

SQUASH YUKON JUNIOR'S TRAVEL POLICY

CONDUCT AND DISCIPLINE CODE

Introduction

Members of Squash Yukon Development squad are expected to conduct themselves at all times in a sportsmanlike and responsible manner. Such conduct is expected of participants while part of the Development squad during both training and while attending outside tournaments.

It is expected that all participants (athletes, coaches, managers and chaperones) will fulfil their roles and responsibilities as outlined in this policy. Individuals who fail to do so will be subject to disciplinary action.

Standard of Conduct

1. Respect for Others

Squash Yukon is committed to providing a harassment free sport environment in which all individuals are treated with respect. All participants must make every effort to promote a safe, harassment-free environment where all team members are treated with respect so the experience is conducive to maximum enjoyment for all. Furthermore, Squash Yukon supports equal opportunities and prohibits discriminatory practices. Participants will refrain from any comment or behaviour, which is disrespectful, offensive, abusive, racist or sexist.

2. Ceremonies and Official Squash Yukon Functions

All Squash Yukon participants must attend any tournament functions as directed by the coach or manager.

3. Residence

Unless prior approval is received from the athlete's parents/guardian, all athletes, must reside at the assigned billet or team hotel.

4. Curfew

Participants must adhere to a curfew of 12 midnight. However, all lights in sleeping areas will be turned out at 11 PM and quiet time must be observed. After 11 PM, those participants not ready to retire for the evening, must leave the sleeping area for a common or television room. This will ensure that those who wish to sleep and/or those who must sleep due to an early competition will be able to do so. At 12 midnight, all athletes, coaches, managers and chaperones must be in bed and quiet. Coaches may set an earlier curfew if game/event schedules warrant.

The above curfew times may be changed by the billet host or the coach, as required.

5. Drugs, Doping Penalties and Fair Play

Squash Yukon 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.

Squash Yukon will assist in whatever manner possible in implementing Fair Play initiatives and an Anti-Doping Campaign (including education).

Squash Yukon 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 Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping related infractions. Therefore, any person under suspension by their national or territorial/provincial sport organization shall not be ineligible to participate in the Canada Winter Games until the suspension has been lifted by the NSO or T/PSO.

Should an athlete test positive at the a tournament or be found guilty of doping or a doping related infraction (as determined by the Canadian Centre for Ethics in Sport), they will immediately be suspended from participating in the tournament, as per the tournament policy.

Subject to provisions for reinstatement, the suspension for a doping infraction shall be for four years, but in no case will the participant be eligible to participate in future tournaments without reinstatement. If the NSO or T/PSO suspension is for a longer period, the Squash Canada will recognize the longer period. Appeal, arbitration and reinstatement processes shall be those described in the Canadian Centre for Ethics in Sport Standard Operating Procedures.

The athlete's competition results from the time the positive sample is collected, and from any subsequent events, shall be invalidated. Team events would be similarly affected. Sport scoring and territorial/provincial ranking results will be adjusted accordingly, and placings or awards shall be re-awarded as required. These regulations will apply regardless of when the positive test is confirmed (i.e. even post-games).

Participants must not use illicit drugs/narcotics or performance enhancing drugs or methods and must be prepared to submit to random drug testing prior to and during the Games.

ANY POSITIVE TEST WILL RESULT IN AUTOMATIC REMOVAL FROM SQUASH YUKON TRAINING SQUAD AND MAY RESULT IN THE PARTICIPANT RETURNING HOME TO THE YUKON AT HIS OR HER OWN EXPENSE.

6. Alcohol and Tobacco

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

Adults shall not consume alcohol in the presence of juniors, nor shall they be under the influence of alcohol at any time they are performing their official duties as a member of Squash Yukon.

Adults shall refrain from smoking in the presence of juniors, at all official Squash Yukon activities or functions, and at competition sites.

A minor is defined by the laws of the Province where the Games are taking place.

7. Types of Infractions

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

- use of tobacco products, including snuff, by minors;
- use of tobacco products by adults at official Team Yukon activities or functions, or at competition sites;
- disturbance or disruption after quiet time at billets or team hotel;
- disrespectful, offensive, abusive, racist or sexist comments or behaviour;
- unsportsmanlike conduct such as arguing;
- being late for, or absent from Squash Yukon activities or functions;
- other similar infractions of minor severity.

Note:

The preceding list provides examples only of minor infractions, does not include all possible minor infractions and is intended to provide guidance as to what might be considered minor as opposed to major.

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

- unsportsmanlike conduct such as fighting;
- curfew violations;
- repeated disturbances or disruptions after quiet time at billets or team hotel;
- repeated or a gross display of offensive, abusive, racist or sexist comments or behaviour;
- repeated disrespectful behaviour;
- repeated lateness for or absence from Squash Yukon activities or functions;
- bringing disgrace to Squash Yukon;
- use of alcohol by an adult within the juniors presence, or being under the influence of alcohol while performing official duties as a member of Team Yukon;
- intoxication; betting or gambling; activities or behaviour which disrupts competition;
- pranks, jokes or other activities which endanger the safety of others;
- criminal activities;
- any behaviour that is considered to be harassing;
- other similar infractions of major severity.

Note:

The preceding list provides examples only of major infractions, does not include all possible major infractions and is intended to provide guidance as to what might be considered major as opposed to minor.

Disciplinary Sanctions**1. Minor infractions ("misconduct")**

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

- earlier curfew;
- verbal or written reprimand;
- formal verbal apology (witnessed);
- formal written apology (hand-delivered);
- suspension from certain Squash Yukon activities,
- which may include suspension from the next scheduled competition;
- other sanctions as may be considered appropriate by the Head Coach

2. Major infractions ("gross misconduct")

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

- revoking Squash Yukon clothing;
- removal of certain Squash Yukon privileges;
- confinement to billet or team hotel room for a prescribed period of time;
- removal from a portion of, or the remainder of the tournament;
- withdrawal of return travel privileges with Squash Yukon; expulsion from the tournament;
- other sanctions as may be considered appropriate by the Discipline Committee.

Notes:

- Further disciplinary action may be taken by the appropriate Yukon Sport Governing Body and Sport Yukon, and may involve suspension from future Games and competitions.
- Incidents which involve a number of team members may result in the entire team receiving disciplinary sanctions

ANY POSITIVE TEST FOR ILLICIT DRUGS/NARCOTICS OR PERFORMANCE ENHANCING DRUGS OR METHODS ("A" SAMPLE) WILL RESULT IN AUTOMATIC REMOVAL FROM TEAM YUKON AND MAY RESULT IN TE1~; PARTICIPANT RETURNING HOME TO THE YUKON AT HIS OR HER OWN EXPENSE.

Procedure for Discipline

1. Four levels of discipline

- **First Level** Head Coach (discipline for all minor infractions). Under extraordinary conditions, the Host Society may take immediate disciplinary action, pending further discipline by Team Yukon.
- **Second Level** Discipline Committee (discipline for all major infractions)
- **Third Level** Appeals Committee (hears appeals of disciplinary decisions, whether made by the Head Coach or the Discipline Committee)
- **Fourth Level** Sport Yukon and Yukon Sport Governing Bodies (may apply further discipline after the Games)

2. Roles and Responsibilities for Discipline

Coaching Staff

The Head Coach shall be responsible for discipline for minor infractions, in accordance with the guidelines for sanctions outlined in this policy. The Head Coach shall keep a written log of all minor infractions in case incidents re-occur or escalate in severity. Copies of incident reports of minor infractions must be provided to the Squash Yukon President.

Discipline Committee

The Discipline Committee shall be responsible for discipline for all major infractions. The Discipline Committee is comprised of the Head Coach and the Team Manager and Squash Yukon President. If the individual being disciplined is a Head Coach or Team Manager, then the Squash Yukon President shall appoint a suitable alternate to serve on the Discipline Committee.

Appeals Committee

The Appeals Committee shall hear appeals of disciplinary decisions, from either the individual being disciplined or the Head Coach. The Appeals Committee is made up of the Squash Yukon President, who shall chair the committee, the Head Coach, a member of the Squash Yukon Executive and a person selected by the President from among the appellant's peers. Prior to the tournament travel, the President shall compile a list of athletes, coaches, and Executive members who are willing to serve on the Appeals Committee.

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

The Appeals Committee may also hear appeals of disciplinary decisions for any positive test for illicit drugs/narcotics or performance enhancing drugs or methods after the results of the individual's "B" sample are obtained.

Athlete's Advocate

An athlete involved in a discipline situation shall have the right to seek the advice and assistance of an Athlete's Advocate. The role of the Athlete's Advocate is to advise the athlete of his or her rights, to provide support and to speak on behalf of the athlete, if requested. An Athlete's Advocate may be a Team Chaperone or any other member of Squash Yukon who has been requested by the athlete to act as their Advocate, and who is willing and able to serve. If an athlete is unable to secure an Advocate, one will be appointed by the Head Coach. The Head Coach will recruit individuals who are willing to act as an athletes' advocate, so a "long list" is available to athletes involved in discipline situations.

3. Procedures

The procedure for discipline is as follows:

- (a) All minor infractions shall be reported to the Head Coach who shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. In determining discipline, the Head Coach shall give the individual being disciplined an opportunity to respond to the allegations. Head Coaches must document all minor infractions, using the form contained in Attachment "C" and provide a copy of these to the Squash Yukon President (Incident Report)
- (b) All major infractions shall be reported to the President, or if this is not possible, to any member of Squash Yukon Executive, using the form contained in Attachment "C" (Incident Report).
- (c) The individual who has committed the infraction will be advised of the procedures outlined in this policy, and of the right to consult with an Athlete's Advocate (if the individual is an athlete), a parent/guardian (if the individual is a minor) and/or legal counsel. The individual who has committed the infraction will also have an opportunity to submit a written response, if so desired.
- (d) As soon as possible after the major infraction 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 Committee
 - the individual being disciplined may be accompanied by an Athlete's Advocate, or any other adviser including legal counsel
 - the hearing shall be held in private

- the Committee may request that witnesses to the incident be present at the hearing to provide evidence
 - the individual being disciplined shall be given the opportunity to question those giving evidence and be provided occasion to speak on their own behalf concerning the events that lead to the hearing.
- (e) The Discipline Committee shall determine appropriate sanctions in accordance with the guidelines outlined in this policy. The Committee's decision shall be communicated to the individual in writing, with reasons, using the form contained in Attachment "D" (Decision of Discipline Committee) and shall take effect immediately. A copy of the Committee's decision shall also be provided to the Chef de Mission.

Appeals

1. The individual being disciplined shall have TWO HOURS from the time of receiving a decision of discipline, whether from a Head Coach or from the Discipline Committee, to launch an appeal.
2. Likewise, if the Squash Yukon President considers that the decision of the Discipline Committee is unreasonably harsh or lenient, he/she shall have TWO HOURS from the time of receiving a copy of the decision of discipline to launch an appeal.
3. The right to an appeal shall also apply to any individual who has been removed from Squash Yukon squad for testing positive for illicit drugs/narcotics or performance enhancing drugs or
4. The reasons for the appeal must be stated in writing using the form contained in Attachment "E" (Notification of Appeal) and delivered to the Head Coach, or if this is not possible, to the Team Manager. After the Games, notification of appeal must be provided to the President.
5. 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:
 - 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 an Athlete's Advocate or any other adviser including legal counsel
 - the hearing shall be held in private
 - the Committee may request that witnesses to the incident be present at the hearing to provide evidence

- the individual being disciplined shall be given the opportunity to question those giving evidence and be provided occasion to speak on their own behalf concerning the events that lead to the hearing.
6. The Appeals Committee shall have the authority to uphold the decision of discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
 7. The decision of the Appeals Committee shall be communicated to the appellant in writing, with reasons, using the form contained in Attachment "F" (Decision of Appeals Committee) and shall take effect immediately.
 8. The decision of the Appeals Committee shall be final and binding, and not open to any further appeal or intervention by any court of competent jurisdiction.

Confidentiality

All communication of disciplinary matters to outside parties shall be handled by the Squash Yukon President. Every effort will be made to keep 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.

ATTACHMENT "A"
JUNIOR TRAVEL AGREEMENT

JUNIOR TRAVEL POLICY AGREEMENT FORM

Travel Destination: _____

MEDICAL INFORMATION

Participants Name: _____

Parents / Guardian: _____

Address: _____

Home Phone: _____ Work Phone: _____

Alternate Emergency Contact: _____

_____ Phone: _____

Yukon Health Care Number: _____ Birth Date: _____

Any Medical Condition / Allergies that may be a problem on this trip :

In the case of any medical emergency while travelling with the Squash Yukon Junior Development Squad, I hereby give consent to the team Head Coach or Manager to arrange any treatment that may be deemed necessary by an attending physician

Signature of Parent / Guardian: _____ Date: _____

ATHLETE AND PARENT/GUARDIAN AGREEMENT

I, the undersigned, as a participant in the Squash Yukon Training Squad, understand that there are expectations of me as to conduct and behaviour as outlined in this Junior's Travel Policy - Conduct And Discipline Code. I agree to abide by the rules and regulations set down by Squash Yukon. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from the Squash Yukon Junior Development Squad.

I, _____, acknowledge having read and understand that as a member of Squash Yukon Junior Development Squad, I hereby accept the Squash Yukon Junior's Travel Policy - Conduct And Discipline Code and agree to follow the code.

Signature of Participant: _____ Date: _____

Signature of Parent / Guardian: _____ Date: _____

<p>ATTACHMENT "B" COACH / TEAM MANAGER TRAVEL AGREEMENT</p>
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COACH / TEAM MANAGER TRAVEL POLICY AGREEMENT FORM

I, _____, acknowledge having read and understand that as a member of the Squash Yukon Junior Development Squad, I hereby accept the Squash Yukon Junior's Travel Policy - Conduct And Discipline Code and agree to follow the code.

 SIGNATURE

 DAY / MONTH / YEAR

<p>ATHLETE AND PARENT/GUARDIAN AGREEMENT</p>

I, the undersigned, as a participant in the Squash Yukon Training Squad, understand that there are expectations of me as to conduct and behaviour as outlined in this Junior's Travel Policy - Conduct And Discipline Code. I agree to abide by the rules and regulations set down by Squash Yukon. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from the Squash Yukon Junior Development Squad.

Date: _____

Signature of Participant: _____

Witness: _____

ATTACHMENT "C"
JUNIOR DEVELOPMENT TRAVEL SQUAD - INCIDENT REPORT

CONFIDENTIAL

Incident Report # _____

Date And Time Of Incident: _____

Name Of Writer: _____ Position: _____

Location Of Incident: _____

Is This Considered A: Minor Infraction Major Infraction

Individuals Involved: _____

Objective Description Of Incident (Be Concise and Accurate):

Names Of Any Witnesses: _____

SIGNATURE OF WRITER

DAY / MONTH / YEAR

ATTACHMENT "D" JUNIOR DEVELOPMENT TRAVEL SQUAD	- DECISION OF DISCIPLINARY COMMITTEE
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Name Of Individual: _____ Incident Report # _____

Disciplinary Decision Of Head Coach Or Discipline Committee:

Reason:

SIGNATURE OF HEAD COACH OR
DISCIPLINE COMMITTEE CHAIR

DAY / MONTH / YEAR

<p>ATTACHMENT "E" JUNIOR DEVELOPMENT TRAVEL SQUAD - DISCIPLINARY ACTION APPEAL</p>

This form must be completed and submitted to the Head Coach, or if this is not possible, to the Team Manager within TWO hours of notification of a decision of discipline.

Date: _____

Name Of Individual Requesting Appeal: _____

Incident Report # _____

Reason For Appeal:

Signature of Individual Requesting Appeal:

SIGNATURE

DATE

Time Submitted To Squash Yukon Official: _____

Initials Of Squash Yukon Official: _____

(The exact time of receipt must be initialed by a Squash Yukon official)

<p>ATTACHMENT "F" JUNIOR DEVELOPMENT TRAVEL SQUAD</p>	<p>- DECISION OF APPEAL COMMITTEE</p>
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Incident Report # _____

Date Of Decision: _____

Name Of Individual: _____

Decision Of Appeals Committee:

Reason:

 SIGNATURE OF DISCIPLINE
 COMMITTEE CHAIR

 DAY / MONTH /YEAR