

Provincial Canada Games Committee



Policies and Procedure Manual

Table of Contents

Introduction	3
Canada Games	3
Province of PEI	3
Partners in the Games	4
Roles and Responsibilities (PEI Partners)	5
Dept of Health and Wellness	5
Provincial Canada Games Committee Inc.	5
Provincial Sport and Organizations	6
Chef de Mission	6
Mission Staff	6
Head Coach, Asst. Coach(es) and Manager(s)	7
Athletes	7
Selection Process	7
Eligibility for Team PEI	8
Team Selection Guidelines and Recommendations	8
Injured Athletes	9
Resignation from a Team	9
Dismissal from a Team	9
Athlete Substitution	9
Appeals	9
Grounds for an Appeal	10
Level 1 Appeal	10
Level 2 Appeal and procedures	11
Team PEI Clothing and Pins	11
Team PEI Code of Conduct	13
Team PEI Team Official Agreement form	22
Team PEI Athlete Agreement form	23
Team PEI Timelines	24

1.0 Introduction

The PEI Provincial Canada Games Committee is tasked with overseeing PEI's participation in the Canada Games. This is done through policy development, the management of the Team PEI Canada Games budget and working collaboratively with all the various partners involved in the Games. This policy and procedures manual is designed to provide provincial sport organizations, coaches, managers and mission staff members with an overview of the games, lays out the responsibilities for participation and provide general information on various partners and their roles.

2.0 Canada Games

Inspiring Dreams and Building Champions is the Canada Games slogan and they work to be a catalyst for the growth of sport and recreation across Canada. The Games take place every two years alternating between summer and winter and rotate among all the provinces and territories. The first games were held in Quebec City in 1967 and the games were hosted twice in PEI (1991 winter and 2009 summer).

The Canada Games:

- Develops the next generation of National, International and Olympic Champions for future success on the international stage
- Are one of the largest multi-sport national events in the world and shines a bright light on amateur sport across Canada
- Provide athletes with the opportunity to pursue excellence in sport while representing their province or territory.

The Canada Games Foundations are to:

- Be Athlete Centered
- Provide Equal Access
- Develop Sport and Athletes Across Canada
- Grow the Profile of the Canada Games
- Grow Private Sector Funding of the Canada Games
- Grow Public Interest in Sport
- Develop Transfer of Knowledge Programs
- Target the Next Generation of High Performance Athletes

3.0 Province of PEI

The Province of PEI has been an active participant in the Canada Games since their inception and has supported thousands of Island athletes, coaches and managers to participate in Games spanning all ten Provinces and the Yukon Territory. The government of PEI, through the Minister responsible for sport, appoints membership to the Provincial Canada Games Committee by filling the following positions:

- A. Chair – Director of Sport for the Province of PEI
- B. Past Chef de Mission
- C. Current Chef de Mission
- D. Former Canada Games Team Official
- E. Former Canada Games Athlete

- F. Representative of a Provincial Sport Organization
- G. Representative of Sport PEI
- H. Member at Large
- I. Provincial Amateur Sport Coordinator

4.0 Partners in the Games

The success of the Canada Games is directly related to a large number of partnerships that exists for the staging and the execution of the Games.

Canada Games Council (CGC)

Is a not for profit organization based in Ottawa and oversees the Canada Games movement. Their board and staff develop the policies that govern the games, work with the local host societies in the staging of the games and support knowledge transfer from one set of games to the next. They are also responsible for coordinating the process for sport selection to the Games program, market the Canada Games brand and control the rights and properties of the Games.

Government of Canada (GOC)

The GOC is one of the key funding partners in the Games providing resources to the host society and the CGC for the delivery and execution of the Games. Through Sport Canada, they also work closely with the Provincial/Territorial ministers of sport to ensure the games are meeting the objectives they were set out to do.

Provincial/Territorial (P/T) Governments

Provide P/T leadership to their games program and work closely with their provincial and territorial sport organizations in preparing their delegation for the Games. Each P/T operation is slightly different in how they manage the Games file. In PEI, the Sport, Recreation and Physical Activity division is closely linked with the Provincial Canada Games Committee and is responsible for appointing the chef and assistant chef de missions. They also provide funding for the performance stream within the Amateur Sport Funding Program.

Host Society

Have the primary responsibility of staging the games in their particular community or region of the host province. Generally this is done through a bid process, where the successful bid wins the right to stage the games.

National Sport Organizations (NSO)

These include groups such as Basketball Canada and Biathlon Canada who work with the Canada Games Council to develop the technical packages for their respective sports. These packages operate as the overall guide for that sport's participation in the games including team size, support staff allowed, competition type, athlete criteria, etc.

Provincial/Territorial Sport Organizations (PSO)

The PSO's are the P/T affiliates of the NSO's and are responsible for developing their high performance plan which leads into the participation in the Canada Games. The PSO's are responsible for assigning their team staff and the development of policies around team selection, pre-games preparation and the overall management of their high performance program.

Chef de Mission

The Chef de Mission is the overall lead for each provincial/territorial delegation. The Chef de mission is the main liaison between their team and the host society and the Canada Games Council. The chef is supported by one or two assistant chefs de mission and a mission staff.

Mission Staff

The mission staff is a team of volunteers who carry out a variety of roles to support the logistic and communications required of the delegation. This allows the team staff (coaches and managers) to focus on the preparation of their teams for competition of the games.

Coaches and Managers

These team officials are responsible selecting the athletes to represent their sport and then training those athletes to compete in the Games. They are also the main contact for the chef de mission and each sport team. They are appointed by their provincial sport organization.

Athletes

The athletes selected to represent their province at the Canada Games must meet the eligibility criteria as set out in their sport's Canada Games technical package and must maintain their good standing with their provincial sport organization and provincial delegation.

5.0 Roles and Responsibilities (PEI Partners)

Dept of Health and Wellness – Sport, Recreation and Physical Activity Division

- Chair the Provincial Canada Games Committee Inc.
- Recommend members to the Provincial Canada Games Committee Inc. for ministerial approval
- Provide funding for the performance plans of the sports on the Canada Games Calendar
- Appoint the chef and assistant chef de mission

Provincial Canada Games Committee Inc.

- Set the policy for Team PEI's involvement in the Games
- Oversees Team PEI's participation in the games
- Approves all budgetary expenses related to non-team preparation costs
- Makes recommendations concerning the Canada Games program to the Minister responsible for Sport

Provincial Sport Organizations

- Oversee their sport's involvement in the Canada Games program
- Develop a process to select the coaching staff and team manager(s) as per the technical package
- Ensure the coaching staff and athletes complete all the necessary paperwork and meet the eligibility requirements to participate in the games
- Ensure that the coaching staff have developed and shared the selection process prior to the start of tryouts. The selection process should identify:
 - The communication process to inform eligible athletes of the tryouts
 - The various steps and grading metric that will be followed in the selection of the team

- Procedures on how the athletes will be advised as to who has made the team
- An appeal procedure that allows athletes/parents to raise any concerns related to the selection procedure not being followed
- Oversee the team's budget
- Responsible for any major disciplinary issues and informing the chef de mission of any potential controversies

Note: The team selection process must be shared with the Chef de Mission for review prior to it being circulated to the membership.

Chef de Mission

- Responsible for the overall delivery of the Canada Games program
- Participate in all conference calls and meetings with the host committee and the Canada Games council in the lead up, during and following the Games
- Primary liaison with the coaching staff and PSO's who are on the Canada Games calendar
- Lead the mission staff, assign members to committees and set out work responsibilities
- Be the primary spokesperson for Team PEI
- Attend Provincial Canada Games Committee meetings and keep the committee members up to date on any issues or concerns relating to Team PEI.

Mission Staff

- Responsible for their area of responsibility as assigned by the chef de mission and any committee work assigned
 - Team liaison mission must work hard to build a relationship with their respective teams and provide as much support as possible to the teams
 - Communications mission need to develop the appropriate relationships with team officials and media to tell the Team PEI story
 - Office staff mission need to gain a great understanding of all the games processes to support the teams.
- Attend their respective week of the games and carry out their duties to the best of their ability
- Attend the daily mission staff meeting and then share the pertinent information with the coaching staff and teams
- Read and understand the Team PEI Code of Conduct
- Bring any post-games recommendations to the chef de mission for their final report.

Head Coach with support from Assistant Coaches and Manager(s)

- Provide overall leadership for the team
- Meet the necessary NCCP competencies as required in the technical package to coach at the Games
- Read and understand the Team PEI policies and procedures as well as the code of conduct
- Sign the coach or manager contract and abide by all the rules set out by the Canada Games Council, Host Society and Team PEI
- Hold tryouts and select the team as per the selection process

- Follow through on the training and competition plan for the team
- Participate in any high performance training and test program as set out by the Provincial Canada Games Committee Inc in partnership with the Canadian Sports Center Atlantic.
- Provide good communication to the team and by extension the parents and family members
- Responsible for the overall behavior of their players during the games and keeping the chef de mission apprised of any situations that may arise
- Read, understand and sign the team official agreement form (see page 23)

Athletes

- Represent their province with distinction by giving their best on the field of play, following the true sport principles and being a wonderful ambassador of PEI during their involvement with the Games
- Participate in their team's training and competition program
- Read and understand the Team PEI code of conduct and abide by the directions written within
- Attend and fully participate in all Team PEI activities in the lead up and during the Canada Games
- Read, understand and sign the athlete agreement form (see page 24)

6.0 Selection Process

The chef de mission, mission staff, team staff, support staff and any other participants who will be attending the Games or be involved with the athletes in the lead up to the Games must abide by the safe sport policies as adopted by the Provincial Canada Games Committee Inc. including:

- Having a recent (within the past 18 months) police record check and vulnerable sector check on file with the Provincial Canada Games Committee
- Abide by the rule of two, whereby no adult regardless of gender will be alone in a space with an athlete. Any interaction should include at least two members of the team staff or be in a public space where others can see you.

Chef de Mission

The chef de mission will be appointed by the Sport, Recreation and Physical Activity division.

Assistant chef de Mission

The assistant chef(s) will be selected by the Sport, Recreation and Physical Activity division in partnership with the chef de mission.

Head Coach

The selection of the head coach is the responsibility of the provincial sport organization and should be done no later than 30 months prior to the opening ceremonies to allow enough time for the various processes to unfold (team selection, coaching certification, training etc.). Coaches at the Canada Games must meet the certification as outlined in their sports technical package and therefore the consideration of whether a coach has enough training in place to meet that standard should be a consideration of selection.

Assistant Coach and Team Manager(s)

These positions also fall to the Provincial sport organization to select these positions and generally this is done in communication with the head coach. These positions need to fall in line with how many

positions, gender requirement and coaching certification as communicated in the technical package. A PSO needs to clearly identify who of their coaching staff represent those positions outlined in the technical package if they appoint “extra” coaches or managers.

Athletes

Athlete selection should be tied directly to the athlete selection policy which needs to be clearly in place and circulated prior to the start of team selections. It is the head coach’s responsibility to make sure all athletes and/or parents clearly understand the selection process and commitment to training/competition prior to the start of tryouts. The selection process should be widely publicized within the sport organization and explained as part the orientation meeting.

Athletes who do not make the final team, should be provided with some feedback on why they did not make the team and some areas to concentrate on for continued growth and improvement.

Eligibility for Team PEI

The eligibility of any athlete that isn’t clearly articulated within the technical package shall be determined by the Sport Committee of the Canada Games Council. Should there be any questions at all, they should be brought to the Chef de Mission as early as possible to get full approval from the Canada Games Council.

Team Selection Guidelines & Recommendations

- A. The team selection policy must be voted on and approved by the Provincial Sport organization board of directors and then forwarded to the Chef de Mission for review. If any questions or edits are required, the document will be sent back to the sport for additional work. Once the policy is approved, the PSO will receive word from the PCGC Inc. and it may be published on the Team PEI website.
- B. The team selection policy should be circulated at least 30 days before the start of tryouts
- C. The selection criteria should include:
 - a. Objective and measurable performance standards
 - b. Attendance requirements and parameters for injury or for an athlete who does not meet the attendance requirements for whatever reason
 - c. Indicate which standards must be met for individual time/weight/accuracy based sports
 - d. Minimum performance standards that the athlete should achieve in order to attend the Games
 - e. Key dates, events and activities related to the selection process
 - f. A final team selection date at least three months prior to the start of the Canada Games unless there is a legitimate reason to wait longer for the final selection
 - g. Plain, easy to understand language
- D. Once the coaches have finalized their list, they should provide that list to their provincial sport organization for ratification and then communicate the final team to those on the training team.
- E. The coach should make themselves available for 48 hours to respond to any questions any training team athletes who were dropped have regarding selection.
- F. Any athletes named as alternates must be informed that they do not receive any Team PEI items (clothing, pins, etc.) or participate in any Team PEI events (rally, ceremonies, games) unless there is

a reason they are added to the team due to another athlete being injured, choosing not to play or being dismissed.

Injured Athletes

Only athletes who are able to compete are eligible to attend the games. If an athlete is injured prior to attending the games and is no longer able to compete, that athlete is not eligible to attend. The team can add a replacement if a suitable replacement is available who is able to attain the minimum standard. If an athlete is injured but there is a chance they might be able to compete, a doctor's note is required and must be provided to the chef de mission prior to departure.

Resignation from a Team

If a player chooses not to attend the Games for whatever reason, they are required to let their coach know as soon as possible. The coach then needs to let either their mission liaison or the chef de mission know right away. If a suitable replacement is available, the coach may select that person based on their selection criteria and are required to inform the chef de mission.

Dismissal from a Team

Should a coach be required to dismiss an athlete from a team, the following steps are suggested:

- A. A written letter from the coach sent to the President of the Provincial sport organization and the chef de mission.
- B. A meeting (phone or in person) with the athlete, parent(s) and PSO liaison to explain the situation and the resulting removal from the team.
- C. A pre-determined spokesperson to deal with any potential public follow up (media or sport membership)

It is highly suggested that each sport have their own code of conduct and it is shared in writing, reviewed and explained early in the team selection process to deal with any potential situations that arise during the selection process or in the lead up to the games. Once athletes begin their travel to the Games, they then fall under the Team PEI code of conduct and all discipline relates to that document.

Athlete Substitutions

A team is able to make a substitution right up to the moment the team departs to the Games. Substitutions should be athletes who meet the necessary performance standard to attend the Games and prior to any substitution being named, a conversation with the PSO and the chef de mission must take place to ensure eligibility and proper process is followed.

7.0 Appeals

The information below is related to the Provincial Canada Games Committee Inc.'s appeals process. Please note that it is the 2nd and final level of appeal. Provincial Sport Organizations should have their own appeal process and it is suggested that it aligns with the information presented below.

Grounds for an appeal

An athlete, coach, manager or support staff member who is not selected for a position, suspended from a position or dismissed from a team has the right to request an appeal should there be appropriate grounds for an appeal. Just because someone doesn't like the outcome of a decision does not make it

an appealable decision. One of the following four items needs to have happened in order for there to be grounds for an appeal.

- Lack of procedural fairness, the person making the decision didn't have the right to make the decision;
- Misinterpretation of bylaws, policies or rules, the procedures that were in place for team selection or discipline were not followed;
- Making a decision which failed to consider relevant information;
- Making a decision that was unreasonable in relation to the activity that caused the discipline or dismissal.

Level 1 Appeal

All appeals (unless the activity takes place during the Canada Games) must go through the Provincial Sport Organization appeal process. It is up to the appellant to understand the various timelines and steps required to file an appeal and these should be easily obtained through contact with the Executive Director or President of their Provincial Sport Organization. All Level 1 appeal process must be submitted to the Chef de Mission at the same time as your team selection policy is submitted.

Level 2 Appeal

If the appellant feels that their concern was not adequately heard or they believe there was some form of bias at the PSO level appeal, they can request a second level appeal from the Provincial Canada Games Committee Inc.

Level 2 Appeal Procedure

1. Within 72 hours of the appellant receiving the results of the Level 1 appeal, if the appellant feels there are grounds for a second appeal, they must send a written request to the chair of the Provincial Canada Games Committee stating the grounds for why they are requesting an appeal.
2. The chair will review the information, speak with the parties involved and if the appeal does move forward, the chair will inform the provincial sport organization and the chef de mission and will put an appeal committee in place. The appeal committee will decide if there are grounds for an appeal and then if required hear the appeal.
3. The appeal committee will be comprised of three people who one of which will serve as the chair. These members ideally will have a background in sport and a sound understanding of organizational policies, structures and selection procedures. The members shouldn't have any direct association with the sport or the people involved.
4. Within seven (7) days from receiving the documentation, the chair of the appeals committee will gather the members of the appeals committee and review the information provided to determine if there are grounds for an appeal. If they feel there is no grounds for an appeal, they will advise the appellant in writing as to the reasons and the appeal will be deemed closed. If there are grounds for an appeal, the committee will proceed and arrange a hearing.
5. The appeals committee hearing will be conducted under the leadership of the chair of the appeals committee and must have the following conditions met:
 - a. The hearing must be held within 14 days of the committee's decision to hear the appeal

- b. The appellant and respondent are provided a minimum of 5 days notice of the time, date and location of the hearing
 - c. The appellant and respondent agree that the decision of the committee will be binding and there will be no more levels of appeal
 - d. Quorum shall be all three members of the appeal committee
 - e. Decisions shall be by majority vote
 - f. Any written additional documentation the appellant or respondent wish to submit needs to be provided at least 48 hours prior to the hearing
 - g. Both the appellant and respondent may be accompanied by a representative or adviser
 - h. The appeals committee have the right to invite other participants to the hearing to provide additional evidence or information
 - i. The appeal can be done via phone or video conference in cases where distance between participants is challenging to get everyone together
6. Within 72 hours of the hearing, the chair of the appeals committee shall issue a written decision, including reasons, as to the why the level 1 decision was upheld or overturned. Copies of the decision will be sent to the appellant, respondent, PSO and chair of the PCGC Inc.
 7. If the timing around the appeal is such that a decision is required quickly (ie. Teams are heading to the Games shortly), the chair has the right to implement a revised timeline to conclude the appeal in a timely manner.
 8. The appellant has the right to request a document review as opposed to a full hearing. If the respondent agrees to this process, the committee shall ask both parties to submit their documentation. The committee does reserve the right to seek out additional information that isn't provided in the documentation presented.
 9. The decision of the appeal committee shall be final and binding and not open to any further appeal.

8.0 Team PEI Clothing and Pins

All final team members (athletes, coach, manager, support staff and mission staff) of Team PEI will receive an official uniform to be used for ceremonial functions in the lead up to and during the Games. Team members are the official positions as laid out in each sport's technical package. Team members will also receive a set of pins for trading purposes. The final amount and design of the pins will be shared with teams prior to the games and there will be opportunity for teams to purchase additional pins if they so wish.

During specific events in the lead up to and during the games the chef de mission will identify the dress code and all members of Team PEI are required to wear those items during that time. These occasions include, but are not limited to:

- Pre-games athletes rally
- Travel to the Games
- Opening and Closing ceremonies
- Medal Ceremonies
- Press conferences or media interviews

Trading uniforms is a popular activity at the games. All members of Team PEI are advised that week 1 athletes must wait until all their competition and any chance for a medal or media interview has passed before trading any of their clothing. Week 2 athletes must wait until the completion of the closing ceremonies before exchanging any team clothing.

Competition Uniforms

Each province and territory has specific team colors and PEI's is green with white and black trim. Unless otherwise stated in the technical package, those are the colors that should be used for selecting the uniforms athletes wear in the field of play. Each sport (Provincial sport organization) is responsible for designing and ordering their own competitive uniforms but they must conform to the requirements laid out in the technical package and meet the Canada Games council commercialization and sponsorship policy.

It is always a good practice to share any uniform designs with the chef de mission prior to sending the designs to production. Here are a few of the key points from the commercialization and sponsorship policy:

- There is to be no advertising or sponsorship placed on any part of the competitive uniform or any warm up clothing that is used in the field of play.
- The manufacturer's name or trademark logo must not be embellished in any way and must be the same size it would be if you purchased that item off of a rack. The policy has actual allowable dimensions for these trademarks.
- The Canada Games council encourages sports to place the Games logo on the competition uniform.

When designing Team PEI clothing, the markings that are allowed are the Team PEI logo or a text graphic that says "Prince Edward Island" or "PEI," the Canada Games logo and jersey numbering and last name if that is part of the dress for that particular sport.

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.

**Team PEI Canada Games
Team Staff Agreement Form
(Coach, manager, apprentice, technical support)**



The Provincial Canada Games Committee Inc. governs PEI's participation in the Canada Games and along with the Host Society and the Canada Games Council work very hard to ensure the event is a positive experience for all those involved. Coaches, managers and technical staff have a strong leadership role within our provincial team and are representing their Provincial Sport Organization.

To this end, team staff members (coach, manager, apprentice coach and technical staff) agree to:

- Coach, manage or provide technical support to the best of your ability while respecting the rules, the facilities, the officials and your opponents.
- Participate in all Team PEI activities and ceremonies abiding by the dress code set out for them.
- Review the Team PEI Code of Conduct (www.teampei.ca) and agree to the terms set out.
- Behave in a responsible manner and represent the province with class.
- Abide by the rules set out by the host society and stay in the accommodations provided as assigned.
- Serve as the chaperone(s) for the athletes on their team
- Advise your mission liaison or the chef de mission if there are any major issues as laid out in the PEI Code of Conduct.

Name	Sport	Role
Team Staff Signature		Date

Team PEI Canada Games Athlete Agreement Form



The Canada Games provide a tremendous opportunity for athletes to compete at a national level while at the same time celebrate all things Canadian with the top athletes from every province and territory. The PEI Provincial Canada Games Committee Inc. (PCGC Inc.) along with the host society has a number of rules in place to ensure a positive experience for all participants. Once athletes board the bus or plane to attend the Canada Games they become official members of Team PEI. By signing below, athletes agree to the following:

Eligibility

- As per described in your sports technical package.
- Has participated in the team's training program and will be attending the games to compete.

Responsibilities

- Compete to the best of your ability while respecting the rules, the officials and your opponents.
- Participate in all Team PEI activities and ceremonies abiding by the dress code set out for them.
- Reviewed the Team PEI Code of Conduct (posted on www.teampei.ca) and agree to the terms set out.
- Behave in a responsible manner and represent the province with class.
- Abide by the rules set out by the host society and stay in the accommodations provided.
- Be aware that should a major violation of the code of conduct occur, athletes may be sent home at their own individual cost.

Communication

- The Canada Games is a very public event with lots of media exposure and social media presence in which participants will be photographed and filmed for public use.
- The PCGC Inc. will be collecting an individual photo, personal information and sport information for registration, media guides, newsletters and promotional tools.
 - If you wish to restrict any use of your information for Team PEI items (newsletters or promotional items) please check the appropriate box below. Please note: the host society does require you to complete all information for registration.

Athlete's Name

Sport

Date

Signature of Athlete or Parent/Guardian (if athlete is under the age of 18)

I do not want my photo or personal information to appear in Team PEI promotional items such as the media guide, newsletters or website.

Key Timelines to Consider

Item	Time line	Summer Games	Winter Games
Announcement of Sports by Canada Games Council	At least five years before the games		
Sport, Recreation and Physical Activity Division to meet with PSO's on next Canada Games	At least 36 months before the games	By July of three years before the games (ie. July 2018 for 2021 Games)	By February of three years before the games (February 2020 for the 2023 Games)
Appointment of Chef de Mission	Between 30 and 36 months from games	Between July and December three years before games	Between February and July three years before games
Provincial Sport Organization appoints head coach	Should be at least 30 months before the Games	By January of two calendar years before the games (ie. January 2019 for 2021 Games)	By August of three calendar years before the games (ie. August 2020 for 2023 Games)
Team Selection Policy	Must be developed and passed by a motion of the PSO board of directors and submitted to the Chef de mission at least 60 days before the start of tryouts for approval.	Approved team selection policy by the PSO and Chef de Mission must be circulated to the membership at least 30 days before tryouts begin. (to be determined by sport)	Approved team selection policy by the PSO and Chef de Mission must be circulated to the membership at least 30 days before tryouts begin. (to be determined by sport)
PSO Appeal Policy	Submitted by the PSO at the same time as the Team Selection Policy		
Police Record Check	Submitted to chef de mission within eighteen months of Games	Eighteen to 1 month from Games (ie. January 2020 to June 2021 for 2021 Games)	Eighteen to 1 month from Games (ie. August 2021 to January 2023 for 2023 Games)
Selection of Mission Staff	At least 12 months before Games	One year before games	One year before games
Coach Certification	Team Sport Coaches must be fully certified by 180 days before games and individual sport coaches is 90 days before Games	Roughly six months before games (Chef will provide exact date) for team sports Roughly three months before games (Chef will provide exact date) for individual sports	Roughly six months before games (Chef will provide exact date) for team sports Roughly three months before games (Chef will provide exact date) for individual sports

Team Selection	30 days before Games	Must be done by at least one month before the Games begin	Must be done by at least one month before the Games begin
Athlete Substitution	Can be done right up until departure		