 3 – ELIGIBILITY

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

- Must be 13 years of age or under as of July 1st, 2026, 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

All Athletes who are 13 years of age or under as of July 1st, 2026, who submit a Yearly Training Plan (YTP) and are skating in any discipline 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.

Skate Manitoba reserves the right to invite athletes to Team MANITOBA that may not meet Eligibility.

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 2026-2027 season.

B.116 ATHLETES COACHES OFFICIALS; TECHNICAL ACHIEVEMENT REWARD
EFFECTIVE DATE: APRIL 22, 2025

APPROVED DATE: APRIL 22, 2025

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

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 1st 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.