



**Code of Conduct  
&  
Policies**

# CODE OF CONDUCT

Members of Team BC are expected to conduct themselves at all times in the spirit of fair play and in a responsible manner. Such conduct is expected of participants from the beginning of their selection camp preceding the Games until they return home from the Games or while representing Team BC after the Games (i.e. any special ceremonies, etc.).

It is expected that all participants (athletes, coaches, managers, and mission staff) will fulfill their roles and responsibilities as outlined. Individuals who fail to do so will be subject to discipline. Though several infractions are listed in this document, please note other types of infractions may exist. Infractions will be dealt with in an appropriate manner by all parties.

## All Members Of Team BC Are Expected To:

- Act as ambassadors for their local sport club, Provincial Sport Organization (PSOs) and the Province of British Columbia;
- Participate in the designated Games in the spirit of fair play, co-operation, and respect for others at all times;
- Respect the rules of their sport, Team BC, the Canada Games Council and/or the Host Society;
- Perform to the best of their ability in every competition and accept with pride the result their effort brings;
- Respect their opponents and the directions and decisions of 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 Games as a privilege and wear the Team BC uniform with pride;
- Conduct themselves in accordance with Team BC's Harassment Policy to ensure that the Games take place in a safe environment, free from harassment and discrimination, for all members.

## Members Of Team BC Will:

- Abide by the established curfew (all athletes, coaches, and managers who are anywhere in the residence are to be quiet after 11 pm; all athletes, coaches, and managers are to be in residence in their assigned room, in bed, with the lights out and quiet by midnight);
- Reside in the Athletes' Village for the full duration of the Games;
- Wear the designated Team BC ceremonial uniform pieces at Opening and Closing Ceremony, medal presentation ceremonies, media interviews, and on travel days;
- Respect the Clean Air policy and ban on smoking (tobacco or cannabis) at Games venues and facilities;
- Obey all federal laws, and provincial laws of the Host Province or Territory and municipal by-laws, on alcohol consumption, illegal substance (drug), tobacco use, and cannabis use;

- Be punctual for all Team BC functions and activities.

## **Members Of Team BC Will Not:**

- Verbally or physically abuse other members of Team BC or participants (including volunteers) working for the Host Society or the host community at large;
- Show disrespect to officials or Host Society staff/volunteers, including the use of foul language and obscene or offensive gestures;
- Breach any of the rules of their sport, Team BC, the Canada Games Council and/or the Host Society;
- Abuse, damage, or destroy facilities, accommodations, 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;
- Breach the requirements of Team BC's policy against harassment;
- Indulge in any other unreasonable conduct which brings Team BC 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, cannabis, or the use of alcohol by minors, etc.

## **Disciplinary Procedures**

All infractions, whether minor or major, have a procedure in place that will be followed. This allows for consistency in handling all disciplinary matters.

**Team BC Policy:** All participants in the Team BC program have the right to a fair hearing and the right to have an advocate present. All disciplinary matters will be handled in a fair and consistent manner. Athletes and/or coaches may seek advice from an advocate if desired.

## **Discipline Committee**

The Discipline Committee is responsible for all minor and major infractions and is made up of the Head Coach for the sport/team or designate assigned by the coach or PSO, the Mission Staff assigned to the sport, and the Assistant Chef de Mission.

If the individual being disciplined is a Head Coach or member of Mission Staff, the Assistant Chef de Mission shall appoint a suitable alternate to serve on the Discipline Committee.

# Appeals Committee

The Appeals Committee is responsible to hear appeals of all disciplinary decisions.

The Committee is represented by the Chef de Mission, a member of Mission Staff from a different sport, and a third person selected by the Chef de Mission, but who shall not be from the same sport as the appellant.

Subsequent to the Games, the Appeals Committee may also be asked to hear appeals of disciplinary decisions for any positive test for illicit drugs, narcotics or performance enhancing drugs or methods.

## Infractions

Listed below are examples of minor (“misconduct”) and major (“gross misconduct”) infractions. This is not an inclusive or exhaustive list but is based on the standard of behavior expected by Team BC members at the Games. For both minor and major infractions, the individual being disciplined will have an opportunity to respond to the allegations. The Chef de Mission or Assistant Chef de Mission has the authority to determine if an infraction not listed in this document is a minor or major one. Procedures and disciplinary range of action for dealing with the infraction will be based on the same guidelines as outlined in this document.

## Minor Infractions

All minor infractions shall be reported to the Assistant Chef de Mission and the Head Coach for the sport. The Assistant Chef and Head Coach shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. Minor infractions may include but are not limited to:

- Single instances of disrespectful behaviour;
- Single instances of unsporting behaviour such as arguing;
- Being late, or absent from, Team BC activities or functions (without permission from Head Coach or designate);
- Failing to follow the dress code;
- Use of tobacco or cannabis products by minors (under 19 years of age);
- Use of tobacco or cannabis products by adults within the Athletes’ Village, at official Team BC activities or functions, or competition sites;
- Use of tobacco or cannabis products by coaches in the presence of athletes;
- A minor disturbance or disruption after quiet time in the Athletes’ Village;
- Other similar infractions of a minor nature.

## **Major Infractions**

All major infractions shall be reported to the Assistant Chef de Mission and Head Coach for the sport. A Discipline Committee shall determine the appropriate disciplinary sanction in accordance with the guidelines outlined in this policy. Major infractions may include but are not limited to:

- Repeated minor infractions;
- Unsportsmanlike conduct such as fighting;
- Major disruptions after quiet time and curfew;
- Possession or use of alcohol by a minor at any time;
- Possession or use of alcohol by an adult within the Athletes' Village (with the exception of the Coaches' Lounge for coaches of legal age), or being under the influence of alcohol at any times during the Games;
- Intoxication at any time;
- Pranks, jokes, or other activities which endanger the safety of others;
- Possession or use of illegal drugs;
- An anti-doping rule violation under the Canadian Anti-Doping Program;
- Failure of coaches to enforce discipline for minor infractions;
- Other similar infractions of major severity.

## **BC Provincial Sport Organizations**

Team BC athletes or coaches that are involved in a discipline situation by Team BC may also receive further disciplinary measures by their PSO following the Games. This may include being banned from other PSO/NSO competitions in subsequent years. Please contact your PSO for more information.

## **Communications**

1. All communication of disciplinary matters to outside parties shall be handled by the Chef de Mission and the Communications Manager. Every effort will be made to keep all information confidential, including written documents.
2. All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

## **Hearings**

### **Overview Of Process – Disciplinary Process**

1. Incident reported to mission office and/or Assistant Chef de Mission and/or Head Coach.
2. Discipline Committee called together for hearing. In most cases, the Discipline Committee will meet immediately; however, depending on the circumstances, the

Discipline Committee may choose to meet at a later time and no more than 12 hours after the incident took place.

3. Individual accused given notice of hearing.
4. Hearing held with Discipline Committee, accused individual, and advocate (if requested).

## **Procedures**

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 proper notice of the hearing and shall have an opportunity to address the Committee;
- The individual being disciplined may be accompanied by an advocate or any other adviser;
- The hearing shall be held in private with the Discipline Committee and the individual;
- The Committee may request that witnesses to the incident be present at the hearing to provide evidence;
- The Communications Manager will do his/her best to ensure that the rights of the individual are protected in the media;
- Time sensitive issues (which affect participation in competition), will be addressed at the Chef or Assistant Chef de Mission's discretion in consultation with the Head Coach.

5. Discipline Committee renders a decision.

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 verbally and in writing, with reasons.

There are two levels of discipline:

**First Level** - Discipline Committee disciplines in the case of all minor and major infractions. Under extraordinary conditions, the Host Society may take immediate disciplinary action, pending further discipline by Team BC.

**Second Level** - Appeals Committee hears appeals of disciplinary decisions, whether made by the Head Coach or the Discipline Committee.

6. Accused individual given opportunity to appeal the decision.
7. Incident Report filled out. A copy of the report is provided to the coach, the individual, the Provincial Sport Organization, and a copy is kept on file at the Team BC mission office. This report will become part of the permanent record for Team BC for the sport.

# Appeals

An appeal is the opportunity for a Team BC participant to go before a new panel to discuss the disciplinary action being rendered.

**Team BC Policy:** An appeal may occur when there was an error in process, an error in fairness, or if there are new facts and/or evidence.

## Overview Of The Process - Appeals

1. The individual being disciplined shall have two hours from the time of receiving a decision on discipline from the Discipline Committee, to launch an appeal.
2. The reasons for an appeal must also be stated in writing using the Notification of Appeal Form which can be picked up at the Team BC mission office. The completed form must be delivered to the mission office.
3. Within 12 hours after receiving notification of an appeal, the Appeals Committee shall convene a hearing. The hearing shall be convened by the Appeals Committee which shall observe the following principles:
  - a. The appellant shall be given at least two hours notice of the hearing and shall have the opportunity to address the Appeals Committee.
  - b. The appellant may be accompanied by an advocate or any other adviser, including legal counsel.
4. The hearings shall be held in private.
5. The Appeals Committee may request that witnesses to the incident be present at the hearing to provide evidence.

## Scope Of Authority And Communication Of Decision

The Appeals Committee shall have the authority to uphold the decision of discipline, to reverse the decision, and/or modify any of the recommended disciplinary sanctions.

The decision of the Appeals Committee shall be communicated to the appellant in writing, with reasons as stated on the Decision of Appeals Committee Form and shall take effect immediately.

## Disciplinary Sanctions

The following are examples of minor disciplinary sanctions that may be applied, singly or in combination, by a Discipline Committee.

- Impose an earlier curfew;
- Issue a verbal reprimand or warning to the member;
- Issue a written reprimand or warning to be filed in the mission office and PSO;
- Require the member to make a verbal apology to the Host Society, his or her team mates, his or her coaches, or such other parties as are appropriate;
- Require the member to hand deliver a written apology to such parties as are appropriate;

- Other sanctions, as deemed appropriate by the Discipline Committee.

The following are examples of major disciplinary sanctions that may be applied, singly or in combination, by a Discipline Committee.

- Confinement to residence or the Athletes' Village for a specified period of time;
- Require the member to do voluntary team service for his or her team or PSO where his or her team or PSO are in agreement with this sanction;
- Removal of Team BC uniform;
- Suspend the member from non-competition events, such as the Opening and Closing Ceremonies;
- Expel the member from the Games after the completion of his or her competition;
- Suspend the member from his or her sport's competition;
- Expel the member from the Games before completion of his or her competition;
- Send the member home at his or her own cost following expulsion from the Games, either before or after the member's competition;
- Prohibit the member from participating in the Games program or from representing Team BC at future Games and/or Team BC functions;
- Remove accreditation so participant is no longer a part of Team BC and therefore do not have access to food services, transportation, and/or accommodation;
- Other sanctions, as deemed appropriate by the Discipline Committee.

In applying sanctions, the Disciplinary Committee may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;
- Whether the infraction is the member's first offence or a repeat offence;
- The member's acknowledgement of responsibility;
- The member's extent of remorse;
- The age, maturity, or experience of the member; and
- The member's prospects for rehabilitation.

In addition to the provisions of this Policy, officials of Team BC may contact local police concerning the behavior of any Team BC 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 by Team BC.



# **POLICIES**

Members of Team BC, as representatives of the BC sport sector, have expected standards of behaviour and conduct. Ensure you are fully aware of the policies within this document as to avoid any unnecessary conflict or situation. The policies are based on a common sense approach, and are in keeping with other provincial and territorial practice.

## **Respect For Others**

Team BC is committed to providing a sport environment in which all individuals are treated with respect. Furthermore, Team BC supports equal opportunities and prohibits discriminatory practices. Participants will refrain from comments or behavior that is disrespectful, offensive, abusive, racist, or sexist. Being a member of Team BC is an honour, and should be treated as such.

### **Team BC Policy**

All members of Team BC will show respect for the social and cultural values of their own team members, other Team BC athletes and personnel, officials, athletes from other provinces and territories, and Host Society personnel (staff, volunteers, spectators, and service personnel).

## **Unbecoming Conduct**

Unbecoming conduct is any behavior or comments which are unbecoming of a Team BC participant or which brings the Province of British Columbia into disfavor.

### **Team BC Policy**

All members of Team BC will represent British Columbia with dignity, personal integrity, and within the spirit of fair play at all times.

## **Dress Code**

All Team BC members will receive ceremonial clothing for the Games and will be required to wear it at Team BC functions, Games ceremonies and other designated occasions, including travel days. Team BC competitive clothing must be blue with white, red or gold trim, as per the Canada Games Council Handbook.

### **Team BC Policy**

All members of Team BC will wear the designated Team BC Ceremonial Uniform for Opening and Closing Ceremonies, medal ceremonies, media interviews, and travelling to and from the Games.

## **Curfew**

Curfew in the Athletes' Village is at midnight for the duration of the Games. If an athlete, coach, or manager is late checking into his / her accommodation, or does not check in at all, then he/she is considered to have broken curfew.

### **Team BC Policy**

All athletes, coaches, and managers will stay in their assigned accommodations in the Athletes' Village and will abide by the 11 p.m. quiet time and midnight curfew throughout the Games.

## **Alcohol**

### **Minors:**

A minor is defined by the laws of British Columbia.

Team BC has a zero tolerance for the consumption of alcohol by minors at any time during the Games or during travel to or from the Games. Minors found possessing any alcohol will have the items confiscated, and will be subjected to further discipline. A minor who is obviously intoxicated, has alcohol on their breath, and/or is seen consuming alcohol, will be subjected to further disciplinary procedures, and considered a major infraction.

### **Team BC Policy**

No Team BC member who is under the legal age will be in possession of alcohol nor have consumed alcohol at any time.

### **Participants of Legal Age:**

Adults (19 years of age or older while in BC, or the legal age of the Host Province or Territory) shall not possess or consume alcohol anywhere in the Athletes' Village, nor shall they be under the influence of alcohol at any time while they are performing their official duties as a member of Team BC. Official duties include, but are not exclusive to, coaching, competing as an athlete, participating in ceremonies, receptions, rallies, etc. A Team BC adult who is intoxicated, has alcohol on their breath, and/or is seen consuming alcohol in the Athletes' Village will be subjected to further disciplinary procedures. Consumption of alcohol in the Coaches' Lounge is an exception for coaches of the legal drinking age.

### **Team BC Policy**

No alcohol may be brought into or consumed in the Athletes' Village. No adult can be under the influence of alcohol while (at any time during the Games).

## **Tobacco Products**

Tobacco products are defined as cigarettes, e-cigarettes, snuff, or other tobacco products. Adults shall refrain from smoking in the Athletes' Village, at all official Team BC activities or functions, and at competition sites, and shall exercise discretion so as to not adversely affect the athletes.

### **Team BC Policy - Minors**

Minors shall not use any tobacco products, including snuff, and e-cigarettes at any time during the Games, or during travel to or from the Games.

### **Team BC Policy - Participants of Legal Age**

Adult members of Team BC who smoke shall refrain from smoking while in the Athletes' Village, at official Team BC activities or functions, or at competition sites or venues. Coaches shall refrain from smoking in the presence of athletes.

## **Cannabis Products**

With regards to competition, cannabis remains a prohibited in-competition substance by WADA. Athletes at the Canada Games are subject to doping control and will be subject to all of the penalties and consequences, as outlined in the Canadian Anti-Doping Program.

### **Team BC Policy - Minors**

No Team BC member who is under the legal age will be in possession of cannabis nor can they use cannabis at any time, unless prescribed medical cannabis by their physician, and in possession of the appropriate documentation.

### **Team BC Policy - Participants of Legal Age**

For all other Games Participants, unless prescribed by a physician, cannabis use is not permitted in any form on any premises of the Athletes' Village, in public (with the exception of public spaces where smoking is allowed), or in hotels, as per the by-laws of the Host Community and Province/Territory, nor shall they be under the influence of cannabis at any time while they are performing their official duties as a member of Team BC. Official duties include, but are not exclusive to, coaching, competing as an athlete, participating in ceremonies, receptions, pep rallies, etc. A Team BC participant of legal age who is showing signs being under the influence while performing their official duties as a member of Team BC, or is seen using cannabis in the locations mentioned above will be subjected to further disciplinary procedures.

## **Drugs, Doping Penalties, And Fair Play**

Team BC and the Canada Games Council strongly embrace the concept of Fair Play in Sport, and unequivocally oppose cheating, which includes the use of substances and methods banned by the International Olympic Committee, International Paralympic Committee, and the World Anti-Doping Agency.

Team BC and the Canada Games Council will assist in whatever manner possible to implement Fair Play initiatives and a Drug Education Policy.

Team BC and the Canada Games Council 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 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/Territorial/Provincial Sport Organization shall be ineligible to participate in the Canada Summer Games, as per the Canada Games Council policy.

There may be testing for performance enhancing drugs at the Canada Winter Games and Canada Summer Games. Team BC encourages participants to be aware of banned substances and the consequences associated with their use. For more information, contact the Team BC Medical Manager.

## **Use And/Or Abuse Of An Illegal Drug Substance**

An athlete found in possession of drugs or drug paraphernalia or using illegal drugs will be subject to disciplinary procedures, and the incident will be treated as a major infraction.

### **Team BC Policy**

All Team BC members will be “drug free” except for medication prescribed by a physician that has been declared to the Team BC Medical Manager and Host Society medical staff and through the Team BC registration system. There will be zero tolerance for the possession of or use of illegal drug substances by any member of Team BC.

## **Harassment And Abuse**

Team BC will appoint a Harassment Advisor for the Games. Contact information will be available to all coaches as well as through the Mission Staff and the Team BC mission office.

Team BC believes that creating a safe environment is a collective effort and requires the awareness and action of all coaches, volunteers, athletes, Mission Staff, sport and recreation organizations, local clubs and associations, schools, all levels of government, and the participants. Team BC will take seriously any infractions of the Harassment Policy. If a Team BC participant or someone else is in an uncomfortable situation and unsure about what to do, please report this to the Team BC mission office.

## About Harassment And Abuse

Harassment is any behavior that satisfies one or more of the following definitions of harassment:

- **Personal Harassment:** behavior including comments, conduct, or gestures which:
  - is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals; and
  - would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable work, volunteer, or sport environment.
- **Sexual Harassment:** behavior involving unwelcome sexual advances, request for sexual favors, or other verbal or written conduct of a sexual nature when:
  - such conduct might cause embarrassment, insecurity, discomfort, offence, or humiliation to another person or group;
  - submission to such conduct is made either implicitly or explicitly a condition of employment, volunteerism, or participation in a sport-related activity;
  - submission to, or rejection of, such conduct is used as a basis for any employment, volunteerism, or sport-related decision; or
  - such conduct has the purpose or the effect of interfering with a person's work or volunteer performance or of creating an intimidating, hostile, or offensive work, volunteer or sport environment.
- retaliation against someone for filing a complaint of harassment.

If you are unsure about any details of this policy or require more information, please contact the Team BC Chef de Mission.

## How to Recognize and End Situations

As an athlete, coach, manager, or Mission Staff, you should be aware of the environment in which you participate by:

1. knowing how to voice your own concerns;
2. asking for assistance in voicing your concerns if you are unable to do so alone;
3. acting on your suspicions;
4. helping others address situations that concern them;
5. looking at your own actions and words and observe how they are being received by others – don't be the cause of someone else's uncomfortable situation;
6. being respectful of others when you are asked to stop saying or doing things that cause another person to feel uncomfortable;
7. trying to resolve problems within your team before approaching other services; and
8. having the situation corrected, and, if necessary, removing the victim from the environment.

## **Team BC Policy**

Team BC does not tolerate harassment in the sport environment related to Team BC and the Games, in pre-Games training or in competition environments. The policy is designed to address harassment issues in an efficient and effective manner. All members of Team BC are bound by this harassment policy. The complete policy is available by contacting the Team BC Chef de Mission or mission office during the Games.

Team BC's Harassment Advisor is Irene Schell, Event and Technology Manager, BC Games Society at 250-812-7176.

## **Flag Bearer Selection**

The selection committee for the Team BC Opening Ceremony and Closing Ceremony flag bearers shall consist of the Chef de Mission, Assistant Chef, Operations Manager, and Communications Manager. Alternates may be assigned to this committee should availability be a challenge.

Team BC Opening Ceremony flag bearer will be selected from PSO submissions by the prescribed deadline. Criteria for selection will include athletic achievement, volunteer service, academics, and leadership. The selected athlete will be notified by the Chef de Mission one week prior to the Opening Ceremony. The Team BC Closing Ceremony flag bearer will be selected from PSO submissions one day prior to the Closing Ceremony. Criteria for selection will include Games performance, volunteer service, academics, and leadership. The selected athlete will be notified by the Chef de Mission no later than the morning of the Closing Ceremony.

## **Support for Nursing Coaches**

Team BC supports equal coaching opportunities for females and recognizes the limitations a female coach with a nursing infant faces in regards to participating in the Games.

If the infant must accompany the mother, and would otherwise preclude the mother from attending the Games, a caregiver can be requested to assist with the caring of the infant while the mother performs her coaching duties. An infant is defined as less than 12 months old and requires nursing care. Special cases of an infant over the age of 12 months will be taken into consideration.

The Canada Games Council will work with the Host Society and Team BC on making the decision of whether to grant the request in question. If approved, the Host Society will secure appropriate accommodation for the caregiver, infant, and coach outside of the Games' Village.

Costs related to the accommodation, caregiver per diem, and additional relative expenses will be the responsibility of Team BC.