

Provincial Canada
Games Committee



2015 Team PEI

Code of Conduct

Introduction

This Code of Conduct is for members of Team PEI and is to be followed from the time of departure to the Canada Games until the return from the Games. Provincial Sport Organizations (PSO's) should have a code of conduct for their coaches, managers and athletes from the time of their involvement in the Canada Games program to the time of their departure to the Games. It is the PSO's and Team Officials responsibility for applying and enforcing there code of conduct.

Members of Team PEI are expected to promote pride and goodwill for the Province through their behaviour and attitude. Team PEI members are ambassadors for the province from the time they begin to train as a Canada Games team member until they return home from the games.

The province of PEI hopes that all Team PEI members have a great Games experience. To help make this possible, a Code of Conduct has been developed and explains how all members are expected to conduct themselves before (pre-games rally and travel to the Games), during (at the Games) and after (travelling home) the Canada Games. Anyone who does not meet this standard of behaviour risks losing the many privileges that come with being a member of Team PEI. All members of the team must make sure that they understand the Code of Conduct.

Team Officials are responsible for the supervision and conduct of their athletes from the time of selection to the training team until the end of the Canada Games.

Code of Conduct

A. Introduction

Provincial Sport Organizations and/or team officials may choose to develop their Code of Conduct for their Canada Games team(s) providing that it is not in conflict with the Team PEI Code of Conduct. For example, a coach may set a team curfew that is earlier than the one stated by Team PEI, but they cannot set a curfew which is later.

B. Standard of Conduct

1. *Respect for Others*

The Canada Games Council, host societies, PCGC, Inc., mission staff and team officials are committed to providing an environment in which all individuals are treated with respect. They do not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks have no place within the Team PEI delegation.

2. *Ceremonies and Official Team PEI Functions*

At the Games, all Team PEI members must attend all official Team PEI functions and wear the specific walkout dress items identified by the chef de mission. Week one team members must attend the opening ceremonies and week two members must attend the closing ceremonies.

3. Residence

All athletes, artists, coaches and managers must reside in the Athletes' Village in their assigned rooms. It is of utmost importance that team members respect the residence and refrain from causing any damage to rooms.

4. Curfew

Participants must keep to the host society's curfew and designated quiet time. All athletes, coaches and managers must be in their designated building and rooms by this time or their accreditation will be removed. This infraction will be dealt with by the PEI mission staff. (Prince George, Quiet time 11:00, curfew 12:00 am)

5. Fair Play in Sport

Team PEI supports the fair play values as described by the Centre for Ethics in Sport. Fair play recognizes winning as an important goal, but it is not the most important objective. Fair play values the enjoyment and the opportunities for personal growth and development that sport has to offer. Team PEI members are expected to promote and abide by the fair play principles of integrity, fairness and respect.

6. Drugs, Doping and Penalties

In keeping with the values of fair play in sport, Team PEI and the Canada Games Council are strongly against cheating including the use of substances and methods not allowed by each sport's national sport organization and the Canadian Centre for Drug Free Sport.

Team PEI and the Canada Games Council will help in every way possible to carry out an anti-doping campaign, including education.

Team PEI and the Canada Games Council recognize any suspension of athletes or others guilty of doping or doping-related infractions. Therefore, any person under suspension by their NSO will not be able to participate in the Canada Games.

Should any person test positive at the Games or be found guilty of a doping-related offence (as determined by the Canadian Centre for Drug Free Sport), that person will be immediately suspended from the Canada Games (as per the Canada Games Council policy).

Usually the suspension for a doping offense is four years, but in no case will someone found guilty be eligible to participate in the following games. If the NSO or PSO/TSO suspension is for a period longer than four years, the longer period will be recognized by the Sport and Recreation Division and the Canada Games Council.

Participants must not use illegal drugs/narcotics or performance-enhancing drugs or methods.

Participants must be ready to be tested for drugs at any time during the games. **Any positive test may result in the team member being automatically removed from Team PEI and returning home at his or her own expense.**

7. Alcohol and Tobacco

Note: For the purposes of this standard of conduct, a “minor” is as defined according to the laws of Prince Edward Island.

Minors shall not drink alcohol, nor use any tobacco products, including snuff and chewing tobacco, at any time during the games or during travel to or from the games. Minors found with any alcohol or tobacco products will have them taken away and may be subject to disciplinary action.

Adults can only drink alcohol in authorized areas and must ensure their ability to perform the duties and manage the responsibilities of their position, at all times, e.g., no adult shall be intoxicated at any time.

The Canada Games is a smoke-free event. Adults shall abide by the rules laid down by the host society.

8. Social Media

Social media includes all those internet services that allow users to build profiles, share information, videos, images, blog entries, etc. All Team PEI athletes, team officials and mission staff, must adhere to the following online social media guidelines and conduct:

Be Respectful

No spam, untruthful, defamatory, derogatory or discriminatory comments and expletives. No sharing or divulging photos, videos or comments which promote negative influences or criminal behavior. Remain polite and appropriate at all times.

Be responsible

Before posting, ask yourself the following questions:

- Would I say this to a coach or athlete? A reporter/journalist?
- Would I mind if this comment was published in a newspaper on an on-line blog?

Think twice

Don't post anything you wouldn't post on a billboard

Remember, Social media is not private. No matter how high privacy settings are, followers can still screen capture social media profiles and share it to the world.

Be authentic and transparent

Write in the first person and be clear that you are speaking for yourself and not on behalf of Team PEI.

Violation of social media guidelines by an accredited Team PEI participant may be subject to disciplinary action. The disciplinary action will be determined based on whether it is deemed a minor or major infraction and will follow the disciplinary actions outlined in this Code of Conduct.

9. *Types of Infractions*

Minor Infractions:

- use of tobacco products, including snuff and chewing tobacco, by minors;
- use of tobacco products by adults in the Athletes' Village, at official Team PEI activities or functions, or at competition sites;
- a minor disturbance or disruption after quiet time in the Athletes' Village;
- disrespectful behaviour;
- unsportsmanlike conduct, such as arguing;
- being late for or absent from Team PEI functions;
- not following the dress code for official functions.

Major Infractions:

- repeated minor infractions;
- unsportsmanlike conduct, such as fighting;
- curfew violations;
- use of alcohol by a minor at any time;
- major disruptions after 11 p.m.;
- intoxication at any time;
- activities or behaviours which disrupt competition;
- pranks, jokes or other activities which endanger the safety of others;
- offensive, abusive, racist or sexist comments;
- criminal activities;
- discriminatory practices;
- other actions looked upon as bringing an unfavourable impression of Team PEI.

C. Disciplinary Sanctions

The following are examples of disciplinary sanctions which may be applied. The head coach and discipline committee are not limited to choosing from the examples below and may combine two or more sanctions in their decision. In general, the severity of any disciplinary sanction(s) should compare to the severity of the infraction. If a person being disciplined is from a sport that has developed their own code of conduct and sanctions, the discipline committee may choose to support the disciplinary measure(s) previously agreed upon by the members of that sport.

- earlier curfew,
- a verbal or written reprimand,
- a verbal apology,
- a hand-delivered written apology,
- team service or other voluntary contribution to Team PEI,
- removal of certain Team PEI or host society privileges,
- confined to residence or Athletes' Village,
- suspension from Team PEI activities (e.g., opening/closing ceremonies),
- suspension from one or more competitions,
- suspension from competition for the remainder of the games,
- a letter to the PSO recommending additional suspensions upon return to PEI,
- take away team uniform or accreditation,
- send home, at the individual's expense,
- notify authorities (e.g., host society, police) of an infraction and guilty person(s).

D. Procedure for Discipline

1. *Four Levels of Discipline Procedure*

- First Level:** The head coach is responsible for dealing with all minor infractions. Under extraordinary conditions, the host society may take immediate disciplinary action until Team PEI has a chance to take responsibility for the situation.
- Second Level:** The discipline committee is responsible for responding to all major infractions.
- Third Level:** The appeals committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals.

Fourth Level: The PEI provincial sport organizations may enforce further discipline after the Games.

2. Roles and Responsibilities for Discipline

Coaching Staff

The head coach is responsible for dealing with all minor infractions and deciding on a response using the guidelines for sanctions outlined in this policy.

Disciplinary Committee

The disciplinary committee is responsible for considering all major infractions and imposing disciplinary sanctions. The disciplinary committee is chaired by the assistant chef de mission and includes the mission staff assigned to the sport and a mission staff selected by the chair. The assistant chef de mission may choose to replace any member of the committee, including himself or herself, with another Team PEI member to avoid any potential perception of bias against the person facing disciplinary action.

In cases where several individuals are the subject of a disciplinary hearing arising from a related incident, the assistant chef de mission may choose to deal with the individuals as a group, individually, or by some other combination as he or she sees fit.

If the individual being disciplined is a head coach or a member of the mission staff, the assistant chef de mission shall choose a peer to replace him or her on the disciplinary committee.

Appeal Committee

The person or persons who was/were disciplined can make an appeal to an appeals committee. The appeals committee is made up of the chef de mission, a member of the mission staff, and a third person selected by the chef de mission from among the peers of the person making the appeal, but not from the same team (i.e., if the person making the appeal is an athlete, this would be another athlete; if the person making the appeal is a coach, then another coach).

Athlete's Advocate

An athlete who is the subject of a disciplinary committee hearing has the right to get the help and advice of an athlete's advocate. The role of the athlete's advocate is to tell the athlete about his or her rights, to provide support and, if requested, to speak on behalf of the athlete. An athlete's advocate may be any member of the mission staff, a parent or other person who is asked by an athlete to be his or her advocate, and who is willing and able to serve as an advocate. An Athlete advocate may also be available through the Canada Games Council. If an athlete wants an advocate but is unable to find one, the chef de mission will choose one for him or her.

3. Discipline Procedures

Minor Infractions

All minor infractions shall be reported to the head coach. The head coach will then decide on the disciplinary sanctions using the guidelines outlined in this policy. Before deciding how the person will be sanctioned, the head coach will give the person being disciplined a chance to explain his or her side of the story.

Major Infractions

- a) All major infractions must be reported as soon as possible to the mission desk and the chef de mission or, if this is not possible, to any member of the mission staff. Team members may be suspended from further competition and/or all team activities until the disciplinary committee determines otherwise.
- b) The person who has committed the infraction will be informed of the procedures outlined in this policy and, if the person is an athlete, has the right to talk with an athlete's advocate. If he or she wishes, the person who is accused of the infraction will be given a chance to submit a written report.
- c) As soon as possible after the incident is reported, the disciplinary committee shall meet as outlined in the *"Infraction Hearing Process"*. The following principles must be observed:
 - The individual being disciplined is given reasonable notice of the hearing and has an opportunity to address the disciplinary committee.
 - The individual being disciplined may be accompanied by the athlete's advocate, or any other adviser, including legal counsel.
 - The hearing is held in private.
 - Witnesses may be invited to present evidence at the meeting.
- d) The disciplinary committee shall determine appropriate sanctions using the guidelines outlined in this policy. The committee's decision shall be given to the individual in writing, with reasons. The individual will also be informed of his or her right to an appeal, the procedure to be followed and the deadline for submitting an appeal. The decision of the disciplinary committee shall take effect immediately. A copy of the committee's decision shall also be provided to the chef de mission. Where the committee determines that a major infraction has occurred which warrants an athlete to be sent home from the Canada Games, the chef de mission must contact the athlete's parents/guardians informing them of the situation.

E. Appeals

1. The individual being disciplined shall have **two hours** from the time they receive the decision of the disciplinary committee to launch an appeal. However, if the decision is

received after 10 p.m., the individual shall have until 10 a.m. the next morning to appeal.

2. The reasons for the appeal must be in writing using the Notification of Appeal form and be delivered to the mission desk. A team member cannot appeal a decision simply because they do not agree with it. The eligible grounds for an appeal are:
 - The disciplinary committee was biased against the team member, or there is a reasonable perception of bias against a team member.
 - The established disciplinary process was not followed.
 - New information has become available since the disciplinary hearing which has a significant bearing on the decision.
 - The decision was based on irrelevant facts.
 - The penalty far exceeds the infractions.
 - The disciplinary committee imposes a sanction which is beyond its authority.
3. As soon as possible after receiving the written appeal, the appeals committee shall meet to decide whether or not the appeal should be heard. If the appeals committee decides that the grounds for the appeal are legitimate, a hearing shall be called as soon as possible. The hearing shall be run according to the steps outlined in the *"Appeal Hearing Process"*. The following principles shall be observed:
 - The individual being disciplined (appellant) is told about the hearing in advance and is given a chance to tell his or her side of the story to the appeals committee.
 - The appellant may be joined by an athlete's advocate or any other advisor.
 - The hearing is held in private.
 - The committee may request that witnesses to the incident be present at the hearing to provide evidence.
4. The appeals committee has the right to agree with the discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
5. The decision of the appeals committee shall be given to the appellant in writing, with reasons.
6. The decision of the appeals committee is final and not open to any further appeal.

F. 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.

G. Provincial Sport Organizations

The president of any provincial sport organization that has had a team member disciplined during the course of the Games shall receive a report on the infraction and sanction upon the team's return from the Games.

Team members should be aware that provincial sport organizations have the right to impose further disciplinary actions following the Games.