

***MANITOBA TENPIN
FEDERATION, INC.***



POLICY MANUAL

Ratified September 20, 2023

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OPERATING POLICIES

SECTION A

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MANITOBA TENPIN FEDERATION INC.

OBJECTS:

To promote, encourage and develop the sport of tenpin bowling in the Province of Manitoba.

To assist in the moral and physical growth of youth through bowling.

MEMBERSHIP:

Membership in the corporation shall be open to:

The Manitoba Bowling Association (MBA)

The Winnipeg Tenpin Bowling Association (WTBA)

The Brandon Tenpin Bowling Association (BTBA)

Dauphin Tenpin Bowling (DTA)

Manitoba Tenpin Bowling Coaches Association (MTBCA)

The Annual Membership affiliation fees are determined by the Board

ASSOCIATE MEMBERSHIP:

CTF-National and Bowl Manitoba - Tenpin

LIMITED ASSOCIATE MEMBERSHIP:

Limited Associate Members are entitled to one free game of bowling and a complimentary Grassroots Clinic (See page E1). No voice, no vote.

BOARD OF DIRECTORS:

See By-Laws and Constitution.

SIGNING AUTHORITY:

Two signatures are required for all MTF accounts; which shall consist of the MTF Executive Director and either the MTF President or 1st Vice President (See Constitution and By-Laws).

FUNDING SOURCES:

Sport Manitoba & Coaching Manitoba Specific Grants

Coaching Assistance

N.C.C.P. Coaching Workshops and Development Seminars

Out of Province Travel Assistance for Coaches & Officials Upgrading

Manitoba Tenpin Federation

Technical Programs
Coach Development
Officials Development
Provincial Team Travel & Training
Equipment
 Coaching Resources
 Training Recourses
Marketing Projects
Sport Development Funding Opportunities
High Performance Programs
Grassroots Development Clinics
In-School Bowling Program
Hall of Fame
Provincial Championship Grants

FUNDING POLICY:

- I) Grants are provided to Member Associations for the following events.
- Hosting of Provincial Championships
 - Hosting of National Championships (As approved by the Board).
 - Provincial Team travel to National Championships
 - Travel for Officials Upgrading
 - The percentage of funding allowed will be determined by the Board of Directors on an annual basis.
- Annual financial statements of all the Provincial Member Associations must be filed with the Manitoba Tenpin Federation at the end of each calendar year. In addition, each Member Association and Associate Member receiving financial assistance from MTF is fully accountable for the use and allocation of these funds and must submit any and all financial records upon request from the Manitoba Tenpin Federation Board.
- II) Grants for athlete development, provincial team programs and travel assistance will be allocated under the following provisions:
- a) Funding will only be provided for designated tournament qualified athletes competing in CTF sanctioned events;
 - b) Air travel may be arranged through the MTF office for CYC Provincial Team;
 - c) Car travel expenses and per diems will be reimbursed upon submission of a financial summary and supported by receipts.
- III) All athletes, coaches, directors, volunteers and employees must submit receipts to fully account for all monies awarded to cover expenses directly associated with the event.
- IV) The Executive Director may, at his discretion, advance funding if he/she deems it to be necessary.
- V) All requests for Travel/Training assistance will be required in writing with all pertinent information or it will be tabled until such time that the required information is made available to the board.
- VI) All proposed policies involving funding should be submitted in writing to the MTF office a minimum of 14 days prior to the next MTF meeting to enable the Policy and By-Law Committee to review and discuss the proposal and have proper recommendations ready for the board.

SPORT DEVELOPMENT FUNDS:

Sport Development Funds will be allocated as listed below:

- * The Manitoba Tenpin Federation will disburse funds to the associations annually upon conclusion of the fiscal year.
- ** The previous seasons' financial statement must be submitted prior to disbursement of the Sport Development Funding.
- *** Manitoba Tenpin Federation is to receive 60% of all Sport Development Funds and the designated associations will receive 40% for their association development initiatives.

SPORT DEVELOPMENT FUNDING RULES FOR THE ASSOCIATIONS:

- A. All monies allocated must be spent on programs/items submitted in their written request.
- B. Accounting must be maintained for auditing and accountability purposes.
- C. Sport Development Funds may only be spent on the following:
 - Equipment
 - Promotion/Marketing
 - Administration
 - Development
 - Travel
 - Awards (non- monetary)

ADMINISTRATIVE SERVICE AVAILABLE:

Printing:

Entry Forms
Minutes
Newsletter
Average Books
Posters
Prize Lists
Banquet Tickets
Score Sheets
Letterhead
Envelopes

General:

Administrative Assistance
Office Supplies (limited)
Correspondence
Mail Lists
Postage
Meeting Rooms
Photocopying
Travel Arrangements*
Fax**

* If the office is performing the travel arrangements, a travel reservation request form with all pertinent information must be submitted to the MTF office. (see Appendix AC).

** Fax Cover Sheet. (see Appendix AD).

MTF BOARD MEETING DINNER ALLOWANCE:

MTF will host two annual dinner board meetings (AGM & December), not to exceed \$300.00 each.

PRINT SHOP SERVICES:

Photocopying:

Will be provided as a same day service up to a maximum of 100 copies per article. Emergency same day photocopying of over 100 copies per article can be provided, however, the association will be charged \$0.06 per copy plus G.S.T. against their administrative credit.

Printing (Camera Ready)

Will be provided within six (6) days (under 300 copies).

Printing (Not Camera Ready)

Will be provided within ten (10) working days.

EXECUTIVE DIRECTORY PRODUCTION:

All lists of Association Board Members shall be submitted no later than August 31st.

Final printing date will be the first week in August.

All Board Member lists submitted to MTF must be approved by either the President or Secretary of that Association prior to final printing.

PRESIDENT TRAVEL PER DIEM:

The President is eligible for \$400.00 annually to subsidize travel expenses to MTF meetings, committee meetings and day-to-day business of Manitoba Tenpin Federation.

PROFESSIONAL DEVELOPMENT:

The Board of Directors may recommend or the staff may request from the Board, attendance at professional development seminars, workshops or courses. With Board approval, staff and/or directors will attend. Registration fees will be paid by the Manitoba Tenpin Federation.

EXECUTIVE EXPENSES:

Rural MTF Board members are entitled to a subsidy listed below under the Rural Travel Assistance program: A completed *Rural Travel Assistance* form (See Appendix CC) and applicable fuel receipts are required.

Dauphin	\$ 140.00
Brandon	\$ 110.00

Expenses such as travel, accommodations, supplies, etc., which have received prior consent from the Board and are to be incurred by a director or staff member while performing his/her duties shall be paid for in accordance with the guidelines stated below by the MTF when an appropriate receipt or invoice is presented.

A rural Manitoba travel allowance of \$.40/km for board approved activities or programs shall be available to coaches under specific programs, directors and staff, in addition to a maximum accommodation allowance of \$150.00 per night. For Meal allowances, see Financial Policy Appendix AJ. Car-pooling will be in affect whenever possible.

Advances may be made available if the director or staff's expenses are to exceed \$100.00. Prior to reimbursement of expenses, the Executive Travel Expenses Form must be submitted to the MTF provincial office. (See Appendix AF).

MTF BOARD AND STAFF STANDARDS OF CONDUCT**1.01** In this Article:

- a) “conflicting interest” means an interest, obligation, or responsibility which:
 - (i) prefers, or appears to prefer, the interest of an officer of the Corporation personally or of any external agency to those of the Corporation; or
 - (ii) adversely, or appears to adversely, affect the unbiased exercise of the responsibility of an officer of the Corporation.
- b) “employee of the Corporation” means salaried staff members.
- c) “external agency” means any corporation, Board of Directors, committee, tribunal, or organization other than the Manitoba Tenpin Federation, Inc., its Board of Directors, and committees, and the Corporation’s Member association.
- d) “immediate family” includes the spouse, child, sibling, parent, of an officer of the Corporation, or the child, sibling, parent of the spouse of an officer of the Corporation.
- e) “officer of the Corporation” means any director, officer, employee, or member of any standing committee of the Corporation.

1.02 Officers of the Corporation have a duty when acting on its behalf to carry out their responsibilities for the furtherance of the best interests of the Corporation alone and shall avoid, in the exercise of their responsibilities on its behalf, conflicting interests.

1.03 Officers of the Corporation shall not engage directly or indirectly in any personal business transaction or pursue and personal profit which accrues from or is based upon their position with the Corporation.

The Corporation shall not enter into any contract for the supply of goods or services with:

- a) any director of the Corporation, any member of the immediate family of a director of the Corporation, or any external agency of which a director of the Corporation or a member of his/her immediate family is a proprietor, partner, or majority shareholder unless:
 - (i) the director fully discloses his/her interest in such a contract in writing at the first reasonable opportunity;
 - (ii) the director has complied with his/her obligations under these guidelines; and
 - (iii) the Board of Directors determine that such a contract will be in the best interests of the Corporation.
- b) any employee of the Corporation, except the contract of employment and any renewals or amendments thereof between the Corporation and the employee;
- c) any member of the immediate family of an employee of the Corporation or any external agency of which an employee of the Corporation or a member of his/her immediate family is a proprietor, partner, or majority shareholder; and
- d) any former employee of the Corporation, or any external agency of which a former employee of the Corporation or member of his/her immediate family is a proprietor, partner, or majority shareholder, for a period of three years from the date of the termination of the employee's employment with the Corporation, unless the Board of Directors decides that such a contract will be in the best interests of the Corporation.

1.04

- (1) Any officer of the Corporation, who serves on or with any external agency, shall not:
 - a) while acting in his/her capacity as an officer of the Corporation:
 - (i) move, second, or vote on any motion relating to any matter which directly involves such external agency, and the interests of the Corporation; or

The Corporation shall not enter into any contract for the supply of goods or services with:

- a) any director of the Corporation, any member of the immediate family of a director of the Corporation, or any external agency of which a director of the Corporation or a member of his/her immediate family is a proprietor, partner, or majority shareholder unless:
 - (i) the director fully discloses his/her interest in such a contract in writing at the first reasonable opportunity;
 - (ii) the director has complied with his/her obligations under these guidelines; and
 - (iii) the Board of Directors determine that such a contract will be in the best interests of the Corporation.
- b) any employee of the Corporation, except the contract of employment and any renewals or amendments thereof between the Corporation and the employee;
- c) any member of the immediate family of an employee of the Corporation or any external agency of which an employee of the Corporation or a member of his/her immediate family is a proprietor, partner, or majority shareholder; and
- d) any former employee of the Corporation, or any external agency of which a former employee of the Corporation or member of his/her immediate family is a proprietor, partner, or majority shareholder, for a period of three years from the date of the termination of the employee's employment with the Corporation, unless the Board of Directors decides that such a contract will be in the best interests of the Corporation.

1.04

- (1) Any officer of the Corporation, who serves on or with any external agency, shall not:
 - a) while acting in his/her capacity as an officer of the Corporation:
 - (i) move, second, or vote on any motion relating to any matter which directly involves such external agency, and the interests of the Corporation; or

- (ii) use his/her position to further the interests of such external agency relative to, to the detriment of, or within the Corporation; nor
- b) while acting in his/her capacity on or with such external agency act in any manner whatsoever which will compromise the Corporation, his/her position as an officer of the Corporation, or place him/her in a conflict of interest relative to his/her duty as an officer of the Corporation, including, without limiting the generality of the foregoing:
 - (i) communicating information to such external agency concerning the Corporation which is confidential or not of a public nature;
 - (ii) undertaking to obtain or obtaining an advantage from the Corporation or seeking to influencing a decision of the Corporation which is beneficial to such external agency to the detriment of the Corporation; or
 - (iii) representing as being policy of the Corporation any policy which has not been approved or endorsed as such by the Corporation.

1.05 Employees of the Corporation shall not:

- a) have direct or indirect personal business or financial activities which conflict with their duties and responsibilities to the Corporation;
- b) place themselves in a position where they are under an obligation to any person or organization which might benefit from improper consideration or favor on their part, or seek in any way to gain improper treatment from them in the discharge of their duties and responsibilities to the Corporation; or
- c) use their position with the Corporation as a source of business contacts while they are in the employ of the Corporation;
- d) hold a position on the Board of Directors as a voting member.

- 1.06**
- (1) Employees of the Corporation shall disclose to the Executive Director, any situation or matter where they have a conflicting interest or a foreseeable potential for a conflicting interest.
 - (2) The Executive Director, upon being advised by an employee of a conflicting interest or a potential conflicting interest under paragraph (1) shall:
 - a) render an opinion to the employee as to whether the interest disclosed breaches this Article, and
 - b) maintain a confidential file in which the Executive Director shall keep the disclosure made by the employee and his/her opinion given to the employee.
 - (3) an employee who disputes the application of these Guidelines or disputes the opinion of the Executive Director, given under paragraph (2) may appeal such application or opinion to the Personnel Committee, which shall:
 - a) review the file maintained by the Executive Director under subparagraph (2) (b); and
 - b) make such further investigation as they deem necessary, including requiring the employee to attend before the committee; and
 - c) thereafter shall render a decision in writing, a copy of which shall be delivered to the employee and placed in the file maintained by the Executive Director, which decision shall be binding on the employee and the Corporation.

PROGRAM HARASSMENT/ABUSE POLICY AND PROCEDURES -
(See Appendix AG).



POST EVENT REPORT

ASSOCIATION NAME _____
 GRANT AREA: _____ Provincial Championship _____ Provincial Team
 _____ National Championship _____ Other _____
 NAME OF EVENT _____
 LOCATION _____ DATE OF EVENT _____

<u>Expenses</u>		<u>Revenue</u>	
Facility rental	_____	Fundraising	_____
Lineage	_____	Sponsorship	_____
Honoraria	_____	Registration Fees	_____
Awards	_____	Bingo Fundraising	_____
Speaker Expenses	_____	National S.G.B.	_____
Equipment/Supplies	_____	Banquet Ticket Sales	_____
Banquet	_____	Athlete Contrib.	_____
Uniforms	_____	MTF: - Sport Manitoba	_____
Medical	_____	Other	_____
Accommodations	_____		_____
Executive Expenses	_____		_____
Coach Expenses	_____		_____
Official Expenses	_____	TOTAL REVENUE	_____
Volunteer Expenses	_____		_____
Hospitality	_____		_____
Marketing/Promotion	_____		_____
Travel: Air	_____		_____
Bus	_____		_____
Car	_____	PROFIT/DEFICIT	_____
Administration:			_____
Printing	_____		_____
Phone	_____		_____
Postage	_____		_____
Other	_____		_____
	_____		_____
TOTAL EXPENSES	_____		_____

I hereby agree that all information completed is true and correct.

Signature

PLEASE ENSURE COPIES OF ALL RECEIPTS ARE ATTACHED AND RETURN FORM TO:
MANITOBA TENPIN FEDERATION
407-145 PACIFIC AVENUE
WINNIPEG, MANITOBA, R3B 2Z6

Conflict of Interest Policy

“Organization” refers to: MANITOBA TENPIN
FEDERATION

Definitions

1. The following terms have these meanings in this Policy:
 - a. “*Conflict of Interest*” – Any situation in which a Representative’s decision-making, which should always be in the best interests of the Organization, is influenced or could be influenced by personal, family, financial, business, or other private interests
 - b. “*Pecuniary Interest*” - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
 - c. “*Non-Pecuniary Interest*” - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
 - d. “*Representatives*” – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Organization. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Organization. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Organization is connected to their own personal interests. That would be a conflict of interest situation.

Purpose

3. The Organization strives to reduce and eliminate nearly all instances of conflict of interest at the Organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the Organization, shall always be resolved in favour of the Organization.

6. Representatives will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
 - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
 - c. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
 - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public
 - e. Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Organization, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
 - f. Without the permission of the Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
 - g. Place themselves in positions where they could, by virtue of being an Organization Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
 - h. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Organization Representative

Disclosure of Conflict of Interest

7. On an annual basis, all the Organization's Directors and candidates for election to the Board, Directors, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Organization.
8. Immediately upon becoming aware that a conflict of interest may exist, all Representatives must disclose any real or perceived conflict of interest as follows:
 - a. Directors, Officers, Committee Members, candidates for election to the Board, and the senior staff person (when employed) must disclose real and perceived conflicts of interest to the Board
 - b. Employees must disclose real and perceived conflicts of interest to the senior staff person or, in the absence of a senior staff person position, to the Board
 - c. Coaches, volunteers, managers, and other Representatives must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, other volunteer, etc., as applicable)
9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Organization Representative will be considered and decided with the following additional provisions:
 - a. The nature and extent of the Representative’s interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b. The Representative does not participate in discussion on the matter
 - c. The Representative abstains from voting on the decision
 - d. For board-level decisions, the Representative does not count toward quorum
 - e. The decision is confirmed to be in the best interests of the Organization

11. For potential conflicts of interest involving employees, the Organization’s Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Organization will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee’s ability to perform the work described in the employee’s job agreement with the Organization or give rise to a conflict of interest.

Conflict of Interest Complaints

12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization’s Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest, if conflict is determined:
 - a. Removal or temporary suspension of certain responsibilities or decision-making authority
 - b. Removal or temporary suspension from a designated position
 - c. Removal or temporary suspension from certain teams, events and/or activities
 - d. Expulsion from the Organization
 - e. Other actions as may be considered appropriate for the real or perceived conflict of interest

13. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Organization to be addressed under the Organization’s *Discipline and Complaints Policy*.

14. Failure to comply with an action as determined by the Board will result in automatic suspension from the Organization until compliance occurs.

15. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

PSO Board of Directors Approval Date:	<u>December 7, 2022</u>
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Manitoba Tenpin Federation – Privacy Policy

“Organization” refers to: MANITOBA TENPIN FEDERATION, INC.

For not-for-profit organizations in Manitoba, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Organization

Definitions

1. The following terms have these meanings in this Policy:
 - a. “**Commercial Activity**” – any particular transaction, act or conduct that is of a commercial character.
 - b. “**Participants**” – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - c. “**Personal Information**” – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
 - d. “**Stakeholder**” – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

2. The Organization recognizes Participants’ right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

3. This Policy applies to all Stakeholders and Participants in connection with personal information that is collected, used or disclosed during Organization activity.
4. Except as provided in PIPEDA, the Organization’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

5. The Organization is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.

APPENDIX AC Con't

6. In addition to fulfilling the legal obligations required by PIPEDA, the Organization's Stakeholders will not:
 - a. Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Participant;
 - b. Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information;
 - c. In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest;
 - d. Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Organization;
 - e. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

Accountability

7. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Privacy Officer

- 7A. The **Privacy Officer** shall be the MTF Executive Director.

8. Duties - The Privacy Officer will:
 - a. Implement procedures to protect personal information;
 - b. Establish procedures to receive and respond to complaints and inquiries;
 - c. Record all persons having access to personal information;
 - d. Ensure any third party providers abide by this Policy;
 - e. Train and communicate to staff information about the Organization's privacy policies and practices.

Identifying Purposes

9. The Organization may collect Personal Information from Participants and prospective Participants for purposes that include, but are not limited to:

Communications

- a. Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information;
- b. Publishing articles, media relations and postings on the Organization's website, displays or posters;
- c. Award nominations, biographies, and media relations;
- d. Communication within and between Stakeholders and Participants;
- e. Discipline results and long term suspension list;
- f. Checking residency status.

Registration, Database Entry and Monitoring

- a. Registration of programs, events and activities.
- b. Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- c. Database entry to determine level of officiating certification and qualifications
- d. Determination of eligibility, age group and appropriate level of play/competition.
- e. Athlete Registration, outfitting uniforms, and various components of athlete and team selection.
- f. Technical monitoring, officials training, educational purposes, sport promotion, and media publications.

Sales, Promotions and Merchandising

- a. Purchasing equipment, coaching manuals, resources and other products.
- b. Promotion and sale of merchandise.

General

- a. Travel arrangement and administration.
 - b. Implementation of the Organization's screening program
 - c. Medical emergency, emergency contacts or reports relating to medical or emergency issues.
 - d. Determination of membership demographics and program wants and needs
 - e. Managing insurance claims and insurance investigations.
 - f. Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends.
 - g. Video recording and photography for promotional use, marketing and advertising by the Organization.
 - h. Payroll, honorariums, company insurance and health plans.
10. The Organization's Stakeholders may collect Personal Information from Participants and prospective Participants for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Participants or prospective Participants.

Consent

11. By providing Personal Information to the Organization, Participants are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.

12. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the Organization will obtain consent from Participants by lawful means. The Organization may collect Personal Information without consent when it is reasonable to do so and permitted by law.

13. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the Personal Information, as well the Participants' reasonable expectations. Participants may consent to the collection and specified use of Personal Information in the following ways:
 - a. Completing and/or signing an application form;
 - b. Checking a checkbox, or selecting an option (such as 'Yes' or 'I agree');
 - c. Providing written consent either physically or electronically;
 - d. Consenting orally in person;
 - e. Consenting orally over the phone.

14. The Organization will not, as a condition of providing a product or service, require Participants to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.

15. A Participant may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The Organization will inform the Participant of the implications of withdrawing consent.

16. The Organization will not obtain consent from Participants who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.

APPENDIX AC Con't

17. The Organization is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Participant's knowledge or consent, only if:
 - a. It is clearly in the Participant's interests and the opportunity for obtaining consent is not available in a timely way;
 - b. Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law;
 - c. An emergency threatens a Participant's life, health, or security;
 - d. The information is publicly available as specified in PIPEDA.

18. The Organization is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.

19. The Organization may disclose Personal Information without the Participant's knowledge or consent only:
 - a. To a lawyer representing the Organization;
 - b. To collect a debt that the Participant owes to the Organization;
 - c. To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction;
 - d. To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law;
 - e. To an investigative body named in PIPEDA or a government institution, if the Organization believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the Organization suspects the Personal Information relates to national security or the conduct of international affairs;
 - f. To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
 - g. In an emergency threatening a Participant's life, health, or security (the Organization will inform the Participant of the disclosure);
 - h. To an archival institution;
 - i. 20 years after the individual's death or 100 years after the record was created
 - j. If it is publicly available as specified in PIPEDA;
 - k. If otherwise required by law.

Accuracy, Retention, and Openness

20. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
21. Personal Information will be retained as long as reasonably necessary to enable participation in the Organization programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
22. The Organization's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Code of Conduct and Ethics Policy(Appendix AG) – Section 13. *Directors, Committee Members, and Staff*.
23. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
24. Personal Information that has been used to make a decision about an Participant will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
25. The Organization will make the following information available to Participants:
 - a. This *Privacy Policy*;
 - b. Any additional documentation that further explains the Organization's *Privacy Policy*;
 - c. The name or title, and the address, of the person who is accountable for the Organization's *Privacy Policy*;
 - d. The means of gaining access to Personal Information held by the Organization
 - e. A description of the type of Personal Information held by the Organization, including a general account of its use;
 - f. Identification of any third parties to which Personal Information is made available.

Access

26. Upon written request, and with assistance from the Organization after confirming the Participant's identity, Participants may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Participants are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
27. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Participant, at no cost to the Participant, within thirty (30) days of receipt of the written request.

APPENDIX AC Con't

- 28. Participants may be denied access to their Personal Information if the information:
 - a. Is prohibitively costly to provide;
 - b. Contains references to other individuals;
 - c. Cannot be disclosed for legal, security, or commercial proprietary purposes;
 - d. Is subject to solicitor-client privilege or litigation privilege.

- 29. If the Organization refuses a request for Personal Information, it shall inform the Participant the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

Compliance Challenges

- 30. Participants are able to challenge the Organization for its compliance with this Policy.

- 31. Upon receipt of a complaint, the Organization will:
 - a. Record the date the complaint is received;
 - b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint;
 - d. Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel;
 - e. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization.
 - f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

- 32. The Organization will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the Participant who:
 - a. Challenges the Organization for its compliance with this Policy
 - b. Refuses to contravene this Policy or PIPEDA
 - c. Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Participant.

PSO Board of Directors Approval Date:	<u>SEPTEMBER 20, 2023</u>
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MANITOBA TENPIN FEDERATION, INC.
407-145 PACIFIC AVENUE
WINNIPEG, MANITOBA, R3B 2Z6

TRAVEL RESERVATION REQUEST FORM

ASSOCIATION _____ CONTACT PERSON _____

PHONE (RES.) _____ (BUS.) _____ DESTINATION _____

NAME OF EVENT _____ CONFIRMATION NEEDED BY _____

DATE OF DEPARTURE _____ TIME OF DEPARTURE _____

DATE OF RETURN _____ TIME OF RETURN _____

PASSENGERS	DATE/TIME OF DEPARTURE (If different than above)	DATE/TIME OF RETURN
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

SPECIAL ARRANGEMENTS/COMMENTS: _____

DATE SUBMITTED: _____ SIGNATURE: _____

(OFFICE USE ONLY) DATE RECEIVED _____ RECEIVED BY _____



Manitoba Tenpin Federation
407 - 145 Pacific Avenue
Winnipeg, Manitoba
R3B 2Z6

Telephone: 204-925-5705
Fax: 204-925-5792
Email: man10pin@mts.net

FACSIMILE COVER SHEET

TO:	FAX NO.:
FROM:	DATE:
Number of pages, including cover sheet:	

MESSAGE: _____



EXECUTIVE TRAVEL EXPENSE FORM

NAME: _____

ADDRESS: _____ POSTAL CODE: _____

TELEPHONE NUMBER: _____ ASSOCIATION: _____

EVENT ATTENDED: _____ LOCATION: _____

CAPACITY: (circle one) DELEGATE OBSERVER COACH OFFICIAL
COURSE CONDUCTOR PARTICIPANT OTHER _____

EXPENSES:

No. of People: _____

_____ Hotel/Accommodation _____ nights @ \$ _____ = \$ _____

_____ Transportation Bus Ticket/Gas \$ _____ = \$ _____
Mileage _____ km @ \$ _____ = \$ _____

_____ Meals (If Applicable)

_____ Miscellaneous Expenses _____ = \$ _____
(Please Itemize) _____ = \$ _____

Course Conductor Honoraria

Name _____ hours @ \$ _____ = \$ _____
Name _____ hours @ \$ _____ = \$ _____
Name _____ hours @ \$ _____ = \$ _____

Facility Rental _____ hours @ \$ _____ = \$ _____

TOTAL = \$ _____

- PLEASE ATTACH ALL RECEIPTS OR REFUND WILL NOT BE ISSUED. SOME EXPENSES MAY NOT BE ELIGIBLE. HOWEVER, PLEASE ITEMIZE TO ENSURE APPROPRIATE PAYMENT.

PLEASE SUBMIT FORM TO: MANITOBA TENPIN FEDERATION
407 - 145 PACIFIC AVENUE
WINNIPEG, MANITOBA, R3B 2Z6

DATE: _____ SIGNATURE: _____

Code of Conduct and Ethics

“Organization” refers to: MANITOBA TENPIN FEDERATION

UCCMS Definitions

1. The following terms are defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”) and also provided in **Appendix A**:
 - a. Consent
 - b. Disclosure
 - c. Duty to Report
 - d. Grooming
 - e. Maltreatment
 - f. Minor
 - g. Neglect
 - h. Physical Maltreatment
 - i. Power Imbalance
 - j. Psychological Maltreatment
 - k. Reporting (or Report)
 - l. Sexual Maltreatment

Definitions

2. The following terms have these meanings in this Code:
 - a. **Athlete** – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization
 - b. **Abuse** – Includes Psychological Maltreatment, Physical Maltreatment, Neglect, and/or Grooming of Vulnerable Participants by Persons in Authority and which can have the following warning signs:
 - i. Recurrent unexplained injuries
 - ii. Alert behaviour; child seems to always be expecting something bad to happen
 - iii. Often wears clothing that covers up their skin, even in warm weather
 - iv. Child startles easily, shies away from touch or shows other skittish behaviour
 - v. Constantly seems fearful or anxious about doing something wrong
 - vi. Withdrawn from peers and adults
 - vii. Behaviour fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
 - viii. Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
 - ix. Acting out in an inappropriate sexual way with toys or objects
 - x. New adult words for body parts and no obvious source
 - xi. Self-harm (e.g., cutting, burning or other harmful activities)
 - xii. Not wanting to be alone with a particular child or young person

- c. **Bullying** - is offensive behaviour and/or abusive treatment of a Participant that typically, but not always, involves an abuse of power. Examples of behaviour that may constitute Bullying include, but are not limited to:
- i. Spreading malicious rumours, gossip or innuendos with the intent of causing harm or suffering to a Participant;
 - ii. Excluding or isolating a Participant socially with the intent of causing them harm or suffering;
 - iii. Making offensive jokes or derogatory comments to a Participant or to others;
 - iv. Yelling, verbally berating or using profanity;
 - v. Assigning unreasonable duties or workload which are unfavourable to a Participant; or
 - vi. Any form of cyber bullying which can include:
 - a) Sending mean or threatening emails or text/instant messages;
 - b) Posting embarrassing photos of someone online
 - c) Creating a website to make fun of others
 - d) Pretending to be someone else
 - e) Tricking someone into sending pictures or videos or revealing personal information
 - f) Sending personal information (including pictures and videos) about someone else to a third-party
- d. **Discrimination** – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability
- e. **Harassment** – A course of vexatious comment or conduct against a Participant or group, which is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which endanger a person's safety, or may negatively affect performance;
 - vii. **Hazing** – which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a youth-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the youth-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;

- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Deliberately excluding or socially isolating a person from a group or team;
 - x. Persistent sexual flirtations, advances, requests, or invitations;
 - xi. Physical or sexual assault;
 - xii. Contributing to a *poisoned sport environment*, which can include:
 - a. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
 - b. Groups where harassing behaviour is part of the normal course of activities
 - c. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
 - xiii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - xiv. Retaliation or threats of retaliation against a person who reports harassment to the Organization
- f. **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - g. **Person in Authority** – Any Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers
 - h. **Vulnerable Participants** – Includes 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 people in positions of trust or authority)
 - i. **Workplace** – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions
 - j. **Workplace Harassment** – Vexatious comment or conduct against a worker 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. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
 - i. Bullying;
 - ii. Workplace pranks, vandalism, or hazing;
 - iii. Repeated offensive or intimidating phone calls or emails;

- iv. Inappropriate sexual touching, advances, suggestions or requests;
 - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - vi. Psychological abuse;
 - vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
 - viii. Deliberately withholding information that would enable a person to do their job, perform or train;
 - ix. Sabotaging someone else's work or performance;
 - x. Gossiping or spreading malicious rumours;
 - xi. Intimidating words or conduct (offensive jokes or innuendos); and
 - xii. Words or actions which are known, or ought reasonably to be known, as offensive, embarrassing, humiliating, or demeaning.
- k. **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. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- i. Verbal or written threats to attack;
 - ii. Sending to or leaving threatening notes or emails;
 - iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
 - iv. Wielding a weapon in a Workplace;
 - v. Hitting, pinching or unwanted touching which is not accidental;
 - vi. Dangerous or threatening horseplay;
 - vii. Physical restraint or confinement;
 - viii. Blatant or intentional disregard for the safety or wellbeing of others;
 - ix. Blocking normal movement or physical interference, with or without the use of equipment;
 - x. Sexual assault; and
 - xi. Any attempt to engage in the type of conduct outlined above

Purpose

3. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Organization by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values and policies. The Organization supports equal opportunity, prohibit discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application of this Code

4. This Code applies to any Participant's conduct during the business, activities, and events of the Organization 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.
5. This Code also applies to Participants' conduct outside of the business, activities, and events of the Organization when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization, as applicable, at its sole discretion.
6. This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
7. In addition, breaches of this Code may occur when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).
8. Any Participant who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

Persons in Authority and Maltreatment

9. When they are a Person in Authority, Participants are responsible for knowing what constitutes Maltreatment. The categories of Maltreatment are not mutually exclusive, nor are the examples provided in each category an exhaustive list. Rather, what matters for the assessment of the Maltreatment is whether the conduct falls into one or more of the categories, not into which category it falls. Abuse, assault, Harassment, bullying, and hazing can be experienced in more than one category of Maltreatment.
10. Maltreatment can be any of the prohibited behaviours and conduct, provided the Maltreatment occurs in any one or a combination of the following situations (The physical location(s) where the alleged Maltreatment occurred is not determinative):
 - a. Within a sport environment;
 - b. When the Participant alleged to have committed Maltreatment was engaging in sport activities;
 - c. When the Participants involved interacted due to their mutual involvement in sport;
or
 - d. Outside of the sport environment where the Maltreatment has a serious and detrimental impact on another Participant.

11. It is a violation of the Code for sport administrators or other Persons in Authority to place Participants in situations that make them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and coach to share a hotel room when traveling, hiring a coach who has a history of Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

Responsibilities

12. Participants have a responsibility to:
 - a. Refrain from any behaviour that constitutes Maltreatment, Discrimination, Harassment, Workplace Harassment, or Workplace Violence
 - b. Maintain and enhance the dignity and self-esteem of other Participants by:
 - i. Treating each other with the highest standards of fairness, honesty, respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory; and
 - v. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - c. 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. More specifically, the Organization adopt and adhere to the Canadian Anti-Doping Program. The Organization will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
 - d. 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
 - e. Reasonably cooperate with the CCES or another anti-doping organization that is investigating anti-doping rule violations
 - f. Not harass, intimidate or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control
 - g. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - h. Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of the Organization;
 - i. In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event;

- j. In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of the Organization (subject to any requirements for accommodation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
- k. When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Not be under the influence of alcohol or illegal drugs or substances;
 - iii. Have valid car insurance; and
 - iv. Refrain from holding a mobile device.
- l. Respect the property of others and not wilfully cause damage
- m. Promote sport in the most constructive and positive manner possible
- n. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para-classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- o. Adhere to all federal, provincial/territorial, municipal and host country laws
- p. Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of the Organization, as applicable and as adopted and amended from time to time
- q. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to the Organization, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method

Directors, Committee Members, and Staff

13. In addition to section 12 (above), Directors, Committee Members, and staff of the Organization will have additional responsibilities to:
- a. Function primarily as a Director or Committee Member or staff member of the Organization (as applicable) and not as a member of any other organization or constituency
 - b. Ensure their loyalty prioritizes the interests of the Organization
 - c. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d. Comply with the *Screening Policy*
 - 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
 - g. Behave with decorum appropriate to both circumstance and position
 - h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
 - i. Maintain confidentiality of private organizational information
 - j. Respect the decisions of the majority and resign if unable to do so
 - k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - l. Have a thorough knowledge and understanding of all governance documents

Coaches, Instructors, Trainers, and Athlete Support Personnel

14. In addition to section 12 (above), coaches, instructors, trainers and athlete support personnel have many additional responsibilities. The coach-Athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the Athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, either consciously or unconsciously. Coaches, instructors, trainers, and athlete support personnel will:

- a. Avoid any behaviour that abuses the Power Imbalance inherent in the coaching position to (i) establish or maintain a sexual relationship with an Athlete that they are coaching, or (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age
- 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 while refraining from using training methods or techniques that may harm Athletes
- 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 coaching staff 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 the *Screening Policy*
- j. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the Organization (as applicable), including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
- k. Not coach, train, or otherwise support athletes if they use methods or substances prohibited by the Canadian Anti-Doping Program without valid and acceptable justification
- l. 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
- m. Respect Athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes
- n. Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority
- o. Disclose to the Organization any sexual or intimate relationship with an athlete over the age of majority and immediately discontinue any coaching involvement with that athlete

- p. Recognize the power inherent in the position of coach and respect and promote the rights of all participants 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 participants who are in a vulnerable or dependent position and less able to protect their own rights
- q. Dress professionally and use appropriate language

Athletes

15. In addition to section 12 (above), Athletes will have additional responsibilities to:
- a. Adhere to 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 and equipment
 - f. Dress to represent the sport and themselves with professionalism
 - g. Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

16. In addition to section 12 (above), officials will have additional responsibilities to:
- a. Maintain and update their knowledge of the rules and rules changes
 - b. Not publicly criticize other officials
 - c. Work within the boundaries of their position's description while supporting the work of other officials
 - d. Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations
 - e. Take ownership of actions and decisions made while officiating
 - f. Respect the rights, dignity, and worth of all Participants
 - g. Act openly, impartially, professionally, lawfully, and in good faith
 - h. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - i. Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants
 - j. Comply with the *Screening Policy*
 - k. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor at the earliest possible time
 - l. When writing reports, set out the actual facts to the best of their knowledge and recollection
 - m. Dress in proper attire for officiating

Parents/Guardians and Spectators

17. In addition to section 12 (above), parents/guardians and spectators at events will:
- Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
 - Condemn the use of violence in any form
 - Never ridicule a participant for making a mistake during a competition or practice
 - Respect the decisions and judgments of officials, and encourage Athletes to do the same
 - Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
 - Respect and show appreciation to all competitors, and to coaches, officials and other volunteers
 - Never harass competitors, coaches, officials, parents/guardians, or other spectators

PSO Board of Directors Approval Date:	<u>December 7, 2022</u>
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Appendix G1 – Definitions from the UCCMS

The following definitions of terms are from version 5.1 of the UCCMS and have been adapted by the Organization:

- Consent** – *Consent* is defined in Canada’s *Criminal Code* as the voluntary agreement to engage in the sexual activity in question. The law focuses on what the person was actually thinking and feeling at the time of the sexual activity. Sexual touching is only lawful if the person affirmatively communicated their consent, whether through words or conduct. Silence or passivity does not equal consent. Sexual activity is only legal when both parties consent. The *Criminal Code* also says there is no consent when: Someone says or does something that shows they are not consenting to an activity; Someone says or does something to show they are not agreeing to continue an activity that has already started; Someone is incapable of consenting to the activity, because, for example, they are unconscious; The consent is a result of someone abusing a position of trust, power or authority or someone consents on someone else’s behalf. A person cannot say they mistakenly believed a person was consenting if: that belief is based on their own intoxication; they were reckless about whether the person was consenting; they chose to ignore things that would tell them there was a lack of consent; or they didn’t take proper steps to check if there was consent. Sexual activity with a Minor is a criminal offence as is sexual activity with a person under the age of 18 years when the other person is in a position of trust or authority
- Disclosure** - The sharing of information by a Participant regarding an incident or a pattern of Maltreatment experienced by that Participant. Disclosure does not constitute a formal report that initiates a process of investigation to address the Maltreatment

3. *Duty to Report*

- a. **Concerns Under Child Protection Legislation:** A legal duty to report is mandated by law, and the requirement varies by province depending on provincial legislation. Everyone has a duty to report child abuse and neglect under Canadian child welfare laws. Professionals who work with children and youth have an added responsibility to report. Adults are obliged to report child Maltreatment if there is knowledge or suspicion that it is occurring. This is called the “duty to report.” Every person in Canada has the duty to report known or suspected child Maltreatment by law. Known or suspected abuse or Neglect of a child must be reported to: local child welfare services (e.g., children’s aid society or child and family services agency), or provincial/territorial social service ministries or departments, or local police
- b. **Concerns Outside of Child Protection Legislation:** Participants have a duty to report concerns of inappropriate conduct of other Participants to uphold the ethical standards and values of Canadian sport. Reporting inappropriate conduct is important to ensure proper action is taken and expectations are re-established. By addressing inappropriate conduct, a collective responsibility to protect Participants from Maltreatment is enacted

4. *Grooming* – Deliberate conduct by a Participant to sexualize a relationship with a Minor that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behaviour. During the grooming process, the Participant will gain the trust of the Minor and protective adults and peers around the Minor often under the guise of an existing relationship. Manipulation tactics are then used to blur perceptions and gain further access to and private time with the Minor in order to abuse or exploit the Minor. Grooming can occur whether or not harm is intended or results from the behaviour. (Grooming is also a prohibited behaviour listed under the definition of Maltreatment)

5. *Maltreatment* – Includes Maltreatment related to:

- a. *Psychological Maltreatment* – which includes, without limitation, verbal acts, non-assaultive physical acts and acts that deny attention or support
 - i. Verbal Acts - Verbally assaulting or attacking someone, including but not limited to: unwarranted personal criticisms; body shaming; derogatory comments related to one’s identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish that person’s reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.
 - ii. Non-assaultive Physical Acts (no physical contact) - Physically aggressive behaviours, including but not limited to: throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others

- iii. Acts that Deny Attention or Support - Acts of commission that deny attention, lack of support or isolation including but not limited to: ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same
- b. *Physical Maltreatment* – includes, without limitation, contact or non-contact behaviours that have the potential to cause physical harm
 - i. Contact behaviours - Including but not limited to: deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects
 - ii. Non-contact behaviours - Including but not limited to: isolating a person in a confined space; forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready
- c. *Sexual Maltreatment* – includes, without limitation, any act targeting a person’s sexuality, gender identity or expression, that is committed, threatened or attempted against a person, and includes but is not limited to the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples include:
 - i. Any penetration of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:
 - 1. vaginal penetration by a penis, object, tongue, or finger; and
 - 2. anal penetration by a penis, object, tongue, or finger
 - ii. Any intentional touching of a sexual nature of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:
 - 1. kissing;
 - 2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
 - 3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person, and
 - 4. making another touch themselves, the Participant, or someone else with or on any of the body parts listed in b).
 - 5. any intentional touching in a sexualized manner of the relationship, context or situation

- iii. In addition to the criminal acts identified above, the UCCMS prohibits sexual relations between an Athlete above the age of majority (depending upon jurisdiction) and a Participant who holds a position of trust and authority on the basis that there can be no Consent where there is a Power Imbalance. A Power Imbalance that is presumed to exist may be challenged
- d. *Neglect* – or acts of omission, includes without limitation: not providing an Athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an individual’s physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods (e.g., weigh-ins, caliper tests); disregarding the use of performance-enhancing drugs by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport’s rules, regulations, and standards, subjecting Participants to the risk of Maltreatment
- e. *Grooming* – is often a slow, gradual and escalating process of building trust and comfort with a young person. Grooming includes, without limitation, the process of making inappropriate behaviour seem normal and gradually engaging in ‘boundary violations’ which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult Participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts). The Grooming process:
 - i. Grooming usually begins with subtle behaviours that do not appear to be inappropriate. Many victims/survivors of sexual abuse do not recognize the grooming process as it is happening, nor do they recognize that this process of manipulation is part of the overall abuse process.
 - ii. In the grooming process, the offender begins by gaining trust of adults around the young person. The offender establishes a friendship and gains the young person’s trust. Grooming then involves testing boundaries (e.g., telling sexual jokes, showing sexually explicit images, making sexual remarks). Typically, behaviour moves from non-sexual touching to “accidental” sexual touching
 - iii. The young person is often manipulated into feeling responsible for the contact, is discouraged from telling anyone else about the relationship, and is made to feel obligated to protect the offender. The offender also builds trust with those close to the young person so that the relationship with the young person is not questioned
- f. *Interference with or Manipulation of Process* – it is considered maltreatment if an adult Participant directly or indirectly interferes with a process by:
 - i. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
 - ii. destroying or concealing information;
 - iii. attempting to discourage an individual’s proper participation in or use of the processes of the Organization;
 - iv. harassing or intimidating (verbally or physically) any person involved in the processes before, during, and/or following any proceedings of the Organization;

- v. publicly disclosing a Participant’s identifying information, without the Participant’s agreement;
 - vi. failing to comply with any temporary or provisional measure or other final sanction;
 - vii. distributing or otherwise publicizing materials a Participant gains access to during an investigation or hearing, except as required by law or as expressly permitted; or
 - viii. influencing or attempting to influence another person to interfere with or manipulate the process
- g) *Retaliation* – which means that a Participant shall not take an adverse action against any person for making a good faith Report of possible Maltreatment or for participating in any process related to alleged conduct violations. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the processes of the Organization. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a Report of possible Maltreatment
- h) *Aiding and Abetting* – which is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by a Participant. Aiding and Abetting also includes, without limitation, knowingly:
- i. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Participants;
 - ii. providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
 - iii. allowing any person to violate the terms of their suspension or any other sanctions imposed
- i) *Reporting* – it is considered Maltreatment to fail to report Maltreatment of a Minor. A legal Duty to Report is mandated by law, and the requirement varies by province depending on provincial legislation.
- i. Failure to Report Maltreatment of a Minor
 1. The obligation to Report requires the Reporting of any conduct which, if proven true, would constitute Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect involving a Minor Participant. The obligation to Report is an ongoing one and is not satisfied simply by making an initial Report. The obligation includes Reporting, on a timely basis, all relevant information of which an adult Participant becomes aware
 2. The obligation to report includes making a direct Report
 3. The obligation to Report includes personally identifying information of a potential Minor Complainant to the extent known at the time of the Report, as well as a duty to reasonably supplement the Report as to identifying information learned at a later time

4. Participants should not investigate or attempt to evaluate the credibility or validity of allegations involving Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect. Participants making a good faith Report are not required to prove the Reports are true before Reporting
- ii. Failure to Report Inappropriate Conduct
 1. Not all inappropriate conduct may meet the threshold for constituting Maltreatment. However, such inappropriate conduct may represent behaviour with the risk of escalating to Maltreatment. Any Participant who suspects or becomes aware of another Participant's inappropriate conduct, even if it is not defined as Maltreatment, has a Duty to Report such inappropriate conduct through the organization's internal procedures. Those in positions of trust and authority who become aware of another's inappropriate conduct have a responsibility for reporting the concern within their organization's policies and procedures. The person making the report does not need to determine whether a violation took place: instead, the responsibility lies in reporting the objective behaviour.
 - 2.
 - iii. Intentionally Filing a False Allegation
 1. An allegation is false if the events Reported did not occur, and the person making the Report knows the events did not occur
 2. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable bad faith, an unsubstantiated allegation alone is not grounds for a violation
6. **Minor** – Any Participant who is under the age of 18 at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a Minor.
 7. **Neglect** – Any pattern or a single serious incident of lack of reasonable care, inattention to a Participant's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Participant's needs and requirements, not whether harm is intended or results from the behaviour. (Neglect is also a prohibited behaviour listed under the definition of Maltreatment)
 8. **Physical Maltreatment** – Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of the Participant. Physical Maltreatment includes, without limitation, contact or non-contact infliction of physical harm. Physical Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour. (Physical Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)

9. **Power Imbalance** – A Power Imbalance may exist where, based on the totality of the circumstances, a Participant has supervisory, evaluative, a duty of care, or other authority over another Participant. A Power Imbalance may also exist between an Athlete and other adults involved in sport in positions such as high-performance directors, sport specific health-care providers, sport science support staff, care or support persons, guides or pilots. Maltreatment occurs when this power is misused. Once a coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-Athlete relationship, regardless of age, and is presumed to continue for Minor Athletes after the coach-Athlete relationship terminates or until the Athlete reaches 25 years of age. A Power Imbalance may exist, but is not presumed, where an intimate relationship existed before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between consenting adults that preceded the sport relationship).
10. **Psychological Maltreatment** – Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of the Participant. Psychological Maltreatment includes, without limitation, verbal conduct, non-assaultive physical conduct, and conduct that denies attention or support. Psychological Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour. (Psychological Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)
11. **Reporting (or Report)** – The provision of information in writing by any person or a Participant to a relevant independent authority (the independent person or position, such as a Case Manager, charged with receiving a report and determining next steps) regarding Maltreatment. Reporting may occur through either: (i) the Complainant (of any age) or the one who experienced the Maltreatment, or (ii) 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
12. **Sexual Maltreatment**
- a. **Involving a Child:** Any form of adult/child sexualized interaction constitutes child sexual abuse. Sexual abuse of a child may occur through behaviours that do or do not involve actual physical contact. (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)
 - b. **Involving a person over the Age of Majority:** Any sexual act, whether physical or psychological in nature, that is committed, threatened, or attempted against a Participant without the Participant’s Consent. It includes any act targeting a Participant’s sexuality, gender identity or expression, that is committed, threatened or attempted against a Participant without that Participant’s Consent, and includes but is not limited to, the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Sexual Maltreatment can take place through any form or means of communication (e.g. online, social media, verbal, written, visual, hazing, or through a third party). (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)

PSO Board of Directors Approval Date:	December 7, 2022
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Discipline and Complaints Policy

“Organization” refers to: MANITOBA TENPIN
FEDERATION

Definitions

1. The following terms have these meanings in this Policy:
 - a. “*Athlete*” – An individual who is an Athlete Participant in the Organization
 - b. “*Case Manager*” – An individual appointed by the Organization to administer this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, the Organization
 - c. “*Complainant*” – A Participant or observer who makes a report of an incident, or a suspected incident, of Maltreatment or other behaviour that is a violation of the standards described in the *Code of Conduct and Ethics*
 - d. “*Days*” – Days including weekends and holidays
 - e. “*Maltreatment*” – As defined in the *Code of Conduct and Ethics*
 - f. “*Participants*” – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - g. “*Power Imbalance*” – As defined in the *Code of Conduct and Ethics*
 - h. “*Respondent*” – The alleged infracting Party

Purpose

2. Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization’s policies, By-laws, rules and regulations, and *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Participants.
4. This Policy applies to matters that may arise during the course of Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Organization activities, and any meetings.
5. This Policy also applies to Participants’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

6. This Policy applies to alleged breaches of the *Code of Conduct and Ethics* by Participants who have retired from the sport where any claim regarding a potential breach of the *Code of Conduct and Ethics* occurred when the Participant was active in the sport. In addition, this Policy will apply to breaches of the *Code of Conduct and Ethics* that occurred when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).
7. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.
8. In addition to being subject to disciplinary action pursuant to this *Discipline and Complaints Policy*, an employee of the Organization who is a Respondent to a complaint may also be subject to consequences in accordance with the employee's Employment Agreement or policies for human resources, if applicable.
9. The Organization may at its discretion, assume jurisdiction of a complaint that was submitted to a Member Club. In such cases, the Organization's Case Manager will determine whether the complaint process should be re-started or resumed pursuant to the applicable section of this Policy.

Reporting a Complaint

10. Any Participant may report any complaint to the Organization. A complaint must be In Writing and must be filed within fourteen (14) days of the alleged incident or within fourteen (14) days of the end of the sport/league/competitive season, at the discretion of the individual filing the complaint.
11. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Organization or the Case Manager, as applicable. This decision may not be appealed.
12. At the Organization's discretion, the Organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization will identify an individual to represent the Organization.
13. Resignation or lapsing of membership after a complaint is filed does not preclude discipline being pursued under this Policy.

Dispute Resolution Option

14. The complaint may first be referred to the Organization's President (or designate) for review, with the option given to the parties to resolve the dispute via Alternate Dispute Resolution and/or mediation. Should the parties unanimously agree to proceed using Alternate Dispute Resolution and/or mediation, the process set out in the *Dispute Resolution Policy* shall be followed from this point. Should the parties not agree, the process contained here shall be followed.

Case Manager

15. Upon the receipt of a complaint, the Organization will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy. Such an appointment is not appealable. The Case Manager must not be in a conflict of interest and must have no affiliation or connection with either party.

16. The Case Manager has a responsibility to:

- a. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
- b. Propose the use of the Organization's *Dispute Resolution Policy*
- c. Determine if the complaint should be investigated (per **Appendix A – Investigation Procedure**)
- d. Appoint the Discipline Panel, if necessary
- e. Coordinate all administrative aspects and set timelines
- f. Provide administrative assistance and logistical support to the Discipline Panel as required
- g. Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

17. If the Case Manager determines the complaint is:

- a. Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
- b. Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps

18. The Case Manager's decision to accept or dismiss the complaint may not be appealed.

19. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

20. After notifying the Parties that the complaint has been accepted, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. At the discretion of the Case Manager, a Discipline Panel of three persons, may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair. The members of the Discipline Panel must be unbiased and not in a conflict of interest.

21. ***The Case Manager***, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communication with the Parties, an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
 - a. The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
 - b. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
 - c. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - d. The Discipline Panel may request that any other individual participate and give evidence at the hearing
 - e. The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
 - f. The decision will be by a majority vote of the Discipline Panel
22. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
23. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
24. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in its own right, that party will become a Party to the current complaint and will be bound by the decision.
25. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

26. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

27. Prior to determining sanctions, the Discipline Panel will consider factors relevant to determining appropriate sanctions which include:
 - a. The nature and duration of the Respondent's relationship with the Complainant, including whether there is a Power Imbalance;
 - b. The Respondent's prior history and any pattern of inappropriate behaviour or Maltreatment;
 - c. The ages of the individuals involved;
 - d. Whether the Respondent poses an ongoing and/or potential threat to the safety of others;
 - e. The Respondent's voluntary admission of the offense(s), acceptance of responsibility for the Maltreatment, and/or cooperation in the process of the Organization;
 - f. Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
 - g. Circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the *Code of Conduct and Ethics*; addiction; disability; illness);
 - h. Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
 - i. A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
 - j. Other mitigating and aggravating circumstances
28. Any sanction imposed must be proportionate and reasonable. However, progressive discipline is not required and a single incident of Maltreatment or other prohibited behaviour may justify elevated or combined sanctions.
29. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
 - a. **Verbal or Written Warning** - A verbal reprimand or an official, written notice and formal admonition that a Participant has violated the *Code of Conduct and Ethics* and that more severe sanctions will result should the Participant be involved in other violations
 - b. **Education** - The requirement that a Participant undertake specified educational or similar remedial measures to address the violation(s) of the *Code of Conduct and Ethics*
 - c. **Probation** - Should any further violations of the *Code of Conduct and Ethics* occur during the probationary period, will result in additional disciplinary measures, likely including a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period of time
 - d. **Suspension** - Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, practice, activity, event, or competition sponsored by, organized by, or under the auspices of the Organization. A suspended Participant is eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Participant satisfying specific conditions noted at the time of suspension

- e. **Eligibility Restrictions** - Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions
 - f. **Permanent Ineligibility** - Permanent ineligibility to participate in any capacity, in any program, activity, event, or competition sponsored by, organized by, or under the auspices of the Organization
 - g. **Other Discretionary Sanctions** - Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate
30. The Discipline Panel may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:
- a. Sexual Maltreatment involving a Complainant who is a minor shall carry a presumptive sanction of permanent ineligibility;
 - b. Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
 - c. While a Respondent has pending charges or dispositions in violation of the criminal law, the presumptive sanction shall be a period of suspension
31. A Participant's conviction for a *Criminal Code* offense shall carry a presumptive sanction of permanent ineligibility from participating with the Organization. *Criminal Code* offences may include, but are not limited to:
- a. Any child pornography offences
 - b. Any sexual offences
 - c. Any offence of physical violence
 - d. Any offence of assault
 - e. Any offence involving trafficking of illegal drugs
32. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.
33. Infractions that result in discipline will be recorded and records will be maintained by the Organization.

Suspension Pending a Hearing

34. The Organization may determine that an alleged incident is of such seriousness as to warrant suspension of a Participant pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

Confidentiality

35. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

36. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

Records and Distribution of Decisions

37. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

Appeals Procedure

38. The decision of the Discipline Panel may be appealed in accordance with the Organization's *Appeal Policy*.

PSO Board of Directors Approval Date:	<u>December 7, 2022</u>
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Appendix A – Investigation Procedure

Determination

1. When a complaint is submitted pursuant to the *Discipline and Complaints Policy*, the Case Manager will determine if the incident should be investigated.

Investigation

2. The Case Manager will appoint an Investigator. The Investigator must be an independent third-party skilled in investigating. The Investigator must not be in a conflict of interest situation and should have no connection to either party.

3. Federal and/or Provincial/Territorial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.

4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:

- a. Interviews with the Complainant
- b. Witness interviews
- c. Statement of facts (Complainant's perspective) prepared by Investigator, acknowledged by the Complainant and provided to the Respondent
- d. Interviews with the Respondent
- e. Statement of facts (Respondent's perspective) prepared by Investigator, acknowledged by the Respondent and provided to the Complainant

Investigator's Report

5. Upon completion of their investigation, the Investigator shall prepare a report that should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether, on a balance of probabilities, a breach of the *Code of Conduct and Ethics* occurred.
6. The Investigator must be aware that sport-specific differences exist with respect to such aspects as acceptable levels of touch, physical contact, and aggression during training or competition and will consider such differences during the investigative process.
7. The Investigator's Report will be provided to the Case Manager who will disclose it, at their discretion, to the Organization and the relevant club (if applicable).
8. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant and the Organization to refer the matter to police.
9. The Investigator must also inform the Organization of any findings of criminal activity. The Organization may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any sexual crime involving Minors, fraud against the Organization, or other offences where the lack of reporting would bring the Organization into disrepute.

Reprisal and Retaliation

10. A Participant who submits a complaint to the Organization or who gives evidence in an investigation may not be subject to reprisal or retaliation. Any such conduct may constitute Maltreatment and will be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy*.

False Allegations

11. A Participant who submits allegations that the Investigator determines to be malicious, false, or for the purpose of retribution, retaliation or vengeance (or that otherwise fall within the definition of Maltreatment) may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. The Organization or the Participant against whom the allegations were submitted, may act as the Complainant.

Confidentiality

12. The Investigator will make reasonable efforts to preserve the anonymity of the complainant, respondent, and any other party. However, the Organization recognizes that maintaining full anonymity during an investigation may not be feasible.

Appeal Policy

“Organization” refers to: MANITOBA TENPIN FEDERATION

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Affected Party*” - Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under this Policy and who may have recourse to an appeal in their own right
 - b) “*Appeal Manager*” - An individual, who may be any staff member, Committee Member, volunteer, Director, or an independent third party, who is appointed to oversee this Policy. The Appeal Manager will have responsibilities that include using decision making authority empowered by this Policy
 - c) “*Appellant*” – The Party appealing a decision
 - d) “*Days*” – Days irrespective of weekend and holidays
 - e) “*Participants*” – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - f) “*Parties*” – The Appellant, Respondent, and any other Participants affected by the appeal
 - g) “*Respondent*” – The body whose decision is being appealed

Purpose

2. This *Appeal Policy* provides Participants with a fair and expedient appeal process.

Scope and Application of this Policy

3. This Policy applies to all Participants. Any Participant who is directly affected by an Organization decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.
4. This Policy **will apply** to decisions relating to:
 - a. Eligibility
 - b. Selection
 - c. Conflict of Interest
 - d. Discipline
 - e. Membership
 - f. Athlete Assistance Program (AAP) carding nominations

APPENDIX AI (Continued)

5. This Policy **will not apply** to decisions relating to:
 - a. Employment
 - b. Infractions for doping offenses
 - c. The rules of the sport
 - d. Selection criteria, quotas, policies, and procedures established by entities other than the Organization
 - e. Substance, content and establishment of team selection criteria
 - f. Volunteer/coach appointments and the withdrawal or termination of those appointments
 - g. Budgeting and budget implementation
 - h. The Organization's operational structure and committee appointments
 - i. Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the Organization at its sole discretion)
 - j. Commercial matters for which another appeals process exists under a contract or applicable law
 - k. Decisions made under this Policy

Timing and Notice of Appeal

6. Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the Organization, the following:
 - a. Notice of the intention to appeal
 - b. Contact information and status of the appellant
 - c. Name of the respondent and any affected parties, when known to the Appellant
 - d. Date the appellant was advised of the decision being appealed
 - e. A copy of the decision being appealed, or description of decision if written document is not available
 - f. Grounds for the appeal
 - g. Detailed reasons for the appeal
 - h. All evidence that supports these grounds
 - i. Requested remedy or remedies
 - j. An administration fee of one hundred dollars (\$100)
7. A Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

Grounds for Appeal

8. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
 - a. Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b. Failed to follow its own procedures (as set out in the Respondent's governing documents)
 - c. Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
 - d. Failed to consider relevant information or took into account irrelevant information in making the decision
 - e. Made a decision that was grossly unreasonable

9. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

Screening of Appeal

10. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Organization and the Appellant may first determine the appeal to be heard under the Organization's *Dispute Resolution Policy*.
11. Appeals resolved by mediation under the Organization's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.
12. Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization will appoint an independent Appeal Manager who has the following responsibilities:
 - a. Determine if the appeal falls under the scope of this Policy
 - b. Determine if the appeal was submitted in a timely manner
 - c. Decide whether there are sufficient grounds for the appeal
13. If the appeal is denied on the basis of insufficient ground, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
14. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeals Panel which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

Determination of Affected Parties

15. In order to confirm the identification of any Affected Parties, the Appeal Manager will ask the Organization. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion

Procedure for Appeal Hearing

16. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
17. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

APPENDIX AI (Continued)

18. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances, provided that:
 - a. The hearing will be held within a timeline determined by the Appeal Manager
 - b. The Parties will be given reasonable notice of the day, time and place of the hearing
 - c. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
 - d. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - e. The Panel may request that any other individual participate and give evidence at the hearing
 - f. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - g. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in its own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
 - h. The decision to uphold or reject the appeal will be by a majority vote of Panel members

19. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

20. The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
 - a. Reject the appeal and confirm the decision being appealed
 - b. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
 - c. Uphold the appeal and vary the decision

21. The Panel's written decision, with reasons, will be distributed to all Parties, the Appeal Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Timelines

22. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

Confidentiality

23. The appeals process is confidential and involves only the Parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

24. The decision of the Panel will be binding on the Parties and on all the Organization’s Participants.

25. No action or legal proceeding will be commenced against the Organization or Participants in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Organization’s governing documents.

PSO Board of Directors Approval Date:	<u>December 7, 2022</u>
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Manitoba Tenpin Federation – Finance and Audit Committee Terms of Reference

“Organization” refers to: MANITOBA TENPIN FEDERATION, INC.

	Finance and Audit Committee
Mandate	The Finance and Audit Committee is a standing committee of the Board of the Organization. It is responsible for oversight related to corporate auditing and report, financial policies and strategies, and financial risk management.
Key Duties	<p><i>The Committee will perform the following key duties:</i></p> <ul style="list-style-type: none"> • Advise the Board on compliance with legal and regulatory requirements. • Determine the adequacy of the Organization’s internal financial controls and procedures for financial reporting to the Board, Members, and funding agencies. • Develop and oversee the implementation of financial policies to safeguard the Organization’s assets and revenue streams. • Review and approve the scope of the annual audit and audit fees to be paid, and annually recommend the appointment of an auditor at the Annual Meeting. • Ensure that any problems, issues or concerns raised by the auditor are promptly and satisfactorily addressed by the Board. • As required, receive reports and advise the Board on any material government investigation, litigation, contractual dispute, or legal matter. • Advise the Board on risk management and insurance policies and programs. • Work with staff to review and assess budgets, and advise on budget recommendations to the Board. • Provide expertise &/or retain appropriate consultant(s) as needed to enhance the quality of Board discussion on financial matters and facilitate effective Board financial decision-making. • Additional duties as may be delegated to the Committee by the Board from time to time. <p><i>The Committee will have the authority to conduct investigations and to retain, with the approval of the Board and at the expense of the Organization, the services of outside resources, including legal counsel, financial consultants or other experts.</i></p>
Authority	The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference, and will do so without interference from the Board.

	The Committee is a limited agent of the Board in relation to audit matters, and is an active advisor to the Board on all other financial matters. The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of the Treasurer (who will Chair the Committee) and three additional persons who are appointed by the Board at the Annual Meeting or at a meeting of the Board. At least one member of the Committee will possess a strong financial understanding &/or background of experience, or will be financially literate as interpreted by the Board in its business judgment.</p> <p>Members of the Committee will serve terms of two years, which may be renewed by the Board.</p>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the Organization to fulfill its mandate. The Committee may, from time to time, receive administrative support from the Organization.
Reporting	As a standing committee of the Organization, the Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	The provisions of the By-laws as they relate to the Finance and Audit Committee will also apply.

Manitoba Tenpin Federation – Financial Policy

“Organization” refers to: MANITOBA TENPIN FEDERATION, INC.

Definitions

1. The following terms have these meanings in this Policy:
 - a. “*Representative*” – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, conveners, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization;
 - b. The “Treasurer” shall be the MTF Executive Director.

Purpose

2. The Organization will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.
3. The purpose of this Policy is to guide the financial management practices of the Organization.

Budget and Reports

4. The Organization’s Board will develop and approve an annual budget which will contain the Organization’s total anticipated expenditures and revenues.
5. The Treasurer (or designate) will, at each meeting of the Board or at minimum quarterly, present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) and a balance sheet to the Board for approval.
6. The Treasurer (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
7. The financial statements of the Organization will be audited by an auditor appointed by the Board, if required by the *Manitoba Corporations Act*.
8. The Organization will file a T2 Corporation Income Tax Return each fiscal year.

Fiscal Year

9. The Organization’s fiscal year will be as described in the By-laws.

APPENDIX AJ (Con'td)

Banking - Revenue

10. Program registration fees shall be reviewed annually by the Treasurer who will make recommendations to the Board; which shall approve fees for each year.
11. All money received by the Organization will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Organization's Board.
12. All money received by the Organization will be deposited, in the name of the Organization, with a reputable financial institution.

Bank Reconciliation

13. The Bank Statements will be reconciled to the general ledger on a monthly basis. On a quarterly basis, the Treasurer or other members of the Finance Committee will review and initial a copy of the Bank Reconciliation to indicate their review and approval.

Petty Cash

14. Petty Cash purchases shall be reimbursed upon submission of a Petty Cash requisition form (Appendix AL), all applicable receipts and approval of one of the designated Signing Officers.

Signing Officers

15. All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by at least two of the following:
 - a. President;
 - b. 1st Vice-President;
 - c. Treasurer
16. Any contracts, documents or any other instruments in writing which have been approved in the Organization's budget that are under \$10,000 are not subject to this section and may be executed by the Treasurer or any individual delegated such signing authority by the Board.
17. All cheques under \$10,000 require signatures from two (2) of the following:
 - d. President;
 - e. 1st Vice-President;
 - f. Treasurer

APPENDIX AJ (Con'td)

18. All cheques of \$10,000 or above require signatures from both of the following:
 - a. President;
 - b. 1st Vice-President
19. All cheques payable to any signing authority will not be signed by that signing authority.

Electronic Banking

20. Internet banking has become a very common banking practice that provides several distinct advantages, if in use, the Association will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with the Organization's financial procedures (such as the type of allowable uses for online banking transaction, number of signers). No one person should handle all of the transaction; the proper segregation of duties at all times must be followed. Authorized users need to consider the safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens where applicable. Proper retention of all supporting materials and print out of transaction receipts must be maintained.

Expenses

21. Requests for purchases require the following:
 - a. All purchases must be approved by the Treasurer (or designate);
 - b. Purchases over \$5,000 also require the approval of the Organization's Board.
22. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the Organization's Treasurer.
23. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Board's approval.
24. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Organization unless determined otherwise by the Board.
25. For expenditures over \$10,000, the Board will exercise prudent due diligence and may seek quotes from multiple vendors and/or issue a request for proposal.

Accounts

26. Accounts receivable terms are net ninety (90) days from the date of invoice.
27. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

APPENDIX AJ (Con'td)

Credit Card

28. With the approval of the Board, the Organization may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the Organization. The Board will determine who receives credit cards and what the credit card limits will be.
29. Credit card holders will be responsible for all charges made on credit cards issued in their name.
30. Credit cards must only be used for authorized payments that include:
 - a. Payment of actual and reasonable expenses incurred on authorized Organization business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the Organization;
 - b. Purchase of goods or budgeted items.
31. For the purposes of this Policy, expenses included in an annual Organization budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an Organization credit card.
32. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.
33. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Organization business.
34. Under no circumstances are cash advances to be drawn on Organization credit cards.
35. In addition, the following individuals have credit card responsibilities:
 - a. **Cardholders must:**
 - i. not allow another person to use the card;
 - ii. protect the pin number of the card;
 - iii. only purchase within the credit limit of the card;
 - iv. notify the credit card company if the card is lost or stolen;
 - v. keep the card with them at all times, or in a secure location;
 - vi. forward to the Organization's Treasurer, on a monthly basis, all receipts for expenses charged to the card in the previous month;
 - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued.

APPENDIX AJ (Con'td)

b. The Organization's Treasurer must:

- i. ensure that each credit card issued to an individual is paid in full on a monthly basis;
- ii. review and reconcile each credit card statement on a monthly basis;
- iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy;
- iv. recover from the cardholder any funds owing for unauthorized expenses.

Expense Claims

36. Representatives may submit expense claims (Appendix AF) to the Treasurer (or designate) for personal expenses incurred in performing their duties for the Organization. Generally, only expenses pre-approved by the Organization's Treasurer (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:

- a. The exact amount each separate expense;
- b. The date on which the expense occurred;
- c. The place and location of the expense;
- d. The purpose of the expense;
- e. A receipt for the expense.

37. Organization Representatives may submit expense claims (Appendix AF) to the Organization's Treasurer (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Organization Treasurer (or designate).

38. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Treasurer for approval of the advance.

39. Expenses will be reimbursed in amounts outlined in the following table (Appendix AF):
(Rates updated as of July1, 2022)

APPENDIX AJ (Con'td)

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	\$0.40 per kilometer	
Travel – Air	Lowest economy	Prior approval required
Breakfast within Province	\$10.00	Receipts not required
Lunch within Province	\$14.00	Receipts not required
Dinner within Province	\$21.00	Receipts not required
Full Day within Province	\$45.00	Receipts not required
Breakfast out of Province	\$14.00	Receipts not required
Lunch out of Province	\$18.00	Receipts not required
Dinner out of Province	\$32.00	Receipts not required
Full Day out of Province	\$64.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified
Accommodation	Single occupancy	Only the President, unless it involves two genders
Accommodation with Friends or Family	\$40.00 / day	Receipts not required
Incidental expenses	Actual cost	Receipt required

40. The Organization will not reimburse for costs above the specified rates without prior approval of the Treasurer. Where costs above the specified rates are approved, receipts must be provided.

Travel and Accommodation Expenses

41. Air travel is to be booked through the Organization whenever possible. Air travel including fares and itineraries is to be approved in advance by the Treasurer. In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy and will not exceed cost of available economy airfare. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel. For car rentals, it is the responsibility of the renter to ensure that adequate Collision, Comprehensive and Third Party Liability Insurance properly covers the vehicle. Whether insurance is purchased through the rental agency, MPI, or by way of credit card, the renter must ensure that the type of vehicle rented and/or its intent use does not conflict with the rental company or credit card provided insurance guidelines.

42. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses (Appendix AF).

APPENDIX AJ (Con'td)

43. Accommodation will be reimbursed based on single occupancy for the Organization's President. All other accommodation will be reimbursed based on double occupancy. Reimbursement for accommodation will be limited to reasonable amounts in the particular circumstances with consideration given for proximity to business events and for location of events. Hotel receipts will be required for reimbursement, as a charge card slip does not provide sufficient information.
44. The Organization will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.
45. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

Entertainment Expense

46. Entertainment expenses are reimbursable when the expense is directly related to business. These expenses include the purchase of a meal for a business associate or associates while conducting business. A senior employee shall pay the bill and submit it on his/her expense report (Appendix AF). Original receipts must support all claims and include names of attendees and purpose of the expense. Maximum allowable tip amount shall not exceed 15%.

Other Expenses

47. Organization Representatives may be reimbursed for long distance telephone calls provided the expenses were the Organization-related (Appendix AF). Expense claims for telephone expenses must include the name of the person called, their connection to the Organization, and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.
48. Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses (Appendix AF).

Signing Authority – Other Documents

49. In the absence of any resolution to the contrary passed by the Board, the deeds, contracts, securities, bonds and other document(s) requiring the signature of two signing officers. The Board may authorize other persons to sign on behalf of the Organization.
50. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of the Organization will be made available for review by the Board if requested.

APPENDIX AJ (Con'td)

NSF Charges

51. The Organization will charge a twenty-five dollar (\$25.00) charge on NSF Cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case-by-case basis. An individual who has a repeat occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be cash, certified cheque or money order

Replacement Cheques

52. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

53. Cheques that need to be replaced due to loss will be assessed a five dollar (\$5.00) administration fee.

54. Lost or missing cheques that have not been claimed by the Organization's year end will not be reissued.

Equity/Operating Reserve

55. The target for the minimum operating reserve fund or minimum equity level is one month of the Association's average operating costs. The calculation of average monthly operating costs includes all ongoing committed expenses, for example salaries & benefits, rent, storage, office admin costs like phones, internet, and set programming costs. The amount of the equity / operating reserve will be reviewed annually after the fiscal budget is approved.

PSO Board of Directors Approval Date:	<u>SEPTEMBER 20, 2023</u>
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Manitoba Tenpin Federation

Inclusion Policy

Purpose

The Manitoba Tenpin Federation believes that all individuals deserve respectful and inclusive environments for participation that value the individual's gender identity and gender expression. The Manitoba Tenpin Federation wants to ensure that all participants have access to programming and facilities in which they feel comfortable and safe. The Manitoba Tenpin Federation is committed to implementing this policy in a fair and equitable manner.

Guiding Principles

The Manitoba Tenpin Federation supports the recommendations outlined in Creating Inclusive Environments for Trans Participants in Canadian Sport, the guidance document developed by the Trans Inclusion in Sport Expert Working Group and published by the Canadian Centre for Ethics in Sport (CCES). Manitoba Tenpin Federation adopts the best practices outlined in the document and has used the four Policy Guidance statements in the development of this Inclusion Policy. The Policy Guidance statements are:

- a) Individuals participating in development and recreational sport (LTAD stages Active Start, FUNdamental, Learn to Train, Train to Train, Train to Compete (until international federation rules apply) and Active for Life) should be able to participate in the gender with which they identify and not be subject to requirements for disclosure of personal information beyond those required of cisgender athletes. Nor should there be any requirement for hormonal therapy or surgery.
- b) Hormone therapy should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete (once international federation rules become a factor) and Train to Win) in the gender category that is consistent with their gender identity, unless the sport organization can prove that hormone therapy is a reasonable and bona fide requirement.
- c) Individuals should not be required to disclose their transgender identity or history to the sport organization in order to participate in high-performance sport (LTAD stages Train to Compete (once international federation rules become a factor) and Train to Win) unless there is a justified reason requiring them to do so.
- d) Surgical intervention should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete (once international federation rules become a factor) and Train to Win) in the gender category that is consistent with their gender identity

Appendix AK Con't.

Definitions - The following terms have these meanings in this document:

- a) "Association" – Sport Organization
- b) "Cisgender" – People whose gender identity aligns with the sex they were assigned at birth
- c) "Gender" – The socially constructed roles, behaviours, activities and attributes that a society assigns to masculinity or femininity
- d) "Gender Expression" – The manner in which an individual represents or expresses gender to others – through behaviour, hairstyles, activities, voice, mannerisms, etc.
- e) "Gender Identity" – An individual's deeply held sense or knowledge of their own gender
- f) "Gender reassignment" – medically-supervised program of treatment to transition a person's body to align with their gender identity through hormone therapy and/or surgery
- g) "Intersex" – Refers to a combination of features that distinguish male and female anatomy
- h) "Sex" – An individual's biology that is generally categorized as male, female, or intersex
- i) "Transgender" – People whose gender identity differs from the sex they were assigned at birth. In order to align their bodies with their sense of gender, some transgender individuals undergo gender reassignment
- j) "Transgender Female" – Someone who was assigned the male sex at birth, but whose gender identity is female
- k) "Transgender Male" – Someone who was assigned female sex at birth, but whose gender identity is male
- l) "Two Spirited" – A term used by Aboriginal people to describe from a cultural perspective people who are gay, lesbian, bisexual, trans or intersex. It is used to capture a concept that exists in many different indigenous cultures and languages.

Actions for Inclusion

The Association pledges to:

- a) Provide this Policy to Association staff, Directors and coaches and offer additional inclusion education and training opportunities on its implementation
- b) Provide registration forms and other documents that allow:
 - i. the individual to indicate their gender identity, rather than their sex or gender; and
 - ii. the individual to abstain from indicating a gender identity with no consequence to the individual
- c) Maintain organizational documents and the Association website in a manner that promotes inclusive language and images
- d) Refer to individuals by their preferred name and pronoun
- e) Work with transgender athletes on the implementation and/or modification of this Policy
- f) When the Association has the authority to determine participants' use of washrooms, change rooms, and other facilities, the Association will permit individuals to use the facilities of their gender identity
- g) Ensure uniforms and dress codes that respect an individual's gender identity and gender expression
- h) Determine Eligibility Guidelines for transgender participants (as described in this Policy)

Appendix AK Con't.

Eligibility Guidelines - Exceptions : When applicable, the eligibility guidelines of International Sport Organization, and/or any major Games regarding transgender athlete participation will supersede the eligibility guidelines as outlined in this Policy.

Eligibility Guidelines - As a general guiding principle for the Association's eligibility guidelines, the Association supports the following statement from Creating Inclusive Environments for Trans Participants in Canadian Sport:

Based on this background and available evidence, the Expert Working Group felt that trans athletes should be able to participate in the gender with which they identify, regardless of whether or not they have undergone hormone therapy. Exceptions could be made if a sport organization is able to provide evidence that demonstrates hormone therapy is a reasonable and bona fide requirement (i.e., a necessary response to a legitimate need) to create a fair playing field at the high-performance level (p. 19)

- The Association does not have evidence demonstrating that hormone therapy is a bona fide requirement to creating a fair playing field in high performance sport.
- At both recreational and competitive levels, an individual may participate in the gender category of their choosing.
- Individuals are not required to disclose their transgender identity or history to the Association or any of the Association's representatives (e.g., coaches, staff, Directors, officials, etc.).
- All athletes must be aware that they may be subject to doping control testing pursuant to the Canadian Anti-Doping Program. Transgender athletes undergoing gender reassignment are encouraged to contact the Canadian Centre for Ethics in Sport (CCES) to determine what procedures, if any, are required to obtain a Therapeutic Use Exemption (TUE).

Confidentiality - The Association will not disclose to outside parties any documentation or information about an individual's gender identity.

Ongoing Monitoring - The Association commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this Policy whenever new information becomes available.

Appeal - Any decision rendered by the Association in accordance with this Policy may be appealed in accordance with the Association's Appeal Policy.

Resource - Canadian Centre for Ethics in Sport (CCES) (2016). Creating Inclusive Environments for Trans Participants in Canadian Sport - Guidance for Sport Organizations. Access at:
<http://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf>

Name of PSO: Manitoba Tenpin Federation **Board Approval Date:** _____

MTF PETTY CASH REQUISITION FORM

Purchased by Whom Net Cost + 50% GST Rebate = Total Cost

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TOTALS _____ + _____ = _____

Submitted By _____ **Verified By** _____

Manitoba Tenpin Federation – Privacy Policy

“Organization” refers to: MANITOBA TENPIN FEDERATION, INC.

For not-for-profit organizations in Manitoba, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Organization

Definitions

2. The following terms have these meanings in this Policy:

- e. “**Commercial Activity**” – any particular transaction, act or conduct that is of a commercial character.
- f. “**Participants**” – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- g. “**Personal Information**” – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
- h. “**Stakeholder**” – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

2. The Organization recognizes Participants’ right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

- 3. This Policy applies to all Stakeholders and Participants in connection with personal information that is collected, used or disclosed during Organization activity.
- 4. Except as provided in PIPEDA, the Organization’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

5. The Organization is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.

6. In addition to fulfilling the legal obligations required by PIPEDA, the Organization's Stakeholders will not:
 - f. Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Participant;
 - g. Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information;
 - h. In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest;
 - i. Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Organization;
 - j. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

Accountability

7. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Privacy Officer

- 7A. The **Privacy Officer** shall be the MTF Executive Director.

8. Duties - The Privacy Officer will:

- f. Implement procedures to protect personal information;
- g. Establish procedures to receive and respond to complaints and inquiries;
- h. Record all persons having access to personal information;
- i. Ensure any third party providers abide by this Policy;
- j. Train and communicate to staff information about the Organization's privacy policies and practices.

Identifying Purposes

9. The Organization may collect Personal Information from Participants and prospective Participants for purposes that include, but are not limited to:

Communications

- g. Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information;
- h. Publishing articles, media relations and postings on the Organization's website, displays or posters;
- i. Award nominations, biographies, and media relations;
- j. Communication within and between Stakeholders and Participants;
- k. Discipline results and long term suspension list;
- l. Checking residency status.

Registration, Database Entry and Monitoring

- g. Registration of programs, events and activities.
- h. Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- i. Database entry to determine level of officiating certification and qualifications
- j. Determination of eligibility, age group and appropriate level of play/competition.
- k. Athlete Registration, outfitting uniforms, and various components of athlete and team selection.
- l. Technical monitoring, officials training, educational purposes, sport promotion, and media publications.

Sales, Promotions and Merchandising

- c. Purchasing equipment, coaching manuals, resources and other products.
- d. Promotion and sale of merchandise.

General

- i. Travel arrangement and administration.
 - j. Implementation of the Organization's screening program
 - k. Medical emergency, emergency contacts or reports relating to medical or emergency issues.
 - l. Determination of membership demographics and program wants and needs
 - m. Managing insurance claims and insurance investigations.
 - n. Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends.
 - o. Video recording and photography for promotional use, marketing and advertising by the Organization.
 - p. Payroll, honorariums, company insurance and health plans.
10. The Organization's Stakeholders may collect Personal Information from Participants and prospective Participants for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Participants or prospective Participants.

Consent

11. By providing Personal Information to the Organization, Participants are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.
12. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the Organization will obtain consent from Participants by lawful means. The Organization may collect Personal Information without consent when it is reasonable to do so and permitted by law.

13. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the Personal Information, as well the Participants' reasonable expectations. Participants may consent to the collection and specified use of Personal Information in the following ways:
 - a. Completing and/or signing an application form;
 - b. Checking a checkbox, or selecting an option (such as 'Yes' or 'I agree');
 - c. Providing written consent either physically or electronically;
 - d. Consenting orally in person;
 - e. Consenting orally over the phone.
14. The Organization will not, as a condition of providing a product or service, require Participants to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
15. A Participant may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The Organization will inform the Participant of the implications of withdrawing consent.
16. The Organization will not obtain consent from Participants who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.
17. The Organization is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Participant's knowledge or consent, only if:
 - a. It is clearly in the Participant's interests and the opportunity for obtaining consent is not available in a timely way;
 - b. Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law;
 - c. An emergency threatens an Participant's life, health, or security;
 - d. The information is publicly available as specified in PIPEDA.
18. The Organization is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
19. The Organization may disclose Personal Information without the Participant's knowledge or consent only:
 - a. To a lawyer representing the Organization;
 - b. To collect a debt that the Participant owes to the Organization;
 - c. To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction;
 - d. To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering

- intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law;
- e. To an investigative body named in PIPEDA or a government institution, if the Organization believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the Organization suspects the Personal Information relates to national security or the conduct of international affairs;
 - f. To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
 - g. In an emergency threatening a Participant's life, health, or security (the Organization will inform the Participant of the disclosure);
 - h. To an archival institution;
 - i. 20 years after the individual's death or 100 years after the record was created
 - j. If it is publicly available as specified in PIPEDA;
 - k. If otherwise required by law.

Accuracy, Retention, and Openness

20. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
21. Personal Information will be retained as long as reasonably necessary to enable participation in the Organization programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
22. The Organization's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Code of Conduct and Ethics Policy(Appendix AG) – Section 13. *Directors, Committee Members, and Staff*.
23. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
24. Personal Information that has been used to make a decision about an Participant will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
25. The Organization will make the following information available to Participants:
 - a. This *Privacy Policy*;
 - b. Any additional documentation that further explains the Organization's *Privacy Policy*;
 - c. The name or title, and the address, of the person who is accountable for the Organization's *Privacy Policy*;
 - d. The means of gaining access to Personal Information held by the Organization
 - e. A description of the type of Personal Information held by the Organization, including a general account of its use;
 - f. Identification of any third parties to which Personal Information is made available.

Access

26. Upon written request, and with assistance from the Organization after confirming the Participant's identity, Participants may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Participants are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
27. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Participant, at no cost to the Participant, within thirty (30) days of receipt of the written request.
28. Participants may be denied access to their Personal Information if the information:
 - a. Is prohibitively costly to provide;
 - b. Contains references to other individuals;
 - c. Cannot be disclosed for legal, security, or commercial proprietary purposes;
 - d. Is subject to solicitor-client privilege or litigation privilege.
29. If the Organization refuses a request for Personal Information, it shall inform the Participant the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

Compliance Challenges

30. Participants are able to challenge the Organization for its compliance with this Policy.
31. Upon receipt of a complaint, the Organization will:
 - a. Record the date the complaint is received;
 - b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint;
 - d. Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel;
 - e. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization.
 - f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.
32. The Organization will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the Participant who:
 - a. Challenges the Organization for its compliance with this Policy
 - b. Refuses to contravene this Policy or PIPEDA
 - c. Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Participant.

PSO Board of Directors Approval Date:	<u>SEPTEMBER 20, 2023</u>
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SECTION B

PERSONNEL POLICIES

SECTION B

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**MANITOBA TENPIN FEDERTION
ADMINISTRATION ASSISTANT - JOB DESCRIPTION**

JOB FUNCTION

Is responsible for the clerical and reception duties for the Manitoba Tenpin Federation. The Administration Assistant reports to and is under the supervision of the Executive Director.

STENOGRAPHIC

Assist in the preparation of the Executive Directory annually;
Transcribing minutes and compiling pre-meeting material for Board of Directors and Committee Chairpersons;
Assist in the preparation for the printing of the Bowling Hall of Fame of Manitoba Book.

CLERICAL

Maintain updated email and mailing contact lists;
Submit and monitor all association's printing requests;
Typing and photocopying as required;
Pick up and distribution of mail;
Maintaining filing system;
Reserving and monitoring association meeting room dates;
Input & Maintain Hall of Fame archive records as directed;
Maintain MTF website and all website administration.

RECEPTION

Visitor reception for the provincial office;
Direct inquiries about competitions, clinics and special events to individuals concerned;
Answer phone inquiries, direct to the appropriate person and take messages.

- Administration Assistant duties are not limited to the above areas of responsibility and additional duties may be assigned as necessary.

**MANITOBA TENPIN FEDERATION
EXECUTIVE DIRECTOR - JOB DESCRIPTION**

ADMINISTRATION

Maintain and supervise the operation of the MTF office on a day-to-day basis.

Prepares submissions for all external funding agencies, including the Sport Manitoba, Coaching Manitoba, Provincial Government, etc. and sponsors to ensure the approved submissions/Post-reports are submitted on a timely basis.

Attend all MTF Executive and Board meetings and record and maintain minutes and work with all standing and ad hoc committees of the Board when required.

Receive all correspondence addressed outside of day to day business addressed to MTF and any action taken must be approved by the President.

Assist in the coordination of travel arrangements for Provincial Teams as needed.

Provide services and maintain records as requested by MTF.

Maintain the MTF Policy and Procedures manual as approved by the MTF board and assist the By-Law and Policy Committee with review of policies, procedures, Constitution and By-Laws.

Prepare Executive Director's Annual Report.

Liaison with related organizations, agencies and associations.

File an annual return on behalf of MTF pursuant to the Corporation Act.

Maintain close working relationships with the Board members, staff and provide assistance, advice and support service as required.

Retain and control the use of any equipment, merchandise and property owned by the MTF, according to the policies established by the MTF board.

From comments, concerns and complaints received from members, present new Policy initiatives for the Policy Committee to consider.

Update property list for inventory and insurance coverage.

Prepare application and purchase annual liability and equipment insurance.

Oversee the safe and organized storage of equipment, merchandise, and documents in MTF storage areas.

Ensure that all mandatory policies are reviewed &/or revised on a regular basis as stipulated by Sport Manitoba and in accordance with funding requirements.

The job description provided is not exhaustive, and the duties may change as per the evolving requirements of MTF.

FINANCIAL

Monitor and revise (as required) procedures to exercise controls over receipts and disbursements.

Develop and annual budget in conjunction with the Finance and Budget Committee.

Regularly report the financial status to MTF board.

Responsible for preparing and maintaining the cash flow and financial reporting, including bank transactions and investments, in accordance with accounting standards, tax laws, and audit requirements.

Responsible for preparing and maintaining annual budget in conjunction with the Finance and Budget Committee.

Ensure standard accounting procedures are adhered to.

Ensure financial records, minutes, documents and archive material are maintained in accordance with government regulations and/or Sport Manitoba guidelines.

Develop and monitor cash flow projections monthly and ensure that outstanding accounts receivable are kept to a minimum.

Assist the Finance and Budget Committee to initiate improvements to accounting, financial reporting and budgeting policies, procedures, systems and controls, as required.

Maintain financial data and prepare all reports and material for auditor.

Assist the Finance and Budget Committee to develop long term financial plans.

Monitor and ensure proper use of petty cash funds;

Distribute all funding support as directed by MTF policy / board direction;

Oversee all Sport Manitoba, grant and funding applications and reports.

Prepare and submit annual GST Rebate application to Revenue Canada and deposit rebates into MTF Savings account.

MARKETING

Assist in the coordination of the Federation's participation in regularly held fundraising events as needed.

Liaise with national and/or local sponsors as directed by the Board to ensure that the necessary contracts are in place and that the needs of the sponsors and Federation are being met.

Establish, implement and monitor short and long-range marketing plans.

Supervise the development and maintenance of external liaison with: media; staff of other sport associations; Sport Manitoba sport staff; national sport office; other provincial sport associations; corporate sponsors.

Develop and implement a marketing strategy to promote MTF's brand, programs, services, events, and achievements.

Oversee and maintain MTF promotional merchandise and material inventory.

Plan, implement and evaluate MTF promotional material.

Create and distribute marketing materials and communications through various channels including social media, building awareness and engagement with the media, public, and sports community.

Through communication with local and provincial bowling association representatives, plan and exchange information with regard MTF programs and policies.

Coordinate the nominations for Sport Manitoba's Volunteer, Youth Athlete and Coach of the Year.

Oversee purchasing of Volunteer of Year Awards and engravings.

Shall perform all Bowling Hall of Fame of Manitoba duties as required to ensure the development and preservation of Manitoba's tenpin bowling history (see Appendix BA).

Oversee and assist the organizing committee for the MTF Annual Awards event.

TECHNICAL

Assist and liaise with the conductors of MTF training and technical programs.

Gather material relevant to technical matters for insertion into the provincial newsletter.

Preparation of annual budgets for technical and developmental programs.

Monitor budgets, expenditures and revenues for technical and developmental programs.

Oversee all MTF Officials Development programs, funding support, grant applications and post-reports.

Oversee the In-School Program and work in conjunction with the Program Coordinator.

Oversee &/or assist in the planning, promotion, funding, coordination, coach/conductor assignments and implementation of all MTF provincial team, Athlete and Coach Development Programs.

Recommend, acquire and manage technical equipment and coaching/training resources.

Oversee the use, distribution and inventory of MTF technical equipment and resources.

PLANNING

Coordinate with High Performance Development Committee in the development and monitoring of the Federation's programs.

Ensure that a thorough needs assessment by the Federation Board is done every 2-3 years to determine its member's needs.

To ensure the mission, goals and objectives of the Federation are reviewed annually.

Ensure that all plans, activities and tasks are clearly defined with responsibilities, timelines and resource allocations.

Ensure that long and short term plans are periodically evaluated and if changes and new activities/directions are required, that they are communicated to the Board.

Develop and update realistic personal work plans with clear and concise objectives.

PROJECT MANAGERMENTS

Ensure that all direction and objectives for each project, program or event as established by the Committees are adhered to.

Ensure that all project plans are consistent with the goals and long range plans.

Ensure that all projects are within budget and in the time frame initially set by the Board &/or in accordance with policy.

Ensure that all MTF policies and procedures in general, or for a specific new initiative are consistent with our goals and long-term plans.

Oversee and assist the organizing committee in the coordination and implementation of the Awards Dinner.

PERSONNEL MANAGEMENT

Hire support staff as required.

Hire and supervise support staff, including conducting annual performance appraisals.

Assist in development of job descriptions for support staff.

Recommend and/or draft a personnel policy for the Association.

Evaluate and recommend professional development opportunities for staff and volunteers which are offered by or through Sport Manitoba or any other agencies.

Ensure that all staff are appraised of optional insurance and benefit programs and signed up for compulsory programs.

Log payroll changes and notify Sport Manitoba as required.

HALL OF FAME

See Appendix BA

MANITOBA TENPIN BOWLING COACHES ASSOCIATION

Serve as the Provincial Tenpin Bowling **Coaching Coordinator and Treasurer** on the Manitoba Tenpin Bowling Coaches Association Board, with voice and no vote.

- Maintain current MTBCA member list;
- Ensure all MTBCA members have completed their Respect in Sport (RIS) certification;
- Maintain record of all Trained, Evaluated and certified coaches;
- Handle all funding applications and post-reports for all NCCP workshops; seminars, and coach development initiatives;
- Recommend and organize any new coach development, promotional, initiative
- Provide a report on all MTF coaching related programs at all MTBCA meetings;
- Oversee all on-line required NCCP application listings and post-reports as needed;
- Work in liaison with the CTF national office on all NCCP workshop programs, submit required manual and resource fees, post-event summary and coach participation information;
- Ensure all MTF program coaches sign the MTBCA Coaches Code of Conduct;
- Ensure all active MTF program coaches have an updated Police background check performed as needed;
- Oversee Annual Coach of the Year awards;
- Attend coaching development events as needed in order to collect fees, evaluate/monitor coaches and program effectiveness;
- Inform MTBCA membership of any appropriate coaching development programs, opportunities, events, updates and information via email, newsletter or phone as necessary;
- Support and oversee Coach Mentorship program;
- Prepare, notify and oversee annual coach selections for provincial teams and programs;
- Oversee purchasing of Coach of the Year Awards & Engravings;
- Assist & support the MTBCA in the planning, promotion and implementation of all Youth Camps, Coach Promotions and Coach Development programs, seminars and initiatives.
- Collect all MTBCA membership dues;
- Handle all banking deposits and duties;
- Handle all billing, invoices, payments;
- Submit the Annual Incorporation Return and fee to The Companies Office;
- Perform monthly accounting duties and prepare financial reports;
- Present a financial report update at MTBCA meetings;
- Submit annual MTF and MBA affiliation fees;
- Will be one of the signing authorities for the association;
- Will acquire tickets for the MTBCA board members &/or award recipient for approved recognition events;
- Monitor and deposit all grants, funds and registration fees received;
- Prepare, monitor and revise a general annual budget as needed.

MANITOBA TENPIN FEDERATION

PERSONNEL POLICY

HOURS OF WORK

Executive Director work schedule shall be a Hybrid model of 35 hours Flextime per week, with a minimum of 2 days attendance a week in the MTF provincial office.

SICK LEAVE

Full-time employees shall accumulate sick leave credits at the rate of 1 day per month. Sick leave may be accumulated up to a maximum of twenty (20) days. If all paid sick leave is exhausted further sick leave is deemed sick leave without pay. If absenteeism is longer than three (3) consecutive days then a doctor's certificate shall be required.

Part-time employees shall accumulate sick leave credits at a rate of .75 days per month.

LEAVE OF ABSENCE

Except in an emergency, an employee is required to submit a written request for leave of absence. Such a request must specify the reason for the leave of absence. Leave of absence will be without pay.

JURY DUTY

An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, will receive the required time off with regular pay. The employee will be required to forward any fees paid by the courts to Manitoba Tenpin Federation except reimbursement for expenses.

MATERNITY LEAVE

These benefits shall be in accordance with the current Province of Manitoba Employment Standards.

ANNUAL VACATION

Permanent employees are entitled to paid vacation, as earned, following completion of respective years of employment:

after	1 year	15 days
after	5 years	20 days
after	15 years	25 days

Part time employees are entitled to paid vacation, as earned, following completion of respective years of employment:

after	1 year	4 days
after	5 years	6 days
after	15 years	8 days

For the purpose of this policy, a vacation year is the period beginning on the first day of April and ending on the 31st day of March. For employment of less than one year an employee is entitled to four percent of the salary earned thus far or one and a quarter days per month whichever is greater. Part-time employees may receive four percent of their salary in lieu of earning vacation days.

Vacation time must be taken between April 1st and March 31st and must be approved by the President. There is to be no carry over of vacation time. Vacation time must be taken as time off.

STATUTORY HOLIDAYS

The following statutory holidays shall be recognized: New Years Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Monday, Remembrance Day, Christmas Day and Boxing Day. Canada Day and Remembrance Day shall be taken on day observed unless the date is a weekend day then Friday shall be taken for Saturday and Monday shall be taken for Sunday, **unless provincially dictated otherwise**. The provincial office will be closed on the same days that Sport Manitoba is closed. On the days between Christmas and New Years Day that Sport Manitoba is open the Executive Director has the option of either working those days or taking time off using his vacation time.

RELIGIOUS HOLIDAYS

An employee who requests time off regarding their recognized religious holidays shall be given the time off to a maximum of three (3) days in a calendar year.

COMPASSIONATE LEAVE

An employee will be granted up to 3 days off from work, with pay, in the event of death or life-threatening illness in the immediate family.

Immediate family is defined as spouse, common-law spouse, children, brother, sister and parent. One day off will be granted in the event of the death of a grandparent, in-law, aunt, uncle or cousin if attending the funeral.

The length of such leave may be extended and additional two (2) days under extenuating circumstances upon request with consideration given to:

- i) travel time involved;
- ii) complexity of the situation (to be decided by the immediate superior).

PROBATIONARY PERIOD/PERFORMANCE REVIEW

The performance of a starting part-time employee will be reviewed at the end of three months. The probationary period for management positions will be six (6) months. Upon satisfactory review of the employee's performance during the probationary period, evaluations will then be conducted on an annual basis.

NOTICE OF TERMINATION

Two weeks is incumbent on the part of both employee and employer. Two weeks pay shall be given in lieu of notice on the part of the employer. At the Board's discretion, time off to attend interviews for alternate employment shall be given without pay.

PERSONNEL HARASSMENT/ABUSE POLICY

Any and all personnel allegations or issues of harassment &/or Abuse will be addressed and regulated through Appendices:

Page A9 - A12	MTF Board and Staff Code of Conduct
APPENDIX AG	CODE OF CONDUCT & ETHICS POLICY
APPENDIX AH	DISCIPLINE & COMPLAINTS POLICY
APPENDIX AI	APPEAL POLICY

EMPLOYEE BENEFITS

Group Insurance Plan

Is available for all full time employees at 50% cost. Part-time employees shall be covered on a pro-rated basis.

Annual Bonuses

Bonuses may be awarded at the boards' discretion based on merit.

Pension Plan

Is available but not compulsory - is a negotiated item for Executive Director between the Board and the Executive Director not exceeding 5% of the employees gross salary and matched by the employee.

Parking Allowance

The Manitoba Tenpin Federation will pay for all employees' monthly parking expenses up to a maximum of \$1,200 annually.

Other Benefits - As approved by the MTF Board if merited.

LABOUR LEGISLATION

All parts of this document are supplementary to applicable federal and provincial legislation.

This agreement signed this ____ day _____ month ____year in the City of Winnipeg between

_____ and _____
Employee Authorized Signature of MTF

Executive Director Bowling Hall of Fame of Manitoba Duties

Nominations

Serve as Recording Secretary for the Bowling Hall of Fame of Manitoba Committee and oversee the planning of the annual Induction Ceremony and Awards:

- Solicit, collect, revise and compile nominations;
- Distribute nominations to Fall of Fame Committee;
- Inform Fall of Fame Committee of possible candidates and set final Selection meeting date to identify worthy inductees;
- Inform inductees of their selection;
- Obtain photos and further research inductees to best acknowledge their achievements/contributions;
- Order certificates from IBHF & CTF;
- Compile and prepare Hall of Fame booklet for banquet;
- Arrange tickets and seating for committees, speakers, inductees, etc.;
- Prepare awards for presentation;
- Order plaques for new Hall of Fame members;
- Add new member information to Hall of Fame listing on MTF website;
- Evaluate and recommend revision to the selection process and criteria as needed.

Promotional

- Promote and solicit nominations through all mediums;
- Prepare Hall of Fame promotional material as needed;
- Research and prepare artifacts, photos, labels etc. for display to public;
- Revise Hall of Fame display 2-3 times a year;
- Provide financial support in the amount of a \$50 subsidy to Inductees wishing to procure a Hall of Fame member ring;

Archival

Perform all Bowling Hall of Fame of Manitoba duties as required to ensure the development and preservation of Manitoba's tenpin bowling archive and history:

- Solicit, gather, prepare, organize, catalogue and preserve artifacts;
- Reproduce photos as needed;
- Develop and maintain a high quality exhibit;
- Research Manitoba bowling history on an ongoing basis to better educate the public.

SECTION C

HIGH PERFORMANCE & PROVINCIAL TEAM PROGRAM POLICIES

SECTION C

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HIGH PERFORMANCE DEVELOPMENT PROGRAMS

These programs are conducted in co-operation with the Provincial Member Associations for the training of athletes and coaches for advanced competition.

COMMITTEE RESPONSIBLE: High Performance Development Committee.

GENERAL COACHING STANDARDS: The programs of the High Performance Development Committee are funded by the Manitoba Tenpin Federation. All coaches of MTF training programs or recipients of financial assistance must be approved through the **MTF Coach Screening Process** (Appendix CJ); sign the MTF "**Code of Conduct**" form (See Appendix CD); be a current MTBCA member in good standing; have successfully completed the **Sport Manitoba "Respect In Sport"** course (see Appendix CI); and have submitted a **Vulnerable Sector Check** that will be 50% subsidized by MTF up to a maximum of \$25.00, provided the following and the above stipulations are met:

- 1) Served at least one season as coach in one of the MBA youth leagues;
- 2) Receive a passing approval from appointed MTF representatives on the Vulnerable Sector Check Report (**See Appendix CJ**);
- 3) Submit the Vulnerable Sector Check Report to the MTF office for their records (**See Appendix CJ**);
- 4) Submit the receipt for the Vulnerable Sector Check.

All athletes must sign the MTF High Performance Program Guidelines (see appendix CE); MTF Athlete Agreement (see appendix CL); MTF Youth Program Participant Release (see appendix CM).

Selection process shall be approved by the High Performance Committee. Coaches are approved by the MTF Board on the recommendation of the High Performance Committee.

The programs, the number of athletes and coaches (*note: **additional coaches may be added to the programs in a mentorship capacity if deemed beneficial***) are described below:

CHATEAU HIGH PERFORMANCE PROGRAM: Bowlers from the Youth league programs may register for the program (recommended number of 10-12 athletes). If there are too many applicants, either a "first come basis" may be employed or selection process (Appendix CE) may be conducted by coaches from the MTBCA Board based on their past performance, averages and current level of proficiency. The 1 to 2 coaches (dependent on number of athletes) will be selected from the ranks of the MTBCA. Unless circumstances dictate otherwise, it is recommended that a maximum of four lanes will be used per night during the 20 the week program. Each session will run 1.5 hours. **INACTIVE**

WINNIPEG LEVEL I & II PROGRAMS: Bowlers from the Youth league may register for the program (recommended number of 18-22 athletes). If there are too many applicants, either a "first come basis" may be employed or selection process (Appendix CE) may be conducted by coaches from the MTBCA Board based on their past performance, averages and current level of proficiency. Two coaches from the ranks of the MTBCA will run a 25 week program using a maximum of six lanes per session per program based on athlete numbers and needs. Each of the different level programs will run 1.5 hours each per night.

BRANDON HIGH PERFORMANCE PROGRAM: Bowlers from the local youth program may register for the program (12-16 recommended). If there are too many applicants, either a "first come basis" may be employed or selection process (Appendix CE) may be conducted by coaches from the MTBCA Board based on their past performance, averages and current level of proficiency. Two coaches (dependent on number of athletes) will be chosen from the ranks of the MTBCA. A maximum of four lanes will be used per night during the 20 week program. Each session will run 1.5 hours per night.

PROGRAM PENDING FOR 2024-25 SEASON.

HIGH PERFORMANCE DEVELOPMENT PROGRAM OBJECTIVES:

1. To support training programs for Manitoba athletes and coaches, so as to increase adult youth and senior adult membership on the National Teams and for the all bowlers to excel at the National Championships.
2. To improve and develop our athletes and coaches to National class standards.
3. To increase the number of Manitoba High Performance bowlers.
4. To establish and maintain a strong contingent of Youth bowlers, by providing a program which effectively bridges the transition from youth programs to adult.
5. To expose and train coaches in advanced levels of development programs, to ensure an adequate supply of qualified and certified coaches in future years in Manitoba.

HIGH PERFORMANCE DEVELOPMENT COMMITTEE

REPORT TO: Manitoba Tenpin Federation on the progress of the training program on a regular basis.

METHOD OF BUSINESS: Meet regularly to review the progress of the programs, coaches and athletes.

EVALUATIONS: An annual program evaluation is conducted upon completion of the season by the committee, who submit their recommendations to the Manitoba Tenpin Federation.

Coaches: - The athletes complete a program evaluation form at the conclusion of the program, which is then reviewed by the committee.

Athletes: - The coaches are monitoring the athletes on an ongoing basis during their training and at pre-selected qualifying tournaments through personal observations, video monitoring and the athletes' personal training log.

REGISTRATION FEES: - All High Performance Programs (*unless otherwise specified*) will be charged \$10.00 per person per session. All fees are to be collected and submitted to the MTF office with a completed registration fee form (see Appendix CA).

COACHES HONOURARIA: - All Coaches of the High Performance Programs will receive \$30.00 (3 coaches) or \$40.00 (2 coaches) per 3 hours of training sessions (*unless otherwise specified*).

PROVINCIAL TEAM TRAINING PROGRAMS

SELECTION: The Provincial Team contingent will be selected from the following programs / tournaments:

- MBA Youth Provincial qualifiers to the CYC National Championships;
- Manitoba Tenpin Federation / MBA Seniors Provincial Qualifying event at the Annual WTBA/MBA Tournament;
- Canadian Tenpin Federation Adults & Youth to the Open CTF National Team Trials; *Open event: no qualifying required.*
- CTF Mixed National Championship; *Open event: no qualifying require.*
- All coaches will be selected utilizing the MBA / MTBCA Selection Criteria provided they possess the necessary qualifications. (see Funding Regulations).

FUNDING REGULATIONS: All athletes and coaches entered into the program must abide by the following rules and regulations:

- Athletes must participate in 75% of the assigned training program;
- Complete all of the profile and assessment forms, as needed;
- Coaches must incorporate seminar presentations and individual skill analysis into the training sessions;
- Coaches must possess a minimum of N.C.C.P. certification of Intro To Competition and be a current MTBCA member in order to qualify for Provincial Team Training Honoraria's and / or travel assistance.
- All funds awarded will be subject to the guidelines stipulated in accordance with MTF Funding policies (see page A3).
- All coaches must fulfill & Meet all General Coaching Standards as listed on page C1.
- All Athletes and Coaches participating in a MTF Provincial Team Program must sign & adhere to the MBA Agreements (*See Appendices CG & CH*).

CONTINGENTS:

MBA Youth: Eight (8) youth qualifiers to CTF National Youth (CYC) Championships.

Senior Team: Four (4) Senior qualifiers (2 men and 2 women) to the CMC National Senior Championships. *

CTF Teams(CTT): CTF National Team Trials attending this Open Tournament.

CTF National Mixed (CMC): Top Four (4) qualifiers (2 men and 2 women) aged 15-49 from the MBA/WTBA Annual Tournament All-Events. Handicap division will be selected for the contingent. *

- * Non-qualifiers attending the CMC Open Tournament, may also take part in the MTF Provincial Team Training program.

CTF CYC YOUTH PROVINCIAL TEAM PROGRAM**Travel**

- Maximum of 8 athletes @ \$400.00 each for travel expenses;
- Maximum of one (1) coach @ \$400.00 each for travel expenses;
- Maximum of one (1) coach for accommodation for four night's expenses (maximum);
- One coach will receive \$25.00 (Can.) meal per diem per day (\$100.00 maximum). **(SUSPENDED)**

Training

- Maximum of **\$140.00** per athlete (i.e. max. **\$1,120.00** total) for training expenses;
- Maximum coaching honourarium of \$40.00 per session each for two (2) coaches X 4 - 12 sessions (i.e. max. **\$960.00** total).

SENIOR PROVINCIAL TEAM PROGRAM**Travel**

- 2 MEN, 2 WOMEN IN THE SENIOR DIVISION AGE 50 and over will qualify thru the All Events handicap division of the WTBA/MBA Annual Tournament, CMC Entry paid by Manitoba Tenpin Federation, funding available upon request
- To qualify for the **Team Canada Seniors/Super Senior (Masters) Division** it is the **9 game Scratch All Events** at the CMC, MTF to pay additional entry fee to C.T.F. for bowlers who wish to qualify.
- An information sheet shall be distributed to all Team Members (see Appendix CB).
- Athletes will receive one (1) **MTF Awards Banquet ticket** for their personal use (see Annual Awards Brunch page D 2).

Training

- Maximum of **\$100.00** per athlete for lineage (ie. Total \$400.00)
- Maximum honourarium per coach will be **\$320.00 (4-8 sessions of \$40.00)**.

MTF ADULT HIGH PERFORMANCE PROGRAM:

Seminars : 2-4 training sessions will be hosted as needed. The seminars will encompass topics relevant to the development and preparation of High Performance athletes, such as Sport Psychology, Nutrition & bowling technical topics, etc. All Sport Science seminars will be 2-3 hours in duration. The sessions will vary depending on the time required to properly address the subject. These sessions are open to all bowlers and coaches. The registration fee will be \$5.00 - \$30.00 (dependent on anticipated implementation expenses).

Honouraria's: Coaches / Conductors in this program will receive the following honorairias:

Seminars (Sport Science)	\$150.00
Seminars (Tenpin Technical)	\$150.00 max per person
	<i>\$300.00 max per session for all conductors. *</i>

** Honoraria's for Tenpin Technical Seminars may be revised, if merited by the MTF Board upon conclusion of the session.*

CTF CTT (Scratch) PROVINCIAL TEAM PROGRAM

The Top 3 Male & Female Manitoba Qualifiers at the Annual CTF National Team Trials will receive the following financial assistance listed below upon submission of applicable travel receipts:

	<u>Men</u>	<u>Ladies</u>	
1 st Qual.	\$500.00	\$500.00	
2 nd Qual.	\$300.00	\$300.00	
3 rd Qual.	\$200.00	\$200.00	
Total :	\$1,000.00	\$1,000.00	\$ 2,000.00

Training - The sessions will be held prior to each National Team Trials Competition Year. There will be 3 sessions of 10 games or 4 sessions of 8 games per bowler during this period. These sessions are restricted to confirmed CTF National Team competitors (i.e. paid National Team Trial Entry Fee) & they must pre-register with the MTF office for the program. There will be a maximum of 2 coaches at each practice session. Each coach will receive an honoraria of \$40.00 per session. Number of coaches based on number of athletes.

MTF Team Uniform - If requested, MTF will subsidize uniforms up to a maximum of \$20.00 per athlete. All uniforms will have the MTF logo embroidered on them & purchased as directed by the MTF. **SUSPENDED**

NOTE: - IF THERE ARE LESS THAN 3 MANITOBA MALE OR FEMALE BOWLERS, THAN THE UNCLAIMED 3RD POSITION FUNDING AMOUNT WILL BE AVAILABLE TO THE 4TH POSITION BOWLER OF THE OTHER GENDER IF APPLICABLE.

OTHER TRAINING ASSISTANCE

WOMEN TO WATCH: MTF will match a Sport Manitoba grant of \$250.00 for up to two applicants a year, under their Women to Watch program. MTF deadline for applications will be prior to March 15th of each year (see appendix CF). **(SUSPENDED)**

RURAL TRAVEL: The following travel assistance is available for out-of-town Provincial Team and High Performance Program members attending training sessions outside of their town or city (3-5 people per car).

Brandon/Dauphin	\$45.00	Winnipeg/Brandon	\$60.00
Winnipeg/Dauphin	\$80.00	Winnipeg/Winkler	\$40.00

In order to claim these travel expenses a Rural Travel Assistance Request Form and applicable fuel receipts must be submitted to the MTF office. (see Appendix CC).

RURAL COACHING: Out-of-town Provincial Team members wishing to train locally under a N.C.C.P. fully certified coach are entitled to \$75.00 for lineage and coaching expenses, payable upon submission of receipts to MTF office. For Senior Provincial Team – See Appendix CB.

COACH MENTORSHIP: Coach mentorship opportunities in any of the HPP may be implemented if needs & funds permit, as determined by the Board up to a maximum of **\$1,000.00 for travel and accommodations only**. (see Coach Mentorship in Section E).

ADDITIONAL NATIONAL / INTERNATIONAL: If funding is available, a training allowance up to a maximum of \$60.00 may be awarded to qualifiers advancing to national or international competitions to subsidize their lineage (\$35.00) and coaching (\$25.00) expenses, provided that the coach is N.C.C.P. fully certified, from the MTBCA ranks and is present during the practice session and is a person other than the involved bowler (see “Funding Policy”, page A3 for guidelines). **(SUSPENDED)**

OTHER TRAVEL ASSISTANCE

Athlete Travel Trust Fund: Monies in this fund are to be used at the discretion of the Board to subsidize travel expenses of athletes/coaches competing in major International Championships (Zones, World Championships, etc.) Application for this fund must be submitted to the Board in writing (see "Funding Policy", page A3 for guidelines). Maximum of \$100.00 & minimum of \$50.00 annually, unless funding permits greater support **and is approved by the board.**

Special Travel Grant: Additional funding may be applied for in writing and will be made available upon approval by the Board of Directors. The amount of assistance (if any) will be determined at time of review and based on the status of available funding (see "Funding Policy", page A3 for guidelines).

CTF MIXED PROVINCIAL TEAM

TRAVEL - 2 MEN, 2 WOMEN IN THE ADULT DIVISION AGES 15-49 will qualify thru the All Events handicap division of the WTBA/MBA Annual Tournament, CMC Entry paid by Manitoba Tenpin Federation, funding available upon request.

REGISTRATION - All other MBA/WTBA non-qualified bowlers that wish to participate in the MTF training program and attend the upcoming CMC must pre-register with the MTF office or they will not be eligible for any of the training assistance.

TRAINING - Two to four training sessions are available with a total maximum of \$50.00 per athlete for all program lineage expenses.

COACHING - One coach from the ranks of MTBCA will be appointed and will receive an honorarium of \$40.00 per session up to a maximum of \$160.00. Additional coaches may be assigned if warranted by athlete numbers.

MTF SUMMER CAMP

A 1.5 hour, once a week *Drop-In* format training camp will be provided to any CYC affiliated participant for the months of July and August. The fee is \$10 per session. 1-2 coaches, as needed will host the program for a flat \$150.00 honourarium per coach. The program is designed to further support our HPP athletes that wish to continue training throughout the off-season & to also allow novice bowlers to improve their skills and prepare for the upcoming season.

Note: *The MTBCA also offers two FREE camps (Fall Intro: September-October and Winter Peaking: February-March) to all CYC affiliated participants.*



HIGH PERFORMANCE PROGRAM
 REGISTRATION FEES
 LEVEL _____

FEE COORDINATOR _____ DATE _____

				TOTAL	FEES OWED
B	1.	_____	_____	_____	_____
A					
L	2.	_____	_____	_____	_____
A					
N	3.	_____	_____	_____	_____
C					
E	4.	_____	_____	_____	_____
	5.	_____	_____	_____	_____
O	6.	_____	_____	_____	_____
F					
	7.	_____	_____	_____	_____
	8.	_____	_____	_____	_____
F					
E	9.	_____	_____	_____	_____
E					
S	10.	_____	_____	_____	_____
	11.	_____	_____	_____	_____
O	12.	_____	_____	_____	_____
W					
E	13.	_____	_____	_____	_____
D					
	14.	_____	_____	_____	_____
	15.	_____	_____	_____	_____
				TOTAL	_____

Office Use Only: Cash \$ _____ +Cheque \$ _____ = Total \$ _____

Date Received _____ Received By _____



SENIOR ADULT PROVINCIAL TEAM
ATHLETE AGREEMENT FORM

CONTINGENT

Four senior bowlers (two men, two women) qualify at the MBA/WTBA Annual Tournament in the Senior Adult All-Events Handicap Division for funding assistance to attend CMC National Championships.

ELIGIBILITY REQUIREMENTS

Before acceptance into the program all athletes must submit the following information:

- CTF membership number;
- Copy of their birth certificate.

FUNDING REQUIREMENTS

- All qualifying athletes **must apply in writing, with requested documentation by no later than March 1,** of the competition year, requesting registration financial assistance from the Manitoba Tenpin Federation to attend the event.
- All Winnipeg based athletes must attend 75% of the training sessions in order to be eligible for funding assistance.
- **All athletes are responsible for making their own travel arrangements.**
- Athletes are accountable; Registration receipts **must** be submitted to MTF to account for any and all financial assistance received. No assistance will be provided until after the athlete has competed and returned from the tournament.

TRAVEL & COMPETITION ASSISTANCE

- If athletes wish to purchase cancellation or health (Blue Cross) insurance, it is entirely at their own expense.
- Athletes are eligible for financial assistance for their CMC registration fee, paid by Manitoba Tenpin Federation.
- To qualify for the **Team Canada Seniors/Super Senior Division** it is the **9 game Scratch All Events** at the CMC, MTF to pay additional entry fee to C.T.F. for any qualified senior bowlers who wish to qualify.

TRAINING

- Maximum of **\$100.00** per athlete will be permitted for lineage expenses incurred in the Winnipeg Based Provincial Team Program, which is implemented by a MTBCA appointed NCCP certified coach.

Rural - Maximum of \$75.00 (CAN.) per athlete will be permitted for lineage and coaching expenses, for training sessions outside of Winnipeg. Rural athletes may choose another individual as their coach **provided the coach is fully certified Intro to Competition**. Contact the MTF Executive Director at 925-5705 if you do not have a coach and he will refer you to coaches that are qualified in your region. The athlete will be reimbursed upon submission of expense receipts.

ACCOMMODATION

- Athletes are to arrange their own accommodation, unless informed otherwise by the Senior Provincial Team Coordinator.

If you have any questions, contact either:

MTF
Executive Director
925-5705

Senior Prov. Team Coor.

* I have read the above information and understand my obligations and commitments and agree to abide by the stated rules, financial restrictions and liabilities.

Signature

Date

This agreement must be signed and returned to the MTF office, before the CMC Registration Deadline.



**RURAL TRAVEL ASSISTANCE
REQUEST FORM**

EVENT ATTENDED (Meeting, Competition, etc.) _____

DATE OF EVENT _____ LOCATION OF EVENT _____

APPLICANT'S ASSOCIATION AFFILIATION _____

NAME OF PASSENGERS: 1. _____
 2. _____
 3. _____

MAKE CHEQUE PAYABLE TO:

NAME: _____

ADDRESS: _____

POSTAL CODE: _____ PHONE # _____

** (Fuel receipts must be submitted with request form or subsidy will be denied.)*

Office Use Only:

Amount Paid _____ Cheque Number _____

Date Issued _____ Authorized By _____



MANITOBA TENPIN FEDERATION - COACHES CODE OF CONDUCT

This document was designed in accordance with our mandate goals and objectives to:

- provide professional and ethical guidance for our coaches in the performance of their duties;
- enhance the quality and effectiveness of our programs;
- protect the rights, safety and overall growth and development of our athletes.

Therefore, this document must be signed by all coaches involved in any MTF program prior to their assignment.

I. Respect for Participants

Acting with *respect for participants* means that coaches

- i. do not make some participants more or less worthy as persons than others on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other conditions;
- ii. have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and share decision-making (right to self-determination - athletes' rights); and fair and reasonable treatment (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are in vulnerable or dependent positions and less able to protect their own rights;
- iii. interact with others in a manner that enables all participants in sport to maintain their dignity; and
- iv. build mutual support among fellow coaches, officials, athletes and their family members.

In being faithful to the principle of *respect for participants*, coaches should adhere to the following ethical standards:

- 1.1 Treat all participants in sport with respect at all times.
- 1.2 Provide feedback to athletes and other participants in a caring manner that is sensitive to their needs, e.g. focus criticism on the performance rather than on the athlete.
- 1.3 Respect athletes as autonomous individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
- 1.3 Communicate and cooperate with family members, involving them in appropriate decisions pertaining to an athlete's development.
- 1.4 Encourage participants to respect one another and to expect respect for their worth as individuals.

II. Responsible Coaching

Responsible coaching means that coaches

- i. act in the best interest of the athlete's development as a whole person;
- ii. recognize the power inherent in the position of coach;
- iii. are aware of their personal values and how these affect their practice as coaches;
- iv. acknowledge the limitations of their discipline; and
- v. accept the responsibility to work with other coaches and professionals in sport.

In being faithful to the principle of *responsible coaching*, coaches should adhere to the following ethical standards:

- 2.1 Coach in a way that benefits athletes, removes harm and acts consistently for the good of the athlete, keeping in mind that the same training, skills and powers that coaches use to produce benefits for athletes are also capable of producing harm.
- 2.2 Refrain from working in unsafe or inappropriate situations that significantly compromise the quality of coaching services and the health and safety of athletes.
- 2.3 Ensure that activities are suitable for the age, experience, ability and physical and psychological conditions of athletes.
- 2.4 Make athletes aware of their responsibilities for participating safely in sport.

- 2.5 Abstain from all forms of harassment, including sexual harassment. Sexual harassment includes either or both of the following:
- i. the use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicit or implicit threats of reprisals for noncompliance or promises of reward for compliance.
 - ii. engaging in deliberate or repeated sexually oriented comments, anecdotes, gestures or touching, if such behaviors:
 - a. are offensive and unwelcome;
 - b. create an offensive, hostile or intimidating working environment; or
 - c. can be expected to be harmful to the recipient.

III. Integrity in Relationships

In being faithful to the principle of *integrity in relationships*, coaches should adhere to the following ethical standards:

- 3.1 Explore mutual expectation with athletes in an honest and open manner, giving due consideration to the age and experience of individuals.
- 3.2 Act with an enthusiastic and genuine appreciation for sport.
- 3.3 Know and abide by sport's rules, regulations and standards.

IV. Honouring Sport

Honoring sport means that coaches

- i. act on and promote clearly articulated values related to coaching and sport;
- ii. encourage and model honorable intentions and actions in their coaching practice; and
- iii. show high regard for and promote the value of sport in Canadian society and around the world.

In being faithful to the principle of *honoring sport*, coaches should adhere to the following ethical standards.

- 4.1 Advocate and model the fundamentally positive aspects of sport, e.g. sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development, respect for the body, challenge and achievement, the joy of movement, and other positive aspects identified by participants.
- 4.2 Actively seek ways to reduce potentially negative aspects of sport, e.g winning at all costs, playing to the letter of the rules at the expense and other negative aspects identified by participants.
- 4.3 Accept both the letter and the spirit of the rules that define and govern sport.
- 4.4 Accept the role of officials in ensuring the competitions are conducted fairly and according to established rules.
- 4.5 Project an image of health, cleanliness and functional efficiency in
Personal habits and appearance, e.g. refrain from smoking while coaching, refrain from drinking alcoholic beverages when working with athletes.

* To be pro-active and protect our athletes and integrity of the Manitoba Tenpin Federation and its programs. Manitoba Tenpin Federation reserves the right to:

- request at anytime, a police background check from any coach in our programs;
- dismiss any coach for behavior or performance MTF believes to be inconsistent with our mission statement and/or detrimental to the program and/or growth and/or safety of our athlete(s) or in violation of, but not limited to, the above stated Code of Conduct standards.
- dismiss or refuse application of any coach, if MTF believes the coaches involvement may compromise the integrity &/or cohesiveness &/or performance effectiveness of the program &/or overall best interest and safety of its athletes, coaches &/or team members.

I have read, understand and consent to a police background check being undertaken and the Law Enforcement Agency is hereby authorized to communicate the results of the police background check directly to the Manitoba Tenpin Federation upon request and I agree to abide by the guidelines and standards stated in this document.

Date Coach Witness

HIGH PERFORMANCE PROGRAM

GUIDELINES

- 1) **RECRUITMENT/IDENTIFICATION:** Potential athletes for the program will be issued personal invitations based on their previous season's performance at the following provincial tournaments listed below and if deemed necessary, may use the Youth Bowler of the Year criteria and/or their previous seasons league average(s) and /or coach recommendations based on personal observation and evaluation of skill and / or potential:

CTF Youth Nationals;
YBC.

- 2) **SELECTION** - based on best bowler or equal gender ratios?
- Whenever possible when making athlete selections, efforts should be made to choose a balanced proportion of male and female athletes, however, the athletes must be identified as possessing the minimal skills or potential to benefit from such a High Performance training program (i.e. gender balance/equality should not be at the expense of selecting an athlete with questionable skill/potential over another athlete with proven ability just because he/she is of the opposite gender).

- 3) **MONITORING-** how long should an athlete be allowed to participate in the program?

All athletes should be monitored on an ongoing basis for skill development/improvement. A thorough evaluation of the athlete's overall performance improvement will be performed and a summary evaluation with recommendations will be submitted to the HPP Committee for consideration.

* **Note:** At onset of the program, athletes should be made aware of expectations, obligations, & evaluations.

4) **OBLIGATIONS** MTF invests substantial resources to the Youth High Performance Programs. Being a part of these programs is a privilege not a right. With this privilege, comes obligations to the program:

- pay participant fees;
- come prepared, on time and regularly;
- respect for coaches and other athletes;
- positive attitude, desire to learn and personal effort to improve;
- acceptance of team concept, cooperation and unity;
- read, sign & adhere to the rules specified in the MTF High Performance Guidelines document;
- recognition and appreciation of the contribution and dedication provided by MTF and its coaches towards their development.

In respect to the latter, all athletes are expected to wear the MTF bowling shirt to all High Performance Programs sessions and are encouraged to wear them at tournaments.

In respect to the team concept, unity and morale, all athletes must abide by these guidelines. Violators will be given one (1) warning (documented), followed by a recommendation for dismissal for a second infraction.

* **Note:** - All HPP Coaches must sign & adhere to the *MTF Coaches Code of Conduct* (appendix CD) and have completed the *Respect In Sport* course.

5) **DISMISSAL** At the discretion of the coaches, recommendations for dismissal can be brought to the High Performance Development Committee/Manitoba Tenpin Federation Board for discussion and approval.

Athletes can be considered for dismissal for, but not limited to:

- poor behavior;
- poor attitude;
- lack of commitment and/or effort.

6) **FILLING OF PARTICIPANT VACANCIES** Vacancies should be filled whenever possible to be more cost-effective and assist potential candidates as soon as possible.

At the discretion of the High Performance coaches, athletes can be moved, accepted or grand-fathered into either the Level I or Level II programs based on age, skill, etc. of the athletes, in order to accommodate the new replacement (alternate).

I have read and I understand the High Performance Program guidelines and obligations.

Athlete Signature

Date

Parent Signature

Date

MTF Coach

Date



“WOMEN TO WATCH” Grant Program

Sport Manitoba is pleased to announce a new initiative called “**Women to Watch**”, a monthly grant program designed to assist young girls and women in their sport field.

Each month a \$250 matching sport grant will be awarded to a female who meets the following criteria. This application is to be endorsed by the **Manitoba Tenpin Federation** and matched in funds to the \$250 grant.

CRITERIA

1. Applicants must be female and a member of their provincial sport governing body in good standing as an athlete, coach, official or in a leadership position either as a volunteer or paid staff.
2. The application must be endorsed by the Manitoba Tenpin Federation which will match the Sport Manitoba grant of \$250.
3. Grants may be used to offset costs such as training, travel, certification, sport equipment, competitions/tournaments, camps, leadership development, professional development and child care costs related to future development in their sport.
4. An outline for the request for funding must accompany the application stating clearly what the grant will be used for and including all relevant costs and proposed budget information.
5. Please indicate how this opportunity, if successful, will provide the individual an opportunity to further enhance their women and sport career.
6. Award recipients must submit all relevant receipts and budget information to Sport Manitoba at the conclusion of the event included with a one-page post event report. All recipients are required to participate in one MTF bingo fundraising event.
7. Grant applications are open to all ages and levels in the continuum of sport.
8. Applications must be submitted to the Manitoba Tenpin Federation office by March 15 of each year. Manitoba Tenpin Federation will review all applications received and submit up to a maximum of two applicants (based on available funding) to a Sport Manitoba committee for consideration. Sport Manitoba will select recipients each month from applications submitted by all sport governing bodies. Applications not awarded that specific month will remain on file with Sport Manitoba and will be eligible for consideration for one fiscal year (April 1 – March 31).
9. Application forms are available upon request from the Manitoba Tenpin Federation. Contact Ken Burns at 925-5705 for more information.

SUSPENDED

MBA CYC YOUTH NATIONALS ATHLETES' AGREEMENT

This Agreement is intended to outline the conduct that is expected from an athlete from the time of his or her qualifying to the C.T.F. Canadian Youth Nationals and until this Agreement expires.

Terms of Agreement

This Agreement remains in effect for the year of the tournament and shall commence once I have signed and returned this Agreement and I understand that my qualifying to the C.T.F. Agreement and observing and complying with its terms and conditions.

Basic Agreement

I acknowledge and agree that

- 1) as a member of the C.T.F. Canadian Youth Nationals team I am entitled to expect that the rules will be administered fairly, and disputes will be resolved appropriately, and in both instances the fundamental rules of natural justice and procedural fairness will be respected.

- 2) I am above all, a person before an athlete, and at all times my rights should be respected.

Team Qualification

I both acknowledge and agree that notwithstanding any other terms of this Agreement, the Provincial Board retains the right to withdraw any athlete, if in the reasonable and fair exercise of its discretion, considers that it should withdraw such qualifier because

- 1) concern for the health or safety of any of the athletes
- 2) I have engaged in conduct not becoming a youth national team member
- 3) I am unable to meet the ongoing training program
- 4) I am unable to compete due to illness or injury
- 5) to follow rules and regulations set out by the C.T.F. National Youth committee for the Canadian Youth National Championships
- 6) Major infractions - examples
 - a) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, coaches, officials, administrators or spectators.
 - b) repeated unsportsmanlike conduct such as angry outbursts or arguing
 - c) activities or behavior which interfere with any athletes' preparation for competition
 - d) pranks, jokes or other activities which endanger the safety of others
 - e) deliberate disregard for the rules and regulations whether local, provincial or national

- f) any use of alcohol
- g) use of illicit drugs and narcotics

Any infractions by an athlete will be reviewed by their Provincial Board of Directors and may result in a warning or suspension.

Athlete Development

During the term of this Agreement, the Province is responsible to :

- 1) provide maximum athletic development
- 2) provide suitable guidance and counseling
- 3) monitor my ongoing training and development to ensure that I am prepared for competition
- 4) provide me with the team uniform

Athletes Obligations

During the term of this Agreement, I am responsible for

- 1) following the training and competitive program agreed upon by the coaches
- 2) participating in all designated practice sessions
- 3) notifying the Provincial team manager / coaches as soon as it is reasonably possible of any injury, significant illness or other reason that will limit my participation

- 4) filling out and returning to the team manager all pre-tournament documents

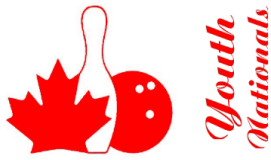
- 5) respecting my team mates. This being of paramount importance, I will make all reasonable efforts to refrain from making comments that could have a detrimental effect on team morale or team image.

- 6) any difficulties I experience with any member or coach should be expressed to that person first, with the intention of resolving the dispute.

Athletes Signature _____

Dated _____

CH



Canadian Tenpin Federation, Inc.
Fédération Canadienne des Dix-Quilles, Inc.

CANADIAN YOUTH CHAMPIONSHIPS -

MBA CYC COACHES CODE OF CONDUCT :

- I. Respect for Participants**
- II. Acting with respect for participants means that coaches**

i. do not make some participants more or less worthy as persons than others on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other conditions;

ii. have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and share decision-making (right to self-determination - athletes' rights); and fair and reasonable treatment (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are in vulnerable or dependent positions and less able to protect their own rights;

iii. interact with others in a manner that enables all participants in sport to maintain their dignity; and

iv. build mutual support among fellow coaches, officials, athletes and their family members.

1. In being faithful to the principle of respect for participants, coaches should adhere to the following ethical standards:

1.1 Treat all participants in sport with respect at all times.

1.2 Provide feedback to athletes and other participants in a caring manner that is Sensitive to their needs, e.g. focus criticism on the performance rather than on the athlete.

(i)

Appendix CH cont'd

III. Responsible Coaching – Responsible coaching means that coaches

- i. act in the best interest of the athlete’s development as a whole person;**
- ii. recognize the power inherent in the position of coach;**
- iii. are aware of their personal values and how these affect their practice as coaches;**
- iv. acknowledge the limitations of their discipline; and**
- v. accept the responsibility to work with other coaches and professionals in sport.**

2. In being faithful to the principle of responsible coaching, coaches should adhere to the following ethical standards:

2.1 Coach in a way that benefits athletes, removes harm and acts consistently for the good of the athlete, keeping in mind that the same training, skills and powers that coaches use to produce benefits for athletes are also capable of producing harm.

2.2 Abstain from all forms of harassment.

Date:_____

Coach:_____

(ii)

MANITOBA TENPIN FEDERATION

Respect in Sport Policy

Purpose of the Policy:

1. Manitoba Tenpin Federation is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment and abuse.
2. Manitoba Tenpin Federation requires that all coaches participating in Tenpin Bowling complete the Respect in Sport (RIS) program and maintain RIS certified status (5 year term) as required by Sport Manitoba.

Scope and Application:

1. The policy applies to all coaches registered with; or named on an official sport roster; or under the jurisdiction of Manitoba Tenpin Federation
2. Any coach not having completed the RIS program or maintained certified status in the timeframe established by Sport Manitoba and Manitoba Tenpin Federation may be removed as a coach until such time that the RIS course is completed and/or maintain RIS certification.

Enforcement:

Non-compliance of this policy may result in further discipline as determined by the Board of Directors or in accordance with applicable Manitoba Tenpin Federation policies.

Review and Approval:

This policy was approved by the Board of Directors on September 21, 2022 and will be reviewed by the Executive Committee on an annual basis.

Board Approval Date: December 7, 2022

MANITOBA TENPIN FEDERATION

Coach Screening Process

Philosophy of Coach Involvement:

Coaches are valued and respected by Manitoba Tenpin Federation and are viewed as a key component of our sport delivery system. The organization actively seeks volunteers' input and involvement on programs, policies and procedures. It is important for Coaches to be clear on their role and responsibilities and how these relate to the mission of Manitoba Tenpin Federation. Coaches enhance the programs and services provided and when assisting staff with programs and services act at the direction of staff.

Definition of Coach:

A Coach is a person who by choice contributes time and service to assist in fulfilling the mission of the organization.

Procedures:

Supervision: Every Coach will be accountable to a staff member or another volunteer. Based on Manitoba Tenpin Federation's structure, the organization has a number of clearly designated individuals (Volunteers or paid staff) with appropriate experience, skills, or qualifications who is responsible for Coach involvement. These individuals are provided with training, support and resources for working effectively with Coaches.

Recruitment: Coach recruitment incorporates internal and external strategies to reach out and involve a diverse Coach base.

Recruitment is designed to attract potential and appropriate Coaches from the community in response to the requirements of Manitoba Tenpin Federation programs. The process used will ensure Coaches with the appropriate skills, experience and interest are best matched to the goals and objectives of our programs and to fulfilling the mission of the organization. All Coaches will be recruited according to risk management and screening standards.

APPENDIX CJ (Continued)

Coach Assignments: Coach assignments are designed to fulfill the mission or purpose of Manitoba Tenpin Federation and involve Coaches in meaningful ways that reflect their abilities, needs, and backgrounds.

Coach assignment positions have written descriptions that include duties, responsibilities, skills needed, time and training required.

Risk Management policies and standards adopted by the organization will be implemented when designing roles for Coaches to ensure the safety of all involved.

Coach positions are reviewed as needed with staff and the Manitoba Tenpin Federation &/or Manitoba Tenpin Bowling Coaches Association Board(s) to ensure relevance and value. Updates and changes are made as required.

Screening: Screening provides Manitoba Tenpin Federation with tools and standards to manage risk to protect our athletes, Coaches, programs and volunteers and ensures the mission of the organization is being fulfilled.

All Coach positions are assessed for level of risk. Screening measures are developed and used according to the level of risk of the position. All Coach applicants will be screened based on criteria established through the risk assessment. Risk assessments are completed all Manitoba Tenpin Federation and Manitoba Tenpin Bowling Coaches Association program coaching assignments. Screening standards are based on the requirements of the positions and are consistently applied. Screening standards are reviewed and revised on a regular basis.

Screening occurs throughout the Coaches' history with Tenpin Bowling and could include but is not limited to:

- Job Description and Position Description
- Recruitment
- Intake: Application, interview, appropriate checks
- Orientation and Training
- Supervision
- Performance Evaluation
- Return after an extended absence.

The Manitoba Tenpin Federation programs have a more detailed screening process that has been approved by the Board. (**See Appendix A for full details**).

APPENDIX CJ (Continued)

Training & Orientation: It is the responsibility of the designated supervisor [MTF Executive Director &/or designated volunteer(s)] assigned to the Coach to provide appropriate orientation and training to new Coaches. Each Coach receives an orientation to Manitoba Tenpin Federation and its mission, programs and services as well as all pertinent policies and procedures, and to the work to which the Coach has been assigned. Coaches are advised of any risk associated with their positions and the measures taken to minimize or alleviate risks.

Confidentiality: Coaches are responsible for maintaining the confidentiality of all information they are exposed to while serving as Coaches. Coaches with access to sensitive information will be provided with a copy of Manitoba Tenpin Federation's Privacy Policy.

Insurance Coverage & Expenses: Manitoba Tenpin Federation maintains adequate general liability insurance coverage to ensure that Coaches are covered for any [third party bodily injury](#) or [property damage](#) they may cause during the course of Coaches' work. This includes Directors' and Officers' liability insurance. Manitoba Tenpin Federation does not provide insurance to Coaches for any injury they may incur as a result of their activities.

Coaches are insured only when performing their duties as outlined in their Coaching job description. The safety, welfare, and health of Coaches are a high priority in all of the organization's operations.

Coaches are entitled for reimbursement of allowable and pre-approved expenses incurred while fulfilling assigned duties. The supervising staff member will submit any expense reimbursement requests according to Manitoba Tenpin Federation's PO-PR procedures.

Supervision and Feedback: a staff member or another volunteer supervises Coaches. All staff and committees participate in an annual review and evaluation process of programs, providing Coaches the opportunity to offer input and receive feedback. Coaches communication is always encouraged at any time for Coaches to bring their comments or concerns forward to their appropriate supervisor or staff person responsible. Coaches are also advised of Manitoba Tenpin Federation's Complaints policy, if communication or feedback opportunities are not sufficient to address their concerns.

There is a Coaches' Report required upon completion of all programs or events, to the Manitoba Tenpin Federation office or at a subsequent committee meeting. The staff and board, when appropriate, review the feedback and incorporate this into future program, work or event plans.

APPENDIX CJ (Continued)

Recognition: Manitoba Tenpin Federation recognizes the valuable contributions made by Coaches at all levels towards achieving its mission. All Coaches will be recognized for their Coaching service on an ongoing basis.

All recognition will be offered in such a way that is sincere and meaningful to the Coach. The quality and time required to perform the service(s) will be taken into consideration when selecting the manner and type of recognition to be given. Coaching recognition will occur both formally and informally.

Resignation: Coaches have the right to resign from Coaching service at any time. Manitoba Tenpin Federation requests that Coaches who intend to resign provide advance notice of their departure and a reason for their decision. Wherever possible, the Manitoba Tenpin Federation Executive Director should conduct an exit interview or survey with the Coach.

Dismissal: Coaches who do not follow policies and procedures of the organization, or who fail to satisfactorily perform their agreed upon Coaching assignments may be subject to dismissal. A Coach will not be dismissed until the Coach has been provided with an opportunity to discuss the reasons for the possible dismissal with the Manitoba Tenpin Federation Executive Director &/or designated Supervising Volunteer of the Coach. Wherever possible, Manitoba Tenpin Federation will endeavor to take progressive corrective action; however grounds for immediate dismissal may include, but are not limited to; abuse or mistreatment of participants, athletes, MTF staff, coaches or other volunteers, failure to abide by organization policies and procedures, theft of property or deliberate misuse of organization resources and being intoxicated while actively volunteering.

Evaluation of Coach impact and contribution: Coaches are a valuable asset to Manitoba Tenpin Federation and as such the impact and contributions of Coaches will be regularly evaluated. The impact of Coaches is measured in two ways - their contribution in terms of time/hours and their contribution to the strategic priorities and business plan of the organization. The strategic priorities identify who within the Manitoba Tenpin Federation &/or the Manitoba Tenpin Bowling Coaches Association is responsible for taking the lead on each priority. The Manitoba Tenpin Federation Executive Director and/or committees normally take the lead on the research, development and recommendation to the board on each priority. The board regularly evaluates the progress on each priority and the success of the plan is directly as a result of the contributions by the Coach(es).

This policy is reviewed on a regular basis and revisions are made as deemed necessary.

APPENDIX CJ (Continued)

Appendix A – Manitoba Tenpin Federation’s Screening Process for Program Coaches

It will be the responsibility of the Manitoba Tenpin Federation to ensure all Coaches have been screened appropriately.

Screening and Timeline requirements for All Programs

High risk	<ul style="list-style-type: none"> - Background Check (CRC or PIC) <i>(refer to following page to determine what is required)</i> - Vulnerable Sector Search - Child Abuse Registry Check
------------------	--

Medium Risk - Background Check

Low Risk - Two Pieces of Photo Identification

Manitoba Tenpin Federation & Manitoba Tenpin Bowling Coaches Association Programs

Program	Responsibility	High	Medium	Low	Screening deadlines	Comments
CYC Provincial Team	Oversee Training & Competition of Athletes	X			4 Weeks Prior to First Practice	
CMC Provincial Team	Oversee Training of Competition Athletes		X		2 Weeks Prior to First Practice	
CTT Provincial Team	Oversee Training of Competition Athletes	X			4 Weeks Prior to First Practice	
Senior Adult Provincial Team	Oversee Training of Competition Athletes		X		4 Weeks Prior to First Practice	
High Performance Programs	Oversee Training of Youth Athletes	X			4 Weeks Prior to First Session	
Youth Training Camps	Oversee Training of Athletes	X			4 Weeks Prior to First Practice	
Youth Grassroots Clinics	Oversee Training of Athletes	X			4 Weeks Prior to First Practice	
Adult Grassroots Clinics	Oversee Training of Athletes		X		2 Weeks Prior to First Practice	
NCCP Workshops	Oversee & Conduct Coach Training		X		4 Weeks Prior to Workshop	
NCCP Evaluations	Oversee & Conduct Coach Evaluation		X		4 Weeks Prior to Evaluation	
MTF In-School Coordinator	Pick-up & Delivery of Equipment to Schools			X		
MBA Leagues	Oversee Training of Youth Athletes	X			2 Weeks Prior to First Session	

APPENDIX CJ (Continued)

Background Checks will be defined by the following:

Police Information Check (PIC)	Criminal Record Check (CRC)
Vulnerable Sector (VSS) (EPIC)	Enhanced Police Information Check

To be performed by local law enforcement agency and/or through an approved online service, such as Winnipeg Police (**PIC, includes VSS**) or Sterling Backcheck (**if no VSS is needed**).

Please refer to categories below to determine which Background Check is required for you.

- 1. You have a birthdate of February 29, 1986 or later**
 - Sterling Backcheck – **EPIC** or local RCMP
- 2. You have a birthdate of February 28, 1986 or earlier and can provide a copy of a clean VSS, you will also need:**
 - Sterling Backcheck – **EPIC** or local RCMP
- 3. You have a birthdate of February 28, 1986 or earlier and have not had a Vulnerable Sector Search since March 12, 2012**
 - Winnipeg Police – **PIC** including **VSS** or local RCMP
- 4. You are a Coach who has completed all screening procedures including VSS through your employer or sport organization within the past 3 years**
 - Provide a letter on letterhead from volunteer screening representative verifying you have completed all of the necessary screening (**See Appendix B**).
 - i. Must include:
 1. Name of Coach;
 2. Date of birth of Coach;
 3. Date of completed of CRC, VSS and Child abuse registry;
 4. Signed by volunteer screening representative of organization;

The Manitoba Tenpin Federation will accept a Background Check within 3 years from the date of the Program (must be the original).

APPENDIX CJ (Continued)

A screening disclosure form will be required if the background check is more than a year old. (See Appendix C)

25% of the total cost to complete a **Successfully Cleared and Approved** (ie. *No previous criminal activity*) Background Check(s) will be covered by the Manitoba Tenpin Federation if requested by them for Coaches, Team Managers and Volunteers (receipt and report must be submitted).

Appeal: If the Background Check reveals a previous criminal activity, that person's rejection may be appealed to Manitoba Tenpin Federation's Appeal Committee. It will be at the discretion of the Appeal Committee (A committee of three, consisting of two (2) Manitoba Tenpin Federation Board Members and the Manitoba Tenpin Federation Executive Director) to decide if that Coach will be allowed to participate and in what capacity.

- Relevance of record to position
- Efforts at rehabilitation
- When the infraction took place
- Proof of record

Child Abuse Registry Checks (CARC) * Required by All High Risk Coaches.

CARCs are a useful tool to screen out certain types of undesirable candidates.

If the CARC reveals an incident, or is not completed and cleared prior to the specified deadline of the program (**see Appendix A Program Chart above**), that person will not be allowed to Coach for any Manitoba Tenpin Federation program. This is not appealable.

Notes

1. No pardons for sex offences have been given out since **March 12, 2012**. At that time the Safe Streets and Communities Act came into force. From that day forward, pardons are no longer granted and were replaced by record suspensions. If a candidate has had a VSS check completed after March 12, 2012 there is no value in having one again. It cannot possibly turn up a hit. Any subsequent convictions will be revealed in the Background check and further to that – any pending charges will be also flagged in Background check. (Charges, warrants, probation orders, summary convictions, prohibition orders, peace bonds, release orders AND convictions not yet uploaded to CPIC).

Anyone who has a birthdate of March 1, 1986 or later does not have to have a VSS check either as the youngest person on the pardon list birthdate is one day earlier.

APPENDIX CJ (Continued)

2. If the required screening process has not been fully completed prior to the start of the program(s), the applicant will not be allowed to participate in the program(s), unless the following is completed:
 - The volunteer must have started the screening process and provide proof that the process has been started prior to the interviews.
 - The organization completes a detailed interview of each volunteer (**Appendix C**).
 - Checks at least 2 references per volunteer.
 - A list of all volunteers granted permission must be completed and sent to a Manitoba Tenpin Federation Staff person.

To: Manitoba Tenpin Federation
Appendix B – **Sample** Coach Screening Verification Letter

Coach Screening Verification Letter

verifies that
(Organization) (Name of Volunteer)

has completed their Background check within the past 5 years.

Full name of Coach:

[Click here to enter text.](#)

Birthdate of Coach:

[Click here to enter text.](#)

Date of Criminal Record Check:

[Click here to enter a date.](#)

Date of Vulnerable Sector Search:

[Click here to enter a date.](#)

Date of Child Abuse Registry Check:

[Click here to enter a date.](#)

Printed Name of Person completing Form

Signature

Title of Person completing Form

[Click here to enter a date.](#)
Date

APPENDIX CJ (Continued)

Appendix C – Coach Screening Disclosure Form

NAME: _____
 First Middle Last

OTHER NAMES YOU HAVE USED:

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER: _____
 Month/Day/Year

PHONE: _____ EMAIL: _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Manitoba Tenpin Federation's *Coaches Screening Policy*.

1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?

Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

_____ Year Convicted: _____

Penalty or Punishment Imposed:

Further Explanation:

APPENDIX CJ (Continued)

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Further Explanation:

3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, tenpin bowling or any other sport?

Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding:

Year of Offense or Settlement:

Penalty or Punishment Imposed:

Further Explanation:

4. Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

_____ Date of Dismissal: _____

Reason for Dismissal:

APPENDIX CJ (Continued)

5. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense:

Name and Independent Body: _____ Year Convicted: _____

Penalty or Punishment Imposed:

Further Explanation:

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check and/or Vulnerable Sector Search for the purposes of screening, implementation of the Organization's Screening Policy, administering membership services and communicating with other Provincial Sport Organizations, Host Society, and other organizations involved in the governance of the sport. The Organization does not distribute personal information for commercial purposes.

APPENDIX CK

MANITOBA TENPIN FEDERATION CONCUSSION PROTOCOL

MANITOBA TENPIN FEDERATION has developed the **MANITOBA TENPIN FEDERATION Concussion Protocol** to help guide the management of athletes who may have a suspected concussion as a result of participation in **MANITOBA TENPIN FEDERATION** activities.

Purpose

This protocol covers the recognition, medical diagnosis, and management of **BOWLING COMPETITORS** who may sustain a suspected concussion during a sport activity. It aims to ensure that athletes with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to their sport safely. This protocol may not address every possible clinical scenario that can occur during sport-related activities but includes critical elements based on the latest evidence and current expert consensus.

Who should use this protocol?

This protocol is intended for use by all individuals who interact with athletes inside and outside the context of school and non-school based organized sports activity, including athletes, parents, coaches, officials, teachers, trainers, and licensed healthcare professionals.

For a summary of the **MANITOBA TENPIN FEDERATION Concussion Protocol** please refer to the **MANITOBA TENPIN FEDERATION Sport Concussion Pathway** figure at the end of this document.

1. Pre-Season Education

Despite recent increased attention focusing on concussion there is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all sport stakeholders (athletes, parents, coaches, officials, teachers, trainers, licensed healthcare professionals) on current evidence-informed approaches that can prevent concussion and more serious forms of head injury and help identify and manage an athlete with a suspected concussion.

APPENDIX CK continued

Concussion education should include information on:

- the definition of concussion,
 - possible mechanisms of injury,
 - common signs and symptoms,
 - steps that can be taken to prevent concussions and other injuries from occurring in sport.
 - what to do when an athlete has suffered a suspected concussion or more serious head injury,
 - what measures should be taken to ensure proper medical assessment,
 - *Return-to-School* and *Return-to-Sport Strategies*, and
 - Return to sport medical clearance requirements
- ▶ **Who:** Athletes, parents, coaches, officials, teachers, and trainers, licensed healthcare professionals
- ▶ **How:** Pre-season Concussion Education Sheet

All parents and athletes are required to review and submit a signed copy of the *Pre-season Concussion Education Sheet* to their coach prior to the first practice of the season. In addition to reviewing information on concussion, it is also important that all sport stakeholders have a clear understanding of the **MANITOBA TENPIN FEDERATION Concussion Protocol**.

For example, this can be accomplished through pre-season in-person orientation sessions for athletes, parents, coaches and other sport stakeholders.

2. Head Injury Recognition

Although the formal diagnosis of concussion should be made following a medical assessment, all sport stakeholders including athletes, parents, teachers, coaches, teachers, officials, and licensed healthcare professionals are responsible for the recognition and reporting of athletes who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many sport and recreation venues will not have access to on-site licensed healthcare professionals.

APPENDIX CK continued

A concussion should be suspected:

- in any athlete who sustains a significant impact to the head, face, neck, or body and demonstrates *ANY* of the visual signs of a suspected concussion or reports *ANY* symptoms of a suspected concussion as detailed in the *Concussion Recognition Tool 5*.
- if a player reports ANY concussion symptoms to one of their peers, parents, teachers, or coaches or if anyone witnesses an athlete exhibiting any of the visual signs of concussion.

In some cases, an athlete may demonstrate signs or symptoms of a more severe head or spine injury including convulsions, worsening headaches, vomiting or neck pain. If an athlete demonstrates any of the 'Red Flags' indicated by the *Concussion Recognition Tool 5*, a more severe head or spine injury should be suspected, and Emergency Medical Assessment should be pursued.

- ▶ **Who:** Athletes, parents, coaches, officials, teachers, trainers, and licensed healthcare professionals
- ▶ **How:** [Concussion Recognition Tool 5](#)

3. Onsite Medical Assessment

Depending on the suspected severity of the injury, an initial assessment may be completed by emergency medical professionals or by an on-site licensed healthcare professional where available.

In cases where an athlete loses consciousness or it is suspected an athlete might have a more severe head or spine injury, Emergency Medical Assessment by emergency medical professionals should take place (see 3a below). If a more severe injury is not suspected, the athlete should undergo Sideline Medical Assessment or Medical Assessment, depending on if there is a licensed healthcare professional present (see 3b below).

APPENDIX CK continued

3a. Emergency Medical Assessment

If an athlete is suspected of sustaining a more severe head or spine injury during a game or practice, an ambulance should be called immediately to transfer the patient to the nearest emergency department for further Medical Assessment.

Coaches, parents, teachers, trainers and officials should not make any effort to remove equipment or move the athlete until an ambulance has arrived and the athlete should not be left alone until the ambulance arrives. After the emergency medical services staff has completed the Emergency Medical Assessment, the athlete should be transferred to the nearest hospital for Medical Assessment. In the case of youth (under 18 years of age), the athlete's parents should be contacted immediately to inform them of the athlete's injury. For athletes over 18 years of age, their emergency contact person should be contacted if one has been provided

- ▶ **Who:** Emergency medical professionals

3b. Sideline Medical Assessment

If an athlete is suspected of sustaining a concussion and there is no concern for a more serious head or spine injury, the player should be immediately removed from the field of play.

Scenario 1: *If a licensed healthcare professional is present*

The athlete should be taken to a quiet area and undergo Sideline Medical Assessment using the Sport Concussion Assessment Tool 5 (SCAT5) or the Child SCAT5. The SCAT5 and Child SCAT5 are clinical tools that should only be used by a licensed healthcare professional that has experience using these tools. It is important to note that the results of SCAT5 and Child SCAT5 testing can be normal in the setting of acute concussion. As such, these tools can be used by licensed healthcare professionals to document initial neurological status but should not be used to make sideline return-to-sport decisions in youth athletes. Any youth athlete who is suspected of having sustained a concussion must not return to the game or practice and must be referred for Medical Assessment.

APPENDIX CK continued

If a youth athlete is removed from play following a significant impact and has undergone assessment by a licensed healthcare professional, but there are NO visual signs of a concussion and the athlete reports NO concussion symptoms then the athlete can be returned to play but should be monitored for delayed symptoms.

In the case of national team-affiliated athletes (age 18 years and older), an experienced certified athletic therapist, physiotherapist or medical doctor providing medical coverage for the sporting event may make the determination that a concussion has not occurred based on the results of the Sideline Medical Assessment.

In these cases, the athlete may be returned to the practice or game without a *Medical Clearance Letter* but this should be clearly communicated to the coaching staff.

Players that have been cleared to return to games or practices should be monitored for delayed symptoms. If the athlete develops any delayed symptoms the athlete should be removed from play and undergo medical assessment by a medical doctor or nurse practitioner.

Scenario 2: *If there is no licensed healthcare professional present*

The athlete should be referred immediately for medical assessment by a medical doctor or nurse practitioner, and the athlete must not return to play until receiving medical clearance.

- ▶ **Who:** Athletic therapists, physiotherapists, medical doctor
- ▶ **How:** [Sport Concussion Assessment Tool 5 \(SCAT5\)](#), [Child Sport Concussion Assessment Tool 5 \(Child SCAT5\)](#)

APPENDIX CK continued

4. Medical Assessment

In order to provide comprehensive evaluation of athletes with a suspected concussion, the medical assessment must rule out more serious forms of traumatic brain and spine injuries, must rule out medical and neurological conditions that can present with concussion-like symptoms, and must make the diagnosis of concussion based on findings of the clinical history and physical examination and the evidence-based use of adjunctive tests as indicated (i.e. CT scan).

In addition to nurse practitioners, medical doctors¹ that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine, emergency department, internal medicine, and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.

In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (i.e. nurse) with pre-arranged access to a medical doctor or nurse practitioner can facilitate this role.

The medical assessment is responsible for determining whether the athlete has been diagnosed with a concussion or not. Athletes with a diagnosed concussion should be provided with a *Medical Assessment Letter* indicating a concussion has been diagnosed.

Athletes that are determined to have not sustained a concussion must be provided with a *Medical Assessment Letter* indicating a concussion has not been diagnosed and the athlete can return to school, work and sports activities without restriction.

- ▶ **Who:** Medical doctor, nurse practitioner, nurse

- ▶ **How:** Medical Assessment Letter

APPENDIX CK continued

¹ Medical doctors and nurse practitioners are the only healthcare professionals in Canada with licensed training and expertise to meet these needs; therefore all athletes with a suspected concussion should undergo evaluation by one of these professionals.

5. Concussion Management

When an athlete has been diagnosed with a concussion, it is important that the athlete's parent/legal guardian is informed. All athletes diagnosed with a concussion must be provided with a standardized *Medical Assessment Letter* that notifies the athlete and their parents/legal guardians/spouse that they have been diagnosed with a concussion and may not return to any activities with a risk of concussion until medically cleared to do so by a medical doctor or nurse practitioner.

Because the *Medical Assessment Letter* contains personal health information, it is the responsibility of the athlete or their parent/legal guardian to provide this documentation to the athlete's coaches, teachers, or employers. It is also important for the athlete to provide this information to sport organization officials that are responsible for injury reporting and concussion surveillance where applicable.

Athletes diagnosed with a concussion should be provided with education about the signs and symptoms of concussion, strategies about how to manage their symptoms, the risks of returning to sport without medical clearance and recommendations regarding a gradual return to school and sport activities. Athletes diagnosed with a concussion are to be managed according to their *Return-to-School and Sport-Specific Return-to-Sport Strategy* under the supervision of a medical doctor or nurse practitioner.

When available, athletes should be encouraged to work with the team athletic therapist or physiotherapist to optimize progression through their *Sport-Specific Return-to-Sport Strategy*. Once the athlete has completed their *Return-to-School and Sport-Specific Return-to-Sport Strategy* and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the athlete for a return to full sports activities and issue a *Medical Clearance Letter*.

The stepwise progressions for *Return-to-School* and *Return-to-Sport Strategies* are outlined below. As indicated in stage 1 of the *Return-to-Sport Strategy*, reintroduction of daily, school, and work activities using the *Return-to-School Strategy* must precede return to sport participation.

APPENDIX CK continued

Return-to-School Strategy

The following is an outline of the *Return-to-School Strategy* that should be used to help student-athletes, parents, and teachers to collaborate in allowing the athlete to make a gradual return to school activities. Depending on the severity and type of the symptoms present student-athletes will progress through the following stages at different rates.

If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. Athletes should also be encouraged to ask their school if they have a school-specific Return-to-Learn Program in place to help student-athletes make a gradual return to school.

Stage	Aim	Activity	Goal of each step
1	Daily activities at home that do not give the student-athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities
4	Return to school full-time	Gradually progress	Return to full academic activities and catch up on missed school work

McCrory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

APPENDIX CK continued

TENPIN BOWLING - Specific Return-to-Sport Strategy

The following is an outline of the Return-to-Sport Strategy that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to sport activities.

An initial period of 24-48 hours of rest is recommended before starting the ***TENPIN BOWLING-Specific Return-to-Sport Strategy***.

The athlete should spend a minimum duration of 24 hours without symptom increases at each stage before progressing to the next one. If the athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage.

It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the ***TENPIN BOWLING-Specific Return-to-Sport Strategy***.

It is also important that all athletes provide their coach with a *Medical Clearance Letter* prior to returning to full participation sport activities.

APPENDIX CK continued

Stage	Aim	Activity	Goal of each step
1	Symptom-limiting activity	Daily activities that do not provoke symptoms	Gradual re-introduction of work/school activities
2	Light aerobic activity	Walking at slow to medium pace. No resistance training <i>-Light intensity stretching or aerobic for 15-20 minutes at sub-symptom threshold intensity</i>	Increase heart rate
3	Sport-specific exercise	Focusing on approach & finishing position analysis. <i>- Moderate ball delivery & targeting drills for 15-20 minutes at sub-symptom threshold intensity</i>	Add movement
4	Non-contact training drills	More intense training drills, i.e. regular speed approach & delivery. <i>- Participation at higher intensity competitive training drills</i>	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance <i>- Participation in full practice without activity restriction</i>	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

McCrory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

- ▶ **Who:** Medical doctor, nurse practitioner and team athletic therapist or physiotherapist (where available)
- ▶ **How:** *Return-to-Learn Strategy, Sport-Specific Return-to Sport Strategy, Medical Assessment Letter*

APPENDIX CK continued

6. Multidisciplinary Concussion Care

Most athletes who sustain a concussion while participating in sport will make a complete recovery and be able to return to full school and sport activities within 1-4 weeks of injury. However, approximately 15-30% of individuals will experience symptoms that persist beyond this time frame.

If available, individuals who experience persistent post-concussion symptoms (>4 weeks for youth athletes, >2 weeks for adult athletes) may benefit from referral to a medically supervised multidisciplinary concussion clinic that has access to professionals with licensed training in traumatic brain injury that may include experts in sport medicine, neuropsychology, physiotherapy, occupational therapy, neurology, neurosurgery, and rehabilitation medicine.

Referral to a multidisciplinary clinic for assessment should be made on an individualized basis at the discretion of an athlete's medical doctor or nurse practitioner.

If access to a multidisciplinary concussion clinic is not available, a referral to a medical doctor with clinical training and experience in concussion (e.g. a sport medicine physician, neurologist, or rehabilitation medicine physician) should be considered for the purposes of developing an individualized treatment plan.

Depending on the clinical presentation of the individual, this treatment plan may involve a variety of health care professionals with areas of expertise that address the specific needs of the athlete based on the assessment findings.

- ▶ **Who:** Multidisciplinary medical team, medical doctor with clinical training and experience in concussion (e.g. a sports medicine physician, neurologist, or rehabilitation medicine physician), licensed healthcare professionals

APPENDIX CK continued

7. Return to Sport

Athletes who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and have successfully completed their *Return-to-School and [Name of Sport]-Specific Return-to-Sport Strategy* can be considered for return to full sports activities.

The final decision to medically clear an athlete to return to full game activity should be based on the clinical judgment of the medical doctor or nurse practitioner taking into account the athlete's past medical history, clinical history, physical examination findings and the results of other tests and clinical consultations where indicated (i.e. neuropsychological testing, diagnostic imaging).

Prior to returning to full contact practice and game play, each athlete that has been diagnosed with a concussion must provide their coach with a standardized *Medical Clearance Letter* that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sports. In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (such as a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation.

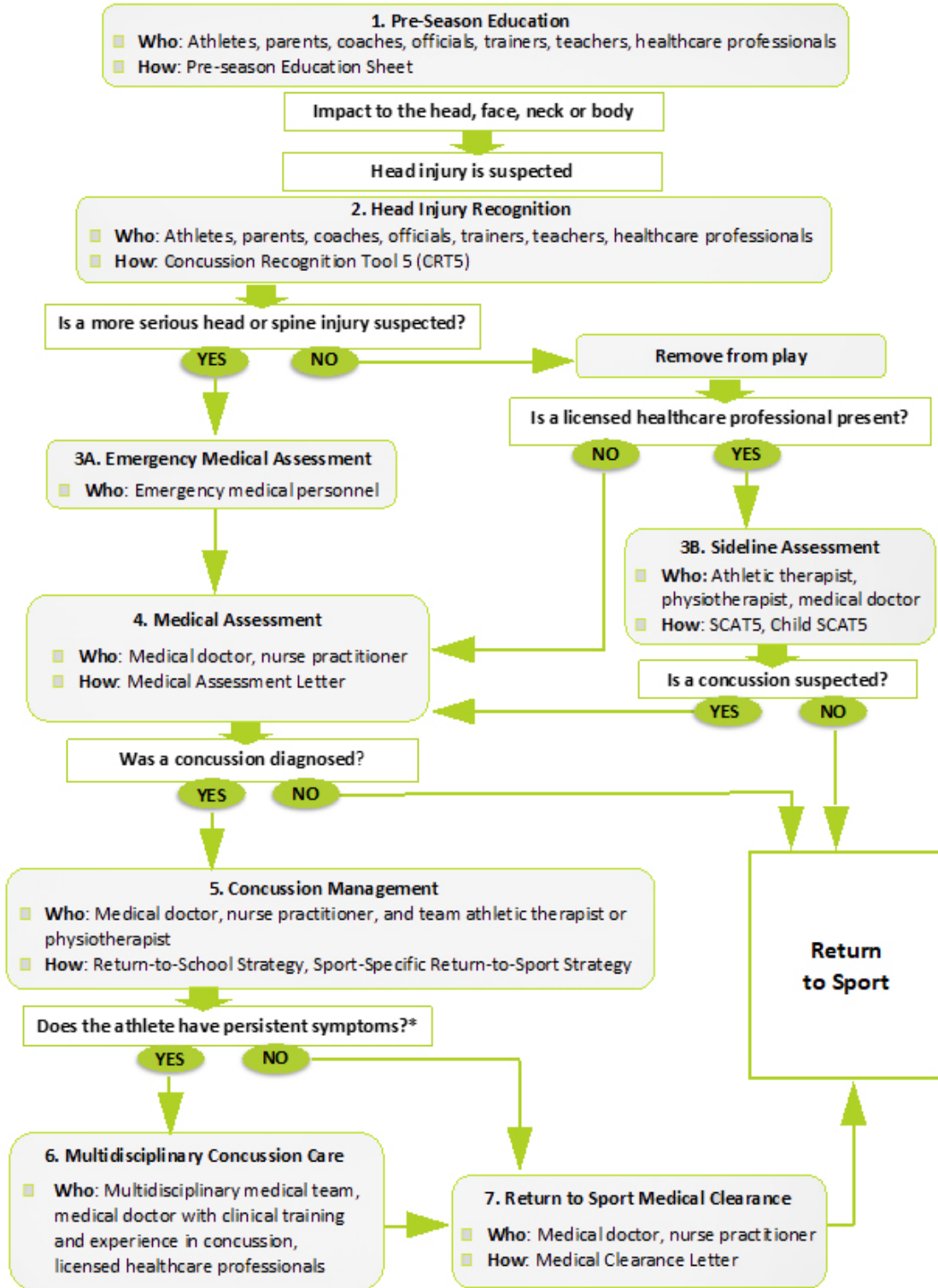
A copy of the *Medical Clearance Letter* should also be submitted to sports organization officials that have injury reporting and surveillance programs where applicable.

Athletes who have been provided with a *Medical Clearance Letter* may return to full sport activities as tolerated. If the athlete experiences any new concussion-like symptoms while returning to play, they should be instructed to stop playing immediately, notify their parents, coaches, trainer or teachers, and undergo follow-up *Medical Assessment*. In the event that the athlete sustains a new suspected concussion, the **MANITOBA TENPIN FEDERATION Concussion Protocol** should be followed as outlined here.

- ▶ **Who:** Medical doctor, nurse practitioner
- ▶ **Document:** *Medical Clearance Letter*

APPENDIX CK continued

MANITOBA TENPIN FEDERATION Concussion Pathway



*Persistent symptoms: lasting > 4 weeks in children & youth or > 2 weeks in adults

CONCUSSION EDUCATION & AWARENESS PROGRAM

PSO Implementation Plan Guide

Steps	Notes/Details
<p>1. Adopt the Sport Specific “Detailed Concussion Protocol Documentation”</p>	<ul style="list-style-type: none"> • Develop your Sports detailed Concussion Protocol Document using the template provided by Parachute Canada OR your NSOs protocol • This template is find and replace with your name and also insert your logo • A hyperlink to this document should be put on your website so the full document can be accessed.
<p>2. Create a Concussion Landing Page</p>	<ul style="list-style-type: none"> • It is requested that you create a “landing page” specific to concussions on your website: • <u>Sample opening paragraph, feel free to “sportify” for your organization:</u> <p><u>Concussion Awareness</u></p> <p><i>Concussions can occur while participating in any sport or recreational activity. Since the circumstances under which a concussion can be sustained are so varied, it’s important for all coaches, parents, and athletes to be aware of the signs, symptoms, and what to do if a concussion occurs. Our organization is committed to increased education, awareness, and established protocols that will assist you in gaining the knowledge and skills required ensuring the safety of your athletes. We can all work together to ensure a safe sport environment.</i></p>
<p>3. Post the following documents on your site.</p>	<p>1. The Pre-season Concussion Education Sheet (includes Return to School and Return to Sport Strategy)</p> <ul style="list-style-type: none"> • This Parachute Document can be found at this Link - http://www.parachutecanada.org/downloads/injurytopics/PreSeason-Education-Sheet_Parachute.pdf • This resource tool can be used with your members programs, teams, leagues etc. • Ideally parents and athletes receive this information and sign and acknowledging receipt of this information. • Sport Manitoba requests that Provincial Team

	<p>athletes, parent/guardian sign and return these documents to the PSO office.</p>
	<p>2. Concussion Recognition Tool - “Recognize & Remove”</p> <ul style="list-style-type: none"> • Document Link- http://www.parachutecanada.org/downloads/resources/CRT5.pdf • A simple one page document that can be shared with all coaches, managers, sport trainers/safety officers (where applicable).
	<p>3. Medical Assessment Tool</p> <ul style="list-style-type: none"> • Parachute Document Link- http://www.parachutecanada.org/downloads/injurytopics/Medical-Assessment-Letter Parachute.pdf • This document can be used by an athlete’s Physician or Nurse Practitioner as the official “Medical Assessment Tool” • Your members should know this document can be easily accessed by the Physician or Nurse Practitioner on-line, OR your members can bring the paper copy into the assessment and request that it be completed.
	<p>4. Medical Clearance Letter</p> <ul style="list-style-type: none"> • Parachute Document Link- http://www.parachutecanada.org/downloads/injurytopics/Medical-Clearance-Letter Parachute.pdf <p>Athletes who are diagnosed with a concussion should be managed according to the Canadian Guideline on Concussion in Sport including the Return-to-School and Return-to-Sport Strategies</p> <ul style="list-style-type: none"> • No athlete that has been diagnosed and is being treated for a concussion should be “returned to play” without presenting the Medical Clearance Letter.

	<ul style="list-style-type: none"> The message to your coaches, parents and athletes should be very clear as to the requirement of this document for clearance to play.
	<p>5. Sport Specific “Return to Play” Protocol</p> <ul style="list-style-type: none"> Parachute Document Link http://www.parachutecanada.org/downloads/resources/Concussion-ReturnToSport.pdf Use the basic Return to Play guidelines as the minimum standard and hope for progress in the upcoming year. Ideally NSOs will make progress in this area.
<p>Additional Resources</p>	<p>The following are additional approved resources that you may want to add to your site:</p> <ul style="list-style-type: none"> Concussion 101 Video- A Primer for Kids and Parents (Youtube Video) https://www.youtube.com/watch?v=zCCD52Pty4A <p>Coach and Leader Education – NCCP Making Headway in Sport</p> <ul style="list-style-type: none"> If your NSO/PSO has mandated the <i>Making Headway in Sport Program</i> this can be used as an additional place to remind your coaches etc of this requirement. We suggest you create a Hyperlink that will take the coach, manager etc directly to the on-line course – https://coach.ca/making-head-way-concussion-elearning-series-p153487 What’s your Concussion IQ? (short quiz available via Coach.ca <u>OPTIONAL</u> if you want to create a hyperlink) Concussion IQ Link- https://coach.ca/what-s-your-concussion-iq--p153386

<p>Face-to-Face Workshop</p>	<p><u>Book a Concussion Workshop for your team or organization:</u></p> <ul style="list-style-type: none"> • Sport Manitoba and the Sport Medicine and Science Council of MB have partnered to offer concussion workshops throughout the province to educated athletes, coaches, parents, and all members of the sports community on concussion recognition. This aligns with the standardized sport-specific concussion protocols approved by Sport Manitoba and Manitoba’s Provincial Sport Organizations. The workshop will address many questions on what a concussion is, how to spot the signs and symptoms, what to do, how to prevent future concussions, and the proper steps to return to the field of play. <p>Click here to book your team/clubs workshop - https://www.sportmed.mb.ca/concussion-workshop/</p>
<p><u>Additional Education/Awareness Tools</u></p>	<p>Parachute Canada has created a variety of tools that can be used by your PSO and membership to increase education and awareness on concussions.</p> <p>We share this as it is additional information & promotional tools that are available via the Parachute website.</p> <p><u>NOTE-</u> <i>We are NOT asking you to place these on your website, but they may prove helpful in Team Handbooks, Program advertising etc.. In some cases they may be considered duplication with some of the above documents</i></p> <p style="text-align: center;"><u>To assist you Sport Manitoba has customized these documents for your use:</u></p> <p>A parent’s Guide to dealing with concussions - http://www.parachutecanada.org/downloads/resources/Concussion-ParentTipSheet.pdf</p> <p>Concussion Guidelines for Parents & Caregivers http://www.parachutecanada.org/downloads/resources/Concussion-Parents-Caregivers.pdf</p>

	<p>Concussion Guidelines for Coaches and Trainers http://www.parachutecanada.org/downloads/resources/Concussion-Coaches.pdf</p> <p>Concussion: The Basics http://www.parachutecanada.org/downloads/resources/Concussion_Basics.pdf</p> <p>Brain Injuries Fact Sheet http://www.parachutecanada.org/downloads/resources/PARA_Brain_Injuries.pdf</p> <p>Poster: I'm Not Invincible – Boy http://www.parachutecanada.org/downloads/resources/Nathan_Poster_ENG_new-updatedURL.pdf</p> <p>Poster: I'm Not Invincible – Girl http://www.parachutecanada.org/downloads/resources/Katherine_Poster_ENG_new-updatedURL.pdf</p> <p>Poster: Preventable: Have a Word With Yourself V.1 http://www.parachutecanada.org/downloads/resources/Preventable_ConcussionPoster_proathletes.pdf</p> <p>Poster: Preventable: Have a Word With Yourself</p>
<p>Other Sports Websites</p>	<ul style="list-style-type: none"> • Following links can be looked at for ideas: http://footballmanitoba.com/page.php?page_id=104604 http://ringgettemanitoba.ca/concussions/ https://manitobalacrosse.com/concussion-protocol/ https://www.mbspeedskating.com/concussion-landing-page.html http://www.baseballmanitoba.ca/administration/about-baseball-manitoba/concussion-awareness https://mods.mb.ca/about/injuries/

Adapted from: Parachute. (2017). Canadian Guideline on Concussion in Sport.
www.parachutecanada.org/guideline

MANITOBA TENPIN FEDERATION ATHLETES' AGREEMENT

This Agreement is intended to outline the conduct that is expected from an athlete participating in the Manitoba Tenpin Federation High Performance Program.

Terms of Agreement

This Agreement remains in effect for the current season. I understand that by signing this agreement that I am bound to observe and comply with the terms and conditions listed Below.

Basic Agreement

I acknowledge and agree that as a participant of the Manitoba Tenpin Federation High Performance Program I am entitled to expect that the rules will be administered fairly, and that disputes will be resolved appropriately, in accordance with the Manitoba Tenpin Federation Discipline & Complaints and Appeals Policies.

I am above all, a person before an athlete, and at all times my rights should be respected.

I both acknowledge and agree that notwithstanding any other terms of this Agreement, the Manitoba Tenpin Federation retains the right to dismiss any athlete from the program, if in the reasonable and fair judgement of the program coaches that it is in the best interest in the implementation of the program and/or all of its participants, due to concern for the:

- Participant behaving in a manner without regard for the Health or safety of others;
- Participant engaging in inappropriate, disrespectful and/or disruptive conduct and behavior, repeated unsportsmanlike conduct, angry outbursts or arguing abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, coaches, administrators or spectators;

- Participant failing to provide their coaches with appropriate respect;
- Participant failing to follow instructions;
- Participant failing to complete assigned drills and/or homework;
- Participant using alcohol and/or illicit drugs.

Athletes Obligations

- During the term of this Agreement, I am responsible for following the training program agreed upon by the coaches.
- Notifying the coaches as soon as possible of any injury, significant illness or other reason that will limit my participation.

Athletes Signature _____

Date _____

Athletes Parent's Signature _____
(If Under 18 Years of Age)

Date _____

**MANITOBA TENPIN FEDERATION – YOUTH TRAINING PROGRAMS
PARTICIPANT RELEASES**

As with any sport, there is dynamic action taking place. In order to more effectively capture & analyze the athletes' approach & delivery, video-taping is utilized to identify any areas for improvement and communicate this information to the athlete. The Manitoba Tenpin Federation may also utilize these images or photographs for promotion of the program on its website, newsletter, brochures, etc.

I. Intellectual Property Waiver

I, the undersigned, or as the parent/guardian of the minor person named below, agree that any photograph, work expressed by any photography, video or images (the "Work") produced by, at the request or under the direction or control of the Manitoba Tenpin Federation, Inc., its Coaches or Employees ("the "Providers"), during any of the Training Sessions (the "Program") in which the minor appears, may be used, published, distributed to the public, communicated to the public by telecommunication, printed material or archived for any purpose related to promotion or history of the Program.

I consent to and authorize the direct or indirect collection by the Providers.

I grant to the Providers the right to use, without payment of any fee, charge, or compensation of any kind, any and all Work taken during the Program for non-commercial, promotional purposes.

I hereby forever release and discharge, the Providers, their coaches, employees and any person acting under their authority of any claims of any kind arising out or in connection with the use of the Work.

II. Liability Waiver

I, the undersigned, or as the parent/guardian of the minor person named below, in consideration for being admitted and allowed participation in the Manitoba Tenpin Federation Youth Training Sessions (the "Program"), hereby forever and fully release. ("the "Providers"), coaches, employees and other participants of the Program, from any and all claims, actions or causes of action, costs, demands and expenses arising out of or in consequence of any loss, injury, death or damage to my person or personal property incurred while attending at or participating in the Program, notwithstanding that any such loss, injury, death or damage may result or have arisen by act or solely or partly by reason of the negligence of the Provider, its coaches, agents, employees or other participants of the Program.

I declare that I have read and understood the foregoing release and authorization before signing below.

Participant Name:

Address:

Name of the Parent/Guardian:

(If participant is under the age of majority)

Address: _____

Signature of Parent / Guardian

_____ Date: _____

(If participant is under the age of majority)

Witness to Signature _____

(Printed Name)

_____ Date: _____

(Signature)

SECTION D

MARKETING POLICIES

SECTION D

Sport Manitoba Youth Athletes of the Year	D1
MTF Order of Bowling Excellence	D1
MTF Volunteer of the Year	D1
MBA Senior Scratch Mini Scholarship	D1
Bowling Hall of Fame of Manitoba	D2
Annual Awards Brunch	D2
Newsletter	D2
Anniversary Donations	D2
MSHFM / MSSA Dinner Tickets	D3
Long Service Volunteer Recognition	D3
MTF Special Achievement Award	D3
Bowling Hall of Fame of Manitoba Inductions	D3

SPORT MANITOBA YOUTH ATHLETE OF THE YEAR AWARD

- * The nominations for female and male youth athletes as selected by the MBA will attend the Annual Sport Manitoba Awards Brunch on behalf of our sport.
- ** Nominations will be Coordinated by the MTF office and submitted by the athlete to Sport Manitoba.

MTF ORDER OF BOWLING EXCELLENCE- This award will be presented by the Manitoba Tenpin Federation to acknowledge the outstanding achievements of our athletes in the following categories:

Award of Merit Certificate

Bronze Medallion & Certificate

Silver Medallion & Certificate

Gold Medallion & Certificate

See Appendix DD for Guidelines and Criteria.

MTF VOLUNTEER OF THE YEAR

- * The MTF Volunteer of the Year will be chosen annually by the MTF Board based as required in order to comply with Sport Manitoba's nomination deadline.
- ** The MTF Volunteer of the Year will attend the Annual Sport Manitoba Awards Brunch on behalf of our sport & **be awarded a take-home plaque at the MBA Provincial Awards by MTF.**
- *** The MTF office will Coordinate nomination preparations and it will be submitted by the volunteer to Sport Manitoba.

The office will also maintain and update the MTF Volunteer of the Year plaque.

MBA YOUTH (SENIOR SCRATCH MINI-SCHOLARSHIP)

The MBA Youth Senior Scratch Program shall annually receive \$100.00 in support of their Mini-Scholarship Awards, provided funding is available. **(SUSPENDED)**

BOWLING HALL OF FAME OF MANITOBA

The Hall of Fame of Manitoba will be displayed at of the MTF office.

The MTF office will assist the Bowling Hall of Fame Committee with their administration, equipment, supplies and awards as directed.

- Nomination Form (see Appendix DA).
- Selection Criteria (see Appendix DB).
- Nominating Procedures (see Appendix DC).

ANNUAL AWARDS BRUNCH

All Associations and guests will be charged \$10.00 per ticket.

The Awards Brunch will be hosted annually on the last Sunday in October.

The out of province special guests will be paid for by the appropriate provincial association(s).

Both the *MBA CYC Provincial Championship winners*, *YBC Provincial Team members* and the *MTF Senior Provincial Team members* will be honoured at the Annual Awards Brunch and provided with complimentary tickets to the event.

YBC Provincial Team members will be recognized with MTF Certificates of Achievement at the Annual Awards Brunch. Their Brunch Ticket will be provided by MTF.

The event will be organized and implemented by the Awards Brunch Hosting Committee in conjunction with:

MTF MBA MTBCA BTBA DTA WTBA

NEWSLETTER

The Provincial Newsletter is published three times a year (September, December and March) for the purpose of informing the membership of coaching clinics, development programs, tournament dates, tournament, results and happenings in the bowling community.

The publication is also comprised of submissions from Local, Provincial and National bowling associations and bowling centres in the province.

ANNIVERSARY DONATIONS - Upon written request donations up to a maximum of \$25.00 in MTF Promotional Merchandise is available to sanctioned Manitoba tenpin leagues celebrating a milestone anniversary (ie. 50th, 75th, 100th, etc.), provided the merchandise is in adequate supply.

MSHF/MSSA DINNER TICKETS - The following associations will purchase a minimum of one ticket for the Manitoba Sports Hall of Fame and Museum induction and Manitoba Sportswriters and Sportscasters Association award dinners: **(SUSPENDED)**

MBA	BTBA	MTF
DTA	MTBCA	WTBA

LONG-TERM SERVICE VOLUNTEER RECOGNITION:

As part of MTF Order of Excellence program, **MTF will honor 1-10** volunteers per year at the Annual Awards Brunch.

The Individual(s) must have contributed a minimum of 15 years' volunteer service in the capacity of MTBCA affiliated coach, MTF affiliated Association Director, Manitoba League Officer and/or any combination of these activities.

MTF SPECIAL ACHIEVEMENT AWARD:

The MTF Board will recognize individuals at the Annual Awards Dinner that have demonstrated outstanding performance (National Team, International Gold medal winner) and/or long-term service on behalf of MTF towards the development of tenpin bowling. **SUSPENDED**

BOWLING HALL OF FAME OF MANITOBA INDUCTIONS

The Bowling Hall of Fame of Manitoba will be held immediately following the Annual Awards Brunch on the last Sunday in October.

All Associations and guests will be charged \$25.00 per ticket.

All arrangements of location, ticket price, food and refreshments will be reviewed annually by the MTF Awards Committee, with consultation from the Hall of Fame Committee,

BOWLING HALL OF FAME OF MANITOBA

SELECTION CRITERIA

The purpose of the Manitoba Bowling Hall of Fame shall be to honor those persons who have made outstanding contributions to the Sport of Tenpin Bowling in the Province of Manitoba in one of the following categories:

- I **Individual Achievement:** Bowlers in this category shall have received local and/or provincial and/or national and/or international recognition for their bowling prowess and have maintained a high average for a minimum of fifteen years, while displaying a high degree of integrity and sportsmanship.

- II **Meritorious Service:** Outstanding volunteers who through their efforts and devotion to service improved the quality and standards of bowling and enriched the bowling experience for our members at the local and/or provincial and/or national and/or international association levels in the sport of bowling for a minimum of twelve years.

- III **Builder:** Dedicated individuals who have contributed to the development and growth of our sport through their outstanding leadership (coach and administrator) at the local and/or provincial and/or national and/or international levels of bowling for a minimum of twelve years.

- IV **Certificate of Appreciation:** Individuals, businesses or organizations which have made an outstanding contribution to the promotion, development or sponsorship of bowling, either through fulfillment of their profession, business operations or league level volunteer contributions, shall be recognized as Associate Members of the Bowling Hall of Fame of Manitoba.

Guidelines: Candidates for nomination to the Manitoba Bowling Hall of Fame will be solicited from the bowling community of Manitoba for submission to the Bowling Hall of Fame of Manitoba Nomination Committee.

Nomination Committee: Each year up to a maximum of four (4) individuals may be selected for Individual Achievement, Meritorious Service, Builder unless in the view of the Nomination Committee there are no suitable candidates. Of these candidates, only two (2) may be posthumous.

Each year a maximum of two selections by the Bowling Hall of Fame in either the Certificate of Appreciation and Team Accomplishment (***TABLED***) category may be made if it is felt that the nominated individuals or organizations are worthy of this recognition.

Nominations may still be forwarded to the MTF Board for consideration and final approval even though information on their achievements and/or contributions to the sport of tenpin bowling is not readily accessible, if the Hall of Fame Committee unanimously supports their nomination.

Final Approval: The Bowling Hall of Fame of Manitoba Nomination Committees' candidate recommendations will be presented to the Manitoba Tenpin Federation board for final approval.

BOWLING HALL OF FAME OF MANITOBA
NOMINATING PROCEDURE

Any member of the bowling community may nominate a candidate for the Bowling Hall of Fame of Manitoba.

Please use the nomination form and be sure to give a complete history of the nominee.

Nominations must be received at the Manitoba Tenpin Federation office, 407 - 145 Pacific Avenue, Winnipeg, Manitoba, R3C 4M2.

After examination by the Hall of Fame Nomination Committee, recommended candidates are forwarded to the Manitoba Tenpin Federation Board for final review and approval.

If you require further information, please contact any member of the Manitoba Bowling Hall of Fame Committee.

MANITOBA TENPIN FEDERATION ORDER OF BOWLING EXCELLENCE AWARDS PROGRAM

Purpose: To annually recognize the outstanding achievements of our Provincial and National Team members.

Award Guidelines: Bowlers are entitled to a certificate for all achievements earned during the previous season (September 1 – August 31). If an achievement is missed, it may be recognized the following year. Bowlers and coaches are only entitled to one medallion per year that represents their highest achievement of the season or their athletes' highest achievement.

If a Provincial or International competition is not listed below, the MTF Board may determine if it has merit and at what level the achievement should be recognized.

Definitions:

MAJOR INTERNATIONAL COMPETITION: Pan Am Games, Men's, Women's, Senior and Youth World Championships.

INTERNATIONAL COMPETITION: Any international competition that is IBF sanctioned and/or is recognized and participated in by the Canadian Tenpin Federation National Team Program.

Other national or international tournaments not listed below that are IBF sanctioned, but are an "open" tournament that doesn't require a Provincial &/or National qualifying tournament shall be reviewed by the MTF Board for consideration and possible level of recognition.

NATIONAL COMPETITION: Any CTF or BPAC CTF sanctioned National Team Qualifying or National Championship.

PROVINCIAL COMPETITION: Any MBA or BPAM CTF sanctioned Provincial Team qualifying Competition.

MEDALLING: Placing 1st (Gold), 2nd (Silver) or 3rd (Bronze) at an IBF &/or CTF sanctioned National, International or Major World Competition. Coach will be recognized for the highest placement of their athlete.

APPENDIX DD Cont'd

PROVINCIAL OR NATIONAL TEAM MEMBER: Refers to a bowler &/or coach.

***Note:** All IBF &/or CTF Sanctioned specifically acknowledged "Challenged" (Visual, Hearing, etc.) Provincial, National, International or Major International Competition, shall be equally recognized as listed below.*

Certificate Only:

- Any MBA National Competition Provincial Team (CYC, YBC, Seniors) coach or qualified bowlers unable/choosing not to respectively attend the CTF CYC National Youth Championship or CMC National Senior Championship;
- Any MBA Senior National Competition Provincial Team member attending the CMC National Senior Championship, but not medalling;
- Any MBA Youth National Competition Provincial Team member attending the CTF CYC National Championship, but not medalling;
- Any MTF National Competition Provincial Team program non-attending coach or attending Bowler representing our province at the CTF National Championship, or CTF National Team Trials, but not medalling;
- Any Manitoba Bowler representing our province at the CTF National Team Trials, not medalling, but qualifying / selected to any CTF National Team (CYC, Adult, Senior);
- Any MTBCA affiliated Coach selected to any CTF National Team (CYC, Adult, Senior);
- Any Manitoba YBC National Competition Provincial Youth Team member attending the YBC National Championship, but not medalling;
- Any CTF National Team Member (Youth, Adult, Senior) that competes at an International Competition, but not medalling;

Bronze Medal:

- Any MBA Senior National Competition Provincial Team member attending the CMC National Senior Championship and placing 2nd or 3rd;

APPENDIX DD Cont'd

- Any MBA Youth National Competition Provincial Team member attending the CTF CYC National Championship and placing 2nd or 3rd;
- Any MTF National Competition Provincial Team program non-attending coach or attending Manitoba Bowler representing our province at the CTF National Championship, or CTF National Team Trials and placing 2nd or 3rd;
- Any Manitoba YBC National Competition Provincial Youth Team member attending the YBC National Championship, and placing 2nd or 3rd;
- Any CTF National Team Member (Youth, Adult, Senior) that competes at an International Competition, and placing 2nd or 3rd;
- Any CTF National Team Member (Youth, Adult, Senior) that competes at a Major International Competition, but not medalling;

Silver Medal:

- Any non-attending MTF Senior National Competition Provincial Team Coach or MBA Senior Provincial Team members attending the CMC National Senior Championship and finishing 1st;
- Any MBA National Competition Youth Provincial Team member attending the CTF CYC National Championship and finishing 1st;
- Any MTF National Competition Provincial Team program non-attending coach or attending Manitoba Bowler representing our province at the CTF National Championship, or CTF National Team Trials and finishing 1st;
- Any Manitoba YBC National Competition Provincial Youth Team member attending the YBC National Championship and finishing 1st;
- Any CTF National Team Member (Youth, Adult, Senior) that competes at an International Competition and finishing 1st;
- Any CTF National Team Member (Youth, Adult, Senior) that competes at a Major International Competition and placing 2nd or 3rd;

Gold Medal:

- Any CTF National Team Member (Youth, Adult, Senior) that competes at a Major International Competition and finishing 1st.

SECTION E

TECHNICAL DEVELOPMENT PROGRAM POLICIES

SECTION E

N.C.C.P. Workshop Guidelines	E1
N.C.C.P. Workshop Registration Fees	E1
N.C.C.P. Workshop Conductor Honoraria	
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CTF Youth Officials Conference Travel	E3
Annual Officials Workshop	E3
Sport Specific Upgrading Opportunities	E3
Manitoba Tenpin Bowling Coaches Association - Grants	E3

NCCP WORKSHOP GUIDELINES

The Provincial Coaching Coordinator shall be the sole contact person and organizer of all NCCP clinics. The MTBCA may make recommendations to the Provincial Coordinator directly or at MTF Board meetings with regard to the number & / or levels of clinics needed or any other suggestions for the workshops.

N.C.C.P. WORKSHOP REGISTRATION FEES

Community	- \$50.00 per person
Intro To Competition	- \$75.00 per person
- Intro to Competition Evaluation	- \$100.00 per person *
CTF Competition Development	- \$100.00 per person

N.C.C.P. WORKSHOP CONDUCTOR HONORARIA

Community	- \$240.00 maximum per clinician
Intro To Competition	- \$440.00 maximum per clinician
- Intro to Competition Evaluation	- \$50.00 per coach in-training *
CTF Competition Development	- \$600.00 maximum per clinician

- Mileage beyond the boundaries of the city / town is calculated at \$ 0.35 per Kilometer;
 - Meals (outside home city / town) \$30.00 per day;
 - Meals (within City / Town) \$6.00 per day;
 - NCCP Course Conductors not paid for travel time or for time missed from work;
 - Coaching Manitoba will not reimburse organizations for snacks, meals nor refreshments for workshop participants;
- If clinic have over 20-25 participants, two clinicians may be claimed on the Coaching Assistance Form (CAF), which allows for full payment of the honoraria to each conductor.
 - Course conductors in training will be paid 50% of the clinician rate for assisting in the hosting of a clinic as part of their certification.

* For Intro to Competition Evaluations, the Coach In-Training will directly pay the Evaluator the entire \$100.00 registration.

COACHING MENTORSHIP - MTF will provide \$1,000.00 towards the mentoring of a 3rd coach in the MBA Provincial Youth Team Program to subsidize their accommodations & travel expenses only to the CYC. The MTBCA will cover any expenses over & above this support up to a maximum of \$100.00. The coach will also take part in all planning & training sessions. The mentoring coach will be selected through an application process and chosen by the MTBCA.

COACHES ASSISTANCE - (See MTBCA Policy Manual)

IN-SCHOOL PROGRAM & HONOURARIA - Schools will be invoiced \$50.00 per booking of In-School bowling kits (See Appendix EC). A \$300.00 honoraria will be paid to the Winnipeg In-School Program Coordinator at the end of each month from October to May and \$150.00 at the end of September and June upon receipt of the completed In-School Program Report form. A \$100.00 honoraria will be paid monthly to the Brandon Coordinator from October to May and a \$50.00 monthly honoraria paid for September and June. (See Appendix EA). The Coordinators shall be eligible for .40 km for rural travel, with fuel receipts.

GRASSROOTS DEVELOPMENT CLINICS

2 Hour Clinic - \$20.00 Registration Fee

6 Hour Clinic - \$50.00 Registration Fee

- * Head Coaches will be paid a honoraria of \$20.00 per hour.
Assistant Coaches will be paid a honoraria of \$15.00 per hour.
- ** Head Coaches must be fully certified NCCP Intro To Competition Certified or higher.
- *** Facility 3-4 participants - 2 lanes
 5-8 participants - 3 - 4 lanes
 9 or greater - 5 - 6 lanes
- **** Special consideration will be given for classroom and /or equipment expenses if it is deemed necessary to meet the needs of the participants.

PROVINCIAL CHAMPIONSHIP GRANT

All Member Associations of MTF will receive annual grants for the hosting of their provincial championships, based on the number and type of tournament up to a maximum of \$300.00 plus \$1,800.00 base grant.

Provincial Tournament/ Local Annual	= \$ 50.00;
Provincial Championship/ Provincial Annual	= \$100.00;
Local Tournament	= \$ 25.00.

OFFICIALS UPGRADING TRAVEL ASSISTANCE - (Out of Province Travel Only)

MBA	Maximum of 1 delegate @ \$250.00 each, once per year
WTBA	Maximum of 1 delegate @ \$250.00 each, once per year
DTA	Maximum of 1 delegate @ \$250.00 each, once per year
BTBA	Maximum of 1 delegate @ \$250.00 each, once per year

*** IN ORDER TO BE ELIGIBLE FOR THIS TRAVEL SUBSIDY A FORMAL REQUEST MUST BE SUBMITTED TO THE MTF OFFICE AT LEAST EIGHT (8) WEEKS PRIOR TO DEPARTURE. If any association chooses not to attend, then the remaining budgeted funds will be made available and divided equally among the associations attending. INACTIVE.**

The WTBA, DTA, BTBA are each eligible for \$50.00 each to host their **Annual Officials Upgrading Seminar.** INACTIVE.

An additional grant of \$25.00 will be available for Officials attending out-of-province the annual **Sports Officials of Canada Conference.** INACTIVE.

CTF YOUTH OFFICIALS CONFERENCE

\$250.00 Travel Assistance for one Provincial representative to the CTF Youth Officials Conference.

ANNUAL OFFICIALS WORKSHOPS

This workshop will held in conjunction with the WTBA President/Secretaries meeting.

The MBA, MTF, WTBA, DTA, BTBA will host an Annual Workshop and **may** arrange for one representative from the Canadian Tenpin Federation to conduct a presentation and question session to update members and officials on new changes and current programs available.

SPORT SPECIFIC UPGRADING OPPORTUNITIES

Seminars and workshops to upgrade our athletes, coaches and officials can be hosted by MTF if warranted, provided funding is available.

Up to a maximum of one grant of \$400.00 each will be available on an annual basis to provide financial travel assistance for Coaches seeking out of province upgrading opportunities, through the MTBCA and in accordance with Coaching Manitoba program guidelines. The board will accept requests in writing from coaches who are currently active in coaching tenpin bowling, are MTBCA members and who are fully certified NCCP Intro to Competition or higher. All decisions reached by the Board will be based on the merit of the clinic/seminar, financial need of the applicant and funding available.

MANITOBA TENPIN BOWLING COACHES ASSOCIATION - GRANTS

Financial assistance will be available to members of the MTBCA in accordance with and as specified in their policy manual.

**MANITOBA TENPIN FEDERATION
IN-SCHOOL PROGRAM REPORT**

COORDINATOR _____ DATE _____ HONORARIA _____

1. SCHOOL _____ CONTACT PERSON _____
PHONE NUMBER _____ NUMBER OF STUDENTS _____
DURATION OF PROGRAM (date) _____ TO _____
BALLS _____ CARPETS _____ SETS OF PINS _____ MANUALS _____
BOWLING CENTRE VISITED _____ COMMENTS _____

2. SCHOOL _____ CONTACT PERSON _____
PHONE NUMBER _____ NUMBER OF STUDENTS _____
DURATION OF PROGRAM (date) _____ TO _____
BALLS _____ CARPETS _____ SETS OF PINS _____ MANUALS _____
BOWLING CENTRE VISITED _____ COMMENTS _____

3. SCHOOL _____ CONTACT PERSON _____
PHONE NUMBER _____ NUMBER OF STUDENTS _____
DURATION OF PROGRAM (date) _____ TO _____
BALLS _____ CARPETS _____ SETS OF PINS _____ MANUALS _____
BOWLING CENTRE VISITED _____ COMMENTS _____

4. SCHOOL _____ CONTACT PERSON _____
PHONE NUMBER _____ NUMBER OF STUDENTS _____
DURATION OF PROGRAM (date) _____ TO _____
BALLS _____ CARPETS _____ SETS OF PINS _____ MANUALS _____
BOWLING CENTRE VISITED _____ COMMENTS _____



INVOICE

Manitoba Tenpin Federation
In-School Bowling Program

School/Organization _____

Contact Person _____ Phone _____

Use of Kit from _____ to _____

Equipment supplied:	_____ Carpets	_____ Manual
	_____ Balls	_____ Video
	_____ Sets of Pins	_____ LAM Booklets

Comments

* Do Not Bounce or Kick the Balls. The loanee is responsible for the replacement or cost of lost or damaged equipment.

** The equipment cannot be loaned out to any other individual, group or school while it is assigned to you.

Loan of In-School Bowling Kit \$ 50.00

Total Amount Due \$ _____

Please return filled out membership stubs and unused cards with payment to the Manitoba Tenpin Federation

**Please make cheque payable to:
Manitoba Tenpin Federation
145 Pacific Avenue
Winnipeg, Manitoba, R3B 2Z6
Phone: (204) 998-9303 / (204-925-5705**

SECTION F

EQUIPMENT & TECHNICAL RESOURCE POLICIES

S E C T I O N F

Equipment Policy	F1
Technical Equipment List	F2
Literary Resource List	F3
N.C.C.P. Manuals	F5
Video Resource List	F6
• 1992 Singapore Coaching Symposium	F7

EQUIPMENT POLICY - 145 Pacific Avenue

- The equipment will be stored at the MTF provincial office, 145 Pacific Avenue, Winnipeg and is to be insured for fire and theft;
- The equipment and technical resources are available to any qualified person who represents a Provincial Board Member Association, a Local Board Association, NCCP Certified coaches in MTBCA or a MTF Board member on a first come, first serve basis. The user must fill out a loaning document which states the association they represent, date they borrowed the equipment and the agreed date of return (see Appendix FA);
- A special Loan Agreement form must be completed by the person wishing to borrow the **Bowlers Map** and/or any of its accessories (Appendix FB);
- The BMAP Program, Laptop and /or accessories are available to **all current MTBCA** coaches that have completed the BMAP orientation clinic (**See Bowlers Map Policy - Appendix FB**);
- Manitoba CTF affiliated Tenpin Bowling Associations may **borrow** the laptop for tournaments and bowling related operations under the **Bowlers Map Policy conditions**;
- In the event of a conflict of requests, a decision will be made by the MTF Board of Directors. If this is not possible due to time constraints, the decision will be left to the discretion of the Executive Director;
- Equipment owned by the MTF shall not be used by an Association Member for their personal use;
- In the event of damage or theft due to negligence, it will be the responsibility of the Member Association to replace or repair the equipment or resource material. The association will not be held financially responsible for an “insurable theft” or a mis-adventure which was not due to negligence;
- The Executive Director will perform an inventory on a regular basis and ensure the annual maintenance, general upkeep, and proper functioning of all equipment;
- Resource materials (books, manuals and videos) are available to other parties (i.e. bowlers, schools, etc.) as determined by the Executive Director provided they complete the necessary loaning documents, substantiated by proper I.D.

TECHNICAL EQUIPMENT LIST**1 Stalker Radar Kit**

Radar Gun
Hard Case/Manual
Battery Handle
Adapter/Charger
1 Radar Gun Tripod
1 Tripod Mounting Cradle
1 Auxiliary Remote Display Unit
1 Corded Interface Handle
1 20 Foot Cable
1 DC Regulated Power Supply
 1 14" Hitachi TV Colour
 2 Original Display Units
 1 Original Display Case
 12 In-School Kits
 1 MTF Banner
 1 Flip Chart
 1 Portable White Board
 1 Light Stand & Accessories
 1 3M 2000 Overhead Projector
 1 18" x 24" White Board
 1 Document Laminator

1 Panasonic VHS Camcorder

1 Camera
1 Case/Manual
2 Batteries (Rechargeable)
1 Battery Charger
Adapter Cables
1 Detachable Light

1 Panasonic VHS VCR

1 Remote Control

1 Hitachi 19" TV/VCR (Hall of Fame)

1 Remote Control

Canon Digital Camera

Coaches Clipboards

6 Guide Rails - Visual Aid

7 Bowling Ramps - Wheelchair

Bowlers Map

- Carrying Case
- BMAP Software
- Camera, Cable & Accessories
- Tri-pod/Mini Tri-pod
- User Key (Dongle)

HPP 21 Piece Training Equipment Set

- XL Swing Training Pin
- Large Power Training Orb
- 4" Feel Training Ball
- Axis Training Block
- Release Trainer
- Path Trainers - Set of 3
- Mini Oval Path Trainers-Set of 9
- 3-in-1 Path Trainer, Spare Ball
Holder & Added Weight for
Swing Trainer
- Rev Track
- Armadillo Axis Point Locator
/Flare Reader
- Balance Trainer/Path Trainer

LITERARY RESOURCE LIST

"In Pursuit of Excellence" by Terry Orlick, 1980

"The Inner Athlete: Mind Plus Muscle for Winning" by Robert M. Nideffer, Ph.D., 1976

"Sports Psyching: Playing Your Best Game All of the Time" by Thomas Tutko, Ph.d. under Umberto Tosi, 1976

"ABC/WIBC Bowlers Guide", Ritger & Soutar, 1979

"History of the Greater Toronto Tenpin Bowling Association" 1982

2 - "Par Bowling", by Thomas C. Kouros, 1976

"Sport Nutrition for the Athletes of Canada (SNAC)", by Sport Medicine Council of Canada, 1993 (2 book set) "Workbook For Athletes and Workbook for Coaches"

"Complete Encyclopedia of Exercise", Diagram Group, 1979

"Scientific Stretching for Sport" by Lawrence E. Holt

"Peak Performance: Mental Training Techniques of the World's Greatest Athletes" by Charles A. Garfield, Ph.d., 1984

Bowlers Journal 1987 to 2005

"Inner Bowling" by Barry Mann, 1980

4 Book Set - The Complete Guide to Bowling Principles (Ritger/Allen)
 - The Complete Guide to Bowling Strikes (Ritger/Allen)
 - The Complete Guide to Bowling Spares (Ritger/Allen)
 - 2 - The Mental Game (George Allen)

2 - "Par Bowling, The Challenge" by Thomas C. Kouros, 1993

"Bowling: Ten Keys to Success" by Fred Borden, 1991

"Bowling: Knowledge Is the Key" by Fred Borden, 1989

"How To Be An Effective Coach", by Manlife/C.A.C., 1976

- “Human Potential”, by Cal Botterill & Tom Pattrick, 1996
- “21st Century Robert’s Rules of Order”, Princeton Language Insitute, 1995
- “Democratic Rules of Order”, 7th Edition, by Fred Francis, 2000
- “The Sportsman’s Encyclopedia”, by Bill Burton, 1971
- “Pan Am Proud”, 1999 Pan Am Games
- “Roberts Rule’s of Order”. Webster’s New World, 2001
- “The New Robert’s Rules of Order, 2nd Edition”, by Mary A. DeVries, 1998
- “Robert’s Rules of Order-Newly Revised 10th Edition” by Henry M. Robert III, 2000
- “Robert’s Rules of Order-Standard Guide to Parliamentary Procedure”, 1986
- “Better Safe...-Risk Management In Volunteer Programs and Community Service”, by Linda Graff, 2003
- “By Definition: Policies for Volunteer Programs”, by Linda Graff, 1997
- Dick Ritger Academy – Coaches/Instructors Manual
- “The Take Charge Mental Focusing Guide for High Performance Athletes”, by Hugh Swan
- “New Ideas for Bowling Instructions”, American Association for Health, 1970
- “Sport Nutrition for the Athletes of Canada”, Sport Medicine and Science Council of Canada, 1991
- “WIBC: The First 75 years, 1916-1991”, A. W. Karcher, 1991

N.C.C.P. MANUALS

Community Level

Introduction to Competition

Competition Development

Level I- Coaches Manual (Technical)

Level I- Course Conductors Manual (Technical)

Level II- Coaches Manual (Technical/Practical)

Level II- Course Conductors Manual (Technical/Practical)

Level III- Coaches Manual (Technical/Practical)

Level III- Course Conductors Manual (Technical/Practical)

- Course Conductors Development Manual (Master Copy)

Level I- Teaching Athletes with a Mental Handicap

VIDEO RESOURCE LIST

ABC 1990 Spring Convention (Newsletter)
ABC 1990 Summer (Newsletter)
ABC 1991 Spring (Newsletter)
ABC 1991 Summer (Newsletter)
1993 Seniors Tournament - Tulsa, Oklahoma
1993 Senior Youth Scratch Open
"Teaching Kids to Bowl" with Gordon Vadakin
YABA "In-School Program: Learn to Bowl"
 Level I & II (2 copies)
 Level II (1 copy)
1986 South Pacific Challenge - Manitoba Qualifying Round
1988 South Pacific Challenge
ABC "Let's Sanction"
1 VHS Cleaning Tape
MTF Commercial (30)
Sid Allen: 26 Week High Performance Program
 Tape 1 Week 1-12
 Tape 2 Week 13-14
 Tape 3 Week 25-26
"Golding for the Gold" by Fred Borden, 1991
"Feeling of Bowling, Volume I, The Perfect Strike Feeling"
by Dick Ritger, 1994
"Feeling of Bowling, Volume II, Developing Accuracy & Playing Angles"
by Dick Ritger, 1995
"Feeling of Bowling, Volume III, Perfecting The Release" by Dick Ritger,
1996

1992 SINGAPORE COACHING SYMPOSIUM

- #1 A & B Lane Conditions - Fred Borden
- #2 A & B Teaching Techniques for Women - Pat Rossler
- #3 Equipment Specifications - Roger Dalkin
- #4 A & B Elite Athlete training Plan - Gordon Vadakin
- #5 A & B Mental Games of Elite Athlete - Sid Allen
- #6 A & B Lane Machines & Oil Application - Remo Pichiatti
- #7 A & B Mechanics of Advanced Technical Skills - Tom Kouros
- #8 A & B Teaching Techniques for Advanced Bowlers - Bill Taylor
- #9 Weight Block Manipulation - Ray Dawson
- #10 Application of Dynamic Imbalance of the Bowling Ball
- Mike Pawlowski

1992 Singapore Coaching Symposium Master copy (11 tape set)

Fred Borden - "Bowl To Win: The Master Plan to Great Bowling" 1997

Don Carter - Biography

Dick Webber - Biography

Bowling - "The Perfect Game"

Andrew A. Jacobs PHD - 20 Minutes to Athletic Success in Bowling (cassette tape)

The Art of Bowling (CD Software)

The Incredible Bowling Art Gallery (CD Software)

CD - Manitoba Media Directory

MTF EQUIPMENT LOANING AGREEMENT

Between the Manitoba Tenpin Federation, 145 Pacific Avenue, Winnipeg
and

Organization _____

Contact Person _____

Address _____

Telephone _____ (Home) _____ (Bus.)

This is to certify that I have, this day, received from the Manitoba Tenpin Federation the following equipment in good order on loan:

I agree to operate the above listed equipment carefully and return it in good order, but in case of any damage or loss, I agree to pay the MTF any costs incurred in returning the equipment to its original state.

Should the loan period be extended in any manner, this agreement shall continue to be binding on the parties hereto.

Signature _____ Date _____

Equipment on loan from _____ To _____
DATE DATE

Bowlers Map Loaning Policy

FINAL - Approved December 21/11

1. All users must be a current Manitoba Tenpin Bowlers Coaches Association Member in Good Standing.
2. All users must have been successfully trained on the equipment by a MTF approved instructor and can demonstrate competent usage of the unit.
3. Must complete and sign a loaning document, with full name, contact information & date of return.
4. Document will indemnify the borrower to replace or repair equipment into full working order if it is damaged, lost or stolen.
5. In Winnipeg, the equipment may only be loaned out for a maximum of 1 week at a time; Two weeks maximum for use outside the city (ie. Brandon, Dauphin).
6. If the equipment is not reserved by another qualified borrower at time of its return, the equipment loan may be renewed by the returnee for another borrowing period as stated in accordance with rule # 5.
7. A refundable cash deposit of \$50.00 must be submitted at time of acquisition of the equipment.
8. Equipment will be tested both prior to being loaned out & immediately upon return by the *Loaning Agent* to ensure it is in FULL working order, and the loaning agent must also sign the loaning document indicating that the unit was returned on time and in perfect working order BEFORE the \$50.00 is refunded.
9. For each day beyond the stated return date, \$10.00 will be deducted from the borrowers deposit, unless the MTF Executive Director is notified prior to the stated return date and determines if there are any acceptable extenuating circumstances *that he deems may have / will directly impede or prevent* the return of the equipment by the agreed upon date.
10. In regard to rules # 5 &/or # 9, the Executive Director *may* extend the return date and set an alternate date *that he deems warranted* under the circumstances.
11. If not returned within 5 days after the agreed upon date OR the extended date set by the Executive Director, an additional fee of \$10.00/day will be assessed until the equipment is returned.
12. The equipment is not to be taken outside the province.
13. In regard to rules # 11 &/or # 12, If the user fails to pay any late return penalties or takes the equipment out of province they will be ineligible to borrow the Bowlers Map equipment in the future.
14. The borrower cannot loan out the equipment to any other individual during the agreed upon time period, even if the individual meets rules # 1 & # 2. Such action will forfeit their deposit and they will also be ineligible for future use of the equipment.
15. It is the borrower's responsibility to ensure the return of the equipment by the stated return date; The *Loaning Agent* does not have to contact, nor remind the borrower of the pending return date.
16. The equipment is to be owned and insured by the Manitoba Tenpin Federation and will be stored and ready for loan at the MTF office.
17. The Manitoba Tenpin Federation will be responsible for acting as the *Loaning Agent* and ensuring the above policy, procedures and rules are strictly enforced. The MTF Executive Director will be responsible for the interpretation of the policy &/or if circumstances are deemed to be outside of the stated policy, determine what fair and appropriate action(s) should be undertaken.
18. The MTF office is also responsible for maintaining a reservation usage list and loaning documents; collecting, holding and returning user deposits; as well as ensuring the safe and secure storage of the equipment.

NOTE

**** *Since the Manitoba Tenpin Federation is supplying this equipment free of charge, it is expected that any coach borrowing the Bowlers Map kit WILL NOT add a special charge nor increase to their usual coaching fee.***

Manitoba Tenpin Federation Bowlers Map Rental Form

Name _____ Phone # _____

Purpose / Program _____

Dates: *FROM* _____ *TO* _____

Deposit Received \$ _____ by _____

Working Order Checked By _____ Date _____

Returned Working Order Checked By _____ Date _____

EQUIPMENT

_____ Complete Kit & Case	_____ Borrower Initials
_____ User Key (Dongle)	_____ Borrower Initials
_____ Software	_____ Borrower Initials
_____ Laptop / Laptop Bag	_____ Borrower Initials
- Mouse	_____ Borrower Initials
- Cables	_____ Borrower Initials
_____ Camera/Cords & Accessories	_____ Borrower Initials
- Memory Card	_____ Borrower Initials
- Mini-Tripod	_____ Borrower Initials
- _____	_____ Borrower Initials
_____ Tripod	_____ Borrower Initials
_____ _____	_____ Borrower Initials
_____ _____	_____ Borrower Initials

I, *the Borrower* have read the Bowlers Map Policy & understand my responsibilities, obligations & the penalties as listed. I, the undersigned, agree to adhere and comply with these policies and will return the equipment by the above specified date.

Name _____ Signature _____ Date _____