

**2008**  
**ARCTIC WINTER GAMES**



**TEAM YUKON**  
**HANDBOOK**

---

**TABLE OF CONTENTS**

INTRODUCTION	1
<b>ELIGIBILITY FOR TEAM YUKON</b>	
A. <i>Athletes</i>	2
B. <i>Coaches</i>	3
C. <i>Chaperons</i>	3
<b>TEAM MEMBER SELECTION</b>	
A. <i>Process for Selection</i>	4
B. <i>Appropriate Attitude and Behaviour</i>	4
C. <i>Replacement of Team Members</i>	4
D. <i>Process for Appeal</i>	5
<b>INSURANCE AND LIABILITY</b>	
A. <i>General</i>	6
B. <i>Medical</i>	6
<b>ROLES AND RESPONSIBILITIES</b>	
A. <i>Government of Yukon, Sport &amp; Recreation Branch</i>	7
B. <i>Sport Yukon Games Committee</i>	7
C. <i>Yukon Sport Governing Bodies</i>	7
D. <i>Team Members</i>	8
1. <i>Chef de Mission</i>	8
2. <i>Assistant Chef de Mission</i>	9
3. <i>Mission Staff</i>	10
4. <i>Coaches</i>	13
5. <i>Chaperons</i>	14
6. <i>Athletes</i>	14
<b>PARTICIPATION COSTS</b>	15
<b>DRESS CODE</b>	16
<b>CONDUCT AND DISCIPLINE CODE</b>	
A. <i>Introduction</i>	17
B. <b><i>Standard of Conduct</i></b>	17
1. <i>Respect for Others</i>	17
2. <i>Ceremonies and Official Team Yukon Functions</i>	17
3. <i>Residence</i>	17
4. <i>Curfew</i>	17
5. <i>Prohibitive Substances and Fair Play</i>	18
6. <i>Illicit Drugs</i>	18
7. <i>Alcohol and Tobacco</i>	18
8. <i>Types and Examples of Infractions</i>	17
C. <b><i>Disciplinary Sanctions Applicable at the Games</i></b>	19
1. <i>For Minor Infractions</i>	19
2. <i>For Major Infractions</i>	20

---

<b>D. Procedures for Discipline</b>	<b>20</b>
1. Levels of Discipline	20
a) At the games	20
b) After the games	20
2. Roles and Responsibilities for Discipline	21
a) At the games	21
Coaching Staff	21
Discipline Committee	21
Appeals Committee	21
Athlete's Advocate	21
b) After the games	22
Sport Yukon	22
Yukon Sport Governing Body	22
3. Procedures for Discipline at the Games	22
a) For minor infractions (first level)	22
b) For major infractions (second level)	22
c) Individual's rights (second level)	22
d) Conduct a hearing (second level)	22
e) Determine sanctions and notify (second level)	23
4. Procedures for Discipline after the Games	23
a) Sport Yukon	23
b) Yukon Sport Governing Body	23
<b>E. Appeals</b>	<b>23</b>
1. Grounds for Appeal	23
2. Procedures for Appeal of Discipline Decisions made at the games	24
a) Appeal by Individual	24
b) Appeal by Chef de Mission	24
c) Content of appeal and form to be used	24
d) Appeal Hearing	24
e) Options available to appeals committee	24
f) Notification of Decision	24
g) Decision is final and binding	24
3. Procedures for Appeal of Discipline Decisions made after Games	25
a) Appeal of a Sport Yukon Discipline Decision	25
b) Appeal of a Sport Governing Body Discipline Decision	25
<b>F. Confidentiality at the Games</b>	<b>25</b>
APPENDIX (FORMS)	
A. Incident Report	26
B. Decision of Head Coach/Discipline Committee Form	27
C. Notification of Appeal Form	28
D. Decision of Appeals Committee Form	29

## INTRODUCTION

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 2008 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, chaperons 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 blue section, pages 17-25). 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 expected to read and understand this Code.

<b>ELIGIBILITY FOR TEAM YUKON</b>
-----------------------------------

**A. ATHLETES**

**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 2008 AWG, the effective date is September 9, 2007.**

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

**Age:** Must be at least nine years of age as of the opening day of the Games.

**Competitor:** Must not have been a member of a national team in the sport in which s/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 National Sport Governing Bodies are exempt from this rule)

**Trials:** Must be active members in good standing with 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.

**Post-Trials:** Following selection to Team Yukon, an athlete must commit to and follow a training program acceptable to their coach and their Yukon Sport Governing Body.

All athletes 18 years or older are required to undergo an RCMP criminal records check and submit the results to Sport Yukon. Results of checks completed within one year from the start of the Games are considered valid. The date for the 2008 AWG is March 9, 2007.

## B. COACHES

**Certification:** Must be certified Level I under the National Coaching Certification Program or a Competency Based Education Program in the sport in which they will coach. They must also be a member in good standing with the Yukon Sport Governing Body that they represent, be eligible to participate, not be under any form of suspension by their Territorial or National Sport Governing Body and be willing to adhere to the terms of the Coach/Chaperon/Mission Participation Agreement. Coaches must be prepared to accept the duties that accompany a coach of Team Yukon.

**Multi-discipline** Coaches of multi-discipline sports such as Biathlon must be certified NCCP

**Sports:** Level I in at least one of the disciplines.

**Exceptions:** Coaches of Arctic Sports, Dog Mushing and Snowshoeing are the only exceptions to the above and require only NCCP Level I Theory.

**Criminal Records Check:** All coaches are required to undergo an RCMP criminal records check and submit the results to Sport Yukon. Results of checks completed one year from the start of the Games are considered valid. The date for the 2008 AWG is March 9, 2007.

## 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 or National Sport Governing Body, and be willing to adhere to the terms of the Coach/Chaperon/Mission 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 prior to the Games.

**Criminal Records Check:** All chaperones are required to undergo an RCMP criminal records check and submit the results to Sport Yukon. Results of checks completed one year from the start of the Games are considered valid. The date for the 2008 AWG is March 9, 2007.

## TEAM MEMBER SELECTION

### A. PROCESS FOR SELECTION

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

The selection criteria will be clearly stated and the process of selection will be recommended by the Sport Governing Body 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 conducive to maximal enjoyment for all. Attitude and behavioral characteristics clearly impact on this and as a result will be criteria considered in team member selection.

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

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

### 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 he or she must be selected from the Trials participants. If there were not enough Trial participants to name an alternate one can be recruited based upon 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 then the first 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.

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

In the case of unacceptable attitude, behavior or conduct of a member of mission staff, the Sport Yukon Games Committee 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 Trials, pre-games training, travel to and from the Games, or at the Games. These organizations assume no responsibility for loss of wages or for medical, dental or hospital care for participants as a result of participation in the Games.

Each participant, whether an athlete, coach, chaperon or mission staff, is 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 for all services outside of the Yukon Territory.

In Yellowknife, Northwest Territories, there will no charge for medical services administered at the polyclinic by the 2008 Arctic Winter Games Host Society. For those expenses that must be administered at the hospital or special services like ambulance or medivacs, Team Yukon will be purchasing Extended Medical Coverage for all team members for the period they are at the 2008 Arctic Winter Games.

<b>ROLES AND RESPONSIBILITIES</b>
-----------------------------------

**A. GOVERNMENT OF YUKON - SPORT AND RECREATION BRANCH**

- make 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
- in consultation with Sport Yukon's Games Committee, review and establish Team Yukon's Games policy, including the Conduct and Discipline Code
- provide an ex-officio member to Sport Yukon's Games Committee
- interact with and disseminate information to Yukon Sport Governing Bodies
- enter into a formal agreement with Sport Yukon concerning responsibility for leadership and administration of Team Yukon
- assist and monitor activities relating to the agreement with Sport Yukon

**B. SPORT YUKON GAMES COMMITTEE**

- make 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
- in consultation with Government of Yukon Sport and Recreation Branch, review and establish Team Yukon's Games policy, including the Conduct and Discipline Code
- monitor the application of the Team Yukon Conduct and Discipline Code
- in consultation with the Government of Yukon Sport and Recreation Branch, make recommendations concerning each sport's participation
- recommend mission staff to the Minister Responsible for Sport and Recreation
- support and advise the Chef de Mission
- approve all logos, pins and uniforms for Team Yukon

**C. YUKON SPORT GOVERNING BODIES**

- make 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
- select coaches and, where necessary, chaperons for their sport
- nominate individuals for mission staff
- identify a Trial Co-ordinator who will be responsible for the organization and administration of the trial and who will work with Sport Yukon in its promotion
- advise Sport Yukon of the date and location of the Trial, the selection criteria for athletes and coaches and the name of the Trial Co-ordinator
- administer the Trial for their sport and select the athletes according to the approved selection criteria
- monitor the training of their athletes in preparation for the Games
- attend AWG meetings where required and disseminate information to coaches and chaperons
- support and assist Sport Yukon in administering any sanctions levied on team members as a result of violations of the Team Yukon Conduct and Discipline Code

## D. TEAM MEMBERS

### 1) Chef de Mission

The Chef de Mission reports to Sport Yukon's Games Committee and receives direction from the Government of Yukon Sport and Recreation Branch.

#### *BEFORE THE GAMES*

In the two-year period leading up to the Games the Chef de Mission, in conjunction with the Games Committee, is responsible for the preparation of Team Yukon, including the following:

- 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 concerning sport selection in conjunction with Sport Yukon's Games Committee
- providing input concerning team size, requirements and technical packages
- preparation of a budget for presentation to the Games Committee for approval
- initiation of applications for mission staff and presentation to Games Committee
- holding of regular information meetings with coaches, chaperons and mission staff
- organizing team dress (pins and unit dress)
- communicating with Yukon Sport Governing Bodies and community associations concerning plans for Trials and participation in the Games
- compiling a list of athletes, coaches, chaperons and mission staff who are willing to act on an Appeals Committee, if required
- compiling a list of athletes, coaches, chaperons and mission staff who are willing to act as athletes' advocates, if required
- attendance at Chef de Mission meetings

Once Team Yukon is selected, the Chef de Mission co-ordinates all aspects of team administration:

- ensuring that all participants are familiar with and follow the Team Conduct and Discipline Code
- ensuring that all participants enjoy a harassment free environment
- selecting athletes for official functions, Opening and Closing Ceremonies
- organizing team registration
- arranging transportation to and from the Games

#### *AT THE GAMES*

The Chef de Mission has two major responsibilities - providing leadership to the team and overseeing team administration and logistical support.

Specific duties 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
- management of all mission staff
- being responsible for addressing problems and concerns related to Team Yukon members and enforcing Team Yukon's Conduct and Discipline Code, as required
- setting up and organizing the unit's Mission desk and schedule
- attendance of daily Chef de Mission meetings
- being spokesperson for Team Yukon with the media, host society and during protests
- being Team Yukon's representative at all ceremonial functions during the Games
- allocating team vehicles
- assisting the Host Society and the Arctic Winter Games International Committee where necessary to ensure a successful Games

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

Within sixty (60) days after the Games, the Chef de Mission will submit a final report to the Sport Yukon Games Committee, the Manager of the Sport and Recreation Branch and the Arctic Winter Games International Committee with input from Team Yukon members.

## **2) Assistant Chef de Mission**

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

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

In the period leading up to the Games the Assistant Chef de Mission will assist with the preparation of the team in the following areas:

- all aspects of team administration, including:
  - newsletters
  - team Pep Rally
  - team uniforms
  - flight departure
  - any other duties as assigned by the Chef de Mission.

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

At the Games the Assistant Chef de Mission will assist the Chef de Mission in overseeing team administration, logistical support and leadership to the team.

One of the key roles as the Assistant Chef de Mission is to assist in implementing Team Yukon's Conduct and Discipline Policy. In this role he/she shall endeavour to see that all team members make every effort to promote a safe, harassment free environment where all

team members are treated with respect so the experience is conducive to maximal enjoyment for all. He/she will report any incidents of harassment to the Chef de Mission.

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

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 as time permits.

### **3) Mission Staff**

The members of the mission staff will report directly to the 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 and coaches as soon as they are confirmed
- outlining the role of mission staff to the sport contacts, coaches, chaperons, and identifying areas where these individuals can expect assistance, before and during the Games
- familiarizing themselves with their assigned sport, its technical package, Trial selection criteria and process, number of athletes active in the sport, etc.
- overseeing the Trial for their assigned sport(s)
- being the main communication link for the coaches and chaperons of their assigned sport(s)
- ensuring coaches, chaperons and athletes are familiar with the Team Yukon Handbook, including the Team Yukon Conduct and Discipline Code
- assisting with Team Yukon Pep Rally
- attending all meetings called by the Chef de Mission and coaches
- assisting with flight departure, so that this operation is handled in an orderly manner
- completing other duties as assigned by the Chef de Mission

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

During the Games, mission staff will assist the team in a variety of areas, including

##### **a) Team Support:**

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

- 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
- promoting awareness of and adherence to the Team Yukon Conduct and Discipline Code and assisting in discipline procedures as required
- 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 unit mission desk as assigned by the Chef de Mission
- assistance in organizing of Team Yukon for Opening & Closing Ceremonies
- endeavouring to attend as many competitions as possible of assigned sport(s)
- providing information and assisting in the development of team newsletters
- completing other duties that may be assigned by the Chef de Mission

**b) Information Update:**

Keep coaches and chaperons up to date on Games information including schedule changes, weather forecasts, transportation information, policies and procedures, participants' social events, medal presentations, results, and any other pertinent information from the Chef de Mission. Where appropriate, this information will be relayed to the coaches and chaperons in written form.

**c) Transportation:**

May be required to assist in transporting athletes, equipment and bag lunches when the central transportation system cannot meet these needs.

**d) Technical Requirements:**

Be familiar with the technical package of their assigned sport(s).

**e) Sport Protests:**

Must be familiar with their assigned sport's "field of play" protest procedure. Mission staff must also 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 Games Jury.

**f) Medical:**

Monitor medical emergencies and provide updates/information to coaches, chaperons, mission staff and Chef de Mission

**g) Meals & Accommodation:**

Assist coaches, chaperons and athletes with any problems that arise or when these services fail to meet the needs of Team Yukon. Mission staff are not responsible for security in the Athletes' Village but are responsible for ensuring the coaches and chaperons are aware of proper conduct and curfew regulations.

**h) Discipline:**

Ensure that participants are aware of and adhere to the Team Yukon Conduct and Discipline Code. Report any incidents to the Head Coach and, if appropriate, to the Chef de Mission for action and follow-up. The Head Coach, who may solicit advice from their coaching staff or assigned mission staff, will determine initial disciplinary action concerning athletes. If a mission staff has not been part of the initial discipline hearing, they may be asked to be part of the Appeals Committee.

**i) Athletes Advocate:**

Be prepared, if approached to act as an athlete's advocate.

**j) Ceremonial:**

Attend Team Yukon medal presentations, especially in assigned sport(s).

**k) Media Requests:**

Assist participants in meeting requests from the media at appropriate times and locations. All interviews must be approved by the Head Coach and should take place at the conclusion of a competitive event.

**l) Results:**

Ensure results of sport competitions are relayed to the Yukon Mission Desk, as soon as possible.

**m) Games Jury Meetings:**

Attend, with the Chef de Mission, if required, any Games Jury meetings regarding protests or disciplinary action in designated sport(s).

**n) Departure:**

Mission staff will assist with the departures and ensure that all team members are aware of schedules and procedures. All transportation schedules are to be provided to sports in writing, as soon as they are confirmed. Mission staff will assist with the departure of Team Yukon ensuring that accommodation and venue sites are left clean and organized. All accommodations should be checked for damage. If damage is observed, it must be documented and reported to the Chef de Mission who will in turn inform the Host Society.

The Chef de Mission throughout the week may assign other duties.

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

Mission staff will be required to submit a report to the Chef de Mission. A format will be provided for this report and it must be submitted no later than three weeks following the Games.

#### **4) Coaches**

Each coach will have the following responsibilities:

- 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
- being responsible for the athletes throughout the full duration of the Games
- ensuring that all of their athletes are aware of and understand the Team Yukon Conduct and Discipline Code
- residing the assigned accommodation with their athletes throughout the games
- agreeing to and signing the Coach/Chaperon/Mission Staff Agreement
- abiding by and enforcing Team Yukon's Dress Code
- coaching in a fair and respectful manner
- administering discipline for minor infractions
- reporting all incidents of harassment to mission staff
- being responsible for competitors preparation, performance and conduct prior to, during and after the Games
- assisting with administrative tasks for the team, including registration, uniform allocation, finances and transportation
- assisting mission staff and the Host Society with accreditation and accommodation procedures
- being familiar with the roles and responsibilities of mission staff
- attending all required Team Yukon official functions and ceremonies
- providing input and feedback to the Chef de Mission regarding the Games

#### **5) Chaperons**

Each chaperon will have the following responsibilities:

- 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
- being responsible for the athletes throughout the full duration of the Games and ensure that all of the athletes are aware of and understand the Team Yukon Conduct and Discipline Code
- residing in the assigned accommodation with their athletes throughout the Games

- agreeing to and sign the Coach/Chaperon/Mission Staff Agreement
- abiding by and assist in enforcing Team Yukon's Dress Code
- assisting in reporting all incidents of harassment to mission staff
- assisting with the administrative tasks for the team, including registration, uniform allocation, finances and transportation
- assisting the coach, mission staff and the Host Society with accreditation and accommodation procedures
- being familiar with the roles and responsibilities of mission staff
- attending all required Team Yukon official functions and ceremonies
- other duties as assigned by the coach
- providing input and feedback to the Chef de Mission regarding the Games, if required

## 6) Athletes

Each athlete will have the following responsibilities:

- 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
- familiarizing themselves with and abide by Team Yukon's Conduct and Discipline Code
- signing a contract/agreement which states an understanding of, and agreement with the Conduct and Discipline Code
- informing coaches, chaperones and mission staff of concerns and problems at Games
- abiding by Team Yukon's Dress Code
- reporting any incidents of harassment to coaches, chaperones and/or mission staff
- participating fully in training prior to the Games
- competing to the best of their ability, in a fair and respectful manner
- attending all required Team Yukon functions and ceremonies prior to, during and after the Games
- assisting in fund-raising efforts of their sport
- residing in the assigned accommodation throughout the Games

<b>PARTICIPATION COSTS</b>
----------------------------

**Participation Fees:**

The Sport Yukon Games Committee prior to each Arctic Winter Games sets participation fees.

The participation fees for the 2008 Arctic Winter Games are as follows:

- \$350 for Athletes / Cultural Participants
- \$250 for Coaches / Managers and Mission Staff

**The participation fee is due to Sport Yukon by Monday, February 4, 2008.** All fees are to be collected by the coaches and submitted to Sport Yukon.

**Rooms and Meals:**

All athletes, coaches and chaperons must reside in the Athletes' Village, where meals and accommodations are provided by the Host Society at no cost to the participants. Mission Staff will also receive complementary meals at Athletes' Village.

**Competition Dress:**

Competitors must wear the official team colors as outlined in the Dress Code. The acquisition and cost of competition uniforms are the responsibility of the athletes and/or their respective Yukon Sport Governing Body. The Chef de Mission must approve design and colour of competitive uniforms prior to acquisition.

<b>DRESS CODE</b>
-------------------

Sport Yukon Games Committee takes pride in providing the 2008 Arctic Winter Games Team members with a high quality and attractive walkout uniform 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 Dress Code on the specific occasions as described below. All Dress Codes are subject to change and will be reviewed prior to Team Yukon's departure to the Games.

Participants are required to sign the Team Yukon Clothing Agreement, contained within the registration package.

**PEP RALLY**

Hoodie and sweatpants

**TRAVEL UNIFORM**

Team jacket and comfortable clothing

**OPENING CEREMONIES**

Team jacket, Pants, ¼ zip t-shirt and toque

**MEDAL CEREMONIES/PRESS CONFERENCES**

Team jacket and nylon pants for outside venues  
¼ zip t-shirt and sweatpants (or) hoodie and sweatpants for inside venues

**Uniform exchanges with other contingents are allowed following final competitions and prior to Closing Ceremonies**

<b>CONDUCT AND DISCIPLINE CODE</b>
------------------------------------

**A. Introduction**

Members of Team Yukon are expected to conduct themselves at all times in a respectful and responsible manner. This includes ensuring they are informed and understand the expectations of conduct as outlined in this handbook as well as any particular expectations of conduct endorsed by their sport. This standard of conduct is expected of participants from the time of the Trials until they return home from the Games.

It is expected that all participants (athletes, coaches, chaperons and mission staff) will fulfil their roles and responsibilities as outlined in this handbook. Individuals who fail to do so will be subject to discipline.

**B. Standard of Conduct**1. Respect for Others

Team Yukon is committed to providing a harassment free sport environment in which all individuals are treated with respect. All participants must make every effort to promote a safe, harassment free environment where all team members are treated with respect so the experience is conducive to maximal enjoyment for all. Furthermore, Team Yukon supports equal opportunities and prohibits discriminatory practices. Participants will refrain from comments or behaviors which are disrespectful, offensive or abusive (including racist or sexist).

2. Ceremonies and Official Team Yukon Functions

All Team Yukon participants must attend Games Opening and Closing Ceremonies, Sport Opening and Closing Ceremonies, as well as all official Team Yukon functions in full uniform in accordance with the Dress Code.

3. Residence

Unless prior approval is received from the Chef de Mission, all athletes, coaches and chaperons must reside in the Athletes' Village.

4. Curfew

Participants must adhere to the Host Society's curfew of 12:00 midnight. However, all lights in sleeping areas will be turned out at 11:00 p.m. and quiet time must be observed. Coaches may set earlier curfew times based on game/event schedules.

## 5. Prohibitive Substances and Fair Play

Team Yukon and the Arctic Winter Games International Committee strongly embrace the concept of Fair Play in Sport and unequivocally oppose cheating, which includes the use of substances or methods banned by National Sport Organizations and the Canadian Centre for Ethics in Sport.

Team Yukon and the Arctic Winter Games International Committee will assist in whatever manner possible in implementing Fair Play initiatives and an Anti-Doping Campaign (including education).

Team Yukon and the Arctic Winter Games International Committee recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, adopted by Sport Canada, and the National Sport Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping related infractions. Therefore, any person under suspension by their national or territorial/provincial sport organization shall be ineligible to participate in the Arctic Winter Games until the NSO or T/PSO has lifted the suspension.

## 6. Illicit Drugs

Team members are not permitted to possess or use any illegal drugs.

## 7. Alcohol and Tobacco

Minors shall not consume alcohol nor use any tobacco products, including snuff, at any time during the Games. Minors found possessing any alcohol or tobacco products will have these items confiscated and may be subjected to further discipline.

A minor is defined by the laws of the jurisdiction where the Games are taking place.

Adults shall not consume alcohol in the Athletes' Village, nor shall they be under the influence of alcohol at any time they are performing their official duties as a member of Team Yukon.

Adults shall refrain from smoking in the Athletes' Village, at all official Team Yukon activities or functions, at competition sites and on Host Society provided transportation.

## 8. Types and Examples of Infractions

Examples of minor infractions (misconduct) which will not be tolerated include:

- use of tobacco products, including snuff, by minors
- use of tobacco products by adults in the Athletes' Village, at official Team Yukon activities or functions, at competition sites, or on Host Society provided transportation
- disturbance or disruption after quiet time in the Athletes' Village
- disrespectful, offensive or abusive (which includes racist or sexist) comments or behaviour
- disrespectful of fair play values and conduct, such as arguing

- being late for or absent from Team Yukon activities or functions
- failing to follow the dress code for official functions
- other similar infractions of minor severity

**Note:**

**The preceding list provides examples of minor infractions only. It does not include all possible minor infractions and is only intended to provide guidance to differentiate minor infractions from major infractions.**

Examples of major infractions (gross misconduct) which will not be tolerated include:

- disrespectful of fair play values and conduct, such as fighting
- curfew violations
- repeated disturbances or disruptions after quiet time in the Athletes' Village
- repeated or gross display of disrespectful, offensive or abusive (which includes racist or sexist) comments or behaviour
- repeated lateness for, or absence from, Team Yukon activities or functions
- bringing disgrace to Team Yukon
- possession or use of illicit drugs
- 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
- betting or gambling
- activities or behaviour which disrupts competition
- pranks, jokes or other activities which endanger the safety of others
- criminal activities
- other similar infractions of major severity

**Note:**

**The preceding list provides examples of major infractions only. It does not include all possible major infractions and is only intended to provide guidance to differentiate major infractions from minor infractions.**

### **C. Disciplinary Sanctions Applicable at the Games**

#### **1. For Minor Infractions (misconduct)**

The following sanctions may be applied, singly or in combination, for minor infractions:

- earlier curfew
- verbal or written reprimand
- formal verbal apology (witnessed)
- formal written apology (hand-delivered)
- suspension from certain Team Yukon activities, which may include suspension from the next scheduled competition at the Games

- other sanctions as may be considered appropriate by the Head Coach

## 2. For Major Infractions (gross misconduct)

The following sanctions may be applied, singly or in combination, for major infractions:

- revoking Team Yukon clothing
- removal of certain Team Yukon or Athletes' Village privileges
- assignment to direct supervision for a prescribed period of time
- removal from a portion of or the remainder of the Games
- expulsion from the Games
- other sanctions as may be considered appropriate by the Discipline Committee

**Note: Further disciplinary action may be taken after the Games by the appropriate sport governing body and Sport Yukon, and may involve suspension from future Games and competitions.**

**Incidents which involve a number of team members may result in the entire team receiving or being affected by disciplinary sanctions.**

## D. Procedures for Discipline

### 1. Levels of Discipline

- a) At the Games (including travel to and from) the following levels of discipline will apply:

**First Level** The Head Coach is responsible for discipline for all minor infractions. Under extraordinary conditions, the Host Society may take immediate disciplinary action, pending further discipline by Team Yukon.

**Second Level** The Discipline Committee is responsible for discipline for all major infractions.

**Third Level** The Appeals Committee hears appeals of disciplinary decisions, whether made by the Head Coach or the Discipline Committee.

- b) After the Games the fourth level of discipline will apply:

**Fourth Level** Sport Yukon and/or the Yukon Sport Governing Body may apply further discipline after the Games either for major infractions which may have been dealt with at the Games or for incidents that may not have been dealt with at the Games.

### 2. Roles and Responsibilities for Discipline

- a) At the Games (including travel to and from) the following will apply:

### **Coaching Staff**

The Head Coach shall be responsible for discipline for minor infractions, in accordance with the guidelines for sanctions outlined in this policy. The Head Coach shall keep a written log of all minor infractions in case incidents re-occur or escalate in severity. The coach may also complete an incident report for a minor infraction, in which case a copy is provided to the Chef de Mission.

### **Discipline Committee**

The Discipline Committee shall be responsible for discipline for all major infractions. The Discipline Committee is made up of the Head Coach for the sport/team, the mission staff assigned to the sport, and the Assistant Chef de Mission, who shall chair the committee.

If the individual being disciplined is the Head Coach or member of mission staff, the Assistant Chef de Mission in consultation with the Chef de Mission shall appoint a suitable alternate to serve on the Discipline Committee.

### **Appeals Committee**

The Appeals Committee shall hear appeals of disciplinary decisions, from either the individual being disciplined or the Chef de Mission. 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 or if the appellant is a coach, then another coach, etc.). Prior to the Games, the Chef de Mission shall compile a list of athletes, coaches, chaperons and mission staff who are willing to serve on the Appeals Committee.

If the Chef de Mission is the appellant, a suitable alternate shall be appointed to serve on the Appeals Committee in their place.

### **Athlete's Advocate**

An athlete involved in a discipline situation shall be advised that they have the right to seek the advice and assistance of an athlete's advocate. The role of the athlete's advocate is to advise the athlete of his or her rights, to provide support and to speak on behalf of the athlete, if requested. An athlete's advocate may be a member of the Mission Staff or any other member of Team Yukon who has been requested by the athlete to act as their advocate, and who is willing and able to serve. If an athlete is unable to secure an advocate, the Chef de Mission will appoint one. The Chef de Mission will recruit individuals who are willing to act as an athlete's advocate, so that a "long list" is available to any athlete involved in a discipline situation.

- b) After the Games the following will apply:

### **Sport Yukon**

Sport Yukon shall be responsible for discipline after the Games as it pertains to participation as a member of Team Yukon at future Games. This may involve taking further action on incidents that were dealt with during the Games or dealing with incidents that were not dealt with during the Games. This action will involve conducting an investigation if necessary, conducting a hearing, making a decision(s) and allowing provision for appeal.

### **Yukon Sport Governing Body**

The Yukon Sport Governing Body shall be responsible for discipline following the Games as it pertains to participation in programs for which the Sport Governing Body is responsible or provides sanctioning. This discipline shall be administered in accordance with the constitution, regulations and rules of the Sport Governing Body. The Sport Governing Body shall advise Sport Yukon of the decisions of any discipline taken relating to incidents associated with the Games.

### 3. Procedures for Discipline at the Games

The procedure for discipline at the Games is as follows:

- (a) All minor infractions shall be reported to the Head Coach who shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. In determining discipline, the Head Coach shall give the individual being disciplined an opportunity to respond to the allegations. Head Coaches must document all minor infractions, using the form contained in Attachment "A" (Incident Report) and provide a copy to their mission staff and Chef de Mission.
- (b) All major infractions shall be reported to the mission desk or, if this is not possible, to any member of mission staff, using the form shown in the Attachment "A" (Incident Report).
- (c) The individual who is alleged to have committed the infraction will be advised of the procedures outlined in this policy, and of the right to consult with an athlete's advocate (if the individual is an athlete), a parent/guardian (if the individual is a minor) and/or legal counsel. The individual who is alleged to have committed the infraction will also have an opportunity to submit a written response, if so desired.
- (d) As soon as possible after the incident is reported, the Discipline Committee shall convene a hearing. The hearing shall be governed by such procedures as the Discipline Committee sees fit, provided that the following principles are observed:

- the individual being disciplined shall be given reasonable notice of the hearing and shall have an opportunity to address the committee
  - the individual being disciplined may be accompanied by an athlete's advocate, or any other adviser including legal counsel
  - the hearing shall be held in private
  - the committee may request that witnesses to the incident attend the hearing to provide evidence
  - the individual being disciplined shall be given the opportunity to question those giving evidence and is provided occasion to speak on their own behalf concerning the events that lead to the hearing.
- (e) The Discipline Committee shall determine appropriate sanctions in accordance with the guidelines outlined in this policy. The committee's decision shall be communicated to the individual in writing, with reasons, using the form shown in the Attachment "B" (Decision of Discipline Committee) and shall take effect immediately. A copy of the committee's decision shall also be provided to the Chef de Mission.

#### 4. Procedures for Discipline after the Games

- a) The procedure for discipline by Sport Yukon after the Games is as follows:
- Sport Yukon will consider any reports of the incident as well as evidence presented
  - Sport Yukon may conduct an investigation
  - if Sport Yukon decides to proceed following a review of the information they have acquired, they will establish a Hearing Tribunal. The Tribunal will be composed of persons who are unbiased and bring an appropriate blend of skills, experiences and perspectives to the Hearing. The appellant will be given the opportunity to approve the members selected.
  - the Tribunal will conduct a Hearing and provide their decision in writing, with reasons.
- b) The procedures for discipline by the Sport Governing Body after the Games shall be in accordance with that organization's particular constitution, regulations and rules.

### **E. Appeals**

#### 1. Grounds for Appeal

Appeals of discipline decisions made at the Games may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the following:

- decisions made where the decision makers did not have the authority or jurisdiction
- failure to follow proper procedures which includes providing a fair hearing
- making a decision that was influenced by bias

- failure to consider relevant information or taking into account irrelevant information in making the decision
- making a decision for an improper purpose and/or
- making a decision which was unreasonable.

## 2. Procedures for Appeal of Discipline Decisions made at the Games:

- a) The individual being disciplined shall have TWO HOURS from the time of receiving a decision on discipline, whether from their Head Coach or from the Discipline Committee, to submit an Attachment “C” (Notification of Appeal.)
- b) Likewise, the Chef de Mission shall have TWO HOURS from the time of receiving a copy of the decision on discipline to launch an appeal.
- c) The grounds for the appeal must be stated in writing using the form shown in the Attachment “C” (Notification of Appeal) and delivered to the mission desk or, if this is not possible, to any member of mission staff.
- d) As soon as possible after receiving notification of an appeal, the Appeals Committee shall review the Notification of Appeal and decide if the grounds for appeal as stated are sufficient to warrant an appeal (see Section E 1.). If it is decided that the stated grounds are not sufficient, the appellant will be advised that the grounds are insufficient and that the appeal will not be heard. This decision shall be communicated to all parties in writing. If the Appeals Committee decides that there are sufficient grounds they shall convene a hearing. The hearing shall be convened by such procedures as the Appeals Committee sees fit, provided that the following principles are observed:
  - the appellant shall be given reasonable notice of the hearing and shall have the opportunity to address the committee
  - the appellant shall be advised of their right to be accompanied by an athlete's advocate or any other adviser, including legal counsel
  - the hearing shall be held in private
  - the committee may request that witnesses to the incident be present at the hearing to provide evidence
  - the appellant shall be given the opportunity to question those giving evidence and be provided an occasion to speak on their own behalf concerning the events that lead to the hearing.
- e) The Appeals Committee shall have the authority to uphold the decision on discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
- f) The decision of the Appeals Committee shall be communicated to all parties in writing, with reasons, using the form shown in the Attachment “D” (Decision of Appeals Committee) and shall take effect immediately.
- g) The decision of the Appeals Committee shall be final and binding, subject only to a decision of any court of competent jurisdiction.

### 3. Procedures for Appeal of Discipline Decisions made after the Games.

#### a) Appeal of a Sport Yukon discipline decision

Appeals of discipline decisions made by Sport Yukon after the games must be made within ten (10) days following notification of the decision. The notification of appeal must be presented to Sport Yukon in writing and indicate the grounds for appeal. Upon receipt of an appeal:

- Sport Yukon will establish an Appeals Tribunal to review the appeal and its grounds. The tribunal will be composed of persons who are unbiased and would bring an appropriate blend of skills, experiences and perspectives to the appeal. The appellant will be given the opportunity to approve the members selected
- the tribunal will consider the appeal and decide whether or not a hearing is warranted
- if the tribunal decides that the appeal does not indicate sufficient grounds they will deny the appeal and notify the appellant and Sport Yukon of their decision in writing stating reasons
- if the tribunal decides that there are sufficient grounds they will conduct a hearing and issue a written decision, with reasons

The tribunal may decide:

- to void, vary or confirm the decision being appealed
- to make any decision it feels Sport Yukon should have made
- to refer the matter back to Sport Yukon for a new decision with directions to correct any errors that were made
- to determine how costs of the appeal shall be allocated

#### b) Appeal of a Yukon Sport Governing Body discipline decision

Appeal of a Yukon Sport Governing Body discipline decision shall be in accordance with that particular organization's constitution, regulations and rules.

## **F. Confidentiality at Games**

The Chef de Mission shall handle all communication of disciplinary matters to outside parties at the Games. Every effort will be made to keep all information, including documents, confidential. All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

**ATTACHMENT "A"**

**2008 ARCTIC WINTER GAMES - INCIDENT REPORT**

**CONFIDENTIAL**

**INCIDENT REPORT # \_\_\_\_\_**

**DATE AND TIME OF INCIDENT \_\_\_\_\_**

**DATE**

**TIME**

**NAME OF WRITER \_\_\_\_\_ POSITION \_\_\_\_\_**

**LOCATION OF INCIDENT \_\_\_\_\_**

**THIS INFRACTION IS BELIEVED TO BE: MINOR \_\_\_\_\_ MAJOR \_\_\_\_\_**

**INDIVIDUALS INVOLVED:** \_\_\_\_\_  
\_\_\_\_\_

**OBJECTIVE DESCRIPTION OF INCIDENT (BE CONCISE AND ACCURATE)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAMES OF ANY WITNESSES:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF WRITER: \_\_\_\_\_ DATE: \_\_\_\_\_**

**ATTACHMENT "B"**

<p><b>2008 ARCTIC WINTER GAMES</b>  <b>DECISION OF HEAD COACH/DISCIPLINE COMMITTEE</b></p>
--

**INCIDENT REPORT #** \_\_\_\_\_ **DATE OF INCIDENT** \_\_\_\_\_

**NAME OF INDIVIDUAL INVOLVED** \_\_\_\_\_

**DISCIPLINARY ACTIONS TAKEN BY HEAD COACH/DISCIPLINE COMMITTEE**

---



---



---



---



---



---



---

**REASONS**

---



---



---



---



---



---



---

**SIGNATURE OF HEAD COACH OR DESIGNATE**

\_\_\_\_\_

**DATE** \_\_\_\_\_

**ATTACHMENT "C"**

**2008 ARCTIC WINTER GAMES - NOTIFICATION OF APPEAL**

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE YUKON MISSION DESK AND/OR HAND DELIVERED TO ANY YUKON MISSION MEMBER WITHIN 2 HOURS AFTER ANY DISCIPLINE DECISION HAS BEEN MADE.**

**INCIDENT REPORT # \_\_\_\_\_ DATE OF INCIDENT \_\_\_\_\_**

**NAME OF INDIVIDUAL INVOLVED \_\_\_\_\_**

**NAME OF INDIVIDUAL REQUESTING APPEAL \_\_\_\_\_**

**REASON FOR APPEAL**

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

**SIGNATURE OF INDIVIDUAL REQUESTING APPEAL:**

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

**DATE**

**TIME SUBMITTED TO YUKON MISSION \_\_\_\_\_**

**INITIALS OF TEAM YUKON MISSION STAFF \_\_\_\_\_**

(The exact time of receipt must be initialled by a member of Team Yukon's mission staff)

**ATTACHMENT "D"**

**2008 ARCTIC WINTER GAMES - DECISION OF APPEALS COMMITTEE**

**INCIDENT REPORT #** \_\_\_\_\_

**DATE OF INCIDENT** \_\_\_\_\_

**NAME OF INDIVIDUAL INVOLVED** \_\_\_\_\_

**DECISION OF APPEALS COMMITTEE**

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

**REASON FOR DECISION**

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

**SIGNATURE OF CHEF DE MISSION OR DESIGNATE**

\_\_\_\_\_

**DATE** \_\_\_\_\_