



**Manitoba Underwater Council Inc.**

**DOC000020/A**

PO BOX 711 STN MAIN, WINNIPEG MB, R3C 2K3 CANADA  
T 204-925-5600 URL [HTTPS//MANITOBAUNDERWATER.CA](https://manitobaunderwater.ca)

## **Team Manager and Chaperone Policy**

<b>Written, Reviewed and Approved by Board of Directors</b>	
Jacqui Dufault	President
Bill Manweiler	Vice President
Ed Stark	Treasurer
Rick Howard	Communications
Keith Peters	Health and Safety
Melanie Jichuk	Special Projects

**MANITOBA UNDERWATER COUNCIL, Inc.  
PO BOX 711 STN MAIN, WINNIPEG MB, R3C 2K3 CANADA  
T 204-925-5600 URL [HTTPS//MANITOBAUNDERWATER.CA](https://manitobaunderwater.ca)**

© Manitoba Underwater Council

Any disclosure, use or duplication of this document or any of the information contained herein for other than the specific purpose for which it was disclosed is expressly prohibited.

*FORM0001 March 13 2021*



### CHANGE RECORD SHEET

ISSUE	DATE OF RELEASE	REASONS FOR REVISION	APPROVAL
A	March 13, 2021	Original Issue	Board of Directors

### TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NO.</u>
<b>1. INTRODUCTION.....</b>	<b>3</b>
1.1 APPLICABLE DOCUMENTS.....	3
1.2 REFERENCE DOCUMENTS.....	3
1.3 ACRONYMS.....	3
<b>2. DEFINITIONS.....</b>	<b>4</b>
<b>3. PURPOSE.....</b>	<b>4</b>
<b>4. COMPLIANCE WITH POLICIES.....</b>	<b>4</b>
<b>5. SUBMISSIONS.....</b>	<b>4</b>
<b>6. DISCIPLINE AND COMPLAINTS.....</b>	<b>4</b>

### TABLE OF TABLES

<u>TABLES</u>	<u>PAGE NO.</u>
<b>No table of figures entries found.</b>	



## 1. INTRODUCTION

This policy has been prepared using Sport Governance Manual October 3 2016 (AD01) guidelines. It relates to the general conduct of the affairs of the Manitoba Underwater Council Inc., a corporation without share capital incorporated under the Manitoba Corporations Act and referred to as "MUC".

### 1.1 APPLICABLE DOCUMENTS

The following documents, at the indicated Revision level and/or date of issue, are applicable to the extent specified herein. If no Revision level or date of issue is specified, the current revision is applicable.

- AD01 Sport Manitoba Sport Governance Manual October 3 2016

### 1.2 REFERENCE DOCUMENTS

Reference documents provide background and / or supplementary information to the contents of this document.

- RD01 - DOC000003 B Discipline and Complaints Policy
- RD02 - DOC000006 B Code Conduct Ethics Policy
- RD03 - DOC000009 A Privacy Policy
- RD04 - DOC000016 A Screening Policy

### 1.3 ACRONYMS

- MUC - Manitoba Underwater Council
- PSO - Provincial Sports Organization



## 2. DEFINITIONS

1. The following terms have these meanings in this Policy:
  - a. “Organization” refers to: Manitoba Underwater Council

## 3. PURPOSE

2. Team managers and chaperones fulfill a different role than coaches but, like coaches, they are in close contact with young people. The Organization requires that any adult volunteering in close proximity to young athletes shall complete specific requirements that will help ensure the protection of the athletes.

## 4. COMPLIANCE WITH POLICIES

3. Team managers and chaperones are bound by the Organization’s policies and must agree to the content, requirements, and clauses therein. Team managers and chaperones should familiarize themselves with the following policies, which have the most direct impact on their role:
  - a. Code of Conduct and Ethics
  - b. Discipline and Complaints Policy
  - c. Confidentiality Policy
  - d. Screening Policy

## 5. SUBMISSIONS

4. In addition to complying with the Organization’s policies, team managers and chaperones must submit the following documentation to the Organization before they will be allowed to volunteer in their role as team manager or chaperone:
  - a. Driving abstract (if the team manager or chaperone will be driving athletes)
  - b. Criminal Record Check (described in detail in the Organization’s Screening Policy)
5. The team manager or chaperone must also be recommended by a member club or a coach from an affiliated organization, or be generally known to the organization.

## 6. DISCIPLINE AND COMPLAINTS

6. Any problems or concerns with team managers and chaperones shall be addressed under the Organization’s Discipline and Complaints Policy.
7. The Organization reserves the right to remove a team manager or chaperone should the team manager or chaperone not submit the required documentation (in the Submissions section of this Policy), refuse to comply with the Organization’s policies, or for any other reason as determined by the Organization’s Board of Directors.