



TEAM YUKON HANDBOOK

**2007
WESTERN CANADA SUMMER GAMES**

**STRATHCONA COUNTY
ALBERTA**

August 3 – 11, 2007



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1. 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 2007 Western Canada Summer Games. At the same time, each member is also expected to fulfil certain responsibilities and obligations. This handbook outlines the roles, responsibilities and obligations of all Team Yukon members, including athletes, coaches, managers, chaperones and mission staff. All Team Yukon members are expected to become familiar with their responsibilities and obligations as laid out in this handbook.

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

2. ABOUT THE WESTERN CANADA SUMMER GAMES

What are they?

The Western Canada Summer Games are a multi-sport event for provincial level athletes who are pursuing competitive opportunities at territorial, provincial, national and international levels. At Western Canada Summer Games, Team Yukon athletes will compete against the best athletes across western Canada.

When are they held?

The Games are held every four years. The Games are hosted in different parts of western Canada on a provincial/territorial rotation basis. Yukon has never hosted the Western Canada Summer Games.

When did the Western Canada Summer Games begin?

Regina hosted the first Western Canada Summer Games in 1975. Succeeding events were held in Saskatoon (1979), Calgary (1983), Regina (1987), Winnipeg (1990), Abbotsford, BC (1995), Prince Albert, SK (1999), Selkirk, MB (2003).

How were the Western Canada Summer Games started?

In 1973 the idea was born to create an event that would give Western Canada's athletes an opportunity to test their skills in Olympic standard competitions, improve sport facilities in Western Canada, foster voluntarism and provide for high quality sport events.

Who participates in the Western Canada Summer Games?

Athletes from all western provinces and the three territories in Canada who qualify through a formal selection process compete in the Games. 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 organisations.

Who runs the Games?

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

What are the goals and objectives of the Western Canada Summer Games?

The goals of the Western Canada Summer Games are to:

- provide athletes in Western Canada with an athletic competition that supports Provincial/Territorial Sport Organizations' developmental plans;
- provide athletes in Western Canada with an opportunity to prepare for the Canada Games and other national/international competition;
- encourage and motivate participation in Olympic and other major sports on an inter-provincial, provincial, territorial, regional and community basis;
- profile the best developing athletes in Western Canada;
- promote a high standard of coaching and officiating in Western Canada;

2. ABOUT THE WESTERN CANADA SUMMER GAMES

- demonstrate the strong volunteer commitment to amateur sport by Western Canadians;
- provide opportunities for the upgrading and construction of sport facilities;
- provide Western Canadian communities the opportunity to show their hospitality to fellow Canadians;
- promote the value of sport and demonstrate its important role in Western Canadian culture;
- encourage government, the private sector and the volunteer community to co-operate in the organization and funding of the Western Canada Summer Games; and
- provide a human and physical legacy within the host community.

What awards can be won at the Western Canada Summer Games?

In addition to gold, silver and bronze medals won by the athletes, there is a special presentation of the Games Trophy. The Games Trophy is awarded to the province or territory with the highest overall aggregate event score.

When are the Games held?

The Western Canada Summer Games will be held August 3 – 11, 2007.

Where will the Games be held?

The Games will be hosted in Strathcona County, Alberta.

2007 Western Canada Summer Games Sports

| AUGUST 3 - 7 | AUGUST 7 - 11 |
|---------------------|----------------------|
| BADMINTON | ATHLETICS |
| BASKETBALL | BASEBALL |
| ROWING | CANOE/KAYAK |
| SAILING | CYCLING |
| SOCCER | DIVING |
| SOFTBALL | FIELD HOCKEY |
| SWIMMING | RUGBY |
| TENNIS | VOLLEYBALL |
| | WRESTLING |

3. ELIGIBILITY FOR TEAM YUKON

a) ATHLETES

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 Western Canada Summer Games athletes unless stipulated, for safety reasons, by the technical package.

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

b) COACHES

Must be certified Level III or at the Competition Development Level under the National Coaching Certification 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 any Territorial, Provincial or National Sport Governing Body, and be willing to adhere to the terms of the Coaches/Managers/Chaperones Agreement. Coaches must be prepared to accept the duties that accompany the position of a coach of Team Yukon athletes.

c) MANAGERS

Are requested to have completed Level I Theory or Introduction to Competition Part A in the National Coaching Certification Program. 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 any Territorial, Provincial or National Sport Governing Body, and be willing to adhere to the terms of the Coaches/Managers/Chaperones Agreement. Managers must be prepared to accept the duties that accompany the position of a manager of Team Yukon athletes.

d) CHAPERONES

Are requested to have completed Level I Theory or Introduction to Competition Part A in the National Coaching Certification Program. 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

3. ELIGIBILITY FOR TEAM YUKON

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/Chaperones Agreement. Chaperones must be prepared to accept the duties that accompany a chaperone of Team Yukon.

4. INSURANCE AND LIABILITY

a) GENERAL

Participants enter the Western Canada Summer Games program entirely at their own risk and it is understood that the Host Society, Sport Yukon, Yukon Sport Governing Bodies, the Western 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, nor for medical, dental or hospital care for participants as a result of participation in the Games.

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

b) MEDICAL

Members of Team Yukon are covered by the Yukon Health Care Insurance Plan to the extent of the Plan. For the 2007 Games, Yukon and Alberta have a reciprocal agreement. Alberta will cover most if not all of the same services that are covered in the Yukon. Generally, medical costs are no more expensive in Alberta 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 Alberta. The Alberta Health Care Insurance Plan will, in turn, invoice Yukon Health Care for services that are normally eligible under the plan. Team Yukon is 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 2007 Western Canada Summer Games Infirmary provided by the Host Society.

5. ROLES AND RESPONSIBILITIES - ORGANIZATIONS

a) SPORT YUKON GAMES COMMITTEE

Sport Yukon Games Committee will:

- make every effort to promote a safe, harassment free environment where all team members are treated with respect, so the experience is conducive to maximum enjoyment 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 implementation of the Team Yukon Conduct and Discipline Code;
- review and approve the training programs of participating sport governing bodies;
- in consultation with the Government of Yukon Sport and Recreation Branch, make recommendations concerning each sport's participation;
- approve all logos, pins and uniforms for Team Yukon.

b) YUKON SPORT GOVERNING BODIES

Yukon Sport Governing Bodies will:

- make every effort to promote a safe, harassment free environment where all team members are treated with respect, so the experience is conducive to maximum enjoyment for all;
- select coaches and managers/chaperones for their sport;
- endorse nominations of individuals for mission staff;
- develop and approve selection criteria and training programs;
- monitor training programs;
- disseminate information to coaches and managers/chaperones;
- ensure that participants are familiar with and follow the Conduct and Discipline Code.

6. ROLES & RESPONSIBILITIES – TEAM MEMBERS

a) ATHLETES

Athletes' roles and responsibilities include:

- 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
- familiarize themselves with and abide by Team Yukon's Conduct and Discipline Code
- sign a contract/agreement which states an understanding of, and agreement to the Conduct and Discipline Code
- inform coaches, mission staff or managers of concerns or problems at the Games
- abide by Team Yukon's Dress Code
- report any incidents of harassment to coaches, managers or mission staff
- participate fully in training prior to the Games
- compete to the best of their ability, in a fair and sportsmanlike manner
- attend all Team Yukon functions and ceremonies prior to, during and after the Games
- assist in fund-raising efforts of their sport
- reside in the athletes village throughout the Games.

b) COACHES AND MANAGERS

Coaches' and managers' roles and responsibilities include:

- 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
- be responsible for their athletes throughout the Games and ensure that all of their athletes are aware of and understand the Team Yukon Conduct and Discipline Code
- abide by and enforce Team Yukon's Dress Code
- agree to and sign the Coaches/Managers/Mission Staff Agreement
- the Head Coach is responsible for administering discipline for minor infractions
- report all incidents of harassment to mission staff
- Coach and manage in a fair and sportsmanlike manner
- be responsible for competitors preparation, performance and conduct prior to, during and after the Games
- assist in administration of the team including registration, uniform allocation, finances and transportation
- assist mission staff and the Host Society with accreditation and accommodation procedures
- must reside in the dorms with their athletes throughout the Games

c) CHEF DE MISSION

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

BEFORE THE GAMES

6. ROLES & RESPONSIBILITIES – TEAM MEMBERS

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 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 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 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

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 Conduct and Discipline Code as required
- reporting to Games Committee and the Director 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

6. ROLES & RESPONSIBILITIES – TEAM MEMBERS

- allocating team vehicles
- assisting the Host Society 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 members. This report is to be submitted by September 30, 2007 and will include, among other items, all major disciplinary action taken during the Games.

d) 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:

- 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 Conduct and Discipline Policy. 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.

e) MISSION STAFF

6. ROLES & RESPONSIBILITIES – TEAM MEMBERS

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 that the experience is conducive to maximum enjoyment for all
- ensuring coaches, managers and athletes are familiar with the Team Yukon Handbook and how it affects them, including the Team Conduct and Discipline Code
- initiating contact with their assigned Yukon Sport Governing Body and coaches as soon as confirmed
- outlining the role of mission staff to coaches and managers, and identifying areas where these individuals can expect assistance, before and during the Games
- familiarizing themselves with their designated sport, its technical package for the Games, selection process, number of athletes active in the sport, etc.
- assisting with any Team Yukon Pep Rallies
- attending all meetings called by the Chef de Mission and coaches
- completing other duties as assigned by the Chef de Mission
- assisting with the flight departure, so that this operation is handled in an orderly manner.

DURING THE GAMES

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

i) 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 that the experience is conducive to maximum enjoyment for all
- promoting awareness of and adherence to the Team Yukon Conduct and Discipline Code, and assisting in discipline procedures as require
- reporting any incident of harassment to the Chef de Mission
- athlete accreditation and accommodation arrangements
- working regular shifts at the unit mission desk as assigned by the Chef de Mission
- assisting in the organization of Team Yukon for Opening & Closing Ceremonies
- endeavouring to attend as many competitions of assigned sport(s), including playoffs/final events, to provide as much team support as possible
- completing other duties that may be assigned by the Chef de Mission.

ii) Information Update

6. ROLES & RESPONSIBILITIES – TEAM MEMBERS

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 a written form.

iii) Transportation

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

iv) Technical Requirements and Policy

Should be familiar with the technical aspects of their assigned sport including the technical package.

v) 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.

vi) Medical

Monitor medical emergencies and provide updates/information to coaches, managers, and Chef de Mission. Ensure that parents are advised promptly and appropriately of any injuries to their children.

vii) Meals & Accommodation

Assist coaches, managers 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, managers and athletes are aware of proper conduct and curfew regulations.

viii) Discipline

Ensure 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/ managerial 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.

6. ROLES & RESPONSIBILITIES – TEAM MEMBERS

ix) Athletes Advocate

Be prepared, if approached to act as an athletes advocate.

x) Ceremonial

Attend Team Yukon medal presentations especially in assigned sports.

xi) 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.

xii) Games Jury Meetings

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

xiii) Departure

Mission staff will assist in 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. At the conclusion of each week, 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.

Other duties may be assigned by the Chef de Mission throughout the week.

AFTER THE GAMES

Following the Games, mission staff will be required to submit a report to the Chef de Mission. A format will be provided for this report which must be submitted by September 14, 2007.

7. TEAM YUKON FINANCIAL ADMINISTRATION

a) Participation Fees:

Participation fees are collected by coaches/managers and submitted to Sport Yukon. These fees are established by the Games Committee prior to each Western Canada Summer Games.

b) Travel Costs:

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

c) Rooms & Meals:

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

d) Competition Dress:

Competitors must wear the official colours of Team Yukon 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. Design and colour of competition uniforms must be approved by the Chef de Mission prior to acquisition.

The Sport Yukon Games Committee takes pride in providing the 2007 Western Canada Summer Games Team with an attractive and functional walk-out uniform designed to identify the participants as members of Team Yukon.

In return for their designation as official members of Team Yukon, participants shall agree to comply with the dress code on the specific occasions as described below.

Participants are required to sign a Clothing Agreement, contained in the attachment.

8. TEAM YUKON DRESS CODE

DRESS CODE

TRAVEL UNIFORM

Jacket - fully zipped (aircraft loading and deplaning)
Track Pants
(or as designated by the Chef de Mission to suit circumstances)

WALK OUT/PARADE/PRESS CONFERENCES

Jacket - fully zipped
Track Pants
White T-Shirt
Hat
(or as designated by the Chef de Mission to suit circumstances)

MEDAL CEREMONIES

Jacket - fully zipped (outdoor)
Track Pants
T-Shirt

Uniform exchanges with other Provinces/Territories must not take place until after the end of competition during the first week or until after the Closing Ceremonies at the end of the second week.

9. TEAM YUKON CONDUCT AND DISCIPLINE CODE

Application of the Code

This Code applies to all members of Team Yukon, which includes but is not limited to all participating athletes, coaches, team managers, and members of mission staff. This Code applies to conduct of such members at Western Canada Summer 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 Western Canada Summer 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 Western Canada Summer 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 competition 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 Western Canada Summer 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 Western Canada Summer 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 Western Canada Summer Games or the Host Society;
- Abuse, damage or destroy facilities or equipment;

9. TEAM YUKON CONDUCT AND DISCIPLINE CODE

- 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 unsportsmanlike behaviour such as arguing
- Being late, 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 order of severity:

9. TEAM YUKON CONDUCT AND DISCIPLINE CODE

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

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

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

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

Roles and Responsibilities

Head Coach

The Head Coach is responsible for discipline for all minor infractions by athletes. The Head Coach will keep a written record of all minor infractions 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 with impartiality, the Committee Chair will appoint another individual.

9. TEAM YUKON CONDUCT AND DISCIPLINE CODE

In cases where several individuals may be the subject of a disciplinary hearing, the Committee Chair may choose to deal with the individuals as a group or individually as he or she sees fit. Also, depending on the circumstances the Committee Chair may delegate to another member of mission staff his or her authority and responsibilities under this Code.

Member Advocates

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

Discipline Procedures

Minor Infractions

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

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

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

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 so advised, will be informed of the procedures of this policy and will be provided with an opportunity to secure an Advocate.

In carrying out these procedures, the Discipline Committee will ensure that procedural fairness is respected at all times. This means that the member is entitled to the following protections:

- The right to receive notice of the alleged violation,
- The right to receive notice of the time and place for the disciplinary hearing,
- The opportunity to be assisted at the hearing by an Advocate,
- Where the member is a minor, the right to have parents or guardians notified of the alleged infraction and be given an opportunity to participate in the disciplinary hearing, either in person or by telephone conference,

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- 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.

All decisions relating to Major Infractions will be documented on the Disciplinary Decision Report Form in Appendix B.

Appeal Procedures

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

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

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

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APPENDIX A (CONFIDENTIAL)

**Western Canada Summer 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)

Is this considered a: Minor Infraction: _____ Major Infraction: _____

| | |
|-------------------------|--------------------|
| Names of any witnesses: | Province/Territory |
| _____ | _____ |
| _____ | _____ |

Signature: _____ Date: _____

FOR OFFICE USE

Received by: _____ Date & time received: _____

Infraction # _____

9. TEAM YUKON CONDUCT AND DISCIPLINE CODE

APPENDIX B (CONFIDENTIAL)

**Western Canada Summer Games - Team Yukon
Disciplinary Decision Report**

Infraction # _____

Name of individual(s) involved : _____

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

Reasons:

Signature of Head Coach or
Discipline Committee Chair

Date

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

Delivered by _____

Time/date

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APPENDIX C (CONFIDENTIAL)

**Western Canada Summer Games - Team Yukon
Request for Appeal of a Disciplinary Decision**

This form must be completed and hand delivered to any member of the Yukon Mission Staff within two hours of notification of a Disciplinary Decision.

Date: _____

Name of individual requesting the appeal: _____

Infraction # _____

Reason for appeal:

Signature of individual requesting the appeal:

Signature

Date

Time submitted to Team Yukon Mission Staff: _____

Initial of Team Yukon Mission Staff member: _____

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

9. TEAM YUKON CONDUCT AND DISCIPLINE POLICY

APPENDIX D (CONFIDENTIAL)

**Western Canada Summer Games - Team Yukon
Appeals Committee Decision Report**

Infraction # _____

Date of Decision: _____

Name of Appellant: _____

Decision of Appeals Committee:

Reasons:

Signature of Chef de Mission/Designate

Date

ATHLETE AND PARENT/GUARDIAN AGREEMENT

I, the undersigned, as a participant for Team Yukon at the 2007 Western Canada Summer Games, understand that there are expectations of me as to conduct and behaviour as outlined in this Handbook and the Team Yukon Conduct and Discipline Code. I agree to abide by the rules and regulations set down by Team Yukon, the Host Society and the Western Canada Games Council. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

Date: _____

Signature of Participant: _____

Witness: _____

Signature of Parent/Guardian: _____

CLOTHING AGREEMENT

I, _____, acknowledge having read and understand that as a member of Team Yukon at the 2007 Western Canada Summer Games, I hereby accept the clothing provided and agree to follow the dress code.

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

SIGNATURE

DAY / MONTH / YEAR

COACH/MANAGER/MISSION STAFF AGREEMENT

I, the undersigned, as a participant for Team Yukon at the 2007 Western Canada Summer Games, understand that there are expectations of me as to conduct and behaviour as outlined in this Handbook and the Team Yukon Conduct and Discipline Code. I agree to abide by the rules and regulations set down by Team Yukon, the Host Society and the Western Canada Summer Games Council. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

Date: _____

Signature of Participant: _____

Witness: _____

CLOTHING AGREEMENT

I, _____, acknowledge having read and understand that as a member of Team Yukon at the 2007 Western Canada Summer Games, I hereby accept the clothing provided and agree to follow the dress code.

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

SIGNATURE

DAY / MONTH / YEAR