

The next re-approval date for this policy is February 2022

SAIL MANITOBA 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.