

TEAM YUKON HANDBOOK

2025 Canada Summer Games



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About this handbook

Every member of Team Yukon is entitled to receive the benefits and privileges that come with being chosen to represent and support Team Yukon at the 2025 Canada Summer Games.

At the same time, each member is also expected to fulfill certain responsibilities and obligations. This handbook outlines the roles, responsibilities and obligations of all Team Yukon members including athletes, coaches, managers, support staff and mission staff.

This handbook also contains Team Yukon's code of conduct. This code identifies the standard of behaviour that is expected of all Team Yukon members.

Participants who fail to meet this standard run the risk of losing the many privileges that come with being a member of Team Yukon, including the opportunity to compete and/or participate in future games.

All members of Team Yukon are urged to read this code carefully.



Let's show everyone our Yukon spirit!
#Yukondoit!

About the Canada Games

What are they?

The Canada Games are a multi-sport event for athletes who are pursuing competitive careers at provincial, national and international levels. At the Canada Summer Games, Team Yukon athletes will compete against the best athletes in Canada.

When are they held?

The Games are held every two years alternating between summer and winter games. The Games are hosted in different parts of Canada on a provincial/territorial rotation basis. The Yukon hosted the 2007 Canada Winter Games.

Who participates in the Canada Games?

Athletes from all provinces and territories in Canada who qualify through a formal selection process participate in the Games. In 1993, the Games added competitions for athletes with disabilities. Each provincial and territorial government is responsible for coordinating the formation of a provincial/territorial team.

Who runs the Games?

The Canada Games Council (CGC) governs the Games. National sport organizations (NSOs) are responsible for establishing the competitive categories and technical requirements for the Games in conjunction with the provincial sport organizations (PSOs) and the CGC. The host municipality establishes a host society, consisting of community volunteers who are responsible for planning, fundraising, marketing, organizing, and staging the Games.



What are the Games' goals?

- Provide for the progressive and systematic development of prospective high performance athletes through programs which have the Canada Games as their focal point.
- Celebrate sport excellence, Canadian youth, and Canadian unity through sport.
- Enhance the Canadian sport system as a whole by showcasing the talents and efforts of Canada's best prospective high performance athletes.
- Promote and instill values associated with excellence and fair play in the minds of Games participants, and through their efforts, among Canadians generally.
- Provide an opportunity for selected sports (i.e. those on the Canada Games program) to enhance development and participation in Canada.
- Convey and demonstrate, to the Canadian sport community and the general public, the principles and the positive social and cultural values that distinguish sport in Canada.
- Provide opportunities for the upgrading and construction of sport facilities.
- Provide a human and physical legacy within the host community.

What awards can be won at the Games?

In addition to athlete medals, there are other important awards that can be won at the Canada Games.

THE CENTENNIAL CUP

The Cup is awarded to the province or territory that makes the greatest improvement from one Winter Games to the next. Each province's performance in a sport is compared to its performance in the last Games. The point differences for each province in each sport are combined to give an overall measure of change, and the province with the greatest positive change is awarded the Centennial Cup. The Yukon won the Centennial Cup in 1979.

THE JACK PELECH AWARD

This award is presented by the Interprovincial Sport and Recreation Council to the provincial or territorial team whose athletes, coaches, managers, and mission staff best combine competitive performance, good sportsmanship, and a spirit of fair play, cooperation, and friendship. The award is named after Jack Pelech, chair of the board of directors of the Canada Games Council from 1971 to 2001. Ballots received from the chefs de mission from each province and territory determine the award.

*THE PAUL FLAHERTY
VOLUNTEER APPRECIATION AWARD*

This award recognizes the critical role volunteers play in holding a successful Games.

The award is presented to three Games volunteers who go above and beyond their role in order to make the Games as successful as possible.

Voting for this award is open to everyone and not limited to a certain stakeholder group. Voting will open at the end of week one and remain open until the end of week two. The award will be presented at the closing press conference.

*THE PAT LEHELTY
TRUE SPORT AWARD*

This award will be presented to a Games participant who best demonstrates the following true sport principles during the course of the Games:

- go for it;
- play fair;
- respect others;
- keep it fun;
- stay healthy;
- include everyone; and
- give back.

This award will be handed out to one participant each week of the Games.



Provincial/territorial teams can submit their nomination at the end of each week. Teams can submit a nomination for a participant from their own contingent or from another team. These acts are not limited to the field of play or competition. The recipients of the awards for week one and week two will receive individual awards to take home with them.

Official award dates will be determined, but the week one recipient could potentially receive their award at the last festival event of the week, with the second recipient receiving it at the closing press conference at the end of the Games alongside the other Canada Games awards.

Eligibility

All participants

The Canada Games Council has removed its Policy on Mandatory COVID-19 Vaccines for accredited individuals.

Although COVID-19 vaccination is no longer required by the Canada Games Council for accredited individuals at the Games, it is strongly recommended.

Athletes

- Must be a Canadian citizen or permanent resident.
- Must reside in the Yukon for at least 180 days before the opening day of the Games. Exceptions are students that maintain their permanent residence in the Yukon but are attending educational institutions outside of the territory.
- There is no minimum age for Canada Games athletes unless stipulated, for safety reasons, by the national sport organization in the technical package.
- Athletes can participate in only one sport per week of the Games.

In addition, before the Games start, athletes must:

- be active members in good standing with their respective Yukon sport governing body (YSGB) and be willing to adhere to the terms and conditions of the participant agreement; and

- dedicate themselves to a training program that is endorsed by the YSGB, the Games Committee and approved by the Sport and Recreation Branch.

Coaches

All coaches must:

- be certified in the Respect Group's Respect in Sport for Activity Leader training;
- be a member in good standing with the YSGB they represent;
- be eligible to participate;
- not be under any form of suspension by any territorial, provincial or national sport governing body;
- be willing to adhere to the terms of the participant agreement;
- be prepared to accept the duties for the position of a coach with Team Yukon; and
- have a criminal record check.

In addition, if a coach does not meet the following minimum standards, the YSGB must request an exemption from the Sport and Recreation Branch.

Current minimum standards

Coaches at the Canada Games are required to be trained or certified as follows:

- NCCP Competition - Development certified for head coaches and;
- NCCP Competition - Development trained for assistant coaches.

OR

- NCCP Level 3 certified for all coaches.

NSOs may request an alternative coach certification requirement for all coaches, para coaches and/or Special Olympics coaches. Requests must be based on an alignment of the coaching certification requirement and the intended level of athlete attending the Canada Games (ex. Training to Compete). Requests will be reviewed and decided on by the CGC sport committee, through consultation with the CAC and

federal-provincial/territorial sport committee.

Managers and support staff

Managers and support staff must:

- be certified in the Respect Group's Respect in Sport for Activity Leader training;
- be a member in good standing with the YSGB they represent;
- be eligible to participate;
- not be under any form of suspension by any territorial, provincial or national sport governing body;
- be willing to adhere to the terms of the participant agreement;
- must have a criminal record check; and
- be prepared to accept the duties that accompany the position of a manager of Team Yukon athletes.



Insurance, liability and medical

General

Participants enter the Canada Summer Games program entirely at their own risk and it is understood that the host society, the Yukon sport governing bodies, Sport Yukon, the Canada Games Council, the Government of Yukon, and their respective directors, officers, employees, volunteers and agents will not be held responsible for injury, loss or damage sustained during pre-games training, travel to and from the Games, and at the Games.

These organizations will not assume responsibility for loss of wages, nor for medical, dental or hospital care for participants as a result of participation in the Games.

Each participant, whether an athlete, coach, manager, support staff or mission staff, is required to abide by the Team Yukon code of conduct.

Medical

Members of Team Yukon are covered by the Yukon Health Care Insurance Plan (YHCIP) to the extent of the plan.

Participants must ensure they have a current Yukon medical card and must simply present this when they are receiving treatment at a hospital.

Team Yukon is also purchasing extended medical coverage for team members to cover potential medical expenses not covered by the Yukon Health Care Insurance Plan or any other medical insurance the member or their parents may have in place such as for ambulance, medivac, physiotherapy, chiropractic and dental services.

This extended medical coverage can be used only for expenses not covered by the YHCIP and the member's additional insurance.

There will be no charge for medical services administered by the 2025 Canada Summer Games infirmary provided by the host society.

Administration

Fees

- \$400 for athletes
- \$300 for coaches, managers, support staff and mission staff

Accommodations and meals

Athletes, coaches, managers and support staff will reside in the athletes' village, where the host society provides meals and accommodations at no cost to participants.

Walk-out uniform

Team Yukon takes pride in providing all members with an extensive and fashionable clothing package designed to identify the participants as members of Team Yukon.

Participants agree to comply with the team's dress code at all times at the Games. Participants must sign the Team Yukon participant agreement before receiving their uniform.

Competition dress

The acquisition and cost of competition uniforms are the responsibility of the athletes and/or their respective YSGB. Design and colour of competition uniforms must be approved by the chef de mission prior to acquisition and must adhere to the Canada Games commercialization policy and NSO



standards as described in the sport technical packages.

Dress code

It is essential that team members dress respectfully and appropriately at all times during the Games. Items of clothing that promote the use of drugs or alcohol are prohibited. Wearing clothing from sponsors that are not officially a part of the 2025 Canada Summer Games is also not permitted. Please refrain from bringing those items.

Uniforms for all official functions will be identified prior to the event, i.e. pep rally, opening and closing ceremonies, medal ceremonies and press conferences. Please remember that you are to wear at least one item that identifies you as a member of Team Yukon at all times.

Uniform exchanges with other provinces/territories

Participants in the first week are to wait until after their competition is complete before they exchange any piece of their uniform. Second week participants are asked to wait until after the closing ceremonies to exchange uniforms.

Curfew

Quiet time in the residences is 11 pm. Curfew is 12 am. Coaches and managers have the right to impose earlier deadlines.

Cell phones

All phones are to be silenced at 11 pm every evening in the athletes' residence.

Media

Throughout the course of the Games you may be asked to talk with the media. In some cases this will be arranged through the mission staff, coach or manager. If this is not the case please make them aware of the request.

The media are looking for the best possible story. They are not only concerned with the winners, they are looking for intriguing stories about interesting people, controversial situations, and special angles.

If you present yourself and your team in a positive manner, it will bring good publicity to you, your team and your sport. You can find tips on how to work with the media in Appendix B of this handbook.



Roles and responsibilities: organizations

Government of Yukon

Sport and Recreation Branch

The Sport and Recreation Branch's role and responsibilities include, and are not limited to:

- acting as the guardian and interpreter of the general philosophy, policies and procedures for the Canada Games Council and Team Yukon;
- administration for and management of Team Yukon;
- appointing the chef de mission, assistant chef de mission and mission staff;
- reviewing and establishing the Team Yukon Handbook and code of conduct;
- interacting with and disseminating information to Yukon sport governing bodies;
- reviewing and approving the training programs of participating sport governing bodies;
- finalizing each sport's participation at the Games;
- delegating appropriate responsibilities to Sport Yukon through a transfer payment agreement; and
- promoting a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all.

Sport Yukon

Sport Yukon's role and responsibilities include, and are not limited to:

- recommending a designate for the assistant chefs de mission positions;
- assisting with the organization and administration of Team Yukon under the direction, and in partnership with the Sport and Recreation Branch and the chef de mission;
- tendering, contracting, developing, designing, and securing all Team Yukon logos, pins, and walk-out uniforms;
- assisting with the team registration process;
- collecting participant participation fees, agreements, waivers and criminal record checks;
- promoting a safe, harassment-free environment where all team members are treated with respect, so the experience is positive and memorable for all; and
- fulfilling other duties as assigned.

Yukon sport governing bodies (YSGBs)

Yukon sport governing bodies' roles and responsibilities include, and are not limited to:

- promoting a safe, harassment-free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- selecting coaches, managers and support staff for their sport;
- endorsing nominations of individuals for mission staff;
- identifying talent identification procedures prior to the Games;
- developing and approving selection criteria and training programs;
- monitoring training programs;
- disseminating information to members of Team Yukon with the assistance of mission staff;
- attending meetings with the Sport and Recreation Branch where requested; and
- assisting the mission staff in ensuring that all members of Team Yukon are familiar with and follow the Team Yukon Handbook and code of conduct.



Roles and responsibilities: team members

Chef de mission

The chef de mission reports to and receives direction from the Government of Yukon Sport and Recreation Branch.

BEFORE THE GAMES

The chef de mission is responsible for the preparation of Team Yukon, including, and not limited to:

- promoting a safe, harassment-free environment where team members are treated with respect so the Games experience is positive and memorable for all;
- working in conjunction with the CGC, the host society and YSGBs on all policy and issues relating to Team Yukon's participation at the Games;
- participating at chef de mission meetings and on conference calls prior to the Games;
- all Team administration and management;
- the initiation and recommendation of applications for mission staff;
- holding regular information meetings with coaches, managers, support staff and mission staff; and
- coordinating the selection of members for all official functions.

AT THE GAMES

The chef de mission provides leadership and oversees all team administration and logistical support. Specific duties include, and are not limited to:

- attending daily chef de mission meetings;
- managing all mission staff;
- addressing problems and concerns related to Team Yukon members and enforcing Team Yukon's code of conduct as required;
- appointing a chair for the discipline committee; and
- acting as the spokesperson for Team Yukon and as Team Yukon's representative at all ceremonial functions during the Games, unless otherwise identified.

AFTER THE GAMES

- The chef de mission will submit a final report to the Sport and Recreation Branch, with input from Team Yukon members.

Assistant chefs de mission

The assistant chefs de mission report to and receive direction from the chef de mission.

BEFORE THE GAMES

- Promoting a safe, harassment-free environment where all team members are treated with respect so the experience is positive and memorable for all.
- Assisting with all administration and management.
- Any other duties the chef de mission assigns.

AT THE GAMES

The assistant chefs de mission will assist the chef de mission with leadership and all team administration, logistical support and other assigned duties.

AFTER THE GAMES

The assistant chefs de mission will assist with the preparation of the final report, as well as other tasks the chef de mission assigns.

Mission staff

Mission staff will report directly to the chef de mission and assistant chefs de mission and will assist with specific duties as outlined below in accordance with team requirements.

BEFORE THE GAMES

Each mission staff member is assigned a specific sport and responsibilities will include:

- promoting a safe, harassment-free environment where team members are treated with respect so the Games experience is positive and memorable for all;
- initiating contact with their assigned Yukon sport governing body, coaches, managers and support staff as soon as they are confirmed, to outline the role of mission staff and identify areas where these individuals can expect assistance, before and during the Games;
- familiarizing themselves with their assigned sport and its technical package;
- acting as the main communication link for the coaches, managers and support staff of their assigned sport;
- ensuring coaches, managers, support staff and athletes are familiar with the Team Yukon Handbook, including the code of conduct;
- attending all meetings called by the chef de mission and coaches; and
- completing other duties as assigned by the chef de mission.

AT THE GAMES

The mission staff will assist in the following areas:

- reporting any incidents of harassment to the chef de mission;
- assisting with athlete accreditation and accommodation;
- working shifts at the mission office as assigned by the chef de mission;
- assisting in organizing Team Yukon for the opening and closing ceremonies and all official functions;
- attending as many competitions of their assigned sport as possible;
- providing information and assisting in the development of team communication with media;
- keeping coaches, managers and support staff up to date on all pertinent Games information;
- transporting athletes, equipment, and lunches when the central transportation system cannot (as required);
- monitoring medical emergencies and provide updates/information to coaches, managers, support staff, mission staff and chef de mission;
- supporting coaches, managers, support staff and athletes with any problems that arise or when Games services fail to meet their needs;
- assisting participants in meeting requests from the media at appropriate times and locations (the head coach and chef de mission must approve all interviews and interviews should take place at the conclusion of a competitive event);
- assisting with the departures and ensuring that all team members are aware of schedules and procedures;
- ensuring that accommodation and venue sites are left clean and organized (if damage is observed, it must be documented and reported to the chef de mission who will in turn inform the host society);
- ensuring that they are familiar with the Team Yukon Handbook and code of conduct and their responsibilities;
- be prepared, if approached, to act as an athlete's advocate; and
- completing other duties that may be assigned by the chef de mission.

SPORT PROTESTS

- Mission staff must be familiar with their assigned sport's "field of play" protest procedure as well as understand the procedure for protests that are beyond the "field of play."

- All protests must be approved and signed by the chef de mission or designate prior to being submitted to the Games jury.
- If required, mission staff must attend with the chef de mission, any Games jury meetings regarding protests or disciplinary action in their designated sport.

AFTER THE GAMES

- Mission staff must submit a report to the chef de mission. A format will be provided for this report.

Coaches, managers and support staff

Roles and responsibilities include:

- promoting a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- being responsible for their athletes throughout the Games and ensure that all of their athletes are aware of and understand the Team Yukon Handbook and code of conduct;
- abiding by and enforcing Team Yukon's dress code;
- agreeing to and signing Team Yukon's participant agreement;
- administering discipline for minor infractions; specific to head coach;
- reporting all incidents of harassment to mission staff;

- coaching, managing and supporting in a fair and sportsmanlike manner;
- being responsible for competitors preparation, performance and conduct prior to and during the Games;
- assisting in administration of the team including registration, uniform allocation, finances and transportation;
- assisting mission staff and the host society with accreditation and accommodation procedures; and
- residing in the dorms with their athletes throughout the Games.

Athletes

Roles and responsibilities include:

- promoting a safe, harassment free environment where all team members are treated with respect, so that the experience is positive and memorable for all;
- familiarizing themselves with and abiding by the Team Yukon Handbook and code of conduct;
- signing the participant agreement, which states an understanding of, and agreement to the code of conduct for Team Yukon and the host society;
- informing coaches, mission staff or managers of concerns or problems at the Games;

- abiding by Team Yukon's dress code;
- reporting any incidents of harassment to coaches, managers or mission staff;
- participating fully in training prior to the Games;
- competing to the best of their ability, in a fair and sportsmanlike manner;
- attending all Team Yukon functions and ceremonies prior to, during and after the Games; and
- residing in the athletes' village throughout the Games.



Code of conduct

The Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) aims to create a safe, respectful, and inclusive sport environment for all participants, regardless of their role or level. Team Yukon's Code of Conduct accepts and adopts all language contained in the UCCMS and aligns with version 7.0 of the UCCMS, which can be found here <https://sportintegritycommissioner.ca/uccms>.

The Canadian Centre for Ethics in Sport does not administer or enforce the UCCMS for Team Yukon.

This code of conduct applies to all members of Team Yukon. This includes but is not limited to all participating:

- athletes,
- coaches,
- managers,
- support staff, and
- mission staff.

This code applies to conduct of such members at 2025 Canada Summer Games activities and events.

UCCMS Definitions

The following terms are defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport ("UCCMS") and also provided in **Appendix A**:

1. Discrimination
2. Grooming
3. Maltreatment
4. Neglect
5. Physical Maltreatment
6. Psychological Maltreatment
7. Sexual Maltreatment

All members of Team Yukon are expected to:

- act as ambassadors for their local sport clubs, their Yukon sport governing bodies (YSGB) and the Yukon;
- participate in the Games in the spirit of fair play, cooperation and respect for others at all times;
- respect the rules of their sport, Team Yukon, the Canada Summer Games and the host society;
- perform to their best ability in every competition and accept with pride the result their effort brings;
- respect their opponents and the directions and decisions of competition and other officials;
- be gracious in victory and defeat;

Code of conduct

- respect the rights of the residents of the host communities and members from other provinces and territories;
- regard participation in the Canada Summer Games as a privilege and wear the colours of Team Yukon with pride;
- conduct themselves in a manner that supports and enhances a safe environment, free from harassment and discrimination, for all members and Games participants; and
- use social media outlets in a positive, fun, safe and respectful manner.

All members of Team Yukon will:

- abide by the established curfew;
- live in the athletes' village for the full duration of the Games;
- wear the appropriate team uniform pieces as indicated by our team dress code;
- respect the clean air policy and ban on smoking and vaping at Games venues and facilities;
- obey all federal laws, provincial and territorial laws of the host province/territory, and municipal by-laws on alcohol consumption and illegal substance (drug) and tobacco use;
- if under the age of 18, be accompanied by another Team Yukon member when not in residence or competition; and
- abstain from use of alcohol, cannabis and cannabis products, illegal substances, cigarettes and E-cigarettes (vaping).

All Team Yukon members will not:

- verbally or physically abuse other members of Team Yukon or participants in the Games;
- show disrespect to officials, including the use of foul language and obscene or offensive gestures;
- breach any of the rules of their sport, Team Yukon, the Games or the host society;
- abuse, damage or destroy facilities or equipment;
- fail to comply with rulings by officials, coaches, managers, or any other person in a position of authority or responsibility;
- bet or take part in illegal gambling;
- participate in any physical or verbal actions directed at any other Team Yukon member or Games participant that will impact negatively on their ability to enjoy the experience of the Games; or
- consume nor be in possession of alcohol, tobacco & cannabis products, vaping, e-cigarettes or recreational drugs at any time during the course of the Games.

Types of infractions

Breaches of this code of conduct are divided into two types: minor infractions and major infractions.

Minor infractions by athletes are dealt with informally by the coach, manager or support staff.

Code of conduct

Minor infractions involving coaches, managers, support staff and mission staff, as well as major infractions involving any member of Team Yukon, are dealt with more formally by the Team Yukon discipline committee.

Minor infractions include, but are not limited to:

- single instances of disrespectful behaviour;
- single instances of unsportsmanlike behaviour such as arguing;
- minor incidents of inappropriate physical contact (e.g., shoving, tripping, pushing);
- being late, or absent from, Team Yukon activities or functions;
- failing to follow the dress code;
- use of tobacco products (including vaping) by minors (under 19 years of age);
- use of tobacco products by adults within the athletes' village, at official Team Yukon activities or functions, or competition sites;
- a minor disturbance or disruption after quiet time in the athletes' village;
- disregarding policies established by the Canada Games Council or the Host Society; and
- other similar infractions of minor severity.

Major infractions include, but are not limited to:

- repeated minor infractions;
- any incident of hazing;
- major incidents of inappropriate physical contact (e.g., attacking, sucker punching, fighting);
- behaviours that constitute psychological maltreatment, physical maltreatment, neglect, sexual maltreatment, grooming, or discrimination;
- major disruptions after quiet time and curfew;
- use of alcohol or cannabis/cannabis products by a minor at any time;
- use of alcohol or cannabis/cannabis products by an adult within the athletes' village, or being under the influence of alcohol while performing official duties as a Team Yukon member;
- intoxication at any time;
- pranks, jokes, or other activities that endanger the safety of others;
- possession or use of illegal drugs;
- an anti-doping rule violation under the Canadian Anti-Doping Program;
- conduct that intentionally damages the image, credibility, or reputation of the Team Yukon, the host society, or the Games;
- failure of coaches to enforce discipline for minor infractions; and
- other similar infractions of major severity.

Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied, singly or in combination, by a head coach or a discipline committee. Other sanctions may be applied depending on the circumstances.

Code of conduct

These sanctions are listed generally in order of severity:

- 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 where relevant;
- require the member to make a verbal apology to the host society, his or her teammates, his or her coaches, or such other parties as are appropriate;
- require the member to hand deliver a written apology to such parties as are appropriate;
- confinement to residence or the athletes' village for a specified period of time;
- require the member to do voluntary team service for their team or YSGB where their team or YSGB are in agreement with this sanction;
- removal of Team Yukon uniform;
- suspend the member from the Games non-competition events such as the opening and closing ceremonies;
- expel the member from the Games after the completion of their competition;
- suspend the member from their sports competition;
- expel the member from the Games before completion of their competition;
- send the member home at their own cost following expulsion from the Games either before or after the member's competition; or
- prohibit the member from participating for Team Yukon at any future major Games.

In applying sanctions, the head coach and disciplinary committee may have regard to the following aggravating or mitigating circumstances:

- the nature and severity of the infraction; whether the infraction is the member's first offence or a repeat offence;
- the member's acknowledgement of responsibility;
- the 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 Yukon may contact local police concerning the behaviour of any Team Yukon member, if appropriate to do so.

Also, a member may be subject to further disciplinary procedures by their YSGB or NSO, in addition to the disciplinary procedures set out in this policy.

In addition to the provisions of this policy, officials of Team Yukon may contact local police concerning the behaviour of any Team Yukon member, if appropriate to do so.

Also, a member may be subject to further disciplinary procedures by their YSGB or NSO, in addition to the disciplinary procedures set out in this policy.

Code of conduct

Roles and responsibilities

Coach, manager and support staff

The coach, manager and support staff are responsible for discipline for all minor infractions by athletes. All members of the group should be informed of any minor infractions and will keep a written record of all minor infractions using the report forms Appendix B & C in case there are repeated incidents that would warrant consideration as a major infraction.

Discipline committee

The discipline committee is responsible for discipline for minor infractions by coaches, managers, support staff and mission staff and for all major infractions.

The committee is made up of three individuals, one appointed by the chef de mission to serve as chair, and two others appointed by the chair. Members of the committee will be free from bias or conflict of interest.

Should any member of the committee believe that they cannot act impartially, the chair will appoint another individual. If the chair expresses a conflict, the chef de mission will appoint a new committee chair.

In cases where several individuals may be the subject of a disciplinary hearing, the chair may choose to deal with the individuals as a group or individually as they see fit. Also, depending on the circumstances the committee chair may delegate to another member of mission staff their authority and responsibilities under this code.

Member advocates

A member who is the subject of a discipline committee hearing and/or an appeal committee hearing, has the right to be assisted by an advocate of their choice or as provided by Team Yukon. The role of the advocate is to inform the member about their rights, to provide support and, if requested, to participate with the member at the scheduled disciplinary hearing.

Hearings will not be postponed or rescheduled to accommodate the advocate, however the athlete could select a new advocate that could attend.

Discipline procedures

Minor Infractions

All minor infractions will be reported to the coach, manager or support staff. The coach, manager or support staff will decide on the appropriate disciplinary sanctions. Minor infractions, and corresponding sanctions, will be documented using the Infraction Report Form and the Disciplinary Decision Report Form (see appendices) and a copy of these forms will be provided to mission staff and chef de mission.

Code of conduct

If a person witnesses a minor infraction that is not otherwise reported to the head coach, the person should report the infraction to mission staff, who will deal with it informally or determine that it should be dealt with as a major infraction.

Major Infractions

Major infractions will be reported to any member of mission staff. The mission staff member will immediately report the infraction to the chef de mission using the Infraction Report Form. The chef de mission will then appoint the discipline committee chair who will convene the discipline committee. The Chef de Mission or Assistant Chef de Mission has the authority to determine if an infraction not listed in this document is categorized as minor or major.

Special Note

If it is unclear to the coach, manager and support staff whether an infraction is major or minor, they must reach out to mission staff who in turn will contact the chef de mission for clarification.

The discipline committee will:

- dismiss the report if they consider it to be trivial or vexatious;
- deal with the infraction informally as a minor infraction; or
- deal with the infraction formally as a major infraction.

When a matter is referred to the discipline committee, the member will be advised, informed of the procedures of this policy and will be provided with an opportunity to secure an advocate.

In carrying out these procedures, the discipline committee will ensure that procedural fairness is respected at all times.

This means that the member is entitled to the following:

- the right to receive notice of the alleged violation;
- the right to receive notice of the time and place for the disciplinary hearing;
- the opportunity to be assisted at the hearing by an advocate;
- where the member is a minor, the right to have parents or guardians notified of the alleged infraction and be given an opportunity to participate in the hearing, either in person or by telephone conference;
- the right to address the committee, call witnesses, present evidence and make argument;
- the right to choose to provide a written submission in lieu of participating in an oral hearing;
- the right to receive a timely written decision from the committee, with reasons; and
- the right to know how to appeal the outcome, if the decision is against the member.

Code of conduct

All decisions relating to major infractions will be documented on the Disciplinary Decision Report Form by the chair. The written decision will be provided to the member and a copy will be provided to the chef de mission, the YSGB and the parents or guardians of the member.

The chair of the discipline committee will implement the decision of the committee.

Appeal procedures

Decisions of the discipline committee, related to the 2025 Canada Summers Games, and communicated between August 8-25, 2025 may be appealed pursuant to the appeal policy of the Canada Games Council through the ordinary tribunal of the Sport Dispute Resolution Centre of Canada.

An appeal may be initiated by completing this form within two hours of receiving the written decision of Team Yukon's discipline committee. If the written decision is reached after 8 pm local time, the notice of appeal must be submitted by 10 am local time the following morning. Thereafter, appeals will be conducted in accordance with the appeals policy of the Canada Games Council, which can be found [here](#).

Appendix A - Definitions from the UCCMS

The following definitions of terms are from version 7.0 of the UCCMS and have been adapted by Team Yukon:

- 1. Discrimination:** Behaviour, policies, and/or practices that contribute to differential, inequitable, adverse or otherwise inappropriate treatment of or impact on an individual or class of individuals based on one or more prohibited grounds, which include race, national or ethnic origin, colour, Indigeneity, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, family status, language, genetic characteristics or disability, and analogous grounds. Behaviour, policies, and/or practices specifically benefitting members of marginalized groups shall not be considered Discrimination. Discrimination does not include behaviour, policies and/or practices rationally connected to legitimate sport objectives with the honest and good faith belief that they are reasonably necessary to accomplish the relevant objectives, provided that accommodation of the needs of an individual or a class of individuals affected would impose undue hardship on the Participant and/or Adopting Organization that would have to accommodate those needs, considering health, safety, cost, and legitimate sport objectives.
- 2. Grooming:** Deliberate conduct by a Participant comprised of one or several acts that, viewed objectively, either make it easier to engage in Sexual Maltreatment or reduce the chance that Sexual Maltreatment will be Reported.
- 3. Maltreatment:** A volitional act and/or omission described in Sections 5.2 to 5.6 of the UCCMS that results in harm or has the potential for physical or psychological harm
- 4. Neglect:** Any pattern or a single serious incident of lack of reasonable care, inattention to a Participant's needs, nurturing or well-being, or omissions in care.
- 5. Physical Maltreatment:** Any pattern or a single serious incident of deliberate conduct, including contact behaviours and non-contact behaviours as outlined in Section 5.3 of the UCCMS, that has the potential to be harmful to a person's physical or psychological well-being.
- 6. Psychological Maltreatment:** Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to a person's psychological well-being.
- 7. Sexual Maltreatment:** Any pattern or a single incident, whether physical or psychological in nature, that is committed, threatened, or attempted, and that has the potential to be harmful to a person's sexual integrity.

Appendix B - How to work with the media

Working with the media is an opportunity to promote your accomplishments, your sport and Team Yukon. The media will help share Team Yukon stories with Yukoners and Canadians. Here are tips on how to successfully work with the media.

If a reporter requests an interview

BEFORE THE GAMES

If a reporter approaches you for an interview before the Games, loop in your coach who will then inform mission staff, the chef de mission and the Team Yukon communications coordinator. This way we know what requests are coming in and can support you if needed or find the best person to respond to the request.

AT THE GAMES

Media may ask to interview an athlete or coach just before or after they compete. If a reporter approaches you, and if it's at all possible, let your mission staff know beforehand. This way mission staff can check in with the coach to make sure they are okay with the request and setup the best interview time. If there isn't enough time to let mission staff know about the request, let them know after you've finished.

Key messages: key to success

Working with the media is just like training for a competition: you'll have the most success if you plan and practise beforehand. With that in mind, it's a good idea to think about what you might say in an interview before you get a request. This is where key messages come in. Key messages are the key things you want the interviewer to take away from your interview. They can help you in interviews because you already know what you are going to say, regardless of what a reporter may ask you. They help you get your story across and keep the interview on track.

For example, if a reporter asks you a question you are not sure how to answer you can turn to a key message by simply saying "What I can say is____" or "What I do know is ___" and then moving on to your key message.

Try to think of two or three things you'd like a reporter to hear and understand when talking to you. Then practise using them in conversations with your teammates and family.

Key messages are:

- Short: one sentence
- Positive: talk about what you can do, not what you can't, talk about what's working not what isn't
- Simple: easy to understand language
- Specific: address a particular topic

Key message examples

- I worked so hard to get here - training every day - and I'm excited for the competition ahead.
- I am proud to have made it onto Team Yukon and to have this opportunity to compete against the best in Canada.

If you get a negative question

Don't avoid the question and don't answer by repeating it. You can start by saying "in fact" or "actually" and then transitioning to one of the key messages you already have ready. Avoid saying "no comment" because it can sound as if you are trying to hide something. If it's an issue that you don't really know about, it's okay to say "I don't know" or "that's not something I'm comfortable speaking to."

General tips

Make every effort to be cooperative and pleasant with the media and try to provide positive and constructive comments.

Interview tips, courtesy Team BC

- Arrive on time for the interview.
- There is no such thing as "off the record." You are always on the record.
- Let your personality shine through. Don't be afraid to smile or laugh.
- If it is a TV interview, look at the reporter not into the camera.
- If it is a controversial subject or crisis situation, direct the media to the chef de mission.
- Anticipate in advance the kinds of questions you may be asked.
- Avoid technical jargon, including acronyms (e.g. SBG).
- Use short, to-the-point answers.
- Don't get sidetracked with your answer.
- Think about a message you may wish to get across and how you might be able to work it in.
- Keep your cool.
- Be energetic.
- Mention something personal about yourself and your experiences.
- Take your time during the interview. Think fast, talk slow.
- Enjoy your time in the spotlight!
- Tell your story for the first time every time.
- Thank the reporter.

Other resources:

- Canada Games Council Media Training Guide (PDF) (2017)
- 2020 Media Training Cycling Canada

Appendix D (Confidential)
Disciplinary Decision Report
2025 Canada Summer Games - Team Yukon

Infraction # _____ Minor Major

Name of individual(s) involved : _____

Disciplinary decision of: Head coach Discipline committee

Action taken:

Reasons:

Signature of Head coach or
discipline committee chair

Date

Time/date of delivery of notification to individual(s) being disciplined: _____

Time/date

Delivered by _____



Participant Agreement

I, _____, as a participant for Team Yukon at the 2025 Canada Summer Games, understand that there are certain expectations of me regarding my conduct and behaviour at the Games as outlined in the Team Yukon Handbook and the specific code of conduct.

I agree that I have read the Team Yukon Handbook and code of conduct and will abide by the rules and regulations set out by Team Yukon, the host society and the Canada Games Council. 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 Team Yukon and the Games.

As a participant for Team Yukon at the 2025 Canada Summer Games, I accept the clothing that is provided and agree to follow the prescribed dress code at all times at the Games. The clothing remains the property of Team Yukon, and if no sanctions are levied against the participant, at the conclusion of the Games the clothing becomes the property of the participant.

As a participant for Team Yukon, I hereby grant the Government of Yukon, Team Yukon, Sport Yukon, and the designated Yukon sport governing body the right to use photograph(s), video(s) or interview quotations of me for the purposes of promoting and/or advertising sport and recreation in the Yukon or elsewhere. The above mentioned may display my photograph(s), video(s) or interview quotes in any and all forms of advertising, including print, television, internet and otherwise, all without payment of any fee or consideration to me.

As a participant for Team Yukon I will use social media in a safe and respectfully manner. I will use it in a fun and friendly way to interact and share information. Should I fail to follow the regulations outlined in the code of conduct, I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

Date: _____

Signature of participant: _____

Witness: _____

Signature of parent/guardian: _____

(If the participant is 18 years old or under a parent/guardian signature is required.)



This document was prepared by the Government of Yukon Sport and Recreation Branch for the use of Team Yukon athletes, coaches, managers and support staff.

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