

2019 CANADA WINTER GAMES CODE OF CONDUCT

Application of the Policy

This Policy applies to all members of Team Ontario, which includes but is not limited to all participating athletes, coaches, team managers and members of mission staff. This Policy applies to conduct of such members at Canada Games activities and events. All members must acknowledge they have read/agree to abide by the policy by signing the agreement below.

Team Ontario's Code of Conduct

All members of Team Ontario are expected to:

- Act as ambassadors for their local sports clubs, their Provincial Sport Organizations (“PSOs”) and the province of Ontario;
- 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 Ontario, 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 Ontario with pride;
- Conduct themselves in accordance with Team Ontario’s *Human Rights Policy* to ensure that the Games take place in a safe environment, free from harassment and discrimination, for all members.

Members of Team Ontario 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/designated Mission Staff Hotel for the full duration of the Games;
- Wear the assigned ceremonial uniform at Opening and Closing Ceremonies;
- Wear the Team Ontario jacket 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.
- Attend and be punctual for all Team Ontario functions and activities.

Members of Team Ontario will not:

- Verbally or physically abuse other members of Team Ontario 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 conduct rules of their sport, Team Ontario, 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;
- Indulge in any other unreasonable conduct which brings Team Ontario 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 Ontario, are dealt with more formally by the Team Ontario Discipline Committee.

Minor infractions include, but are not limited to:

- Single instances of disrespectful behaviour
- Single instances of unsporting behaviour such as arguing
- Being late for Team Ontario 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 Ontario 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
- Being absent from Team Ontario activities or functions
- 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 Ontario
- 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
- Any violation of Team Ontario's *Human Rights Policy*
- 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 Team Ontario Discipline Committee. Other sanctions may be applied depending on the circumstances. These sanctions are listed generally in order of severity (from minor to major infraction):

- a) Issue a verbal reprimand or warning to the member;
- b) Impose an earlier curfew;
- 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 teammates, 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) Revoke access/event privileges 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 Ontario 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) Send the member home at his or her own cost following expulsion from the Canada Games either before or after the member's competition;
- m) Prohibit the member from participating in the Games Ontario Program or from representing Team Ontario in future Canada Games;
- n) Refer to the PSO for consideration of further sanctions according to the policies in place for that organization

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 timing of the infraction;
- The member's extent of remorse;
- The age, maturity or experience of the member; and
- The member's prospects for future compliance

In addition to the provisions of this Policy, officials of Team Ontario or the Host Society may contact local police concerning the behaviour of any Team Ontario 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, appointed by the Chef de Mission (one of whom the Chef de Mission will appoint as Committee 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 Ontario. 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.

Provincial Sport Organisation (PSO)

The PSO is responsible for providing input to issues of major infractions and following up post-Games when necessary.

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". A copy of this form is available at any time by contacting a member of the Team Ontario 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 brought forth without grounds.
- Deal with the infraction informally as a minor infraction (as defined above), 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 Ontario Discipline Committee will be dealt with using the Dispute Resolution Policy of the Canada Games Council.

Pre and Post Games Appeals

Appeals of Canada Games-related decisions rendered by the Team Ontario Discipline Committee before January 29, 2019 or after March 17, 2019 will be dealt with using the Dispute Resolution Policy of the Canada Games Council.

To be determined by PT Team, but must not reference the Canada Games Council appeal policy. If the PT Team wishes to refer such disputes to the SDRCC, provisions have to be made for who (appellant or PT Team) will be responsible for costs (or cost-sharing) of the SDRCC mediation or arbitration services.

Appeals During Games Time

Appeals of Canada Games-related decisions rendered by Team Ontario Discipline Committee between January 29, 2019 and March 17, 2019 inclusively will be managed through the Canada Games Council's Appeal Policy.

Appeals are to be submitted via the form provided for that purpose on the website of the Sport Dispute Resolution Centre of Canada within 3 days of the communication of the decision to the member. The SDRCC case managers can be contacted directly at tribunal@crdsc-sdrcc.ca.

As per the Canada Games Council's appeal policy, all appeals must first go through informal mediation using the Resolution Facilitation Services offered by the SDRCC. Any appeals that are not successfully resolved through informal mediation, are to be brought to arbitration at the SDRCC.

The full Canada Games Council's Appeal Policy can be [found here](#).

2019 CANADA WINTER GAMES TEAM ONTARIO MEMBER AGREEMENT

I, _____, in consideration of being permitted to participate as a member of Team Ontario in the 2019 Canada Winter Games, hereby acknowledge and agree as follows:

Team Ontario Code of Conduct and Disciplinary Procedures

1. I have read and understand the entire content of the Team Ontario Code of Conduct, Disciplinary Procedures and Penalties set out in the Team Ontario Code of Conduct.
2. I have read and understand the entire content of the Team Ontario Human Rights Policy
3. As a member of Team Ontario, I:
 - (a) understand I am expected to attend/participate in and behave according to the Code at all Canada Games related functions including travel to and from the Games, in competition and training and while attending any Team Ontario/Host Society related events;
 - (b) agree to follow the rules and regulations of Team Ontario, the Host Society and the Canada Games Council;
 - (c) agree to be subject to the disciplinary procedures described in the Code if I fail to abide by the rules and regulations;
 - (d) agree that the discipline that may be imposed upon me could include my removal from Team Ontario and the Canada Games at my own expense; and
 - (e) consent to the disclosure of any decision of any Team Ontario Disciplinary Committee or Appeal Committee that might be made about me;
 - (f) understand that my Provincial Sport Organization (PSO) will receive a copy of the Record of Decision of the Discipline Committee and may decide to impose further sanctions according to the policies in place for the PSO.

Doping Control Testing (N/A for Coaches, Managers and Mission Staff)

4. As a participant in the 2019 Canada Winter Games, I am fully aware that there will be “Doping Control Testing” at the 2019 Canada Winter Games and I agree to co-operate with this “Doping Control Testing” and to provide urine samples for this purpose.
5. I acknowledge that, if any results of my tests are positive, the results will be made public by the Canada Games’ officials.

Release and Waiver

6. I do hereby RELEASE, Her Majesty the Queen in Right of Ontario as represented by the Minister of Tourism, Culture and Sport (the “Ministry”), Team Ontario and their respective members, officers, directors, employees, volunteers, agents and all successors and assigns from all liability, and do hereby WAIVE all recourses, claims, causes of action of any kind whatsoever in respect of any loss, injury, including death, or damage to my person or property incurred as a result of my participation in or travelling to or from the 2019 Canada Winter Games , whether or not such loss, injury, including death, or damage may have been caused solely or partly by the negligence of Team Ontario or the Ministry, or any of their respective members, officers, directors, employees, volunteers, and agents.
7. And, I do hereby acknowledge and agree that:
 - (a) The sport of _____ (print name of sport) is dangerous and exposes me to risks and hazards from which I may suffer serious personal injury, even death;
 - (b) I am in proper physical condition to participate in the 2019 Canada Winter Games;
 - (c) My participation in the 2019 Canada Winter Games is entirely at my own risk;
 - (d) I understand that neither Team Ontario, the Ministry, _____ (insert name of the Provincial Sport Governing Body) nor any of its members, officers, directors, employees, volunteers, agents and all successors and assigns can be responsible for the hazards I am exposed to by participating in the 2019 Canada Winter Games; and
 - (e) This RELEASE and WAIVER is binding on me, my heirs, my executors, administrators, personal representatives and assigns.
8. I will be held responsible and liable for any and all damage caused by me directly or indirectly and agree to indemnify the Ministry, Team Ontario and of its members, officers, directors, employees, volunteers, agents and all successors and assigns, from any claims or demands which might be made against them arising out of or in consequence of my attendance or participation in the 2019 Canada Winter Games.
9. I hereby CONSENT to the use, reproduction, editing and/or broadcast by the Ministry and by Team Ontario and their respective members, officers, directors, employees, volunteers and agents of any and all photographs, video, audio recordings and comments attributed to me and collected during any aspect of the 2019 Canada Winter Games, and to allow the Ministry and Team Ontario to use these photographs, video, audio recordings and comments in any future print or electronic publishing. All positives, prints, audio and video recordings, and any other digital media taken by and/or on behalf of the Ministry and Team Ontario shall

constitute the property of the Ministry and Team Ontario and/or the photographer/digital media recorder/writer.

10. I hereby RELEASE any photographers/videographers/writers, as well as the Ministry and Team Ontario and their respective members, officers, directors, employees, volunteers, agents and all successors and assigns, from all claims and liabilities relating to such photographs, video, audio recordings and comments, and WAIVE any rights of compensation or ownership thereto.

Collection and Use of my Personal Information and Consent to Disclose my Personal Information

11. I, once having completed the Canada Games Registration and Medical information, acknowledge and agree that the information in the said forms will be disclosed to the 2019 Canada Winter Games Organizing Committee. The purposes of this collection of my personal information are to facilitate registration for the 2019 Canada Winter Games and for the administration of Team Ontario at the Games, including but not limited to: confirming room allocation; confirming transport/flight manifests; developing media guides; and contacting your family members and/or emergency contacts in the event of an emergency.
12. I grant to the Ministry of Tourism, Culture and Sport, and to Team Ontario the right to use (1) my name; (2) a photograph of me; (3) a video or other electronic image of me; or (4) a quotation from me or a summary of my written or oral opinion/statement for the Ministry or Team Ontario to use for any publicity, advertising or other promotion of the Canada Games and the Games Ontario Program Ontario, or for the purpose of acknowledging or publicizing my participation and achievements at the Canada Games. Such intended uses are necessary to the proper administration of the Ministry's Games Ontario Program, which is consistent with the Ministry's mandate that is authorized under s. 4 of the [Ministry of Tourism and Recreation Act, R.S.O. 1990, c. M.35](#).
13. If you have any questions about the collection, use or disclosure of your personal information identified above by the Ministry of Tourism, Culture and Sport, please contact: Russell Zavitz, Manager, Games Unit, 416-314-7682.

Acknowledgement

By signing this document, I acknowledge having read, understood and agreed to the above. I have had a reasonable opportunity to consider this Team Ontario Member Agreement and the matters set out herein.

<hr/>		<hr/>		
Date		Sport		
Position (Check one):	Mission Staff	Athlete	Coach	Manager
<hr/>		<hr/>		
Print name of team member		Print name of witness		
<hr/>		<hr/>		
Signature of team member		Signature of witness		

**IF TEAM ONTARIO MEMBER IS UNDER THE AGE OF 18, CUSTODIAL PARENT(S)
OR LEGAL GUARDIAN(S) MUST SIGN BELOW**

I, We _____
(print full name(s) of custodial parents / legal guardians)

being the parent(s)/legal guardians of

(print full name of team member)

(herein called “my/our child”), for good and valuable consideration, the receipt of which is hereby acknowledged, do hereby agree and acknowledge:

- (a) I/we have read and understand the entire content of the Team Ontario Code of Conduct, Disciplinary Procedures and Penalties set out in the Team Ontario Code of Conduct, and this Team Ontario Member Agreement;
- (b) That I/we have explained to my/our child the consequence of signing this Team Ontario Member Agreement;
- (c) That this Team Ontario Member Agreement, including the Release and Waiver, is on the whole beneficial to my/our child;
- (d) That I/we do hereby release Her Majesty the Queen in right of Ontario as represented by the Minister of Tourism, Culture and Sport (the “Ministry”) and Team Ontario, and their respective members, officers, directors, employees, volunteers, agents and all successors and assigns from all liability and do hereby waive as against the Ministry and Team Ontario, and their respective members, officers, directors, employees, volunteers, agents and all successors and assigns from all recourses, claims and causes of action of any kind whatsoever in respect of any damages I/we might suffer as a consequence of my/our child sustaining any loss, injury, including death, or damage while participating in or travelling to or from the 2019 Canada Winter Games, whether or not such loss, injury, including death or damage may have been caused solely or partly by the negligence of Team Ontario or the Ministry, or any of their respective members, officers, directors, employees, volunteers, and agents;
- (e) That I/we do hereby agree to indemnify and hold harmless the Ministry, Team Ontario, and their respective members, officers, directors, employees, volunteers, agents and all successors and assigns from any and all claims, demands, and causes of action, of any kind whatsoever, including those involving negligence on the part of Team Ontario or the Ministry, or any of their members, officers, directors, employees, volunteers and agents that may be made or initiated by, or on behalf of my/our child arising out of or concern with my/our said child’s preparation for or participation in the 2019 Canada Winter Games;
- (f) That I/we do hereby agree to indemnify and hold harmless the Ministry, Team Ontario, and their respective members, officers, directors, employees, volunteers, agents and all successors and assigns from any and all claims, demands, and causes of action, of any kind whatsoever that may be made against the Ministry, Team Ontario and their

respective members, officers, directors, employees, volunteers, agents, arising out of or in consequence of my/our child's attendance or participation in the 2019 Canada Winter Games.

(g) That I/we hereby release any photographers/videographers/writers, as well as the Ministry and Team Ontario and their respective members, officers, directors, employees, volunteers, agents and all successors and assigns, from all claims and liabilities relating to photographs, video, audio recordings and comments of my/our child that are collected during any aspect of the 2019 Canada Winter Games, and waive any rights of compensation or ownership thereto.

Date

Print name of custodial parent/legal guardian

Print full name of witness

Signature of custodial parent/legal guardian

Signature of witness

Print name of custodial parent/legal guardian (if more than one)

Print full name of witness

Signature of custodial parent/legal guardian (if more than one)

Signature of witness

Print name of team member

Signature of team member

APPENDIX "A" – CONFIDENTIAL

Canada Games - Team Ontario Infraction Report

Date/Time of Infraction: _____ a.m. p.m.
(Date) (Time)

Submitted by (Name): _____ Position: _____

Location of Infraction: _____

Team Ontario Individuals Involved:

Sport(s):

Other Individuals Involved:

Description of Incident (Be objective, concise, accurate and include specific infraction from the code of conduct). Attach additional information/report if necessary):

Names of Any Witnesses:

Province/Territory:

Signature: _____

Date: _____

FOR OFFICE USE

Received by: _____ Date & Time Received: _____

Infraction # _____

APPENDIX "B" – CONFIDENTIAL

Canada Games – Sample Infraction Letter

NOTICE OF DISCIPLINARY ACTION

(insert date)

Dear (insert athlete name),

This letter serves to confirm the disciplinary action following your behaviour on the (insert date of infraction).

On (insert date of infraction), you violated the Team Ontario Code of Conduct by (insert infraction). This constitutes a (insert minor or major) infraction with respect to the code of conduct, which all participants must sign prior to participating in any Team Ontario activities. The Team Ontario disciplinary committee met and decided the following:

Participation with Team Ontario at the Canada Games is a privilege, not a right. As such, the Team Ontario Discipline Committee has met and decided the following sanctions:

- Insert sanction (number list)

Insert date to acknowledge/complete discipline. Should you have any questions about the discipline or the issues at hand, you may submit them to teamontario2019@gmail.com.

Sincerely,

Chair, Team Ontario Discipline Committee

cc Jennifer Bennett, 2019 Team Ontario Chef de Mission
Justan Steele, 2019 Team Ontario Assistant Chef de Mission – Ministry of Tourism,
Culture and Sport
Steve Sevor, 2019 Team Ontario Assistant Chef de Mission
PSO Chair or Executive Director