



**2012**  
**Arctic Winter Games**

**TEAM YUKON**  
**HANDBOOK**



**Whitehorse, Yukon**  
**March 4-10, 2012**

# TABLE OF CONTENTS

INTRODUCTION	2
ABOUT THE ARCTIC WINTER GAMES	3
ELIGIBILITY FOR TEAM YUKON	5
INSURANCE AND LIABILITY	6
ROLES AND RESPONSIBILITIES – ORGANIZATIONS	7
ROLES AND RESPONSIBILITIES – TEAM MEMBERS	9
TEAM YUKON ADMINISTRATION	14
Participation Fees	14
Travel Costs	14
Room & Meals	14
Competition Dress	14
Walk out Uniform	14
Dress Code	14
Curfew	15
Cell Phones	15
Media	15
TEAM YUKON CODE OF CONDUCT	18
<i>Appendix A: Team Yukon Infraction Report</i>	25
<i>Appendix B: Team Yukon Disciplinary Decision Report</i>	26
<i>Appendix C: Team Yukon Request for Appeal of a Disciplinary Decision</i>	27
<i>Appendix D: Team Yukon Appeals Committee Decision Report</i>	28
ATHLETE AND PARENT/GUARDIAN AGREEMENT	29
COACH/MANAGER/SUPPORT STAFF/MISSION STAFF AGREEMENT	30

## INTRODUCTION

Welcome to Team Yukon! Every member of Team Yukon is entitled to receive the benefits and privileges that come with being chosen to represent and support Team Yukon at the 2012 Arctic Winter Games. At the same time, each member is also expected to fulfil certain responsibilities and obligations. This handbook outlines the roles, responsibilities and obligations of all Team Yukon members, including athletes, coaches, managers, support staff and mission staff. All Team Yukon members are expected to become familiar with their responsibilities and obligations as laid out in this handbook.

This handbook also contains Team Yukon's Conduct and Discipline Code (refer to the coloured section). This code identifies the standard of behaviour, which is expected of all Team Yukon members. Participants who fail to meet this standard run the risk of losing the many privileges that come with being a member of Team Yukon, including the opportunity to compete and/or participate in the future. All members of Team Yukon are urged to read this Code carefully.

## ABOUT THE ARCTIC WINTER GAMES

### ***What are they?***

The Arctic Winter Games is the world's largest northern multi-sport and culture event. The Games combine athletic competition, cultural exchange and social interaction between northern contingents.

### ***When are they held?***

The Games are held every two years, hosted by the northern contingents on a rotational basis.

### ***When did the Arctic Winter Games begin?***

The first Arctic Winter Games were held in Yellowknife, NWT in 1970 with the three contingents coming from Yukon, NWT, and Alaska.

### ***How were the Arctic Winter Games started?***

The idea for a northern Games originated from Cal Miller and Stuart Hodgson in 1967, after supporting northern athletes at the first Canada Winter Games. Commissioner James Smith (Yukon), Commissioner Stuart Hodgson (Northwest Territories) and Governor Walter Hickel (Alaska) began the Arctic Winter Games in 1969. All three men were concerned about the lack of competition that our northern athletes and coaches had access to and the fact they were frequently exposed to lopsided scores when they participated in the Canada Games and other national events in the south

### ***Who participates in the Arctic Winter Games?***

These Games now include participation from Alaska, Yukon, Northwest Territories, Northern Alberta, Nunavut, Nunavik Quebec, Yamal Russia, and the Sapmi people from Scandinavia. The Games are a venue where developing athletes from across the north meet to enhance their athletic skills and to share their respective cultures.

### ***Who runs the Games?***

The Arctic Winter Games International Committee governs the Games. This council is responsible for establishing the competitive categories and technical requirements for the Games. The host municipality establishes a Host Society, consisting of community volunteers who are responsible for planning, fundraising, marketing, organizing, and staging the Games.

### ***What are the Guiding Principles and Values of the Games?***

- Bring together young athletes to participate in friendly competition and to share cultural values from countries and regions across the North.
- Promote the development and benefits of sport and circumpolar cultures.
- Develop young athletes
- Promote skill development, self-confidence and self-esteem in the athlete
- Promote of cultural understanding and harmony
- Provide motivation for young athletes to develop active and healthy lifestyles and to make choices that could lead to the pursuit of personal excellence and provide the opportunity for participants to develop socially and culturally.

## ABOUT THE ARCTIC WINTER GAMES

- Provide the inspiration and motivation for coach, official, and volunteer development
- Provide a major vehicle for community development and volunteer involvement

### ***What awards can be won at the Arctic Winter Games?***

In addition to gold, silver and bronze medals won by the athletes, there is a special presentation of the Hodgson Trophy to the contingent whose athletes best exemplify the ideals of fair play and team spirit. Individual "Fair Play" pins are also dispersed throughout the Games to those athletes whose efforts in fair play are noticed.

### ***When are the Games held?***

The 2012 Arctic Winter Games will be held March 4-10, 2012.

### ***Where will the Games be held?***

The 2012 Games will be hosted in Whitehorse, Yukon.

## 2012 Arctic Winter Sports

Alpine Ski	Figure Skating
Arctic Sport	Gymnastics
Badminton	Hockey
Basketball	Indoor Soccer
Biathlon Ski	Snowboarding
Biathlon Snowshoe	Snowshoeing
Cross Country Ski	Speed Skating
Culture	Table Tennis
Curling	Volleyball
Dene Games	Wrestling
Dog Mushing	

## ELIGIBILITY FOR TEAM YUKON

### a) ATHLETES/ARTISTS

**Citizenship:** Must be a Canadian citizen or landed immigrant.

**Residency:** Must reside in Yukon for at least six (6) consecutive months prior to the opening day of the Games. **For the 2012 Arctic Winter Games, the effective date is September 4, 2011.**

**Students:** Students attending an institution outside of the Yukon must also comply with all eligibility requirements prior to the start of the school year, and must maintain their principle residence in Yukon.

**Age:** Must be at least nine years of age as of the opening day of the Games (March 4, 2012).

**Competitor:** Must not have been a member of a national team in the sport in which she/he is competing, nor competed in, nor have been selected for an international competition as a representative of her/his country in the sport within one year of the opening date of the Games. (Sports without a National Sport Governing Body are exempt from this rule).

**Trials:** Must be active members in good standing with both Sport Yukon and their respective Yukon Sport Governing Body, if one exists. Athletes can participate in only one sport at the Games with the selection being determined by the Trials. **Athlete attendance at the trials is mandatory.** Exceptions to this rule will be permitted only upon review and approval by a sub-committee of the Sport Yukon Games Committee. Exemptions **may** be granted for the following reasons: injury, illness, Yukon school program commitments and special family circumstance. In order for the application for exemption to be considered, it must be submitted to Sport Yukon 48 hours prior to the start of the specific sport trial. Where there are special situations making attendance impossible, which could not have been anticipated, these will be considered individually by the sub-committee. Application forms are available at Sport Yukon.

Once selected to a final team roster in a sport, an athlete will not be allowed to participate in further trials as an official competitor. Vacant spots on any team cannot be filled after the Trials unless the vacancy jeopardises team competition within the sport, such as in relays or team sports.

## ELIGIBILITY FOR TEAM YUKON

If a participant is interested in trying out for two different sports, and those sports are having their specific sport trials at the same time, the participant must choose between the two sports. Consecutive trial dates and times are not grounds for trials exemption.

**Post trials:** Following selection to Team Yukon, an athlete must commit to and follow a training program acceptable to their coach and the Yukon sport governing body. They must also adhere to all rules and regulations for team members in the Team Yukon Handbook.

All athlete 18 years or older are required to undergo an RCMP criminal records check and submit the results to Sport Yukon. Results of checks completed one year prior to the start of the Games are considered valid. The date for the 2012 AWG is March 4, 2011.

**Pre-Games:** Must be active members in good standing with their respective Yukon Sport Governing Body and be willing to adhere to the terms and conditions of the athlete agreement. Athletes can participate in only one sport per phase of the Games. Athletes must dedicate themselves to a training program that is endorsed by the Yukon Sport Governing Body and approved by the Games Committee.

### b) COACHES

Must be certified Level I in the National Coaching Certification Program in the sport in which they will coach. Coaches of Arctic Sports, Dene Games, Dog Mushing and Snowshoeing are the only exceptions to the above and require only NCCP Level 1 Theory or Introduction to Competition Part A in the National Coaching Certification Program. All coaches must have completed the Yukon on-line Respect in Sport Program. They must also be:

- a member in good standing with the Yukon Sport Governing Body that they represent, and be eligible to participate;
- not be under any form of suspension by any territorial, provincial or national sport governing body, or Sport Yukon;
- be willing to adhere to the terms of the Coaches/Managers/Support Staff Agreement. Coaches must be prepared to accept the duties that accompany the position of a coach of Team Yukon athletes;
- be 18 years or older. Exceptional circumstances will be considered;
- undergo an RCMP criminal records check and submit the results to Sport Yukon. Results of checks completed one year prior to the start of the Games are considered valid. The date for the 2012 AWG is March 4, 2011.

### c) CHAPERONS

Must be in good standing with the Yukon sport governing body that they represent, not be under any form of suspension by their territorial, provincial or national sport

## **ELIGIBILITY FOR TEAM YUKON**

governing body, and be willing to adhere to the terms of the Coach/Chaperon/Mission Staff Participation Agreement. Chaperons must be prepared to accept the duties that accompany a chaperon of Team Yukon and are encouraged to acquire NCCP Level I Theory/Introduction to Competition Part A, prior to the Games. All chaperones are required to undergo an RCMP criminal records check and submit the results to Sport Yukon. Results of checks completed one year prior to the start of the Games are considered valid. The date for the 2012 AWG is March 4, 2011.

### **TEAM MEMBER SELECTION**

#### **a) PROCESS FOR SELECTION**

The objective of the selection process is to offer a fair opportunity for every eligible Yukon resident to compete for a position on Team Yukon.

The selection criteria will be clearly stated and the process of selection will be recommended by each of the sport governing bodies and approved by Sport Yukon. Each trial shall be designed and conducted with the goals of:

1. Encouraging maximum participation,
2. Encouraging hosting of trials by different communities, and
3. Providing a fair mechanism to evaluate the candidates.

#### **b) APPROPRIATE ATTITUDE AND BEHAVIOR**

Sport Yukon is strongly committed to providing a safe, harassment free environment where all team members are treated with respect so the experience is positive and enjoyable for all. Attitude and behavioural characteristics clearly impact on this and as a result will be criteria considered in team member selection.

Attitude and behavioural characteristics may be measured by the following criteria:

- willingness to take instruction and direction
- demonstrated leadership qualities
- ability to be responsive to coaching
- respect exhibited by the person towards other team members, coaches, chaperons, officials, spectators, opponents and others.

## **ELIGIBILITY FOR TEAM YUKON**

### **c) REPLACEMENT OF TEAM MEMBERS**

Alternates are to be named when final team rosters are submitted to Sport Yukon, so that if an athlete has to be replaced there will be people prepared to step in. In many cases, these alternates have already been training with their team. If there were no alternates named at the Trials and one is required, the replacement must be selected from the Trials participants. If there were not enough Trial participants to name an alternate, one can be recruited based on normal eligibility criteria.

The acceptable reasons for replacing an athlete or any other team member following their selection to the team are:

- voluntary resignation
- inability to participate due to injury or illness
- unwillingness or inability to train
- unacceptable attitude, behavior or conduct

In the case of voluntary resignation or inability of an athlete to participate due to illness, the coach and the athlete will advise the Chef de Mission, and an alternate will be notified and offered the opportunity.

In the case of unwillingness or inability of an athlete to train, the coach, Chef de Mission and President of the Sport Governing Body, will review the situation and make the decision. The assumption is that the coach has established a training program and advised the athlete of his/her expectations immediately following the Trials and the athlete had accepted this.

In the case of unacceptable attitude, behavior or conduct of an athlete, the coach, Chef de Mission and President of the Sport Governing Body will review the situation and make the decision.

### **d) PROCESS FOR APPEAL**

Appeals of decisions of initial team member selection shall be dealt with by the Sport Governing Body. The Sport Yukon Games Committee shall deal with appeals of decisions of replacement of team members.

## INSURANCE AND LIABILITY

### a) **GENERAL**

Participants enter the Arctic Winter Games program entirely at their own risk and it is understood that the Host Society, Sport Yukon, Yukon Sport Governing Bodies, the Arctic Winter Games International Committee, the Government of Yukon, and their respective directors, officers, employees, volunteers and agents will not be held responsible for injury, loss or damage sustained during pre-games training, travel to and from the Games, and at the Games. Nor will these organizations assume responsibility neither for loss of wages, nor for medical, dental or hospital care for participants as a result of participation in the Games.

Each participant, whether an athlete, coach, chaperone or mission staff will be required to abide by the Conduct and Discipline Code.

### b) **MEDICAL**

Members of Team Yukon are covered by the Yukon Health Care Insurance Plan to the extent of the Plan.

## **ROLES AND RESPONSIBILITIES - ORGANIZATIONS**

### **a) GOVERNMENT OF YUKON SPORT AND RECREATION BRANCH**

The Sport and Recreation Branch's role and responsibilities include:

- making every effort to promote a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- acting as the guardian and interpreter of the general philosophy, policies and rules for Team Yukon;
- in consultation with Sport Yukon's Games Committee, reviewing and establishing Team Yukon's Games policy, including the Code of Conduct;
- interacting with and disseminating information to Yukon Sport Governing Bodies;
- being a custodian of Team Yukon's Arctic Winter Games emblems and logos;
- entering into an agreement with Sport Yukon to assist with the administration and management of Team Yukon;
- delegating appropriate responsibilities to Sport Yukon; and
- providing a member to Sport Yukon's Games Committee.

### **b) SPORT YUKON GAMES COMMITTEE**

Sport Yukon Games Committee's role and responsibilities include:

- making every effort to promote a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- appointing the Chef de Mission and Assistant Chef de Mission;
- monitoring the day to day work of the Chef de Mission;
- in consultation with Government of Yukon's Sport and Recreation Branch, reviewing and establishing Team Yukon's Games policy, including the Code of Conduct;
- monitoring the implementation of the Team Yukon Code of Conduct;
- reviewing and approving the training programs of participating sport governing bodies;
- make recommendations concerning each sport's participation;
- approving mission staff;
- supporting and advising the Chef de Mission; and
- approving all logos, pins and uniforms for Team Yukon.

## **ROLES AND RESPONSIBILITIES - ORGANIZATIONS**

### **c) YUKON SPORT GOVERNING BODIES**

Yukon Sport Governing Bodies' roles and responsibilities include:

- making every effort to promote a safe, harassment-free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- selecting coaches, managers and support staff for their sport;
- endorsing nominations of individuals for mission staff;
- approving talent identification prior to the Games;
- developing and approving selection criteria and training programs;
- monitoring training programs;
- disseminating information to members of Team Yukon;
- attending meetings with YTG Sport and Recreation Branch where requested; and
- ensuring that all members of Team Yukon are familiar with and follow the Conduct and Discipline Code.

## **ROLES & RESPONSIBILITIES – TEAM MEMBERS**

### **a) CHEF DE MISSION**

The Chef de Mission receives direction from the Government of Yukon, Sport and Recreation Branch and collaborates with Sport Yukon's Games Committee on all issues relating to the games.

#### ***BEFORE THE GAMES***

The Chef de Mission is responsible for the preparation of Team Yukon, including:

- making every effort to promote a safe, harassment-free environment where team members are treated with respect so the Games experience is positive and memorable for all;
- providing input on technical packages;
- providing Host Societies with intentions to participate in what sports;
- providing input on sport selection and all requirements;
- initiation and recommendation of applications for mission staff;
- selecting athletes for all official functions, Opening and Closing Ceremonies;
- arranging transportation to and from the Games;
- holding of regular information meetings with coaches, managers, support staff and mission staff;
- appointing a chair for the Discipline Committee;
- management of all mission staff and core mission team; and
- attendance at Chef de Mission meetings prior to the games.

#### ***AT THE GAMES***

The Chef de Mission provides leadership and oversees all team administration and logistical support.

Specific duties include, and are not limited to:

- being responsible for addressing problems and concerns related to Team Yukon members and enforcing Team Yukon's Conduct and Discipline Code, as required;
- attendance of daily Chef de Mission meetings;
- being spokesperson for Team Yukon with media, the Host Society and any sport protests; and
- being Team Yukon's representative at all ceremonial functions during the Games.

#### ***AFTER THE GAMES***

The Chef de Mission will submit a final report to the Sport and Recreation Branch, YG, with input from Team Yukon members.

## **ROLES & RESPONSIBILITIES – TEAM MEMBERS**

### **b) ASSISTANT CHEF DE MISSION**

The Assistant Chef de Mission reports to and receives direction from the Chef de Mission.

#### ***BEFORE THE GAMES***

- making every effort to promote a safe, harassment free environment where all team members are treated with respect so the experience is positive and memorable for all;
- assisting with all aspects of team administration; and
- any other duties as assigned by the Chef de Mission.

#### ***AT THE GAMES***

The Assistant Chef de Mission will assist the Chef de Mission with leadership and all team administration and logistical support.

One key role is to assist with the implementation of Team Yukon's Conduct and Discipline Code, and in most cases be assigned as the Chair of the Discipline Committee. He/she will report any incidents of harassment to the Chef de Mission.

#### ***AFTER THE GAMES***

The Assistant Chef de Mission will assist with the preparation of the final report, as well as, with other tasks assigned by the Chef de Mission.

### **c) MISSION STAFF**

Mission staff will report directly to the Chef de Mission, and Assistant Chef de Mission and will assist with specific duties as outlined below in accordance with the needs of the team.

#### ***BEFORE THE GAMES***

Each mission staff member is assigned a specific sport(s) and responsibilities will include:

- making every effort to promote a safe, harassment-free environment where team members are treated with respect so the Games experience is positive and memorable for all;
- initiating contact with their assigned Yukon sport governing body, coaches, and chaperons as soon as they are confirmed, to outline the role of mission staff and identifying areas where these individuals can expect assistance, before and during the Games;

## **ROLES & RESPONSIBILITIES – TEAM MEMBERS**

- familiarizing themselves with their assigned sport and its technical package;
- act as the main communication link for the coaches, managers and support staff of their assigned sport(s);
- ensuring coaches, managers, support staff and athletes are familiar with the Team Yukon Handbook, including the Team Yukon Conduct and Discipline Code;
- attending all meetings called by the Chef de Mission and coaches; and
- completing other duties as assigned by the Chef de Mission or Assistant Chef de Mission.

### ***AT THE GAMES***

The mission staff will keep the Chef de Mission up to date and will assist in the following areas:

- reporting any incidents of harassment to the Chef de Mission and Assistant Chef de Mission
- assisting with athlete accreditation and accommodation arrangements;
- working regular shifts at the mission desk as assigned by the Chef de Mission;
- assistance in organizing of Team Yukon for Opening & Closing Ceremonies and all official functions;
- endeavouring to attend as many competitions as possible of assigned sport(s);
- providing information and assisting in the development of team newsletters;
- keeping coaches, managers and support staff up to date on all pertinent Games information;
- may be required to assist in transporting athletes, equipment and meals when the central transportation system cannot meet these needs;
- monitoring medical emergencies and providing updates/information to coaches, managers, support staff, mission staff and Chef de Mission;
- assisting coaches, managers, support staff and athletes with any problems that arise or when games services fail to meet their needs;
- assisting participants in meeting requests from the media at appropriate times and locations. Please note that all interviews must be approved by the Head Coach and Chef de Mission and should take place at the conclusion of a competitive event;
- assisting with the departures and ensure that all team members are aware of schedules and procedures also ensuring that accommodation and venue sites are left clean and organized. (If damage is observed, it must be documented and reported to the Chef de Mission who will in turn inform the Host Society);
- ensuring that they are familiar with the Code of Conduct and their responsibilities within;
- being prepared, in the event that they are approached to act as an athlete's advocate; and
- completing other duties that may be assigned by the Chef de Mission or Assistant Chef de Mission;

## **ROLES & RESPONSIBILITIES – TEAM MEMBERS**

### **Sport Protests:**

Mission staff must be familiar with their assigned sport's "field of play" protest procedure as well as understand the procedure for protests that are beyond the "field of play". All protests must be approved and signed by the Chef de Mission or designate prior to being submitted to the Arctic Winter Games Technical Director and Games Jury.

If required, mission staff must attend, with the Chef de Mission, any Games Jury meetings regarding protests or disciplinary action in designated sport(s).

### ***AFTER THE GAMES***

Mission staff will be required to submit a report to the Chef de Mission within one month from the end of the Games. A template for this report will be provided.

### **d) COACHES / CHAPERONS**

Coaches' and Chaperons' roles and responsibilities include:

- making every effort to promote a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- being responsible for their athletes throughout the Games and ensure that all of their athletes are aware of and understand the Team Yukon Conduct and Discipline Code;
- abiding by and enforcing Team Yukon's Dress Code;
- agreeing to and signing the Coaches/Managers/Chaperons/Mission Staff Agreement;
- the Head Coach is responsible for administering discipline for minor infractions;
- reporting all incidents of harassment to mission staff;
- Coaching, managing and supporting participants in a fair and sportsmanlike manner;
- being responsible for competitors preparation, performance and conduct prior to, during and after the Games;
- assisting in administration of the team including registration, uniform allocation, finances and transportation;
- assisting mission staff and the Host Society with accreditation and accommodation procedures; and
- residing in the dorms with their athletes throughout the Games.

## **ROLES & RESPONSIBILITIES – TEAM MEMBERS**

### **e) ATHLETES**

Athletes' roles and responsibilities include:

- making every effort to promote a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- familiarizing themselves with and abide by Team Yukon's Conduct and Discipline Code;
- signing a contract/agreement which states an understanding of, and agreement to the Conduct and Discipline Code;
- informing coaches, mission staff or managers of concerns or problems at the Games;
- abiding by Team Yukon's Dress Code;
- reporting any incidents of harassment to coaches, managers or mission staff;
- participating fully in training prior to the Games;
- competing to the best of their ability, in a fair and sportsmanlike manner;
- attending all Team Yukon functions and ceremonies prior to, during and after the Games; and
- residing in the athletes village throughout the Games.

## TEAM YUKON ADMINISTRATION

### a) **Participation Fees:**

Participation fees are to be submitted to Sport Yukon. These fees are established by the Games Committee prior to each Arctic Winter Games, and are presently:

- \$325 for athletes
- \$200 for coaches, chaperons, and mission staff.

### b) **Travel Costs:**

Travel is subsidized with funding from Lotteries Yukon and the Yukon Government.

### c) **Rooms & Meals:**

Athletes, coaches, and chaperons will reside in the athletes' village, where meals and accommodations are provided by the Host Society at no cost to the participants.

### d) **Competition Dress**

The acquisition and cost of sport specific competition uniforms are the responsibility of the athletes and/or their respective Yukon Sport Governing Body. Design and colour of competition uniforms must be approved by the Chef de Mission prior to acquisition.

### e) **Walk out Uniform**

The Sport and Recreation Branch and Sport Yukon take pride in providing the Yukon team with an extensive clothing package designed to identify the participants as members of Team Yukon.

In return for their selection as official members of Team Yukon, participants shall agree to comply with the Team Yukon Dress Code on the occasions as described within.

Participants are required to sign the Team Yukon Dress Code Agreement, before receiving their uniform.

### e) **Dress Code**

It is essential that team members dress respectfully and appropriately at all times during the Games. Items of clothing that promote the use of drugs or alcohol are prohibited. We want to respect the sponsors that have contributed to the success of these Games. As a result, wearing clothing from sponsors that are not officially a part of the 2012 Arctic Winter Games is not recommended and can be seen as "ambush marketing" in some cases, so please refrain from bringing those items.

**For these Games, this includes your red 2012 AWG Trial t-shirts. Please do not wear these as uniform during the Games.**

## TEAM YUKON ADMINISTRATION

- **PEP RALLY**

- outfit to be determined. Your mission staff member will notify you of what to wear.

- **OPENING CEREMONY**

- outfit to be determined. Your mission staff member will notify you of what to wear.

- **MEDAL CEREMONIES / PRESS CONFERENCES**

**Indoor Venue** – Hoodie and sweatpants

**Outdoor Venue** – Outdoor jacket and ski pants

Competition dress may also be worn at both indoor and outdoor venues.

Uniform exchanges with other contingents are permitted following final competitions and prior to, and at, the Closing Ceremony.

**f) Curfew**

Quiet time in all venues is 11:00 p.m. Curfew is 12:00 a.m. Coaches and managers have the right to impose earlier deadlines.

**g) Cell Phones**

All phones are to be turned off at 11:00 p.m. every evening in the athlete's residence.

**h) Media**

Throughout the course of the Games you may be asked to talk with the media. In some cases this will be arranged through the mission staff, coach or manager. If not please make them aware of the request as soon as you are asked.

The media are looking for the best possible story. They are not only concerned with the winners, they are looking for intriguing stories about interesting people, controversial situations, and special angles. If you present yourself and your team in a positive manner, it will bring good publicity to you, your team, and your sport.

Here are some tips to help you prepare:

- **BE PREPARED** – Spend some time thinking of which questions you may be asked before, during, and after the competition. Think about some stories or

## TEAM YUKON ADMINISTRATION

issues that may arise and how to deal with them if asked for an interview. If you are unsure why you are being interviewed, ask the interviewer before he or she starts.

- ANTICIPATE THE QUESTIONS – Questions asked in an interview should not be a big mystery. You can anticipate most of them and have your answers ready.
- LISTEN TO THE QUESTION – Many of the questions asked are not really questions. Any questions that start with “do you think” or “isn’t it true that” are not as tough as they sound. You can answer the questions briefly and then move on to your message, no matter what the question. If you get a question like, “What was good and bad about the Games”, answer the part you want to answer and ignore the other part unless you are asked again.
- GIVE YOUR POSITION – Do not allow interviewers to put words in your mouth. If you have a position on an issue, state it clearly. If they try to get you to change your position, keep coming back to your message. It is also a good idea to think of different ways to deliver your message.
- STAY IN CONTROL – There is nothing to fear in an interview. You are in control. No one can make you say anything that you don’t want to and you only have to offer as much as you want.
- BE POSITIVE – No one likes someone who is complaining about things, such as the way that you think things were organized. No matter how you feel, think of something positive to say in every situation.
- SIGHT and SOUND BITES – Someone who makes an embarrassing or inflammatory gesture or remark is liable to become a sight or sound bite. The cameras and microphones are always on, and you do not want to do or say something that could embarrass you or your team.
- DIFFICULT SITUATIONS – If you run into a difficult situation, saying nothing is the worst thing that you can do. It gives the journalist the opportunity to assume the worst and write whatever they want. Whether you get your message across on a written statement, press conference, or in an interview, know your message, deliver it, and then move on. If you don’t, the difficult situation could become worse.
- BE BRIEF – Answers should be short, to the point, and colorful. Long answers are boring, difficult to follow, and you may offer the media more information that you want to.

## TEAM YUKON ADMINISTRATION

- THINGS TO AVOID – Avoid dating your responses with words like tonight, tomorrow, and today. Try not to say “yes” or “no”. Don’t use slang or swear words or say “um”, “you know”, or “like”.
- INVENTORY OF STORIES – If you or your team wins a medal, then you can predict which questions you will be asked. There are many other issues and stories that will come up which you can relate to and have many great quotes ready.

## CONDUCT AND DISCIPLINE CODE

### *Application of the Code*

This Code applies to all members of Team Yukon, which includes but is not limited to all participating athletes, coaches, managers, support staff and mission staff. This Code applies to conduct of such members at Arctic Winter Games activities and events.

### *Team Yukon's Code of Conduct*

#### **All members of Team Yukon are expected to:**

- Act as ambassadors for their local sports clubs, their territorial sport governing bodies (“SGB’s”) and the Yukon Territory;
- Participate in the Arctic Games in the spirit of fair play, co-operation and respect for others at all times;
- Respect the rules of their sport, Team Yukon, the Arctic Winter Games, the Arctic Winter Games International Committee, and the Host Society;
- Perform to their best ability in every competition and accept with pride the result their effort brings;
- Respect their opponents and the directions and decisions of competition and other officials;
- Be gracious in victory and defeat;
- Respect the rights of the residents of the Host communities and members from other contingents;
- Regard participation in the Arctic Winter Games as a privilege and wear the colours of Team Yukon with pride; and
- Conduct themselves in a manner that supports and enhances a safe environment, free from harassment and discrimination, for all members and Games participants.

#### **All Members of Team Yukon will:**

- Abide by the established curfew (all athletes, coaches, managers and support staff who are anywhere in the residence are to be quiet after an established time; all athletes, coaches, managers and support staff are to be in residence in their assigned room, in bed, with the lights out and quiet by an established curfew);
- Reside in the Athletes’ Village for the full duration of the Games;
- Wear the appropriate team uniform pieces as indicated by our team dress code;
- Respect the Clean Air policy and ban on smoking at Games venues and facilities;
- Obey all federal laws, and territorial laws of the Host territory and municipal by-laws, on alcohol consumption and illegal substance (drug) and tobacco use;
- If under the age of 18, be accompanied by another Team Yukon member after 9:00 p.m. when not in residence or competition; and
- Be punctual for all Team Yukon functions and activities.

#### **All Members of Team Yukon will not:**

- Verbally or physically abuse other members of Team Yukon or participants in the Arctic Winter Games;

## CONDUCT AND DISCIPLINE CODE

- Show disrespect to officials, including the use of foul language and obscene or offensive gestures;
- Breach any of the rules of their sport, Team Yukon, the Arctic Winter Games or the Host Society;
- Abuse, damage or destroy facilities or equipment;
- Fail to comply with rulings by officials, coaches, managers, or any other person in a position of authority or responsibility;
- Bet or take part in illegal gambling;
- Participate in any physical or verbal actions directed at any other Team Yukon member or Games participant which will impact negatively on their ability to enjoy the experience of the Games; and
- Indulge in any other unreasonable conduct which brings Team Yukon into disrepute, including but not limited to, activities which disturb or disrupt the peace, infractions of municipal, territorial, provincial or federal laws, the abusive use of alcohol, the non-medical use of drugs, tobacco, or the use of alcohol by minors.

### *Types of Infractions*

*Breaches of this Code of Conduct are divided into two types: minor infractions and major infractions. Minor infractions by athletes are dealt with informally by the Head Coach. Minor infractions involving coaches, managers, support staff and mission staff, as well as Major infractions involving any member of Team Yukon, are dealt with more formally by the Team Yukon Discipline Committee.*

Minor infractions include, but are not limited to:

- Single instances of disrespectful behaviour;
- Single instances of unsportsmanlike behaviour such as arguing;
- Being late, or absent from, Team Yukon activities or functions;
- Failing to follow the Team Yukon Dress Code Agreement ;
- Use of tobacco products by minors (under 19 years of age);
- Use of tobacco products by adults within the Athletes' Village, at official Team Yukon activities or functions, or competition sites;
- A minor disturbance or disruption after quiet time in the Athletes' Village; and
- Other similar infractions of minor severity.

Major Infractions include, but are not limited to:

- Repeated minor infractions;
- Unsportsmanlike conduct such as fighting;
- Major disruptions after quiet time and curfew;
- Use of alcohol by a minor at any time;
- Use of alcohol by an adult within the Athletes' Village, or being under the influence of alcohol while performing official duties as a member of Team Yukon;
- Intoxication at any time;
- Pranks, jokes, or other activities which endanger the safety of others;
- Possession or use of illegal drugs;

## **CONDUCT AND DISCIPLINE CODE**

- An anti-doping rule violation under the Canadian Anti-Doping Program;
- Failure of coaches to enforce discipline for minor infractions; and
- Other similar infractions of major severity.

### ***Disciplinary Sanctions***

The following are examples of disciplinary sanctions that may be applied, singly or in combination, by a Head Coach or a Discipline Committee. Other sanctions may be applied depending on the circumstances. These sanctions are listed generally in order of severity:

- a) Impose an earlier curfew;
- b) Issue a verbal reprimand or warning to the member;
- c) Issue a written reprimand or warning to be filed in the mission office where relevant;
- d) Require the member to make a verbal apology to the Host Society, his or her team mates, his or her coaches, or such other parties as are appropriate;
- e) Require the member to hand deliver a written apology to such parties as are appropriate;
- f) Confinement to residence or the Athletes' Village for a specified period of time;
- g) Require the member to do voluntary team service for his or her team or SGB where his or her team or SGB are in agreement with this sanction;
- h) Removal of Team Yukon uniform;
- i) Suspend the member from the Arctic Winter Games non-competition events such as the Opening and Closing Ceremonies;
- j) Expel the member from the Arctic Winter Games after the completion of his or her competition;
- k) Suspend the member from his or her sports competition;
- l) Expel the member from the Arctic Winter Games before completion of his or her competition;
- m) Send the member home at his or her own cost following expulsion from the Arctic Winter Games either before or after the member's competition; and
- n) Prohibit the member from participating for Team Yukon at any future major games.

In applying sanctions, the Head Coach and Disciplinary Committee may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;
- Whether the infraction is the member's first offence or a repeat offence;
- The member's acknowledgement of responsibility;
- The member's extent of remorse;
- The age, maturity or experience of the member; and
- The member's prospects for rehabilitation.

## CONDUCT AND DISCIPLINE CODE

In addition to the provisions of this Policy, officials of Team Yukon may contact local police concerning the behaviour of any Team Yukon member, if appropriate to do so. Also, a member may be subject to further disciplinary procedures by their SGB or NSO, in addition to the disciplinary procedures set out in this Policy.

### Roles and Responsibilities

#### Head Coach

The Head Coach is responsible for discipline for all minor infractions by athletes. The Head Coach will keep a written record of all minor infractions using report form *Appendix A & B* in case there are repeated incidents that would warrant consideration as a major infraction.

#### Discipline Committee

The Disciplinary Committee is responsible for discipline for minor infractions by coaches, managers, support staff and mission staff and for all major infractions. The Discipline Committee is made up of three (3) individuals, one appointed by the Chef de Mission to serve as Chair, and two others appointed by the Chair. Members of the Discipline Committee will be free from bias or conflict of interest. Should any member of the Discipline Committee believe that he or she cannot act with impartiality, the Committee Chair will appoint another individual. In case of the Committee Chair the Chef de Mission will appoint a new Committee Chair.

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. Also, depending on the circumstances, the Committee Chair may delegate to another member of mission staff his or her authority and responsibilities under this Code.

#### Member Advocates

A member who is the subject of a Disciplinary Committee hearing and/or an Appeal Committee hearing, has the right to be assisted by an Advocate of their choice or as provided by Team Yukon. The role of the Advocate is to inform the member about his/her rights, to provide support and, if requested, to participate with the member at the scheduled disciplinary hearing. Hearings will not be postponed or rescheduled to accommodate the Advocate.

# CONDUCT AND DISCIPLINE CODE

## Discipline Procedures

### Minor Infractions

All minor infractions will be reported to the Head Coach. The Head Coach will decide on the appropriate disciplinary sanctions. Minor infractions, and corresponding sanctions, will be documented using the Infraction Report Form in Appendix A and the Disciplinary Decision Report Form in Appendix B, and a copy of these forms will be provided to mission staff and Chef de Mission.

If a person witnesses a minor infraction that is not otherwise reported to the Head Coach, the person should report the infraction to mission staff, who will deal with it informally or determine that it should be dealt with as a major infraction.

Decisions relating to Minor Infractions will be documented on the Disciplinary Decision Report Form in Appendix B.

### Major Infractions

Major infractions will be reported to any member of mission staff. The Mission staff member will immediately report the infraction to the Chef de Mission using the Infraction Report Form in Appendix A. The Chef de Mission will then contact the Discipline Committee Chair who will convene the Discipline Committee.

The Discipline Committee will:

- Dismiss the report if he or she considers it to be trivial or vexatious;
- Deal with the infraction informally as a minor infraction; or
- Deal with the infraction formally as a major infraction.

**When a matter is referred to the Discipline Committee, the member 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 member 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 member 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;

## **CONDUCT AND DISCIPLINE CODE**

- 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 member.

All decisions relating to Major Infractions will be documented on the Disciplinary Decision Report Form in Appendix B by the Chair. The written decision will be provided to the member and a copy will be provided to the Chef de Mission, Sport Yukon Games Committee, Yukon Sport Governing Body and the Parents or Guardians of the member. The chair of the Discipline Committee will implement the decision of the Discipline Committee.

### ***Appeal Procedures***

Appeals of decisions of the Team Yukon Discipline Committee will be dealt with by an Appeals Committee. The Appeals Committee is made up of the Chef de Mission, who shall chair the committee, a member of mission staff from a different sport, and a third person selected by the Chef de Mission from among the appellant's peers, but not from the same sport/team (i.e. if the appellant is an athlete, this would be another athlete, if the appellant is a coach, then another coach, etc.). The Chef de Mission may solicit team members to serve on the Appeals Committee as necessary. An appeal may be initiated by filing a Request for Appeal with the Chef de Mission or designate within two hours of receiving the written decision of the Discipline Committee. If the written decision is reached after 10 PM, the Request for Appeal must be submitted by 9 AM the following morning.

An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:

- a) making a decision for which it did not have authority or jurisdiction as set out in the Team Yukon Code of Conduct;
- b) failure to follow procedures as laid out in the Team Yukon Code of Conduct;
- c) making a decision which was influenced by bias;
- d) failing to consider relevant information or taking into account irrelevant information in making the decision;
- e) exercising its discretion for an improper purpose; and/or
- f) making a decision which was unreasonable.

Please note that the decision by the Appeals Committee could potentially result in further sanctioning.

All decisions made by the Appeals Committee are final.



**CONDUCT AND DISCIPLINE CODE**

**APPENDIX B (CONFIDENTIAL)**

**Arctic Winter Games - Team Yukon  
Disciplinary Decision Report**

Infraction # \_\_\_\_\_ Minor  Major

Name of individual(s) involved : \_\_\_\_\_

\_\_\_\_\_

Disciplinary decision of: Head Coach  Discipline Committee  and action taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Head Coach or  
Discipline Committee Chair

\_\_\_\_\_  
Date

Time/date of delivery of notification to individual(s) being disciplined \_\_\_\_\_

Time/date

Delivered by \_\_\_\_\_

**CONDUCT AND DISCIPLINE CODE**

**APPENDIX C (CONFIDENTIAL)**

**Arctic Winter Games - Team Yukon  
Request for Appeal of a Disciplinary Decision**

This form must be completed and hand delivered to the Chef de Mission or their designate within two hours of notification of a Disciplinary Decision.

Date: \_\_\_\_\_

Name of individual requesting the appeal: \_\_\_\_\_

Infraction #: \_\_\_\_\_

Reason for appeal:

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Signature of individual requesting the appeal:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Time submitted to the Chef de Mission or designate: \_\_\_\_\_

Initial of the Chef de Mission or designate: \_\_\_\_\_

(The exact time of receipt must be initialed by a member of Team Yukon's Mission Staff)

**9. TEAM YUKON CONDUCT AND DISCIPLINE POLICY**

**APPENDIX D (CONFIDENTIAL)**

**Arctic Winter Games - Team Yukon  
Appeals Committee Decision Report**

Infraction #: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Name of Appellant: \_\_\_\_\_

Decision of Appeals Committee:

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Reasons:

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\_\_\_\_\_  
Signature of Chef de Mission/Designate

\_\_\_\_\_  
Date

**ATHLETE AND PARENT/GUARDIAN AGREEMENT**

I, \_\_\_\_\_, as a participant for Team Yukon at the 2012 Arctic Winter Games, understand that there are expectations of me as to conduct and behaviour as outlined in this Handbook and the Team Yukon Conduct and Discipline Code. I agree to abide by the rules and regulations set down by Team Yukon, the Host Society and the Arctic Winter Games International Committee. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

Date: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**DRESS CODE AGREEMENT**

I, \_\_\_\_\_, having read the 2012 Arctic Winter Games Team Handbook, acknowledge and understand that as a member of Team Yukon at the 2012 Arctic Winter Games, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team Yukon and, if no sanctions are levied upon the participant at the conclusion of the Games, the clothing becomes the property of the participant.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DAY / MONTH / YEAR**

**COACH / CHAPERON / MISSION STAFF AGREEMENT**

I, \_\_\_\_\_, as a participant for Team Yukon at the 2012 Arctic Winter Games, understand that there are expectations of me as to conduct and behaviour as outlined in this Handbook and the Team Yukon Conduct and Discipline Code. I agree to abide by the rules and regulations set down by Team Yukon, the Host Society and the Arctic Winter Games Council. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

Date: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Witness: \_\_\_\_\_

**DRESS CODE AGREEMENT**

I, \_\_\_\_\_, having read the 2012 Arctic Winter Games Team Handbook, acknowledge and understand that as a member of Team Yukon, at the 2012 Arctic Winter Games, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team Yukon and, if no sanctions are levied upon the participant at the conclusion of the Games, the clothing becomes the property of the participant.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DAY / MONTH / YEAR**