



Skate Canada Manitoba

Section II

STANDING RULES

STANDING RULES

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AWARDS

A.101 HONOR SOCIETY

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

A.101.1

Maximum of four inductees per year.

A.101.2 Eligibility

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

A.101.3 Nominations by February 15 to the Recognition Committee Chair

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

A.101.4 Award

Inductee(s) to be recommended by the Recognition Committee to the Section Executive Committee for approval.

A.101.5 Presentation

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

A.102 CANADIAN CHAMPIONS

Skate Canada Manitoba shall recognize all Canadian Championships Medal winners.

A. 102.1 Eligibility

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

A.102.2 Award

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

BMO Skate Canada Junior Nationals

Juvenile	Gold	\$ 100.00
	Silver	\$ 75.00
	Bronze	\$ 50.00
Pre Novice	Gold	\$ 200.00
	Silver	\$ 150.00
	Bronze	\$ 100.00
Novice	Gold	\$ 400.00
	Silver	\$ 300.00
	Bronze	\$ 200.00

BMO Canadian Championships

Junior	Gold	\$ 700.00
	Silver	\$ 600.00
	Bronze	\$ 500.00
Senior	Gold	\$1000.00
	Silver	\$ 900.00
	Bronze	\$ 800.00

BMO Synchronized Nationals

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

BMO Skate Canada Festival of Synchronized Skating

Juvenile	Gold	\$ 100.00
	Silver	\$ 75.00
	Bronze	\$ 50.00
Novice	Gold	\$ 200.00
	Silver	\$ 150.00
	Bronze	\$ 100.00
Junior	Gold	\$ 400.00
	Silver	\$ 300.00
	Bronze	\$ 200.00
Open	Gold	\$ 500.00
	Silver	\$ 400.00
	Bronze	\$ 300.00
Adult	Gold	\$ 200.00
	Silver	\$ 150.00
	Bronze	\$ 100.00

National STARSkate Championships

Gold Biathlon and Triathlon	Gold	\$ 200.00
	Silver	\$ 150.00
	Bronze	\$ 100.00
Silver Biathlon and Triathlon	Gold	\$ 150.00
	Silver	\$ 100.00
	Bronze	\$ 75.00
Bronze Biathlon and Triathlon	Gold	\$ 100.00
	Silver	\$ 75.00
	Bronze	\$ 50.00

A.102.3 Presentation

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

A.103 IAN CARMICHAEL MEMORIAL AWARD

Skate Canada Manitoba may honor annually an individual who is showing commitment and dedication, both to the sport of figure skating and to further education.

A.103.1 Eligibility

The recipient should be:

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

A103.2 Nominations by February 15 to the Recognition Committee Chair

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

A.103.3 Award

Recommendations from the Recognition Committee to be made to the Section Executive Committee.

The Executive Committee will announce the recipient of the Award.

A.103.4 Presentation

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

A.104 THE CANADIANS LEGACY AWARD

Skate Canada Manitoba currently has invested \$25,000.00 that was received as hosting grant from Skate Canada for hosting the 2001 BMO Financial Group Canadian Championships. The interest earned from this investment may be used to support a **UNIQUE** one time only event that supports the goals of Skate Canada Manitoba and is not normally financially supported by Skate Canada or Skate Canada Manitoba.

Submissions for these funds must be submitted to the Section Office and include the following information:

- i) Reason for which funding is requested.
- ii) Rationale why funding should be provided.
- iii) Reason why event, etc. cannot be funded within the current committee budget
- iv) Detailed budget for the event, etc.

All submissions are subject to the approval of the Skate Canada Manitoba Executive. No funds will be provided or spent until such approval is received.

Applications are available from the Skate Canada Manitoba Office.

- Applications distributed April 1st annually.
- Application deadline June 30th annually.
 - i) From Skate Canada Manitoba Clubs or Skating Schools
 - ii) From any member of the Skate Canada Manitoba Board of Directors
- Notification by September 15th annually.
- Approved projects to be completed by September 1st the following year.

BOARD OF DIRECTORS

B.101 Representation on Committees

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

B.102 Expenses

B.102.1 Mileage

Members of the Section Board of Directors and the Section Sub Committees traveling on Skate Canada Manitoba business will be reimbursed for mileage over 30 km round trip, calculated as the shortest distance between place of departure and place of destination, and shall be at the rate as published in the Skate Canada Rule Book.

B.102.2 Meeting Expenses

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

Individuals travelling on Skate Canada-Manitoba business are entitled to meal expenses to a maximum of \$45.00 per day as follows: Breakfast \$10.00, Lunch \$15.00 and Dinner \$20.00. Receipts are required for actual lodging expenses.

B.102.3 Attendance at Skate Canada Annual General Meeting

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

B.102.4 Skate Canada Manitoba STARSkate Provincial Championships

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

- i) Anyone designated by the Chair of the Manitoba Section.
- ii) The Region Supervisor, or designate, of the host region.

B.103 Recognition

Plaques shall be presented to retiring members of the Section Board of Directors.

B.104 Voting Policy

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 Region Supervisors and the Coaching Representative provided the “alternate” for the year is named in writing to the Executive Director by September 1st.

B.105 Budgets

All Committee Chairs are responsible for submitting an annual budget to the Finance Committee prior to October 30th of that year. It is the individual Committee Chair’s responsibility to keep within that budget.

B.106 Committee Composition

All Committee Chairs must submit a list of their proposed committee and sub-committees 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.

B.107 Sport Manitoba Delegates

The Skate Canada Manitoba delegates to Sport Manitoba shall be the Section Chair and one Section Vice-Chair as appointed by the Section Chair.

B.108 Skate Canada Delegate

The Section Chair shall appoint one Section Vice-Chair to be the Skate Canada Manitoba alternate to the Skate Canada Board of Directors Meetings.

B.109 Section Air Travel

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

B.110 Policy Amendments

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

B.111 Committee Minutes

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.

B.112 Criminal Records Check and Child Abuse Registry Check

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

B.113 Issues/Complaints Submission

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

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

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

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

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

B114 DISPUTE RESOLUTION POLICY

Preamble

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

Scope

2. This policy applies to disputes with and among members, where the term “Member” refers to all categories of members within Skate Canada Manitoba, as well as to all individuals engaged in activities with or employed by Skate Canada Manitoba, including but not limited to: athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).

3. This policy does not apply to disputes relating to

- a) Matters of employment;
- b) Infractions for doping offences, which are dealt with pursuant to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations;
- c) Skate Canada Rules, which may not be appealed; and
- d) Discipline matters arising during events organized by entities other than Skate Canada Manitoba, which are dealt with pursuant to the policies of these other entities.

Negotiation

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

Facilitation and Mediation

5. Opportunities for facilitation and mediation may be pursued at any point in a dispute within Skate Canada Manitoba where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

6. Where mediation is pursued, it will be done so in accordance with standard mediation practice using trained mediators who are acceptable to the parties (at the expense of those parties involved – not Skate Canada Manitoba).

Appeals

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

Arbitration

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

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

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

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

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

No Legal Action

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

CHAMPIONSHIPS

C.101 Championship Regulations

C.101.1 General Regulations

C.101.1.01

All sanctioned figure skating competitions held in Manitoba shall be governed by the rules of Skate Canada and the rules and regulations of Skate Canada Manitoba as outlined in the Skate Canada Manitoba Host Committee Guidelines and Technical Package.

C.101.1.02

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

C.101.1.03

Technical specifications and the qualifications for entry for the various championships shall be as outlined in the Skate Canada Manitoba Host Committee Guidelines and Technical Package.

C.101.1.04

Changes to the Skate Canada Manitoba Host Committee Guidelines may be made by the Championships/Events Committee and/or the Executive Committee. Member clubs or individual members may submit their concerns or recommendations to the Championships/Events Committee for consideration. Such recommendations must be received no later than March 31st. Final approval shall be granted by the Executive Committee.

C.101.1.05

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

- i) If the skater wishes to skate for Judges' comments, the Host Committee shall retain the entry fee.
- ii) If the skater is invited to skate an exhibition performance, the full entry fee shall be refunded.

C.101.1.06

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

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

C.101.1.07

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

- i) Draw up a schedule of events
- ii) Draw up an ice practice time schedule and music rotation if practice time is planned
- iii) Compile a working schedule for all Referees and Judges

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

C.101.1.08

There will be no childcare expenses paid by a Host Committee for any Skate Canada Manitoba Championship unless expenses have been approved prior to the competition.

C.101.1.09

Officials attending Skate Canada Manitoba events and requiring accommodations will be housed in **double rooms, with a roommate**, subject to exceptions as approved by the Executive Director. Officials wishing not to share a room will be required to pay half the room charge. Technical Representatives for BMO Sectional Championships, Prairie Skate, Manitoba Open and Manitoba STARSkate Championships are entitled to a single room, but are encouraged to share accommodation. Officials are also expected to carpool wherever possible travelling to and from all competitions.

C.101.1.10

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

C. 101.1.11

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

- i) Refund requests must be submitted in writing to the Host Committee within seven (7) days of notification of the change of date.
- ii) Attached to the refund request must be a reasonable explanation for not attending.

C.101.2 BMO Skate Canada Manitoba Sectional Championships

C.101.2.01 The BMO Skate Canada Manitoba Sectional Championships is a competition whose rights are held by Skate Canada Manitoba. It shall be held annually and shall be governed by the Skate Canada Rule Book. (Skate Canada Official Rules - Event Management #7401)

C.101.2.02 The Host Committee will prepare a budget for the competition and submit it to the Championships/Events Committee for approval prior to the release of the official competition announcement.

C.101.2.03 The Host Committee will enter into an agreement with the Section detailing the requirements of Skate Canada Manitoba sponsorship rights and conditions, and any pertinent requirements of the competition.

C.101.2.04 The Host Committee will be eligible for an advance payment, from Skate Canada Manitoba, of two thousand (\$2,000.00) dollars. Such funds are available at any time after the agreement is signed and the budget is approved by the Championships/Events Committee.

C.101.2.05 The Host Committee will not be eligible for any reimbursement from Skate Canada Manitoba for any loss.

C.101.3 STARSkate Regional Championships

C.101.3.01
STARSkate Regional Championships are to be held annually during January or February and shall be governed by the Skate Canada Manitoba Host Committee Guidelines and Technical Package. The exact dates are to be approved by the Championships/Events Committee.

C. 101.3.02
The closing date of entries shall be at least twenty-one (21) and not more than twenty-eight (28) days prior to the first day of the competition. Late entries may be accepted up to, but no later than, seven (7) days prior to the first day of the competition. Such late entries will be at the discretion of the Technical Representative or Chief Referee.

C. 101.3.03

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

C. 101.3.04

All base entry fees shall be determined by the Regional Committee. All entry fees are subject to the approval of the Championships/Events Committee.

C.101.3.05

The Announcement of the STARSkate Regional Championships shall be sent to the member clubs of the Region, the Region Supervisor, the Technical Representative, the Chief Data Specialist, the Result System Manager and the Audio Electronics Technician, not less than six (6) weeks prior to the competition date.

C.101.3.06

Only skaters who are registered with a Skate Canada Club in that Region will be eligible to enter that STARSkate Regional Championships.

A pair or dance team composed of skaters registered in Skate Canada clubs in different Regions may enter that team event in either one, but only one, of the Regions represented by its members. The Region Supervisor of each Region concerned must be advised as to which competition the team will enter.

C.101.3.07

The Host Committee and Region Supervisor may restrict the number of entries from each club per event.

If restricting entries, notification must be sent to all clubs in the Region six (6) weeks prior to the competition. If restricting entries, each club within the Regions must hold a Sub-Regional event to determine its entry. The format for Sub-Regionals must be the same in each club, and must be approved by the Championships/Events Committee.

C.101.4 STARSkate Provincial Championships

C.101.4.01

The STARSkate Provincial Championship is to be held annually and shall be governed by the Skate Canada Manitoba Host Committee Guidelines and Technical Package. The exact dates are to be approved by the Championships/Events Committee.

C.101.4.02

Each Region Supervisor, or designate, is responsible for:

- i) Coordinating the STARSkate Provincial Championship entry forms and fees.
- ii) Ensuring that single entries are entered for the STARSkate Provincial Championship.
- iii) Signing each entry confirming it as a valid entry.
- iv) Ensuring that the entry forms and fees are forwarded to the Skate Canada Manitoba office within 48 hours of the close of the STARSkate Regional Championships.
- v) Ensuring that a cover page, identifying all qualifying and alternate skaters, accompanies the entry forms and fees.

C.101.4.03 Only competitors who qualify through STARSkate Regional Championships are eligible to enter the STARSkate Provincial Championship.

C.101.4.04 Advancement to the STARSkate Provincial Championships:

- Free Skating - the top 3 placements in each region from the Pre-Preliminary, Preliminary, Junior Bronze, Senior Bronze, Junior Silver, Senior Silver and Gold events.
- Pairs – the top 3 placements in each region from the Introductory Pair Event.
- Dance - the top 3 placements in each region from the Preliminary, Junior Bronze, Senior Bronze, Junior Silver, Senior Silver and Gold events.

C.101.4.05 If a competitor placing in the top three at a STARSkate Regional Championships is unable to compete at the STARSkate Provincial Championships, the fourth, or subsequently placed skater shall replace the competitor, until a contingent of three representing the Region is reached. The fourth or subsequently placed skater may be accepted up to 7 days prior to the competition start date.

C.101.4.06 If fewer than eighteen (18) eligible skaters qualify for any event in the STARSkate Provincial Championship, the Chairman of Championships/Events, at his/her discretion, may advance the fourth (4th) place skater from each region to a maximum of twenty-four (24) skaters. If by advancing the fourth place skaters the maximum is exceeded, no additions shall be made. Should twenty-four (24) skaters still not be achieved the fifth (5th) and/or any subsequently placed skaters may be considered until the maximum is reached.

C.101.5 Manitoba Open Free Skate Competition

C.101.5.01 The Manitoba Open Free Skate Competition is to be held annually and shall be governed by the Skate Canada Manitoba Host Committee Guidelines and Technical Package. The exact dates are to be approved by the Championships/Events Committee.

C.101.5.02 The closing date for entries shall be at least twenty-one (21) and not more than twenty-eight (28) working days prior to the first day of the competition. Late entries may be accepted up to, but no later than seven (7) working days prior to the first day of the competition. Such late entries will be at the discretion of the Technical Representative or Chief Referee.

C.101.5.03 The Championships/Events Committee shall set entry fees.

C.101.5.04 The Announcement of the Manitoba Open Free Skate Competition shall be sent to all Skate Canada Manitoba member clubs, the Technical Representative, the Chief Data Specialist, the Result System Manager and the Audio Electronics Technician, not less than six (6) weeks prior to the competition date.

C.101.5.05 Two Artistic Awards from the Manitoba Open Free Skate Competition will be presented at the Annual General Meeting Awards Luncheon.

i) Junior Artistic Award

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

ii) Senior Artistic Award

The Senior Artistic Award will be presented to a skater at the Pre-Novice/Junior Silver level or higher who best demonstrates

both crowd appeal and special artistic skating values (based on Free Skating events).

C.101.5.06 A Bursary of up to \$1000.00 is established for an event at a Manitoba competition, to be announced in the Manitoba Open Free Skate Competition Technical Package. The funds (maximum of \$500.00 per event) will be allocated from the club raffle funds, under guidelines established by the Championships/Events Committee.

C.101.6 Manitoba Synchronized Skating Sectional Championships

C.101.6.01 The Manitoba Synchronized Skating Sectional Championships is to be held annually and shall be governed by the Skate Canada Manitoba Host Committee Guidelines and Technical Package. The exact dates are to be approved by the Championships/Events Committee.

C.101.6.02 The Manitoba Synchronized Skating Sectional Championships shall be conducted as set forth in the Skate Canada Rule Book, Section 6000 and the Events Management Handbook, Section 6000. Pertinent rules and regulation regarding figure skating competitions in general, and results calculation methods are contained in Section 7000 of the Rule Book and the Events Management Handbook and will apply as required to this competition.

See Sections E, F, G and H of Skate Canada Event Management Handbook for specific rules governing Synchronized Skating competitions, which take precedence over other rules for competitions of Skate Canada as set forth in all other parts of the Skate Canada Rule Book. General competition rules shall apply where applicable.

C.101.7 Manitoba Festival of Synchronized Skating Championships

C.101.7.01 The Manitoba Festival of Synchronized Skating Championships will be held in conjunction with the Manitoba Synchronized Skating Sectional Championships and shall be governed by the Skate Canada Manitoba Host Committee Guidelines and Technical Package.

C.101.7.02 The Championships/Events Committee shall set entry fees, which shall be a two-part fee consisting of:

- i) money per team, plus
- ii) money per skater, including alternates (i.e. each person listed on the entry form.)

C.101.7.03 In the event of a single entry in any event (and thus no competition for that team):

- i) If the team wishes to skate for Judges' comments and/or be entitled to a practice session the per skater portion (only) of the entry fee shall be refunded and the per team portion shall be retained by the Host Committee.
- ii) At the discretion of the Host Committee, the team may be invited to skate an exhibition performance. In such a case, the full entry fee (both portions) shall be refunded.

C.101.8 Crocus Invitational

C.101.8.01 The Crocus Invitational is to be held annually and shall be governed by the Skate Canada Manitoba Host Committee Guidelines and Technical Package. The exact dates are to be approved by the Championships/Events Committee.

C.101.8.02 The closing date for entries shall be at least twenty-one (21) and not more than twenty-eight (28) days prior to the first day of the competition. Late entries may be accepted up to, but no later than seven (7) days prior to the first day of the competition. Such late entries will be at the discretion of the Technical Representative or Chief Referee.

C.101.8.03 The Championships/Events Committee shall set entry fees.

C.101.8.04 The Announcement of the Crocus Invitational shall be sent to all Skate Canada Manitoba member clubs, all other interested Skating Schools, Clubs and individuals, the Technical Representative, the Chief Data Specialist, the Result System Manager and the Audio Electronics Technician, not less than ten (10) weeks prior to the competition date.

C.101.8.05 The Host Committee (in consultation with the Synchronized Skating Coordinator) will ensure the Clubs/Regions supplying workers receive a predetermined portion of the profits.

C. 102 Team Managers

C.102.1 To ensure all interested parties have an opportunity to be considered as a Team Manager to accompany skaters at National STARSkate Championships, BMO Skate Canada Western Challenge, BMO Skate Canada Junior Nationals and BMO Canadian Championships an advertisement, application form and criteria shall be circulated by January 15 to:

- i) Each club in Manitoba
- ii) Coaches (through the coaches newsletter)
- iii) Skate Canada Manitoba Board of Directors, officials and other appropriate people.
- iv) Skate Canada Manitoba Web site
- v) Any designated publications available

C.102.2 March 1 shall be the deadline for applications to be accepted by Chairman of Championships/Events. Such applications to be reviewed by the Championships/Events Committee and recommendation prepared for presentation to the Executive Committee.

C.102.3 April 1 shall be the deadline for names of successful candidates to be presented to the Executive Committee for approval.

C.102.4 At the final Board Meeting prior to Skate Canada Manitoba's Annual General Meeting, the names of successful candidates are to be presented to the Skate Canada Manitoba Board of Directors for approval.

C.102.5 Team Managers must meet the following criteria:

- i) Must have no other obligations at the event, as a coach, parent, organizer, official, etc.
- ii) Must have stamina necessary to work long days.
- iii) Must have good organizational skills.
- iv) Must be knowledgeable of competitive skating.
- v) Must have good communication skills.
- vi) Must be able to commit to at least one event per year.
- vii) Must consent to a criminal and child abuse registry check.
- viii) Must be committed to the skaters first.
- ix) Must be able to deal with sensitive situations with tact and discretion.
- x) Must be approved by Skate Canada Manitoba Executive and Championships/ Events Committees.
- xi) Must be a Skate Canada member by the competition date.

C.102.6 Application Process

- i) Apply in writing;
- ii) Include 3 references;
- iii) Indicate the competitions/dates you would be available to team lead (keeping in mind a day prior to and a day after the event may be necessary for travel);
- iv) Submit a Child Abuse Registry Check and Criminal Record Check to the Section office by 1 November;
- v) Must be a Skate Canada member in good standing by 1 November; and
- vi) If you are a coach and wish to be a team leader, Skate Canada requires coaches to be fully certified Level 2 or 3 depending on the competition in order to be a team leader.

C.103 Competition Assistance to Manitoba Representatives

C.103.1 Skate Canada Manitoba shall provide 50% of return airfare, as determined by Section Office, from Winnipeg to competition site for skaters representing Manitoba at:

- i) BMO Canadian Championships
- ii) BMO Skate Canada Junior Nationals
- iii) National STARSkate Championships

C.103.2 Skate Canada Manitoba shall provide a percentage of the competition assistance budget, as determined by the Executive Committee, for Synchronized Skating teams representing Manitoba at:

- i) BMO Skate Canada Synchronized Nationals
- ii) BMO Skate Canada Festival of Synchronized Skating

C.103.3 Skate Canada Manitoba shall provide \$400.00 for top 1/3 final placement, or \$250.00 for top 2/3 final placement for skaters (individual skaters, which include Pre-Novice, Novice, Junior and Senior in the four disciplines,) representing Manitoba at:

- i) BMO Skate Canada Western Challenge

C.103.4 Skate Canada – Manitoba shall be responsible for Section Chairman expenses not covered by Skate Canada at the BMO Canadian Championships and BMO Skate Canada Junior Nationals.

C.103.5 Whenever any of the competitions designated in C.103 are held within the boundaries of the Manitoba Section, competition assistance will be at the discretion of the Executive Committee.

C.104 Profit Share for Section Sponsored Events

C104.1 Skate Canada Manitoba will share responsibilities with the Host Organization in the areas of Registration, Publicity, Marketing, Finance, and Music, as detailed in the Host Committee Guidelines, for the following Championships:

- i) BMO Skate Canada Manitoba Sectional Championships
- ii) Manitoba Open Free Skate
- iii) STARSkate Provincial Championships
- iv) Manitoba Synchronized Skating Sectional Championships
- v) Manitoba Festival of Synchronized Skating Championships
- vi) Crocus Invitational
- i) Prairie Skate when hosted by Skate Canada Manitoba (Profit share will be based upon Skate Canada Manitoba's share of the profit)

C104.2 Profit Share

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

- i) 65% of profit to go to host organization.
- ii) 35% of profit to go to Skate Canada – Manitoba.
- iii) Any profits earned over and above six thousand (\$ 6,000.00) dollars remains with the host organization in its entirety.

C.105 Norman Travel Allowance

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

COACHES

D. 101 Funding and Accreditation for Coaches

In order to receive funding and accreditation from the Association, Skate Canada Coaches must meet the following standards:

D.101.1 Internationals, Canadians, Junior Nationals (Novice):

Coaches must be Level 3 Certified for ISU sanctioned International competitions, Canadian Championships (not including Synchronized Skating Championships) and/or Junior Nationals (Novice).

D.101.2 NACS, Junior Nationals (Juvenile, Pre-Novice):

Coaches must be Level 2 Certified for the North American Challenge and/or Junior Nationals (Juvenile/Pre-Novice).

D.101.3 Sub-Sectionals, Sectionals, Western Challenge:

Coaches must be Level 2 Certified for Sub-Sectional, Sectional and Challenge Competitions.

D.101.4 National STARSkate Championships:

Coaches must be Level 1 Certified, must be a current Professional coaching member of Skate Canada and hold a valid First Aid Certificate. One Coach per entry fee may be accredited and the name of the Coach to receive accreditation MUST be included on the competition registration form. Coaches must register in person and show their Photo ID Card.

D.101.5 Synchronized Skating:

D.101.5.01 Sectionals and/or Canadians:

Coaches must be NCCP Level 2 Certified, except for Novice, Junior and Senior competitions at Canadians where coaches must be NCCP Level 3 Certified.

D.101.5.02 Festival Championships:

Coaches must be NCCP Level 2 Certified.

D.101.6 Completion of Certification

Certification must be completed twenty-one (21) days prior to the start of the event.

D.101.7 Non-Qualifying Events

Competitions below Sub-Sectional Championship level as defined in Rule 4700 are not affected by this policy. See Skate Canada Manitoba Technical Package for further information.

D.101.8 Conditions for Receiving Accreditation

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

- i) Be members of the Association and hold a valid First Aid Certificate.
- ii) Carry a valid Coach Photo ID card to be permitted to coach at any event. Coaches failing to provide the proper coach Photo ID will be charged admission to the event and will not be permitted in to any restricted or designated Coaching areas.
- iii) Submit Coach Photo ID requests not later than fourteen (14) days prior to the start of the event. Coaches Photo ID cards are available by completing the Coach Photo ID request form and returning it to Skate Canada Manitoba.

D.102 Travel Assistance - Coach Training Grant

D.102.1 Education Opportunity - Out of Province

In a situation when a coach must go out of Province to receive certification in a discipline we are unable to provide in Manitoba, Skate Canada Manitoba may provide a grant to a maximum of \$250.00 to the coach under the following criteria:

- i) At the request of Skate Canada Manitoba, the coach receiving the grant will be required to provide an education opportunity to skaters, coaches and officials.
- ii) The coach must apply for the grant in writing within sixty (60) days of the start of the course.
- iii) Within thirty (30) days of the end of the course, the coach must provide proof of completion to Skate Canada Manitoba.
- iv) Must have completed the Respect in Sport Course.

D.102.2 Education Opportunity - Canceled NCCP courses

When an NCCP course is canceled in Manitoba, a grant may be provided to any and only coaches who have registered and paid for the course prior to the registration deadline.

- i) The coach must apply for the grant in writing, within thirty (30) days of the cancellation of the course in Manitoba.
- ii) The coach must provide proof of registration in the out of Province course.
- iii) A grant in the amount of the Manitoba course registration fee will be provided to qualified applicants to a maximum of one hundred and fifty (\$150.00) dollars.

EQUIPMENT

E.101 Computers

The following charges for use of computer equipment by Result System Managers for individual figure skating competitions shall apply:

- i) Result System Managers are to use the Skate Canada Manitoba computer and printer to set up and run the competition, the Host Committee will be charged fifty (\$50.00) dollars, payable to Skate Canada Manitoba
- ii) If the section computer and printers are unavailable and the Result System Manager uses his/her own computer equipment to set up and print the competition, then uses the Section computer and printer to run the competition, The Host Committee will be charged twenty-five(\$25.00) dollars, payable to the Result System Manager and twenty-five(\$25.00) dollars payable to Skate Canada Manitoba
- iii) If the Section computer and printers are unavailable and the Result System Manager uses his/her own computer equipment to set up and run the competition, the Host Committee will be charged fifty(\$50.00) dollars payable to the Result System Manager.

E.102 Skate Canada Manitoba Sound Equipment

Skate Canada Manitoba shall rent the use of Section owned sound reproduction equipment under the following conditions:

- i) Clubs must request the loan from the Audio Electronics Chair.
- ii) The equipment will only be loaned when the services of an Events Chief Operator is also requested and is available.
- iii) It will be the responsibility of the Club requesting the equipment to provide transportation of the equipment to and from the Section Office within the dates prescribed by the Audio Electronics Chair.
- iv) It will be the responsibility of the Club requesting the equipment to pay all expenses incurred by the Events Chief Operator.
- v) The requesting Club will be charged a fee of \$50.00 for a one-day event and \$75.00 for a two-day event, payable to Skate Canada Manitoba.
- vi) The requesting Club will be charged for all repairs caused by negligent care while the equipment is in their custody.
- vii) This rule will apply to competitions, test days and ice shows which request the use of the Section owned sound equipment.
- viii) Exclusions:
 - a) No charge will be made to Section sponsored or co-sponsored events as profit/loss sharing is already in place.
 - b) No charge will be made for Regional Competitions provided a sound workshop for club personnel is held in conjunction with the competition. The purpose of this workshop is to introduce sound

reproduction procedures pertinent to the sport of Figure Skating and would normally take place the evening prior to the competition.

c) No charge will be made for Skate Canada events held within the boundaries of the Manitoba Section.

ix) This rule shall be reviewed annually.

SKATING PROGRAMS

F.101 Skating Events

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.

F.102 Qualifying for Skate Canada Manitoba Sport Raffle Training Grant

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

- i) Competitive Skaters/Synchronized Skating teams must be advancing to a National qualifying event or be an alternate or appointed to the Provincial Team by the Executive of the Skate Canada Manitoba Board of Directors.
- ii) Skaters/Synchronized Skating Teams are responsible for selling:
 - a) Singles – 5 Books of raffle tickets
 - b) Pairs - 10 Books of raffle tickets per team
 - c) Dance - 10 Books of raffle tickets per team
 - d) Synchronized Teams – 30 Books of raffle tickets per team
- iii) Skaters who qualify for and compete at a National qualifying competition will receive ONE SHARE for each qualifying competition attended, provided that they fulfill the requirements of ii) above.
- iv) Alternates and skaters appointed to the Provincial team by the Executive will receive a ½ SHARE provided that they fulfill the requirements of ii) above.
- v) Synchronized Teams will receive 5 SHARES for each qualifying competition attended, provided that they fulfill the requirements of ii) above.

NOTE: Shares are determined by taking the total amount of profits from the Skate Canada Manitoba Sport Raffle and dividing by the number of qualifying skaters.

F.103 Athlete Code of Conduct

The following Code of Conduct shall be signed by:

- i) All Provincial Team members
- ii) All skaters representing Skate Canada Manitoba prior to being allowed to enter a National Competition

Athlete Code of Conduct

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

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

- v) The Policy will be enforced by the Team Managers or duly appointed person in charge of the skaters.
- vi) Appeals to the decision of the Team Managers and duly appointed person in charge may be made first to the Section Executive Committee and ultimately to the Skate Canada Manitoba Board of Directors.

F.104 Provincial Team Composition

F.104.1 The Provincial Team shall be named from the athletes competing at, or who have received a bye from, the BMO Skate Canada Manitoba Sectional Championships after the final results have been published. The team will be composed of athletes in all disciplines with the following placements:

- i) Top four (4) and the alternate (5th) place in the Pre-Novice, Novice, Junior and Senior categories.
- ii) Top three (3) in the Juvenile category.

F.104.2 Members of the Provincial Team may be assessed a fee as determined by the Skate Canada Manitoba Executive. Payment of the fee will entitle Provincial Team athletes to the following benefits:

- i) Manitoba Sport Raffle Training Grants as long as the criteria in Standing Rule F.102 is met.
- ii) Competition Assistance to Manitoba Representatives in accordance with Standing Rule C.103.1 and C.103.3.
- iii) Attendance at Provincial Team seminars.
- iv) Other seminars or assistance that the Skate Canada Manitoba Executive deems appropriate.
- v) Team Uniforms (will be provided a uniform when first becoming a member of the Provincial team, a replacement uniform will be provided if the current provincial team athlete outgrows the first one)

WAYS AND MEANS

G.101 Bingo Payouts

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

G.102 Bingo Allocation

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

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

G.103 Expenses

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

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

Ice Rental

Group Lessons

Meeting Room Rental

Carnival Expenses

Test Day Expenses

Carnival Costumes (purchased by club)

Records /Tapes

Competition Expenses

Equipment (purchased for club use)

Administration (paper, postage etc.)

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

G.104 Bingo Violations

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

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

- i) Issue a reprimand.
- ii) Declare the group/club ineligible for any payout of bingo profits.
- iii) Suspend the group/club from those eligible to receive future bingo dates for a stipulated period of time.
- iv) Other such action as the Executive shall determine.

The Executive Committee action is open to an appeal to Skate Canada Manitoba Board of Directors.

MISCELLANEOUS

H.101 Smoking

Smoking will **NOT** be permitted at any Skate Canada Manitoba event.

APPEALS

I.101 Appeals Policy

Preamble

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

Definitions

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

Scope of Appeal

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

Timing of Appeal

3. (i) Members who wish to appeal a decision will have 21 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal and a summary of the evidence which supports these grounds, to the Chairman of Skate Canada Manitoba.

- ii) Members who wish to appeal a Games Team Selection will have 7 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal and a summary of the evidence which supports these grounds, to the Chairman of Skate Canada Manitoba.
4. i) Any party wishing to initiate an appeal beyond the 21-day period must provide a written request stating reasons for an exemption to the requirement of Section 3. i). The decision to allow, or not allow an appeal outside the 21 day period will be at the sole discretion of the Chairman, and may not be appealed.
- ii) Any party wishing to initiate an appeal beyond the 7 day period for Games Team Selection must provide a written request stating the reasons for an exemption to the requirement of Section 3. ii). The decision to allow, or not allow an appeal outside the 7 day period will be at the sole discretion of the Chairman, and may not be appealed.

Grounds for Appeal

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

Screening of Appeal

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

Appeals Panel

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

Preliminary Conference

9. The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters which may be considered at a preliminary conference include:
 - a) format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
 - b) timelines for exchange of documents;
 - c) clarification of issues in dispute;
 - d) clarification of evidence to be presented to the Panel;
 - e) order and procedure of hearing;
 - f) identification of witnesses; and
 - g) any other procedural matter which may assist in expediting the appeal proceedings.
10. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

Procedure for the Hearing

11. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:
 - a) The hearing will be held within 21 days of the Panel's appointment.
 - b) The Appellant and Respondent will be given 10 days written notice of the date, time and place of the hearing.
 - c) A quorum will be all three Panel members.
 - d) Decisions will be by majority vote, where the Chairperson carries a vote.
 - e) If the decision of the Panel may affect

another party to the extent that the other party would have recourse to an appeal in their own right, that party will become a party to the appeal in question. f) Any of the parties may be accompanied by a representative or advisor including legal counsel. g) The Panel may direct that any other person participate in the appeal.

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

Procedure for Documentary Appeal

13. Where the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:
 - a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument.
 - b) The applicable principles and timelines set out in Section 11 are respected.

Evidence that may be Considered

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

Appeal Decision

15. Within 14 days of concluding the appeal, the Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:
 - a) To reject the appeal and confirm the decision being appealed;
 - b) To uphold the appeal and refer the matter back to the initial decision-maker for a new decision;
 - c) To uphold the appeal and vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and
 - d) To determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all.
16. A copy of this decision will be provided to each of the parties and to the President.
17. In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in Section

Timelines

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

Location

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

Final and Binding

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

PRIVACY

J.101 Privacy Policy

Purpose of this Policy

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

Background

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

SKATE CANADA MANITOBA MISSION

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

Personal Information

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

Accountability

4. The Executive Director is the Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:
Skate Canada Manitoba, 200 Main Street, Winnipeg, MB R3C 4M2

Purpose

5. Personal information will only be collected by Skate Canada Manitoba to meet and maintain the highest standard of organizing and programming the sport of Figure Skating. Skate Canada Manitoba

collects personal information from prospective members, members, coaches, officials, participants, team managers and volunteers for purposes that include, but are not limited to, the following:

6. Name, address, phone number, cell phone number, fax number and e mail address for the purpose of communicating about Skate Canada Manitoba's programs, events and activities.
7. NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications. Skate Canada number to determine level of certification, coaching qualifications and registration confirmation
8. Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of play.
9. Banking information, social insurance number, criminal records check, resume, and beneficiaries for Skate Canada Manitoba's payroll, company insurance and health plan.
10. Criminal records check and related personal reference information for the purpose of implementing Skate Canada Manitoba's volunteer screening program.
11. Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
12. Athlete information including height, weight, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
13. Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing.
14. Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.

15. Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
16. If a purpose has not been identified herein, Skate Canada Manitoba will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

Consent

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

Limiting Collection

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

Limiting Use, Disclosure and Retention

22. Personal information will not be used or disclosed by SKATE CANADA MANITOBA for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.
23. Personal information will be retained for certain periods of time in accordance with the following:

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

Accuracy

34. Skate Canada Manitoba will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the

possibility that inappropriate information may be used to make a decision about an individual.

Safeguards

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

Openness

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

Individual Access

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

Challenging Compliance

55. An individual may challenge Skate Canada Manitoba's compliance with this policy and PIPEDA, by submitting a challenge in writing.
56. Upon receipt of a written complaint, Skate Canada Manitoba will:
 57. Record the date the complaint is received;
 58. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 59. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
 60. Appoint an investigator using Skate Canada Manitoba personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.

61. Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to Skate Canada Manitoba.
62. Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.
63. An individual may appeal a decision made by Skate Canada Manitoba under this Policy, in accordance with Skate Canada Manitoba's policies for appeals.