



CODE OF CONDUCT AND DISCIPLINE

A. Introduction

Members of Team Nunavik-Québec are expected to conduct themselves at all times in a respectful and responsible manner. This includes ensuring they are informed and understand the expectations of conduct as outlined in this handbook, as well as any particular expectations of conduct endorsed by their sport. This standard of conduct is expected of participants from the time of the Trials until they return home from the Games.

It is expected that all participants (athletes, coaches, managers and mission staff) will fulfil their roles and responsibilities as outlined in this handbook. Individuals who fail to do so will be subject to discipline.

B. Standard of Conduct (the do's and don'ts)

1. Respect for Others

Team Nunavik-Québec is committed to providing a harassment-free sport environment in which all individuals are treated with respect. All participants must make every effort to promote a safe, harassment-free environment where all team members are treated with respect so the experience is conducive to maximal enjoyment for all. Furthermore, Team Nunavik-Québec supports equal opportunities and prohibits discriminatory practices. Participants will refrain from comments or behaviors, which are disrespectful, offensive or abusive (including racist or sexist).

2. Ceremonies and Official Team Nunavik-Québec Functions

All TNQ participants must attend Games Opening and Closing Ceremonies, Sport Opening and Closing Ceremonies if applicable, as well as all official Team functions in full uniform in accordance with the Dress Code.

3. Residence

Unless prior approval is received from the Chef de Mission, all athletes, coaches and chaperones must reside in the Athletes' Village.

4. Curfew

The curfew for all participants as set by the Host Society is 11:00 pm with "Lights out" at 12:00 am midnight. Exceptions may be granted for late competition schedules and other matters

beyond a team's control. Coaches may set earlier curfew times based on game/event schedules.

5. Prohibitive Substances and Fair Play

TNQ and the AWG International Committee strongly embrace the concept of Fair Play in Sport and unequivocally oppose cheating, which includes the use of substances or methods banned by National Sport Organizations and the Canadian Centre for Ethics in Sport.

TNQ and the AWG International Committee will assist in whatever manner possible in implementing Fair Play initiatives and an Anti-Doping Campaign (including education).

TNQ and the AWG International Committee recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, adopted by Sport Canada, and the National Sport Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping related infractions. Therefore, any person under suspension by their national or territorial/provincial sport organization shall be ineligible to participate in the Arctic Winter Games until the NSO or T/PSO has lifted the suspension.

6. Illicit Drugs

Team members are not permitted to possess or use any illegal drugs.

7. Alcohol and Tobacco

Minors shall not consume alcohol nor use any tobacco products, including snuff, at any time during the Games. Minors found possessing any alcohol or tobacco products will have these items confiscated and may be subjected to further discipline.

The laws of the jurisdiction define a minor where the Games are taking place.

Adults shall not consume alcohol in the Athletes' Village, nor shall they be under the influence of alcohol at any time they are performing their official duties as a member of TNQ.

Adults shall refrain from smoking in the Athletes' Village, at all official TNQ activities or functions, at competition sites, and on Host Society provided transportation.

8. Types and Examples of Infractions

Examples of minor infractions (misconduct), which will not be tolerated, include:

- use of tobacco products, including snuff, by minors
- use of tobacco products by adults in the Athletes' Village, at official Team Nunavik-Québec activities or functions, at competition sites, or on Host Society provided transportation
- disturbance or disruption after quiet time in the Athletes' Village
- disrespectful, offensive or abusive (which includes racist or sexist) comments or behaviour

- disrespectful of fair play values and conduct, such as arguing
- being late for or absent from Team Nunavik-Québec activities or functions
- failing to follow the dress code for official functions
- other similar infractions of minor severity

Note: The preceding list provides examples of minor infractions only. It does not include all possible minor infractions and is only intended to provide guidance to differentiate minor infractions from major infractions.

Examples of major infractions (gross misconduct), which will not be tolerated, include:

- disrespectful of fair play values and conduct, such as fighting
- curfew violations
- repeated disturbances or disruptions after quiet time in the Athletes' Village
- repeated or gross display of disrespectful, offensive or abusive (which includes racist or sexist) comments or behaviour
- repeated lateness for, or absence from, Team Nunavik-Québec activities or functions
- bringing disgrace to Team Nunavik-Québec
- possession or use of illicit drugs
- 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 TNQ
- Intoxication
- betting or gambling
- activities or behaviour which disrupts competition
- pranks, jokes or other activities which endanger the safety of others
- criminal activities
- other similar infractions of major severity

Note: The preceding list provides examples of major infractions only. It does not include all possible major infractions and is only intended to provide guidance to differentiate major infractions from minor infractions.

C. Disciplinary Sanctions Applicable at the Games

1. For Minor Infractions (misconduct)

The following sanctions may be applied, singly or in combination, for minor infractions:

- earlier curfew
- verbal or written reprimand
- formal verbal apology (witnessed)
- formal written apology (hand-delivered)
- suspension from certain Team Nunavik-Québec activities, which may include suspension from the next scheduled competition at the Games
- other sanctions as may be considered appropriate by the Coach/Manager

2. For Major Infractions (gross misconduct)

The following sanctions may be applied, singly or in combination, for major infractions:

- revoking Team Nunavik-Québec clothing
- removal of certain Team Nunavik-Québec or Athletes' Village privileges
- assignment to direct supervision for a prescribed period of time
- removal from a portion of or the remainder of the Games
- expulsion from the Games
- other sanctions as may be considered appropriate by the Discipline Committee

Note: Further disciplinary action may be taken after the Games and may involve suspension from future Games and competitions. Incidents which involve a number of team members may result in the entire team receiving or being affected by disciplinary sanctions.

D. Disciplinary Responsibilities

At the Games (Including travel)

Minor infractions The Coach/Manager is responsible for discipline for all minor infractions.

The Coach/Manager will keep a written log of all minor infractions. The Coach/Manager may also complete an incident report for a minor infraction using the form contained in Attachment "A" (Incident Report), in which case, a copy is provided to the Mission Staff of the sport. In any case, the offender must be informed that their bad behaviour has been noted.

Major infractions The Discipline Committee¹ is responsible for discipline for all major infractions. The Mission Staff for the sport prepares an incident report for the major infraction using the form contained in Attachment “A” (Incident Report), in which case, a copy is provided to the Discipline Committee and retained by the Assistant Chef de Mission. Also, keep in mind that the Host Society may take immediate and cumulative disciplinary action too.

Appeal Level If you think a decision is unfair, you can appeal it to the appeals committee² within 2 hours. To do so, fill in the form you receive with the disciplinary decision.

Do not hesitate to ask for help. Talk to your Coach or Mission Staff. You can ask for someone to represent you in an appeal – an athlete’s advocate³.

Only the offender or the Chef de Mission can appeal a decision.

2. Procedures for Discipline at the Games

- (a) The individual who is alleged to have committed the infraction will be advised of the procedures outlined in this policy, and of the right to consult with an athlete’s advocate (if the individual is an athlete), a parent/guardian (if the individual is a minor) and/or legal counsel. The individual who is alleged to have committed the infraction will also have an opportunity to submit a written response, if so desired.
- (b) As soon as possible after the incident is reported, the Discipline Committee shall convene a hearing. The hearing shall be governed by such procedures as the Discipline Committee sees fit, provided that the following principles are observed:

¹ The Discipline Committee comprises the Coach/Manager for the sport/group, the mission staff assigned to the sport/group, and the Assistant Chef de Mission, who shall chair the committee. If the individual being disciplined is one of these three people (or related to them), the Chef de mission, shall appoint a suitable alternate to serve on the Discipline Committee.

² 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/group (i.e. if the appellant is an athlete, this would be another athlete or if the appellant is a coach, then another coach, etc.) or the Director of the KRG Recreation Department.

Prior to the Games, the Chef de Mission shall compile a list of Athletes, Coaches, Chaperons and Mission Staff who are willing to serve on the Appeals Committee. If the Chef de Mission is the appellant, a suitable alternate shall be appointed to serve on the Appeals Committee in their place.

³ An Athlete involved in a discipline situation shall be advised that they have the right to seek the advice and assistance of an Athlete’s advocate. The role of the Athlete’s advocate is to advise the Athlete of his or her rights, to provide support and to speak on behalf of the Athlete, if requested. An Athlete’s advocate may be a member of the Mission Staff or any other member of Team Nunavik-Québec who has been requested by the Athlete to act as their advocate, and who is willing and able to serve. If an Athlete is unable to secure an advocate, the Chef de Mission will appoint one.

- the individual being disciplined shall be given reasonable notice of the hearing and shall have an opportunity to address the committee
 - the individual being disciplined may be accompanied by an Athlete's advocate, or any other adviser including legal counsel
 - the hearing shall be held in private
 - the committee may request that witnesses to the incident attend the hearing to provide evidence
 - the individual being disciplined shall be given the opportunity to question those giving evidence and is provided occasion to speak on their own behalf concerning the events that lead to the hearing.
- (c) The Discipline Committee shall determine appropriate sanctions in accordance with the guidelines outlined in this policy. The committee's decision shall be communicated to the individual in writing, with reasons, using the form shown in the Attachment "B" (Decision of Discipline Committee) and shall take effect immediately. A copy of the committee's decision shall also be provided to the Chef de Mission.

3. Procedures for Discipline after the Games

After the Games The Chef de Mission and the Disciplinary Committee in consultation with the Director of the KRG Recreation Department shall be responsible for discipline after the Games as it pertains to participation as a member of Team Nunavik-Québec at future Games. This action will involve conducting an investigation and if necessary, a hearing.

Records of disciplinary decisions will be filed in the office of the Director of Recreation with the KRG Recreation Department.

E. Appeals

1. Grounds for Appeal

Appeals of discipline decisions made at the Games may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the following:

- decisions made where the decision makers did not have the authority or jurisdiction
- failure to follow proper procedures which includes providing a fair hearing
- making a decision that was influenced by bias
- failure to consider relevant information or taking into account irrelevant information in making the decision
- making a decision for an improper purpose
- making a decision which was unreasonable

2. Procedures for Appeal of Discipline Decisions made at the Games:

- a) The individual being disciplined shall have TWO HOURS from the time of receiving a decision on discipline to launch an appeal, whether from their Coach/Manager or from the Discipline Committee, to submit an Attachment "C" (Notification of Appeal.)
- b) Likewise, the Chef de Mission shall have TWO HOURS from the time of receiving a copy of the decision on discipline to launch an appeal.
- c) The grounds for the appeal must be stated in writing using the form shown in the Attachment "C" (Notification of Appeal) and delivered to the mission desk or, if this is not possible, to any member of mission staff.
- d) As soon as possible after receiving notification of an appeal, the Appeals Committee shall review the Notification of Appeal and decide if the grounds for appeal as stated are sufficient to warrant an appeal (see Section E 1.). If it is decided that the stated grounds are not sufficient, the appellant will be advised that the grounds are insufficient and that the appeal will not be heard. This decision shall be communicated to all parties in writing. If the Appeals Committee decides that there are sufficient grounds they shall convene a hearing. The hearing shall be convened by such procedures as the Appeals Committee sees fit, provided that the following principles are observed:
 - the appellant shall be given reasonable notice of the hearing and shall have the opportunity to address the committee
 - the appellant shall be advised of their right to be accompanied by an Athlete's advocate or any other adviser, including legal counsel
 - the hearing shall be held in private
 - the committee may request that witnesses to the incident be present at the hearing to provide evidence
 - the appellant shall be given the opportunity to question those giving evidence and be provided an occasion to speak on their own behalf concerning the events that lead to the hearing.
- e) The Appeals Committee shall have the authority to uphold the decision on discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
- f) The decision of the Appeals Committee shall be communicated to all parties in writing, with reasons, using the form shown in the Attachment "D" (Decision of Appeals Committee) and shall take effect immediately.
- g) The decision of the Appeals Committee shall be final and binding, subject only to a decision of any court of competent jurisdiction.

3. Procedures for Appeal of Discipline Decisions made after the Games.

Appeals of discipline decisions made by the KRG Recreation Department after the games must be made within ten (10) days following notification of the decision. The notification of appeal must be presented in writing and indicate the grounds for appeal. Upon receipt of an appeal:

- the KRG Recreation Department will establish an Appeals Tribunal to review the appeal and its grounds. The tribunal will be composed of persons who are unbiased and would bring an appropriate blend of skills, experiences and perspectives to the appeal. The appellant will be given the opportunity to approve the members selected
- the tribunal will consider the appeal and decide whether or not a hearing is warranted
- if the tribunal decides that the appeal does not indicate sufficient grounds they will deny the appeal and notify the appellant of their decision in writing stating reasons

The tribunal may decide:

- to void, vary or confirm the decision being appealed
- to make any decision it feels should have been made
- to refer the matter back for a new decision with directions to correct any errors that were made
- to determine how costs of the appeal shall be allocated

F. Confidentiality at Games

The Chef de Mission shall handle all communication of disciplinary matters to outside parties at the Games. Every effort will be made to keep all information, including documents, confidential.

All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.