



Government of Nunavut

COMMUNITY GOVERNMENT & SERVICES

Sport Nunavut Code of Conduct Policy

07.01

POLICY STATEMENT

The Sport Nunavut Code of Conduct sets out minimum requirements and standards for participant conduct, gender equity, harassment and discrimination and discipline.

PRINCIPLES

These Policies are based on the following principles:

1. The Government of Nunavut is dedicated to improving the quality of life of Nunavummiut as indicated by the guiding principles of the Bathurst Mandate.
2. Participation in Amateur sport plays a key role in contributing to the well-being and quality of life of Nunavummiut and should also enhance the image of Nunavut nationally and internationally.
3. All sport participants have the right to a sport environment that is supportive and secure and have a responsibility to understand and respect the rules and participate to the best of their abilities.
4. As representatives of Nunavut in amateur sports, participants' conduct should be a source of self-respect and a good example to others, in accordance with the Codes of Conduct for their respective Sport Organizations.
5. Inappropriate behaviour must be dealt with promptly and effectively.

SCOPE

This Code applies to volunteer organizations, groups and individuals, including Departmental staff, participating in sport business, activities and events held by organizations financed in whole or in part by Sport Nunavut.

DEFINITIONS

The following terms are used:

Alternate Dispute Resolution

A method used to resolve a dispute where both parties come to an agreement regarding the resolution with the assistance of an intermediary.

Appeal Committee

A committee comprised of the Director of Sport Nunavut or designate and two others chosen by the Director or designate from competitors, representatives of a Territorial Sport Organization or Sport Club, the host society or Mission staff (where applicable), etc and who are over the ages of 21. The Appeal Committee is formed on an adhoc basis to hear an appeal that has been brought forward – as prescribed in the Code – to challenge the decision of the Discipline Committee.

Audit

Examining and verifying financial records; and the management report based on analyzing the records.

Contribution

A conditional payment, which will be audited, and for which the Government will receive no goods or services in return.

Discipline Committee

The Disciplinary Committee will be made up of four (4) individuals appointed by the Director of Sport Nunavut or designate:

- Two Board members of the Sport Organization or Sport Club that the individual who was involved in the misconduct is associated with; and
- Two other members chosen from among coaches, officials or athletes, of sport Clubs or organizations associated with Sport Nunavut and who are over the age of 21.

Discrimination

In Canada, discrimination can be defined in everyday terms as actions, situations or policies that have the effect, whether intentional or not, of putting some people at an unnecessary disadvantage due to their personal characteristics, such as race, sex or religion. Discrimination is prohibited by the Canadian Charter of Rights and Freedoms.

Grant

An unconditional payment for which the Government receives no goods or services in return.

Harassment

Unwelcome, unsolicited, unwarranted comments, gestures or actions directed toward individuals or groups.

Harassment Officer

A member or employee of Sport Nunavut who is appointed by the Director of Sport Nunavut to receive, investigate and recommend corrective action or discipline regarding complaints of harassment or discrimination of any type against people affiliated with Sport Nunavut.

Participants

Athletes, coaches, officials, mission staff and other volunteers

Regional Recreation Association

A regionally based organization created to lend support to participants in a variety of sports, usually operated through a municipal government.

Sexual Harassment

Harassment of a sexual nature, directed toward members of the opposite gender or the same gender.

Sport Club

A volunteer group representing one or more sports, whose membership is insufficient to qualify as a Territorial Sport Organization, and/or whose membership is not distributed across all regions of Nunavut. Full eligibility requirements are outlined in the Department of Community Government and Services Sport Grants and Contributions Policy.

Sport Nunavut

A division of the Department of Community Government and Services, Government of Nunavut. Sport Nunavut supports the development and promotion of amateur sport, athletes, coaches and officials in Nunavut and coordinates involvement in major multi-sport activities at territorial, national and international events.

Territorial Sport Organization (TSO)

A volunteer group representing a sport that has sufficient members distributed throughout Nunavut and meets Sport Nunavut requirements for Territorial status. Full eligibility requirements are outlined in the Department of Community Government and Services Sport Grants and Contributions Policy.

AUTHORITY AND ACCOUNTABILITY

This Code is issued under the authority of Cabinet. The authority to make exceptions and approve revisions to this Code rests with Cabinet. Authority and accountability is further defined as follows:

a) Minister

The Minister of Community Government and Services (the Minister) is accountable to Cabinet for the implementation of this Code.

b) Deputy Minister

The Deputy Minister of Community Government and Services (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Code.

SPORT NUNAVUT CODE OF CONDUCT

Sport Nunavut believes all participants, including athletes, officials, coaches, other volunteers and spectators deserve to participate in a supportive and secure environment that encourages self esteem, mutual respect and healthy communities. The Code of Conduct is an important tool to support the development of this environment. Sport Organizations, Sport Clubs and Recreation Associations may adopt this code.

Sport Nunavut strongly embraces the concept of fair play in sport and will not tolerate cheating of any kind, including the use of substances and methods banned by National Sport Organizations and the Canadian Centre for Ethics in Sport. We recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Drug Free Sport, adopted by Fitness and Amateur Sport and the National Sport Organization) and will honour suspensions of athletes or others determined to have committed doping or doping related misconducts in other jurisdictions as well as in Nunavut.

As a condition of funding, Sport Nunavut will require volunteer organizations to adopt a Code of Conduct that is acceptable to Sport Nunavut. Organizations may choose to adopt the Sport Nunavut Code of Conduct.

The following page lists what is expected of Sport Nunavut participants.

All participants (athletes, officials, coaches and other volunteers) are expected to behave in a way that reflects well on their organization, community and Territory.

All participants must:

- Learn and follow the Sport Nunavut Code of Conduct and agree that any breach of this Code may result in disciplinary action being taken by Sport Nunavut;
- Participate in all team activities before, during and after Games;
- Maintain a healthy lifestyle, by staying sober and drug-free during practices, games, competitions and official team activities (Minors will refrain from the use of alcohol and tobacco at all times);
- Show respect for cultural and social values of other participants;
- Wear the team uniform and be well-groomed during official functions and games;
- Respect officials' rulings during play; refer disagreements to coaches;

- Be on time for team functions or activities;
- Obey any required curfew;
- Manage anger in a healthy way, without being abusive (verbal, written and/or sexual harassment, threats or intimidation) and to discourage abusive behaviour, both on and off the playing field;
- Obey the law at all times;
- Protect their own and others' safety by avoiding behaviour that endangers others, including pranks or "practical jokes";
- Abstain from illegal gambling; and
- Respect and encourage one another's efforts and assist with one another's progress, regardless of age, culture, gender, religion, sexual orientation, social status, disability or pardoned conviction.

SCHEDULE A – GENDER EQUITY

Principles

1. All participants have the right to reasonable access to opportunities for active participation and training at all levels. Mixed teams should offer development opportunities to an equal number of males and females.
2. All participants should have equal opportunity to benefit from all available resources including, but not limited to, programs and services offered by Sport Nunavut.
3. Sport organizations have a responsibility to work toward an equitable distribution of resources and opportunities for males and females when developing, delivering and evaluating programs.
4. Promotional and educational activities, directed toward females, should be undertaken in partnership with TSO's, Sport Clubs and other groups, to increase awareness about the benefits of sport and active living; to reduce negative attitudes and myths about female ability and social roles; and to increase recognition of achievements of women in sport.
5. Sport organizations should work toward identifying and eliminating barriers that limit the participation of women in sport.
6. Sport organizations should work together to increase the number of women in leadership roles in sport.
7. Sport organizations should cooperate to achieve a more equitable distribution of fiscal, physical and human resources within sport.

**Sport Nunavut Code of Conduct
Schedule B – Harassment and Discrimination**

SCHEDULE B - HARASSMENT AND DISCRIMINATION

Confidentiality

The interests of the complainant and alleged harasser will be protected. All information related to the complaint will be kept strictly confidential, with the exception of information that is required to be disclosed pursuant to the provisions of the *Access to Information and Protection of Privacy Act* or that is required for disciplinary or other corrective processes. Sport Nunavut recognizes that it is very difficult to make such complaints and that it is very painful to be wrongfully accused of harassment or discrimination.

Retaliation (or punishment) against an individual for making a complaint, or for participating or assisting in any procedure related to this Code will not be tolerated and will be treated as harassment by Sport Nunavut.

Rights of the Complainant

Individuals or groups who feel they have been harassed or discriminated against during sport activities, business or events have the right to:

- Make a complaint verbally or in writing to a designated Harassment Officer or Coach;
- Have the complaint investigated and resolved through established procedures, without fear of embarrassment or retaliation;
- Be represented or accompanied by a person of their choice, including legal counsel, at any stage in the complaint process; and
- Choose an Alternate Dispute Resolution method approved by their National Sport Organization (if any).

Rights of the Alleged Harasser

Individuals or groups who have been accused of harassing or discriminating against others during sport activities, business or events have the right to:

- Be informed immediately about the complaint;
- Receive details of the allegation(s) and/or a copy of the written complaint;
- Respond to the complaint;

Sport Nunavut Code of Conduct
Schedule B – Harassment and Discrimination

- Be represented or accompanied by a person of their choice, including legal counsel, at any stage in the complaint process; and
- Request an Alternate Dispute Resolution method approved by their National Sport Organization (if any).

Role of Sport Nunavut

- To prevent and discourage discrimination and harassment within Sport Nunavut and any affiliated sport groups by raising awareness, especially about sexual harassment, personal rights and Sport Nunavut's process for resolving complaints;
- To appoint one male and one female member or employee to the Harassment Committee (*Harassment Officers*), ensuring they are fully trained;
- To provide a timely, sensitive and accountable complaint process or approved Alternate Dispute Resolution method, including investigation, and, where the allegations are supported by the investigation, mediating, taking corrective action and/or recommending disciplinary action, regardless of the offender's level of authority;
- To provide advice to persons who experience discrimination and/or harassment;
- To provide support and assistance to employees or members of affiliated sport groups who experience harassment by persons not affiliated with Sport Nunavut; and
- To review this Code at least every other year to ensure it meets Sport Nunavut's public policy objectives and legal requirements.

The Harassment Committee is responsible to the Director of Sport Nunavut:

- To receive complaints of harassment or discrimination of any type against people affiliated with Sport Nunavut;
- To provide neutral, unbiased and confidential investigation, informal resolution, and recommend corrective action or discipline to the Discipline Committee; and
- To ensure that, if a recognized Alternate Dispute Resolution method is proposed, that the complainant, the alleged harasser, Sport Nunavut and the Committee members agree to the method propose.

SCHEDULE C - MISCONDUCT

Minor and Major Misconduct:

The way the misconduct is classified depends on its' seriousness and frequency. Something may be treated as minor on a first report, but if a pattern of minor misconducts continues, the next offence may be treated as a major misconduct. Also, a first offence can be a major misconduct if the matter is very serious, for example, if injury results from the misconduct.

The following lists are not exhaustive, but may be useful guidelines in classifying a misconduct when making a report:

Examples of Minor Misconduct

- Use of tobacco products, including snuff, by minors;
- Use of tobacco products by adults at sport events, business or activities;
- Disrespectful, offensive, abusive, discriminatory or sexist comments or behaviour;
- Unsportsmanlike conduct such as arguing;
- Being late for or absent from sport events, business or activities;
- Failing to follow dress code; and
- Other similar misconduct.

Examples of Major Misconduct:

- Unsportsmanlike conduct where violence is involved, such as fighting
- Disobeying curfew;
- Repeated or gross display of offensive, abusive, discriminatory or sexist comments or behaviour;
- Repeated disrespectful behaviour toward others;
- Repeated lateness for or absence from sport activities or functions;
- Theft;
- Minors drinking alcohol at any time;
- Adults being under the influence of alcohol while on official duties;
- Being under the influence of illicit drugs, possessing or selling drugs;
- Being under the influence of other intoxicating substances such as gasoline, propane and/or solvents;
- Illegal gambling;

Sport Nunavut Code of Conduct Schedule C - Misconduct

- Activity or behaviour that disrupts competition;
- Pranks, jokes or other activities which endanger the safety of others;
- Criminal activities;
- Any behaviour considered to be harassment; and
- Other very serious misconduct.

Suggested Penalties

Minor Misconduct

The following penalties may be applied, singly or in combination:

- Early curfew;
- Verbal or written warning;
- Proper verbal apology (witnessed);
- Proper written apology (hand-delivered);
- Suspension from sport activities, which may include suspension from the next scheduled competition; and
- Other penalties, as may be considered appropriate by the Head Coach.

Major Misconduct (or gross misconduct)

The following penalties may be applied, singly or in combination:

- Revoking team clothing;
- Removal of team and/or athlete privileges;
- Confinement to athlete's quarters, should competition take place away from home community;
- Removal from participation for a portion of or all of the season (or specific competition);
- Withdrawal of return travel privileges from activities held away from the home community;
- Removal of accreditation;
- Removal of scholarships (at the discretion of the Director of Sport Nunavut);
- Requirement to reimburse Sport Nunavut for the associated travel costs and subsequent loss of eligibility to participate in Sport Nunavut events until such time as the travel costs have been repaid; and
- Other penalties as may be considered appropriate by the Discipline Committee.

NOTE: Incidents which involve a number of team members may result in an entire team receiving discipline.

**Sport Nunavut Code of Conduct
Schedule C - Misconduct**

NOTE: A participant who is required to reimburse Sport Nunavut for associated travel costs may suggest an alternative method to monetary reimbursement such as community service or volunteering to coach younger athletes. If the Disciplinary Committee is in agreement, the participant and Sport Nunavut can then set the terms for reimbursement.

SCHEDULE D - DISCIPLINE

1. Responsibility for Discipline

Confidentiality

Only the Director of Sport Nunavut or designate may communicate information about disciplinary matters to persons not directly involved in the issue. Every effort will be made to keep all information, including documents, confidential.

All individuals involved in a disciplinary matter, including the individual being disciplined, shall not give details of the matter to outside parties.

In Nunavut

Minor Misconduct:

- a) The Head Coach of the team is responsible to apply discipline for minor misconduct, with (if necessary) the support of the applicable Territorial Sport Organization or Sport Club.
- b) Where Coaches or Officials are subject to disciplinary action, the Sport Organization or Sport Club Board of Directors will apply discipline, with (if necessary) support from Sport Nunavut.
- c) Where an organization is subject to disciplinary action the Director of Sport Nunavut, on the recommendation of the Discipline Committee, will apply it.

Major Misconduct:

The Discipline Committee will apply discipline for major misconduct as outlined in this Code.

Appeals

The Appeals Committee will hear appeals of disciplinary decisions as outlined in this Code.

Note: The Sport Nunavut Disciplinary process is subject to all federal and territorial laws and codes.

Incidents Occurring In Other Jurisdictions

In most inter-jurisdictional sport competition, a code of conduct and discipline process will be outlined in competition-specific information for participants. Such competition-specific processes and codes do not replace this Code, but are supplementary to it.

Note: Under extraordinary conditions, the Host Society may take immediate disciplinary action, pending further discipline by Sport Nunavut.

2. Disciplinary Procedures

2.1 Minor Misconduct

- a) A Head Coach or designate (the Coach) must report any minor incident of misconduct on an Incident Report form to the Director of Sport Nunavut (the Director), who will provide a copy to the Sport group and/or Sport Nunavut. The Coach (or a representative approved in advance by the Coach), in consultation with the Sport Organization or Club or Sport Nunavut staff, will use this Code as a guideline to decide what, if any, disciplinary action is required. The person(s) charged with misconduct must be given a chance to respond to the report.

2.2 Major Misconduct

- a) A Head Coach or designate (the Coach) must report any major incident of misconduct on an Incident Report form to the Director of Sport Nunavut (the Director), who will provide a copy to the sport group and/or Sport Nunavut.
- b) Witness (es) to a major misconduct must make a written report of the incident to the Coach, the applicable Sport Organization or Club and to Sport Nunavut, on the Incident Report form.
- c) As soon as possible when an Incident Report is received, the sport group or the Director of Sport Nunavut (or designate) will choose a Disciplinary Committee to investigate the report.
- d) The Disciplinary Committee will be made up of four (4) individuals:
 - Two Board members of the Sport Organization or Sport Club; and
 - Two other members chosen from among coaches, officials or athletes, over the age of 21.

**Sport Nunavut Code of Conduct
Schedule D - Discipline**

- The group will choose one member as Chairperson. Committee members must be as unbiased as possible; no immediate relative or close friend of an alleged violator may sit on the committee. If any person appointed to the Committee believes they may have a conflict, they must inform the other members immediately. The Chair will replace that member with another person acceptable to all members.
- e) The Disciplinary Committee will ensure the accused individual(s):
- Know they may choose to be accompanied by a coach or manager at the hearing (in the case of a minor, they must be accompanied by their coach or designate who is over 21);
 - Have an opportunity to address the Disciplinary Committee, including calling witnesses in their own defence; and
 - Has his/her privacy is respected by holding the hearing in private.
- f) The Disciplinary Committee will, after hearing all information given about the alleged violation:
- Decide if the incident is a violation of the Code of Conduct and whether it is major or minor;
 - Consider all facts and circumstances, including past conduct of the accused individual(s); and
 - Decide on any disciplinary and or corrective action.
- g) The Disciplinary Committee will provide a written copy of its decision on the Discipline Hearing Report to the coach/manager of the accused individual(s), the Territorial Sport Organization or Sport Club and the Director of Sport Nunavut.
- h) If the accused wishes to dispute a decision of the Disciplinary Committee, he or she may appeal as per “SPORT NUNAVUT APPEAL PROCEDURES”, outlined in this Code.

NOTE: If the individual(s) is under age eighteen, where authorization is required, a parent/guardian will be notified.

3. Appeal Procedure

Grounds for Appeal:

- Decision makers did not have authority or jurisdiction; or
- Failure to follow Sport Nunavut procedures; or
- Decision was biased; or
- Information that was relevant was not considered; or
- Information that was not relevant was considered; or
- Purpose of decision was improper; or
- Decision was unreasonable.

Right of Appeal:

Anyone disciplined (**appellant**) under this Code may appeal the decision of the Head Coach in the case of a minor misconduct or the Disciplinary Committee (the Committee) in the case of a major misconduct, using an Appeal of Discipline form.

Responsibilities

The appellant

- Must give the completed Appeal form to the Director of Sport Nunavut (or designate) within 10 working days of receiving the Head Coach's or Committee's written decision; and
- Must provide copies of the Appeal form to the Head Coach (minor misconduct) or Chairperson of the Committee (major misconduct) on the same day as they are given to the Director (if this is not possible the Director may notify the Head Coach or Chairperson or other committee member about the Appeal).

Note: Time frames stated in this Code may not apply to specific competitions, such as the Arctic Winter Games, etc. See also the regulations provided for specific competitions.

The Director of Sport Nunavut (or designate), as soon as possible after receiving the Appeal form, will appoint an ad hoc Committee to hear the Appeal. The Director will make every effort to ensure the Appeal Committee is impartial.

**Sport Nunavut Code of Conduct
Schedule D - Discipline**

The Appeal Committee (the Committee) will be composed of three people:

- Sport Nunavut Director or designate, acting as Chair; and
- Two people appointed by the Director/designate, selected from any of the competitors, representatives of the Territorial Sport Organization or Sport Club, the host society or Mission staff (where applicable), etc.

If anyone appointed to the Appeal Committee is in a conflict of interest he or she will inform the Director immediately, who will then choose a replacement.

The Committee will ensure that:

- Appellants know their right to be accompanied by a coach or manager at the hearing (the appellant's "advocate"), who may represent him or her;
- Appellants have the opportunity to address the Appeal Committee, including calling witnesses in their own defence; and
- The hearing is held in private and the privacy of all those involved is protected.

The Committee may decide to do any one of the following:

- Support the decision of the Disciplinary Committee; **or**
- Substitute another decision **or**
- Modify the penalty or penalties chosen by the Disciplinary Committee.

The Committee will provide an Appeal Hearing Report to the appellant; his/her parents or guardians if the appellant is under age 21; the appellant's coach/manager; the Territorial Sport Organization or Sport Club and the Disciplinary Committee.

The Appeal Committee's decision is final.

Sport Nunavut Incident Report

Confidential

Date: _____ Time: _____ AM or PM

Reported by:

Name: _____ Position: _____

Type of misconduct (circle one): Major Minor Sport _____

Location of the incident (Please be specific)

Who was responsible for misconduct? (add a page if necessary)

Witnesses or other involved persons? (add a page if necessary)

Describe Incident: (Be objective, brief & accurate. Use more paper if needed)

Signed: _____ Date: _____

Received by: _____	Date and Time Received: _____	Report # _____
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Sport Nunavut Discipline Hearing Report

Name(s) of individuals under review:(Attach list if needed)

Date of Alleged Incident:
Give details: (add page if needed)

Location:

Results of Hearing

Date: _____

Location: _____

Present:

_____	_____
_____	_____
_____	_____
_____	_____

Decision

Reasons for Decision: (attach page if needed)

Time Frame for Appeal:

Committee

Print Name _____

Signed: _____

Print Name _____

Signed: _____

Print Name _____

Signed: _____

Print Name _____

Signed: _____

I, the above-named individual under review, have read this document:

Signed: _____

Date: _____

Received by: _____

Date and Time Received: _____

Report # _____

**Sport Nunavut
Appeal of Discipline**

*** To appeal a decision, complete and return this form to the Director of Sport Nunavut within 10 working days of receiving a disciplinary decision.**

Name of Individual Requesting Appeal (Appellant):

Reasons for Appeal: (Write on reverse if necessary)

Signature of Appellant

Date

NOTE: A copy of this form must also be given to the Head Coach (minor misconduct) or Chairperson of the Discipline Committee (major misconduct) on the same day as it is given to the Director of Sport Nunavut. (If this is not possible the Director may notify the Head Coach or Chairperson or other committee member about the Appeal.)

Received by: _____	Date and Time Received: _____	Report # _____
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Sport Nunavut Appeal Hearing Report

Name(s) of Appellant: _____

Discipline Decision put forward by: Discipline Committee Head Coach

Details: _____

Date of Appeal : _____

Reasons for Appeal

Results of Appeal Hearing

Date: _____ Location: _____

Present: _____

Decision

Reasons for Decision:

Committee Members:

Print Name _____ Signed: _____

Print Name _____ Signed: _____

Print Name _____ Signed: _____

I, the above-named individual under review, have read this document:

Signed: _____ Date: _____

Received by: _____	Date and Time Received: _____	Report # _____
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Sport Nunavut Appeal Hearing Report

I, _____ (print name), the undersigned, as an athlete/coach/manager/ or official affiliated with Sport Nunavut, understand that by signing this form I agree:

- » To show respect for myself and other people, regardless of age, culture, gender, religion, sexual orientation, social or marital status, disability or pardoned conviction; to participate to the best of my abilities; and to earn the trust of other participants through good behaviour.

- » To learn and uphold the Sport Nunavut Code of Conduct, and any policies of the Territorial Sport Organization or Sport Club with which I am associated.

- » To play my part in making my sport environment a place where all team members, managers, officials, coaches and spectators, are treated with respect and consideration.

- » I understand that should I choose not to comply with the Code of Conduct, I will be subject to disciplinary action, which could result in suspension or removal from the games.

Signed: _____ Date: _____
(Participant)

Parent/
Guardian: _____
(if participant is a minor)

_____ Print Name

Witnessed: _____
_____ Print Name

Approved by:
The Honourable Paul Okalik
Premier