

2011
CANADA WINTER GAMES
Halifax, Nova Scotia
February 11 – 27, 2011



TEAM YUKON
HANDBOOK

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INTRODUCTION

Welcome to Team Yukon! Every team member is entitled to receive the benefits and privileges that come with being chosen to represent and support Team Yukon at the 2011 Canada 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, artists, coaches, managers 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 Code of Conduct (refer to page 21). 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 this Code carefully and understand it.

ABOUT THE CANADA GAMES

What are they?

The Canada Games are a national multi-sport event for provincial level athletes who are pursuing competitive careers at provincial, national and international levels. At Canada Games, Team Yukon athletes will compete against the best athletes in Canada.

When are they held?

The Games are held every two years alternating between winter and summer games (eg. 2011 Winter – Halifax, N.S., 2009 Summer – Charlottetown, P.E.I., etc.). The Games are hosted in different parts of Canada on a provincial/territorial rotation basis.

When did the Canada Games begin?

Quebec City hosted the first Canada Winter Games in 1967 as part of Canada's centennial celebrations. The first summer version of the Games was staged two years later in Halifax. Each province has hosted the Games at least once.

How were the Canada Games started?

The Canada Games were created by the Amateur Athletic Union, a private, not-for-profit National Sport Organization, with significant funding provided by the federal and Quebec governments. Following the formation of Fitness and Amateur Sport Canada in 1968, the Canada Games became a program of the federal government. In 1991, the Canada Games Council, a private, not-for-profit operation was formed.

Who participates in the Canada Games?

Athletes and artists from all provinces and territories in Canada who qualify through a formal selection process participate in the Games. In 1993, for the first time, the Games included competitions for athletes with disabilities. In 1999, the National Artists Program was included in its current format. Each provincial and territorial government is responsible for co-ordinating the formation of a provincial/territorial team with the assistance of the respective provincial/territorial sport organizations.

Who runs the Games?

The Canada Games Council governs the Games. National Sport Organizations (NSOs) are responsible for establishing the competitive categories and technical requirements for the Games in conjunction with the Provincial Sport Organizations (PSOs) and the Canada Games Council. The host municipality establishes a Host Society, consisting of community volunteers who are responsible for planning, fundraising, marketing, organizing, and staging the Games.

Who pays for the Games?

Through a formal multi-party agreement, the federal, provincial/territorial, and municipal governments share approximately 2/3 of the cost of financing the Games. The balance of the funding is acquired through fundraising efforts undertaken by the Host Society.

What is the Government of Yukon's role in the Canada Games?

The formation of the Yukon team is co-ordinated by the Sport and Recreation Branch of the Government of Yukon and Sport Yukon's Games Committee. Sport Yukon provides administrative support and assist with leadership of the team once each of the participating Yukon Sport Governing Bodies (SGB's) has finalized their rosters.

What are the goals and objectives of the Canada Games Movement?

The goals of the Canada Games Movement are to:

- provide for the progressive and systematic development of prospective high performance athletes through programs which have the Canada Games as their focal point
- celebrate sporting excellence, Canadian youth, and Canadian unity through sport
- enhance the Canadian sport system as a whole by showcasing the talents and efforts of Canada's best prospective high performance athletes
- promote and instill values associated with excellence and fair play in the minds of Games' participants, and through their efforts, among Canadians generally
- provide an opportunity for selected sports (i.e. those on the Canada Games program) to enhance development and participation in Canada
- convey and demonstrate to the Canadian sport community and the general public, the principles and the positive social and cultural values, which distinguish sport in Canada.

What awards can be won at the Canada Games?

In addition to medals won by the athletes, there are two important awards that can be won at the Canada Games:

The Centennial Cup is awarded to the province or territory that makes the greatest improvement from Winter Games to Winter Games (or Summer Games to Summer Games). In determining the change in a province's improvement from Games to Games, each province's performance in a sport is compared to its performance in the last Games. The point differences for each province in each sport are combined to give an overall measure of change, and the province with the greatest positive change is awarded the Centennial Cup. Yukon won the Centennial Cup in 1979.

Jack Pelech Award is presented by the Interprovincial Sport and Recreation Council to the provincial or territorial team whose athletes, coaches, managers, and mission staff best combine competitive performance, good sportsmanship, and a spirit of fair play, co-operation, and friendship. The award is named after Jack Pelech, Chair of the Board of Directors of the Canada Games Council from 1971 to 2001. The award is determined by ballots received from the Chef's de Mission from each province and territory.

When and where are the upcoming Games?

The upcoming Canada Winter Games will be held in Halifax, Nova Scotia from February 11-27, 2011.

In what sports will be Yukon be participating in the 2011 Games?

Yukon Participation in 2011 Canada Winter Games

Sport	Week 1	Week 2
Freestyle Skiing	●	
Hockey (Men)	●	
Curling (Women)	●	
Biathlon	●	
Squash	●	
Target Shooting	●	
Speedskating	●	
Artistic Gymnastics	●	
National Artist Program	●	
Archery		●
Badminton		●
Synchro		●
Curling (Men)		●
Figure Skating		●
Hockey (Women)		●
Alpine Skiing		●
Cross-Country Skiing		●
Para-Nordic		●
Snowboarding		●
Table Tennis		●
National Artist Program		●

ELIGIBILITY FOR TEAM YUKON

a) ATHLETES / ARTISTS

Citizenship: Must be a Canadian citizen or landed immigrant.

Residency: Must reside in Yukon for at least ninety (90) days prior to the opening day of the games.

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: There is no minimum age for Canada Games athletes unless stipulated, for safety reasons, by the National Sport Organization in the technical package. The age range for artists is set by the host Society within the parameters set out in the NAP technical package.

Pre-Games: Athletes 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 at the Games.

b) COACHES

Must be certified Level III or the equivalent under the National Coaching Certification Program in the sport in which they will coach and must have completed the Yukon on-line Respect in Sport Program as well as the 2010 True Sport Advantage course (CCES). They must also be members in good standing with the Yukon Sport Governing Body that they represent, be eligible to participate, not be under any form of suspension by any Territorial, Provincial or National Sport Governing Body, and be willing to adhere to the terms of the Coaches/Managers/Mission Staff Agreement as well as sign a contract/agreement which states an understanding of, and agreement to the Code of Conduct and team Dress Code. Coaches must be prepared to accept the duties that accompany the position of a coach of Team Yukon athletes. A Criminal Records Check (CRC) must be completed.

c) MANAGERS

Must complete the Yukon on-line Respect in Sport program as well as the 2010 True Sport Advantage course (CCES). They must also be members in good standing with the Yukon Sport Governing Body that they represent, be eligible to participate, not be under any form of suspension by any Territorial, Provincial or National Sport Governing Body, and be willing to adhere to the terms of the Coaches/Managers/Mission Staff Agreement as well as sign a contract/agreement

which states an understanding of, and agreement to the Code of Conduct and team Dress Code. Managers must be prepared to accept the duties that accompany the position of a manager of Team Yukon athletes or artists. A Criminal Records Check (CRC) must be completed.

INSURANCE AND LIABILITY

a) **GENERAL**

Participants enter the Canada Games program entirely at their own risk and it is understood that the Host Society, Sport Yukon, Yukon Sport Governing Bodies, the Canada Games Council, 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 or for medical, dental or hospital care for participants as a result of participation in the Games.

Each participant, whether an athlete, or artist, coach, manager or mission staff member will be required to abide by the Code of Conduct.

b) **MEDICAL**

Members of Team Yukon are covered by the Yukon Health Care Insurance Plan to the extent of the Plan. For the 2011 Games, Yukon and Nova Scotia have a reciprocal agreement. Nova Scotia will cover most of the same services that are covered in the Yukon. Generally, medical costs are no more expensive in Nova Scotia than in Yukon, therefore the participant should not incur any more costs for medical treatment, than if they were being treated in the Yukon. Participants must ensure they have a current Yukon medical card and must simply present this when they are receiving treatment at a hospital in Nova Scotia. The Nova Scotia Health Care Insurance Plan will, in turn, invoice Yukon Health Care for services that are normally eligible under the plan. Team Yukon is also purchasing Extended Medical Coverage for team members to cover potential medical expenses not covered by the Yukon Health Care Insurance Plan or any other medical insurance the member or their parents may have in place such as for ambulance, medivac, physiotherapy, chiropractic, and dental services. This Extended Medical Coverage can be utilized only for expenses not covered by the YHCIP and the member's additional insurance. There will be no charge for medical services administered by the 2011 Canada Winter Games Infirmary provided by the Host Society.

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 conducive to maximum enjoyment for all
- acting as the guardian and interpreter of the general philosophy, policies and rules of Team Yukon
- appointing the Chef de Mission
- monitoring the day to day work of the Chef de Mission
- 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 Canada Games emblems and logos
- entering into an agreement with Sport Yukon concerning financial administration of Team Yukon
- delegating appropriate responsibilities to Sport Yukon
- providing an ex-officio 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 conducive to maximum enjoyment for all
- 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
- in consultation with the Government of Yukon's Sport and Recreation Branch, making recommendations concerning each sport's participation
- approving mission staff
- supporting and advising the Chef de Mission
- approving all logos, pins and uniforms for Team Yukon.

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 conducive to maximum enjoyment for all
- selecting coaches and managers for their sport
- endorsing nominations of individuals that they support for mission staff
- approving talent identification prior to the Games
- developing and approving selection criteria and training programs
- monitoring training programs
- disseminating information to coaches and managers
- attending meetings with YTG Sport and Recreation Branch where requested
- ensuring that participants are familiar with and follow the Code of Conduct

ROLES AND RESPONSIBILITIES – TEAM MEMBERS

d) ATHLETES / ARTISTS

Athletes' and artists' 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 conducive to maximum enjoyment for all
- familiarizing themselves with and abiding by Team Yukon's Code of Conduct
- signing a contract/agreement which states an understanding of, and agreement to the Code of Conduct and team Dress Code
- informing coaches, mission staff or managers of concerns or problems at the Games
- 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
- assisting in fund-raising efforts of their sport
- residing in the athlete's village throughout the Games
- providing a Criminal Records Check (CRC) if 18 and older at time of Games

e) COACHES AND MANAGERS

Coaches' and managers' 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 conducive to maximum enjoyment for all
- being responsible for their athletes throughout the Games and ensuring that all of their athletes are aware of and understand the Team Yukon Code of Conduct

- signing a contract/agreement which states an understanding of, and agreement to the Code of Conduct and team Dress Code
- reporting all incidents of harassment to mission staff
- Coaching and managing 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
- must reside in the dorms with their athletes throughout the Games
- the head coach is responsible for administering discipline for minor infractions

f) CHEF DE MISSION

The Chef de Mission receives direction from the Sport and Recreation Branch and the Sport Yukon Games Committee.

BEFORE THE GAMES

In the period leading up to the Games the Chef de Mission is responsible for the preparation of Team Yukon, including the following:

- making every effort to promote a safe, harassment-free environment where all team members are treated with respect, so that the experience is conducive to maximum enjoyment for all
- providing input concerning sport selection in conjunction with Sport Yukon's Games Committee
- working with sports to ensure technical packages are appropriate and understood
- initiating applications for mission staff and presentation to Games Committee
- holding of regular informational meetings with coaches/managers and mission staff
- organizing team dress (pins & unit dress)
- compiling a list of athletes, coaches, managers, and mission staff who are willing to act as athletes' advocates, if required
- compiling a list of athletes, coaches, managers and mission staff who are willing to serve on an Appeals Committee, if required
- attending Chef de Mission meetings prior to the Games.

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

- ensuring that all participants are familiar with and follow Team Yukon's Code of Conduct
- ensuring that all participants enjoy a harassment free environment

- selecting athletes for official functions at opening and closing ceremonies and other events
- organizing team registration
- arranging transportation to and from the Games.

AT 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 all team members are treated with respect, so that the experience is conducive to maximum enjoyment for all
- being responsible for addressing problems and concerns related to Team Yukon members and enforcing Team Yukon's Code of Conduct as required
- reporting to Games Committee and the Manager of the Sport and Recreation Branch, following the Games, on all major disciplinary action taken during the Games
- setting up and organizing the unit's mission desk and schedule
- attendance at daily Chef de Mission meetings
- being spokesperson for Team Yukon with media, host society issues and during protests
- being Team Yukon's representative at all ceremonial functions during the Games
- allocating team vehicles
- assisting the Host Society and Canada Games Council where necessary in staging a successful Games.

AFTER THE GAMES

The Chef de Mission will submit a final report to the Director of the Sport and Recreation Branch and Games Committee with input from Team Yukon mission staff. This report is to be submitted by March 31, 2011 and will include, among other items, all major disciplinary action taken during the Games.

g) 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 all aspects of team administration including:

- team registration
- collection of fees
- newsletters
- team Pep Rally
- team uniforms
- 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 of the team.

One of the key roles of the Assistant Chef de Mission is to assist in implementing Team Yukon's Code of Conduct. In this role he/she shall endeavor 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 that the experience is conducive to maximum 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.

h) Mission Staff – Roles and Responsibilities

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 all team members are treated with respect so the experience is conducive to maximal enjoyment for all
- initiating contact with their assigned Yukon Sport Governing Body, coaches & managers as soon as they are confirmed
- outlining the role of mission staff to the sport contacts, coaches, managers, and identifying areas where these individuals can expect assistance, before and during the Games
- familiarizing themselves with their assigned sport, its technical package, selection criteria and process, etc.

- being the main communication link for the coaches and managers of their assigned sport(s)
- ensuring coaches, managers and athletes are familiar with the Team Yukon Handbook, including the Team Yukon Code of Conduct
- assisting with Team Yukon Pep Rally
- attending all meetings called by the Chef de Mission and coaches
- 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 all team members are treated with respect so the experience is conducive to maximal enjoyment for all
- promoting awareness of and adherence to the Team Yukon Code of Conduct 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
- complete other duties that may be assigned by the Chef de Mission

b) Information Update:

Keep coaches and managers 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 provided by the Chef de Mission. Where appropriate, this information will be relayed to the coaches and managers in written form.

c) Transportation:

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

d) Technical Requirements:

Mission Staff must have a technical understanding and competency with their assigned sport(s).

e) Sport Protests:

An understanding of 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 parents, coaches, managers, mission staff and Chef de Mission

g) Meals & Accommodation:

Assist coaches, managers and athletes with any problems that may arise or when services provided by the Host Society fail to meet the needs of Team Yukon. Mission Staff are not responsible for security in the Athletes' Village but are responsible for ensuring team members are aware of proper conduct and curfew regulations, and will be asked to conduct checks throughout the course of the Games.

h) Discipline:

Ensure that participants are aware of and adhere to the Team Yukon Code of Conduct. 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 the 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 athletes 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) Arrivals & Departure:

Mission Staff will assist with the arrival and departure of all team members and ensure they are well aware of all appropriate procedures. All transportation schedules are to be provided to sports in writing, as soon as they are confirmed. Mission staff will also ensure that the accommodation and venue sites are left clean and organized. All accommodations will 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 final report to the Chef de Mission one month following the Games.

TEAM YUKON ADMINISTRATION

a) Participation Fees

Participation fees are to be submitted to Sport Yukon. These fees are approved by Sport Yukon's Games Committee and are set at \$350 for athletes and artists and \$200 for coaches, managers and mission staff.

b) Travel Costs

Team transportation is provided by charter aircraft from Whitehorse and is funded by the Government of Canada. If team member wishes to depart/return from/to other cities in Canada efforts will be made to secure transportation on other P/T charters. If such arrangements are not possible the team member will be required to get themselves to Whitehorse at their own expense to travel on the Yukon charter.

c) Rooms & Meals

Athletes, coaches and managers 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 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 and must adhere to Canada Games Commercialization policy and NSO standards as described in the sport technical packages.

e) Walk out Uniform

The Sport and Recreation Branch and Sport Yukon Games Committee take pride in providing the Yukon team with an extensive and fashionable 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 dress code on the occasions as described within.

Participants are required to sign a Clothing Agreement, before receiving their uniform.

e) Dress Code

It is essential that team members dress respectfully and appropriately at all times at the Games. Items of clothing that promote the use of drugs or alcohol are prohibited. Please also be aware that wearing clothing from sponsors that are not officially a part of the 2011 Canada Winter Games is not recommended and can be seen as “ambush marketing” in some cases, so please refrain from bringing those items. We want to respect the sponsors that have contributed to the success of these Games.

- PEP RALLY

Red Hoodie, Black Sweatpants

- OPENING CEREMONIES

Red Outdoor Jacket, Black Outer Skivants, and Team Yukon Toque

- MEDAL CEREMONIES / PRESS CONFERENCES

Indoor Venue – Red Hoodie & Black Sweatpants

Outdoor Venue – Red Outdoor Jacket, Black Outer Skivants and Team Yukon Toque

Competition dress may also be worn

Please understand that the dress code is subject to change prior to the Games

Uniform exchanges with other provinces/territories must not take place until after your competition. Second week participants are asked to wait until after the Closing Ceremonies to exchange clothing.

f) Buses

Team members will be transported to scheduled events by buses.

g) 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.

h) Cell Phones

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

i) 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.

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 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 BITES – Someone who makes an embarrassing or inflammatory gesture or remark is liable to become a sight 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.
- 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.

CODE OF CONDUCT

Application of the Policy

This Policy applies to all members of Team Yukon, which includes but is not limited to all participating athletes, coaches, team managers, cultural participants and members of mission staff. This Policy applies to conduct of such members at Canada 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 Canada 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 Canada Games 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 competitive and other officials;
- Be gracious in victory and defeat;
- Respect the rights of the residents of the Host communities and members from other provinces and territories;
- Regard participation in the Canada Games as a privilege and wear the colours of Team Yukon with pride;
- Conduct themselves in a manner that supports and enhances a safe environment, free from harassment and discrimination, for all members and Games participants.

Members of Team Yukon will:

- Abide by the established curfew (all athletes, coaches and managers who are anywhere in the residence are to be quiet after an established time; all athletes, coaches and managers 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, provincial and territorial laws of the Host province/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;
- Be punctual for all Team Yukon functions and activities.

Members of Team Yukon will not:

- Verbally or physically abuse other members of Team Yukon or participants in the Canada Games;
- 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 Canada 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;
- 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 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 unsporting behaviour such as arguing
- Being late for, or absent from, Team Yukon activities or functions
- Failing to follow the dress code
- 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
- 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
- An anti-doping rule violation under the Canadian Anti-Doping Program
- Failure of coaches to enforce discipline for minor infractions
- 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 increasing 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 Canada Games non-competition events such as the Opening and Closing Ceremonies;
- j) Expel the member from the Canada 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 Canada Games before completion of his or her competition;
- m) Send the member home at his or her own cost following expulsion from the Canada Games either before or after the member's competition;
- n) Prohibit the member from participating for Team Yukon at any 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.

In addition to the provisions of this Policy, officials of Team Yukon may, if it is deemed appropriate, contact local police concerning the behaviour of any Team Yukon member. 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 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 and mission staff and for all major infractions. The Discipline Committee is made up of three (3) individuals from the mission staff, 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 impartially; the Committee Chair will appoint another individual.

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 Policy.

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.

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, must be documented using the Infraction Report Form in Appendix A, and a copy of this form will be provided to mission staff.

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.

Major Infractions

Major infractions will be reported to any member of mission staff. Mission staff will immediately report the infraction to the Discipline Committee Chair using the Infraction Report Form in Appendix A. The Chair will review the report and may:

- Dismiss the report if he or she considers it to be trivial or vexatious,
- Deal with the infraction informally as a minor infraction, or
- Refer the matter to the Discipline Committee to deal with as a major infraction.

Where the matter is referred to the Discipline Committee, the member will be informed of the procedures of this Policy and will be provided with an opportunity to secure an Advocate. In addition the parent/guardian will be contacted for informational purposes.

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,
- 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.

Appeal Procedures

Appeals of decisions of the Team Yukon Discipline Committee will be dealt with using the Dispute Resolution Policy of the Canada Games Council. An appeal may be initiated by filing a Notice of Appeal at the Canada Games Council Office within two hours of receiving the written decision of the Discipline Committee. If the written decision is reached after 10 PM, the Notice of Appeal must be submitted by 9 AM the following morning. Thereafter, appeals will be conducted in accordance with the Dispute Resolution Policy.

APPENDIX A – CONFIDENTIAL

Canada Games - Team Yukon Infraction Report

Date/Time of Infraction _____ a.m. p.m.
(date) (time)

Submitted by (Name): _____ Position: _____

Location of Infraction: _____

Team Yukon Individuals Involved	Sport(s)
_____	_____
_____	_____
_____	_____

Other Individuals Involved

Description of Incident: (Be objective, concise & accurate. Use more paper if needed)

Names of Any Witnesses:	Province/Territory
_____	_____
_____	_____

Signature: _____ Date: _____

FOR OFFICE USE

Received by: _____ Date & Time Received: _____
Infraction # _____