



# SASKATCHEWAN WHEELCHAIR SPORTS ASSOCIATION

## OPERATIONAL

## POLICIES & PROCEDURES

Approved by the Board: \_\_\_\_\_ (date)

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# INTRODUCTION

## **Purpose of this Manual**

The purpose of this Operational Policies and Procedures Manual is to provide the structure and guidance necessary to ensure clarity and consistency in the application of the operational rules and processes of the Saskatchewan Wheelchair Sports Association (hereafter referred to as 'SWSA'). The Board of SWSA retains the responsibility to interpret and apply the policies and procedures and to make decisions relating to matters not otherwise covered by legislation or policy.

## **About SWSA**

SWSA is an amateur sport governing body incorporated in 1977 under the Non-Profit Corporations Act of Saskatchewan. Core to the work of SWSA is the dedication of its Board, staff, and volunteers. The Vision, Mission, and Core Values of SWSA guides all work and decisions.

## **Vision**

SWSA is a leading Association for inspiring individuals to achieve personal excellence through wheelchair sports.

## **Mission**

Through leadership and awareness, SWSA provides exceptional wheelchair sports programs and services that promote active living and the pursuit of excellence.

## **Core Values**

**To be reviewed in conjunction with Strategic Planning 2014**

## **Association Bylaws**

The Bylaws of SWSA directs its Governance ([link](#)). The Board maintains the responsibility to ensure the Bylaws are reviewed annually, and that any necessary revisions are presented accordingly at the Annual General Meeting.

## **Strategic Plan**

The Board, in conjunction with SWSA staff, prepares a Strategic Plan ([link](#)) every quadrennial. The Plan establishes the strategies, outcomes, and tasks relative to core SWSA priorities within four major performance pillars:

- Participation
- Organizational Capacity
- Pursuit of Excellence
- Financial Stability

## **Organizational Structure**

The Board of SWSA maintains the authority to govern the Association, and to hire an Executive Director to execute the business needs of the Association.

## **SWSA LTAD**

SWSA endorses the Canadian Sport For Life (CS4L) LTAD framework, including

- [www.canadiansportforlife.ca/resources/no-accidental-champions](http://www.canadiansportforlife.ca/resources/no-accidental-champions)

Additionally, SWSA's collaborative partners in sport will have LTAD frameworks within their respective organizations.

### **Collaborative Partners in Sport**

SWSA collaborates with a number of National Sport Organizations (NSO's) and Provincial Sport Organizations (PSO's) that are partners in the support and delivery of programs and services for SWSA members. Because of this unique relationship, members and participants in SWSA programs and events need to ensure they also respect the rules, policies, and procedures of organizations, which may be part of, supported activities. These include:

- Archery Canada
- Athletics Canada
- Canadian Wheelchair Sports Association
- Canadian Curling Association
- Canoe/Kayak Canada
- Cycling Canada
- Hockey Canada
- Ski Canada
- Tennis Canada
- Waterski Canada
- Wheelchair Basketball Canada
- Other PSO's & NSO's as required

## 1.0 GENERAL OPERATIONAL POLICIES

### 1.1 ADVERTISING, LOGO, COPYRIGHT

The SWSA logo remains within the sole authority and responsibility of the Board of Directors / Executive Director. Any material, artwork, manuals, or documents prepared by SWSA (Board, staff, volunteers, committees) are also under SWSA copyright. Materials may not be reprinted, distributed or sold (electronically or otherwise), without the express written permission of SWSA. Should any Member wish to use the SWSA logo, or gain access to material for distribution purposes, they are invited to provide a written request to the Executive Director outlining details of their request.

### 1.2 AWARDS

SWSA values the hard work, talents, and contributions of all athletes, members, coaches, volunteers, officials and partners, in achieving success and supporting and delivering on the vision, mission and goals of the Association. In recognition of this hard work, dedication and commitment, SWSA is proud to support nominations for a variety of sport awards:

| <b>Organization</b>  | <b>Deadline</b>                               |
|--|---|
| SWSA<br><a href="http://www.swsa.ca/index.php/programs/awards-bursaries-funding">http://www.swsa.ca/index.php/programs/awards-bursaries-funding</a>              | November 31<br>Annually                       |
| The Bob Adams Foundation<br><a href="http://bobadamsfoundation.org/awards">http://bobadamsfoundation.org/awards</a>  | September 15<br>Annually                      |
| Athletics Canada   | October 15<br>Annually                        |
| Sask Sport<br><a href="http://www.sasksport.sk.ca/SportAwards">http://www.sasksport.sk.ca/SportAwards</a>  | Monthly Awards<br>December 4<br>Annual Awards |
| Saskatchewan Sports Hall of Fame<br><a href="http://sasksportshalloffame.com/nominations">http://sasksportshalloffame.com/nominations</a>                        | October 1<br>Annually                         |
| Saskatoon Sports Hall of Fame<br><a href="http://www.saskatoonsportshalloffame.com/nominations.php">http://www.saskatoonsportshalloffame.com/nominations.php</a> | April 1<br>Annually                           |
| Regina Sports Hall of Fame<br><a href="http://www.reginasportshalloffame.com">http://www.reginasportshalloffame.com</a>  | June 1<br>Annually                            |
| Canadian Wheelchair Sports Association<br><a href="http://www.cwsa.ca/about/awards-and-bursaries">http://www.cwsa.ca/about/awards-and-bursaries</a>              |   |

Members, coaches, and volunteers are welcome to contact the SWSA office with nomination recommendations. The SWSA Board will make all decisions regarding the final submission of award nominations.

## **1.3 CODE OF CONDUCT**

**1.3.1** Saskatchewan Wheelchair Sports Association believes that wheelchair sports plays a fundamental and integral role in the physical, social, and mental well-being of the individual in society and that it provides opportunities of personal growth and development. It believes that sport should provide a positive experience for all involved; should promote fairness and equity in the attainment of sport goals; and should be played in accordance with the rules of the game. For this reason, all participants (members, athletes, coaches, officials, managers, volunteers, parents, staff, and administrators) involved in activities under the jurisdiction of SWSA have a duty to conduct themselves in a reasonable and acceptable manner. Acts, practices, or behaviors detrimental to the reputation of wheelchair sport are unacceptable.

**1.3.2** The Code of Conduct applies when participating in, and travelling to or from, any activity under the purview of SWSA or its partner sports. Clubs / Members are expected to ensure their members are aware of the Code and the Club and team coaches and / or managers have the responsibility to ensure all are aware of and following the Code of Conduct and to be clear on expected behaviors.

**1.3.3** Expectations include:

- Demonstrate respect and ensure dignity to all regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status
- Model ethical behavior, demonstrate the spirit of sportsmanship, obey all rules, and model gracious behavior, regardless of a win / lose outcome
- Act in good faith and cooperate with training camp or competition organizers, officials, coaches or managers
- Fulfill all duties and obligations in a responsible and positive manner
- Refrain from inappropriate language and any behavior that could be perceived to be harassing, intimidating, or violent in nature (temper, gestures, or otherwise)
- Act responsibly regarding the consumption of alcoholic beverages in social situations
- Avoid / declare to SWSA any conflict of interest, perceived or otherwise
- Comply with all rules, policies and procedures of SWSA and any other organization partnering with SWSA on any program or event
- Promote and protect the health and welfare of all, ensure a safe environment, report and deal with any medical issues immediately
- Behave as a 'good will' ambassador of SWSA and its programs, within Saskatchewan and Canada
- Leaders and parents are encouraged to complete the "Respect in Sport" program found at [www.respectinsport.com](http://www.respectinsport.com)
- Coaches – see Coaches Code of Conduct: Coaches are required to complete the Respect in Sport Program - [www.respectinsport.com](http://www.respectinsport.com)

## **1.4 COMMUNICATION**

### **1.4.1 Introduction**

Effective and clear communication is vital to the success of SWSA and delivery of the Strategic and Operational Plan. SWSA supports its members and engages its community through both traditional and emerging communication technologies.

**1.4.1.1** In matters of public inquiry, the President of SWSA is the official spokesperson.

### **1.4.2 Electronic Communication & Social Media**

SWSA uses electronic and social media for the purposes of advancing the mission, vision, goals and objectives of SWSA. These are effective and important tools to communicate with our members, share information, raise awareness, and to engage our communities. We take pride in sharing SWSA progress, important member updates, program opportunities, successes, interesting stories, and in celebrating participation at all levels.

**1.4.2.1** All SWSA staff, members, volunteers, Directors, officials, and others involved in the SWSA workplace or its programs, events, and sanctioned activities are expected to demonstrate respectful behavior, including mindfulness of privacy issues (Operational Policy 1.15) when using electronic communication and/or social media. SWSA maintains a zero tolerance policy for any language, picture, and/or behavior that may be deemed intimidating, bullying, harassing, bring disrepute, or deemed inappropriate in any way. Certain violations may also be deemed unlawful and will be dealt with accordingly.

### **1.4.3 Marketing and Communication**

Important to the mission of SWSA is creating awareness and educating others on the benefits of involvement with wheelchair sports and with SWSA. Potential participants and sponsors will be targeted in SWSA's marketing plan and communication strategies. In addition to SWSA's online presence, e-newsletter, and social media, other strategies may include activities such as:

- Promotional and educational materials
- Demonstration clinics
- Educational seminars and speaking engagements
- Trade show participation
- Public and media relations
- Press releases and press conferences
- Special fundraising events
- Distribution of Annual Report

## **1.5 COMPETITION & EVENTS HOSTING**

### **1.5.1 Jurisdiction**

SWSA, and its sport partners, maintain jurisdiction over a variety of events including:

- Introduction clinics
- Training camps / clinics / workshops
- Selection events
- Competition at the Provincial, Regional, and National levels

### **1.5.2 Role of SWSA & Partner Sports**

SWSA is responsible for the administration of SWSA sponsored events (i.e. wheelchair rugby and wheelchair basketball). This includes establishing an Organizing Committee, sanctioning, organization and administration. For SWSA sponsored events, member Clubs will be involved as appropriate. For event organization and sanctioning of certain sports (i.e. skiing, tennis, athletics), SWSA will work in partnership with the Provincial and/or National Sport Governing body responsible.

### **1.5.3 Club Events**

The Member Club is responsible for formation of an Event Organizing Committee that will be responsible for event organization and administration. Member Clubs may approach SWSA for sanctioning of a significant event (i.e. Regional Tournament).

### **1.5.4 Hosting of National Events**

SWSA may respond to an invitation from a partner National Sport Organization (or co-hosting with a partner Provincial Sport Organization) to bid on a national event for hosting in Saskatchewan. Consideration will be given on a case-by-case basis and subject to SWSA capacity. The bid package and subsequent submission will be subject to approval by the Board of SWSA.

### **1.5.5 Sanctioning**

The granting of sanctioning by SWSA will be considered providing an Affiliated Club can demonstrate the following minimum standards:

- i. An Organizing Committee has been constituted and the event is properly supported with trained staff / volunteers
- ii. An emergency plan is in place, there is ready access for emergency vehicles, and the event will be conducted in a safe manner
- iii. The event venue and equipment has been inspected to ensure a safe environment
- iv. SWSA Policies & Procedures are adhered to at all times
- v. The rules and regulations of play are applied
- vi. A commitment to report any unusual event or accident to SWSA immediately, followed by the completion and submission of the SWSA 'Incident Report' form provided for that purpose (Operational Section 5.1.4).

## **1.6 CRIMINAL RECORDS**

- 1.6.1** SWSA is committed to providing a reasonably safe environment for youth under 19 years old, participating in SWSA programs. This policy reflects an appropriate practice that supports this commitment.
- 1.6.2** This policy applies to SWSA members, volunteers, coaches and staff, 19 years and over, who are in a position of responsibility or trust with minors.
- 1.6.3** In the case of a SWSA member, volunteer or staff member, 19 years and over (adult), who is in a position of responsibility or trust with minors, a criminal records check will be conducted. Also refer to SWSA Operational Screening Policy 1.18.
- 1.6.4** Adults will be given an application by SWSA or instructed to go to their local community police department to get an application. The Applicant will complete the form and will forward it to the SWSA office. The Applicant will note on the form that it is confidential and that it should be directed to the SWSA Executive Director. The filed report will be kept in confidence in the SWSA office.
- 1.6.5** Where applicable, SWSA will cover the cost of the criminal record check.

## **1.7 DISPUTE RESOLUTION / DISCIPLINE POLICY**

### **1.7.1 Application**

This Policy is intended to provide the framework for the handling of violations of Codes of Conduct, SWSA Bylaws, and/or SWSA Policies and Procedures by SWSA members, staff, or members of the Board of Directors.

**1.7.1.1** The Executive Director of SWSA is responsible for overseeing the Policy to ensure Committees are working in the best interests of the process, and that the process moves along in a timely way. At the Board's discretion, they may appoint an external and neutral third party to manage the process on behalf of SWSA.

**1.7.1.2** Individual Members and Member Clubs are expected to adhere to, and fully cooperate with, the Dispute Resolution Policy of SWSA.

### **1.7.2 Dispute Resolution Committees**

Two committees will be formed to resolve disputes, whether arising from: policy infringement, allegations of harassment or other misconduct, team selection, employment, or other issues requiring resolution.

#### **1.7.2.1 Investigation Committee**

- i. The Committee will be comprised of one SWSA Board appointed Chairperson, and other such persons as the Committee Chairperson may appoint
- ii. The Committee Chairperson may appoint members to the Committee from time to time for the purpose of that appointee serving as investigator of a specific complaint
- iii. Members of the SWSA Board and Hearing Committee are not eligible to be a member of the Investigation Committee
- iv. Responsibilities include:
  - a. To gather facts and information related to disputes
  - b. To take practical steps that may help to resolve disputes without the need for a formal hearing
  - c. Where a hearing is necessary, to fairly represent all relevant facts and information to a Hearing Committee by means of evidence acceptable to the Hearing Committee

#### **1.7.2.2 Hearing Committee**

- i. The SWSA Board, upon receipt of a report from the Investigation Committee which recommends a hearing be conducted, shall appoint a Hearing Committee Chairperson
- ii. Members of the SWSA Board and Investigation Committee are not eligible to be a member of the Hearing Committee
- iii. The Hearing Committee Chairperson may appoint other persons to the Committee as they deem appropriate, including a person nominated by each party to the dispute.
- iv. Responsibilities of the Committee are to provide a fair hearing. Characteristics of a fair hearing include:
  - a. Knowledge of the case
  - b. A right to hear/see all facts and information provided to and considered by the arbitrator
  - c. An opportunity to provide information and arguments

- d. If an oral hearing is conducted (rather than a hearing based solely on written submissions and documents), the right to question witnesses
- e. Unbiased arbitrators who will hear and consider all relevant information

### **1.7.3 Misconduct**

**1.7.3.1** Any matter, conduct or thing, whether or not disgraceful or dishonorable, is misconduct if:

- i. It is contrary to the Bylaws or Policies of SWSA or its partner sports
- ii. It is contrary to the Code of Conducts established by SWSA
- iii. It is contrary to the best interests of SWSA or any participant (player, coach, official or spectator)
- iv. It is a failure to comply with an order pursuant to this dispute resolution policy by the SWSA Board, or a Hearing Committee

### **1.7.4 Referral and Review of Complaints and Incidents**

- i. Complaints must be forwarded, in writing, to the SWSA Board promptly and no later than 14 calendar days following the date of the incident.
- ii. In cases of athlete selection, any complaint shall be forwarded within 3 days of the selection decision having been communicated
- iii. The SWSA Board may extend the time for submission of a complaint notwithstanding the expiration of the time set by Board guidelines
- iv. The SWSA Board shall refer the following matters to the Chairperson of the Investigation Committee:
  - a. A complaint alleging that a player, team, coach, official, parent / guardian or spectator is guilty of misconduct
  - b. On the request of the Board, any incident in which misconduct may have occurred
  - c. A complaint relating to team selection
  - d. Any other request for resolution of a dispute arising from, or relating to, the activities of SWSA
- v. If the Investigation Committee Chairperson is satisfied that the complaint is not valid, or does not raise an issue of misconduct or is trivial, frivolous, or vexatious in nature, the Chairperson shall advise the complainant, in writing, and thereafter shall take no further action in relation to that complaint.
- vi. Where the Chairperson has not dismissed a complaint pursuant to 1.7.4 (v) above, the Chairperson shall appoint one or more members of the Investigation Committee as investigator of the complaint or incident
- vii. The Chairperson may appoint himself / herself as the investigator or as one of the investigators

### **1.7.5 Investigation**

**1.7.5.1** The investigator (who may be assigned by Sask Sport) shall:

- i. Review the complaint or request
- ii. Make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
  - a. Sending a copy of a summary of the complaint to those named in the complaint, those making the complaint, or to any witnesses with a request that they respond in writing to the allegations by a date set by the investigator;

- b. Communicating with or interviewing persons involved in the incident or whose conduct is the subject of the complaint; and
  - c. Communicating with or interviewing other persons who may have relevant information
- iii. Extend the investigation to include misconduct in any other incident that comes to the attention of the investigator in the course of the investigation
  - iv. When practical to do so, encourage the parties to resolve the dispute directly
  - v. With the agreement of the parties, arrange mediation of the dispute with related costs to be borne equally by both parties.

**1.7.5.2** On completion of the investigation, the investigator shall make a written report to the Hearing Committee Chairperson recommending:

- i. That the Hearing Committee hear and resolve the dispute or to hear the charges, as the case may be, or
- ii. That no further action be taken with respect to the matter investigated because:
  - a. The matter has been resolved between the parties
  - b. No further action is warranted on the facts of the case
- iii. The charge set out in a written report may relate to any matter disclosed during the investigation.
- iv. A report signed by a majority of the Investigation Committee is a decision of the investigator(s).

**1.7.6 Interim Suspension of a Member**

**1.7.6.1** In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the investigator may submit written reasons to the SWSA Board recommending that, pending the outcome of an investigation, a player, team, coach, official, parent / guardian or spectator under investigation:

- i. Be suspended from participation or
- ii. Be allowed to continue participation subject to conditions or restrictions

**1.7.6.2** Upon receiving the written recommendations of the investigator, the SWSA Board will:

- i. If satisfied that the continued participation is inappropriate in the circumstances, may order suspension of involvement in organizational activities or impose other less restrictive conditions pending the recommendations of the Hearing Committee
- ii. If satisfied that the continued participation is appropriate in the circumstances, decline the recommendation of the investigator.

**1.7.6.3** An order of suspension of the imposition of conditions on a member, pending the recommendations of the Hearing Committee, shall:

- i. Terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the SWSA Board upon a further review recommendation by the investigator
- ii. Be superseded by the recommendations of the Hearing Committee

### **1.7.7 Acting upon the Investigator's Report**

**1.7.7.1** If the Investigation Committee recommends no further action on a complaint, the Investigation Committee Chairperson shall provide a copy of the Investigation Committee's reasons for that recommendation to the person or person(s):

- i. Whose conduct is the subject of the complaint
- ii. Who initiated the complaint

**1.7.7.2** If the Investigation Committee is of the opinion that a Hearing Committee should be appointed, the SWSA Board shall appoint a Hearing Committee Chairperson.

### **1.7.8 Hearings**

**1.7.8.1** The Hearing Committee shall conduct a fair hearing of the charge or dispute reported in the Investigation Committee's report.

**1.7.8.2** At the request of the Hearing Committee, the Hearing Committee Chairperson shall communicate the time and place of the hearing and any other pertinent information to the parties.

### **1.7.9 Hearing Procedure**

**1.7.9.1** In disputes of a nature that the Hearing Committee considers to be minor, the hearing may be conducted in writing. The parties shall be:

- i. Informed that a Hearing Committee has been established
- ii. Informed of the charge or dispute to be heard
- iii. Provided with copies of the Dispute Resolution Policy
- iv. Invited with a time specified by the Committee to make written submission of any information or arguments relevant to the deliberations of the Committee
- v. Informed of the findings of the Hearing Committee

**1.7.9.2** If the Hearing Committee does not consider the dispute to be minor, the parties shall have a right to be heard in person.

- i. At least 3 days before the date of the hearing the parties shall be:
  - a. Informed that a Hearing Committee has been established
  - b. Informed of the charge or dispute to be heard
  - c. Provided with a copy of the Dispute Resolution Policy
- ii. The Hearing Committee shall hear the charge or dispute and shall determine whether or not the accused is guilty of misconduct or rule on the issue(s) in dispute.
- iii. The parties may be represented by legal counsel at their own expense
- iv. There is a full right:
  - a. To examine, cross-examine and re-examine all witnesses
  - b. To present evidence in defence and reply
- v. Where a party fails to attend the hearing, the Hearing Committee will proceed in his or her absence.

- vi. If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the charge, the Hearing Committee shall adjourn the hearing for any period that the Committee considers sufficient to give the accused an opportunity to prepare a defence to the amended charge, unless the respondent accused consents to continue the hearing.
- vii. The Hearing Committee may accept any evidence that it considers appropriate and is not bound by the rules of law concerning evidence.
- viii. The Hearing Committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct giving rise to the condition or discipline.
- ix. On its own initiative or at the request of any party, the Hearing Committee may restrict the public from the hearing. The Hearing Committee shall exclude the public if the Committee is of the opinion that an open hearing will unduly violate the privacy of any person(s).
- x. The deliberations of the Hearing Committee shall be conducted in private, and no person who is not a member of the Committee shall be present.

**1.7.9.3** The Hearing Committee shall give written reasons for its decisions and for any discipline imposed. Copies shall be provided to the parties and to the Board of SWSA.

### **1.7.10 Disciplinary Powers & Discipline**

#### **1.7.10.1**

Where the Hearing Committee finds a person(s) guilty of misconduct, it may make one or more of the following Orders, in writing:

- i. An Order reprimanding the accused person(s)
- ii. An Order that the accused person (s) may continue to participate only under conditions specified in the Order
- iii. That the accused person(s) be suspended pending the satisfaction and completion of any conditions specified in the Order
- iv. That the accused person(s) be suspended from SWSA for a specified period
- v. That the accused person(s) be expelled from SWSA
- vi. Any other Order that the Hearing Committee deems just

#### **1.7.10.2**

In making an Order the Hearing Committee shall take into consideration:

- i. The age, experience and maturity of the person(s)
- ii. The nature of the misconduct
- iii. Any information, which, in the opinion of the Committee is reliable and relevant to the determination of an appropriate Order, including:
  - Previous misconduct of the accused person(s) regardless of whether or not that misconduct was the subject of discipline
  - The character of the accused person(s)

#### **1.7.11 Deference to Other Authorities**

Where the SWSA Board, Chairperson of the Investigation Committee, or Chairperson of the Hearing Committee believes that the accused person(s) whose conduct is being investigated may be guilty of a criminal offence, that person will refer the matter immediately to an appropriate authority.

## **1.7.12 Time for Completion**

### **1.7.12.1**

The investigation, hearing and decision of the Hearing Committee, shall be completed as soon as practical in the circumstances of the complaint, and usually within 10 – 21 days of notification of the complaint. In situations involving a selection decision, the hearing shall be held as soon as possible following receipt of the recommendation from the Investigation Committee.

### **1.7.12.2**

The SWSA Board may set time guidelines for any matters that the Board considers appropriate, including the time for complaints to be made to the Board, and the time for completion of steps in the hearing process.

### **1.7.12.3**

In deciding an appeal from a decision of the Hearing Committee, the Board may consider the failure to comply with time guidelines.

## **1.7.13 Appeal to the SWSA Board (hereafter referred to as ‘the Board’)**

### **1.7.13.1**

#### ***Grounds for an appeal***

Simple dissatisfaction with a decision unto itself provides insufficient grounds for an appeal. An appeal will only be allowed on the following grounds providing those grounds are substantiated through the provision of facts and evidence by the person(s) wishing to appeal:

- i. Misinterpretation of information
- ii. Bias that can be supported by facts and evidence
- iii. Failure to follow approved policies and procedures
- iv. Causes and conditions beyond the control of SWSA

#### ***Who may appeal***

- i. The person(s) who initiated the complaint and was advised that no further action would be taken
- ii. An accused person(s) who has been found guilty of misconduct by the Hearing Committee or is subject to a discipline Order may appeal the decision, or any Order of the Investigation Committee or the Hearing Committee

#### ***Written notice and time deadlines for an appeal***

An appeal may be made to the SWSA Board by serving a written notice within 10 working days of receipt of the decision or Order. The written notice must clearly state the grounds for the appeal.

### **1.7.13.2**

The Investigation Committee Chairperson or Hearing Committee Chairperson shall not participate in the hearing of an appeal.

### **1.7.13.3**

No Board member shall participate in the hearing of an appeal if:

- i. The Board member has a conflict of interest or is biased
- ii. If there is any reasonable basis on which it may appear that the Board member may have a conflict of interest or be biased.

#### **1.7.13.4**

The participation by a Board member in any step of the investigation process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.

#### **1.7.13.5**

If all Board members are unable to participate in the hearing, the board shall appoint a committee of not more than three (3) persons to hear the appeal.

#### **1.7.13.6**

On hearing an appeal, the Board or appointed committee may:

- i. Dismiss the appeal
- ii. Quash the finding of guilt
- iii. Direct further inquiries by the Investigation Committee or appoint a new Investigation Committee to reinvestigate the matter
- iv. Direct a new hearing or further inquiries by the Hearing Committee or appoint a new Hearing Committee to rehear the matter
- v. Vary the order of the Hearing Committee

#### **1.7.13.7**

The decision of the Appeal Committee shall be final and binding.

#### **1.7.14 Effect of Suspension or Expulsion**

When a person(s) is suspended or expelled from the SWSA pursuant to this policy, that person(s) is not eligible to serve any function within the SWSA or attend any SWSA activities.

#### **1.7.15 Reinstatement**

##### **1.7.15.1**

A person who has been expelled may apply to the Board for reinstatement.

##### **1.7.15.2**

Subject to the Bylaws, on receipt of an application of reinstatement, the Board shall review the application and, if in the opinion of the Board, the application disclosed information, which may justify reinstatement, the Board may investigate the application by taking any steps it considers necessary.

##### **1.7.15.3**

On completion of its review, the Board may:

- i. Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct the person be reinstated under any terms and conditions the Board considers appropriate
- ii. Refuse to reinstate the person

## **1.7.16 Conflict of Interest or Bias**

### **1.7.16.1**

In the event that any member of either the Investigation Committee or Hearing Committee, other than one (1) nominated by the parties, has a conflict of interest or is biased, that person shall declare the conflict or bias and the Board shall appoint a replacement.

### **1.7.16.2**

In the event of a conflict of interest on the part of a Board member, that member shall not participate in the decision of the Board.

## **1.7.17 Records and Use of Decisions**

### **1.7.17.1**

The SWSA shall maintain a record of all decisions of Hearing Committees and of all decisions of the Board on appeal.

### **1.7.17.2**

The Hearing Committee and Board may consider the decisions of previous Hearing Committees and Boards, but are not bound by the precedent.

### **1.7.17.3**

Decisions of a Hearing Committee and decisions of the Board on appeal are matters of public interest and shall be publicly available without disclosing the names of the individuals involved. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

### **1.7.17.4**

If the Committee or Board decides that making the decision publicly available will unduly violate the privacy of any person, the Committee or Board may direct that the decision or part of the decision should be kept confidential.

### **1.7.17.5**

Decisions resulting in termination of membership or in a suspension of membership rights for one year, or longer, shall be reported to the Dispute Management Office of Sask Sport Inc. who may provide information from the decisions to its membership, including the names of persons who have been the subject of the discipline.

## **1.8 DRUG FREE SPORT**

### **1.8.1 Introduction**

SWSA is committed to providing a drug-free environment. SWSA opposes the use of banned drugs and/or the encouragement or provision for use of banned drugs or physiological manipulation to enhance athletic performance.

### **1.8.2 Application**

This Policy applies to all members, athletes and participants of competitive SWSA sanctioned (or SWSA partner sports) programs, events, or activities.

### **1.8.3 Definition**

**1.8.3.1** Doping is the deliberate or inadvertent use by an athlete of a banned or restricted substance or method to enhance athletic performance.

#### **1.8.3.2 *Medical Reasons***

A person does not commit a doping infraction where, in circumstances of medical reasons for the use of a banned substance, the substance is required for sustaining treatment or control of a medical condition, and where an application has been made and granted pursuant to the Therapeutic Use Exemption, or medical review provisions, of the Canadian Anti-Doping Program (CADP) managed by the Canadian Centre for Ethics in Sport (CCES)

### **1.8.4 Policy**

**1.8.4.1** SWSA will not tolerate any use by participants or athletes, or the encouragement of use of such substances or methods by those in positions of leadership or influence over athletes, such as administrators, coaches, trainers, managers, medical and paramedical practitioners, sport scientists, and other athletes.

**1.8.4.2** SWSA will ensure that all of its representatives in a position to do so will use their best efforts to see that effective anti-doping education and controls are in place.

**1.8.4.3** SWSA's Board of Directors has adopted the Canadian Anti-Doping Program (CADP) as managed by the Canadian Centre for Ethics in Sport (CCES). For further information, please reference the CCES website at [www.cces.ca](http://www.cces.ca).

## **1.9 EQUIPMENT LOAN PROGRAM**

### **1.9.1 Introduction**

SWSA wishes to ensure equal access of all SWSA equipment to all members for the purpose of awareness and sport development. The following Policy applies to any individual, club, group, company, or organization and governs the distribution, care, and use of SWSA equipment. Within the terms of this Policy, equipment may include such items as wheelchairs, sledges, skis (snow / water), hand cycles, athletic chairs, etc.

### **1.9.2 Ownership**

All equipment related to this Policy remains the property of SWSA and users are expected to respect access to the equipment by treating it with due care and attention.

### **1.9.3 Guidelines**

- i. All those wishing to use equipment must be SWSA members in good standing
- ii. SWSA endeavors to balance the provision of equipment between developmental and high performance programs, but reserves the right to allocate as SWSA needs dictate
- iii. The requirements of any partner granting program or funding company providing equipment for use must be adhered to
- iv. SWSA reserves the right to recall equipment for clinics, demonstrations, and special events with sufficient notice
- v. Some equipment (i.e. wheelchairs) are not intended for everyday or outdoor use
- vi. Where storage at an event / program is difficult, equipment may be designated to individuals only if appropriate records are kept and SWSA is informed
- vii. Limited resources will prevent SWSA from providing equipment to all members. SWSA encourages members to access the Equipment Loan Program as an interim measure to acquiring their own equipment
- viii. SWSA will endeavor to assist members to access funding in order to purchase their own equipment

### **1.9.4 Procedures**

- i. Requests for equipment must be submitted to SWSA in writing outlining the purpose, location, and length of use (link to form)
- ii. SWSA Executive Director will review all requests and allocate equipment according to prioritized program / individual needs and available equipment
- iii. A SWSA Equipment Loan Agreement must be completed by the user and returned with the appropriate fee prior to the equipment being provided
- iv. A post-dated cheque will be collected as a security deposit on the loan of any SWSA equipment. The cheque will be cashed only if there is any damage to the equipment or payments are in arrears. The renter will be notified before any such action is taken.
- v. Equipment not returned by the date stated in the contract will be assessed a late fee of \$50 and possibly further sanctions by SWSA.

**1.9.5 Maintenance & Modification Requirements**

- i. SWSA requires the user maintain any equipment in good working condition. The user is responsible for basic upkeep and is expected to cover the costs of minor repairs (i.e. replace wheelchair spokes, flat tires, broken screws / bolts)
- ii. Should the user wish SWSA to absorb the costs of any repair, approval must be received in advance of costs being incurred
- iii. Should the user wish to modify the equipment, they are required to seek advance permission from SWSA. Related costs, and who bears the costs, are subject to discussion and agreement between SWSA and the parties.

**1.9.6 Loan Fees**

| <b>Equipment</b> | <b>Fees / Terms</b>  |
|------------------|--|
| Wheelchair       | \$25/month or \$250/year                                       |
| Athletic Chair   | Contact SWSA   |
| Skis             | Contact SASKI @ <a href="http://www.saski.ca">www.saski.ca</a> |
| Sledge           | \$20/month or \$200/year                                       |
| Hand Cycle       | Contact SWSA   |

- i. Fees are due upon agreement signing
- ii. Short-term loans of two weeks or less will be free of charge. Fifteen or more days within a thirty day period will constitute a one month loan
- iii. Financial assistance and / or subsidies may be available for those that demonstrate a need

**1.9.7 Loss, Damage, & Replacement**

- i. When a piece of equipment is under warranty and the warranty must be enacted, SWSA must be notified. If the equipment or any parts needs to be replaced with a new piece of equipment or parts, then the replacement (or parts) become the property of SWSA. The damaged item is also the property of SWSA
- ii. Should the renter lose the equipment (or parts) the renter is responsible for replacement of such at their own expense.

**1.9.8 Equipment Recall**

SWSA reserves the right to recall any piece of equipment under the following circumstances:

- i. If the renter neglects maintenance, causes abuse, or makes modifications in any substantial way without the prior consent of SWSA
- ii. If the renter uses the equipment for purposes not designated in the agreement
- iii. If the equipment is not being used
- iv. If fees are not paid according to the terms of the agreement
- v. If the renter is not a member in good standing
- vi. For SWSA programs, clinics, demonstrations (see guidelines above)

## **1.10 EQUITY**

- 1.10.1** Membership in SWSA, as an athlete, coach, official or volunteer, or as an employee, is accessible to all regardless of gender, race, age or ability.
- 1.10.2** The Board of Directors will continue to work to promote wheelchair sports in all its aspects for the benefit of all.
- 1.10.3** The Board of Directors will encourage and promote equally both men and women in their advancement as athletes, coaches, officials and will put into place policies which encourage members of this organization to follow suit.

## **1.11 HARASSMENT**

### **1.11.1 Introduction**

Harassment on the basis of race, nationality, ethnicity, color, religion, creed, age, sexual orientation, marital status, disability, being in receipt of public assistance, or a pardoned conviction is a form of discrimination and is against the law. All involved in any SWSA event, activity, or business is expected to refrain from any behavior which constitutes harassment or sexual harassment as defined by the *Saskatchewan Human Rights Code, the Criminal Code and/or the Occupational Health and Safety Act*.

### **1.11.2 Application**

This Policy applies to all SWSA employees, Directors and Officers, members, volunteers, coaches, athletes, and officials during the course of any SWSA business, activity or event.

### **1.11.3 Commitment**

SWSA is committed to providing an environment where all individuals are treated with dignity and respect. Everyone has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices. The Codes of Conduct outlined in SWSA's Policies & Procedures form an integral part of the expectations regarding everyone's commitment to ensure a harassment free environment.

### **1.11.4 Definition**

#### **1.11.4.1**

Harassment is a form of discrimination, and refers to conduct based on a prohibited ground that creates an insulting, intimidating, or humiliating environment which the perpetrator knew, or ought to have known, would be unwelcome.

#### **1.11.4.2**

Harassment can take many forms. It may be verbal, physical, visual, or psychological. It can include, but is not limited to:

- i. Written or verbal abuse or threats
- ii. The display of racist, sexist, or other offensive material; unwelcome remarks, jokes, comments, language, innuendo, or taunting about a person's looks, body, attire, age, intellectual or physical ability, race, religion, gender, or sexual orientation;
- iii. Leering or other suggestive or obscene gestures;
- iv. Condescending, paternalistic, or patronizing behavior which undermines self-esteem, diminishes performance, or adversely affects working conditions;
- v. Practical jokes which cause awkwardness or embarrassment, endangers a person's safety, or negatively affects performance
- vi. Unwanted physical contact, including touching, petting, pinching, or kissing
- vii. Unwelcome sexual flirtations, advances, requests, or invitations
- viii. Physical or sexual assault (sexual or physical assault are criminal offenses and the appropriate police authorities should be contacted)

### **1.11.5 Process**

#### **1.11.5.1**

Every member of SWSA has a responsibility to not engage in, condone, or ignore harassing behaviors. Any member who believes that another member is experiencing harassment, is encouraged to notify the appropriate authorities as designated in this Policy.

#### **1.11.5.2**

A person who believes they have been subject to harassing type behavior are first encouraged to make it known to the person(s) involved that the behavior is unwelcome, offensive, and contrary to this Policy. If confronting the harasser is not possible, or the behavior continues, a person may wish to inform any of the following people who can speak informally to the alleged harasser as a means of resolving the problem, and who can provide additional helpful information:

- i. SWSA President, Executive Director, or Board Member
- ii. President or Coach of the Club

#### **1.11.5.3**

If informal options are inappropriate or unsuccessful, an individual may pursue a complaint pursuant to the Dispute Resolution Policy of SWSA.

#### **1.11.5.4**

Because false accusations can have serious repercussions on innocent individuals, the willful misuse of this Policy may also be grounds for disciplinary action ranging from a verbal reprimand to dismissal or expulsion.

## **1.12 INSURANCE**

### **1.12.1 Introduction**

SWSA provides various forms of insurance coverage to members of SWSA while acting for or on behalf of SWSA, and while participating in a SWSA sanctioned activity. Coverage restrictions and exclusion details are contained within each respective Insurance Policy and are available by contacting the SWSA provincial office.

### **1.12.2 Legal Defence Expenses**

- i. Who is insured - affiliated clubs, coaches, managers, officials & volunteers of SWSA while acting for or on behalf of SWSA
- ii. What is covered - legal defence expenses (excluding any dishonest, fraudulent, criminal, willful or malicious act or omission; violation of the Highway Traffic Act, Workers Compensation Act or any similar provincial statute; abuse committed or allegedly committed; legal defence expense if prohibited by law)

### **1.12.3 Sport Accident Insurance**

- i. Who is insured – athletes, managers, coaches, trainers, officials, executive
- ii. When covered – SWSA sanctioned and organized practices and competitions; transportation to and from events (2 or more traveling together with a minimum distance of 100 km traveled); regularly scheduled commercial air lines, licensed charter
- iii. What is covered – reference the policy for detail

### **1.12.4 Sport Liability Insurance**

- i. Who is insured – affiliated clubs, executives, directors, officers, coaches, managers, officials and volunteers of SWSA while acting for or on behalf of SWSA; any member of SWSA while participating in or training for a sanctioned sporting event; municipalities, government departments, school boards, sponsors and owners of facilities used by SWSA and their members but only for vicarious liability arising out of SWSA's operations
- ii. What is covered – legal fees, adjusting expenses and settlement costs for claims brought against an Insured claiming for compensatory damages arising from an Insured's action or alleged negligence causing bodily injury, property damage or personal injury

### **1.12.5 Notification to SWSA**

Affiliated Clubs and members are required to inform the Executive Director of SWSA immediately of any situation which has the potential to result in any liability / insurance claim.

### **1.12.6 Participant Personal Insurance**

Responsibility for all areas of insurance of participants in teams travelling nationally and internationally is the duty of each individual participating. SWSA cannot accept financial liability for any expenses incurred as a result of participants being inadequately insured. Insurance areas SWSA strongly recommends participants to consider arranging specific coverage for during any national / international event include:

- i. Medical and Hospital Insurance (including ambulance coverage)
- ii. Accident and injury Insurance
- iii. Death and permanent disability
- iv. Travel Benefit Insurance (luggage, equipment, personal effects, money / credit cards, cancellation / missed connection, personal liability)

### **1.13 LANGUAGES**

All official publications of SWSA will be provided in English. When appropriate, SWSA will endeavor to provide the French equivalent of required documents. In the event of an inadvertent conflict in translation of these official publications, the English version shall govern and take precedence.

## **1.14 MEMBERSHIP**

### **1.14.1 Introduction**

#### **1.14.1.1**

Membership fees assist SWSA to fulfill its vision, being, “Saskatchewan Wheelchair Sport is a leading organization for inspiring individuals to achieve personal excellence through wheelchair sports” and its mission, being, “Through leadership and awareness, the Association provides exceptional wheelchair sports programs and services that promote active living and the pursuit of excellence.” Ultimately, collaborative efforts between SWSA and its members allow each to more completely fulfill their respective goals.

#### **1.14.1.2**

A registered member is defined as an individual, or member of a team or club, who has paid an annual fee to be a member of SWSA. Pursuant to Bylaw Article III ([link](#)), membership in SWSA is provided to affiliated clubs, families, or individuals.

#### **1.14.1.3**

Affiliation with SWSA affords members many benefits and rights. Membership also comes with responsibility.

### **1.14.2 Member Benefits**

- i. Affiliated clubs may access MAP Grants (Operational Policy 4.5.2)
- ii. Use of the affiliated club’s name
- iii. Access to SWSA sponsored programs, events, and activities
- iv. Access to SWSA equipment loans program
- v. Represent SWSA at competition training, camps, competition
- vi. Access to financial support for training / competition
- vii. Access to education, training and certification
- viii. Inclusion on SWSA’s e-mail list
- ix. Access to SWSA’s e-Newsletter and space to advertise upcoming events
- x. Liability insurance
- xi. Consultation on topics dealing with Club development including advice on financial, administrative, or technical matters

### **1.14.3 Member Rights**

- i. To receive SWSA membership rights once all registration information, fees, and forms are submitted
- ii. To attend and participate in discussions at the General meetings of members of SWSA
- iii. To exercise their vote in accordance with the Bylaws of the SWSA
- iv. To participate fully in all SWSA activities, share in the SWSA-enterprises and enjoy benefits arising from the SWSA’s affiliation with various organizations
- v. To receive equal protection and benefit of all policies and procedures adopted by the SWSA
- vi. At all times to be treated reasonably and fairly in accordance with the principles of natural justice.

#### **1.14.4 Member Responsibilities**

- i. Compliance with the results and procedures of the CWSA, WBC, and SWSA as detailed in their respective By-Laws, Policies and Procedures and competition rules
- ii. Payment of Membership Fees in full and on time. Membership fees are as set annually by the SWSA Board of Directors
- iii. Promote local participation in SWSA activities
- iv. Promote excellence in SWSA activities from the grass roots to the elite levels of development
- v. Assist with the staging and hosting of events and activities of the SWSA, throughout the year
- vi. Provide an annual club report to SWSA in August for the Annual General Meeting to be held September of every year.
- vii. Affiliated Clubs are expected to maintain Club Policies, and ensure alignment with SWSA Policies as appropriate
- viii. Affiliated Clubs are expected to educate members on SWSA Policies and Club Policies

#### **1.14.5 Membership Application and Fee Structure**

##### **1.14.5.1**

The membership year of SWSA is July 1 – June 30 of each year. Returning members, and prospective new members, are invited to complete SWSA's Membership Application Form beginning July 1 of each year. Membership forms can be requested from the SWSA office, or found on the SWSA Web Site <http://www.swsa.ca>.

##### **1.14.5.2**

Although membership application can be made at any time during the year, Clubs are encouraged to complete and submit their Membership Application no later than November 15th in order to be eligible for MAP funding.

## **1.15 PRIVACY POLICY**

### **1.15.1 Our Privacy Commitment**

SWSA is committed to keeping personal information accurate, confidential, secure and private.

Based on the *Personal Information Protection and Electronic Documents Act* (PIPEDA), this Policy describes how SWSA adheres to the ten principles of privacy set out in PIPEDA, which are summarized in the attached Appendix - Schedule "A." The Privacy Policy will outline the types of personal information we may collect from members, athletes and, where applicable, donors and customers, and explains how we may use it and disclose it to others. It will also outline the safeguards we implement to protect personal information and provide to members and donors the opportunity to access and correct personal information we have about them. A copy of PIPEDA is available at the federal Privacy Officer's website at [www.privcom.gc.ca](http://www.privcom.gc.ca).

### **1.15.2 Information we Gather and Use – Collecting Your Personal Information**

This policy only applies to your personal information that we collect or use in relation to a commercial activity of SWSA. At SWSA, we ask for your permission when we collect, use or disclose your personal information in the course of a commercial activity. Personal information is that which refers to you specifically and is collected in person, over the telephone or by corresponding with you via mail, facsimile, e-mail or over the Internet.

When you request a service or membership from us, or participate in an athletic event sanctioned by us, we, or our affiliates, subsidiaries or related organizations, may, with your consent, collect personal information from you, which may include the following:

- i. Name
- ii. Mailing address
- iii. E-mail address
- iv. Telephone number
- v. Contact numbers (including for emergency purposes)
- vi. Social Insurance number (employment only)
- vii. Date of birth
- viii. For competitions personal height and weight, and past competition results
- ix. In certain instances, pertinent health information regarding athletes

The following activities are examples of when SWSA may require the collection or use of your personal information:

- i. Collection of membership, registration, or competition fees
- ii. Organization of club activities
- iii. Communicating with you about SWSA activities
- iv. Compiling member statistics
- v. Compiling member, athlete or registration lists
- vi. Providing member, athlete or registration lists or member discipline or suspension reports or histories to other sport organizations
- vii. Mailing out member newsletters
- viii. Selling programs for competition, promotional, fundraising or other purposes
- ix. Selling, bartering or leasing of member, donor or fundraising lists to third parties
- x. Participating in a dispute resolution process

- xi. Participating in fundraising or planned giving programs
- xii. Communicating with members and athletes
- xiii. Using membership or donor lists for commercial activities of SWSA or its related associations or organizations
- xiv. Selling advertising in publications of SWSA that contain personal information about the member, a donor or athletes (for example, athlete statistics)

During the application process to become a SWSA member, or to renew your membership, or as a non-member, donor or athlete associated with SWSA, you may have provided us with written consent respecting the collection, use and disclosure of your personal information. This Privacy Policy is intended to supplement, and does not replace or modify any such written consent previously provided.

You have a choice whether to provide us with the personal information requested. In our operations, however, your decision to withhold particular details may limit the services, association or membership we are able to provide you. In some cases we may not be able to enter into a relationship with you.

SWSA maintains a contact history for each member, which is used primarily for service, collection and payment purposes. This information, however, is limited to internal use and restricted to our employees, agents and volunteers. The information we ask you to provide varies with the circumstances of your activity or the service you request such as:

#### General Inquiry

For general inquiries on our organization, you may need to provide limited information such as your name, contact address or contact number. This will allow us to contact you with regard to your interest in SWSA.

#### SWSA Service

You may need to call SWSA to make an inquiry as to your standing as a member or your activities within SWSA. In such instances, we will ask you to provide, at minimum, your name and residence.

#### Athlete Participation

We may be required to provide certain personal and statistical information regarding athletes for the purposes of competitions or rankings. We may use the personal information you provide to us to:

- i. Communicate with you
- ii. Provide you with the information you have requested
- iii. Provide statistical information and results for competitions and events
- iv. Advertising or promotional activities

With your consent, we may also send you information about other activities in which we believe you would be interested. We want to assure you that we only use your personal information for the purposes that we have disclosed to you.

Most of the information we retain about you consists of your membership and competition record. We use transactional information to keep track of and report back to you in these areas, if requested.

### **1.15.3 With Whom We May Share Your Information**

#### **1.15.3.1**

##### **Related Associations and Organizations**

SWSA and its employees and volunteers are all governed by our policies and procedures to ensure that your information is secure and treated with the utmost care and respect. To enable you to benefit from our full range of activities and benefits, we may share information with other SWSA affiliates or related organizations that perform services on our behalf or provide services to you.

#### **1.15.3.2**

##### **Employees and Volunteers**

In the course of daily operations, access to private, sensitive and confidential information is restricted to authorized employees or volunteers who have a legitimate purpose and reason for accessing it. For example, when you call or e-mail us, our designated employees will access your information to verify that you are the member and to process your requests.

As a condition of their employment or volunteer activities, all of our employees and volunteers are required to abide by the privacy standards we have established. We educate our employees, agents and volunteers about the responsibilities of handling personal information. Unauthorized access to and/or disclosure of member information by an employee or volunteer of SWSA, is strictly prohibited. All employees and volunteers are expected to maintain the confidentiality of personal information at all times and failing to do so could result in appropriate disciplinary measures, which may include dismissal, or termination of volunteer activities.

#### **1.15.3.3**

##### **Outside Service Suppliers**

SWSA sometimes contracts with outside organizations to perform specialized services, such as processing data, applying payments or facilitating mail-outs. Our service suppliers may at times process or handle some of the information SWSA receive from you.

When SWSA contracts with its suppliers to provide specialized services, they are given only the information necessary to perform those services. Additionally, they are prohibited from storing, analyzing or using that information for purposes other than to carry out the service contracted with SWSA to provide. SWSA's suppliers are bound by contractual obligations designed to protect the privacy and security of your information. As part of SWSA's contract agreements, its suppliers and their employees are required to protect your information in a manner consistent with the privacy policies and practices that SWSA has established.

#### **1.15.3.4**

##### **Other**

SWSA does share personal information of its members in the following circumstances:

- i. When required by law - there are some types of information that SWSA is legally required to disclose. It may also be required to disclose information in connection with a legal proceeding or court order to authorities. Only the information specifically requested by legitimate authorities will be disclosed
- ii. When permitted by law - in certain other situations SWSA may be required to disclose personal information, such as when returning a cheque due to insufficient funds or when dealing with a legal matter that concerns your membership or activities within SWSA

- iii. When disclosure is clearly in your best interests, as determined in the sole discretion of SWSA, and consent cannot be obtained in a timely manner
- iv. Where the information is considered to be in the public domain
- v. To collect a debt owed to SWSA
- vi. In cases of emergency

SWSA may disclose the following kind of personal information about you:

- i. Information SWSA receives from you on your application and other forms you submit to SWSA or communications between SWSA, including by writing, by telephone, by fax or by electronic format. This information includes, for example, your name, your address, and telephone number
- ii. Information about your dealings and relationship with SWSA and our related associations and organizations. For example, this information includes your membership status and athletic activities

SWSA may also disclose the same kind of personal information described above with respect to our former members.

#### **1.15.4 How SWSA Safeguards Your Information**

SWSA does its best to protect the privacy of its members. All computers are password protected and customer information is given to employees and volunteers only to conduct their jobs or tasks. SWSA employees are required to update their computer passwords regularly. It will ensure that the security of information held in its possession will be at a level that complies with PIPEDA.

#### **1.15.5 Internet Website**

SWSA does not monitor individual use of its website at <http://www.swsa.ca>. It does, however, monitor activities on the website to improve its functionality. This information does not contain personal information, beyond what is needed for contact purposes, and is not permanently stored for future use.

#### **1.15.6 Verifying Your Information**

At SWSA, decisions that directly impact you are made based on the information it has about you. Therefore, it is important that your personal information is accurate and complete. As a member, athlete, donor or customer, you have the right to access, verify and amend your personal information held by it.

#### **1.15.7 Accessing Your Personal Information**

SWSA will provide a procedure for its members, athletes and non-member customers to view information held by SWSA and to report and quickly remedy inaccurate information. There are certain situations where SWSA may not provide an individual access to their personal information, including those instances where:

- i. The information is prohibitively costly to provide
- ii. The information contains references to other individuals, including members, donors or non-member customers
- iii. The information cannot be disclosed for legal, security or commercial propriety reasons
- iv. The information is subject to solicitor-client or litigation privilege

The SWSA appointed Privacy Officer will ensure the requirements of PIPEDA are adhered to.

### **1.15.8 Withdrawing Consent**

Upon becoming a member of SWSA, participating in activities arranged or sanctioned by it, you consent to our use, collection, verification and disclosure of your personal information in accordance with this Policy. You may at any time withdraw your consent for your personal information to be used for certain purposes. A withdrawal of consent must be in writing and must be sent to SWSA by registered mail to the address listed below. If your consent is withdrawn, this may restrict SWSA's ability to assist you or to extend membership privileges and it may not be able to provide you with all of its benefits, products and services.

### **1.15.9 In Summary**

SWSA takes responsibility to respect and protect the confidentiality of your personal information very seriously. For more information about SWSA's commitment to protect the privacy and confidentiality of your personal information or to express any concerns you may have, please write to:

Saskatchewan Wheelchair Sports Association  
510 Cynthia Street  
Saskatoon, SK S7L 7K7  
Attention: Privacy Officer

## **1.16 RISK MANAGEMENT**

### **1.16.1 Introduction**

SWSA is committed to ensuring a safe and effective working, learning and participatory environment for athletes, coaches, officials, volunteers, and staff. Governance Policy 2.6 identifies the Board's commitment to ensuring a process that includes risk planning, identification, analysis, response planning, monitoring and controlling.

### **1.16.2 Risk Management Registry**

The Board will annually participate in, and review, the risk management registry established by the Executive Director to ensure its exposure to risks in the following key performance areas are assessed, managed, and communicated:

- i. Governance risks (i.e. Policies & Procedures reviewed and updated annually)
- ii. Operational/Program risks (i.e. capacity to deliver on an operational plan)
- iii. Financial risks (i.e. financial control and monitoring)
- iv. Infrastructure risks (i.e. organization constituted to align with needs)
- v. Regulatory risks (i.e. compliance with laws, statutes, and regulations)

### **1.16.3 Risk Management Strategies**

One or more of the following four general strategies can address all risks faced by SWSA:

- i. Retain the risk – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the activity itself and thus can be accepted in its present form.
- ii. Reduce the risk – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, organization, delivery, supervision, monitoring and education.
- iii. Transfer the risk – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements, or other business contracts.
- iv. Avoid the risk – eliminate the risk by avoiding the activity that is giving rise to the risk (decision not to do something, or to eliminate some activity or initiative).

### **1.16.4 Risk Management Responsibilities**

The responsibility to lead effective risk management rests with SWSA. However, responsibility for due diligence also rests with each SWSA member and others (within their scope of authority) involved and/or participating in SWSA sanctioned activities and events.

### **1.16.5 Risk Management Control Measures**

The above general strategies translate into a variety of risk control measures, which may include, but are not limited to:

- i. Current Bylaws, Policies and Procedures
- ii. Strategic and operational planning aligned with organizational needs
- iii. Core values and guiding principles established
- iv. Effective communication
- v. Education, development, training, and effective supervision and monitoring (staff, volunteers, participants)
- vi. Clear codes of conduct, accountability and responsibility framework

- vii. Sustained organizational performance (financial health, membership growth, staff performance, program delivery, event management, crises management, safety & medical)
- viii. Effective management of complaints and disputes
- ix. Annual review of Governance & Operational Policies and Procedures; insurance; operational plan; risk management plan; and Board, staff, and organizational performance

## **1.17 SAFETY & MEDICAL**

### **1.17.1 Introduction**

SWSA, its affiliated clubs, coaches, staff and volunteers are expected to ensure the safety and well being of any person or participant at all times. Various Policies within this Manual provide reference to expectations and minimum standards:

- Codes of Conduct (Policies 1.3, 2.2, 3.2, 3.3)
- Drug Free Sport (Policy 1.8)
- Equipment Maintenance (Policy 1.9)
- Harassment (Policy 1.11)
- Insurance (Policy 1.12)
- Risk Management (Policy 1.16)
- Athlete Team Travel (Policy 2.4)
- Volunteer Coach / Manager / Staff (Policy 2.4.10)

### **1.17.2 Medical**

- i. For some team competitions an athlete intake form will be required (health card number, emergency contact, nature of injury, any prescription drug requirements, etc.)
- ii. Assigned personnel (coaches, managers, trainers, etc.) at training or competition will not provide over the counter medication to any athlete
- iii. In the event of an emergency during any SWSA event, SWSA will be immediately notified, and every attempt will be made to contact the individual's family / parent / guardian / as quickly as possible regarding permission or instruction for care
- iv. Should an athlete or assigned personnel need to return home in the case of an illness or injury, this will be at the individual's cost
- v. For National or International events, first response will be provided by the medical personnel provided by the Host Organization

## **1.18 SCREENING**

### **1.18.1 Introduction**

#### **1.18.1.1**

As a Provincial Sport Organization, SWSA has a duty of care to ensure member participants and volunteers are provided with a safe and harm free environment during any event, activity, or program sanctioned by SWSA. SWSA participant community involves athletes under the age of consent, and coaches or athletes over the age of consent. In the former, parents (or guardians) accompany and supervise their child to SWSA in-province and out-of-province events. SWSA volunteer community involves minor officials positions (i.e. scorekeepers), persons to help with equipment, chaperones (parents & guardians) and volunteer coaches.

#### **1.18.1.2**

Responsibility for this Policy, and identifying SWSA positions requiring screening, will fall to the Executive Director. Multi-Sport Organizations (MSOs) maintain responsibility for screening related to MSO Games positions (Saskatchewan Games, Paralympic Games, Canada Games, etc.).

#### **1.18.1.3**

SWSA clubs maintain responsibility for their own screening policies, record keeping, and the release of information.

### **1.18.2 Why Screen**

SWSA will engage screening to:

- i. Assess individuals who are in a position of trust over 'vulnerable persons'
- ii. Better match people with opportunities in the organization
- iii. Improve the quality and safety of programs in communities
- iv. Reduce risk and liability

### **1.18.3 When to Screen**

Screening will be applied based on the position assignment, complexity, level of risk, needs of the volunteer, and vulnerability of the program participants. It is most often used in situations where a person of trust is in charge of persons considered to be vulnerable. A position of trust or authority is created when an individual's relationship with someone else has any of the following characteristics:

- i. Decision-making power
- ii. Unsupervised access
- iii. Closeness inherent in the relationship
- iv. Personal nature of the activity itself

### **1.18.4 Definition of Vulnerable Members**

The Federal Criminal Records Act defines vulnerable members of society as:

- i. A person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:
  - a. Is in a position of dependency on others, or
  - b. Is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them

### **1.18.5 10 Steps of Screening**

Screening will be applied based on the position assignment, complexity, level of risk, needs of the volunteer, and vulnerability of the program participants. The following defines the 10 step screening process SWSA will apply when required by the position assignment:

#### **1.18.5.1**

##### **Assessment**

The Board and/or ad hoc Risk Management Committee will periodically review volunteer assignments for relevance, value and risks. They will ensure appropriate stakeholders are consulted, and that controls have been identified, documented, and monitored with appropriate accountabilities in place.

#### **1.18.5.2**

##### **Position – Assignment**

SWSA will ensure meaningful, complete and accurate written job descriptions are prepared for volunteer/position assignments so requiring, and appropriate screening measures are in place.

#### **1.18.5.3**

##### **Recruitment**

SWSA will provide clear, accurate, and up to date information about available volunteer/positions assignments, as well as the requirements for becoming a volunteer and any screening requirements that apply.

#### **1.18.5.4**

##### **Application**

Persons interested in a specific volunteer assignment may apply by completion and signing of the appropriate form. Certain volunteer/positions assignments may require the need for screening, and this may include a police records check.

#### **1.18.5.5**

##### **Interview**

For required positions, SWSA will conduct interviews using an equitable and consistently applied process. Volunteer applicants will be assessed against the required position criteria.

#### **1.18.5.6**

##### **References**

References will be checked in accordance with the pre-determined position assignment, and will comply with human rights and information access and protection of privacy legislation.

#### **1.18.5.7**

##### **Police checks**

SWSA will comply with human rights, information access and protection of privacy legislation when police checks are required to help assess the suitability of applicants for high-risk volunteer assignments. The person involved will be responsible to obtain and pay the fee related to the required police check. In certain circumstances, SWSA will consider reimbursement of such a fee. Confirmation will be acceptable for 5 years unless there are reasonable grounds for another police check before that time.

#### **1.18.5.8**

##### **Orientation & Training**

SWSA will ensure appropriate orientation and training are provided for volunteer/ positions assignments as required.

#### **1.18.5.9**

##### **Support & Supervision**

SWSA will ensure appropriate support, training, and supervision is provided (based on the position assignment, complexity, risk, needs of the volunteer, and vulnerability of the program participants). Volunteers will be afforded the opportunity to give and receive feedback.

#### **1.18.5.10**

##### **Follow-up & Feedback**

SWSA will provide appropriate follow-up with program participants to monitor volunteer involvement. Timely and attentive handling of any potential issue by the person in charge will be done in an expedient way, with appropriate issue management, resolution, and documentation according to the policies and procedures of SWSA.

#### **1.18.6 Right to Request Additional Information**

It is the right of SWSA to request additional information based on the outcome of screening and/or a police records check. Relevant offences include such areas as fraud, theft, harassment, drug offences, assault, and sexual misconduct.

#### **1.18.7 Rights of SWSA to Engage or Discipline**

It is the right of SWSA to refuse to engage, or continue to engage, a person who does not consent/agree to screening or to a police records check when so required. SWSA retains the right to suspend, dismiss, or expel a person who has a current conviction for a related offense, or pending the outcome of an investigation or found guilty of a criminal conviction for a related offense.

## **1.19 VOLUNTEERS**

### **1.19.1 Introduction**

SWSA values the contribution of volunteers in all aspects of SWSA services and programs. SWSA is an organization in which policy and major decisions are made by volunteers in conjunction with staff. Volunteers, like staff, must act responsibly and within the framework of SWSA's policy and must be fully accountable for their actions. For this reason, SWSA recognizes the need to provide for the ongoing orientation and development of its volunteers.

### **1.19.2 Rights & Responsibilities**

SWSA volunteers have the following rights and responsibilities:

- i. Right – to effective volunteer involvement
- ii. Right – to a safe and supportive work environment
- iii. Right - to orientation, including a description of job responsibilities
- iv. Right - to performance enhancement through education, development, and/or performance review opportunities
- v. Right - to respectful treatment demonstrated by all staff and fellow volunteers, including consultation on decisions which fall into their area of responsibility
- vi. Responsibility – to abide by SWSA Bylaws and Policies & Procedures
- vii. Responsibility – to act with respect for the cause, the stakeholders, the organization, and the community
- viii. Responsibility – to act responsibly and with integrity
- ix. Responsibility – to accept only assignments which they reasonably believe they are capable of carrying out fully and promptly
- x. Responsibility – to treat SWSA staff and fellow volunteers as partners in the management of SWSA, to treat them with respect, to provide the necessary information and consult with them as needed for the efficient operation of SWSA

### **1.19.3 Volunteer Accountability**

It is the intention of SWSA to assist and develop volunteers in every way to enhance their performance. When performance is poor, or due to a breach of acceptable standards or behavior, the Board may remove volunteers from the volunteer position. SWSA's dispute resolution process remains open to both the Board and/or the affected person.

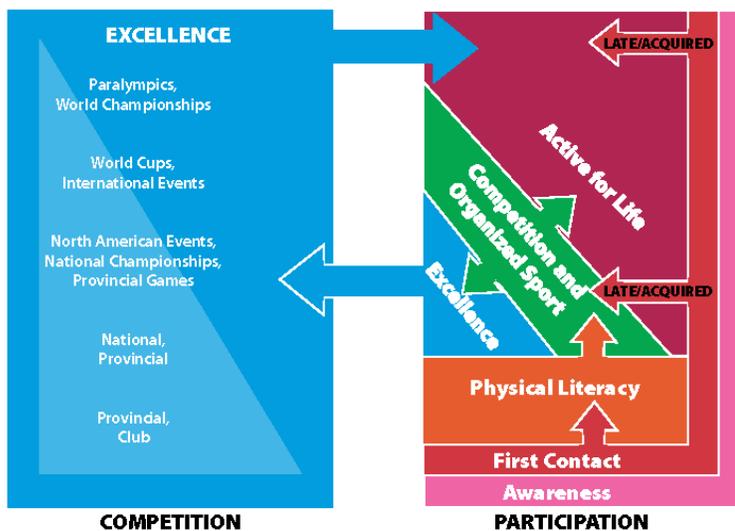
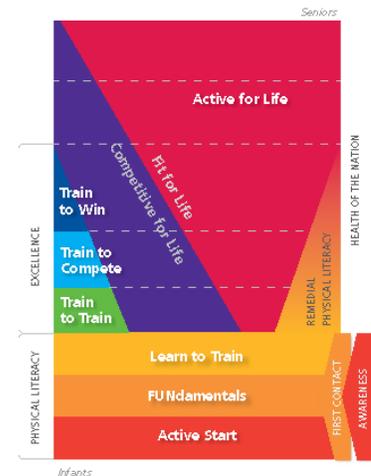
## 2.0 ATHLETE, TEAM, & TRAVEL POLICIES

### 2.1 ATHLETE DEVELOPMENT

#### 2.1.1 Long Term Athlete Development

<http://www.canadiansportforlife.ca/resources/no-accidental-champions>

SWSA endorses the Canadian Sport for Life (CS4L) No Accidental Champions Model (see CS4L illustration below). CS4L provides for seven stages of athlete development in their Long Term Athlete Development Model. “Athletes with disabilities require two new LTAD stages in addition to the seven stages described for able-bodied athletes. These stages are Awareness and First Contact/Recruitment. They are particularly important for individuals with an acquired disability who, prior to injury or illness, may have had no contact with, and no knowledge of, sport and physical activity for persons with a disability.”



#### 2.1.2 Developmental Programs

<http://www.swsa.ca>

An important part of the mandate of SWSA is to proactively promote and offer programs educating and exposing individuals to the different types of physical disabilities, how people can live an active lifestyle, and the enjoyment of a variety of wheelchair sports. Information and requests can be made by contacting the SWSA office, and also via the SWSA Web Site at <http://www.swsa.ca/index.php/contact-us>.

SWSA Developmental Programs (subject to Board approval & SWSA capacity) include Wheelchair Sports Awareness Clinics (schools & community groups) and Bridging the Gap (BTG) Programs. BTG is a program that helps eliminate the gap between the introduction of sport and recreation in the rehabilitation setting and continued involvement in physical activity. Bridging the Gap – Getting Physically Active, is a program specifically designed to help people with spinal cord injuries, Spina Bifida, Cerebral Palsy, and amputation, become aware of the sport and recreation options available, and to try out wheelchair sports of their choice. BTG programs include:

- Rehabilitation Centre Program (partnering with medical professionals)
- Community ‘Have a Go’ Days
- Sports Specific ‘Have a Go’ Clinics
- Developmental Programs

### **2.1.3 Competitive Programs**

SWSA strives to support and assist athletes who wish to pursue competitive opportunities (subject to Board approval & SWSA capacity). This occurs through both direct (SWSA hired coaches, SWSA sponsored training camps, SWSA sponsored competition) and indirect support (coordinate with partner sport organizations). Within its capacity to do so, SWSA provides travel support (see Travel Policy) to assist SWSA athletes competing at the Provincial, Regional, National, or International levels.

### **2.1.4 Equipment**

SWSA provides affordable equipment rental options (Policy 1.9) for those who wish to continue participation. The Provincial Bridging the Gap Coordinator will also work with individuals involved in programs to obtain grants set up to assist with adaptive sport equipment purchases.

## **2.2 ATHLETE CODE OF CONDUCT**

In addition to the General Code of Conduct (Policy 1.3), athletes selected and supported by SWSA to participate in sport camps, training, or competition, will have a responsibility to:

- i. Respond to SWSA requests in a timely manner, including submission of required paperwork
- ii. Appear at any training camp or competition where the participant has been selected
- iii. Ensure factual representation on entry forms regarding eligibility (age, classification, or otherwise)
- iv. Respect all anti-doping regulations
- v. Complete and submit the SWSA's Athlete Intake Form and otherwise report promptly any medical issues which may impact on the athlete's health and ability to participate, train, or compete in events under the auspices of SWSA or a partnering organization

## **2.3 SELECTION**

### **2.3.1 Introduction**

SWSA will confirm and post (web) the annual competitive calendar as far in advance as possible. Where possible, SWSA will name individuals, or team members, at least six (6) weeks prior to an activity or event.

### **2.3.2 Athlete Selection**

Selection of individuals or team members will be at the sole discretion of the respective coach and as endorsed by SWSA. Selection of athletes shall be based on such factors as:

- i. Member in good standing
- ii. Past and predictable future athletic results
- iii. Performance at training camps and clinics
- iv. Commitment
- v. Talent ID and developmental opportunities
- vi. Ability to fit in classification line-ups (team sport)
- vii. Ability to be a team player
- viii. Ability to demonstrate good sportsmanship
- ix. Ability to be an ambassador and good will participant

### **2.3.3 Team Staff Selection**

Selection of team staff members (i.e. coaches, team manager) shall be at the discretion of the Executive Director (as delegated by the Board) with input from the designated coach. Selection will be based on such factors as:

- i. Certification and past performance
- ii. Expertise, experience and/or skills
- iii. Commitment
- iv. Demonstrated planning and problem solving skills
- v. Ability to contribute to team building
- vi. Ability to be an ambassador and good will participant
- vii. Leadership development opportunity

### **2.3.4 Uniforms**

SWSA will provide jerseys for specific tournaments (provincial & national competitions). Team attire may be provided by SWSA, or may be acquired through team fundraising efforts. Team staff (coaches and managers) must adhere to a national uniform policy. Participants are expected to wear team uniforms if provided when traveling to/from an event, and during competition.

Multi-sport games uniforms (Canada Games) are provided by the designated organization responsible for the event.

## 2.4 TRAVEL

### 2.4.1 Introduction

The Travel Policy applies to all persons specifically named by SWSA to accompany, participate, or compete in a SWSA sanctioned activity or event, or in a SWSA partner sanctioned activity or event. For the purposes of travel, all named persons must be members of SWSA. Multi-sport games (i.e. Canada Games) are governed by the respective organization responsible for the Games.

All persons traveling on behalf of SWSA will abide by the Policies & Procedures of SWSA and any partner sponsoring sport organization. They will demonstrate respectful behavior at all times; will work in cooperation with others to ensure the safety and well being of all; and will represent themselves and the team as good will ambassadors.

### 2.4.2 Travel & Registration Costs

Providing it is within SWSA's capacity to do so, travel costs and registration fees will be absorbed by SWSA for named individuals and/or team members for participation at Provincial, Regional, or National events and/or competitions (excluding multi sport games). Participants are expected to cover other associated costs. The Board of SWSA retains the authority to determine and approve travel based on the most cost effective mode of transportation.

|                      | <b>SWSA</b>  | <b>Participant</b>    |
|----------------------|--|-----------------------|
| <b>Travel</b>        | Cost of economy flight, or reimbursement for vehicular transportation (at current /km rate) not to exceed cost of economy flight |                       |
| <b>Registration</b>  | Registration fees  |                       |
| <b>Accommodation</b> |  | Cost of accommodation |
| <b>Meals</b>         |  | Cost of meals         |

### 2.4.3 Assessment Fees

Assessment fees, as determined by the Executive Director, will be charged to individuals/teams if accommodation costs are included in registration fees, or for required team ground transportation. Any assessment fees will be communicated by the Executive Director to the respective coach, who will then communicate with the selected athletes.

Once the Executive Director has established the Assessment Fee, it is the responsibility of the respective Coach to collect the fee from the athlete attending the event, and to submit the full amount to the Executive Director prior to departure for competition. Unless prior arrangements have been made with the SWSA office, an athlete will not be allowed to travel with the team if they do not remit their fees to coach in advance of departure.

### 2.4.4 Financial Assistance

Requests for financial assistance from individual athletes may be submitted (in writing) to the SWSA Board. Consideration will be given to assistance (in part or in whole) on a case-by-case basis, and subject to SWSA capacity.

## **2.4.5 Travel & Accommodation Arrangements**

### **2.4.5.1 Travel**

- All flight travel arrangements shall be made by SWSA, or a travel agency selected by SWSA
- Flight itineraries will be provided to named participants as far in advance of the event as possible
- Changes to travel not authorized by SWSA, or cancellation (including illness) after a ticket has been issued which results in financial charges (cancellation/change fees or cost of ticket), will be the responsibility of the person travelling and they will be invoiced by SWSA accordingly
- SWSA will be responsible for ensuring effective communication to participants and to others involved in the travel process (flight itinerary, carry-on or baggage, sport wheelchair equipment needs, medical supplies, etc.)
- Arrangements for team ground transportation for regional or national competitions (i.e. van rentals) will be made by the Executive Director with costs being included in the team assessment fee
- Arrangements for personal ground transportation (km reimbursement based on reasonable carpooling efforts)
- Special circumstances may be made if SWSA pays for registration (including accommodation) if regional or national competition is within driving distance

### **2.4.5.2 Accommodation**

- Arrangements for accommodation (those not included in registration) are made by the Executive Director upon receiving a rooming list from the Coach. Athletes are responsible to pay the hotel directly
- Arrangements for accommodation (included in registration), are made by the Executive Director upon receiving a rooming list from the Coach. Athletes are responsible to remit the Assessment Fee to the assigned coach in advance of departure for competition.

## **2.4.6 Medical Fitness**

Athletes must be medically fit to participate at tournaments or competitions or they may be returned home at their own expense. SWSA may decide to recover expenses incurred to bring the athlete home from the tournament or competition.

## **2.4.7 Caregivers**

Should an athlete be unable to travel independently, they would be required to provide their own caregiver. Related travel expenses are the responsibility of the individual.

## **2.4.8 Provincial Team Guidelines**

- i. Teams will travel together whenever possible
- ii. Team contingents from around the Province will stage in a central location and depart so arrival at the competition site will provide sufficient time to join the team before the competition begins
- iii. Where athletes representing Saskatchewan or SWSA are traveling to multi-sport games (i.e. Canada Games), the travel policies & procedures of the governing agency will prevail
- iv. Team staff (i.e. coaches, managers) will accompany athletes on flights to/from competition sites whenever possible
- v. Team staff or athletes wishing to depart independent of the team itinerary will require prior written approval from SWSA and will be responsible for any additional costs incurred

- vi. Junior age athletes will return home with the team unless accompanied by a parent or legal guardian. Junior age athletes wishing to depart independent of the team itinerary, will require prior written approval from SWSA and will be responsible for any additional costs incurred
- vii. Team staff will not be responsible for any arrangements or transfers required for personal travel
- viii. Visitors wishing to attend competitions will be responsible for their own travel arrangements and costs. Visitors are not part of the team contingent and must ensure their own accommodation. Meals and local transportation arrangements are separate from the team.

#### **2.4.9 Classifications**

Athlete classification certification will be conducted at National competitions, with Classification Cards being held by the respective National Sport Organization responsible. These classifications will also be applied for competitions at the Provincial or Regional level:

- i. Basketball - Wheelchair Basketball Canada
- ii. Rugby - Canadian Wheelchair Sports

#### **2.4.10 Responsibilities of Volunteer Team Coach/Manager/Staff**

##### **2.4.10.1**

The volunteer team coach/manager/staff represent SWSA in demonstrating effective leadership at all times. They are expected to ensure the athlete/team is well prepared in advance and to communicate effectively with SWSA, the athlete/team, and the organizing committee in charge of the event. They ensure any issues or problems are addressed effectively and in a timely way, consulting SWSA or others as appropriate.

##### **2.4.10.2**

The following is representative of the role and responsibilities of volunteers traveling with an athlete/team. Where two or more volunteers are assigned, SWSA will ensure role clarity. Expectations may include:

- i. Check that assessment fees have been collected and remitted to SWSA prior to travel
- ii. Check arrangements have been finalized for all required travel, accommodation, and equipment
- iii. Ensure athletes are medically fit to participate, and their well-being and safety is ensured at all times
- iv. Ensure coordination, functioning and cooperation of the team as a whole
- v. Act as a chaperone for all athletes under their care when so required
- vi. Ensure all required forms have been completed and submitted according to SWSA Policy and/or the host organization
- vii. Ensure optimal training/competition environment
- viii. Responsible for athlete/team conduct
- ix. Ensure an understanding of the classification system and ensure classification rules, and equipment rules, are followed
- x. Ensure athletes/team are aware of the rules of competition, and the rules and regulations of the Organizing Committee

- xi. Coordinate and schedule training program and practices
- xii. Be present for training/competition
- xiii. Chart individual and team performances and include in final report
- xiv. Attend all meetings at competition or delegate someone to attend when other responsibilities interfere with attendance
- xv. Call and lead athlete/team/staff meetings
- xvi. Abide by codes of conduct, rules and regulations, and demonstrate professional and ethical behavior at all times
- xvii. Mediate differences between and among team or staff members should such arise
- xviii. Enforce SWSA Codes of Conduct, Policies and Procedures
- xix. Retain the authority to apply discipline at a training camp competition as the situation warrants
- xx. Communicate any problems or disciplinary issues to SWSA as quickly as possible
- xxi. Complete and submit the SWSA 'Incident Report Form' to the SWSA office immediately upon any situation that warrants reporting (accident, discipline, etc.)
- xxii. Represent SWSA as a good will ambassador
- xxiii. Submit a detailed report, including results, to the SWSA office within 14 calendar days of completion of the event/competition

## 3.0 COACHES, OFFICIALS & JUDGES

### 3.1 RESPECT IN SPORT

SWSA endorses the National 'Respect in Sport' Program and encourages all officials, judges, and sport leaders to access the online Respect in Sport program ([www.respectinsport.com](http://www.respectinsport.com)). Additionally, the Respect in Sport (RiS) for Coaches on-line training program is a required training program for all registered coaches of Provincial Sport Governing Bodies in Saskatchewan (<http://www.sasksport.sk.ca/RiS/>).

#### 3.1.1 Saskatchewan – Respect in Sport Policy

##### 3.1.1.1 Purpose

The Saskatchewan Wheelchair Sports Association 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, abuse, bullying and neglect.

The Saskatchewan Wheelchair Sports Association requires that all coaches participating in Wheelchair Sports have completed the online Respect in Sport (RiS) certification (or equivalency), as required by Sask Sport Inc.

##### 3.1.1.2 Scope, Application and Deadline to Complete

- i. The policy applies to all coaches registered or named on an official sport roster under the membership jurisdiction of The Saskatchewan Wheelchair Sports Association.
- ii. Coaches not holding valid certification will have until June 30<sup>th</sup> each year to complete the RiS certification training or training equivalency such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School program.
- iii. The Saskatchewan Wheelchair Sports Association is responsible for setting out the communication strategy specific to the certification requirements and deadline.

##### 3.1.1.3 Enforcement:

- i. Any coach not having RiS certification (or equivalency) by the deadline established will be removed as a coach until such time that the course is completed.
- ii. Non-compliance with this policy may result in further discipline as determined by the Board of Directors or in accordance with The Saskatchewan Wheelchair Sports Association's policy.

##### 3.1.1.4 RiS Administration

The Executive Director of The Saskatchewan Wheelchair Sports Association will have administrative access to the RiS database to oversee functions such as report generation and monitoring.

##### 3.1.1.5 Review and Approval

This policy was approved by the Saskatchewan Wheelchair Sports Association Board of Directors on **[date]** and will be reviewed by the Board on an annual basis.

## 3.2 COACH CODE OF CONDUCT

In addition to SWSA's General Code of Conduct (Policy 1.3), coaches designated to conduct sport camps or training, or to coach at a competition, will have a responsibility to:

- i. Complete Sask Sport's Respect in Sport (RiS) - [www.sasksport.sk.ca/RiS](http://www.sasksport.sk.ca/RiS)
- ii. Adhere to the Coaches Association of Canada (CAC) Coaching Code of Ethics and the Canadian Centre for Ethics in Sport (CCES) rules, regulations, policies and Code of Conduct – [www.cces.ca/en/prohibitedconduct](http://www.cces.ca/en/prohibitedconduct)
- iii. Ensure the safety of athletes including; correct and proper equipment, coaching methodologies that are age and ability appropriate, appropriate coach/athlete ratios, and controls in place for monitoring and addressing safety at all times
- iv. Ensure athletes are educated about the danger of drugs and performance enhancing substances
- v. Cooperate with medical practitioners regarding the diagnosis, treatment, and management of athletes
- vi. Communicate effectively with all athlete team members (parents, guardians, other coaches, etc.) to ensure the health of, and to support and encourage an athlete's goals and aspirations, regardless of the level of participation

### **3.3 OFFICIALS & JUDGES CODE OF CONDUCT**

In addition to SWSA's General Code of Conduct (Policy 1.3), officials involved in SWSA programs or events will have a responsibility to also abide by the Sports Officials Canada Code of Conduct:

- [www.sportsofficials.ca/index.php?action=cms.codeOfConduct](http://www.sportsofficials.ca/index.php?action=cms.codeOfConduct)

### **3.4 TRAINING & DEVELOPMENT**

Coaches, judges, and officials are provided with opportunities for education, certification, and professional development. Clinics and training may be offered by SWSA (wheelchair rugby and basketball) and/or provincial or national sport partners. Authorization for Certification will be through the appropriate certifying body.

Funding will be provided on a case-by-case basis, subject to SWSA capacity.

## 4.0 FINANCIAL POLICIES

### 4.1 ATHLETE TRUST FUND

SWSA no longer administers Athlete Trust Funds.

### 4.2 EQUIPMENT LOAN POLICY

Reference Operational Policy 1.9.

### 4.3 EXPENSES

#### 4.3.1 Introduction

All reasonable expenses incurred by SWSA delegates (i.e. SWSA Board Directors, employees, team staff & volunteers), will be reimbursed in accordance with current Sask Sport rates and guidelines and as approved by the SWSA Board. Reference Policy 2.5 for athlete and team travel.

|  |  |
|--|--|
| <b>Travel to/from meetings or events</b> | Personal vehicle (rate/km) up to maximum economy airfare<br>Economy airfare, bus, train, taxi, parking               |
| <b>Group transportation</b>              | Ground transportation<br>Bus, airport shuttles, taxi, parking  |
| <b>Accommodation</b>                     | Billeting (host honorariums where needed)<br>Room charges & taxes (based on shared accommodation where feasible)     |
| <b>Per diem</b>                          | In Province – meal per diem or meal receipted expenses<br>Out of province – meal per diem or meal receipted expenses |
| <b>Other expenses</b>                    | Conference, course fees, registration, certification fees<br>Purchase of materials, clothing                         |

#### 4.3.2 Expense Advances

Under certain circumstances, the Executive Director or Vice-President Finance may provide expense advances, subject to approval.

#### 4.3.3 Expense Claims

Claims, using SWSA designated expense claim form ([link](#)), are to be submitted to the SWSA office as soon as possible following the activity, but in no instance, later than one month following the activity. Claims submitted after this date will not be considered. Original receipts must accompany claims.

## **4.4 FUNDRAISING AND DONATIONS**

### **4.4.1 Introduction**

The purpose of this policy is to ensure that any agreement is in keeping with the Mission, Objectives, and Values of SWSA.

### **4.4.2 Guidelines**

- i. The Executive Director will maintain an overview of all fundraising and donation activity to ensure a coordinated effort and one that avoids duplication. They will assist in developing and implementing a marketing plan to support the programs and financial needs of the Association.
- ii. Any representative negotiating corporate sponsorship on behalf of SWSA must have prior Board approval. Signing authority is subject to Board Financial Policy.
- iii. The Board will provide direction for the allocation of corporate sponsorship within the overall budget, subject to the provisions of the Sponsorship Agreement
- iv. Provincial and National Corporations (branch offices) will not be approached by SWSA members (individuals or clubs) without prior consultation and approval from the Board or Executive Director of SWSA
- v. National and International Corporations must not be approached by SWSA without prior consultation and received approval from the NSO Executive Director and/or CEO
- vi. SWSA will maximize recognition of corporate sponsorship

### **4.4.3 Fundraising**

Fundraising is important in order to support the programs and services provided by SWSA, and to ensure SWSA financial health. Funds may be received from a variety of donors, granting agencies, corporations, foundations, community associations, and service groups:

- i. SWSA staff are responsible for:
  - a. Sask Sport funding applications, assessments, and grants
  - b. Grants from other sources
  - c. Partnerships – local, provincial, regional, national
- ii. Corporate sponsorship is the responsibility of the SWSA Board. Sponsorship packages will be developed based on the project/fundraising purpose.
- iii. Foundations are the responsibility of the Board. The Board will annually identify potential Foundations based on a match of Foundations to the profile of SWSA
- iv. Community associations and local businesses are the responsibility of event organizing committees (i.e. hosting championships, awards banquet).

### **4.4.4 Athlete Personal Fundraising**

Provincial level athletes who undertake personal fundraising/revenue generation efforts are to notify SWSA, in writing, of their plans and intent, in advance.

Athletes represent both themselves and SWSA when doing fundraising. SWSA can support athletes in their efforts by supplying them with promotional material that educates, supports their efforts, and provides credibility. This material consists of an athlete profile, history of wheelchair sports, sports brief and generic SWSA information.

It is important that all athletes recognize that they are representing themselves, their sport, their provincial association and the provincial organization when undertaking fundraising campaigns. The more prepared and professional they are in their approach, the better chance they have of raising funds and promoting wheelchair sports.

#### **4.4.5 Donations**

##### **4.4.5.1**

###### **Direct Donations**

SWSA is dedicated to assisting and providing opportunities for persons with a disability to lead an active lifestyle through the benefits of sport and fitness. We invite donations in order to continue programs and provide new and future members with better access to sport and recreational opportunities. Donation opportunities administered through the National Sport Trust Fund, can be found by accessing the SWSA web site:

<http://www.swsa.ca/index.php/about/donate>

##### **4.4.5.2**

###### **Clayton Gerein Legacy Fund**

In honour of Clayton Gerein, SWSA has established the 'Clayton Gerein Legacy Fund' for the purposes of providing financial assistance to future Paralympians involved in wheelchair sports. Assistance will help athletes following in Clayton's athletic tracks to attain equipment, training, coaching, and competition needs. Clayton's legacy is much bigger than just these funds. He introduced sport to many people with a physical disability and helped jump-start the athletic careers of several local athletes. Donations to the Clayton Gerein Legacy Fund may be made via the Sask Sport Legacy Fund:

<http://www.sasksport.sk.ca/sportLegacy.php>

## **4.5 GRANTS**

### **4.5.1 Sask Sport Adaptive Sport Grants**

There are numerous grant opportunities for clubs and individual members affiliated with SWSA. Sask Sport provides two grants to assist clubs and individuals.

- i. The Adaptive Sport Equipment Grant will assist in the purchase of adapted equipment approved for disabled sport participation/competition.
- ii. The Adaptive Sport Club Development Grant is designed to support new developmental programs in communities or the expansion/enhancement of existing programs.
- iii. To be eligible for these grants, clubs and individual members must be affiliated with SWSA. Deadlines are April 15<sup>th</sup> and October 15<sup>th</sup> of each year. Information, guidelines, and application forms can be found at <http://www.sasksport.sk.ca/adaptiveSport.php>
- iv. In order for the completed Application and Agreement to be considered by Sask Sport, it must first be forwarded to the SWSA office for review and signing indicating SWSA's support for the project. SWSA will subsequently forward the Application and Agreement to Sask Sport for their consideration.

### **4.5.2 Sask Sport Membership Assistance Program (MAP) Grant**

#### **4.5.2.1 Introduction**

The purpose of the Membership Assistance Program (MAP) Grant is to provide financial assistance to SWSA registered affiliated clubs so they may operate programs that will encourage and promote community and club level sport development in their local area. Development of these programs and services will increase membership in SWSA and the local Member organizations. MAP funding is received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from the sale of lottery tickets in Saskatchewan.

For purposes of this Grant, Sask Sport defines a registered member as an individual, or member of a team or club, who has paid an annual fee to be a member of SWSA.

#### **4.5.2.2 Communication**

SWSA will inform its membership of the MAP Grant Program via the SWSA website, electronic mail out of guidelines and applications forms to clubs, and information in the SWSA Newsletter.

#### **4.5.2.3 Eligibility for Funding**

Funds will be made available to clubs providing:

- i. Members are in good standing with SWSA
- ii. Clubs have three (3) or more registered members – a registered member is defined as an individual, or member of a team or club, who has paid an annual fee to be a member of SWSA
- iii. Membership fees are paid in full and on time
- iv. The club provides a list of all registered club members to SWSA by November 15th of the year in which application is being made
- v. Clubs must publicly acknowledge the financial support received from Saskatchewan Lotteries and SWSA

#### **4.5.2.4 Eligible Expenses**

Eligible expenses for which MAP funds can be used may include, but are not limited to, the following:

- i. Training expenses
- ii. Junior and Women's development
- iii. Coaching development
- iv. Competitions
- v. Talent identification
- vi. Special initiatives

#### **4.5.2.5 Ineligible Expenses**

Ineligible expenses for which MAP funds cannot be used include:

- i. Capital expenditures (i.e. construction, upgrading, maintenance or facility operating costs)
- ii. Expenditures for which other grant funding has been provided ~~used~~ (regardless of source of grant)
- iii. Out of Province travel
- iv. Cash prizes
- v. Social events (barbeques, lunches, etc.)
- vi. Alcoholic beverages
- vii. Other expenses deemed as ineligible as identified by SWSA

#### **4.5.2.6 Application Process**

- i. MAP Application and Spending Plan forms can be accessed via the SWSA website (**link**)
- ii. Completed applications must be received in the SWSA office by November 15th
- iii. Completed Application forms and MAP Spending Plans must be signed by the club President (or designate) and mailed or submitted electronically to the SWSA office
- iv. Late or improperly completed requests will be returned to the applicant (clubs are expected to contact the SWSA office to discuss any extenuating circumstances)
- v. Club membership numbers will be determined by the number of active memberships paid to SWSA by November 15<sup>th</sup> of each year
- vi. Each club requesting MAP funding should be able to demonstrate some self-help revenue toward the funding of the project

#### **4.5.2.7 Approval Process**

- i. Final review and any approval regarding the allocation of a MAP grant, and any MAP funding amount, rests with the SWSA Board
- ii. Final MAP funding amounts will be based on a predetermined base amount that all applicants may receive and a formula calculation amount based on:
  - a. The number of member clubs applying for MAP funding
  - b. The total number of individual members registered with SWSA in each club
  - c. The number of certified coaches working with athletes in a club
  - d. Other priority areas that have been identified by SWSA
- iii. All applicants will be notified of the results of the application review and the total MAP amounts that may be approved for their club

#### **4.5.2.8 Payment Process**

- i. Existing Clubs - a club will be paid the base funding amount, or 75% of the total approved MAP grant amount, whichever is less, upon submitting membership numbers and the MAP application to SWSA no later than November 15<sup>th</sup>
- ii. A new club applying for affiliation later than November 15<sup>th</sup> may be given consideration by SWSA for MAP funding
- iii. The remaining balance of the approved grant will be considered by SWSA upon submission of the required follow-up report, including appropriate receipts to verify expenditures
- iv. Approved final payments will be made to eligible clubs by March 31
- v. Approved grants will be paid to clubs with the understanding that funds are to be used for the purposes outlined in the MAP application and Spending Plan

#### **4.5.2.9 Follow-up Process**

- i. Follow-up reports are required to be submitted to the SWSA office within 90 days of completion of the project, but in all cases, no later than May 15<sup>th</sup>.
- ii. Once the grant funds are used, a follow-up report accompanied with receipts (originals or clear photocopies) and duly signed by the club authorized person, must be submitted to the SWSA office May 15<sup>th</sup> of each year. Acceptable receipts must include, at a minimum:
  - a. Name of the recipient (person or business) of the funds
  - b. A description of the goods or services provided
  - c. Date the goods/services were purchased (required to be in the same year for which the MAP grant was provided)
  - d. Third party verification (such as a supplier logo or signature of the recipient)

#### **4.5.2.10**

##### **Unused Funds**

- i. Any unused MAP funds by clubs will result in a requirement to return those funds to SWSA
- ii. An excess of MAP revenue over expenditures will be reallocated to other SWSA MAP approved clubs which have additional program expenditures (substantiated by receipts)
- iii. Should the funds not be spent by May 15<sup>th</sup> of each fiscal year, SWSA will return the funds to the Saskatchewan Lotteries Fund

#### **4.5.2.11**

##### **Base MAP Amounts**

The SWSA Board determines base MAP funding amounts annually. Presently, affiliated clubs may apply for the following base MAP funding amounts in their MAP Spending Plan:

- i. \$500.00 for an affiliated club
- ii. \$500 for one certified NCCP Competition Introduction Coach, or
- iii. \$750 for one certified NCCP Competition Development Coach

If an affiliated club has neither a certified Competition Introduction Coach or certified Competition Development Coach, they may apply for the following funding:

- i. \$500 for coach training at the NCCP Competition Introduction level, or
- ii. \$750 for coach training at the NCCP Competition Development level
- iii. As with all MAP grants, receipts are required for any NCCP training courses

#### 4.5.2.12

##### MAP Timelines Summary

| <b>Timeline</b>                                   | <b>Description</b>  |
|---|---|
| November 15                                       | Affiliated clubs provide list of all registered members to SWSA                         |
| November 15                                       | Completed MAP Application, accompanied with Spending Plan, submitted to the SWSA Office |
| November 16 –<br>December 20                      | Board reviews Applications for approval   |
| January 15th                                      | SWSA provides base funding to approved clubs  |
| March 31  | SWSA provides balance of approved grant to eligible clubs                               |
| Within 90 days<br>following project<br>completion | Clubs submit follow-up report, accompanied with receipts, to the SWSA Office            |
| May 15  | Last day for clubs to submit follow-up reports to the SWSA Office                       |

## 5.0 APPENDICES

### 5.1 FORMS

- Athlete / Participant Waiver Form
- Equipment Loan Application Form
- Expense Claim Form
- Incident Report Form
- Membership Application Form
- Volunteer Application Form

### 5.2 PRIVACY POLICY – SCHEDULE 'A'

#### **Principle 1 - Accountability**

An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.

#### **Principle 2 - Identifying Purposes**

The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

#### **Principle 3 - Consent**

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

#### **Principle 4 - Limiting Collection**

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

#### **Principle 5 - Limiting Use, Disclosure, and Retention**

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

#### **Principle 6 - Accuracy**

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

#### **Principle 7 - Safeguards**

Security safeguards appropriate to the sensitivity of the information shall protect personal information.

#### **Principle 8 - Openness**

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

**Principle 9 - Individual Access**

Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

**Principle 10 - Challenging Compliance**

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.