



**2011 Canada Winter Games
Code of Conduct**



Introduction

The Canada Games Management Committee hopes that all Team Nova Scotia members have a positive and memorable Canada Games experience. To help make this possible, a Code of Conduct has been developed. The high standards established by the Code of Conduct aim to create an environment in which all Team Nova Scotia members are respectful of others, demonstrate pride and goodwill and exemplify the spirit of fair play and sportsmanship. Each member of Team Nova Scotia is an ambassador for the province from the time they depart for the Canada Games until they return home from the Canada Games. This Code of Conduct explains how all members are expected to conduct themselves while representing the province as a member of Team Nova Scotia.

Code of Conduct - Standards

The Code of Conduct applies to all Team Nova Scotia members including the Athletes, Artists, Coaches, Managers, Team Staff, and Mission Staff.

1. Respect for Others

Team Nova Scotia is committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks or actions have no place within Team Nova Scotia. Discrimination, sexual harassment or any form of harassment based on the protected characteristics set out in the Nova Scotia Human Rights Act will not be tolerated.

2. Ceremonies and Official Team Nova Scotia Functions

All Team Nova Scotia members are expected to attend the Games Opening/Closing Ceremonies, Medal Ceremonies and all other official Team Nova Scotia and sport-specific functions. Week 1 team members will attend the Opening Ceremonies and Week 2 members will attend the Closing Ceremonies.

3. Uniform

Each member of Team Nova Scotia will receive a uniform which is to be worn at all official Canada Games functions including Opening/Closing Ceremonies, Medal Presentations, team travel, team rally, interviews and press conferences, etc. The Mission Staff will determine a dress code for Team Nova Scotia. The Team Nova Scotia uniform is **not** to be worn by any team members prior to Team Nova Scotia's official departure for the Games unless otherwise directed by the Mission Staff. The clothing remains the property of Team Nova Scotia until the conclusion of the Games week (Week 1 or Week 2), which the team member is participating in, when it becomes the property of the team member.

Week 1 participants must retain all components of their Team Nova Scotia uniform until all their competitions are over and there is no longer any possibility that they might be required to appear in uniform for interviews, medal ceremonies, team events or photographs, etc.

Week 2 participants must retain all components of their Team Nova Scotia uniform until AFTER the Closing Ceremonies.

4. Residence

All athletes, coaches and managers must reside in the Athletes' Village for the full duration of the Games and adhere to the rules of the Host Society. Males will not be permitted in female sleeping areas; females will not be permitted in male sleeping areas.

5. Costs of Loss or Damage

Every team member is personally responsible for covering costs due to the loss or damage of items provided by the Host Society in his/her assigned room in the Athletes' Village (including room key) and for other costs for loss or damage of items under the control of the team member at the Canada Games*. Mission Staff accompanied by team Managers will perform a pre and post inspection of the accommodations.

**Any cost incurred by Team Nova Scotia will be billed to the respective participant's Provincial Sport Organization*

6. Curfew

Participants must adhere to the Host Society's curfew of 12 midnight; however, all lights in sleeping areas will be turned out at 11 PM and quiet time must be observed. After 11 PM, those members not ready to go to bed for the evening must leave the sleeping area for a common room or television room. This will allow those who wish to sleep and/or those who must sleep due to an early competition to do so. At 12 midnight, all athletes, coaches and managers must be in bed and quiet.

7. Fair Play, Drugs, Doping and Penalties

Team Nova Scotia strongly supports fair play in sport and, in every way, is against cheating of any kind, including the use of

substances and methods not permitted by National Sport Organizations and the Canadian Center for Ethics in Sport. All members of Team Nova Scotia must complete the anti-doping and drug-testing procedures information session provided prior to leaving for the Games.

Participants must not use illegal drugs/narcotics or performance-enhancing drugs or methods. Participants may be tested for drugs at any time prior to and during the Games. Participants must co-operate with "Doping Control Testing" and provide urine samples if requested. Canadian Anti Doping Program rules and sanctions will be applied to any doping control infraction. In addition, Team Nova Scotia's Discipline Committee will review the infraction and apply sanctions.

Team Nova Scotia recognizes any suspension of athletes or others guilty of doping or doping-related infractions. Therefore, any person under suspension by his/her national or provincial sport organization will not be able to participate in the Games.

8. Alcohol and Tobacco

- A minor is defined by the laws of Nova Scotia as a person who is under the age of 19 years.
- Minors shall not drink alcohol at any time during the Games, during travel to or from the Games or at any official Team Nova Scotia function.
- Athletes may not possess and/or use alcohol in the Athletes Village.
- Coaches/Managers can only consume alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired.
- Mission Staff can only consume alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired.
- No member of Team Nova Scotia (i.e. Athlete, coach, manager, team staff, or mission staff) shall be intoxicated at any time.
- No member of Team Nova Scotia shall wear any official Team Nova Scotia uniform components while consuming alcohol, on or off site (exception: coaches/managers lounge)
- The Canada Games is a smoke free event. Team Nova Scotia members shall abide by the rules laid down by the Host Society therefore, there shall be no on-site use of tobacco products including snuff and chewing tobacco.
- Those sports with policies relating to drinking, smoking and chewing tobacco which are more encompassing than Team Nova Scotia rules, will be supported fully.

9. General

All participants of Team Nova Scotia are expected to behave in a proper and sportsmanlike manner at all times and in all circumstances.

Code of Conduct - Infractions

Minor Infractions (Behavioural Disturbances)

The Head Coach or his/her designate is responsible for dealing with all Minor infractions including, but not limited to, those described below. Under extraordinary conditions, the Host Society may take immediate disciplinary action until Team Nova Scotia has a chance to take responsibility for the situation.

- disrespectful behaviour
- unsportsmanlike conduct
- being late for, or absent from, Team Nova Scotia activities or functions
- failing to follow the dress code
- a minor disturbance during quiet time (after 11 PM) in the Athletes' Village
- disrespectful comments or behaviour
- other similar minor infractions

Major Infractions (Disorderly and Disruptive Behaviour, Team Dishonour)

The Discipline Committee is responsible for responding to all Major infractions including, but not limited to:

- repeated Minor infractions
- curfew violations and/or major disruptions after 11 pm
- use of tobacco products, including snuff and chewing tobacco by Athletes, Coaches, Managers, Team Staff, or Mission Staff in the Athletes' Village, at official Team Nova Scotia activities or functions, or at competition sites
- unacceptable behaviour such as fighting outside of competition
- activities or behaviour which disrupt competition and/or practice
- pranks, jokes or other activities which endanger the safety of others
- use of alcohol by minors at any time

- possession and/or use of alcohol in Athlete's Village
- intoxication/drunkenness at anytime (regardless of age)
- bringing disgrace to Team Nova Scotia
- offensive, abusive, racist or sexist comments or actions
- use of illegal drugs/narcotics or performance-enhancing drugs or methods
- criminal activities
- possession of weapons

Disciplinary Sanctions - Ranges of Response

A range of sanctions will be applied, consistent with the inappropriate behaviour. Sanctions for Minor Infractions committed by an athlete will be assessed by the athlete's Head Coach. A Minor Infraction committed by a coach or manager will be sanctioned by a member of the Mission Staff. A Minor Infraction committed by a member of the Mission Staff will be sanctioned by the Chef de Mission or designate.

Sanctions for all Major Infractions will be determined after a review of the infraction by the Discipline Committee. The harshness of the sanction will depend on the severity of the infraction.

Possible sanctions include, but are not limited to:

Minor Infractions (Behavioural Disturbances)

- Verbal Reprimand
- Written Reprimand
- Game / Event Suspension
- Residence Confinement
- Written and/or oral apology provided by the offender to the offended individual(s)
- Others appropriate sanctions determined by the discipliner (Head Coach, Mission Staff or Chef de Mission or designate)

Major Infractions (Disorderly and Disruptive Behaviour, Team Dishonour)

- Written and/or oral apology provided by the offender to the offended individual(s)
- Residence confinement
- Ceremonies (Opening/Closing) exclusion
- Uniform confiscation
- Single or multi-game / event suspension
- Sent home at own expense* (minors must be accompanied by a parent, guardian, or designate)
**The disciplined participant's Provincial Sport Organization will be billed for all travel costs incurred with this sanction.*
- Prohibit the member from representing Team Nova Scotia in future Canada Games
- Other appropriate sanctions determined by the Discipline Committee

Note: In addition to and apart from Team Nova Scotia's discipline procedures the Chef de Mission may contact local police or law enforcement regarding any criminal or illegal behaviour as he or she considers appropriate to do so.

Note: A Nova Scotia Provincial Sport Organization may enforce further discipline after the Games.

Code of Conduct - Disciplinary Procedures

Minor Infractions

- The Head Coach or team staff designate handles all Minor violations, in keeping with the Team Nova Scotia Code of Conduct policy. Before applying sanctions, the alleged offender will be given an opportunity to explain his/her side of the story. The Head Coach or team staff designate will keep written documentation of all Minor infractions and sanctions applied in case there are repeated incidents that would warrant a major infraction.

Major Infractions

- All Major infractions are to be brought to the attention of the Discipline Committee Chair as soon as possible by completing and submitting an Infraction Report to a member of the Team Nova Scotia Mission Staff.

- The Discipline Committee Chair, upon receipt of a Major Infraction Report, will review the report and may:
 - Dismiss the report if he or she considers it to be trivial or vexatious;
 - Deal with the infraction informally as a minor infraction; or
 - Refer the matter to the Discipline Committee to deal with as a major infraction.
- The Discipline Committee is comprised of:
 - The Chef de Mission or designate who will be the Chair of the Discipline Committee;
 - One Mission Staff chosen by the chair of the discipline committee from a list of Mission Staff determined prior to the Canada Games (not related to the alleged offender or his/her sport);
 - One coach or manager chosen randomly by the Chef de Mission or designate from a list of coaches and managers determined prior to the Canada Games (not related to the alleged offender or his/her sport).
- In cases where several individuals may be the subject of a disciplinary hearing, the Committee Chair may choose to deal with the individuals as a group or individually as he or she sees fit.
- The Discipline Committee will meet as soon as reasonably possible after the incident is referred to it.
- Where the matter is referred to the Discipline Committee, the alleged offender will be so advised, will be informed of the procedures of this Policy and will be provided with an opportunity to secure an Advocate.
- In carrying out these procedures, the Discipline Committee will ensure that procedural fairness is respected at all times. This means that the alleged offender is entitled to the following protections:
 - The right to receive notice of the alleged violation;
 - The right to receive notice of the time and place for the disciplinary hearing;
 - The opportunity to be assisted at the hearing by an Advocate;
 - Where the alleged offender is a minor, the right to have parents or guardians notified of the alleged infraction and be given an opportunity to participate in the disciplinary hearing, either in person or by telephone conference;
 - The right to address the Discipline Committee, call witnesses, present evidence and make argument;
 - The right to choose to provide a written submission in lieu of participating in an oral hearing;
 - The right to receive a timely written decision from the Discipline Committee, with reasons; and
 - The right to know how to appeal the outcome, if the decision is against the alleged offender.
- The Discipline Committee will determine by consensus:
 - If the infraction occurred
 - The severity of the infraction
 - An appropriate sanction
- If consensus is not reached by the Discipline Committee on whether or not the infraction occurred the allegation will not be sustained.
- If consensus is not reached by the Discipline Committee on the severity of the sanction applied, the least severe of the sanctions being considered shall be chosen.
- The Discipline Committee shall determine appropriate sanctions using the policies and guidelines outlined in this Code of Conduct. The Discipline Committee shall provide a copy of its decision to the alleged offender, his/her advocate and the Team Nova Scotia Chef de Mission. The Chef de Mission will forward a copy of the decision to the alleged offender's coach/manager, PSO, the Canada Games Management Committee representative and if the appellant is under the age of 19, his/her parent(s) and /or guardian(s).
- A Notice of Appeal form will be provided to the alleged offender with the Discipline Committee's decision.
- The decision of the Discipline Committee shall take effect immediately and sanctions will be carried out within two hours of the person being sanctioned receiving notification of this Decision or as soon thereafter as possible, unless a Canada Games Council Appeal Form is presented in writing to the Chef de Mission.

Code of Conduct - Appeals Procedure

- Any member of Team Nova Scotia who is affected by a decision of the Discipline Committee shall have the right to appeal that decision. Individuals wishing to appeal the discipline decision shall have two hours from the time he/she receives the written decision of the Discipline Committee to launch an appeal. If the decision is received after 10:00 p.m., the individual shall have until 10:00 a.m. the next morning to appeal. All appeals shall be in writing and the Canada Games Council Appeal Form shall be used. Detailed reasons for the appeal shall be submitted to the Chef de Mission.

- Upon receipt of a Canada Games Council Appeal Form the Chef de Mission will immediately forward the Appeal to the Canada Games Council.
- Per the Canada Games Council's Appeal policy, an independent adjudicator will review the notice of appeal and determine if there are sufficient grounds for appeal. If the independent adjudicator determines there are insufficient grounds for appeal, the decision of the Team Nova Scotia Discipline Committee shall be final and binding with no further appeal.
- An appeal may only be heard if the independent adjudicator determines that there are permissible grounds for the appeal as per the Canada Games Council's Appeal Policy (a copy of this document may be requested from the Chef de Mission). Permissible grounds include, Team Nova Scotia's Discipline Committee:
 - a) making a decision for which it did not have authority or jurisdiction as set out in this code of conduct;
 - b) failing to follow procedures as laid out in the "Code of Conduct"
 - c) making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;
 - d) failing to consider relevant information or taking into account irrelevant information in making the decision;
 - e) exercising its discretion for an improper purpose or in bad faith; and/or
 - f) making a decision that was unreasonable.
- The independent adjudicator will inform the person filing the appeal whether or not there are grounds for the appeal.
- If there are grounds for the appeal, an appeal hearing will be held following the steps outlined in the Canada Games Council Appeal Policy.
- The independent adjudicator may decide to void, vary or confirm the decision being appealed. The decision of the independent adjudicator will be effective immediately and may be applied retroactively where it is fair and reasonable to do so. The independent adjudicator shall provide a copy of its decision to the appellant, the appellants advocate and the Team Nova Scotia Chef de Mission. The Chef de Mission will forward a copy of the decision to the appellant's coach/manager, PSO, the Discipline Committee, the Canada Games Management Committee representative and if the appellant is under the age of 19, his/her parent(s) and /or guardian(s).
- While the proceedings of appeals conducted under this policy will be private, decisions rendered by Adjudicators will be released to the public, unless the Adjudicator orders otherwise.
- The decision of the independent adjudicator shall be final and binding.

Code of Conduct - Confidentiality

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the Chef de Mission; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties. All documentation is to reside with the Chef de Mission until the conclusion of the Games. Following the Games documentation of all disciplinary matters will reside with the Canada Games Management Committee.

