



2013
CANADA SUMMER
GAMES

TEAM YUKON HANDBOOK



MINISTER'S MESSAGE



Hon. Elaine Taylor, Minister of Community Services

Congratulations to the athletes, coaches, managers, support staff, parents and volunteers who have been diligently working to prepare Team Yukon to represent us at the 2013 Canada Summer Games in Sherbrooke, Quebec!

Team Yukon is 148 members strong, with 104 athletes representing our territory in eight different sports. We are so proud of each and every athlete whose hard work has brought them to the nation's stage this year.

Team Yukon's 12 mission staff and 32 coaches and managers are also to be commended for their dedication to supporting and preparing our team to compete as one of the best athletes in the country.

It takes tremendous commitment, from athletes and their communities, to reach this high level of competition.

I look forward to greeting each of you at the Opening Ceremonies on August 2nd and will be cheering for the entire team throughout the two week event! Yukoners are all behind you and wish you the best in your competitions, whether you are working to achieve personal bests or winning medals.

I know you will make Yukoners proud, both as athletes and ambassadors for our territory. Enjoy yourselves!

Whatever the outcomes, bring home your memories and experiences to share with others, motivating them to work towards being the best that they can be.

I wish you good luck and great success!

Elaine Taylor
Minister
Community Services



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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 2013 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, support staff and mission staff.

This handbook also contains Team Yukon's Code of Conduct . 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 future Games. All members of Team Yukon are urged to read this Code carefully.

WELCOME TO TEAM YUKON!

LETS SHOW EVERYONE OUR YUKON SPIRIT.....YU KON DO IT!



AUGUST 2-9

- BASEBALL (MEN)
- BASKETBALL (MEN)
- ★ CYCLING (MOUNTAIN)
- SAILING
- ★ SOCCER (WOMEN)
- SOFTBALL (WOMEN)
- ★ SWIMMING
- ★ TENNIS
- ★ VOLLEYBALL
- WRESTLING

★ TEAM YUKON COMPETES

AUGUST 10-17

- ★ ATHLETICS
- BASKETBALL (WOMEN)
- BEACH VOLLEYBALL
- ★ CANOE-KAYAK
- ★ CYCLING (ROAD)
- DIVING
- FENCING
- ★ GOLF
- ROWING
- ★ SOCCER (MEN)
- TRIATHLON

ABOUT THE CANADA GAMES

What are they?

The Canada Games are a multi-sport event for 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 Games – Nova Scotia, 2009 Summer Games - PEI, etc.). The Games are hosted in different parts of Canada on a provincial/territorial rotation basis. The Yukon hosted the 2007 Canada Winter Games.

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, Nova Scotia. 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 from all provinces and territories in Canada who qualify through a formal selection process participate in the Games. In 1993 the Games added competitions for athletes with disabilities. 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.



ABOUT THE CANADA GAMES

What are the goals and objectives of the Canada Games

The goals of the Canada Games 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 instil 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; and
- ◆ 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.
- ◆ Provide opportunities for the upgrading and construction of sport facilities; and
- ◆ Provide a human and physical legacy within the host community.

What awards can be won at the Canada Games?

In addition to gold, silver and bronze 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 Summer Games to Summer Games (or Winter Games to Winter 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 held?

The upcoming Canada Summer Games will be held August 1 - 18, 2013 in Sherbrooke, Quebec.



ELIGIBILITY FOR TEAM YUKON

a) ATHLETES

- ◆ **Citizenship:** Must be a Canadian citizen or permanent resident.
- ◆ **Residency:** Must reside in Yukon for at least one hundred and eighty (180) days prior to the opening day of the games. Exceptions are students that maintain their permanent residence in Yukon but are attending educational institutions outside of the territory.
- ◆ **Age:** There is no minimum age for Canada Games athletes unless stipulated, for safety reasons, by the National Sport Organization in the technical package.
- ◆ **Pre-Games:** Must be active members in good standing with their respective Yukon Sport Governing Body (YSGB) and be willing to adhere to the terms and conditions of the athlete agreement. Athletes can participate in only one sport per week of the Games. Athletes must dedicate themselves to a training program that is endorsed by the YSGB, the Games Committee and approved by the Government of Yukon Sport and Recreation Branch.

b) COACHES

- ◆ **All Coaches:** Certified in the Yukon on-line Respect in Sport Program, be a member in good standing with the YSGB 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 Participant Agreement. Coaches must be prepared to accept the duties that accompany the position of a coach of Team Yukon athletes. A criminal Record Check (CRC) must be completed. *If the coach does not meet the follow requirements below, an exemption must be requested by the YSGB on behalf of the coach to the Sport and Recreation Branch, YG.*
- ◆ **Head Coaches:** Full National Coaching Certification Program (NCCP) Level 3 certification is required, or the equivalent in the new NCCP to at least NCCP Competition Development (Certified) status.
- ◆ **Assistant Coaches:** Full National Coaching Certification Program (NCCP) Level 2 certification is required, or the equivalent in the new NCCP to at least NCCP Competition Development (in-training) status.

c) MANAGERS / SUPPORT STAFF

Are requested to have completed Level I Theory or Introduction to Competition Part A in the NCCP and must have completed the Yukon on-line Respect in Sport Program. They must also be a member in good standing with the YSGB 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 Participant Agreement. Managers must be prepared to accept the duties that accompany the position of a manager of Team Yukon athletes. A Criminal Record Check (CRC) must be completed.

INSURANCE AND LIABILITY

a) GENERAL

Participants enter the Canada Summer 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. These organizations will not assume responsibility 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, support staff or mission staff, 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 2013 Games, Yukon and Quebec (QU) have a reciprocal agreement. QU will cover most of the same services that are covered in the Yukon. Generally, medical costs are no more expensive in QU 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 QU. The QU 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 2013 Canada Summer Games Infirmary provided by the Host Society.

ROLES AND RESPONSIBILITIES - ORGANIZATIONS



GOVERNMENT OF YUKON SPORT & RECREATION BRANCH

The Sport and Recreation Branch's role and responsibilities include, and are not limited to:

- ◆ Promoting a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- ◆ Acting as the guardian and interpreter of the general philosophy, policies and procedures for the Canada Games Council and Team Yukon;
- ◆ Appointing the Chef de Mission and Assistant Chef de Mission;
- ◆ Approval of Mission Staff as recommended by the Sport Yukon's Games Committee;
- ◆ In consultation with Sport Yukon's Games Committee, reviewing and establishing Team Yukon's Games Handbook/Code of Conduct;
- ◆ Interacting with and disseminating information to Yukon Sport Governing Bodies;
- ◆ Reviewing and approving the training programs of participating sport governing bodies;
- ◆ Finalizing each sport's participation at the Games;
- ◆ Contracting Sport Yukon to assist with the administration and management of Team Yukon;
- ◆ Delegating appropriate responsibilities to Sport Yukon; and
- ◆ Providing a member to Sport Yukon's Games Committee.



SPORT YUKON GAMES COMMITTEE

Sport Yukon Games Committee's role and responsibilities include, and are not limited to:

- ◆ Promoting a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- ◆ In consultation with Government of Yukon's Sport and Recreation Branch, reviewing and establishing Team Yukon's Games Handbook/Code of Conduct;
- ◆ Recommending mission staff for selection to the Government of Yukon Sport and Recreation Branch;
- ◆ Assisting with the implementation of the Team Yukon/Code of Conduct if required;
- ◆ Assisting with reviewing training programs of participating sport governing bodies;
- ◆ Assisting with the design and development of all logos, pins and uniforms for Team Yukon; and
- ◆ Supporting and advising the Chef de Mission.

ROLES AND RESPONSIBILITIES - ORGANIZATIONS

YUKON SPORT GOVERNING BODIES

Yukon Sport Governing Bodies' roles and responsibilities include, and not limited to:

- ◆ Promoting a safe, harassment-free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- ◆ Selecting coaches, managers and support staff for their sport;
- ◆ Endorsing nominations of individuals for mission staff;
- ◆ Identifying talent identification procedures prior to the Games;
- ◆ Developing and approving selection criteria and training programs;
- ◆ Monitoring training programs;
- ◆ Disseminating information to members of Team Yukon;
- ◆ Attending meetings with YTG Sport and Recreation Branch where requested; and
- ◆ Assisting the Mission Staff in ensuring that all members of Team Yukon are familiar with and follow the Team Yukon's Games Handbook/Code of Conduct.

ROLES AND RESPONSIBILITIES - TEAM MEMBERS

a) CHEF DE MISSION

The Chef de Mission reports to and receives direction from the Government of Yukon, Sport and Recreation Branch. The Chef de Mission works with Sport Yukon's Games Committee on issues relating to the games.

BEFORE THE GAMES

The Chef de Mission is responsible for the preparation of Team Yukon, including and not limited to:

- ◆ Promoting a safe, harassment-free environment where team members are treated with respect so the Games experience is positive and memorable for all;
- ◆ working in conjunction with the Canada Games Council, the Host Society and YSGB's on all policy and issues relating to Team Yukon's participation at the games;
- ◆ Participating at Chef de Mission meetings and on conference calls prior to the games;
- ◆ The responsibility for all Team administration and management;
- ◆ The initiation and recommendation of applications for mission staff;
- ◆ Holding of regular information meetings with coaches, managers, support staff and mission staff; and
- ◆ Coordinating the selection of members for all official functions.

AT THE GAMES

The Chef de Mission provides leadership and oversees all team administration and logistical support. Specific duties include, and are not limited to:

- ◆ Attendance of daily Chef de Mission meetings;
- ◆ Management of all mission staff;
- ◆ Addressing problems and concerns related to Team Yukon members and enforcing Team Yukon's Code of Conduct as required;
- ◆ Appointing a chair for the Discipline Committee;
- ◆ Acting as the spokesperson for Team Yukon; and
- ◆ Team Yukon's representative at all ceremonial functions during the Games, unless otherwise identified.

AFTER THE GAMES

The Chef de Mission will submit a final report to the Yukon Government Sport and Recreation Branch, with input from Team Yukon members.

ROLES AND RESPONSIBILITIES - TEAM MEMBERS

b) ASSISTANT CHEF DE MISSION

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

BEFORE THE GAMES

- ◆ Promoting a safe, harassment free environment where all team members are treated with respect so the experience is positive and memorable for all;
- ◆ Assisting with all administration and management; and
- ◆ Any other duties as assigned by the Chef de Mission.

AT THE GAMES

The Assistant Chef de Mission will assist the Chef de Mission with leadership and all team administration, logistical support and other assigned duties.

AFTER THE GAMES

The Assistant Chef de Mission will assist with the preparation of the final report, as well as other tasks assigned by the Chef de Mission.

c) MISSION STAFF

Mission staff will report directly to the Chef de Mission and Assistant Chef de Mission and will assist with specific duties as outlined below in accordance with team requirements.

BEFORE THE GAMES

Each mission staff member is assigned a specific sport(s) and responsibilities will include:

- ◆ Promoting a safe, harassment-free environment where team members are treated with respect so the Games experience is positive and memorable for all;
- ◆ Initiating contact with their assigned Yukon Sport Governing Body, coaches, managers and support staff as soon as they are confirmed, to outline the role of mission staff and identifying areas where these individuals can expect assistance, before and during the Games;
- ◆ Familiarizing themselves with their assigned sport and its technical package;
- ◆ Acting as the main communication link for the coaches, managers and support staff of their assigned sport(s);
- ◆ Ensuring coaches, managers, support staff and athletes are familiar with the Team Yukon Handbook, including the Team Yukon Conduct and Discipline Code;
- ◆ Attending all meetings called by the Chef de Mission and coaches; and
- ◆ Completing other duties as assigned by the Chef de Mission.

ROLES AND RESPONSIBILITIES - TEAM MEMBERS

AT THE GAMES

The mission staff will assist in the following areas:

- ◆ Reporting any incidents of harassment to the 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;
- ◆ Assisting in organizing of Team Yukon for Opening & Closing Ceremonies and all official functions;
- ◆ Endeavouring to attend as many competitions as possible of assigned sport(s);
- ◆ Providing information and assisting in the development of team newsletters;
- ◆ Keeping coaches, managers and support staff up to date on all pertinent Games information;
- ◆ May be required to assist in transporting athletes, equipment, lunches when the central transportation system cannot meet these needs;
- ◆ Monitoring medical emergencies and provide updates/information to coaches, managers, support staff, mission staff and Chef de Mission;
- ◆ Assisting coaches, managers, support staff and athletes with any problems that arise or when games services fail to meet their needs;
- ◆ Assisting participants in meeting requests from the media at appropriate times and locations, all interviews must be approved by the Head Coach and Chef de Mission and should take place at the conclusion of a competitive event;
- ◆ Assisting with the departures and ensure that all team members are aware of schedules and procedures also ensuring that accommodation and venue sites are left clean and organized. (If damage is observed, it must be documented and reported to the Chef de Mission who will in turn inform the Host Society);
- ◆ Ensure that they are familiar with the Team Yukon's Games Handbook/Code of Conduct and their responsibilities;
- ◆ Be prepared, if approached to act as an athlete's advocate; and
- ◆ Completing other duties that may be assigned by the Chef de Mission.

Sport Protests:

Mission staff must be familiar with their assigned sport's "field of play" protest procedure as well as 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.

If required, Mission Staff must attend with the Chef de Mission, any Games Jury meetings regarding protests or disciplinary action in designated sport(s).

AFTER THE GAMES

Mission staff will be required to submit a report to the Chef de Mission. A format will be provided for this report.

ROLES AND RESPONSIBILITIES - TEAM MEMBERS

d) COACHES / MANAGERS and SUPPORT STAFF

Coaches', managers' and support staffs' roles and responsibilities include:

- ◆ Promoting a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- ◆ Being responsible for their athletes throughout the Games and ensure that all of their athletes are aware of and understand the Team Yukon's Games Handbook/Code of Conduct;
- ◆ Abiding by and enforce Team Yukon's Dress Code;
- ◆ Agreeing to and sign the Participant Agreement;
- ◆ Administering discipline for minor infractions; specific to head coach
- ◆ Reporting all incidents of harassment to mission staff;
- ◆ Coaching, managing and supporting in a fair and sportsmanlike manner;
- ◆ Being responsible for competitors preparation, performance and conduct prior to, during 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; and
- ◆ Residing in the dorms with their athletes throughout the Games.

e) ATHLETES

Athletes' roles and responsibilities include:

- ◆ Promoting a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- ◆ Familiarize themselves with and abide by Team Yukon's Games Handbook/Code of Conduct;
- ◆ Signing a contract/agreement which states an understanding of, and agreement to the Code of Conduct;
- ◆ Informing coaches, mission staff or managers of concerns or problems at the Games;
- ◆ Abiding by Team Yukon's Dress Code;
- ◆ 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; and
- ◆ Residing in the athletes village throughout the Games.

TEAM YUKON ADMINISTRATION

a) PARTICIPATION FEES:

- ◆ \$350 for Athletes
- ◆ \$200 for Coaches, Managers, Support Staff and Mission Staff.

b) ACCOMMODATIONS & MEALS:

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

c) WALK OUT UNIFORM:

Team Yukon takes pride in providing all members 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, participants shall agree to comply with the team's dress code all times at the Games. Participants are required to sign the Team Yukon participant agreement before receiving their uniform.

d) COMPETITION DRESS:

The acquisition and cost of competition uniforms are the responsibility of the athletes and/or their respective YSGB. Design and colour of competition uniforms must be approved by the Chef de Mission prior to acquisition and must adhere to Canada Summer Games Commercialization policy and NSO standards as described in the sport technical packages.

e) DRESS CODE:

It is essential that team members dress respectfully and appropriately at all times during 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 2013 Canada Summer Games is not permitted and are seen as "ambush marketing", Please refrain from bringing those items.

Uniforms for all official functions will be identified prior to the event, i.e. Pep Rally, Opening and Closing Ceremonies, Medal Ceremonies and Press Conferences.

TEAM YUKON ADMINISTRATION

f) UNIFORM EXCHANGES WITH OTHER PROVINCES/TERRITORIES:

First week participants are asked to wait until after your competition is complete.

Second week participants are asked to wait until after the Closing Ceremonies.

g) CURFEW:

Quiet time in the residences 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.

TEAM YUKON ADMINISTRATION

- ◆ 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

CODE OF CONDUCT

APPLICATION OF THE CODE

This Code applies to all members of Team Yukon, which includes but is not limited to all participating Athletes, Coaches, Managers, Support Staff and Mission Staff. This Code applies to conduct of such members at 2013 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 Yukon Sport Governing Bodies (“YSGB’s”) and the Yukon Territory;
- ◆ Participate in the 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 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 Canada Summer Games as a privilege and wear the colours of Team Yukon with pride; and
- ◆ Conduct themselves in a manner that supports and enhances a safe environment, free from harassment and discrimination, for all members and Games participants.

All Members of Team Yukon will:

- ◆ Abide by the established curfew (all athletes, coaches, managers and support staff who are anywhere in the residence are to be quiet after an established time; all athletes, coaches, managers and support staff 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 when not in residence or competition; and
- ◆ Be punctual for all Team Yukon functions and activities.

CODE OF CONDUCT

All Members of Team Yukon will not:

- ◆ Verbally or physically abuse other members of Team Yukon or participants in the 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 Canada Summer 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; and
- ◆ 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, support staff 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; and
- ◆ Other similar infractions of minor severity.

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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; and
- ◆ 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:

- ◆ Impose an earlier curfew;
- ◆ Issue a verbal reprimand or warning to the member;
- ◆ Issue a written reprimand or warning to be filed in the mission office where relevant;
- ◆ 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;
- ◆ Require the member to hand deliver a written apology to such parties as are appropriate;
- ◆ Confinement to residence or the Athletes' Village for a specified period of time;
- ◆ Require the member to do voluntary team service for his or her team or YSGB where his or her team or YSGB are in agreement with this sanction;
- ◆ Removal of Team Yukon uniform;
- ◆ Suspend the member from the Canada Summer Games non-competition events such as the Opening and Closing Ceremonies;
- ◆ Expel the member from the Canada Summer Games after the completion of his or her competition;
- ◆ Suspend the member from his or her sports competition;
- ◆ Expel the member from the Canada Summer Games before completion of his or her competition;

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- ◆ Send the member home at his or her own cost following expulsion from the Canada Summer Games either before or after the member's competition; and
- ◆ 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 YSGB 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 using report forms Appendix A & B in case there are repeated incidents that would warrant consideration as a major infraction.

Discipline Committee

The Discipline Committee is responsible for discipline for minor infractions by coaches, managers, support staff and mission staff and for all major infractions. The Discipline Committee is made up of three (3) individuals, 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. If the Committee Chair expresses a conflict the Chef de Mission will appoint a new Committee Chair.

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.

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Member Advocates

A member who is the subject of a Discipline 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 and Chef de Mission.

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. The Mission Staff member will immediately report the infraction to the Chef de Mission using the Infraction Report Form in Appendix A. The Chef de Mission will then appoint the Discipline Committee Chair who will convene the Discipline Committee.

The Discipline Committee will:

- ◆ Dismiss the report if they considers it to be trivial or vexatious;
- ◆ Deal with the infraction informally as a minor infraction; or
- ◆ Deal with the infraction formally as a major infraction.

When a matter is referred to the Discipline Committee, the member will be advised, informed of the procedures of this policy and will be provided with an opportunity to secure an Advocate.

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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.

All decisions relating to Major Infractions will be documented on the Disciplinary Decision Report Form in Appendix B by the Chair. The written decision will be provided to the member and a copy will be provided to the Chef de Mission, Sport Yukon Games Committee, the YSGB and the parents or guardians of the member. The chair of the Discipline Committee will implement the decision of the Discipline Committee.

APPEAL PROCEDURES

Team Yukon does not deal with appeals.

Any appeals from decisions made by the Discipline Committee are deferred to the Canada Games Council using their Dispute Resolution Policy.

An appeal may be initiated by filing a 'notice of appeal' to the Canada Games Council Office within two hours of receiving the written decision of the Discipline Committee. If the written decision is reached after 10pm the 'notice of appeal' must be submitted by 9am the following morning. There after appeals will be conducted in accordance with the Dispute Resolution Policy.

**CODE OF CONDUCT
APPENDIX (A&B)**

APPENDIX A (CONFIDENTIAL)

**2013 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 # _____

APPENDIX B (CONFIDENTIAL)

2013 Canada Summer Games - Team Yukon

Disciplinary Decision Report

Infraction # _____ Minor Major

Name of individual(s) involved : _____

Disciplinary decision of: Head Coach 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 _____

Time/date

Delivered by _____

PARTICIPANT AGREEMENT



PARTICIPANT AGREEMENT

I, _____, as a participant for Team Yukon at the 2013 Canada Summer Games, understand that there are certain expectations of me regarding my conduct and behaviour at the Games as outlined in the Team Yukon Handbook and the specific Code of Conduct. I agree that I have read the Team Yukon Handbook and Code of Conduct and will abide by the rules and regulations set out by Team Yukon, 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 disciplined, up to and including removal from Team Yukon and the Games.

As a participant for Team Yukon at the 2013 Canada Summer Games, I accept the clothing that is provided and agree to follow the prescribed dress code at all times at the Games. The clothing remains the property of Team Yukon, and if no sanctions are levied against the participant, at the conclusion of the Games the clothing becomes the property of the participant.

As a participant for Team Yukon, I hereby grant the Government of Yukon, Sport Yukon, and Team Yukon, and the designated Yukon Sport Governing Body the right to use photograph(s), video(s) or interview quotations of me for the purposes of promoting and/or advertising sport and recreation in Yukon or elsewhere. The above mentioned may display my photograph(s), video(s) or interview quotes in any and all forms of advertising, including print, television, internet and otherwise, all without payment of any fee or consideration to me.

Date: _____

Signature of Participant: _____

Witness: _____

Signature of Parent/Guardian: _____