

# Provincial Canada Games Committee



## Team PEI

**Code of Conduct**

## **Introduction**

The Provincial Canada Games Committee is committed to a sport environment free from abuse, harassment or violence. There is a zero tolerance policy in place for any type of abuse (verbal, sexual or psychological) and all individuals are required to report any instances of abuse to your mission liaison or the chef de mission.

This Code of Conduct is for members of Team PEI and is to be followed from the time of departure until the return from the Canada 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 their 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 Government 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 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 and comply with the Code of Conduct as a whole.

**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**

PSO and/or team officials may choose to develop their own 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, Provincial Canada Games committee Inc. (PCGC, Inc.), mission staff and team officials are committed to providing an environment in which all individuals are treated with respect, free from discrimination, abuse, harassment or violence. Disrespectful, offensive, abusive, racist or sexist remarks or actions will not be tolerated within the Team PEI delegation.

#### **2. *Ceremonies and Official Team PEI Functions***

During 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 accommodations and refrain from causing any damage to rooms or furnishings.

### **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. Any infraction will be dealt with by the PEI mission staff. (Quiet time 11:00 PM, curfew 12:00 AM)

### **5. *Respect in Sport***

Team PEI supports the principles and values as described by the Canadian Centre for Ethics in Sport (CCES) and True 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 CCES.

The Canada Games Council in partnership with each of the Provincial/Territorial delegations will be delivering an on-line anti-doping education course that all members of Team PEI must complete prior to attending the Games. The mission staff will monitor the participation of our delegation and ensure all athletes have completed the course. Team PEI's goal is to ensure all members have an understanding of the doping control process and what their rights are as an athlete should they be selected for testing.

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 during the period the Canada Games are being held will not be able to participate.

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 are forbidden from using performance-enhancing drugs or methods.

Participants can 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, Tobacco and Cannabis**

Minors shall not drink alcohol, nor use any tobacco products (including snuff and chewing tobacco), nor cannabis at any time from the moment they depart to and return from the Games. Minors found with any alcohol, tobacco, or cannabis products will have them taken away and will be subject to disciplinary action.

Those who are the age of majority must abide by the following policies and must ensure they have the ability to perform their duties and manage the responsibilities of their position at all times.

#### Alcohol

- No adult shall be intoxicated at any time
- Members of Team PEI must follow the liquor rules from the province/territory where the games are being held.
- Members of Team PEI should not be wearing Team PEI clothing if they are consuming alcohol in non-Games facilities.

#### Tobacco

- The Canada Games are a tobacco-free event and therefore there should be no use of any tobacco products in the village or at any of the venues.

#### Cannabis

- Although Cannabis is now a legal substance in Canada, it is a banned sport substance. As a result, any use of Cannabis is prohibited while at the Games. Should any member require the use of Cannabis for medicinal reasons, clearance through the Chef de Mission is required prior to departing for the Games.

### **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 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 the degree of 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 or cannabis 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 or cannabis 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 self or others;
- offensive, abusive, racist or sexist comments;
- criminal activities;
- discriminatory practices;
- any other actions looked upon as bringing an unfavourable impression of Team PEI, as determined by mission staff.

## **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 be in keeping with 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,
- issuing a verbal or written reprimand,
- requesting a verbal apology,
- requesting a hand-delivered written apology,
- removal of certain Team PEI or host society privileges,
- confined to residence or Athletes' Village,
- suspension from Team PEI activities (for example, 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 and/or accreditation,
- send home, at the individual's expense,
- notify authorities (e.g., host society, police) of an infraction and identify the 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 circumstances, the host society may take immediate disciplinary action until Team PEI has an opportunity 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 Code of Conduct.

### **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 (for clarity, 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 the 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 Code of Conduct. Before deciding how the person will be sanctioned, the head coach will give the person being disciplined an opportunity 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 Code of Conduct 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 an opportunity to submit a written report.
- c) As soon as possible after the incident is reported, the disciplinary committee shall meet to begin the process to have a hearing. 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 Code of Conduct. 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 infraction.
  - The disciplinary committee imposed 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 an opportunity 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 adviser.
  - 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 PSO 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 PSO have the right to impose further disciplinary actions following the Games.