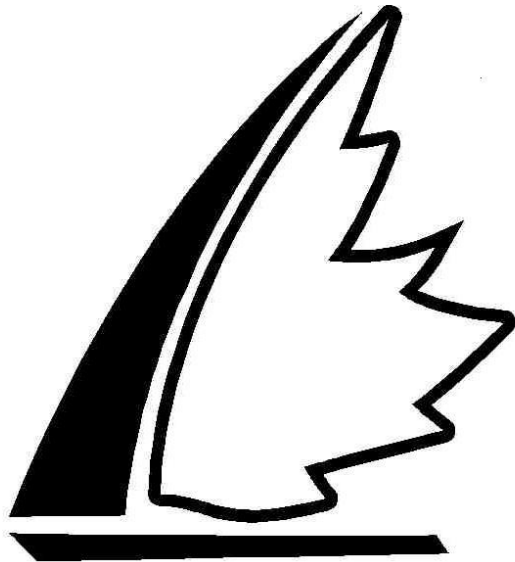


MANITOBA SAILING TEAM REGISTRATION PACKAGE



Sail Manitoba

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REGISTRATION INFORMATION

Welcome back to another busy and exciting season of sailing with the Manitoba Sailing Team!

This Team and Parent Package is intended to answer some of the more common questions that come to our Executive Director and to our other coaching staff. This document will also provide you with information on our various membership options, team related policies and important contact information. Please note that policies are also available online at www.sailmanitoba.com.

TEAM MEMBERSHIP CATEGORIES

PERFORMANCE	\$600
DEVELOPMENT	\$300
PARTICIPATION	\$200

More information on each option can be found in the Team Operation Policy. A family discount of 50% for the third child and any additional family members can be applied for all programs and fees.

REGISTRATION REQUIREMENTS

1. All team members must join a Club that is affiliated with Sail Manitoba.

COACHING

1. The primary focus of the coaches employed by Sail Manitoba will be:
 - Development of Optimists in the 15 & under category
 - Development of 19 & under sailors
 - Support of potential Games athletes
2. The secondary focus of the coaches will be:
 - Provide coaching to senior athletes
3. Coaches are hired based on the majority of sailors' needs and availability of coaches, and will work with the entire Sailing Team.
4. Coaches sign a Sail Manitoba Coaching Contract and agree to abide by the Sail Canada coaches code of conduct and all policies of Sail Manitoba.
5. All coaches report to the Executive Director.

TRAVEL

There are always opportunities for travel in the sport of sailing and it is an amazing opportunity for our sailors to experience other lakes or bodies of water and to experience billeting and/or the responsibilities that go with temporary hotel living from time to time.

- The drivers must have the confidence of the ED/Head Coach and/or the Team Committee and be skilled to drive 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, 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, keep track of their own boat, 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. There is no insurance for private boats or equipment transported on trailers or in the truck. 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.

TEAM COMMITTEE

The Team Committee consists of up to seven members, plus the ED, TD/Head Coach, Coach(es) and the President. It is a wonderful opportunity to get more involved with Sail Manitoba and get a closer look at how and why things run and operate as they do. For more information on how to get involved please contact the ED.

CONTACT INFORMATION

Sail Manitoba
409-145 Pacific Ave
Winnipeg, MB R3B 2Z6

Office Number: (204) 925-5647
Fax Number: (204) 925-5792
Website: www.sailmanitoba.com
Office email: sailing@sportmanitoba.ca

Please let us know if you have any questions, concerns, or suggestions for our program. Shelby is always reachable on her cell phone 204-298-4576.

HAPPY SAILING!

POLICIES

TEAM COMMITTEE POLICY

Preamble

The Board of Directors of Sail Manitoba is responsible for the budget and operation of the Sailing Team. The Board of Directors first established a Team Committee Policy at its meeting of June 10, 1997.

Mandate

The Team Committee is a committee of Sail Manitoba delegated by the Board of Directors to create, in conjunction with the Executive Director (ED) and the coach(es), a team structure, to plan and to manage the training and racing activities of the team and to hire to coaches and support staff in accordance with the ISAF, Sail Canada and Sail Manitoba rules and regulations.

Composition

The Team Committee will consist of up to five members, the ED and coach(es). A family may have only one representative on the Team Committee unless approved by the board.

The committee will consist of the following members:

- Team Director: Appointed by the parents at the parents meeting
- Vice Chair: Appointed by the Team Committee
- Member at Large: Appointed by the Executive Director
- Member at Large: Appointed by the Executive Director
- Member at Large : Appointed by the Executive Director
- Head Coach and additional coaches: Appointed by the Executive Director
- Sail Manitoba President (ex officio)
- Executive Director

Roles of the Committee

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

- Will maintain communication with the parents, represent the parents' concerns, and solicit advice from the parent group on the selection of coaches, chaperones, and team managers.
- Will maintain communication with the team, help organize team meetings and team events, represent athlete concerns, and solicit advice from the members of the team on the selection of coaches, chaperones, and team managers.
- Will advise and help coordinate the activities of the Optimist class.

Team Director

- Committee Chair
- Will call and chair meetings
- Will work closely with the ED, who represent the team's interests at the Board

Vice Chair

- Will chair Team Committee meetings in the absence of the Team Director and report to the Team Director and the ED

Head Coach

- Will be responsible for disciplinary action of team members
- Will plan the operation and schedules for the different categories of team membership
- Will be responsible for all other matters related to the team and coaches
- Will communicate with the ED in all matters concerning the Team Committee

Timetable

A training and competitions plan for the operation of the Team will be developed by the Head Coach in November. Once a training and competitions plan has been formulated a search for coaches will commence. Coaches will be hired by the ED within Association's Game Plan and budget framework.

Review and Approval

The administration and review of this policy is the responsibility of the ED. This policy was first approved by the Board of Directors of Sail Manitoba on November 2, 1998. It will be reviewed and re-approved by the Board of Directors in May 2018. The next re-approval date is February 2021.

TEAM LIQUOR & LOTTERIES FUNDING POLICY & PROCEDURES

Purpose

Sail Manitoba receives funding through Manitoba Liquor & Lotteries Corporation. Of this funding, the association allocates 85% to competitive sailing.

Eligibility

1. Athletes must be in good financial standing with the association to receive Liquor & Lotteries Funding.
2. Athletes in violation of the signed *Athlete Code of Conduct* will result in cancellation or withholding of Liquor & Lotteries Funding.
3. Parent volunteers must meet a minimum of 9 volunteer hours or 3 trailer packing/unpacking events.

Funding

1. The funding year is January 1 – December 31.
2. Funding will be distributed for out of province events only.
3. The following race related expenses are covered:
 - a. registration
 - b. accommodation
 - c. travel expenses
4. Where funds exist, funding will be provided to team members at the following rates, subject to Team Committee approval:
 - a. Saskatchewan: \$200/event
 - b. Alberta, British Columbia, Ontario (outside of Sail Manitoba governance), Quebec, and the Maritime Provinces: \$300/event
 - c. Out of Canada events: \$400/event
5. Funding will be distributed to events with the largest team participation first, and subsequent funding will be distributed in order of events with highest team participation until there is no more funding available or a \$1000/athlete limit is reached.
6. Athletes travelling independently to events must submit the Notice of Race and the final result sheet of any regatta as proof of participation.
7. The Team Committee is responsible for ensuring that the Liquor & Lotteries Funding is equitably shared.
8. The Executive Director will distribute funds to eligible team members at the conclusion of fall training annually.

Review and Approval

The administration and review of this policy is the responsibility of the Executive Director. This policy was first approved by the Board of Directors of Sail Manitoba on November 2, 1998. It was reviewed, amended, and re-approved by the Board of Directors on February 11, 2019. The next re-approval date is February 2022.

TEAM OPERATION POLICY

Purpose

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

Membership

Team membership will available be in one of the following categories:

Performance - \$600 per year

- For high performance athletes who travel to events in and out of province (Worlds, Games, Youth Championships, Sail West, etc.)
- 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 are unable to 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

Development - \$300 per year

- For development athletes in the Optimist or Pram who travel to events in and out of province. Also for development athletes in other boat classes who attend events inside the province only.

Participation - \$200 per year

- For senior team athletes with limited involvement
 - For out of province athletes whose use of our services is very limited
- Team members must be registered Sail Manitoba/Sail Canada members having joined through Sail Manitoba or through a yacht club belonging to the Association.
 - Team members will be required to submit to fitness testing held bi-annually in the spring and fall.

Payment

1. Team membership invoices will be sent out in May each year and are due within 30 days. Team members joining after June 1st may not be guaranteed the same level of support.
2. The association's treasurer will work with the Executive Director to collect overdue team membership dues from each sailor.
3. Cheques are payable to Sail Manitoba. Email transfers must be sent to sailing@sportmanitoba.ca.
4. Team members or their parents must pay invoices in full within 30 days. A 2.5% interest charge per month will apply for all late payments as stated on the invoice. An accompanying letter signed by the treasurer will inform team members or their parents that these fees must be paid on

time and that failing to do so will result in exclusion from team events until the fees are paid. In the event that a bill is outstanding, the treasurer will follow up with a phone call to inform team members or parents that the sailor will not be able to participate in future activities because of an overdue account.

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

Assistance

Travel assistance may be provided to athletes as outlined in the Team Liquor & Lotteries Policy & Procedures. 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 & under category, the development of 16 & under sailors, the development of 18 & under sailors, and support of potential Games athletes. The secondary focus will be to provide coaching to senior athletes.
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 sailor's needs and the availability of coaches.
3. The Executive Director, in conjunction with the Head Coach and the Team Committee, will search, interview, and hire coaches. All coaching personnel must be properly certified prior to the beginning of their employment.
4. Coaches' pre-approved accommodation and a per diem of \$40 out of province will be covered while traveling on team trips. Administrative work will be handled by the association's office staff.
5. All coaches will sign the Sail Canada Coaching Code of Conduct. All contracts must be signed by the Executive Director. Coaches will abide by the Sail Canada Code of Conduct and all policies of the association.
6. Coaches will submit daily reports regarding team operation to the Executive Director throughout the season.
7. All coaches will undergo a formal review of their performance by the Executive Director at the end of each sailing season.

Boat/Equipment Utilization

1. The utilization of Sail Manitoba Team equipment will require a signed charter contract prior to the use of the equipment requested.
2. Violation of the charter contract may be ground 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 Head Coach will coordinate the maintenance of the trailers. The drivers of the vehicle and trailers must be properly licensed. The drivers must have the confidence of the Head Coach and the Team Committee to safely transport athletes and boats for long distances. Drivers should be

- designated in advance. Passengers must wear seat belts at all times when the truck is underway.
2. Under all circumstances, the drivers shall obey all motor vehicle laws. Violations or fines incurred by drivers shall be the full responsibility of the driver, and may affect future driving privileges. The use of cell phones while driving is strictly prohibited.
 3. 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.
 4. 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.
 5. Because of distances, time constraints, and vehicle capacity, travel to events may involve a combination of team vehicles, personal vehicles, and air travel.
 6. Whenever necessary, volunteers chosen by the Head Coach and the Team Committee will accompany the team in the capacity of chaperone. 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.
 7. When chaperones are required to use their own vehicles for team trips, they will be reimbursed at 35 cents per kilometre, and at 45 cents per kilometre when towing a trailer. In some cases, renting a vehicle might be a cheaper option to choose. All compensation arrangements must be agreed to in advance of team trips and approved by the Executive Director.
 8. Access to the truck and trailer will be based on fairness, attendance, and team priorities; however, the Head Coach and the Team Committee may establish competition priorities and refuse assistance to athletes for budgetary reasons.
 9. As a general rule, athletes will be expected to load and unload the trailer, keep track of their boat, sailing equipment and personal effects, and assist with all tasks of team travel including keeping the vehicles and accommodations clean.
 10. There is no insurance for private boats or private equipment transported on the association's trailers or vehicles. The team members and their parents are responsible to ensure their boat and equipment has appropriate coverage. Sail Manitoba is not responsible for damaged, lost, or stolen equipment.
 11. The Head Coach is typically in charge of organizing and running training events, preparing, supporting, and providing expert advice to athletes at competitions, assisting with boat repair, and all other "on-water" responsibilities. The manager/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.
 12. The Team Committee will resolve any disputes about this policy and its enforcement.

Review and Approval

The administration and review of this policy is the responsibility of the Executive Director. This policy was first approved by the Board of Directors of Sail Manitoba on November 2, 1998. It was reviewed and re-approved by the Board of Directors on February 11, 2019. The date for the next re-approval date is February 2022.

MANITOBA SAILING TEAM 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, be co-operative, sportsmanlike and always remain a team player.
3. I will wear my seatbelt at all times in Sail Manitoba vehicles.
4. I will not partake in unacceptable behaviors as 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, legal or illegal drugs. If I am of the age of majority for that particular province/state, the Head Coach may make an exception for me in regard to 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 attached *Infractions and Consequences Document*.

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

- a) A 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 VP Team or a designate board member. If a designate coach is in charge of the event where the infraction has occurred and the Head Coach cannot be contacted, the designate coach must consult with the VP Team or designate board member before a suspension can be issued.
- b) If other team members are using or possessing alcohol, 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 she/he witnesses alcohol or drug use with any of his/her billets.
- d) The suspended athlete will not be allowed to complete the regatta/event, and may be sent home early at his/her own expense at the discretion of the Head Coach.
- e) The Head Coach/designate or the VP Team must phone the parent(s) of the suspended athlete if that sailor is a minor, as quickly as possible.
- f) The VP Team 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.

Review and Approval:

The administration and review of this Policy is the responsibility of the Executive Director. The Board of Directors of Sail Manitoba first approved this policy on November 2, 1998. It was reviewed, amended and re-approved by the Board of Directors on May 2018. The next re-approval date is February 2022.

I am aware that if I break any of the rules mentioned above, the appropriate disciplinary action(s) will apply.

Athlete's signature: _____

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

Date: _____

BILLETING CODE OF CONDUCT

All members of the Manitoba Sailing Team who are being billeted are asked to remember that 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, 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 that 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 that there may be young children in the cottage and act accordingly.

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

Print name:

Signature:

Date: _____

Review and Approval:

The administration and review of this policy is the responsibility of the Executive Director. This policy was first approved by the Board of Directors of Sail Manitoba on February 4, 2008. It was reviewed, amended and re-approved by the Board of Directors on March 2018. The next re-approval date is February 2022.

TEAM PARENT CODE OF CONDUCT POLICY

Statement:

It is the intention of this Code of Conduct to promote fair sailing and respect for all participants within 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:

- 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 will treat all athletes as we would like to be treated.
- We will at no time 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 – that having fun, improving skills, making friends and doing one’s best are 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 members on the Manitoba Sailing Team verbally or physically threaten, intimidate or be abusive in any manner to a sailor, coach or official.
- We will respect the disciplinary decisions made by the coach(es) or we will follow the proper course of action and appeals available to us should we disagree with any of these decisions. All Policies of Sail Manitoba are available on our web-site under “About Us” and then “Policies”.

Review and Approval:

The administration and review of this policy is the responsibility of the Parent Representative. This policy was first approved by the Board of Directors of Sail Manitoba on April 10, 2006. It was reviewed, amended and re-approved by the Board of Directors on May 2018. The next re-approval date is February 2021.

Parent Name: _____

Parent’s signature: _____

Date: _____

SAIL MANITOBA INFRACTIONS AND CONSEQUENCES

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

Infraction	Example	Disciplinarian	Consequences
MINOR	<ul style="list-style-type: none"> • Late for team meetings, training, or regattas • Inappropriate dress • Abusive, racist or sexist comments or behavior • Deliberate damage or misuse of any Sail Manitoba equipment (van, coach boat, gear). Examples include but are not limited to: <ul style="list-style-type: none"> ○ Stickers on van ○ Coins in the seat belt slots ○ Food and garbage in the van • Failure to use your seatbelt in the team van • Violation of travel rules/violation of host club rules • Inappropriate behavior and/or cleanliness in hotel rooms or at sites, includes littering and failure to clean up • Breaking curfew • Unsportsmanlike conduct including rude and/or foul language • Lack of courtesy or respect for fellow team mates, competitors, coaches, managers, volunteers, media • Lying or cheating • Jeopardizing the safety of yourself or others 	Head Coach or Designate	<p>The Head Coach or his/her designate will work with you to try to create a positive change in your behavior. She/he will discuss the problem with you so that you know you have done something which is unacceptable; this may be all that is necessary for a positive change in your behavior.</p> <p>The Head Coach or his/her designate will deal with you on an individual basis, and may use an appropriate consequence, listed below, as a deterrent.</p> <p>Verbal and/or written apology</p> <p>Other potential consequences: Physical Activity Early curfew Grounding Confinement Suspension from team activities Volunteer work for Sail Manitoba</p>
MAJOR	<ul style="list-style-type: none"> • Complete disregard of any of the minor infractions listed above • Failure to perform consequences for minor infractions, thereby showing total disregard of the coach's authority • Damage of a more serious nature of any property, while participating at a team event. 	Head Coach or Designate, and Team Committee	<ul style="list-style-type: none"> • Verbal and written apology for behavior • Reparation for any damage done. • Volunteer work for Sail Manitoba • Possible loss of funding • In extreme cases, disciplinary action(s) described in the Manitoba Sailing Team Code of Conduct Policy

Athlete's Name: _____ Athlete's signature: _____

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

First approved by the Board of Directors of Sail Manitoba on April 10, 2006. It was reviewed, amended and re-approved by the Board of Directors on May 2018. The next re-approval date is May 2021.