

MANITOBA SAILING ASSOCIATION (MSA)

SAILING TEAM OPERATION POLICY

Purpose

1. This policy establishes membership categories of the Manitoba Sailing Team and outlines indirect support that may be provided to team members by way of coaching, travel, transportation of their boat and equipment and loan or lease of the Association's boats or equipment. The policy also outlines the requirements for the safe transportation of the team members and sailing equipment. Should additional adult support be required this policy will outline the reimbursement provided to these volunteers. Activities included in this policy are regattas, training camps and other team events.

Membership

2. Team membership will be in one of the following categories:
 - **High Performance Team Membership**
For team members travelling out of province to high performance events Worlds, Games, Youths. **Fee: \$400.00 per year**
 - **Provincial Development Team Membership**
For team members and for out of province members travelling to development regattas within Canada. Sail West, WISC. **Fee: \$300.00 per year**
 - **Provincial Optimist Team Membership**
For team members competing in the Optimist Class and travelling to events in other provinces. Canadians, WISC, Sail West. **Fee: \$200.00 per year**
 - **Development Team Membership (all classes)**
For team members in their first year travelling to events inside of province. **Fee: \$100.00 per year**
 - **Out of Province/Senior Team Membership**
For out of province team members whose involvement and use of the MSA services is very limited. **Fee: \$100.00 per year**
 - **Supporting Team Membership**
Open category for supporting parents and MSA members. **Fee: Minimum \$50.00 per year**
3. Team members must be registered MSA/CYA members having joined through a yacht club belonging to the Association.

Payments

4. Team membership fee invoices will be sent out in April and are due within 30 days. Team members joining after May 1 may not be guaranteed the same level of support.
5. Team members will be informed of the program including the estimated costs of the team programs. The down payment of the athlete's summer anticipated regatta expenses will be sent out in May and is due within 30 days.
6. The MSA Treasurer will work with the Executive Director to collect overdue team membership dues and down payments from each sailor.
7. No credit card payments will be accepted. Cheques payable to Manitoba Sailing Association NOT MSA.

8. Team members or their parents must pay invoices in full within 30 days. A 2,5% interest charge per month will apply for all late payments as stated on the invoice.

An accompanying letter signed by the treasurer will inform team members or their parents that these fees must be paid on time and that failing to do so will mean that the sailors involved will not be able to participate in team events until the fees are paid. The treasurer will follow up with a phone call in the event that a bill is outstanding to inform the team members or parents that the sailor will be able to participate in future activities because of an overdue account.

9. Team members must agree to abide by the Code of Conduct for the Manitoba Sailing Team.

Assistance

10. Travel assistance may be provided to athletes as outlined in the Team Bingo Policy. Indirect travel assistance may be provided to athletes by transportation in the MSA van and transportation of boats on the MSA trailers.

Coaching

11. The primary focus of the coaches will be the development of Optimists in the 15 & under category, the development of 16 & under sailors, the development of 18 & under sailors and support of potential Games athletes. The secondary focus will be to provide coaching to senior athletes, usually in the form of a training plan.
12. The coaches will work with the entire team and one-on-one coaching will not normally be provided. Coaches will be hired based on the majority of sailor's needs and the availability of coaches.
13. The Executive Director, in conjunction with the team committee, will search, interview and hire coaches. All coaching personnel must be properly certified prior to the beginning of their employment.
14. Coaches' pre-approved accommodation, food, cell phones and associated travel costs will be covered while traveling on team trips. Administrative work will be handled by the MSA office staff.
15. All coaches will sign a standard coaching contract. All contracts must be signed by the Executive Director and the President of MSA. Coaches will abide by the CYA Code of Conduct and all policies of the association.
16. Coaches will report to the Executive Director.
17. All coaches will submit a post-season report and will undergo a formal review of their performance by the Executive Director at the end of the season.

Boat/Equipment Utilization

18. Boats and racing equipment owned by MSA will be managed by the Executive Director to further the competition and training objectives of the Association. Use of MSA boats and equipment will be coordinated by the Executive Director to ensure optimal utilization. The boats will, whenever possible, be used to increase team membership and participation.
19. Access to the boats will be based on principles of fairness and equity. Performance will be a factor in deciding access to the boats.
20. The association may lease boats to team members on a priority basis determined by the Executive Director. The Executive Director will administer the lease agreement and assure that responsibility for damage and loss of equipment rests with the athlete.

Travel

21. MSA vehicles and trailers used for team activities will be adequate for the task. The Executive Director will coordinate the maintenance of the trailers. The drivers and the vehicle and trailers should be properly licensed. The drivers must have the confidence of the team committee and parents and be skilled enough to safely transport athletes and boats across the country. Drivers should be designated in advance. Passengers must wear seat belts at all times when the van is underway.
22. Because of distances, time constraints and vehicle capacity, travel to events may involve a combination of team vehicles, personal vehicles and air travel.
23. Whenever necessary, volunteers' chosen by the Executive Director and the Team Committee will accompany the team in the capacity of chaperone. The ED and the Team Committee will clarify in advance the roles of the coaches and chaperones for each trip based on the skills and capabilities of the individuals involved.
24. When chaperones are required to use their own vehicles for team trips, they will be reimbursed at 30 cents per kilometre and at 40 cents per kilometre when towing a trailer. In some cases renting a vehicle might be a cheaper option to choose. All compensation arrangements must be agreed to in advance of team trips and approved by the Executive Director.
25. Access to the van and trailer will be based on fairness, attendance and team priorities; however, the Executive Director and the Team Committee may establish competition priorities and refuse assistance to athletes for budgetary reasons.
26. As a general rule, athletes will be expected to load and unload trailers in a timely fashion, keep track of their boat, sailing equipment and personal effects, assist with all the tasks of team travel including keeping the vehicles and accommodations clean.
27. There is no insurance for private boats or private equipment transported on MSA trailers or in MSA vans. The team members and their parents are responsible to ensure their boat and equipment has appropriate coverage. MSA is not responsible for damaged, lost, or stolen equipment.
28. The Executive Director and coaches will normally be in charge of organizing and running training events, preparing, supporting and providing expert advice to athletes at competitions, assisting with boat repair and all other "on-the-water" responsibilities. The manager/volunteer/chaperones will usually look after the "off-the-water" tasks including food, accommodation, evening activities, lay-over day activities, caring for sick or injured athletes or coaches, arranging for vehicle servicing and repair, finding boat parts, organizing sail repairs and running errands.
29. The team committee will resolve any disputes about this policy and its reinforcement.

Review and Approval

30. This policy was first approved by the Board of Directors of the Manitoba Sailing Association on November 2, 1998. It was reviewed and re-approved by the Board of Directors on May 12, 2008. The date for the next re-approval date is May 2009. The administration and review of this policy is the responsibility of the VP Team.