

# SPORT NORTH FEDERATION CONDUCT AND DISCIPLINE CODE

## A. Introduction

The *Conduct and Discipline Code* applies to all Sport North sponsored events. Sport North Sponsored events are:

Canada Winter/Summer Games  
Western Canada Summer Games  
NWT Winter/Summer Games  
Arctic Winter Games (includes Regional Development & Territorial Trials)

## B. Definitions

For the purposes of this Code

**“Participant”** – means anyone participating in a Sport North sponsored event. This includes but is not limited to: athletes, coaches, officials, chaperons, cultural representative and mission staff.

**“Athletes Village”** – means any area that has been designated by Sport North or a host community/society for participants to stay, such as, but not limited to, school(s), hotel(s), motel(s), dormitories, apartments and billets.

**“Fair Play Initiative”** - means an initiative that is based on respect for others and respect for the institution of sport.

**“Anti-Doping Campaign”** – means a campaign designed by the Canadian Centre for Ethics in Sport.

**“Minor”** - means a person who has not yet reached the age of majority as that is defined by the applicable legislation in the jurisdiction in which the event is being held

**“Territorial Sport Organization” (TSO)** – means an affiliated member of Sport North Federation.

**“Discipline Committee”** – means a committee developed who is responsible for discipline of all major infractions.

**“Appeal Committee”** – means a committee developed who is responsible for hearing appeals of disciplinary decisions made by the Discipline Committee.

**“Athlete’s Advocate”** – means a person who advises an athlete of his/her rights, to provide support and to speak on behalf of the athlete.

**"Minor Infraction"** - means any infraction that is less serious than a major infraction and is subject to informal discipline by a Head Coach.

**"Major Infraction"** - means all infractions of the most serious nature and is subject to discipline by the Team NWT Discipline Committee.

## **C. Standard of Conduct**

It is expected that all participants will fulfil their roles and responsibilities as outlined in this Handbook. Individuals who fail to comply will be subject to disciplinary action.

Participants are expected to conduct themselves at all times in a sportsmanlike 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 Territorial Sport Organization. This standard of conduct is expected of participants at all times during Sport North sponsored events.

### **1. Respect for Others**

Sport North is committed to providing a safe, harassment-free environment where all team members are treated with respect and which is conducive to maximal performance of each member. This commitment includes providing equal opportunities and prohibits discriminatory practices. All participants will refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist.

### **2. Ceremonies and Official Team NWT Functions**

Team NWT participants must attend the Games and Sport Opening and/or Closing Ceremonies as well as all official Team NWT functions in their full Team NWT walkout uniform.

### **3. Residence**

All athletes, their coaches, managers and chaperone(s) must reside in the area designated by Sport North, such as an Athletes' Village, that is must reside in the rooms they are assigned, as well coaches and chaperone(s) must sleep in the same room as assigned to their athletes.

### **4. Curfew**

Participants who reside in the Athletes' Village must adhere to the curfew that has been established by Sport North or the host community/society. This includes a specified quiet time and a lights out time. Coaches may set an earlier curfew if game/event schedules warrant.

### **5. Drugs, Doping Penalties and Fair Play**

Sport North and all other Games' Councils and Committees strongly embrace the concept of Fair Play in Sport, and unequivocally oppose cheating, which includes the use of substances and methods banned by National Sport Organizations and the Canadian Centre for Ethics in Sport.

Sport North will implement Fair Play initiatives and any Anti-Doping Campaign. As such we recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, adopted by Fitness and Amateur Sport and the National Sport Conduct and Discipline Code Policy - FINAL

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 Sport Organization shall be ineligible to participate in Sport North sponsored events until the suspension has been lifted by the NSO or TSO.

#### 6. Alcohol and Tobacco

Athletes shall not consume alcohol, nor use any tobacco products, including snuff, at any time during Sport North sponsored events or during travel to or from a Sport North sponsored event. Minors found possessing any alcohol or tobacco products will have these items confiscated, and may be subject to further discipline.

Adults shall not consume alcohol in the designated Athletes' Village, nor shall they be under the influence of alcohol at any time they are performing their official duties during a Sport North sponsored event.

Adults shall refrain from smoking in the designated Athletes' Village, at all Sport North sponsored events, functions, and at competition sites.

### **D. Discipline Process**

#### 1. Levels of Discipline

a. At the Sport North sponsored event, the following levels of discipline will apply:

**First Level** The coach is responsible for discipline for minor infractions. Under extraordinary conditions, the host community/society / Sport North may take immediate disciplinary action, pending further discipline by Sport North.

**Second Level** The Discipline Committee is responsible for discipline for all major infractions.

**Third Level** The Appeals Committee hears appeals of disciplinary decisions, whether at the first or second levels.

**Fourth Level** Sport North may apply further discipline after the event, either for major infractions, which may have been dealt with at the event or for incidents that may not have been dealt with at the event.

#### 3. Procedures for Discipline

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***, 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.

The procedure for discipline during a Sport North sponsored event is as follows:

- a. All minor infractions shall be reported to the coach who shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. In determining discipline, the coach shall give the individual being disciplined an opportunity to respond to the allegations.
- b. All major infractions shall be reported to the Chef de Mission. During a Sport North sponsored event the infraction must be reported to the Mission Desk, or if this is not possible, to any member of the Mission Staff, using the Infraction Report Form.
- c. The individual being disciplined will be advised of the procedures 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 being disciplined will also have an opportunity to submit a written response, if so desired.
- d. 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:
  - the individual being disciplined shall be given reasonable notice of the hearing and shall have an opportunity to address the Discipline 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;
  - both parties may request that witnesses to the incident be present at the hearing to provide evidence.
- e. The Discipline Committee shall determine appropriate sanctions in accordance with section E of this policy. The Committee's decision shall be communicated to the individual in writing, with reasons, using the ***Decision of Discipline Committee Form*** and shall take effect immediately. A copy of the Discipline Committee's decision shall also be provided to the Chef-de-Mission.

### **Procedure for discipline after a Sport North sponsored event**

Upon review of the incident report provided by the Chef-de-Mission; Sport North may determine that further sanctions be invoked.

- a.
  - Sport North may conduct an investigation;
  - Sport North will consider any reports of the incident as well as evidence;
  - Sport North will establish a Hearing Tribunal if there is sufficient evidence that a hearing is warranted;
  - the Hearing Tribunal will conduct a Hearing and provide their decision in writing, with reasons.

Conduct and Discipline Code Policy - FINAL

## **E. 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, chaperones and mission staff, as well as Major infractions involving any member of Team NWT, are dealt with more formally by the Team NWT Discipline Committee.

Examples of *minor infractions* which will not be tolerated include but are not limited to:

- use of tobacco products, including snuff, by minors
- use of tobacco products by adults in the designated Athletes' Village, at Sport North sponsored events, functions, or at competition sites
- disturbance or disruption after quiet time in the designated Athletes' Village
- disrespectful, offensive, abusive, racist or sexist comments or behaviour
- unsportsmanlike conduct such as arguing
- being late for, or absent from, Sport North sponsored activities or functions
- failing to follow the dress code for official functions
- other similar infractions of minor severity

Examples of *major infractions* which will not be tolerated include but are not limited to:

- unsportsmanlike conduct such as fighting
- curfew violations
- repeated disturbances or disruptions after quiet time in the designated Athletes' Village
- repeated or gross display of disrespectful, offensive, abusive, racist or sexist comments or behaviour
- repeated lateness for, or absence from, Sport North sponsored events, activities or functions
- bringing disgrace to Team NWT or any event sponsored by Sport North
- use of alcohol by a minor at any time
- use of alcohol by an adult within the designated Athletes' Village, or being under the influence of alcohol while performing official duties as a participant in a Sport North sponsored event
- intoxication
- activities or behaviour which disrupts competition
- pranks, jokes or other activities which endanger the safety of others
- criminal activities
- betting or gambling
- other similar infractions of major severity

## **F. Disciplinary Sanctions Applicable at all Sport North sponsored events**

### 1. Minor infractions

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 event, which may include suspension from the next scheduled competition
- other sanctions as may be considered appropriate by the coach
- Further disciplinary action may be taken after the event by Sport North and may involve suspension from future Sport North sponsored events and competitions.
- Incidents, which involve a number of team members, may result in the entire team receiving disciplinary sanctions.

### 2. Major infractions

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

- revoking Team NWT clothing
- removal of certain Team NWT or Athletes' Village privileges
- confinement to room in designated Athletes' Village for a prescribed period of time
- removal from a portion of, or the remainder of the event.
- withdrawal of return travel privileges.
- expulsion from the Games.
- other sanctions as may be considered appropriate by the Discipline Committee
- Further disciplinary action may be taken after the event by Sport North and may involve suspension from future Sport North sponsored events and competitions.
- Incidents, which involve a number of team members, may result in the entire team receiving disciplinary sanctions.
- Criminal Charges

### 3. Roles and Responsibilities of Parties Involved

#### **Coaching Staff**

The coach shall be responsible for discipline for minor infractions, in accordance with the guidelines for sanctions outlined in this policy. The coach shall keep a written log of all minor infractions in case incidents re-occur or escalate in severity.

### **Discipline Committee**

The Discipline Committee shall be responsible for discipline of major infractions in accordance with guidelines for sanctions outlined in this policy.

The Discipline Committee is chaired by the Assistant Chef-de-Mission and comprised of two Mission Staff.; one who is assigned to the sport, and the other to be identified by the Chair.

### **Appeals Committee**

The Appeals Committee shall hear appeals of disciplinary decisions, from either the individual being disciplined or the Chef-de-Mission.

The Appeals Committee is Chaired by the Chef-de-Mission, and two Mission Staff who were not members of the original Discipline Committee.

If the Chef-de-Mission is the appellant, he/she shall appoint a suitable alternate to serve on the Appeals Committee in his/her place.

### **Participant's Advocate**

A participant, 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 NWT. 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.

### **Sport North**

In addition to the above, Sport North will be responsible for discipline after a Sport North sponsored event. This may involve taking further action on incidents that were dealt with during the Sport North sponsored event or dealing with incidents that were not dealt with during the event. This action will involve conducting an investigation if necessary, conducting a hearing, making a decision(s) and allowing provision for an appeal.

## **G. Appeals**

1. Procedures for Appeal of Discipline Decisions Made at a Sport North sponsored event
  - a. The individual being disciplined shall have TWO HOURS from the time of receiving a decision on discipline, whether from a coach or from the Discipline Committee, to launch an appeal.
  - b. Likewise the Chef-de-Mission or coach 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 *Notification of Appeal Form* 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 convene a hearing. The hearing shall be convened by such procedures as the Appeals Committee sees fit, provided that the following principles are observed:

Conduct and Discipline Code Policy - FINAL

- the appellant shall be given reasonable notice of the hearing and shall have the opportunity to address the committee;
  - the appellant may be accompanied by a Participant'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.
- 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 the appellant in writing, with reasons, using the *Decision of Appeals Committee Form* and shall take effect immediately.
- g. The decision of the Appeals Committee shall be final and binding, and not open to any further appeal.

## 2. Procedures for Appeal of Discipline Decisions made after a Sport North sponsored event

Members who wish to appeal a decision shall have 5 business days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the Executive Director of Sport North. A non-refundable TWO HUNDRED DOLLAR (\$200.00) fee must accompany the appeal.

Any party wishing to initiate an appeal beyond the 5 business day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow an appeal outside the 5 business day period shall be at the sole discretion of the Sport North Executive Director.

### b. Upon receipt of an appeal:

- Within 3 business days of receiving the notice of appeal, the Executive Director shall decide whether or not there are sufficient grounds for an appeal. In the absence of the Executive Director, a member of the Board of Directors shall perform this function.
- If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Executive Director and may not be appealed.
- If the Executive Director is satisfied that there are sufficient grounds for an appeal, he or she shall direct that the President (or designate) establish an Appeals Committee.

## 3. Grounds for Appeal

Appeals of decisions of discipline made during or after a Sport North sponsored event may be heard only if there are sufficient grounds for the appeal. Decisions will be made on the following basis:

Conduct and Discipline Code Policy - FINAL

- decision made where the decision makers did not have the authority or jurisdiction as set out in governing documents;
- failing to follow procedures as laid out in the bylaws or approved policies of Sport North;
- failure to follow proper procedures which includes providing a fair hearing;
- making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;
- failure to consider relevant information or taking into account irrelevant information in making the decision;
- making a decision for an improper purpose; and/or
- making a decision which was unreasonable.

## **F. Confidentiality at the Games**

All communication of disciplinary matters to outside parties shall be handled by a Sport North representative. Every effort will be made to keep the investigative process including all information, including written 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.

Sport North will ensure that the hearing process is open, fair and transparent.

**APPENDIX "A"**

**ATHLETE CLOTHING AGREEMENT**

I, \_\_\_\_\_, acknowledge having read and understand that as a participant for a Sport North sponsored event, I hereby accept the clothing provided and agree to follow the dress code.

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

**SIGNATURE**

**DATE**

**ATHLETE/PARENT/GUARDIAN CONDUCT AGREEMENT**

“ I acknowledge and agree that I have read and understood the Sport North Conduct and Discipline Code as published at [www.sportnorth.com](http://www.sportnorth.com) and that I agree to abide by the rules and regulations set out therein as well as the rules and regulations set down by Team NWT, & the Host Society.”

“I understand that I will be subject to being photographed by Games organizers and agree to release my name and any photos to Sport North Federation for the purpose of marketing.”

Date:

Signature of Participant:

Witness:

Signature of Parent/Guardian:

**APPENDIX "B"**

**COACH/CHAPERON/MISSION CLOTHING AGREEMENT**

I, \_\_\_\_\_, acknowledge having read and understand that as a participant for a Sport North sponsored event, I hereby accept the clothing provided and agree to follow the dress code.

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

**SIGNATURE**

**DATE**

**COACH/CHAPERON/MISSION CONDUCT AGREEMENT**

“ I acknowledge and agree that I have read and understood the Sport North Conduct and Discipline Code as published at [www.sportnorth.com](http://www.sportnorth.com) and that I agree to abide by the rules and regulations set out therein as well as the rules and regulations set down by Team NWT, & the Host Society.”

“I understand that I will be subject to being photographed by Games organizers and agree to release my name and any photos to Sport North Federation for the purpose of marketing.”

Date:

Signature of Participant:

Witness:

**APPENDIX "C"**

**INFRACTION REPORT FORM**

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

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

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

Team NWT 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 # \_\_\_\_\_

**APPENDIX "D"**

**DECISION OF HEAD COACH/DISCIPLINE COMMITTEE**

**INCIDENT REPORT#**

**DATE OF INCIDENT:**

**NAME OF INDIVIDUAL INVOLVED:**

**DISCIPLINARY ACTIONS TAKEN BY HEAD COACH/DISCIPLINE COMMITTEE:**

**REASONS:**

**SIGNATURE OF HEAD COACH  
OR DESIGNATE:**

**DATE:**

Conduct and Discipline Code Policy - FINAL

**APPENDIX "E"**

**NOTIFICATION OF APPEAL**

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE CHEF-DE-MISSION WITHIN TWO HOURS AFTER ANY DISCIPLINE DECISION HAS BEEN MADE.**

**INCIDENT REPORT #**

**DATE OF INCIDENT:**

**NAME OF INDIVIDUAL INVOLVED:**

**NAME OF INDIVIDUAL REQUESTING APPEAL:**

**REASON FOR APPEAL:**

**SIGNATURE OF INDIVIDUAL REQUESTING APPEAL:**

**SIGNATURE**

**DATE**

**TIME SUBMITTED TO NWT MISSION DESK:**

**INITIALS OF CHEF-DE-MISSION:**

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

Conduct and Discipline Code Policy - FINAL

**APPENDIX "F"**

**DECISION OF APPEALS COMMITTEE**

**INCIDENT REPORT #**

**DATE OF INCIDENT:**

**NAME OF INDIVIDUAL INVOLVED:**

**DECISION OF APPEALS COMMITTEE:**

**REASON FOR DECISION:**

**SIGNATURE OF CHEF-DE-MISSION:**

**DATE:**

Conduct and Discipline Code Policy - FINAL