

Name: Code of Conduct **Date Revised:** February 2008

The Saskatchewan Games Code of Conduct is the minimum standard of Conduct expected of each athlete, coach, manager, mission staff and team officials of the District Teams. This Code of Conduct explains how all team members are expected to conduct themselves at District Pep Rallies, traveling to the games, during the games and traveling home from the games.

District teams or coaches may choose to develop supplemental Codes of Conduct for their Games team(s) in addition to the Saskatchewan Games Code of Conduct, providing that they are not in conflict with the Saskatchewan Games Code of Conduct. For example, a coach may set a team curfew that is earlier than the one stated by the Saskatchewan Games and the Host Community, but they cannot set a curfew which is later.

1. Respect for Others and Property

The Saskatchewan Games are committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks have no place at the Saskatchewan Games. Any damage(s) incurred by a sport to residence, venues, etc., will be charged back to the District Council.

2. Residence

All athletes, coaches and managers must reside in the athletes' village.

3. Curfew

All athletes must be in their dormitory rooms by 11:00pm. Quiet time will be from 11pm – 12 midnight. Cellular phones **can not** be used in the dormitory rooms after 11:00pm and must be turned off. Lights out will be at 12 midnight. The village doors will be closed at 12 midnight each night. Any athlete, coach or manager entering the village after 11pm but before 12 midnight must sign a late roster and their District Mission Staff will be notified. After 12 midnight, no one will be allowed admission to the village. Those arriving after 12 midnight will have to be met by their Team Mission Staff in order to gain entrance.

5. Fair Play in Sport

The Saskatchewan Games supports the fair play values as described by the Canadian Center for Ethics in Sport (CCES). CCES recognizes that winning is an important goal but that it is not the most important objective. CCES values the enjoyment and the opportunities for personal growth and development that sport has to offer. District team members are expected to promote and abide by the fair play principles of integrity, fairness and respect.

6. Alcohol and Tobacco

A minor is defined by the laws of Saskatchewan (legal age is 19 years). Minors shall not drink alcohol, nor use any tobacco products, including snuff and

chewing tobacco, at any time during the Games or during travel to or from the Games.

There is a zero-tolerance for underage drinking.

Adults can only drink alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired. No adult shall be intoxicated at any time. Multi-sport games are smoke free events. Adults shall abide by the rules laid down by the host society.

Types of Infractions

Minor infractions:

- use of tobacco products, including snuff and chewing tobacco, by minors;
- use of tobacco products by adults in the Athletes' Village, at official Games activities or functions at competition sites or while wearing a Zone/District Team uniform;
- a minor disturbance or disruption after quiet time in the Athletes' Village;
- gambling for the purposes of gain;
- disrespectful behavior;
- unsportsmanlike conduct such as arguing; The Head Coach shall inform the appropriate District Team Mission Staff or the Chef de Mission of any minor infractions and the disciplinary action taken. Should the Coach not be able to determine the level of severity they should consult with the Chef de Mission.

Major Infractions:

- repeated minor infractions;
- unsportsmanlike conduct such as fighting;
- curfew violations;
- bringing disgrace to their District Team or the Saskatchewan Games program;
- involvement in or providing support to abusive "hazing" or "initiation" rituals;
- use of alcohol by a minor at any time;
- major disruptions;
- intoxication at any time;
- activities or behavior which disrupt competition;
- pranks, jokes or other activities which endanger the safety of others;
- offensive, abusive, racist or sexist comments;
- those offenses deemed criminal by law.

DISCIPLINARY SANCTIONS

Disciplinary Sanctions

The following are examples of disciplinary sanctions which may be applied. The Head Coach (for minor infractions) or Discipline Committee (for major infractions) are not limited to choosing from the examples below and may combine two or more sanctions in their decision. In general, the severity of any disciplinary sanction(s) should compare to the severity of the infraction. If a person being disciplined is from a sport that has developed their own code of conduct and sanctions, the Discipline Committee may choose to support the disciplinary measure(s) previously agreed upon by the members of that sport.

- Earlier curfew
- Verbal or written reprimand
- Verbal apology
- Hand-delivered written apology
- Team service or other voluntary contribution to the Host Community or Zone/District Team
- confined to residence or Village
- Suspension from Games activities (e.g. opening/closing ceremonies)
- Suspension from one or more competition(s)
- Suspension from competition for the remainder of the Games
- Letter to Provincial Sport Governing Body recommending additional suspensions
- Take away Team uniform
- Send home at individual's expense
- Notify authorities (e.g. Host Society, police) of criminal offense.

PROCEDURE FOR DISCIPLINE

Four levels of discipline procedure

First Level

The Head Coach is responsible for dealing with all minor infractions. Under extraordinary conditions, the Host Community may take immediate disciplinary action until the District Team has a chance to take responsibility for the situation.

Second Level

The Discipline Committee is responsible for responding to all major infractions. The Discipline Committee is usually chaired by the District Team Assistant Chef de Mission and includes the Head Coach for the sport, and the Mission Staff assigned to the sport and other members as deemed appropriate.

Third Level

The Appeals Committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals. The Appeals Committee is chaired by a representative of the Saskatchewan Games Council (non-voting), the Chef de Mission of the District Team involved, the Chair of the Host Community Organizing Committee and the Provincial Technical Liaison for the sport.

Fourth Level

The Saskatchewan Provincial Sport Organizations may enforce further discipline after the Games.

Roles and Responsibilities for Discipline

Coaching Staff

The Head Coach is responsible for dealing with all minor infractions and deciding on a response using the guidelines for sanctions outlined in this policy. The Head Coach shall keep a written log of all minor infractions in case incidents happen again or become more serious.

Discipline Committee

The Discipline Committee is responsible for considering all major infractions and imposing disciplinary sanctions. The Discipline Committee is usually chaired by the District Team Assistant Chef de Mission and includes the Head Coach for the sport, and the Mission Staff assigned to the sport and other members as deemed appropriate. The Assistant Chef de Mission may choose to replace any member of the committee including himself/herself with another District Team member to avoid any potential perception of bias against the person facing disciplinary action. In cases where several individuals are the subject of a disciplinary hearing arising from a related incident, the Assistant Chef de Mission may choose to deal with the individuals as a group, individually, or by some other combination as he/she sees fit. If the individual subject to a Disciplinary Committee hearing is a Head Coach or a member of Mission Staff, the Assistant Chef de Mission shall choose a peer from their ranks to sit as members on the Discipline Committee.

Appeals committee

The person or person(s) who has/have been disciplined can make an appeal to the Appeals Committee. The Appeals Committee is chaired by a representative of the Saskatchewan Games Council (non-voting), the Chef de Mission of the District Team involved, the Chair of the Host Community Organizing Committee and the Provincial Technical Liaison for the sport.

3. Discipline Procedures

Minor Infractions

All minor infractions shall be reported to the Head Coach. The Head Coach, in consultation with the designated mission staff, will then decide on the disciplinary sanctions using the guidelines outlined in this policy. Before deciding how the person will be sanctioned, the Head Coach will give the person being disciplined a chance to explain his or her side of the story.

Major Infractions

a) All major infractions must be reported as soon as possible to the Mission Desk or, if this is not possible, to any member of Mission Staff, using the Infraction Report form. Team members may be suspended from further competition and/or all team activities until the disciplinary committee determines otherwise.

b) The person who has committed the infraction will be informed of the procedures outlined in this policy. If they wish, the person who is accused of the infraction will be given a chance to submit a written report.

c) As soon as possible after the incident is reported, the discipline committee shall meet.

The following principles must be observed:

- The individual committing an infraction is given reasonable notice of the hearing and has an opportunity to address the Committee;
- The individual committing an infraction, if an athlete, may be accompanied by an athlete's advocate, or any other adviser including legal counsel;
- The hearing is held in private;
- Witnesses may be invited to present evidence at the meeting.

d) The Discipline Committee shall determine appropriate sanctions using the guidelines outlined in this policy. The Committee's decision shall be given to the individual in writing, with reasons, using the Decision of Discipline Committee Form. The individual will also be informed of his/her right to an appeal, the procedure to be followed and the deadline for submitting an appeal. The Decision of Discipline Committee shall take effect immediately. A copy of the committee's decision shall also be provided to the Chef de Mission.

APPEALS

1. The individual being disciplined shall have **Four Hours** from the time they receive the decision of the Discipline Committee to launch an appeal. The Appeal Committee will convene a hearing within two (2) hours of receipt of appeal notice. No appeals will be heard between 12 midnight and 7:00am.

2. The reasons for the appeal must be in writing using the Notification of Appeal Form and delivered to the Mission Desk. A team member cannot appeal a decision simply because they do not agree with it. The eligible grounds for an appeal are:

- The disciplinary committee was biased against the team member, or there is a reasonable perception of bias against the team member;
- The established disciplinary process was not followed;
- New information has become available since the disciplinary hearing which has a significant bearing on the decision;
- The penalty far exceeds the infraction;
- The disciplinary committee imposes a sanction which is beyond its authority.

3. Within the prescribed time frames the Appeals Committee shall meet to decide whether or not the appeal should be heard. If the Appeals Committee decide the grounds for the appeal are legitimate, a hearing shall be called as soon as possible. The hearing shall be run according to the steps outlined in the Appeal Hearing process. The following principles shall be observed:

- The appellant is told about the hearing in advance and is given the opportunity to address and present information to the Committee;
- The hearing is held in private;
- The Committee may request that witnesses to the incident be asked to appear before the committee to provide evidence.

4. The Appeals Committee has the right to agree with the decision of the Disciplinary Committee, to reverse the decision, and/or to modify any of the sanctions of the Disciplinary Committee.

5. The decision of the Appeals Committee shall be given to the appellant in writing, with reasons, using the Decision of Appeals Committee form.

6. The decision of the Appeals Committee is final and not open to any further appeal.

Confidentiality

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the Chef de Mission or their designate; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties.

Provincial Sport Organizations

The President of any Provincial Sport Organization that has had a member disciplined during the course of the Games shall receive a report on the infraction

and sanction upon the Team's return from the Games. District Team members should be aware that the Provincial Sport Governing Body has the right to impose further disciplinary actions following the Games.