

# **MANITOBA SAILING TEAM REGISTRATION PACKAGE 2025-26**



**SAIL MANITOBA**

Approved by the Board May 7, 2025

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## REGISTRATION INFORMATION

Welcome to the Manitoba Sailing Team! This document will provide information on our various Membership options, team-related policies, Safe Sport Policies, and important contact information.

Please note that policies are also available online at [www.sailmanitoba.com](http://www.sailmanitoba.com).

### TEAM MEMBERSHIP CATEGORIES

DEVELOPMENT	\$780
PERFORMANCE	\$960
PARTICIPATION	\$480

*A 50% family discount for the third child and additional family members can be applied to all programs and fees.*

*Canada Summer Games athletes must purchase a performance membership.*

### REGISTRATION REQUIREMENTS

1. All team members must be a member of Sail Manitoba.

### COACHING

1. All Certified Sail Canada Coaches agree and adhere to the Sail Canada and Sail Manitoba Safe Sport Policy Package and the Sail Manitoba Team Policy Package;
2. All Certified Coaches are required to complete the yearly Screening Process.
3. The primary focus of the coaches employed by Sail Manitoba will be:
  - U15 Optimist Development Athletes
  - ILCA 15 and up Development Athletes
  - Support of potential Games athletes
4. The secondary focus of the coaches will be:
  - Provide coaching to senior athletes.
5. Coaches are hired based on the majority of sailors' needs and the availability of coaches who will work with the entire Sailing Team.
6. Coaches will not be required to chaperone or provide supervision to athletes after hours.
7. All coaches report to the Executive Director.

### TRAVEL

There will be opportunities for travel in the sport of sailing. It is a great opportunity for our sailors to experience other lakes or bodies of water, billeting, and other responsibilities that accompany temporary hotel living from time to time.

- Teams or groups of Athletes should have at least two Persons in Authority with them. Screened parents or other volunteers can be available in situations when two Persons in Authority cannot be present.
- A Person in Authority may not share a room or be alone in a hotel room with the door closed with an

- Athlete unless the Person in Authority is the Athlete's parent or guardian.
- For mixed-gender teams or groups of Athletes, there will be appropriate mixed-gender Persons in Authority as well.
  - Room or bed checks which may be done during overnight stays must be done by two Persons in Authority together. Special Notes for Minor Athletes or Vulnerable Individuals
  - A Person in Authority should not be alone in a car with a Minor Athlete or Vulnerable Individuals unless the Person in Authority is the Athlete's parent, guardian or a designate appointed by the Athlete's parent/guardian. A Person in Authority may not be alone in a car with an Athlete who is not a Minor Athlete without the prior consent of the Athlete.
  - For overnight travel when Minor Athletes share a hotel room, roommates will be age-appropriate (e.g., within two years of age) and of the same gender identity.
  - The drivers must have the confidence of the ED/Head Coach and/or the Team Committee and be skilled in driving the truck to safely transport athletes and tow boats to regattas or training sessions.
  - Access to the truck and a spot for your boat on the trailer will be based on membership category, fairness, attendance, performance, team priorities, and, at times, budgetary reasons.
  - The Head Coach 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.
  - Due to distance, time constraints, and vehicle and trailer capacity, in some cases, travel may involve a combination of team vehicles, personal vehicles, and air travel.
  - Athletes are expected to load and unload all the boats from the trailers and keep track of their boats, sailing equipment, and personal belongings.
  - Athletes must assist with all the tasks of team travel, including keeping vehicles and accommodations clean.

## **INSURANCE FOR SAILORS**

1. A \$5,000,000 Liability Insurance (inclusive of Property Damage and Bodily Injury combined) and an accident insurance is held through Sport Manitoba for all team members, coaches, officials and volunteers. Further details can be obtained from the ED/Head Coach.
2. Private boats or equipment transported on trailers or in trucks are not insured. The team members and their parents are responsible for ensuring that their boats and equipment have appropriate insurance coverage. Sail Manitoba is not responsible for lost, stolen, or damaged equipment. Each athlete is responsible for ensuring their gear is tied down properly or packed securely. If sailors ask for help in securing their equipment, they must still accept full responsibility for any damage that may occur.

# POLICIES

## Team Committee Policy

### Purpose

Its purpose is to provide a collaborative forum where representatives of Sail Manitoba, coaches, and stakeholders (including parents and athletes) work together to enhance the team's overall structure, training, and competitive performance.

### Definitions

*Intentionally left blank*

### Policy

#### Mandate

The Team Committee is responsible to, in collaboration with the Head Coach and Executive Director (ED), create a team structure, communication plan and manage the team's training and racing activities in accordance with the ISAF, Sail Canada, and Sail Manitoba rules and regulations.

#### Composition

The Team Committee will consist of up to six members, the ED and Head Coach. A family may have only one representative on the Team Committee.

The committee will consist of the following members:

- Team Director
- Vice Chair
- Head Coach
- 3 members at Large (Equipment Manager, 29er and ILCA Manager, Opti Manager):
- Sail Manitoba President (ex officio)
- Sail Manitoba Executive Director

#### Roles and Responsibilities of Committee Members

The following roles and functions will be fulfilled by the team committee members:

##### a) Responsibilities of the Equipment Manager:

1. **Pre- and Post-Season Equipment Checks:**
  - Ensure all equipment (trailers, vehicles, coach boats, aquatic invasive species decontamination equipment Sail Manitoba boats – including 29ers, ILCA's, Optis, dollies, and gear) is thoroughly checked for safety, functionality, and overall condition before and after the season.
2. **Regular Maintenance and Safety Inspections:**
  - Schedule and ensure regular maintenance and safety checks are conducted as needed for Sail Manitoba trailers and vehicles.
  - Keep records of inspections and maintenance completed.
3. **Ongoing Equipment Maintenance:**

- Ensure that coach boats and Sail Manitoba boats, as well as all associated boat equipment and dollies, are consistently maintained in good working order throughout the season.
- Any damage or issues with equipment must be reported immediately to the Head Coach.
- It is the responsibility of the Team members using Sail Manitoba boats and equipment to maintain it in good repair during their use.
- The utilization of Sail Manitoba Team equipment will require payment and a signed Charter Contract.
- Violating the Charter Contract may be grounds for dismissal from participation on the Sail Manitoba Team.
- Team members must report any damage or maintenance issues to the Equipment Manager without delay.

**4. Communication with Head Coach:**

- The Equipment Manager will directly communicate with the Head Coach regarding any maintenance issues, inspections, or equipment-related concerns.

**b) Responsibilities of the 29er Manager and ILCA Manager:**

**1. Communication and Coordination:**

- Collaborate with the Head Coach to ensure clear and timely communication with athletes and parents regarding:
  - Regatta schedule - Training days - Off-season / winter training plans
- Keep athletes, parents, and team members informed about important updates, including any changes to schedules or logistics.

**2. Accommodation Arrangements:**

- Organize accommodation for athletes attending training camps or regattas. This may include:
  - Booking campsites - Arranging billets (host families) - Reserving hotel rooms, as needed
- Arrange for appropriate chaperones for athletes when required, ensuring safety and support during travel, camps, or events.

**3. Team Travel Organization:**

- Coordinate travel logistics for training days and regattas, including:
  - Travel schedules - Transport arrangements (e.g., buses, vans) - Keep parents and team members informed about travel plans and updates.

**4. Team Trailer Supervision:**

- Ensure proper supervision during trailer unloading and loading, coordinating the handling of equipment and boats to ensure everything is secure.

**5. Team Apparel:**

- Organize and manage team apparel, ensuring athletes are outfitted with the correct gear, including uniforms, jackets, and other team merchandise.

**c) Responsibilities of the Optimist Manager:**

**1. Communication and Coordination:**

- Collaborate with the Head Coach to ensure clear and timely communication with athletes and parents regarding:
  - Regatta schedule - Training days - Off-season / winter training plans

- Keep athletes, parents, and team members informed about important updates, including any changes to schedules or logistics.
- 2. Accommodation Arrangements:**
- Organize accommodation for athletes attending training camps or regattas. This may include:
    - Booking campsites - Arranging billets (host families) - Reserving hotel rooms, as needed
  - Arrange for appropriate chaperones for athletes when required, ensuring safety and support during travel, camps, or events.
- 3. Team Travel Organization:**
- Coordinate travel logistics for training days and regattas, including:
    - Travel schedules - Transport arrangements (e.g., buses, vans) -Keep parents and team members informed about travel plans and updates Travel schedules
- 4. Team Trailer Supervision:**
- Ensure proper supervision during trailer unloading and loading, coordinating the handling of equipment and boats to ensure everything is secure.
- 5. Team Apparel:**
- Organize and manage team apparel, ensuring athletes are outfitted with the correct gear, including uniforms, jackets, and other team merchandise.

### **Procedure**

The Head Coach will develop a training and competition plan for the Team's operation in November. Once this plan has been formulated, the ED will commence a search for coaches. Coaches will be hired within the Association's Strategic Plan and budget framework.

### **Governance, Review, & Approval**

The roles and responsibilities for the oversight, review, and delivery of this policy are identified as follows:

- **Executive Director:** Administration and regular review of this policy
- **Sail Manitoba Board of Directors:** Responsible to review and approve

**Sail Manitoba's Safe Sport Policies provide more detail and supersede this policy summary.**

## **SAIL MANITOBA PROVINCIAL TEAM SPORT MANITOBA FUNDING POLICY & PROCEDURES**

### **Purpose**

Sail Manitoba receives funding through Sport Manitoba. The association allocates a significant portion of this funding to competitive sailing.

### **Eligibility**

1. Athletes must be in good financial standing with the association and be a Sail Manitoba member either through membership in a Club or directly through Sail Manitoba as a non-club member, per the Sail Manitoba Membership Policy.
2. Athletes cannot violate the Athlete Code of Conduct. See Sail Manitoba Athlete Code of Conduct Policy.
3. Parent volunteers must meet a minimum of nine (9) volunteer hours or three (3) trailer packing/unpacking events.

### **Funding Amounts (subject to availability):**

1. The funding year is January 1 – December 31.
2. Funding will be distributed for out-of-province events only.
3. Funding may be used for race-related expenses such as:
  - a) registration
  - b) accommodation
  - c) travel expenses
4. When funds exist, funding will be provided to eligible team members at the following rates:
  - a) Saskatchewan: \$200/sanctioned event
  - b) Alberta, British Columbia, Ontario (Clubs that are not affiliated with Sail Manitoba), Quebec, and the Maritime Provinces: \$300/sanctioned event
  - c) Out-of-Canada events: \$400/sanctioned event
5. Funding will be distributed for events with the highest team participation until no more funding is available or up to a \$1000 maximum limit per athlete is reached.
6. Athletes traveling independently to events must submit the Notice of Race and the final result sheet of any regatta as proof of participation.
7. The Executive Director will distribute funds to eligible team members at the end of the funding year.

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# TEAM OPERATION POLICY

## Purpose

This policy establishes membership categories of the Manitoba Sailing Team. It outlines indirect support that may be provided to team members through 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

Team memberships are available in one of the following THREE categories: Performance, Development, and Participation.

### Performance - \$960 per year

- For selected and identified high-performance athletes as per Sail Manitoba's Athlete Selection Criteria Policy.
- Athletes who wish to travel to in-and-out-of-province events (e.g., Provincial and National Games, Youth Championships, Sail West) must purchase this membership.
- Athletes are required to participate in at least 50% of the weekly fall/winter training sessions at the Sport for Life Performance Center.
- Athletes who cannot attend due to scheduling conflicts or distance will fill out a physical fitness participation form with their other coaches or phys-ed teachers confirming a minimum of 15 hours of physical activity each month.
- They will be assigned a training group with other athletes in their boat class.
- Athletes are required to be a Sail Manitoba Member either through membership in a Club or directly through Sail Manitoba as a non-club member, per the *Sail Manitoba Membership Policy*
- All team members must agree to abide by the Code of Conduct for the Manitoba Sailing Team
- The fee includes coaching at scheduled training times and competitions, access to sports science, athletic testing, and training.
- Fees do not include competition registrations (regatta fees), travel costs and accommodations, and charter fees.
- \*Additional fees may be included for boat maintenance or repairs, guest coaches, and out-of-province training logistics. An expense summary will be provided prior to service.

### Development - \$780 per year

- For development athletes in any boat class selected and/or identified as per Sail Manitoba's Athlete Selection Criteria Policy.
- Athletes are required to be a Sail Manitoba Member either through membership in a Club or directly through Sail Manitoba as a non-club member, per the *Sail Manitoba Membership Policy*
- All team members must agree to abide by the Code of Conduct and Sail Canada and Sail Manitoba Safe Sport Policy Package for the Manitoba Sailing Team
- Fees include coaching at scheduled training times and competitions.

- Fees do not include competition registrations (regatta fees), travel costs and accommodations, and charter fees.
- Additional fees may be included for out-of-province travel in this category.

### **Participation - \$480 per year**

- Participation Athletes are high-performance alumni who are welcomed to train and participate with the team.
- Team members must be registered Sail Manitoba/Sail Canada members having joined Sail Manitoba directly or as a member of a Club.
- Special permission is required for out-of-province athletes.
- No funding is available for out-of-province events or competitions.
- All team members must agree to abide by the Code of Conduct and the Sail Canada and Sail Manitoba Safe Sport Policy for the Manitoba Sailing Team

### **Payment**

Team membership invoices will be sent out in May each year and are due in full within 30 days. Upon written request, consideration may be given to a payment plan proposal. Team members remitting their fees after June 1<sup>st</sup> may not be guaranteed the same level of support.

1. The association's treasurer will work with the Executive Director to collect overdue team membership dues. The treasurer will follow up with a letter and a phone call to inform a delinquent team member or their parents that they will be excluded from team events until the fees are paid in full.
2. A 2.5% interest charge per month will apply to all late payments.
3. Cheques are payable to Sail Manitoba. Email transfers must be sent to [sailing@sportmanitoba.ca](mailto:sailing@sportmanitoba.ca).

### **Assistance**

Indirect travel assistance may be provided to athletes by transportation in the association's truck and transportation of boats on the trailers.

### **Coaching**

1. The primary focus of the coaches will be the development of Optimists in the 15-and-under category, the development of 16-and-under sailors, the development of 18-and-under sailors, and the support of potential Games athletes. The secondary focus will be providing coaching to senior athletes.
2. The coaches will work with the entire team, and one-on-one coaching will typically not be provided. Coaches will be hired based on the majority of the sailor's needs and the availability of coaches.
3. The Executive Director, in conjunction with the Head Coach and the Coaching Development Committee, will search, interview, and hire coaches. All coaching personnel must be certified and adhere to the Sail Canada Instructor/Coach Code of Conduct, Safe Sport Policy Package, and all association policies.
4. As stated in the Financial Policy, Coaches must submit expense claims to the Executive Director for expenses incurred when out of province travel is required. Generally, only expenses pre-approved by the Association's Executive Director will be reimbursed according to the schedule below: - and only within thirty days of the incurred expense. Expense claims must include:

- a. The exact amount of 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

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

Item	Rate
<b>Accommodation (to be approved in advance)</b>	Amount Paid, Receipt Required
<b>Travel – Personal Vehicle</b>	\$0.40 per km
<b>Travel – Personal Vehicle, Towing</b>	\$0.80 per km
<b>Travel – Air Fare (to be approved in advance)</b>	Lowest Economy, receipt required
<b>Per Diem</b>	-
▪ <b>Breakfast</b>	\$15.00, no receipt required.
▪ <b>Lunch</b>	\$20.00, no receipt required.
▪ <b>Dinner</b>	\$30.00, no receipt required.
<b>Other Charges (to be approved in advance)</b>	Amount Paid, Receipt Required

In the absence of receipts, Coaches may request a per diem of up to \$65 when working out of province. Coaches engaged in multi-day activity, such as the Mobile School (MSS), may claim a per diem if, the host is not providing meals. Hosts for MSS coaches are expected to provide accommodation and meals.

5. All coaches will sign the Sail Canada Coaching Code of Conduct. The Executive Director must sign all contracts. Coaches will abide by the Sail Canada Code of Conduct, the Safe Sport Policy Package, and all the association's policies.
6. Coaches will submit weekly reports regarding team operations to the Executive Director throughout the season.
7. All coaches will undergo a formal review of their performance by the Executive Director in collaboration with the Head Coach/Technical Director at the end of each sailing season.

### **Boat/Equipment Utilization**

1. The utilization of Sail Manitoba Team equipment will require payment and a signed Charter Contract.
2. Violating the Charter Contract may be grounds for dismissal from participation on the Sail Manitoba Team.

### **Travel**

1. Sail Manitoba's vehicles and trailers used for team activities will be adequate for the task. The Team Committee Equipment Manager will coordinate the maintenance of the truck and trailers. The drivers of the vehicle and trailers must be appropriately licensed and experienced.
2. Under all circumstances, the drivers shall obey all motor vehicle laws. The driver and passengers must wear seat belts at all times when the truck is underway. The use of cell phones while driving is strictly prohibited.

3. Violations or fines incurred by drivers shall be the full responsibility of the driver and may affect future driving privileges.
4. For safety reasons, two drivers must be scheduled to travel on long-distance trips (more than one day and overnight). Drivers must take a 10-minute break for every two hours of driving.
5. To ensure safe driving practice, drivers must have 10 hours minimum continuous rest and 11 hours maximum driving time. Driving after dark is prohibited. Drivers should be at their accommodation well before dark.
6. Because of distances, time constraints, and vehicle capacity, travel to events may involve a combination of team vehicles, personal vehicles, and air travel.
7. Whenever necessary, the Head Coach chooses volunteers, and the Team Committee will accompany the team as chaperones. The Head Coach and the Team Committee will clarify in advance the roles of the chaperones for each trip based on the skills and capabilities of the individuals involved.
8. The Head Coach typically organizes and runs training events, prepares, supports, and provides expert advice to athletes at competitions, assists with boat repair, and all other “on-water” responsibilities. The Team Committee volunteer/chaperone will help look after the “off-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.
9. When chaperones are requested by the Team Committee to transport boats on a Team trailer using their own vehicles for team trips, they will be reimbursed at 70 cents per kilometer and 80 cents per kilometer when towing a trailer. (See the Financial Policy). In some cases, renting a vehicle might be a less expensive option. All compensation arrangements must be agreed to in advance of team trips and approved by the Executive Director.
10. Athletes are expected to load and unload their equipment from the trailer and are responsible for their boat, sailing equipment, and personal effects. They are also expected to assist with team travel, including keeping the vehicles and accommodations clean.
11. Private boats or equipment transported on the association’s trailers or vehicles are not insured. Team members and their parents are responsible for ensuring their boat and equipment have appropriate coverage. Sail Manitoba is not responsible for damaged, lost, or stolen equipment.
12. Access to the truck and a spot for your boat on the trailer will be based on membership category, fairness, attendance, performance, team priorities, and, at times, budgetary reasons. These priorities will be determined by the Head Coach and the Team Committee
13. The Team Committee will resolve disputes about this policy and its enforcement.
14. Teams or groups of Athletes should have at least two Persons in Authority with them. Screened parents or other volunteers can be available in situations when two Persons in Authority cannot be present.
15. A Person in Authority may not share a room or be alone in a hotel room with the door closed with an Athlete unless the Person in Authority is the Athlete’s parent or guardian.
16. For mixed-gender teams or groups of Athletes, there will be appropriate mixed-gender Persons in Authority as well.
17. Room or bed checks, which may be done during overnight stays, must be done by two Persons in Authority together. Special Notes for Minor Athletes or Vulnerable Individuals
18. A Person in Authority should not be alone in a car with a Minor Athlete or Vulnerable

Individuals unless the Person in Authority is the Athlete's parent, guardian or a designate appointed by the Athlete's parent/guardian. A Person in Authority may not be alone in a car with an Athlete who is not a Minor Athlete without the prior consent of the Athlete.

19. For overnight travel when Minor Athletes share a hotel room, roommates will be age-appropriate (e.g., within two years of age) and of the same gender identity.

### **Governance, Review, & Approval**

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# MANITOBA SAILING TEAM REGISTRATION FORM

## Athlete information:

Last Name:

First Name:

Date of Birth:

Gender:

Address:

City:

Province:

Postal Code:

Phone #:

Yacht/Sailing Club Affiliation:

Boat Class:

Allergies:

Medical Concerns:

Email Address:

## Parents/Guardians Information (if athlete is under the age of 18):

Name(s):

Phone #:

Other Phone #:

Email Address:

## Team membership category (circle one):

Performance \$800

Development \$500

Participation \$400

- ✓ I have read and agree to abide by the Sail Canada and Sail Manitoba Safe Sport Policies, Team Code of Conduct, the Billeting Code of Conduct, and the Infractions and Consequences Sheet \_
- ✓ I always agree to wear a seat belt while in a team vehicle \_\_\_\_
- ✓ I always agree to wear a lifejacket on the water \_\_\_\_

ATHLETE SIGNATURE

DATE

PARENTS SIGNATURE

PARENTS NAME

(IF UNDER THE AGE OF 18)

I have enclosed payment \_\_\_\_ I will e-transfer my payment to [sailing@sportmanitoba.ca](mailto:sailing@sportmanitoba.ca) \_\_\_\_

### SAIL MANITOBA

409-145 Pacific Ave, Winnipeg, MB, R3B  
2Z6 Email: [sailing@sportmanitoba.ca](mailto:sailing@sportmanitoba.ca)

# MANITOBA SAILING ATHLETE CODE OF CONDUCT

As an athlete on the Manitoba Sailing Team, I, \_\_\_\_\_, shall adhere to the following rules:

1. I am expected to act as an ambassador for my local yacht club, Sail Manitoba and the Province of Manitoba.
2. I am expected to be gracious in victory and defeat, cooperative, sportsmanlike, and always a team player.
3. I will always wear my seatbelt in Sail Manitoba vehicles.
4. I will not partake in unacceptable behaviors listed in, but not necessarily limited to, the Manitoba Sailing Team Infractions and Consequences Document.
5. While attending a team event, I will **not use** or have in my possession alcohol or legal or illegal drugs (this includes cannabis). If I am of the age of majority for that province/state, the Head Coach may make an exception for me regarding the responsible consumption of alcohol.
6. I will not partake in any conduct not already mentioned that is serious enough to dishonor the team or myself.

Disciplinary actions upon violation of Rule #4:

Refer to the attached *Athlete Infractions and Consequences Document*.

Disciplinary action(s) upon violation of Rules #5 and/or #6:

- a) The decision to suspend, as well as the length of the suspension, may be at the sole discretion of the Head Coach, or he/she may consult with the Team Director or a designated Executive Committee member. Suppose a designated coach is in charge of the event where the infraction has occurred, and the Head Coach cannot be contacted. In that case, the designated coach must consult with the Team Director or a designated Executive Committee member before a suspension can be issued.
- b) If other team members are using or possessing alcohol or legal or illegal drugs but are not caught, it will not impact the requirement for, or length of, suspension of the team member(s) who is/are caught.
- c) The onus is on the Sail Manitoba coach or chaperone to alert the Head Coach of an infraction. A billeting family has the authority to inform the Head Coach if they witness alcohol or drug use with any of their billets.
- d) The suspended athlete will not be allowed to complete the regatta/event and may be sent home early at their own expense at the discretion of the Head Coach.
- e) The Head Coach/designate or the Team Director must phone the parent(s) of the suspended athlete if that sailor is a minor, as quickly as possible.
- f) The Team Director must send a follow-up letter to the athlete/parent(s).

Alternative Dispute Resolution (ADR):

Once a disciplinary action has been issued, the disciplined athlete or the parent(s) of that athlete must abide by the decision or initiate the Discipline and Abuse Policy, which includes Negotiation, Facilitation and Mediation, Appeal, and Arbitration.

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I am aware that if I break any of the rules mentioned above or as noted in the Sail Canada and Sail Manitoba Safe Sport Policy Package, the appropriate disciplinary action(s) will apply.

Athlete's signature: \_\_\_\_\_

Parent's signature (if athlete is a minor): \_\_\_\_\_

Date: \_\_\_\_\_

*\*Manitoba Sailing Team Registration Package - page break inserted\*\**

# TEAM BILLETING CODE OF CONDUCT

All members of the Manitoba Sailing Team being billeted are asked to remember they are staying in the host family's cottage as guests, and as such, Team Members are expected to abide by the Sailing Team Code of Conduct as it applies to all regattas and team events, including the curfew set by the coaches. All rules and regulations regarding the possession of, or consumption of alcohol, legal or illegal drugs, as set out in the Sailing Team Code of Conduct and Sail Canada and Sail Manitoba Safe Sport Policy Package, must be adhered to during your stay with your billets.

As a Sailing Team Member, you are expected to:

1. Be respectful of the host family and fellow team members at all times.
2. Respect the privacy and property of the host family.
3. Observe the household rules of the host family.
4. Refrain from swearing or smoking.
5. Advise the host parents of your whereabouts.
6. Ensure the coach's permission is obtained before engaging in any activities away from the host's cottage where the host parent will not be present, unless it is a regatta organized activity.
7. Bear in mind young children may be in the cottage and act accordingly.

I/we, the undersigned, have read and agree to abide by the above Code of Conduct and Sail Canada and Sail Manitoba Safe Sport Policy Package while billeted. I/we understand that failure to comply with the above Code and Policies may result in removal from the host home and being sent home immediately at our own expense.

Athlete name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## TEAM PARENT CODE OF CONDUCT POLICY

### Statement:

This Code of Conduct intends to promote fair sailing and respect for all participants within Sail Canada and Sail Manitoba and its member clubs. It is the expectation of the Association's Board of Directors and membership (your peers and fellow sailors) that all parents will adhere to the Code of Conduct set out below and respect the principles of fair sailing that the Code embodies at all times while participating in any activity with Sail Manitoba.

### Standards:

- **Rule 69.1 Racing Rules of Sailing:** "A competitor, boat owner, **or support person shall** not commit an act of misconduct." (Misconduct is a breach of good manners, a breach of good sportsmanship, or unethical behaviour, or conduct that may bring, or has brought, the sport into disrepute.)
- We will respect the concept that children sail because they enjoy it and not because their parents, coaches, or others want them to.
- We will respect and cooperate with teammates, coaches, opponents, officials, and other parents and treat all athletes as we would like to be treated.
- We will never interfere with, bully, or take unfair advantage of any sailor, coach, or official and will always consider the physical and emotional well-being of others.
- We will display self-control, courtesy, and good manners at all times when representing our team and Sail Manitoba.
- We will remember that winning isn't everything—having fun, improving skills, making friends, and doing one's best is important to everyone.
- We will respect the reasonable requests of the coaches and officials and recognize that failure to show such respect, including being late for or disrupting training or a regatta, may result in an athlete or parent being asked, at the sole discretion of any Sail Manitoba coach or official, to leave the site for the remainder of the training session or regatta.
- We will, at no time as parents or guardians of the Manitoba Sailing Team members, verbally or physically threaten, intimidate, or be abusive in any manner to sailors, coaches, or officials.
- We will respect the disciplinary decisions made by the coach(es) or follow the proper course of action and appeals available to us should we disagree with any of these decisions. Sail Manitoba's policies are available online: <https://sailmanitoba.com/home/governance>

### Governance, Review, & Approval

The roles and responsibilities for the oversight, review, and delivery of this policy are identified as follows:

- **Executive Director:** Administration and regular review of this policy
- **Sail Manitoba Board of Directors:** Responsible to review and approve

**Sail Manitoba's Safe Sport Policies provide more detail and supersede this policy summary.**

Parent name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SAIL MANITOBA ATHLETE INFRACTIONS AND CONSEQUENCES

Rule #4 of the Team Code of Conduct Policy states: I will not partake in unacceptable behaviours listed in the Manitoba Sailing Team Infractions and Consequences document

Infraction	Example	Disciplinarian	Consequences
<b>MINOR</b>	<ul style="list-style-type: none"> <li>● Late for team meetings, training, or regattas</li> <li>● Inappropriate dress</li> <li>● Abusive, racist, or sexist comments or behaviours</li> <li>● Deliberate damage or misuse of any Sail Manitoba equipment (truck, coach boat, gear). Examples include but are not limited to:                             <ul style="list-style-type: none"> <li>○ Stickers on truck</li> <li>○ Coins in the seat belt slots.</li> <li>○ Food and garbage in the truck</li> </ul> </li> <li>● Failure to use your seatbelt in the team truck</li> <li>● Violation of travel rules/violation of host club rules</li> <li>● Inappropriate behaviour and cleanliness in hotel rooms or at sites - includes littering and failure to clean up</li> <li>● Breaking curfew</li> <li>● Unsportsmanlike conduct, including rude and foul language</li> <li>● Lack of courtesy or respect for fellow teammates, competitors, coaches, managers, volunteers, media</li> <li>● Lying or cheating</li> <li>● Jeopardizing the safety of yourself or others</li> </ul>	Head Coach or Designate	<p>The Head Coach or their designate will work with you to create a positive change.</p> <p>IF NO CHANGE, SUSPENSION FROM TEAM ACTIVITIES – INCLUDING TRAINING AND COMPETITIONS</p>
<b>MAJOR</b>	<ul style="list-style-type: none"> <li>● Complete disregard of any of the minor infractions listed above.</li> <li>● Failure to perform consequences for minor infractions shows total disregard for the coach's authority.</li> <li>● Damage of a more serious nature of any property while participating in a team event.</li> </ul>	Head Coach or Designate and Team Committee	<ul style="list-style-type: none"> <li>● Reparation for any damage done.</li> <li>● SUSPENSION FROM TEAM ACTIVITIES, INCLUDING COMPETITION</li> </ul>

Athlete's Name: \_\_\_\_\_ Athlete's signature: \_\_\_\_\_

Parent's signature (if athlete is a minor): \_\_\_\_\_ Date: \_\_\_\_\_

## **Governance, Review, & Approval**

The roles and responsibilities for the oversight, review, and delivery of this policy are identified as follows:

- **Executive Director:** Administration and regular review of this policy
- **Sail Manitoba Board of Directors:** Responsible to review and approve

**Sail Manitoba's Safe Sport Policies provide more detail and supersede this policy summary.**

## **SAIL MANITOBA ASSOCIATION RELEASE**

I, \_\_\_\_\_, hereby waive and release Sail Manitoba, its trustees, officers, servants, volunteers, representatives, and agents from and against all claims, actions, demands, costs, and expenses relating to death, injury, damage to person or property or loss of property howsoever caused arising out of or in connection with this course, lesson, or the use of the equipment used, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of said parties or any of them or their agents, officials or representatives.

This Waiver and Release shall be binding upon me, my heirs, executors, and administrators. I acknowledge that I am of the full age of eighteen years or, if not, I have obtained the consent of my parents and/or legal guardian to participate in this sailing activity.

### **Consent to Use of Images**

I hereby grant the right to use or disclose, without payment of any fee, charge, or compensation of any kind, including royalties, any and all non-focused, background, or otherwise unidentifiable photographs, video, or other visual media (the Images) of myself, taken by Sail Manitoba for promotional purposes. I also agree to waive any right to approve such use, and waive all moral rights I have in such Images in perpetuity.

### **Consent to Use of Personal Information**

I understand and agree that my name and email address may be used to correspond with Sail Manitoba regarding my participation and to send information about current and future Sail Manitoba programs and services. I further agree that Sail Manitoba may also contact me to conduct research in an effort to continually improve programs. I understand and agree that my personal information will not be used for any other purpose without my consent. I further understand that Sail Manitoba makes its contact information available to the provincial sport organizations when reasonable (to confirm rosters, clinic notification, etc.). I further understand and agree that Sail Manitoba may also make my contact information available to the Province of Manitoba when reasonable (to send congratulations). I understand I may withdraw my consent to any further collection, use or disclosure of information about you at any time by giving reasonable notice to Sail Manitoba.

     I consent to have read and understand the Safe Sport Policy Package that is noted on the website: <https://sailmanitoba.com/home/safesport>

     and the Sail Manitoba Team Policies

Athlete name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Parent name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_