

# TEAM MANITOBA CODE OF CONDUCT

## INTRODUCTION

This Agreement sets out the terms and conditions under which the Team Member has been confirmed as a member of the 2009 Canada Summer Games Team. The Team Member understands that his/her nomination to the Team by his/her PSO and continued participation as a Team Member is conditional upon entering into this Agreement and observing and complying with the terms and conditions herein.

This code takes effect on Friday, August 14, 2009 for week one athletes, coaches and manager and ends on Saturday, August 22, 2009 at midnight or arrival time in Winnipeg. For week two athletes the code takes effect on Saturday, August 22, 2009 and ends on Saturday August 29, 2009 at midnight or arrival time in Winnipeg.

The relationship between the Team Member, the PSO and Sport Manitoba is characterized by a collaborative partnership, representing a collective effort, the goal of which is the Team Members participation in the 2009 Canada Summer Games representing Team Manitoba, as an ambassador with pride and carrying out a function within the Team to the best of his/her ability.

If the Team Member has previously signed an agreement with his/her PSO, this Agreement shall take precedence over any such pre-existing agreement as long this Agreement remains in effect for the purpose of the Games, and the for period of this Agreement.

## *Application of the Policy*

This Policy applies to all members of Team Manitoba, 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 Manitoba's Code of Conduct*

***All members of Team Manitoba are expected to:***

- Act as ambassadors for their local sports clubs, their Provincial Sport Organizations ("PSOs") and the province of Manitoba;

- 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 Manitoba, 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 Manitoba with pride;
- Conduct themselves in a manner that ensures that the Games take place in a safe environment, free from harassment and discrimination, for all members.

***Members of Team Manitoba 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 assigned ceremonial uniform at Opening and Closing Ceremonies;
- Wear the Team Manitoba jacket or fleece at medal presentation ceremonies and, where possible, media interviews;
- Respect the Clean Air policy and ban on smoking at Games venues and facilities;
- Obey all federal laws, and provincial laws of the Host province 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 Manitoba member after 9:00 p.m. when not in residence or competition;
- Be punctual for all Team Manitoba functions and activities.

***Members of Team Manitoba will not:***

- Verbally or physically abuse other members of Team Manitoba 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 Manitoba, 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;
- Breach the requirements of the Manitoba Provincial Sport Organization *Harassment Policy*
- Indulge in any other unreasonable conduct which brings Team Manitoba into disrepute, including but not limited to, activities which disturb or disrupt the peace, infractions of municipal, 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 Manitoba, are dealt with more formally by the Team Manitoba Discipline Committee.

Minor infractions include, but are not limited to:

- Single instances of disrespectful behaviour
- Single instances of unsportsmanlike conduct such as arguing
- Being late, or absent from, Team Manitoba activities or functions
- Failing to follow the dress code
- Use of tobacco products by minors (under 18 years of age);
- Use of tobacco products by adults within the Athletes' Village, at official Team Manitoba 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 Manitoba
- 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:

- 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 PSO where his or her team or PSO are in agreement with this sanction;
- h) Removal of Team Manitoba 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 in and representing Team Manitoba in future Canada 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 Manitoba may contact local police concerning the behaviour of any Team Manitoba member, if appropriate to do so. Also, a member may be subject to further disciplinary procedures by their PSO 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 Manitoba. The role of the Advocate is to tell 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 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 so advised, will be informed of the procedures of this Policy and will be provided with an opportunity to secure an Advocate.

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

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

- The right to choose to provide a written submission in lieu of participating in an oral hearing,
- 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 Manitoba 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 Manitoba Infraction Report**

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

Submitted by (Name): \_\_\_\_\_ Position: \_\_\_\_\_

Location of Infraction: \_\_\_\_\_

Team Manitoba 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 # \_\_\_\_\_

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**Team Manitoba Athlete Agreement**

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I, the undersigned, as a participant of Team Manitoba at the 2009 Canada Summer Games, understand that there are expectations of me as to the conduct and behaviour as outlined in the Team Manitoba Code of Conduct. I agree to abide by the rules and regulations set down by Team Manitoba, the Host Society and the Canada Games Council. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be subject to discipline, including removal from Team Manitoba and the Canada Summer Games.

I, the undersigned, acknowledge having read the Team Manitoba Code of Conduct

Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_  
(signature) (print)

Signature of parent/guardian if under 18

\_\_\_\_\_

\_\_\_\_\_  
(print)