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**Subject: Team NB Code of Conduct – Canada Games**  
**Effective: June 8, 2004**  
**Revisions: November 2010**

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**1.0 Purpose**

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- To ensure the safety and protection of all Team New Brunswick members during their Canada Games experience.
  - To define acceptable standards of behaviour for all Team NB members.
  - To eliminate inappropriate behaviours through education, prevention and effective intervention.
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**2.0 Application**

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**2.1 To whom does this policy apply?**

This policy applies to all athletes, coaches, managers, mission staff and support staff that travel with the team, and receive Team New Brunswick official accreditation at the Canada Games.

**2.2 Under what circumstances does this policy apply?**

Whenever an athlete, coach, manager, mission staff or support staff member attends an official Team NB event as an officially registered participant of that event. This includes, but is not limited to, the Team NB Rally, travelling to and from the Games and the Games themselves.

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**3.0 Definitions**

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Team NB consists of all athletes, coaches, managers, mission staff and support staff that travel with the team, and receive Team New Brunswick official accreditation at the Canada Games.

CANADIAN POLICY AGAINST DOPING IN SPORT - provides the basis for the Canadian Anti-Doping Program, and consists of general principles, rules and standards for Canadian sport organizations, their affiliated provincial organizations and their members who are responsible for implementing it, and is intended to be the basis for any related or complementary policies of Governments.

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**4.0 Legal Authority**

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The Youth Assistance Act

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## 5.0 Goals / Principles

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Members of Team New Brunswick are expected to promote pride and good will for the province through their behaviour and attitude. Team New Brunswick members are ambassadors for the province from the time they begin to train as a Canada Games team member until they return home from the Games.

The Province of New Brunswick hopes that all Team New Brunswick members have a great Games experience. To help make this possible, this policy has been developed. It explains how all members are expected to conduct themselves before (Team Rally and travel to the Games), during (at the Games) and after (travelling home) the Canada Games. Anyone who does not meet this standard of behaviour risks losing the many privileges that comes with being a member of Team New Brunswick. All members of the Team must make sure that they understand the Code of Conduct.

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## 6.0 Requirements / Standards

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This policy highlights a variety of behaviours that form a team “**standard of conduct**”. They are classified as:

1. Respect for Others

Team New Brunswick is committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks have no place within Team New Brunswick.

2. Attending Ceremonies and Official Team New Brunswick Functions

At the Games, all Team members must attend their Sport Opening or Closing Ceremonies and all official Team New Brunswick functions in full uniform in accordance with the Dress Code. Week one Team members must attend the Games Opening Ceremonies and week two members must attend the Closing Ceremonies.

3. Residency

All athletes, coaches, managers and other team staff must reside in the Athletes' Village for the full duration of the week, unless permission to reside elsewhere is expressly granted by the Chef due to exceptional circumstances.

Team members are expected to respect their residence and hosts. This means ensuring that there is no damage to property, rooms are kept clean and tidy and that lights and other electrical appliances are turned off when leaving the room.

4. Curfew

All athletes, coaches and managers must abide by curfews, and quiet time regulations determined by Team NB and/or Host Societies.

5. Fair Play

Team NB supports a fair play philosophy that is grounded in the principles of integrity, fairness, and respect. Team NB members must respect their own abilities, and those of their competitors, and value the effort of all participants, regardless of ability. We believe that the joy of sport is as much in the effort as in the result.

6. Doping

All members of Team NB shall support, apply and meet the requirements of the CANADIAN POLICY AGAINST DOPING IN SPORT and the Canadian Anti-Doping Program.

Participants must be prepared for random testing at any time during the Games. Any positive test may result in the team member being automatically removed from Team New Brunswick and returning home at his or her own expense.

7. Alcohol and Tobacco

A minor is defined by the laws of New Brunswick (legal age is 19 years).

Minors shall not drink alcohol, nor use any tobacco products, including snuff and chewing tobacco, at any time during the Games or during travel to or from the Games. Minors found with any alcohol or tobacco products will have them taken away and will be subject to disciplinary action.

Minors are not permitted to be present in a licensed establishment, or a licensed establishment that is not a restaurant. The only exception to this rule are when minors are accompanied by a parent, guardian, coach or manager and present in a licensed restaurant.

Adults can only drink alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired.

No adult shall be intoxicated at any time.

The Canada Games is a smoke free event. Adults shall abide by the rules laid down by the Host Society.

8. Dress Code

The Department of Wellness, Culture and Sport and Provincial Sport Organizations take great pride in providing Team NB with a fashionable wardrobe designed to identify the participants as members of Team New Brunswick.

For Week 2 participants, uniform exchanges with other Provinces/Territories must not take place until after the Closing Ceremonies.

All Team NB participants shall agree to follow the dress code determined for travel, opening and closing ceremonies, medal presentations and sport competition. Each Games' dress code will be communicated to team members in advance of the Games.

Uniform Exchanges with other Provincial/Territorial Participants

For Week 1 participants, uniform exchanges with other Provinces/Territories must not take place until all your competition is over and there is no longer any possibility of you to appear in uniform for interviews, medal ceremonies, etc.

The official Team NB Uniform CANNOT be worn prior to the travelling to Games date.

9. Types of Infractions

Minor infractions:

- use of tobacco products, including snuff and chewing tobacco, by minors
- use of tobacco products by adults in the Athletes' Village, at official Team New Brunswick activities or functions, or at competition sites
- a minor disturbance or disruption after quiet time in the Athletes' Village
- disrespectful behaviour
- unsportsmanlike conduct such as arguing
- being late for or absent from Team New Brunswick activities or functions
- failing to follow the dress code for official functions

Major Infractions:

- repeated minor infractions
- unsportsmanlike conduct such as fighting
- curfew violations
- bringing disgrace to Team New Brunswick
- use of alcohol by a minor at any time
- Presence in a licensed establishment, or a licensed establishment that is not a restaurant without a parent, guardian, coach or manager
- major disruptions after "quiet time"
- intoxication at any time
- activities or behaviour that disrupt competition
- pranks, jokes or other activities that endanger the safety of others
- offensive, abusive, racist or sexist comments
- criminal activities

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## 7.0 Guidelines / Recommendations

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### Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied. The Head Coach and Discipline Committee are not limited to choosing from the examples below and may combine two or more sanctions in their decision. In general, the severity of any disciplinary sanction(s) should compare to the severity of the infraction. If a person being disciplined is from a sport that has developed their own code of conduct and sanctions, the Discipline Committee may choose to support the disciplinary measure(s) previously agreed upon by the members of that sport.

- earlier curfew
- verbal or written reprimand
- verbal apology
- hand-delivered written apology
- team service or other voluntary contribution to Team NB
- removal of certain Team NB or Host Society privileges
- confined to residence or Village
- suspension from Team NB activities (e.g. opening/closing ceremonies)
- suspension from one or more competition(s)
- suspension from competition for the remainder of the Games
- letter to Provincial Sport Organization recommending additional suspensions upon return to NB
- take away Team uniform
- send home at individuals expense
- notify authorities (e.g. Host Society, police) of infraction and guilty person(s)

### Procedure for Discipline

#### 1. Four levels of discipline procedure

- First Level**      The Head Coach is responsible for dealing with all minor infractions. Under extraordinary conditions, the Host Society may take immediate disciplinary action until Team NB has a chance to take responsibility for the situation.
- Second Level**    The Discipline Committee is responsible for responding to all major infractions.
- Third Level**      a) Appeals – Except at-Games: The Appeals Committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals.  
                           b) Appeals – at-Games: At the Games, those impacted by a decision of the Disciplinary Committee may appeal the decision through the Sport Dispute Resolution Centre of Canada.
- Fourth Level**     The New Brunswick Provincial Sport Organizations may enforce further discipline after the Games.

## 2. Roles and Responsibilities for Discipline

### Coaching Staff

The Head Coach is responsible for dealing with all minor infractions and deciding on a response using the guidelines for sanctions outlined in this policy. The Head Coach shall keep a written log of all minor infractions in case incidents happen again or become more serious.

### Discipline Committee

The Discipline Committee is responsible for considering all major infractions and imposing disciplinary sanctions. The Discipline Committee is usually chaired by the Assistant Chef-de-Mission and includes the Head Coach for the sport/team, and the Mission Staff assigned to the sport. The Assistant Chef de Mission may choose to replace any member of the committee including himself/herself with another Team New Brunswick member to avoid any potential perception of bias against the person facing disciplinary action.

In cases where several individuals are the subject of a disciplinary hearing arising from a related incident, the Assistant Chef de Mission may choose to deal with the individuals as a group, individually, or by some other combination as he/she sees fit.

If the individual being disciplined is a Head Coach or a member of Mission Staff, the Assistant Chef-de-Mission shall choose a peer to replace them on the Discipline Committee.

### Appeals Committee

The person or person(s) who has/have been disciplined can make an appeal to an Appeals Committee. The Appeals Committee is made up of the Chef-de-Mission, a member of Mission Staff, and a third person selected by the Chef-de-Mission from among the peers of the person making the appeal, but not from the same team (in other words, if the person making the appeal is an athlete, this would be another athlete, if the person making the appeal is a coach, then another coach). Before the Games, the Chef-de-Mission shall prepare a list of athletes, coaches, managers and Mission Staff who are willing to serve on the Appeals Committee.

### Sport Dispute Resolution Centre of Canada

The Sport Dispute Resolution Centre of Canada (SRDCC) is a Canada Games partner that specializes in mediation, arbitration and dispute resolution. At Games the person or person(s) who has/have been disciplined can make an appeal to the SRDCC. All appeals must be made within 72 hours of the decision being communicated. Appellants must contact the Chef de Mission to begin the appeal process.

### Athlete's Advocate

An athlete who is the subject of a Discipline Committee hearing has the right to get the help and advice of an Athlete's Advocate. The role of the Athlete's Advocate is to tell the athlete about his or her rights, to provide support and, if requested, to speak on behalf of the athlete. An Athlete's Advocate may be any member of Mission Staff, a parent or other person who is asked by an athlete to be their Advocate, and who is willing and able to serve as an Advocate. If an athlete wants an Advocate but is unable to find one, the Chef-de-Mission will pick one for them.

3. Discipline Procedures  
Minor Infractions

All minor infractions shall be reported to the Head Coach. The Head Coach will then decide on the disciplinary sanctions using the guidelines outlined in this policy. Before deciding how the person will be sanctioned, the Head Coach will give the person being disciplined a chance to explain his or her side of the story.

Major Infractions

- a) All major infractions must be reported as soon as possible to the Mission Desk or, if this is not possible, to any member of Mission Staff, using the Infraction Report form (Appendix B). Team members may be suspended from further competition and/or all team activities until the disciplinary committee determines otherwise.
- b) The person who has committed the infraction will be informed of the procedures outlined in this policy and, if the person is an athlete, of the right to talk with an Athlete's Advocate. If they wish, the person who is accused of the infraction will be given a chance to submit a written report.
- c) As soon as possible after the incident is reported, the Discipline Committee shall meet. The meeting will follow the steps outlined in the Infractions Hearing process (Appendix C). The following principles must be observed:
  - the individual being disciplined is given reasonable notice of the hearing and has 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 is held in private
  - witnesses may be invited to present evidence at the meeting.
- d) The Discipline Committee shall determine appropriate sanctions using the guidelines outlined in this policy. The Committee's decision shall be given to the individual in writing, with reasons, using the Decision of Discipline Committee form (Appendix D). The individual will also be informed of his/her right to an appeal, the procedure to be followed and the deadline for submitting an appeal. The Decision of Discipline Committee shall take effect immediately. A copy of the Committee's decision shall also be provided to the Chef-de-Mission.

**Appeals – Except at-Games**

1. The individual being disciplined shall have 72 hours from the time they receive the decision of the Discipline Committee to launch an appeal.
2. The reasons for the appeal must be in writing using the Notification of Appeal form (Appendix E) and delivered to the Mission Desk. A team member cannot appeal a decision simply because they do not agree with it. The eligible grounds for an appeal are:
  - The Disciplinary Committee was biased against the team member, or there is a reasonable perception of bias against the team member.
  - The established disciplinary process was not followed.
  - New information has become available since the disciplinary hearing that has a significant bearing on the decision.
  - The decision was based on irrelevant facts.
  - The penalty far exceeds the infraction.
  - The Disciplinary Committee imposes a sanction that is beyond its authority.
3. As soon as possible after receiving the written appeal, the Appeals Committee shall meet to decide whether or not the appeal should be heard. If the Appeals Committee decides that the grounds for the appeal are legitimate, a hearing shall be called as soon as possible. The hearing shall be run according to the steps outlined in the Appeal Hearing process (Appendix F). The following principles shall be observed:
  - the individual being disciplined (appellant) is told about the hearing in advance and is given a chance to tell their side of the story to the Committee
  - An Athlete’s Advocate or any other adviser may join the appellant.
  - the hearing is held in private
  - the Committee may request that witnesses to the incident be present at the hearing to provide evidence
4. The Appeals Committee has the right to agree with the discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
5. The decision of the Appeals Committee shall be given to the appellant in writing, with reasons, using the Decision of Appeals Committee form (Appendix G).
6. The decision of the Appeals Committee is final and not open to any further appeal.

**Appeals – At Games**

1. The Appellant has 72 hours from the time the decision was communicated to the principal party to contact the Chef de Mission and begin the process of appeal through the SRDCC.

**Confidentiality**

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the Chef-de-Mission; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties.

**Provincial Sport Organizations**

The President of any Provincial Sport Organization that has had a team member disciplined during the course of the Games shall receive a report on the infraction and sanction upon the Team's return from the Games.

Team members should be aware that Provincial Sport Organizations have the right to impose further disciplinary actions following the Games.

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**8.0 Appendices**

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Appendix A – Team NB Member Agreement Form – Page 10

Appendix B – Infraction Report – Page 101

Appendix C – Infraction Hearing Process – Discipline Committee – Page 12

Appendix D – Decision of Discipline Committee Report – Page 13

Appendix E – Notification of Appeal Form – Page 14

Appendix F – Appeal Hearing Process – Appeals Committee – Page 15

Appendix G – Decision of Appeals Committee Report – Page 16

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9.0 Contact for More Information: Steve Harris – [steve.harris@gnb.ca](mailto:steve.harris@gnb.ca) (506) 453-2564

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Sign-Off : \_\_\_\_\_ Roger Duval, November 2010

**APPENDIX "A"**

**Canada Games - TEAM NEW BRUNSWICK MEMBER AGREEMENT**

**TEAM MEMBER AGREEMENT**

I, \_\_\_\_\_, as a member of Team New Brunswick,  
*(please print)*  
 understand that I am expected to behave according to the Team New Brunswick Code of Conduct and agree to follow the rules and regulations for Team New Brunswick, the Host Society and the Canada Games Council. Should I fail to follow these regulations I realize my actions shall be reviewed and I may be disciplined, up to and including, removal from Team New Brunswick and the Games.

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

Signature of Team Member: \_\_\_\_\_ Position: (check one)  
 \_\_\_\_\_ Athlete  
 \_\_\_\_\_ Coach  
 Witness: \_\_\_\_\_ \_\_\_\_\_ Manager  
 \_\_\_\_\_ Mission

Signature of Parent/Guardian  
 (if Team Member under 18): \_\_\_\_\_

**APPENDIX "B"**

**Canada Games - INFRACTION REPORT**

**CONFIDENTIAL**

DATE/TIME OF INFRACTION \_\_\_\_\_ am pm  
(date) (time)

SUBMITTED BY (NAME): \_\_\_\_\_ POSITION: \_\_\_\_\_

LOCATION OF INFRACTION: \_\_\_\_\_

Team New Brunswick Individuals Involved	SPORT(S)
_____	_____
_____	_____
_____	_____

DESCRIPTION OF INCIDENT: (Be objective, concise & accurate. Use more paper if needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAMES OF ANY WITNESSES:	PROV/TERRITORY
_____	_____
_____	_____

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Received By:	Date and Time Received	Infraction #
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(INITIAL)



APPENDIX "C"

**Canada Games - INFRACTION HEARING PROCESS - DISCIPLINE COMMITTEE**

Steps	In Attendance
1. Review of Infraction Report	Discipline Committee (DC)
2. Presentation of Facts by Witnesses	DC, Witness (W)
3. Questions to Witnesses.	DC, W,
4. Statement by the subject or the Athlete's Advocate	DC, subject (S), Athlete's Advocate (AA),
5. Opportunity to question the subject.	DC, S, AA
6. Discipline Committee may choose to recall witnesses.	DC, W
7. Committee will discuss the infraction and determine what action is fair.	DC
8. A decision made will be written in a report form and delivered to the subject of the review.	DC

**APPENDIX "D"**

**Canada Games - DECISION OF DISCIPLINE COMMITTEE**

**NAME OF PERSON UNDER REVIEW:** \_\_\_\_\_

**DECISION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BASIS FOR DECISION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISCIPLINARY COMMITTEE SIGNATURES** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Office Use

Date Delivered	Time Delivered	Infraction #
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**APPENDIX "E"**

**Canada Games - NOTIFICATION OF APPEAL**

**This form must be completed and handed in to the New Brunswick Mission Desk within 72 hours after receiving the disciplinary decision.**

**NAME OF INDIVIDUAL REQUESTING APPEAL:** \_\_\_\_\_

**GROUNDS FOR THE APPEAL: Check Box.**

Bias or a Reasonable Perception of Bias	Decision Based on Irrelevant Factors
Disciplinary Process not Followed	New Information
Penalty Far Exceeds the Infraction	Disciplinary Committee Lacks Authority

Please Explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write on reverse if necessary:

\_\_\_\_\_  
**SIGNATURE OF APPELLANT**

\_\_\_\_\_  
**DATE**

**For Office Use**

**DATE & TIME SUBMITTED:** \_\_\_\_\_

**INFRACTION REPORT #:** \_\_\_\_\_ **Received By** \_\_\_\_\_

**APPENDIX "F"**

**Canada Games - APPEAL HEARING PROCESS - APPEALS COMMITTEE (not at Games)**

Steps	In Attendance
1. Review of grounds for appeal. If grounds exist, continue.	Appeals Committee (AC)
2. Review of previous documentation	AC,
3. Hear Appellants' (Athlete's Advocate's) argument, and any new evidence.	AC, subject (S), Athlete's Advocate (AA)
4. Opportunity for Questions	AC, S, AA
5. Consult with previous witnesses, disciplinary committee if required	AC, W
6. Review all evidence.	AC
7. Appeals Committee makes decision to modify disciplinary measures.	AC
8. The decision will be written in a report form and delivered to the subject of the review.	AC

**APPENDIX "G"**

**Canada Games - DECISION OF APPEALS COMMITTEE**

**NAME OF APPELLANT:** \_\_\_\_\_

**ACTION TAKEN:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BASIS OF DECISION** \_\_\_\_\_

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\_\_\_\_\_  
**SIGNATURE OF CHEF DE MISSION/DESIGNATE**

\_\_\_\_\_  
**DATE**

**INFRACTION REPORT #**