



SAIL MANITOBA

SAFE SPORT POLICY PACKAGE

November 2023

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Introduction & Overview

Sail Manitoba, in partnership with Sail Canada is committed to providing everyone involved in the sport of sailing a safe and welcoming environment in which to participate. As we work towards ensuring a positive, safe, and inclusive environment, Sail Canada has created a harmonious policy package to set the expectations for safe sport across the country which Sail Manitoba has adopted.

The policies that make up the Safe Sport Policy Package includes:

- Code of Conduct including the Universal Code of Conduct to Prevent and Address Maltreatment in Sport
- Protection Policy
- Social Media Policy
- Screening Policy
- Whistleblower Policy
- Discipline and Complaints Policy
- Appeal Policy
- Dispute Resolution Policy

These policies are designed to provide guidance and direction to all sailing activity across the country, applicable to Sail Canada, Sail Manitoba as well as all our Member Organizations within the confines of any applicable provincial legislation that may have authority over any aspect of the Safe Sport Policy Package and the policies contained within the package. Leaders of each of Sail Manitoba's Member Organizations should adopt the Policy Package, as presented, for their organization and join Sail Canada and Sail Manitoba in the commitment to making sport, especially sailing, a safe and positive experience for everyone involved.

The implementation of a harmonious policy package helps ensure that all individuals involved in sailing in Canada know and understand a consistent standard of expected behaviour and there is a comprehensive system to address any matters that may impact the safe environment in an immediate, appropriate, and equitable manner.

These policies work together to address both prevention and response to issues related to the wide area related to safe sport. The policies are a package and work together, for example there is one set of definitions for the package of policies and the Discipline and Complaints Policy details process and jurisdiction for all complaints. Therefore, if any policy is excerpted in whole or in part from the Safe Sport Policy Package it must be done with knowledge and disclosure to any receiving party, that it is a part of the complete Safe Sport Policy Package.

Sail Manitoba and Sail Canada takes any situation involving misconduct or Maltreatment very seriously; for this reason, we are committed to enacting and enforcing strong, clear, and effective policies and procedures for preventing and addressing all forms of misconduct or Maltreatment. These policies, found within the Safe Sport Policy Package, provide the consistent clear policy system to ensure sailing in Canada is safe and welcoming.

Sail Manitoba
Safe Sport Policy Package
Definitions
(in alignment with the UCCMS v6)

Note: These Safe Sport Policy Suite Definitions apply to all policies identified as within the Safe Sport Policy Package. Our Safe Sport policies follow the legal practice of capitalized defined terms to assist the reader in identifying that the term has a specific meaning within the policy package.

1. “Affected Party” - Any Individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the Appeal Policy and who may have recourse to an appeal in their own right under the Appeal Policy.
2. “Appellant” – The Party appealing a decision pursuant to the Appeal Policy.
3. “Appeal Manager” – An individual appointed by Sail Manitoba who may be any staff member, committee member, volunteer, Director, or an independent third party, to oversee the administration of the Appeal Policy. The Appeal Manager’s responsibilities shall include those as described in the Appeal Policy.
4. “Athlete(s)” –Any Individual who is an Athlete Participant in Sail Manitoba who is subject to the policies of Sail Manitoba and the Code of Conduct.
5. “Athlete Support Personnel” - Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent, or any other person working with, treating, or assisting an Athlete participating in or preparing for sports competition.
6. “Board” – the Board of Directors of Sail Manitoba.
7. “Bullying” – Offensive behaviour and/or abusive treatment of an Individual that typically, but not always, involves an abuse of power.
8. “Case Manager” – an independent individual appointed by Sail Manitoba to fulfill the responsibilities described in the Discipline and Complaints Policy. In order to be appointed as a Case Manager, the individual must be free of conflict of interest, have relevant experience and skills to manage complaints and perform their duties, either as a legal practitioner or sport administrator.
9. “Complainant” – the party (individual or organization) filing a complaint on an incident of maltreatment or suspicions of an incident of maltreatment or other behaviour that is a violation of the standards described in the NSO’s policies, by-laws, rules or regulations, or the UCCMS.
10. “Criminal Record Check (CRC)” – the document prepared by a police service from national data on the Canadian Police Information Centre (CPIC) database or international equivalent reporting organization and provides information concerning a person’s criminal record including any Criminal Code of Canada charges, violations, or convictions.
11. “Conflict of Interest” – anytime there is a perceived or real potential for an individual’s relationship (financial, personal, or other) to influence a decision-making process.
12. “Days” – calendar days. For the purpose of calculating deadlines in this Safe Sport Policy Package, the day of the act/decision is not counted as the first day of any deadline.
13. “Director of Sanctions and Outcomes” – Responsible for overseeing the imposition of Provisional Measures, agreed outcomes, Sanctions and appearing before the Safeguarding Tribunal or the Appeal Tribunal in cases arising from a potential breach of the UCCMS (or other conduct rules, as applicable).
14. “Discrimination” – As defined in the UCCMS.
15. “External Discipline Panel” – A Panel of one or three people who are appointed by the Independent Third Party to decide on complaints that are assessed under Process #2 of the Discipline and Complaints Policy.
16. “Event” – An event hosted by Sail Manitoba or an activity where Sail Manitoba is involved in an official capacity. An event sanctioned by the PSA or a Member, and which may include a social Event.

17. "Harassment" –A vexatious comment (or comments) or conduct against an Individual or group, irrespective of whether the comment or conduct occurs in person or via any other media, including Social Media, which is known or ought to reasonably be known to be unwelcome.
18. "Independent Third Party" – the independent entity retained by Sail Canada & Sail Manitoba to receive complaints and to fulfill the responsibilities outlined in the policies herein the Safe Sport Policy Package, as applicable (outside of OSIC's role with complaints regarding UCCMS Participants). This individual must not be in a conflict of interest.
19. "Individuals" – anyone who is participating in programs and activities with Sail Canada, Sail Manitoba or a Member Organization, and any category of individuals and/or registrants who are subject to the policies of Sail Canada or Sail Manitoba, including those employed by, contracted by, or engaged in any Sail Canada or Sail Manitoba related activities. This includes but is not limited to athletes, coaches, learning facilitators, instructors, officials, support persons, employees, contractors, volunteers, Athletes and their parents/guardians, Directors, other volunteers, and those representing Sail Manitoba at any Event.
20. "Internal Discipline Chair" – An individual appointed by the PSA to decide on complaints that are assessed under Process #1 of the Discipline and Complaints Policy. The Internal Discipline Chair may be a director, head coach, staff member, or other individual affiliated with the PSA but must not be in a conflict of interest.
21. "Maltreatment" – As defined in the UCCMS.
22. "Member Organizations" – A recognized organization that is registered with Sail Canada and Sail Manitoba and in good standing as described in the Sail Manitoba bylaws.
23. "Minor" – As defined in the UCCMS an Individual who is under the age of nineteen (19) years old. Adult Individuals are responsible for knowing the age of a Minor.
24. "OSIC" – Office of the Sport Integrity Commissioner, an independent division of the SDRCC which comprises the functions of the Sport Integrity Commissioner.
25. "Parties" – in the context of a complaint under the Discipline and Complaints Policy, the Complainant and Respondent; in the context of an appeal under the Appeal Policy, the Appellant, Respondent and Affected Party (or Parties).
26. "Person in Authority" –Any Individual who holds a position of authority within Sail Canada, Sail Manitoba or a Member Organization, including, but not limited to, coaches, instructors, officials, managers, Athlete Support Personnel, chaperones, committee members, and Directors or Officers. In addition to the responsibilities described for Individuals in the Code of Conduct, a Person in Authority shall be responsible for knowing what constitutes Maltreatment.
27. "Power Imbalance" – As defined in the UCCMS.
28. "Prohibited Behaviours" – As defined in the UCCMS.
29. "Provisional Suspension" – means that the Individual is barred temporarily from participating in in any capacity in any Event or activity of the NSO, PSA and its Member Organizations or as otherwise decided pursuant to the Discipline and Complaint Policy, prior to the decision rendered in a hearing conducted pursuant to that Policy.
30. "Reporting (or Report)": The provision of information in writing by any person or an Individual to a relevant independent authority (the Independent Third Party or position charged with receiving a Report and determining next steps) regarding Maltreatment or misconduct. Reporting may occur through either the Complainant (of any age) or the one who experienced the Maltreatment, or a witness (someone who witnessed the Maltreatment or otherwise knows or suspects Maltreatment). In either case, the intention of Reporting is to initiate an independent investigative process, which could result in disciplinary action being taken against the Respondent.
31. "Respondent" – the Party responding to a complaint or investigation; or, in the case of an appeal, the body or organization whose decision is being appealed, or the Individual who was the subject of a decision that is being appealed.
32. "Sexual Maltreatment" – As defined in the UCCMS
33. "Social Medium (Social Media)" – A form of electronic communication including websites for social networking and microblogging such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, Tik-Tok, and Twitter. Social Media is the plural of Social Medium representing all the platforms broadly.

34. UCCMS – Universal Code of Conduct to prevent and address Maltreatment in Sport, as amended from time to time by the SDRCC.
35. “UCCMS Participant” – An Individual affiliated with the Program Signatory who has been a) designated by Sail Canada and b) who has signed the required consent form. UCCMS Participants may include an athlete, a coach, an official, an athlete support personnel, an employee, a contractual worker, an administrator, or a volunteer acting on behalf of, or representing the Program Signatory in any capacity.
36. “Vulnerable Individuals” – Includes Children / Youth (Minors) and Vulnerable Adults (people who, because of age, disability, or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by a Person in Authority).
37. “Vulnerable Sector Check (VSC)” – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.
38. “Workplace” - Any place where Events, business or work-related activities are conducted. Workplaces include but are not limited to, the office or facilities of Sail Canada, Sail Manitoba, and Member Organizations, work-related social functions, work assignments outside offices, work-related travel, the training, and competition environment (wherever located), and work-related conferences or training sessions.
39. “Workplace Harassment” – A course of vexatious comment or conduct against an Individual in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions.
40. “Workplace Violence – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker.

Sail Manitoba Code of Conduct

(In addition to current UCCMS - Appendix A)

Effective date	November 22, 2023
Initial Approved Date	November 22, 2023
Date last reviewed	November 22, 2023
Archived date	
Replaces and/or amends	Sail Manitoba Code of Conduct and Ethics Policy
Appendix(-ces) to this Policy	None

Note: The Safe Sport Policy Suite Definitions apply to this policy, please refer to that document for term definitions. Our Safe Sport policies follows the legal practice of capitalized defined terms to assist the reader in identifying that the term has a specific meaning within the policy suite.

*Sail Canada (the “Organization”) has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”), as amended from time to time, (provided as **Appendix A**). Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (“SDRCC”) shall come into effect immediately upon their adoption by the SDRCC and automatically without the need for any further action by Sail Canada.*

Sail Canada is a Program Signatory of the Office of the Sport Integrity Commissioner (the “OSIC”), as November 2023).

Sail Canada has designated specific Individuals within the organization as UCCMS Participants. A full list of designated individuals is available at 53 Yonge St Kingston ON K7M 6G4

*It is important to note that the Code applies to all Individuals, **but not all Individuals are UCCMS Participants** and subject to the OSIC Process.*

A. Purpose

1. The purpose of this Code of Conduct is to ensure a safe and positive environment within the programs, activities, and Events of Sail Canada, Sail Manitoba and its Member Organizations by making all Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with Sail Manitoba’s core values, mission, and policies.
2. Sail Canada, Sail Manitoba, its Member Organizations, and Individuals support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

B. Application – General

3. This Code of Conduct applies to the conduct of all Individuals during the business, activities, and Events of Sail Canada, Sail Manitoba, and its Member Organizations including, but not limited to competitions, practices, evaluations, treatment, or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
4. This Code of Conduct also applies to the conduct of all Individuals outside of the business, activities, and Events of Sail Canada, Sail Manitoba, and its Member Organizations when such conduct adversely affects Sail Manitoba’s relationships (and the work and sport environment) or is detrimental to the image and

reputation of Sail Manitoba or a Member. Such applicability will be determined by Sail Canada, Sail Manitoba or a Member Organization, as applicable, at its sole discretion.

5. In addition, breaches of the Code of Conduct may occur when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment or, if the breach has a serious and detrimental impact on the Individual(s).
6. This Code of Conduct applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code of Conduct occurred when the Individual was active in the sport.
7. Competition & the Racing Rules of Sailing
At competition hosted or organized by Sail Canada, Sail Manitoba, or a Member Organization, covered by *The Racing Rules of Sailing* as amended from time to time (herein referred to as the Rules):
 - a. Participants shall conduct themselves as prescribed by the Rules as well as any amendments thereto prescribed by the organizers of the specific event.
 - b. All protests and Appeals with respect to the misconduct of participants shall be conducted in the manner prescribed by the Rules, including any amendments thereto by the Organizing Authority (OA) for the event.

The Racing Rules of Sailing do not preclude, or limit, a Complaint being filed with OSIC, regardless of whether the matter was addressed in any manner under the Racing Rules of Sailing.

C. Prohibited Behaviours

8. All Individuals must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and this Code of Conduct
9. Individuals are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.
10. Prohibited Behaviours under the UCCMS include, but are not limited to:
 - a) Physical Maltreatment
 - b) Psychological Maltreatment
 - c) Neglect
 - d) Sexual Maltreatment
 - e) Grooming
 - f) Boundary Transgressions
 - g) Discrimination
 - h) Failing to Report
 - i) Aiding and Abetting
 - j) Retaliation
 - k) Interference with or Manipulation of Process
 - l) False Reports

In addition to the Prohibited Behaviours as defined by the UCCMS, this Code of Conduct sets out other expected standards of behaviours and conduct for all Individuals and any failure to respect these expected standards of behaviour by an Individual may constitute a breach of this Code of Conduct.

D. Responsibilities of Individuals

11. All Individuals have a responsibility to:

- a) Commit to prioritizing safety in all activities, both on and off the water.
- b) Refrain from any behaviour that constitutes Maltreatment or Prohibited Behaviour under this Code of Conduct or the UCCMS.
- c) Maintain and enhance the dignity and self-esteem of other Individuals by:
 - i. Treating each other with fairness, honesty, respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Individuals;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
 - iv. Ensuring adherence to the rules of the sport and the spirit of those rules.
- d) Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
- e) Refrain from the use of tobacco products (and vaping) while in the presence of other participants except in designated smoking areas while participating in the programs, activities, competitions, or Events of Sail Canada, Sail Manitoba or a Member Organization.
- f) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or Event.
- g) Not being under the influence of cannabis, alcohol or any medication that could cause impairment, or otherwise being impaired, at any time while performing duties or actively competing. Take reasonable steps to manage the responsible consumption of alcohol or cannabis in adult-oriented social situations.
- h) Respect the property of others and not wilfully cause damage.
- i) Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification, competition and/or not offer, receive, or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition or para-classification. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages.
- j) Adhere to all federal, provincial/territorial, municipal and host country laws.
- k) Comply with the bylaws, policies, procedures, rules, and regulations of Sail Canada, Sail Manitoba and its Member Organizations, as applicable, and as adopted and amended from time to time. Recognizing that some policies, such as the Social Media Policy, provide specific requirements for responsibilities.

Directors, Committee Members, and Employees

12. In addition to section D (above), Directors, Committee Members, and employees of Sail Manitoba and its Member Organizations will have additional responsibilities to:

- a) Function primarily as a Director, committee member or employee of Sail Manitoba or the Member Organization (as applicable) and ensure to prioritize their duty of loyalty to Sail Manitoba or the Member Organization (and not to any other sport organization or group) while acting in this role.
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of an Individual's confidence.
- c) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.

- d) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the *Screening Policy* and fully cooperating in the screening process
- e) Conduct themselves openly, professionally, lawfully and in good faith.
- f) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism in their decision-making on behalf of Sail Manitoba
- g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- h) Maintain required confidentiality of organizational information.
- i) When acting as a Director or Committee Member, respect the decisions of the majority (of the Board or a Committee, as applicable) and resign if unable to do so.
- j) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- k) Have a thorough knowledge and understanding of all governance documents

Athlete Support Personnel

- 13. In addition to section D (above), Athlete Support Personnel have additional responsibilities.
- 14. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.
- 15. Athlete Support Personnel will:
 - a) Avoid any behaviour that abuses the Power Imbalance inherent in the position of the Athlete Support Personnel.
 - b) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
 - c) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments.
 - d) Avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments.
 - e) Support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team should an Athlete qualify for participation with one of these programs.
 - f) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
 - g) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
 - h) Act in the best interest of the Athlete's development as a whole person.
 - i) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under this *Policy* and fully cooperating in the screening process.
 - j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco.
 - k) Respect competitor Athletes and, in dealings with them, not encroach upon topics or take actions which are deemed to be within the realm of 'coaching', unless after first communicating with the coaches who are responsible for the Athletes.
 - l) When a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age.
 - m) Disclose to Sail Canada, Sail Manitoba, (or the Member Organization as applicable) any sexual or intimate relationship with an Athlete over the age of majority and, if requested

by Sail Canada or Sail Manitoba immediately discontinue any coaching involvement with that Athlete.

- n) Recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all Individuals in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of Individuals who are in a vulnerable or dependent position and less able to protect their own rights.
- o) Dress professionally and use appropriate language.

Athletes

16. In addition to section D (above), Athletes will have additional responsibilities to:

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

Officials

17. In addition to section D (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes.
- b) Not publicly criticize other Individuals.
- c) Adhere at all times to the rules of their international federation and any other sport organization that has relevant and applicable authority.
- d) Place the safety and welfare of competitors, and the fairness of the competition, above all else.
- e) Strive to provide a fair sporting environment, and at no time engage in Maltreatment or Prohibited Behaviour toward any person on the field of play.
- f) Respect the terms of any agreement that they enter into with Sail Canada, Sail Manitoba or a Member Organization
- g) Work within the boundaries of their position's description while supporting the work of other officials.
- h) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- i) Take ownership of actions and decisions made while officiating.
- j) Respect the rights, dignity, and worth of all Individuals.
- k) Act openly, impartially, professionally, lawfully, and in good faith.
- l) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- m) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals.

- n) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under this *Policy* and fully cooperating in the screening process.
- o) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or Sail Canada, Sail Manitoba or the Member Organization at the earliest possible time.
- p) When writing reports, set out the actual facts to the best of their knowledge and recollection.
- q) Dress in proper attire for officiating.

Parents/Guardians and Spectators

18. In addition to section D (above), parents/guardians and spectators at Events will:

- a) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
- b) Condemn the use of violence in any form.
- c) Never ridicule an Individual for making a mistake during a competition or practice.
- d) Respect the decisions and judgments of officials and encourage Athletes to do the same.
- e) Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
- f) Respect and show appreciation to all competitors, and to coaches, officials, and other volunteers.
- g) Never harass Individuals, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators.
- h) Never encourage, aid, cover up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviours.

Member Organizations

19. Member Organizations and their members must:

- a) When required, adhere to Sail Canada and Sail Manitoba's by-laws and amend their own policies to comply or align with those of Sail Canada and Sail Manitoba unless prohibited by provincial/local legislation.
- b) Pay all required dues and fees and complete all required documents by the prescribed deadlines.
- c) Ensure that all Athletes and coaches participating in sanctioned competitions, programs and Events of Sail Canada or Sail Manitoba are registered and in good standing.
- d) Appropriately screen prospective employees in compliance with the Screening Policy to help ensure Athletes have a healthy and safe sport environment.
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated
- g) Advise Sail Canada and Sail Manitoba immediately of any situation where a Complainant has publicized a complaint in the media (including social media).
- h) Provide Sail Canada and Sail Manitoba with a copy of all decisions rendered pursuant to the Safe Sport Policy Package for complaints and appeals.
- i) Implement any decision and disciplinary sanctions imposed pursuant to Sail Canada, Sail Manitoba or any Member Organization's discipline process.

Anti-Doping¹

20. Sail Canada, Sail Manitoba and its Member Organizations adopt and adhere to the Canadian Anti-Doping Program. Sail Canada, Sail Manitoba and its Member Organizations will respect any sanction imposed on an Individual as a result of a breach of the [Canadian Anti-Doping Program](#) or any other applicable Anti-Doping Rules.

21. All Athletes shall:

- a) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force.
- b) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules.
- c) Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s).
- d) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program.
- e) All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under the NSO or a Member's jurisdiction.

Retaliation, Retribution or Reprisal

22. It is a breach of this *Code of Conduct* for any Individuals to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Individual from filing, in good faith, a Report pursuant to any Sail Manitoba policy. It is also a breach of this *Code of Conduct* for an Individual to file a Report for the purpose of retaliation, retribution, or reprisal against any other Individual. Any Individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

23. The collection, use and disclosure of any personal information pursuant to this Policy is subject to Sail Manitoba *Privacy Policy*.

Appendix A – [Universal Code of Conduct to Prevent and Address Maltreatment in Sport v6.0](#)

¹ Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

Sail Manitoba Protection Policy

Effective date	November 22, 2023
Initial Approved Date	November 22, 2023
Date last reviewed	November 22, 2023
Archived date	
Replaces and/or amends	None
Appendix(-ces) to this Policy	

Note: The Safe Sport Policy Suite Definitions apply to this policy, please refer to that document for term definitions. Our Safe Sport policies follow the legal practice of capitalized defined terms to assist the reader in identifying that the term has a specific meaning within the policy suite.

Purpose

1. This Protection Policy describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

2. Sail Canada and Sail Manitoba strongly recommends that the ‘Rule of Two’ best practices are followed by Persons in Authority when interacting with Athletes, whether in person or remotely. The Coaching Association of Canada describes the intention of the ‘Rule of Two’ as follows:

A coach must never be alone or out of sight with a Minor Athlete. Two NCCP trained or certified coaches should always be present with an Athlete, especially a Minor Athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an Athlete must take place within earshot and in view of a second coach except for medical emergencies. One of the coaches must also be of the same gender as the Athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

Sail Manitoba recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. To ensure adherence to the ‘Rule of Two’, to the best of their ability, the following guidelines are in place:

- The training and competition environments should be open to observation so that all interactions between Persons in Authority and Individuals are observable.
- Private or one-on-one situations should be avoided whenever possible unless they are open and observable by another adult or Athlete or the public.
- Persons in Authority shall not invite, or have, a Vulnerable Individual(s) in their home without a previous relationship from outside the sport of sailing and the written permission and contemporaneous knowledge of the Vulnerable Individual's parents/guardians.
- Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless a previous relationship from outside the sport of sailing exists and there is written permission and contemporaneous knowledge of the Vulnerable Individual's parents/guardians.

Expectations in Different Situations and Interactions

3. Communication

The following communication guidelines are in place for Individuals in a Position of Authority who interact with Athletes:

- Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes.
- Persons in Authority may only send personal texts, direct messages on social media or emails to individual Athletes when necessary and only for the purpose of communicating information related to team issues and activities (e.g., non-personal information).
- The content of all electronic communication between Persons in Authority and Athletes must be professional in tone and for the purpose of communicating information related to team issues or activities.
- All communication between Persons in Authority and Athletes must be between the hours of 6:00am and 10:00pm unless extenuating circumstances exist.
- No communication concerning drugs or alcohol use (unless regarding its prohibition) is permitted.
- No sexually explicit language or imagery or sexually oriented conversation is permitted.
- A Person in Authority should not become overly involved in an Athlete's personal life. Persons in Authority and Athletes are not permitted to offer or ask one another to keep a secret for them.
Special Notes for Minor Athletes or Vulnerable Individuals
- Parents and guardians may request that the Minor or Vulnerable Athlete not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications. All communication with Athletes in this category should include one other adult person on the message, preferably their parent/guardian or their designate.

4. Travel

The following travel guidelines are in place for Individuals in a Position of Authority who interact with Athletes:

- 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 2 years of age) and of the same gender identity.

5. Training and Events

The following guidelines are in place for Individuals in a Position of Authority who interact with Athletes for interactions associated with both training and competition or other Events:

- Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always be doing so in an open and observable environment.
- A Person in Authority should never be alone in a closed or unobservable environment with an Athlete prior to or following a competition or practice unless the Person in Authority is the Athlete's parent/guardian.

Special Notes for Minor Athletes or Vulnerable Individuals

- If a Minor Athlete arrives before a second Person in Authority, their parent/guardian should remain until another person arrives. Similarly, if a Minor Athlete could potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent/guardian of another Athlete) to stay until all the Minor Athletes have been picked up. If an adult is not available, then another Athlete should be present to avoid the Person in Authority being alone with a singular Minor Athlete.

6. Locker Rooms / Changing Areas / Meeting Rooms

The following guidelines are in place for Individuals in a Position of Authority who interact with Athletes for interactions in locker rooms, changing areas, and meeting rooms:

- Interactions between a Person in Authority and an individual Athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, restroom, or changing area. A second Person in Authority should be present for any necessary interaction in any such room (Rule of Two).
- If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required in cases of emergency.

7. Virtual Settings

The following guidelines are in place for Individuals in a Position of Authority who interact with Athletes for interactions in virtual settings:

- Communications during virtual sessions shall take place in an open and observable environment. Sessions must be initiated in appropriate locations (e.g. not in personal or locations such as bedrooms).
 - Virtual sessions should be recorded whenever allowed by the technology being used.
- ### Special Notes for Minor Athletes or Vulnerable Individuals
- Parents/guardians of Minors shall be informed by Sail Manitoba of the activities that will take place during the virtual session, as well as the process of the virtual session.
 - Parents/guardians of Minors shall provide consent to the Minor participating in the virtual session, if irregularly scheduled, or prior to the first session if the sessions will take place on a regular basis.
 - For Athletes under the age of 16, where possible, a parent/guardian should be present during any virtual session.
 - Parents/guardians are encouraged to debrief with Minors on a weekly basis regarding virtual sessions.

8. Photography / Video Guidelines

The following guidelines are in place for Individuals in a Position of Authority who are interacting with Athletes pursuant to that Position of Authority related to photography / video:

- Individuals (or parent/guardian in case of a Minor) should sign an image consent form (as part of the registration process) that describes how an Individual's image may be used by Sail Manitoba.
- Without consent, Individuals may not be photographed or filmed; and no images of Individuals may be posted publicly or privately. If consent is given, it may be revoked at any time.
- Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Individuals.
- The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
- Examples of photos that should be edited or deleted include:
 - Images with misplaced apparel or where undergarments are showing.
 - Suggestive or provocative poses.
 - Embarrassing images.

9. Physical Contact

Sail Manitoba recognizes that some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. Sail Manitoba requires the following touch guidelines:

- Unless it is not possible because of serious injury or other circumstance, a Person in Authority should always clarify with an Athlete where and why any touch will occur. The Person in Authority must make clear that he or she is requesting to touch the Athlete and not requiring the physical contact.
- Infrequent, non-intentional physical contact, particularly contact that arises out of an error or a misjudgment on the part of the Athlete during a training session, is permitted. Making amends, such as an apology or explanation, is encouraged to further help educate Athletes on the difference between appropriate and inappropriate contact.
- Hugging, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. Some Athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., in celebration or defeat) but this physical contact should always be limited and take place in an open and observable environment.

10. Enforcement

Any alleged violations of this Protection Policy shall be addressed pursuant to Sail Manitoba's Discipline and Complaints Policy.

11. Privacy

The collection, use and disclosure of any personal information pursuant to this Policy is subject to Sail Manitoba's Privacy Policy.

Sail Manitoba
Social Media Policy

Effective date	November 22, 2023
Initial Approved Date	November 22, 2023
Date last reviewed	November 22, 2023
Archived date	November 22, 2023
Replaces and/or amends	Social Networking Policy
Appendix(-ces) to this Policy	

Note: The Safe Sport Policy Suite Definitions apply to this policy, please refer to that document for term definitions. Our Safe Sport policies follow the legal practice of capitalized defined terms to assist the reader in identifying that the term has a specific meaning within the policy suite.

Purpose

1. Through rapid changes in technology and the growth of Social Media platforms and the internet, communication and information sharing has profoundly changed. Social Media and mobile device technology brings many opportunities but also an increased threat to privacy, the risk of sharing proprietary corporate information and opportunity for Code of Conduct incidents; both innocent and intended. Sail Manitoba recognizes the importance of Social Media platforms and online communities such as, but not limited to, Facebook, LinkedIn, YouTube and Twitter, and their importance in information sharing and education.

Scope

2. This Policy applies to all Individuals.

Policy

3. Sail Manitoba is aware that Individual interaction and communication occurs frequently on Social Media. The principles and guidelines that apply to any/all organization activities in general, as found in the Code of Conduct, apply to all online activities. Sail Manitoba cautions Individuals that any conduct falling short of the standard of behaviour required by this Social Media Policy and the Code of Conduct may be subject to the disciplinary sanctions identified within the Discipline and Complaints Policy.

Conduct and Behaviour

4. The following Social Media conduct may be subject to disciplinary action in accordance with the Discipline and Complaints Policy:
 - a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a Social Medium
 - b) Posting a picture, altered picture, or video on a Social Medium that is harmful, disrespectful, insulting, or otherwise offensive,
 - c) Creating or contributing to a Social Medium vehicle, such as a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum, devoted solely or in part to promoting negative or disparaging remarks or commentary about Sail Canada, Sail Manitoba, or a Member Organization, or their stakeholders, or their reputation

- d) Inappropriate personal or sexual relationships over a Social Medium between Individuals who have a Power Imbalance in their interactions, such as between Athletes and coaches, Directors and Officers, committee members and staff, umpires, officials, and Athletes, etc.
- e) Any instance of cyber-bullying or cyber-harassment, where incidents of cyber-bullying and cyber-harassment can include, but are not limited to, the following conduct on any Social Medium, via text-message, or via email: regular insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
- f) Any instance in which a Social Medium has been a vehicle in violating confidentiality obligations related to any complaints and/or investigations.

Individuals' Responsibilities

- 5. Individuals acknowledge that their Social Media activity may be viewable and viewed by anyone, including Sail Canada, Sail Manitoba or Member Organizations or Individuals.
- 6. When using Social Media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with Sail Manitoba.
- 7. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the Discipline and Complaints Policy.
- 8. An Individual who believes that another Individual's Social Media activity is inappropriate or may violate the policies and procedures of Sail Manitoba should Report the matter in the manner outlined by the Discipline and Complaints Policy.
- 9. Confidentiality of member and participant information must be maintained. Consequences of breaches in confidentiality may be far reaching and, in most cases, not anticipated at the time of occurrence. Any of these situations could jeopardize an Individual's or organization's experience, effective job performance, and place the organization and staff member in contravention of legislation and legal risk.
- 10. Everyone should be cognizant of standards of member and participant privacy and confidentiality. Privacy and confidentiality must be maintained in all environments, including online, and must at all times refrain from posting identifiable member or participant information of any kind online.

Sail Manitoba Social Media

- 11. Organization representation, including specific programs or teams, via online Social Media platforms can only be initiated and authorized by the Executive Director. Any accounts existing without prior authorization as required above will be subject to review and may be amended or removed.
- 12. The Executive Director will identify specific employees/volunteers who will be given access to communicate via official Sail Manitoba Social Media accounts.
- 13. Appropriate training sessions will take place with those granted access to communicate on behalf of the organization.
- 14. In the event of an emerging crisis or potentially harmful information (whether through Social Media or traditional media), all communication will originate only from Sail Manitoba designated spokespeople.

15. If Sail Manitoba unofficially engages with an Individual in Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask Sail Manitoba to cease this engagement.

Enforcement

16. Any alleged violations of this Social Media Policy shall be addressed pursuant to Sail Manitoba's Discipline and Complaints Policy.

Privacy

17. The collection, use and disclosure of any personal information pursuant to this Policy is subject to Sail Manitoba's Privacy Policy.

Sail Manitoba Whistleblower Policy

Effective date	November 22, 2023
Initial Approved Date	November 22, 2023
Date last reviewed	November 22, 2023
Archived date	
Replaces and/or amends	None
Appendix(-ces) to this Policy	

Note: The Safe Sport Policy Suite Definitions apply to this policy, please refer to that document for term definitions. Our Safe Sport policies follow the legal practice of capitalized defined terms to assist the reader in identifying that the term has a specific meaning within the policy suite.

Purpose

The intention of this policy is to support a culture where every Individual feels empowered and supported in playing an active role in proactively working towards a safe sport culture in sailing in Canada. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements. Sail Manitoba is committed to ensuring our established and implemented policies and procedures enable Individuals to come forward with information on illegal practices or violations of organizational policies.

Scope

This policy applies to all Individuals and participants of Sail Canada, Sail Manitoba and their Member Organizations and complaints raised concerning policies, code of conducts, programs, services, or organization procedures of Sail Manitoba.

Policy

In keeping with Sail Manitoba goal of maintaining the highest standards of conduct and ethics, we will investigate complaints of suspected fraudulent or dishonest use or misuse of our resources or property by staff, Board members, consultants, volunteers, or registered participants. To maintain the highest standards of service, Sail Manitoba will also investigate complaints concerning its programs and services. Additionally, Sail Manitoba will not Retaliate against an employee who, in good faith, raised a complaint against some practice of the organization, or of another individual or entity with whom Sail Manitoba has or had a business relationship, based on a reasonable belief that the practice is in violation of law or a clear mandate of policy.

Protection

No director, officer, employee, volunteer, or member/participant who in good faith Reports suspected fraudulent or dishonest use or misuse of its resources or property or complaints concerning Sail Manitoba's programs and services shall suffer Maltreatment, Harassment, Retaliation, or adverse employment or other consequences. An Individual who Retaliates against someone who has reported a violation in good faith is subject to the process in the Discipline and Complaints Policy. For employees discipline up to and including termination of employment is possible. This policy is intended to encourage and enable staff, Board members, consultants, volunteers, or registered participants to raise serious concerns within the organization prior to seeking resolution outside the organization. The Policy

is in addition to any non-Retaliation requirements contained in our human resource policies and those required by law.

Staff, Board members, volunteers, and all our stakeholders are encouraged to Report suspected fraudulent or dishonest conduct or problems with services provided, following the procedures set forth in the Sail Manitoba Safe Sport Policies. This includes, but is not limited to, concerns that may fall under the mandate of the Office of the Sport Integrity Commissioner.

Reporting

A person's concerns that fall outside Sail Manitoba's Safe Sport Policies, and the role of the Independent Third Party, about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported to the Executive Director or if it involves the Executive Director, the Chair of the Board of Directors. If, for any reason, a person finds it difficult to report his or her concerns to this individual, they may report the concerns directly to any member of the Board of Directors. Alternatively, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the Directors on the Board.

Investigation

All relevant matters, including suspected but unproved matters, will be promptly reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings may be communicated to the reporting person and their supervisor, if appropriate. Investigations may be conducted by the Executive Director, the Board, or independent persons such as auditors and/or attorneys. Investigators will endeavor to maintain and protect confidentiality, to the best of their ability as the situation allows.

This protection from Retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors. Individuals making complaints must be made in good faith; employees who intentionally make false allegations are subject to disciplinary action in accordance with the organization's human resource policies.

Enforcement

Any alleged violations of this Whistleblower Policy shall be addressed pursuant to Sail Manitoba's Discipline and Complaints Policy.

Privacy

The collection, use and disclosure of any personal information pursuant to this Policy is subject to Sail Manitoba's Privacy Policy.