

Policies

3/24/2015

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MEET PARTICIPATION¹

- 1.1 Definition - for the purpose of this policy an in-town meet is defined as a meet taking place within the city of Winnipeg boundaries or within a 30 minute drive from the perimeter. An out-of-town meet is defined as taking place beyond the above boundaries but within the province of Manitoba. All other meets would fall in the out-of-province category.

Skater/Parent/Guardian Responsibility

- 1.2 Any skater planning to participate in an in-town meet will need to notify the club/head coach no later than the registration due date or 1 week before the meet, whichever date is earlier, of their intent to participate.
- 1.3 Any skater planning to participate in an out-of-town meet will need to notify the club/head coach no later than the registration due date or 2 weeks prior to the meet, whichever date is earlier, of their intent to participate.
- 1.4 Late registrations or failing to advise the club may result in not having a coach present at the meet.
- 1.5 A minimum of 3 skaters will need to be registered for a meet, with timely notification to the club, before the club will send a coach.
- 1.6 A parent/guardian may be assigned as acting coach in the absence of a club coach.
- 1.7 A parent or parents may be asked to assist the coach(es) during a meet to organize the club skaters.
- 1.8 The skater is responsible for making sure they have all necessary equipment and that it is in good working order.

Coaches Responsibility

- 1.9 At the start of the season, or as soon as the meet schedule is available, the coaching staff will make preliminary assignments as to meet attendance. These assignments will be communicated to the club president for Executive approval.
- 1.10 The coach assigned to the meet will be onsite a minimum of 1 hour prior to the start of the meet.
- 1.11 The assigned coach will attend all meetings related to the meet. The assigned coach may send an assistant (other coach or parent) to a meeting if other coaching duties overlap with the meeting.
- 1.12 The assigned coach will be responsible to provide coaching for all participating club skaters.
- 1.13 The assigned coach will review the meet schedule with the skaters.
- 1.14 The assigned coach will review code of conduct expectations with the skaters.
- 1.15 If more than 10 skaters are registered, the club will send 2 coaches to the meet or ask a parent volunteer to help.

¹ This Policy was approved during the 2013/14 membership year

MEET REMUNERATION²

- 2.1 The coach assigned to a meet will be paid at the current hourly head coach rate.
- 2.2 The following will be included in the calculation of the time commitment:
 - a. One (1) hour pre-race time
 - b. For one-day meets outside the city, travel time will be included in calculating the time commitment
- 2.3 For out-of-town meets, a travel allowance will be included.
- 2.4 If an out-of-town meet, more than two (2) hours from the city, spans multiple days,
 - a. hotel accommodations will be covered by the club
 - b. a food per diem per day will be provided by the club
- 2.5 For a meet that spans multiple days, the hourly rate will apply for the meet duration each day of the meet that club skaters are participating.
- 2.6 The travel allowance rate³ will be set annually as part of the Annual General Meeting.
- 2.7 The food per diem ⁴will be set annually as part of the Annual General Meeting.

² This Policy was approved during the 2013/14 season

³ For the 2013/14 membership year, the travel allowance will be set at \$0.53/km.

⁴ For the 2013/14 membership year, the food per diem will be set at \$25/day.

BINGO OBLIGATIONS

- 3.1 Background - The outdoor Susan Auch oval is maintained by the City of Winnipeg. The Manitoba Section of Speed Skating Canada rents the oval and the cost is shared by the speed skating clubs in the province. The Bingos that Manitoba Liquor & Lotteries provides through Sport MB for Manitoba Section of Speed Skating Canada raise the money to pay for the oval rental. Missed Bingos expose Manitoba Section of Speed Skating Canada to the possibility of being fined or forfeiting further Bingos for ALL clubs in Manitoba. This would result in higher registration fees and more fundraising.
- 3.2 The Bingos are the responsibility of the Regular and Associate members of the Club or their parents/guardians. Each skating family is required to work at a minimum number of Bingos during each membership year. The exact number ⁵of Bingos will be set annually as part of the Annual General Meeting of the Club.
- 3.3 One of the Bingos must be during the months of June, July and August.
- 3.4 The Club will elect a Director, Bingo to coordinate the Club member's participation at Bingos.
- 3.5 The Director, Bingo will keep a record of Club member's Bingo participation.
- 3.6 To minimize the risk of forfeiting any Bingos, the Club requires each skating family to provide two (2) post-dated cheques. The cheques are to be provided at registration time and dated 31 March and 31 August of the following year. The exact amount ⁶for each cheque will be set annually as part of the Annual General Meeting of the Club.
- 3.7 The Director, Bingo will advise the Treasurer of any families who have not met their Bingo obligations.
- 3.8 The cheque dated 31 March will be deposited into the Club's bank account in April if the Bingo obligations to that date have not been met.
- 3.9 The cheque dated 31 August will be deposited into the Club's bank account in September if the Bingo obligations to that date have not been met.

⁵ For the 2013/14 membership year, the number of Bingos will be set to three (3)

⁶ For the 2013/14 membership year, the amount for each cheque will be set to \$175.

MEDIA RELEASE

- 4.1 Throughout the skating season there may be occasions where video or still pictures will be taken of skaters individually or in groups. The Club regards the personal safety of all skaters of highest importance and will use great care in the distribution of any pictures or video taken.
- 4.2 There are three (3) main reasons why pictures may be taken:
 - a. The Club and its coaches believe in furthering and developing the skills of its athletes. Throughout the season, video recording may be used as a teaching tool.
 - b. The Club maintains a social media presence in the form of a website and Facebook group. To keep our social media presence up-to-date, the Club will post up to date images of events on these platforms.
 - c. Media personnel may be present at competitions and other events where the Club athletes may be participating.
- 4.3 The club cannot control how other groups and organizations, including the media, will use member's pictures and video recordings.
- 4.4 Any images on the club website, Facebook page or any other club promotional material, members will only be identified by their first name.
- 4.5 If an image or recording is selected the member will be informed prior to it being posted to a social media platform or used in any promotional material.

PRIVACY POLICY

- 5.1 Purpose - to assure that people's privacy and the confidentiality of information about the Club, skaters, parents/guardians/caregivers and staff is upheld.
- 5.2 All members and others involved with the Club must use email, electronic devices and the Internet according to Club policies. Failure to do so will result in disciplinary action.
- 5.3 Inappropriate uses of social media and Internet includes but is not limited to:
 - a. Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of skaters, parents/guardians, caregivers, the staff or Club
 - b. Intentionally accessing, transmitting, copying or creating material that violates the Club's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying or discriminating
- 5.4 Information about staff, skaters, parents/guardians/caregivers and the Club (including photos and video) must not be posted on a staff or parents/guardians/caregivers personal web space, any social networking site, any public networking or file sharing site or any other type of Internet website without the consent from the party involved.
- 5.5 The Executive have the right to monitor the use of information technology resources and to examine, use and disclose data which is contrary to this policy or legislation found as required under the law. They will use this information in disciplinary actions, and release to the police if it is criminal in nature.