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1. Introduction

The purpose of this manual is to provide both the Provincial Canada Games Committee Inc. and those sports which are part of each set of Canada Games with policies and procedures to assist them through the preparation and development of the provincial Canada Games teams.

It is important to remember that this manual is designed in such a way that it can be updated when deemed necessary. At the completion of each particular set of games an evaluation is carried out at which time necessary changes to the policies and procedures in the handbook occurs.

1.1 A Brief History of the Canada Games

The Canada Games were conceived as a major competitive vehicle which would bring together athletes from all provinces and territories in a multi-sport environment. In bringing together athletes from all parts of the country, the Canada Games provides an opportunity to measure the development of amateur sport, to assess the training methods used by Canadian athletes and, hopefully, to foster an incentive to improve.

Through the pageantry of the Opening and Closing Ceremonies and through the social milieu of a national multi-sport event, the games help to strengthen mutual understanding among the athletes and encourage national unity through sport.

The Canada Games were first held in Quebec City in February 1967. Alternating winter and summer games have been staged every two years since.

Over the years, the Canada Games have grown in scope, stature and prestige. The games are a showcase for Canada's finest young athletes. They are a stimulus for young athletes to achieve levels of high performance.

Since 1967, approximately 37,000 Canadian athletes have participated in the games. More than 445,000 young athletes have taken part in qualifying trials for the national competition.

Games have been rotating among the provinces:

Year	Host	Games
1967	Quebec City, PQ	Winter
1969	Halifax/Dartmouth, NS	Summer
1971	Saskatoon, SK	Winter
1973	Burnaby/New Westminister, BC	Summer
1975	Lethbridge, AB	Winter
1977	St. John's, NF	Summer
1979	Brandon, MB	Winter
1981	Thunder Bay, ON	Summer
1983	Saguenay/Lac-St.-Jean, PQ	Winter
1985	Saint John, NB	Summer
1987	Cape Breton, NS	Winter
1989	Saskatoon, SK	Summer
1991	Charlottetown, PE	Winter
1993	Kamloops, BC	Summer
1995	Grande Prairie, AB	Winter
1997	Brandon, MB	Summer
1999	Corner Brook, NF	Winter
2001	London, ON	Summer
2003	Bathurst-Campbellton, NB	Winter
2005	Regina, SK	Summer
2007	Whitehorse, YK	Winter
2009	Prince Edward Island	Summer
2011	Nova Scotia	Winter

1.2 Concept of the Games

The Canada Games are a unique Canadian institution. The Canada Games brings together the best athletes in specified age groups from each province and territory in Canada. The games and its movement promote the development and value of sport. The Canada Games Council is the principal authority on all games matters. Permanent partners include federal, provincial and territorial governments, national sport organizations (NSOs) and their affiliated Provincial/Territorial Sport Organizations (PSOs/TSOs). In addition, host cities and provinces, host societies and corporate sponsors are partners in the staging of each Canada Games event. National and provincial/territorial sport development of Canadian youth is the first and foremost objective of the games and the games movement. The games are intended to be the most significant sporting and cultural experience in the lives of Canada Games competitors. They provide the stimulus for Canadian youth to reach their athletic potential, pursue personal excellence and develop socially and culturally within the context of ethical competition. These elements combine to form an important part of the Canada Games movement.

1.3 Vision

The Canada Games celebrate youth and sport. The games are the highest profile national multi-sport competition for Canadian youth from every province and territory. Governed by the Canada Games Council, the games strengthen sport development in Canada; promote the benefits of sport; build partnerships; and provide the opportunity for Canadians to learn more about themselves, each other and about Canadian culture and values.

For prospective high-performance athletes, the games provide an opportunity to pursue excellence in sport while meeting Canadians from different regions and cultures.

For sport, the games offer an instrument for sport development and for building stronger links between national, provincial/territorial and community sport organizations and agencies.

For communities that host the Canada Games, the games provide a vehicle for community development, confidence and civic pride. The development of volunteers and facilities ensures a legacy of resources which will enhance the host community long after the closing ceremonies.

The games are a source of pride for all Canadians. The partnership between communities, governments, national organizations and the corporate sector successfully advances public policy and societal expectations of Canadians, while promoting Canadian unity and cultural understanding.

1.4 Values and Operating Principles

The Canada Games Council believes in the following values and strives to incorporate them in all operating aspects of the games movement.

Values:

- ⇒ fair play
- ⇒ integrity
- ⇒ respect
- ⇒ partnerships
- ⇒ athlete-centred approach
- ⇒ pursuit of excellence
- ⇒ equity
- ⇒ volunteerism

Operating Principles:

- a) The prospective high performance athletes who compete in the games are products of training and competition programs at the provincial and territorial level, but are not yet at senior national team levels.
- b) While the significance of the games as an instrument for sport development is paramount, economic and community development, civic pride and cultural celebration are recognized as important and desirable outcomes.
- c) The games contribute to Canadian sport heritage and bind our diverse nation together through pride, people-to-people exchange and the portrayal of Canadian values.
- d) The sports and events on the games program must be well established in the majority of provinces and territories and must benefit sport development.
- e) The Canada Games format must allow for participation by all provinces/territories.
- f) Athlete development objectives and optimal care and comfort conditions are central to the decision-making of the Canada Games.
- g) Gender equity extends throughout all aspects of the games and the games movement.
- h) Bilingualism extends throughout all aspects of the games and the games movement.
- i) The Canada Games Council encourages the inclusion in sport of athletes with a disability.
- j) Standards for coaches and officials at Canada Games competitions must be equivalent to or better than those at the Canadian Senior or Open Championships.
- k) Standards for facilities should be based on NSO standards for national championships.
- l) The Canada Games should capitalize on the human and financial resources of the private sector.
- m) Marketing and communication plans and programs must be jointly developed with host societies and reflect short- and long-term objectives.
- n) Volunteers are critical to the successful planning and staging of the games.
- o) Strategic alliances with governments, sport organizations, host societies and the corporate sector are essential to the success of the games.
- p) As stewards of the games, the council must conduct its affairs in an open and accountable fashion on behalf of its partners.

1.5 Prince Edward Island Medal Winners

Athlete	Sport	Medal	Year
Bill MacKinnon	Track and Field	Gold	1969
Gladys Gallant/Hal Constable	Figure Skating	Silver	1971
Gary "Sput" MacDonald	Boxing	Bronze	1971
Jamie Lund	Boxing	Bronze	1971
Mike Jenkins	Boxing	Silver	1975
Onmar Martin	Boxing	Bronze	1975
Nancy White	Speed Skating	Gold, Silver (4)	1979
Lisa Devine	Racquetball	Bronze	1979
Lisa Devine	Racquetball	Gold	1983
George and Glen Collard	Racquetball	Silver	1983
Andy Fitzpatrick	Racquetball	Bronze	1983
Rocky Constable	Judo	Bronze	1983
Darryl Arsenault	Judo	Silver	1983
Katherine Josey	Swimming	Silver	1985
Shehla Chishti	Table Tennis	Silver	1987
Mark Docherty	Boxing	Gold	1991
Trevor MacAdam	Boxing	Bronze	1991
Jerry Ryan	Boxing	Bronze	1991
Sean Matheson Rink	Curling	Bronze	1991
Men's Softball	Softball	Bronze	1993
Glen Lewis	Judo	Bronze	1995
Krista Cameron Rink	Curling	Silver	1995
Natalie Burke	Judo	Silver	1999
Justin Chaisson	Boxing	Silver	1999
Christine Wilbert	Judo	Bronze	2003
Alicia Wilbert	Judo	Silver	2003
Tyler Marchbank	Judo	Silver	2003
Frankie Gallison	Judo	Bronze	2003
Mitzi Mitchell	Judo	Silver	2003
Darcy McKenna	Boxing	Bronze	2003
Matthew Coe	Fencing	Bronze	2003
Matthew Lemon	Gymnastics	Bronze	2003

2. Partners in the Games and Their Responsibilities

2.1 Federal Government

The sport division of the Federal Government provides advice and consultation to the Canada Games Council. In addition, it provides financial support for capital construction and operations at the host city, and for the travel of participating teams.

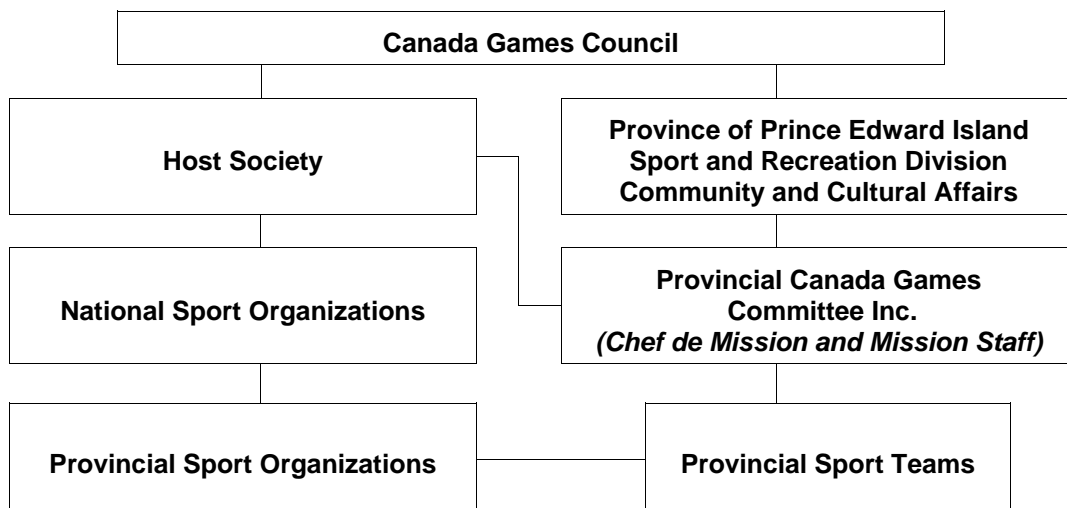
2.2 Canada Games Council

The Canada Games Council is the governing body of the Canada Games, and as such is responsible for the philosophy, objectives and rules of the games. The council develops policies and procedures to guide the preparation and staging of the Canada Games, and ensures that the games play an important role in Canadian sport development.

As governing body of the games, the council is responsible for selecting sports for the games program; acting as primary liaison to host societies and providing policies and procedures for the planning and staging of the games; controlling Canada Games rights and properties; developing and executing national promotions and marketing strategies; determining, with the cooperation of National Sport Organizations, technical rules and procedures; and negotiating contractual agreements with the three levels of government and the host society.

2.3 Host Society

The host society is a temporary organization incorporated under either provincial or federal laws as a non-profit group. The host society includes all committees subsequently created and includes all committees subsequently created and all persons who, through the agency of the host society, assist with the organization and staging of the games. The board of directors of the host society assumes the ultimate responsibility for all decisions and actions of the host society.



2.4 Provincial Government (Sport and Recreation Division)

The Sport and Recreation Division (Department of Community and Cultural Affairs) is the branch of government responsible for amateur sport and Canada Games.

Responsibilities:

- a) select the chef de mission and assistant chef de mission;
- b) provide financial support to the Canada Games programs;
- c) appoint members to the Provincial Canada Games Committee Inc.;
- d) recommend, with the chef de mission, individuals for the mission staff appointments, to be approved by the minister responsible for amateur sport;
- e) provide staff support for mission staff and each Canada Games team;
- f) seek support from, and contract out responsibilities for, Sport PEI; and
- g) liaise with Canada Games Council, ISRC (Interprovincial Sport and Recreation Council) and other provincial teams on Canada Games related issues.

2.5 Provincial Canada Games Committee, Inc. (PCGC, Inc.)

The Provincial Canada Games Committee Inc. is an advisory committee to the provincial minister responsible for amateur sport. The committee is under the direction of a board consisting of representatives of government and the amateur sport community from across Prince Edward Island who have been or continue to be involved in the Canada Games experience. The PCGC, Inc. **develops policies and procedures to guide PEI's participation in each set of Canada Games.**

The composition of the board is as follows:

- chairperson (director, Sport and Recreation);
- past chef de mission;
- present chef de mission;
- a former Canada Games athlete;
- a former Canada Games team official;
- a representative of a provincial sport organization;
- member-at-large/parent;
- a Sport PEI representative; and
- a member at large who shall serve as chair of the technical committee.

Objectives:

- a) To develop, advise and recommend to the minister responsible for amateur sport policies relating to the preparation for, and involvement of, a contingent of athletes and team officials representing Prince Edward Island in the Canada Games.
- b) To ensure the implementation of such policies by the chef de mission, mission staff and team officials.
- c) To foster goodwill between the PCGC, Inc. and the various provincial sport organizations representing sports participating in the Canada Games.
- d) To recommend to the minister the establishment of such sub-committees as may be deemed appropriate and beneficial in carrying out the provincial involvement in the Canada Games.
- e) To carry out a comprehensive evaluation of the province's involvement in the Canada Games. At a minimum, such reviews must take place at the completion of each Canada Games.
- f) To ensure a complete report is submitted to the minister responsible for amateur sport following the completion of the games.
- g) To approve the names presented by the provincial sport organizations for the team official positions.

Technical Committee

The role of the Technical Committee is to oversee the technical preparation of each sport attending the Canada Games through the reviewing and approval of the four-year **Canada Games Workbook**.

Responsibilities:

- a) review the sport plans (found in the Canada Games Workbook) submitted by the team officials;
- b) develop a series of sport science sessions, i.e., physical testing, sport psychology, etc.; and
- c) recommend to the Provincial Canada Games Committee, Inc. that an athlete/team, as per standard of performance or standard of preparation, not be approved.

2.6 Chef de Mission and Mission Staff

Chef de Mission

The chef de mission is the senior manager in charge of the PEI delegation and is directly responsible for the coordination of the overall team effort. This team includes all athletes, coaches, managers and mission staff. The chef de mission is the ultimate authority responsible for Team PEI during the games and is supported in this role by the mission staff and the Provincial Canada Games Committee, Inc.

Responsibilities:

- a) Be the primary communication link between the province and the host society.
- b) Liaise with the various provincial teams during their period of preparation for the Canada Games and, most especially, during the period of the games and to serve as a means of communication to and from the sport group.
- c) Ensure that all rules and regulations, coming from the Canada Games Council, Canada Games Host Society and the Provincial Canada Games Committee Inc., are duly circulated and reviewed with team officials and athletes, where appropriate.
- d) Establish such subcommittees as may be deemed appropriate and beneficial in carrying out the provincial involvement in Canada Games, i.e., clothing, pin, transportation, media handbook, athletes get together, etc.
- e) Develop a sense of identity and commitment within these teams.
- f) Coordinate the transportation to and from PEI to the host site.
- g) Provide host society information to teams prior to and during the games.

Mission Staff

The mission staff provides the primary link among all parts of the games organization and the sport(s) to which they are assigned and for which they are responsible. The mission staff shall consist of a mix of Sport and Recreation staff and provincial sport volunteers. The mission staff have the responsibility of administering and delivering services to athletes and team officials.

Responsibilities:

- a) Act as liaison between assigned sport(s) and team officials.
- b) Provide support to team officials and athletes prior to and during the games.
- c) Perform such specific functions as may be designed by the chef de mission, e.g., member of the clothing committee.
- d) Assist in the overall supervision and administration of the provincial contingent from the time of appointment until the end of the games.
- e) Assist the chef de mission in the preparation and presentation of a final report to the Provincial Canada Games Committee, Inc.
- f) Assist team officials with administration and other requirements, e.g., team registration and medical forms, walkout dress sizing, photos, travel arrangements, etc.
- g) Provide host society information to teams prior to and during the games.
- h) Attend all Team PEI preparation activities (seminars/symposiums/mission orientation).
- i) Volunteer his/her time for games-related activities and participation at the games.

Note: No salary or honorarium is attached to this position, however, expenses for travel, accommodations and meals would be approved. Each person is responsible for securing time-off from his/her employer.

- j) Be aware of and enforce the rules, regulations and policies of the host society and Team PEI.
- k) Work assigned shifts on the mission desk.
- l) In cooperation with the chef de mission and team officials, help resolve disciplinary issues for assigned sport(s).
- m) At the games, attend opening and/or closing ceremonies and all other technical meetings, practices and competitions for assigned sport(s).
- n) Assist assigned sport(s) with arrival and departure procedures at the games.

Host societies may also appoint a liaison to Team PEI during the games. If so, this individual would become a member of the on-site mission staff.

Criteria

The following are criteria used in the selection of individuals for a position on the PEI mission staff:

- a) former Canada Games team official or “field of play” official;
- b) provincial sport background and experience as a provincial sport organization board of director;
- c) leadership involvement with provincial sport initiatives, such as provincial games, NCCP, etc.;
- d) professional sport and recreation staff who have provided leadership in the development of provincial sport initiatives;
- e) planning and organizational skills;
- f) effective communication skills;
- g) prepared to commit the necessary time to the games’ mission;
- h) demonstrate ability to work well in a team environment;
- i) represents a sport on the calendar of the particular Canada Games.

Other Considerations for Appointment

- j) The composition of the mission staff will take into consideration the inclusion of representatives from each of the three counties.
- k) The composition of the mission staff will take into consideration the equitable balance of male and female positions.

Selection Procedure

The chef de mission and the director of Sport and Recreation will submit a list of recommended individuals and then forward the names to the minister responsible for amateur sport for approval.

2.7 Provincial Sport Organizations

The provincial sport organizations (PSOs) are volunteer organizations which represent their sport in all aspects of its development. PSOs must indicate their intention to participate in the Canada Games to the Provincial Canada Games Committee, Inc. and must adhere to their responsibilities as outlined. If, in the view of the chef de mission, a PSO is not meeting its responsibilities, the chef de mission will inform the Provincial Canada Games Committee, Inc. and they will address these issues with the PSO.

Responsibilities

- a) Forty months prior to a Canada Games, provincial sport organizations are required to attend a meeting with the PCGC, Inc. describing their sport's stage of readiness to participate.
- b) Thirty-eight months prior the Canada Games, provincial sport organizations provide a history of their sport by completing the Year One: PSO Report in the Canada Games Workbook.
- c) Thirty-six months prior to a Canada Games, the PSOs must name their recommended team officials for their sport to the chef de mission for approval by the PCGC, Inc.
- d) Ensure the development of athlete selection criteria.
- e) Establish a coach selection process.
- f) Oversee operations and development of their Canada Games teams (applicable up to 30 days prior to the Canada Games opening ceremonies).
- g) Establish policies to deal with any disciplinary or selection issues (applicable up to 30 days prior to the opening ceremonies).
- h) Establish a harassment policy to deal with any issues involving their team officials and/or athletes (applicable up to 30 days prior to the opening ceremonies).
- i) Establish an appeals procedure.

Note: Until 30 days prior to the opening ceremonies, any disciplinary or selection issues must be dealt with by the PSO. From that time period until the return from the games, disciplinary issues will be dealt with by the PCGC, Inc.

2.8 Provincial Team Officials

The Canada Games program for each sport is the responsibility of the sport's team officials. This includes supervision/control of team selection, all financial considerations, team conduct, etc., prior to, during and immediately following the Canada Games.

Responsibilities

- a) Thirty-six months prior to a Canada Games, team officials must ensure that the necessary NCCP Certification Level is attained (e.g., fully certified Level III).
- b) Twenty-three months prior to a Canada Games, team officials must have a Canada Games training team in place.
- c) Eighteen months prior to a Canada Games, team officials must identify their **standard of performance** (see Section 3.4) competition and submit to the chef de mission for approval by the PCGC, Inc.
- d) Twelve months prior to a Canada Games, team officials must ensure that their training teams participate in their standard of performance competition.
- e) Eleven months prior to a Canada Games, team officials must provide documentation to the technical committee to review standard of performance competition results and level of preparation.
- f) Team officials must submit sections **Year 2 – Athlete Selection** (Page 71), **Year 3 – Rehearsal for Canada Games** (Page 81) and **Year 4 – Canada Games Year Sport Plan** (Page 89) , in accordance with the Canada Games Workbook, to the chef de mission for the years leading up to the games.
- g) Team officials must adhere to and ensure that all team officials and athletes fully understand and comply with all rules and regulations, as they relate to composition, eligibility and conduct.
- h) Team officials must agree to hold team selection camps at locations across PEI (where possible) so as to allow equal opportunity for eligible athletes to participate.
- i) Team officials must develop Athlete Selection Criteria (as per Year 2 Report) and provide it in writing to all athletes.
- j) Team officials must maintain a close liaison with the chef de mission and/or mission staff liaison on all matters related to the games.
- k) Team officials must prepare and submit to the chef de mission, and/or his or her designate, the appropriate budgets, report and a post-games financial report and program evaluation.
- l) Team officials must communicate to the athletes, prior to and during the games, all the necessary information related to the games, including the established rules of conduct.
- m) Team officials must ensure a commitment to providing a sport environment in which all individuals are treated with respect and dignity, that all team officials conduct themselves in a fair and responsible manner, and that behaviour which constitutes harassment or abuse will not be tolerated.

- n) Team officials must take appropriate disciplinary action, in consultation with the provincial sport organization or chef de mission (subject to official Canada Games participant status), when necessary, in accordance with the team's or PCGC, Inc.'s code of conduct (see Section 6).
- o) Team officials must ensure at least one team official attends all meetings which are called by the chef de mission.
- p) Team officials must ensure at least one team official attends all sport informational and sport science sessions.
- q) Team officials must agree to work in cooperation with other team officials, the sport governing body and the Province of PEI to ensure success.
- r) Team officials must provide the chef de mission/mission staff liaison with documentation or information pertinent to their sport's involvement in the Canada Games, when requested.
- s) Team officials must ensure that all team officials and athletes attend and wear the provincial walk-out dress during the opening and closing ceremonies.
- t) Team officials must reside, during the games, in the Athletes' Village and use host society transportation for travel to and from practice and competition venues.
- u) At the games, in the interest of security and safety, **supervise** the athletes and conduct nightly bed checks in the athletes' residence (responsibility of the manager or team official designated);
- v) Team officials must provide input and feedback to the chef de mission regarding the games.
- w) Team officials must be familiar with the roles and responsibilities of the members of the mission staff.

3. Selection of Canada Games Sports

3.1 Canada Games Council Sport Selection Procedures

The Canada Games Council determines which sports will be eligible to compete in the games.

The council discusses with the following groups: Federal Government (department responsible for sport), Inter-Provincial Sport and Recreation Council and the national sport organizations (NSOs) and recommends sports for each games.

The Canada Games Sports Committee (national) is responsible for the development of the sport technical packages, which are then ratified by the Canada Games Council. These technical packages are developed in consultation with representatives of the sport's NSO. Once the technical packages are developed, they are then passed on to each provincial chef de mission for distribution at the provincial level.

3.2 Provincial Canada Games Committee, Inc. Participation Process

- a) Forty months (*three years, four months*) prior to the Canada Games, the PCGC, Inc. will meet with provincial sport association executives to discuss the process for application to participate in the Canada Games. This process has several steps which each sport must complete before being officially included in the Canada Games.
- b) Thirty-eight months (*three years, two months*) prior the Canada Games, provincial sport organizations provide a history of their sport by completing the Year 1: PSO Report in the Canada Games Workbook.
- c) Thirty-six months (*three years*) prior to a Canada Games, the PSOs must name their recommended team officials for their sport to the chef de mission for approval by the PCGC, Inc.
- d) The culmination of the process, 12 months prior to the Canada Games, is the participation in a team's **standard of performance** competition.
- e) Upon completion of all required documentation and a positive review of the standard of performance and preparation by the Technical Committee, each team will be recommended for approval as part of Team PEI.
- f) If a sport is not approved for its continuation in the Canada Games process, they may appeal the decision.
- g) For a sport to appeal the decision, they must do so in writing to the chair of the Provincial Canada Games Committee, Inc., within 10 days of receiving their notification, indicating they wish to appeal the decision of the PCGC, Inc. and the reason for the appeal.
- h) The Provincial Canada Games Appeal Committee includes a representative from each of the following:
 - a) Sport PEI
 - b) PEI School Athletic Association
 - c) University of PEI (Athletic Department)

- i) A PSO must have grounds for an appeal relating to whether or not the PCGC, Inc.:
 - a) lacked procedural fairness (jurisdiction, right to a hearing, rule against bias);
 - b) misinterpreted its bylaws, policies and rules;
 - c) made a decision which failed to consider relevant information or placed weight on irrelevant information; or
 - d) made a decision which was unreasonable.

3.3 Canada Games Timeline Rationale

Since the first Canada Games were held in Quebec City in 1967, our involvement has grown from one of being represented as a province to that of sending “elite” athletes to what we consider to be a “high performance” elite competitive sporting event.

The early years of our province’s involvement only necessitated small, rather informal administration. Now, however, the exercise involves planning and administration taking place three to four years in advance of each set of games.

In Prince Edward Island we have a distinct advantage over the other provinces in that we are able to assemble training teams and finalize team rosters much earlier than most. In turn, this allows us to utilize training concepts on the entire team. It also allows the athlete and team officials to develop team cohesiveness much earlier.

Physiological, psychological and skill development has led to the need for the establishment of Standards of Preparation and Performance. The standards should help ensure the athletes are better prepared, thereby ensuring a better overall experience for the athletes.

For each step in the Canada Games process, the PSO or team officials must complete specified tasks by a preset time and submit for review by the technical committee or Provincial Canada Games Committee, Inc. The following chart outlines the consequences of not completing the tasks by the identified timeline.

Due Date	Action by PCGC, Inc.
Two months after	Letter sent indicating Late Status
Four months after	Letter sent indicating Probation Status
Six months after	Letter sent indicating Out-of-Games Status

Upon reaching the six-month past due date, the PSO or team officials must apply for reinstatement in the Canada Games through the minister responsible for amateur sport.

3.4 Standard of Performance and Preparation

The Standard of Performance competition is intended to be a measuring tool for team officials. This competition will allow the team officials and athletes to compare their technical and tactical skills, physical preparation, knowledge, etc., to other teams across the region and/or country and to make adjustments to next year's training and preparation.

- a) Eighteen months prior to a Canada Games, team officials must select and identify their standard of performance competition. Team officials must select **one** Atlantic, regional, national or invitational competition occurring in Year 3 (at approximately the same time as the Canada Games) and submit the information using the ***Standard of Performance Competition Form*** (Page 17) to the chef de mission for approval by the technical committee.
- b) Twelve months prior to a Canada Games, sports participate in their standard of performance competition. Athletes/teams **will automatically qualify** for participation in the Canada Games if:

Team Sports (e.g., field hockey, ringette)

- finish in the top half of the standard of performance competition

Individual Sports (with timed events, measured distances, such as swimming, track and field, etc.)

- finish within +/- 10 per cent of the winning performance from the previous Canada Games

Within seven days of the event, the results of Standard of Performance competition must be submitted, using the ***Standard of Performance Results Form*** (Page 19), to the chef de mission for review by the technical committee.

- For teams and/or athletes who **do not automatically qualify** for participation in the Canada Games, a review of their preparation and competition results will occur. This review will be done by the Provincial Canada Games Technical Committee, no more than 14 days following the receipt of the results of the ***Standard of Performance Competition Form***.
- Following this review, with information provided by the team officials regarding their team's preparation, the Technical Committee will make a recommendation to the PCGC, Inc. regarding the team's/athlete's participation in the Canada Games.

3.5 Appeal Process

- a) The PCGC, Inc. will make a decision on a team's/athlete's participation following the report of the Technical Committee. The PCGC, Inc. may decide not to allow a sport (team/athlete) to continue its participation in the Canada Games process as a result of the team's/athlete's lack of proper preparation.
- b) Within seven days of the decision, the PSO and the minister responsible for amateur sport are notified, in writing. The team officials will be informed of their right to appeal (see Page 21 for process).
- c) If the decision is upheld again, team officials may make their case to the minister responsible for amateur sport.



Canada Games Standard of Performance Competition

**All standards must be pre-approved by the technical committee.
Deadline for a coach to submit his or her *standard* is 18 months prior to the Canada Games.**

Sport:		Coach:	
Please indicate (✓) the type of event your standard is to be attempted at			
National Championship <input type="checkbox"/>	Atlantic Championship <input type="checkbox"/>	Regional Championship <input type="checkbox"/>	
Invitational Event <input type="checkbox"/>	Other: (clarify)		
Location of event:		Dates:	
List the provinces/teams participating in your event			
Should your event be an <i>invitational</i> or <i>other</i>, please provide support information that would enable the committee to determine the caliber of teams involved.			
<p>Team Sports (e.g., field hockey, ringette) A team participating in their selected event must finish in the top half of that event to automatically qualify for the Canada Games.</p> <p>Individual Sports (e.g., 100M breaststroke, shot put) Athlete(s) on teams which participate individually in events must be within ±10 per cent of the previous Canada Games gold medal winning performance.</p> <p>Review Should a team, or athlete not automatically qualify by achieving their standard, the PCGC, Inc. will review, with team officials, the athlete(s) or the team's standard of preparations to date.</p>			
Head coach's signature:		Date:	

Mail, or fax completed form to:

Chef de Mission
 c/o Department of Community and Cultural Affairs
 PO Box 2000
 Charlottetown, PE CIA 7N8
 Fax: 368-4663



Canada Games Standard of Performance Results

**Deadline for a coach to submit his or her confirmation of standard
is 14 days following completion of his or her event.**

Sport:	Coach:	
Please indicate (√) the type of event your standard was attempted at:		
National Championship <input type="checkbox"/>	Atlantic Championship <input type="checkbox"/>	Regional Championship <input type="checkbox"/>
Invitational Event <input type="checkbox"/>	Other: (clarify)	
Location of event:	Dates:	
List the provinces/teams participating in your event:		
Team Sports		
Your team's overall placing:		
List placing and win/loss records of other participating teams:		
List scores of each game played by your team:		
Highlights of games:		



Canada Games Provincial Canada Games Committee Inc. Appeal Procedure

Provincial sport organizations must follow their own appeal policy. However, if one does not exist, the organization could consider using this sample by adapting it to meet their operational structure and needs.

1. Any member who is affected by a decision of the Provincial Canada Games Committee, Inc., or of any body or individual who has been delegated authority to make decisions on behalf of the committee, shall have the right to appeal that decision.
2. This policy shall not apply to matters relating to rules of the sport.
3. Members who wish to appeal a decision shall have 10 days from the date on which they received written notice of the decision to submit a notice of their intention to appeal, in writing, along with detailed reasons for the appeal, to the chairperson of the Provincial Canada Games Committee, Inc.
4. An appeal may be heard only if there are sufficient grounds for appeal. The sufficient and eligible grounds for appeal include:
 - a) lack of procedural fairness (jurisdiction, right to a hearing, rule against bias);
 - b) misinterpretation of bylaws, policies and rules;
 - c) making a decision which failed to consider relevant information or placed weight on irrelevant information;
 - d) making a decision which was unreasonable.
5. Within 10 days of receiving notice of an appeal, the chairperson (or designate) shall appoint three persons to constitute an appeals committee, as outlined in the policy manual.
6. Within seven days of its appointment, the appeals committee shall review the notice of appeal and reasons for the appeal and shall decide whether or not there are sufficient grounds for an appeal. This decision is discretionary and may not be appealed.
7. If the appeals committee is satisfied that there are not sufficient grounds for an appeal, it shall notify the appellant of this decision in writing, stating reasons. If the appeals committee is satisfied that there are sufficient grounds for an appeal, it shall conduct a hearing.
8. If the appeals committee conducts a hearing, it shall govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:
 - a) The hearing shall be held within 21 days of the appeals committee appointment.
 - b) The appellant and respondent shall be given 10 days written notice of the day, time and place of the hearing.
 - c) Appeals committee shall select from themselves a chairperson.
 - d) A quorum shall be all three appeals committee members.
 - e) Decisions shall be by majority vote.
 - f) Copies of any written documents, which either the appellant or respondent wish to have the appeals committee consider, shall be provided to all parties at least two days in advance of the hearing.
 - g) Both the appellant and respondent may be accompanied by a representative or adviser, including legal counsel.
 - h) The appeals committee may request that any other individual participate and give evidence at the hearing.

9. In order to keep costs to a reasonable level, the appeals committee may conduct the hearing by means of a conference call or video conference.
10. Within three days of concluding the hearing, the appeals committee shall issue its written decision, with reasons. A copy of this decision shall be provided to the appellant, the respondent and the chair (or designate) of the Provincial Canada Games Committee, Inc.
11. If the circumstances of the dispute are such that this policy will not allow a timely appeal, the appeals committee may direct that these timelines be shortened or extended. Should this be the case, the appellant, respondent and members of the appeals committee will make every reasonable effort to comply with the revised timelines in order to conclude the appeal in a timely and reasonable manner.
12. If both parties agree, the appeals committee can hold a documentary review. Should this be the case, the appeals committee shall request both appellant and respondent to provide written submissions, upon which the appeals committee shall make its decision. The appeals committee may direct such timelines as it deems appropriate in the circumstances in order to conclude the appeal in the timely manner.
13. The decision of the tribunal shall be final and binding, and not open to any further appeal or intervention by any court.

4. Selection of Coaches and Managers

4.1 Selection Process and Requirements

The first step in the selection process by the provincial sport organization should be to develop a detailed job description for coaches and managers (team officials). Under ordinary conditions, it is suggested that each sport organization call for applications for the positions of team official. Public notice of the call for applications through radio and print media is appropriate. Each provincial sport organization may solicit names of potential team officials for consideration. Coaches and managers **must be named 36 months prior to the games**.

The Canada Games Council has stated that all coaches of teams competing in the Canada Games must be fully certified at Level III under the National Coaching Certification Program (NCCP). The Provincial Canada Games Committee, Inc. requires that:

- all coaches be **fully certified Level III** 36 months prior to the Canada Games; and
- all managers have, at a minimum, **Level 1 Theory**, plus any managers' certification required by their national sport organization.

The Provincial Canada Games Committee, Inc. will initiate a public solicitation of applications through local media (print and electronic). These names will be forwarded directly to the respective provincial sport organization.

Once the provincial sport organization has selected its Canada Games team officials, their names must be forwarded, along with the appropriate signed agreement form, on to the Provincial Canada Games Committee, Inc. for ratification. The PSO must also provide a written rationale to the Provincial Canada Games Committee, Inc. for selecting this particular individual.

The Provincial Canada Games Committee, Inc. must inform (in writing) the provincial sport organization and team officials of their **conditional approval** upon completion of all responsibilities, such as NCCP certification and the Canada Games Workbook, outlined in the policy manual.

Note: Sports must adhere to their technical package with regards to the selection of team officials. Personal coaches of athletes or additional coaches of any type will not receive accreditation and will not have access to competition or training areas.

4.2 Characteristics of Canada Games Team Officials

Coaches must be a member in good standing with the provincial and national sport organization which he or she represents.

Coaches should/must:

- a) have coaching experience at the local and provincial, regional, national or Canada Games level;
- b) have sound coaching principles and a good history (record, conduct, rapport, etc.) of coaching;
- c) have the ability to interact with age group athletes who compete in Canada Games, encompassing ethical practices, moral behaviours, parental interaction, as well as the ability to interact in a cooperative nature with other team officials both on their own team and those with other provincial games teams;
- d) be familiar with their particular sport's structure (provincial, regional, national level);
- e) have previous experience with public relations, working with the press, public speaking, fundraising capabilities, etc.;
- f) act as an ambassador of the province and their sport;
- g) be prepared to spend many hours at this task, in addition to regular commitments; and
- h) agree to the responsibilities outlined in the Head Coach and Assistant Coach Agreement form.

Managers

Managers must be a member in good standing with the provincial and national sport organization which he or she represents. The PCGC, Inc requires managers to have a minimum NCCP Level 1 Theory (or CBET equivalent). Some provincial sport organization may also have requirements/standards for their managers.

Managers should/must:

- a) have previous administrative experience;
- b) agree to the responsibilities outlined in the Team Manager's Agreement form; and
- c) be responsible, on behalf of the Canada Games team, for budget, reports, public relations, communication, arrangements for selection, training and competition, and act as a liaison with chef de mission as required.

4.3 Team Officials Police Record Check

Individuals who have been conditionally approved as a volunteer team official for one of our Canada Games sports must complete a police record check form (**annually**) to allow the team official to commence training of their Canada Games athletes.

Process for Police Records Check

1. Provincial president forwards (1) form letter, and (2) process for police records check, to pre-approved team official(s) for their action.
2. Approved team official takes the (1) form letter, and (2) drivers licence, to appropriate their local police authority (RCMP detachment or municipal police) to complete police records check.
3. Upon completion of your records check, mark CONFIDENTIAL and mail to:

Canada Games Chef de Mission
c/o Department of Community and Cultural Affairs
PO Box 2000
Charlottetown, PE C1A 7N8

4.4 Team Officials Appeal Process

If a candidate for a team official position is not selected or a team official is removed, he/she may file a grievance with their respective provincial sport organization. The following outlines a procedure which can be used by a PSO as a template for the process for appeal.

- a) Written notice of intent to appeal must be presented to the president of the provincial sport organization by the respective team official(s) within 10 days of notification of the selection of the team officials by the PSO. The appeal must then be received by the PSO within 30 days of the letter of intent.
- b) The team official(s) must request clarification in writing from the provincial sport organization as to why they were not selected for the position. This information must be forwarded to the appeals committee of the PSO.
- c) After receiving the above information, if the appeals committee feels that there are legitimate grounds for appeal, the following process will occur:
 - i) A meeting will be set up with the team official(s) (or his/her designate), the PSO president (or his/her designate) and the appeals committee. This meeting will be initiated and chaired by a representative of the provincial sport organization board of directors/executive.
 - ii) The appeal will be heard at the above-mentioned meeting and the appeals committee will make a decision following the meeting.

Any team official approved by the PCGC, Inc. who is removed by the provincial sport organization and has exhausted all appeal procedures of the PSO, may appeal the decision to the PCGC, Inc.

The process for appeal for team officials who are removed will be as follows:

- a) Written notice of intent to appeal must be presented to the Provincial Canada Games Committee, Inc. by the respective team official(s) within 10 days of notification of the provincial sport organization's appeal committee decision to uphold the decision. The appeal must then be received by the PCGC, Inc. within 30 days of the letter of intent.
- b) The team official(s) must request clarification in writing from the provincial sport organization as to why they were dismissed from the position. This information must be forwarded to the PCGC, Inc.
- c) After receiving the above information, if the PCGC, Inc. feels that there are legitimate grounds for appeal, the following process will occur:
 - i) A meeting will be set up with the team official(s), the PSO president (or his/her designate) and the PCGC, Inc. This meeting will be initiated and chaired by a representative of the Provincial Canada Games Committee, Inc.
 - ii) The appeal will be heard at the above-mentioned meeting and the Provincial Canada Games Committee, Inc. will make a decision following the meeting. The decision is binding.

5. Selection of Athletes

5.1 Eligibility for Team PEI

The eligibility of any athlete that is not clearly established by these rules and by the Technical Package shall be determined by the Sport Committee of the council. **Coaches or PSOs must bring forward any unclear cases to their chef de mission as early as possible before the competition for forwarding to the Sport Committee.**

- a) Athletes must meet all eligibility requirements outlined in their sport's technical package.
- b) The games are open to amateur athletes **who are members in good standing** of their provincial and/or national sport organization.
- c) Athletes must be a resident of Prince Edward Island, as outlined by the Canada Games Council.
 - An athlete's permanent domicile or actual residence must be located, for at least the **180 days prior to the opening of the games**, within the recognized boundaries of the province or territory they are representing. An athlete can have only one domicile.
 - Students attending school on a full-time basis outside their province of permanent residence during the year of the games shall be permitted to compete for either their province of permanent residence or the province in which the athlete attends school. To be eligible to compete for the province where the athlete attends school, the student must be enrolled on a full-time basis during the Canada Games/academic year.
 - If a non-student athlete attends a recognized national training centre outside his or her province of permanent residence, the athlete is encouraged to represent his or her province of permanent residence; however, the athlete could represent the province where the centre is located under the terms outlined below.
 - Exceptions to the domicile requirement will be possible if the athlete can demonstrate a commitment to the province or territory she or he wishes to represent by such means as having been a member of a club or provincial sport organization in that province for the entire previous competitive season, having represented that province or territory at a previous national or regional championship or having attended school full-time the previous academic year or a recognized national training centre full-time during the previous 12 months. Other similar circumstances may be considered.
- d) Athletes must participate fully in a training program developed and/or directed by their Canada Games team officials.
- e) Athletes can participate in only **one** sport at each Canada Games.
- f) Athletes must attend Team PEI activities and ceremonies before, during and after the games.
- g) Athletes must know and follow Team PEI's Code of Conduct.
- h) Athletes must know and follow Team PEI's Dress Code.
- i) Athletes only become members of Team PEI 30 days prior to the opening of the Canada Games.

6. Team PEI Code of Conduct

6.1 Introduction

This Code of Conduct will come into effect 30 days prior to the opening ceremonies. Provincial sport organizations may require coaches, managers and athletes in their Canada Games program to abide by this Code of Conduct prior to this time. If so, the responsibility for applying and enforcing the policy lies with the provincial sport organization and/or team official.

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

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

Team Officials are responsible for the supervision and conduct of their athletes from the time of selection to the training team until the end of the Canada Games.

6.2 Code of Conduct

A. Introduction

Provincial sport organizations and/or team officials may choose to develop their Code of Conduct for their Canada Games team(s) providing that it is not in conflict with the Team PEI Code of Conduct. For example, a coach may set a team curfew that is earlier than the one stated by Team PEI, but they cannot set a curfew which is later.

B. Standard of Conduct

1. *Respect for Others*

The Canada Games Council, host societies, PCGC, Inc., mission staff and team officials are committed to providing an environment in which all individuals are treated with respect. They do not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks have no place within the Team PEI delegation.

2. Ceremonies and Official Team PEI Functions

At the games, all Team PEI members must attend their sport's opening/closing ceremonies and all official Team PEI functions and wear the specific walkout dress items identified by the chef de mission. Week one team members must attend the opening ceremonies and week two members must attend the closing ceremonies.

3. Residence

All athletes, coaches and managers must reside in the Athletes' Village.

4. Curfew

Participants must keep to the host society's curfew and designated quiet time. All athletes, coaches and managers must be in their designated building and rooms by this time or their accreditation will be removed. This infraction will be dealt with by the PEI mission staff.

5. Fair Play in Sport

Team PEI supports the fair play values as described by the Centre for Ethics in Sport. Fair play recognizes winning as an important goal, but it is not the most important objective. Fair play values the enjoyment and the opportunities for personal growth and development that sport has to offer. Team PEI members are expected to promote and abide by the fair play principles of integrity, fairness and respect.

6. Drugs, Doping and Penalties

In keeping with the values of fair play in sport, Team PEI and the Canada Games Council are strongly against cheating including the use of substances and methods not allowed by each sport's national sport organization and the Canadian Centre for Drug Free Sport.

Team PEI and the Canada Games Council will help in every way possible to carry out an anti-doping campaign (including education).

Team PEI and the Canada Games Council recognize any suspension of athletes or others guilty of doping or doping-related infractions. Therefore, any person under suspension by their NSO will not be able to participate.

Should any person test positive at the games or be found guilty of a doping-related offence (as determined by the Canadian Centre for Drug Free Sport), that person will be immediately suspended from the Canada Games (as per the Canada Games Council policy).

Usually the suspension for a doping offense is four years, but in no case will someone found guilty be eligible to participate in the following games. If the NSO or PSO/TSO suspension is for a period longer than four years, the longer period will be recognized by the Sport and Recreation Division and the Canada Games Council.

Participants must not use illegal drugs/narcotics or performance-enhancing drugs or methods.

Participants must be ready to be tested for drugs at any time during the games. **Any positive test may result in the team member being automatically removed from Team PEI and returning home at his or her own expense.**

7. Alcohol and Tobacco

Note: For the purposes of this standard of conduct, a “minor” is as defined according to the laws of Prince Edward Island.

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

Adults can only drink alcohol in authorized areas and must ensure their ability to perform the duties and manage the responsibilities of their position, at all times, e.g., no adult shall be intoxicated at any time.

The Canada Games is a smoke-free event. Adults shall abide by the rules laid down by the host society.

8. Types of Infractions

Minor Infractions:

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

Major Infractions:

- repeated minor infractions;
- unsportsmanlike conduct, such as fighting;
- curfew violations;
- use of alcohol by a minor at any time;
- major disruptions after 11 p.m.;
- intoxication at any time;
- activities or behaviours which disrupt competition;
- pranks, jokes or other activities which endanger the safety of others;
- offensive, abusive, racist or sexist comments;
- criminal activities;
- discriminatory practices;
- other actions looked upon as bringing an unfavourable impression of Team PEI.

C. Disciplinary Sanctions

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

- earlier curfew,
- a verbal or written reprimand,
- a verbal apology,
- a hand-delivered written apology,
- team service or other voluntary contribution to Team PEI,
- removal of certain Team PEI or host society privileges,
- confined to residence or Athletes' Village,
- suspension from Team PEI activities (e.g., opening/closing ceremonies),
- suspension from one or more competitions,
- suspension from competition for the remainder of the games,
- a letter to the PSO recommending additional suspensions upon return to PEI,
- take away team uniform or accreditation,
- send home, at the individual's expense,
- notify authorities (e.g., host society, police) of an infraction and guilty person(s).

D. Procedure for Discipline

1. *Four Levels of Discipline Procedure*

- First Level:** The head coach is responsible for dealing with all minor infractions. Under extraordinary conditions, the host society may take immediate disciplinary action until Team PEI has a chance to take responsibility for the situation.
- Second Level:** The discipline committee is responsible for responding to all major infractions.
- Third Level:** The appeals committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals.
- Fourth Level:** The PEI provincial sport organizations may enforce further discipline after the games.

2. Roles and Responsibilities for Discipline

Coaching Staff

The head coach is responsible for dealing with all minor infractions and deciding on a response using the guidelines for sanctions outlined in this policy.

Disciplinary Committee

The disciplinary committee is responsible for considering all major infractions and imposing disciplinary sanctions. The disciplinary committee is chaired by the assistant chef de mission and includes the mission staff assigned to the sport and a mission staff selected by the chair. The assistant chef de mission may choose to replace any member of the committee, including himself or herself, with another Team PEI member to avoid any potential perception of bias against the person facing disciplinary action.

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

If the individual being disciplined is a head coach or a member of the mission staff, the assistant chef de mission shall choose a peer to replace him or her on the disciplinary committee.

Appeal Committee

The person or persons who was/were disciplined can make an appeal to an appeals committee. The appeals committee is made up of the chef de mission, a member of the mission staff, and a third person selected by the chef de mission from among the peers of the person making the appeal, but not from the same team (i.e., if the person making the appeal is an athlete, this would be another athlete; if the person making the appeal is a coach, then another coach).

Athlete's Advocate

An athlete who is the subject of a disciplinary committee hearing has the right to get the help and advice of an athlete's advocate. The role of the athlete's advocate is to tell the athlete about his or her rights, to provide support and, if requested, to speak on behalf of the athlete. An athlete's advocate may be any member of the mission staff, a parent or other person who is asked by an athlete to be his or her advocate, and who is willing and able to serve as an advocate. If an athlete wants an advocate but is unable to find one, the chef de mission will choose one for him or her.

3. Discipline Procedures

Minor Infractions

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

Major Infractions

- a) All major infractions must be reported (Page 37) as soon as possible to the mission desk and the chef de mission or, if this is not possible, to any member of the mission staff. Team members may be suspended from further competition and/or all team activities until the disciplinary committee determines otherwise.
- b) The person who has committed the infraction will be informed of the procedures outlined in this policy and, if the person is an athlete, of the right to talk with an athlete's advocate. If he or she wishes, the person who is accused of the infraction will be given a chance to submit a written report.
- c) As soon as possible after the incident is reported, the disciplinary committee shall meet (Page 39). The following principles must be observed:
 - The individual being disciplined is given reasonable notice of the hearing and has an opportunity to address the disciplinary committee.
 - The individual being disciplined may be accompanied by the athlete's advocate, or any other adviser, including legal counsel.
 - The hearing is held in private.
 - Witnesses may be invited to present evidence at the meeting.
- d) The disciplinary committee shall determine appropriate sanctions using the guidelines outlined in this policy. The committee's decision shall be given to the individual in writing, with reasons (Page 41). The individual will also be informed of his or her right to an appeal, the procedure to be followed and the deadline for submitting an appeal. The decision of the disciplinary committee shall take effect immediately. A copy of the committee's decision shall also be provided to the chef de mission. Where the committee determines that a major infraction has occurred which warrants an athlete to be sent home from the Canada Games, the chef de mission must contact the athlete's parents/guardians informing them of the situation.

E. Appeals

1. The individual being disciplined shall have **two hours** from the time they receive the decision of the disciplinary committee to launch an appeal. However, if the decision is received after 10 p.m., the individual shall have until 10 a.m. the next morning to appeal.
2. The reasons for the appeal must be in writing using the Notification of Appeal form (Page 43) and be delivered to the mission desk. A team member cannot appeal a decision simply because they do not agree with it. The eligible grounds for an appeal are:
 - The disciplinary committee was biased against the team member, or there is a reasonable perception of bias against a team member.
 - The established disciplinary process was not followed.
 - New information has become available since the disciplinary hearing which has a significant bearing on the decision.
 - The decision was based on irrelevant facts.
 - The penalty far exceeds the infractions.
 - The disciplinary committee imposes a sanction which is beyond its authority.
3. As soon as possible after receiving the written appeal, the appeals committee shall meet to decide whether or not the appeal should be heard. If the appeals committee decides that the grounds for the appeal are legitimate, a hearing shall be called as soon as possible. The hearing shall be run according to the steps outlined in the appeal hearing process (Page 45). The following principles shall be observed:
 - The individual being disciplined (appellant) is told about the hearing in advance and is given a chance to tell his or her side of the story to the appeals committee.
 - The appellant may be joined by an athlete's advocate or any other advisor.
 - The hearing is held in private.
 - The committee may request that witnesses to the incident be present at the hearing to provide evidence.
4. The appeals committee has the right to agree with the discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
5. The decision of the appeals committee shall be given to the appellant in writing, with reasons.
6. The decision of the appeals committee is final and not open to any further appeal.

F. Confidentiality

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

G. Provincial Sport Organizations

The president of any provincial sport organization that has had a team member disciplined during the course of the games shall receive a report on the infraction and sanction upon the team's return from the games.

Team members should be aware that provincial sport organizations have the right to impose further disciplinary actions following the games.

Canada Games Infraction Report

Confidential		
Date of Infraction:	Time of Infraction:	a.m. / p.m. <i>(circle one)</i>
Submitted by (Name):	Position:	
Location of Infraction:		
Team PEI Individuals Involved	Sport	
Description of Incident:		
<i>(Be objective, concise and accurate. Attach additional information if necessary.)</i>		
Names of Any Witnesses	Province/Territory	

Signature:	Date:
-------------------	--------------

<i>For Office Use</i>	
Received by:	Infraction Report No.:
Date and Time Received:	



Canada Games Infraction Hearing Process Discipline Committee

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



Canada Games Appeals Committee Appeal Hearing Process

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

7. Canada Games Clothing and Equipment Policy

7.1 Canada Games Walkout Dress

The Clothing Committee, consisting of a member of the mission staff, a team official, and a former/present athlete, selects the official walkout dress for Team PEI.

The colours of Team PEI walkout dress are predominately green with white and black trim.

7.2 Rules of Use for Walkout Dress

The walk out dress is for **participating and registered** athletes, coaches and managers only.

The chef de mission is responsible for ensuring that any tenders clearly outline Team PEI colours.

As official members of Team PEI, it is expected that all athletes, coaches, managers and mission staff **must** wear the walkout dress in accordance with the instructions of the chef de mission for travel, ceremonies, etc.

The dress for medal ceremonies is decided by each sport and announced at the coaches' technical meetings held at the games. Coaches are then responsible for informing their athletes.

Walkout Dress Exchanges With Other Provincial/Territorial Participants

Week 1 participants: uniform exchanges with other provinces/territories must not take place until all competitions are over and there is no longer any possibility of appearing in uniform for interviews, medal ceremonies, etc.

Week 2 participants: uniform exchanges with other provinces/territories must not take place until **after** the closing ceremonies.

7.3 Competitive Dress

- a) The design and purchase of competitive uniforms is the responsibility of each team and must adhere to the Team PEI colours unless otherwise stated in sport's technical package.
- b) There are restrictions regarding any form of advertising on any piece of competitive clothing (except for the manufacturer's label in accordance with the Canada Games policy). Refer to Canada Games Council's policy on this matter.

7.4 Equipment

It is the decision of each Canada Games team as to how equipment will be distributed, e.g., donated to the PSO, turned over to the next Canada Games team, etc. However, this decision should be made in advance of the Canada Games.

8. Funding

8.1 Canada Games Funding

The Sport and Recreation Division of the Department of Community and Cultural Affairs through the Provincial Canada Games Committee (PCGC) is responsible for dispersing the provincial allocation of Canada Games funding. There are limited resources provided from the PCGC. Teams are eligible to apply for funding for three years, starting year two of preparation, year three and the year of the games. There is not sufficient funds to cover all teams needs, therefore, there is an expectation all teams will have to undertake additional fundraising activities.

The method in which the resources are allocated is based on an evaluation process from previous Canada Games team officials and is distributed in such a way that allows the teams and the Provincial Canada Games Committee (PCGC) to be accountable for these resources. It is the intent of the PCGC to deliver the resources in an expedient and fair fashion so that all teams can use the resources to the best of their abilities in the preparation of their teams.

8.2 Funding Criteria

The funding for the teams is available based on the Provincial Government's fiscal year which runs April 1 to March 31. The PCGC endeavours to produce the funding guidelines and the application forms for each year as soon as they can following the announcement of resources on April 1. Certainly the Mission Staff member responsible for allocating the funds will have a general idea of how much resources will be available prior to April 1 which will allow the teams to make some basic plans.

Funding will be allocated under the following five categories and the amount of money provided will vary from year to year as the preparation increases.

- **Administration** – This component is designed to offset some of the costs of operating a team – postage, telephone, travel, photocopying, etc.
- **Training** – Teams are eligible to receive funding to cover some of the costs associated with their training programs – equipment, rentals, videos, etc.
- **Pre-games Competition** – Teams are eligible to receive support to offset travel to pre-Canada Games calibre competition.
- **Professional Services** – Support is available to engage certified professional service providers (nutritionist, sport psychologist, strength and conditioning, etc.) A list of the certified providers can be obtained through the National Sport Center Atlantic.
- **Competitive Dress** – A participant subsidy is provided to teams for competitive dress during the year of the games.

8.3 Funding Levels

Each category of funding has pre-determined amounts available to each team. These amounts are identified on an annual basis and are pro-rated based on the number of participants per team's technical package.

8.4 Approval Process/Accounting Procedures

When teams have made an application for funding, the application will be reviewed and teams will receive funding based on their request as per the funding guidelines. Typically, pre-games competition is pre-approved and teams are asked to confirm their participation in the event two weeks prior to attending; and at this time the funding for that event is provided.

All cheques sent to teams will be made out to "Canada Games 'sport' team" and therefore it is encouraged that all teams create a bank account to process their finances. If for some reason the team would like the cheque addressed to another sports body or organization, please include this on your application.

Teams are responsible for maintaining their receipts and should keep them organized should there be any need to review receipts or deal with any discrepancies. At the end of each fiscal year teams will be required to submit an income statement (which will be provided) to the mission staff member responsible for finances.

9. Harassment Policy and Procedures

9.1 Policy Statement

1. The Provincial Canada Games Committee Inc. (PCGC) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.
 - (a) Harassment is a form of discrimination. Harassment is prohibited by the *Canadian Charter of Rights and Freedoms* and by human rights legislation in every province and territory of Canada.
 - (b) Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's *Criminal Code*.
 - (c) Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person of abusive, unwarranted power over another.
 - (d) PCGC is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.
2. This policy applies to all directors, officers, volunteers, coaches, athletes, officials, and members of the PCGC and PCGC encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This policy applies to harassment which may occur during the course of all PCGC activities and/or Canada Games team activities and events which adversely affects relationships within the sport environment.
4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the provincial Human Rights Commission, even when steps are being taken under this policy.

9.2 Definitions

5. **Harassment** takes many forms but can generally be defined as: comment, conduct or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.
6. For the purpose of this policy, “**sexual harassment**” is defined as: unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:
 - (a) submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual;
 - (b) such conduct has the purpose or effect of interfering with an individual's performance; and/or
 - (c) such conduct creates an intimidating, hostile or offensive environment.

7. Types of behaviour which constitute harassment include but are not limited to:
 - (a) written or verbal abuse or threats;
 - (b) the display of visual material which is offensive or which one ought to know is offensive;
 - (c) unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
 - (d) leering or other suggestive or obscene gestures;
 - (e) condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects working conditions;
 - (f) practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - (g) unwanted physical contact including touching, petting, pinching or kissing;
 - (h) unwelcome sexual flirtations, advances, requests or invitations; and/or
 - (i) physical or sexual assault.
8. Sexual harassment most commonly occurs in the form of behaviour by males toward females; however, sexual harassment can also occur between males, between females or as behaviour by females toward males.
9. For the purposes of this policy, retaliation against an individual for having filed a complaint under this policy or for having participated in any procedure under this policy or for having been associated with a person who filed a complaint or participated in any procedure under this policy will be treated as harassment and will not be tolerated.

9.3 Responsibility

10. The chair of the PCGC and its board of directors are responsible for the implementation of this policy. In addition, the chair and directors are responsible for:
 - (a) discouraging and preventing harassment within the provincial Canada Games member teams;
 - (b) making all members of Team PEI aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
 - (c) regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;
 - (d) appointing harassment officers as the need arises; and
 - (e) appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfil their responsibilities under this policy.

11. Every member of the PCGC and Team PEI has a responsibility to play a part to ensure that the sport environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this policy. In addition, any member of the PCGC or Team PEI who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer under this policy.
12. In the event that either the chair or the board of directors of the PCGC are involved in the complaint which is made under this policy, the minister responsible for sport shall appoint a suitable alternate for the purposes of dealing with the complaint.

9.4 Coach/Athlete Sexual Relations

13. The PCGC takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on Team PEI's public image. The PCGC therefore takes the position that such relationships are unacceptable for coaches coaching at the Canada Games level. Should a sexual relationship develop between an athlete and a coach, the PCGC will investigate and take action which could include reassignment, or if this is not feasible, a request for resignation or dismissal from the position.

9.5 Disciplinary Action

14. Members of the PCGC or Team PEI against whom a complaint of harassment is substantiated may be severely disciplined, up to and including dismissal in cases where the harassment takes the form of assault, sexual assault, or a related sexual offence.

9.6 Confidentiality

15. The PCGC understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment. The PCGC recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
16. The PCGC shall not disclose to outside parties the name of the complainant, the circumstances giving rise to the complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

9.7 Harassment Officers

17. The PCGC shall appoint at least two persons, one male and one female, to serve as harassment officers under this policy. If more than two harassment officers are appointed, the PCGC shall ensure a gender balance.
18. The role of harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, harassment officers shall be directly responsible to the chair of the PCGC.
19. The PCGC shall ensure that the harassment officers receive appropriate training and support for carrying out their responsibilities under this policy.
20. Duties of a harassment officer shall include:
 - (a) investigating formal complaints of harassment in a sensitive, responsible and timely manner;
 - (b) providing advice to persons who experience harassment;
 - (c) doing all in their power to support and assist any member of Team PEI who experiences harassment by someone who is not a member of Team PEI; and
 - (d) informing both complainants and respondents of the procedures contained in this policy and of the rights under the law.

9.8 Complaint Procedure

21. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy.
22. If confronting the harasser is not possible, or desirable, and if after confronting the harasser the harassment continues, the complainant should seek the advice of a harassment officer.
23. The harassment officer shall inform the complainant of:
 - (a) the options for pursuing an informal resolution of his or her complaint;
 - (b) the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
 - (c) the availability of counselling and other support provided by the PCGC;
 - (d) the confidentiality provisions of this policy;
 - (e) the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - (f) the external mediation/arbitration mechanisms that may be available;
 - (g) the right to withdraw from any further action in connection with the complaint at any stage (even though the PCGC might continue to investigate the complaint); and
 - (h) other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the *Criminal Code*.

24. There are four possible outcomes to this initial meeting of complainant and harassment officer:
- a) ***The complainant and harassment officer agree that the conduct does not constitute harassment.***
If this occurs, the harassment officer will take no further action and will make no written record.
 - b) ***The complainant brings evidence of harassment and chooses to pursue an informal resolution of the Complaint.***
If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator. If informal resolution yields a result which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action. If informal resolution fails to satisfy the complainant, the option of laying a formal written complaint shall be preserved.
 - c) ***The complainant brings evidence of harassment and decides to lay a formal written complaint.***
If this occurs, the harassment officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the name of any witnesses to the incident(s), and should be dated and signed. The respondent will be given an opportunity to provide a written response to the complaint. The harassment officer may assist the respondent in preparing this response.
 - d) ***The complainant brings evidence of harassment but does not wish to lay a formal complaint.***
If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant. When the harassment officer decides that the evidence and surrounding circumstances require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.
25. The Standard of Proof applied in making findings of fact relating to whether harassment has occurred shall be that of a balance of probabilities.
26. As soon as possible after receiving the written complaint, but at least within 21 days, the harassment officer shall submit a report to the chair of the PCGC and the board of directors, containing the documentation filed by both parties along with a recommendation that:
- (a) No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
 - (b) The complaint should be investigated further.
- A copy of this report shall be provided, without delay, to both the complainant and the respondent.

27. In the event that the harassment officer's recommendation is to proceed with an investigation, the chair and board of directors of the PCGC shall within 14 days appoint three members of the PCGC to serve as a case review panel (panel). This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent. At least 14 days before the date of the hearing, the chair shall give the respondent notice of the composition of the panel. The respondent shall have seven days from the date of receipt of such notice to object to the selection of a panel member. If, in the view of the chair, the respondent's objections are reasonable and founded, the chair shall appoint a different person or persons to act as panel members.
28. Within 30 days of its appointment, the panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:
 - (a) the complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing;
 - (b) members of the panel shall select a chairperson from among themselves;
 - (c) a quorum shall be all three panel members;
 - (d) decisions shall be made by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel;
 - (e) the hearing shall be recorded;
 - (f) both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the harassment officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed;
 - (g) the complainant and respondent may be accompanied by a representative or advisor; and
 - (h) the harassment officer may attend the hearing at the request of the panel.
29. Within 14 days of the hearing, the case review panel shall present its findings to the chair and board of directors of the PCGC which shall contain:
 - (a) a summary of the relevant facts;
 - (b) a determination as to whether the acts complained of constitute harassment as defined in this policy;
 - (c) recommended disciplinary action against the respondent, if the acts constitute harassment; and
 - (d) recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
30. If the panel determines that the allegations of harassment are false, vexatious, retaliatory or unfounded, their report shall recommend disciplinary action against the complainant.
31. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.

32. When determining appropriate disciplinary action and corrective measures, the panel shall consider factors such as:
 - (a) the nature of the harassment;
 - (b) the age of the complainant;
 - (c) the nature of the relationship between complainant and harasser;
 - (d) whether the harassment involved any physical contact;
 - (e) whether the harassment was an isolated incident or part of an ongoing pattern;
 - (f) whether the harasser has been involved in previous harassment incidents;
 - (g) whether the harasser admitted responsibility and expressed a willingness to change; and
 - (h) whether the harasser retaliated against the complainant.
33. In recommending disciplinary sanctions, the panel may consider the following options, singularly or in combination, depending on the severity of the harassment:
 - (a) a verbal apology;
 - (b) a written apology;
 - (c) a letter of reprimand from the sport organization;
 - (d) referral to counselling;
 - (e) removal of certain privileges; and/or
 - (f) removal from the position.
34. Where the investigation does not result in a finding of harassment, a copy of the report of the panel shall be placed in the harassment officer's files. All files shall be kept confidential and access to them shall be restricted to the chair and board of directors of the PCGC and harassment officers.
35. Where the investigation results in a finding of harassment, a copy of the report of the panel shall be placed in the committee's files. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of 10 years, unless new circumstances dictate that the report should be kept for a longer period of time.

9.9 Procedure Where a Person Believes That a Colleague Has Been Harassed

36. Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 23.

9.10 Appeals

37. A complainant or respondent who wishes to appeal the decision of the panel may initiate an appeal by serving the office of the harassment coordinator with a Notice of Appeal and Request for Hearing not more than 30 days after the date she or he receives notice of the panel's decision.
38. The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal.

39. Permissible grounds for an appeal are:
 - (a) the panel did not follow the procedures laid out in this policy;
 - (b) members of the panel were influenced by bias; or
 - (c) the panel reached a decision which was grossly unfair or unreasonable.
40. Upon receipt of a Notice of Appeal and Request for Hearing, the harassment coordinator shall:
 - (a) appoint an appeal panel (comprised of three members including at least one male and one female) to hear and rule on the appeal;
 - (b) send a copy of the Notice of Appeal and Request for Hearing to the other party or parties involved in the complaint; and
 - (c) confer with the appeal panel and the parties to set a date, time and location for the hearing of the appeal.
41. The harassment coordinator will send a copy of the Notice of Hearing to the complainant and respondent. The Notice of Hearing will be sent at least 30 days in advance of the scheduled hearing and shall:
 - (a) specify the date, time and location of the appeal hearing;
 - (b) set out the rules of procedure that will govern the appeal hearing;
 - (c) advise the parties that they should bring with them to the appeal hearing all relevant witnesses and other evidence they wish to be considered by the appeal panel; and
 - (d) advise the parties that they have the right to be represented by legal counsel at the appeal hearing (at their own expense).
42. The appeal hearing is intended to provide an opportunity for each of the complainant and respondent to present submissions as to the matters in issue on the appeal.
43. In addition to the Notice of Appeal, the appeal panel may receive into evidence the panel's decision, and any other relevant evidence presented at the appeal hearing.
44. In most instances, complainants and respondents will be expected to speak for themselves although either may be represented by legal counsel or other advisors.
45. Unless otherwise agreed by a majority of the appeal panel, a closed hearing will be held within 30 days after the appeal panel has been appointed.
46. The appeal hearing will be recorded on tape by the appeal panel and the tapes will be kept for safekeeping by the PCGC. Subsequently, either party may have supervised access to the tapes by application to the relevant harassment officer.
47. An appeal panel, by a majority vote of its members, may make other rules concerning the procedure of an appeal hearing that it deems appropriate and consistent with this policy.

48. The appeal panel may, by a majority vote of its members:
 - (a) dismiss the appeal;
 - (b) substitute its own decision for that of the panel; or
 - (c) remit the complaint for further investigation and/or for redetermination in accordance with its directions.
49. In addition to recommendations for discipline against the complainant or respondent, the appeal panel may recommend any other measures it considers appropriate in the circumstances. Such recommendations shall be made in writing and supported by reasons.
50. The appeal panel's decision is final.
51. After completion of its duties, the appeal panel will turn over all copies of reports, decisions and any other related materials to the PCGC for confidential safekeeping.
52. Within 14 days after completing a hearing, the appeal panel shall send notice of its decision and the reasons for such decision, by registered mail, to the last known addresses of the complainant and the respondent and the PCGC.
53. PCGC shall implement the appeal panel's decision with respect to the appeal and may accept and implement any or all of the appeal panel's additional recommendations.

9.11 Representation by Responsible Adults

54. If the complainant is a minor, or someone otherwise unable to speak for his or herself, the Complaint may be brought forward by a "responsible adult." The responsible adult will have the right to act on behalf of the complainant throughout the complaint process, including:
 - (a) making a complaint;
 - (b) receiving all notices on behalf of the complainant; and
 - (c) being present at all dealing with the complainant.

55. If the respondent is a minor, or someone otherwise unable to speak for his or herself, the following shall apply:
- (a) If the harassment coordinator is attempting an informal resolution of a complaint, the harassment coordinator may speak to the respondent directly concerning the complaint provided that, prior to speaking to the respondent, the harassment coordinator shall have informed the respondent that he/she may have a responsible adult present during the meeting;
 - (b) If the complaint is referred to a case review panel:
 - (i) a copy of the complainant's statement shall be forwarded to a parent or guardian of the respondent if such person is known;
 - (ii) the respondent shall be advised that he/she has the right to be represented by a responsible adult; and
 - (iii) The respondent's designated responsible adult will have the right to act on behalf of the respondent throughout the investigation process, including:
 - A. responding to the complainant's statement;
 - B. assisting the respondent prepare a respondent's statement;
 - C. receiving all notices on behalf of the respondent; and
 - D. being present at all dealings with the respondent.

9.12 Review And Approval

56. This policy was approved by the Provincial Canada Games Committee Inc. board of directors on _____.
57. This policy shall be reviewed by the Provincial Canada Games Committee Inc. board of directors on an annual basis.

10. Canada Games Reports and Evaluation Forms

Year 1 to 4 Submissions Timeline

Year 1

The four-year cycle begins **40 months prior to the games** with the PSO president updating the Provincial Canada Games Committee, Inc. on the state of their sport province-wide. This will assist the committee to better evaluate the preparation of each sport, its executive, and its coaches for participation in the upcoming Canada Games. The Year 1 Report is due two months following the initial chef-PSO meeting.

Thereafter, the time frame for submission of the remaining three years is dependent upon the enlisting of the head coach, assistant(s) and team manager, followed by their formal ratification by the Provincial Canada Games Committee Inc. It is imperative, however, that all three **agreement forms** are signed and submitted by the end of Year 1 in order for the four-year cycle to remain on schedule.

Year 2

During the second year of the Canada Games cycle, the identification of potential athletes and the selection of training teams for the games will be completed. The Year 2 Report is intended to both assist coaches in their planning as well as to inform the chef-de-mission of these plans. Any legality, omission, or additional suggestion will be discussed with Coaches.

The Year-2 Report will be completed by each Canada Games team **head coach** and submitted to the chef-de-mission **36 months** prior to a Canada Games.

Year 3

Based upon the coach's evaluation and subsequent modifications, it is expected that the training schedule rehearsed in Year 3 will be followed to 'peak' the athletes/team the year of the games. The reason for the major competition at the end of Year 3 is to have the athletes peak and to experience the pressure of achieving the Standard of Performance.

The Year 3 Report is intended to assist coaches in their planning of this rehearsal year. It is crucial that as much data as possible is collected and that as many areas as possible are planned. Only then are coaches able to objectively evaluate their progress through Year 3.

The Year 3 Report will be completed by each Canada Games team **head coach** and submitted to the chef-de-mission **23 months** prior to the Canada Games.

Year 4

The fourth year of the Canada Games cycle culminates in the games themselves. Year 4 should replicate the Year 3 Rehearsal Year, making only those changes *deemed absolutely necessary*. Major revision of Year 3 is **not** recommended, and usually proves counterproductive. Therefore, it is imperative, first, to **evaluate your Year 3 training**. Then, any implemented change(s) must be carefully planned. This report is intended to assist coaches with such fine-tuning of training during Year 4.

The Year 4 Report will be completed by each Canada Games Team **head coach** and submitted to the chef-de-mission **11 months** prior to a Canada Games.

Year 1 – PSO Report

The following must be completed in Year 1:

- I: PSO Status Report Form
- II: PSO / PCGC Inc. Contract
- III: Submission of resumes for proposed team officials
- IV: Team Officials Agreement Form
- V: Submission of Police Record Check of team officials

Sport:	
Submitted by:	Date:

1. Canada Games Representative

Please indicate who from your organization will act as your Canada Games liaison.

Name: _____ Position: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

2. Sport Highlights

Please indicate any accomplishments of your sport, coaches, officials or athletes of Canada Games age class.

3. Coaching

Please indicate the number of coaches fully certified Level III (please check box).	
Male	Female
<input type="checkbox"/> 1-5	<input type="checkbox"/> 1-5
<input type="checkbox"/> 5-10	<input type="checkbox"/> 5-10
<input type="checkbox"/> 10-20	<input type="checkbox"/> 10-20

Please indicate the number of NCCP <i>Technical</i> coaching courses held in the past year (please check box).		
Level 1	Level 2	Level 3
<input type="checkbox"/> 1-2	<input type="checkbox"/> 1-2	<input type="checkbox"/> 1-2
<input type="checkbox"/> 3-5	<input type="checkbox"/> 3-5	<input type="checkbox"/> 3-5
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None

Please indicate the coaching development opportunities provided by your association in the past year(s) (please check box).	
<input type="checkbox"/> Clinics	<input type="checkbox"/> National coaches visits
<input type="checkbox"/> Technical Instruction	<input type="checkbox"/> Other: _____

4. Recommended Team Officials

Please provide the names of the team officials being recommended by your association.

Name	Position (please check box)		
	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Manager
Address:			
Phone:		E-mail:	
Fax:	NCCP Level (FULL):	CC#:	
Name	Position (please check box)		
	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Manager
Address:			
Phone:		E-mail:	
Fax:	NCCP Level (FULL):	CC#:	

Name		Position <i>(please check box)</i>		
		<input type="checkbox"/> Head Coach	<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Manager
Address:				
Phone:		E-mail:		
Fax:	NCCP Level (FULL):	CC#:		
Name		Position <i>(please check box)</i>		
		<input type="checkbox"/> Head Coach	<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Manager
Address:				
Phone:		E-mail:		
Fax:	NCCP Level (FULL):	CC#:		

5. Canada Games Support

Please indicate the areas in which your organization will assist your Canada Games team <i>(please check box)</i> .	
<input type="checkbox"/> Administrative support, e.g., mailing, faxing, printing	<input type="checkbox"/> Organizing competitions
<input type="checkbox"/> Selection criteria approval	<input type="checkbox"/> Funding for uniforms/walkout
<input type="checkbox"/> Provide appeal procedure and support	<input type="checkbox"/> Promotion of team/athletes/coaches
<input type="checkbox"/> Technical instruction	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Funding for team operations	



Canada Games Contract

Provincial Canada Games Committee Inc. and Provincial Sport Organizations

Our provincial sport organization agrees to:

- a) attend a meeting with the Provincial Canada Games Committee, Inc., 40 months prior to the Canada Games;
- b) give a history of our sport by completing the Year One Report: Sport Evaluation Form in the Canada Games Workbook, 38 months prior the Canada Games;
- c) name our recommended team officials (coach/assistant coach/manager) for our sport to the chef de mission for approval by the PCGC, Inc., 36 months prior to the Canada Games. Our organization understands Canada Games Council's policy requires coaches to be fully certified Level III;
- d) oversee operations and development of our Canada Games team until 30 days prior to the Canada Games opening ceremonies;
- e) establish a coaches' selection process;
- f) establish policies to deal with any disciplinary or selection issues involving our team officials and/or athletes up to 30 days prior to the opening ceremonies;
- g) establish a harassment policy to deal with any issues involving our team officials and/or athletes up to 30 days prior to the opening ceremonies; and
- h) establish an appeals procedure.

The Provincial Canada Games Committee, Inc., the representative group for the minister responsible for amateur sport, agrees to:

- a) ensure Prince Edward Island's representation at the Canada Games;
- b) through the chef de mission and assistant chef, oversee the distribution of funding to Canada Games teams;
- c) provide the Canada Games Policy and Procedures Manual to each provincial sport organization;
- d) approve the names presented by the provincial sport organizations for the team officials positions;
- e) monitor and review the yearly sport plans submitted by the team officials;
- f) develop a series of sport science sessions, i.e., physical testing, sport psychology, etc., for team officials; and
- g) carry out a comprehensive evaluation of the province's involvement in the Canada Games.

We agree to know, understand and abide by this contract as well as the policies and procedures of the Provincial Canada Games Committee, Inc. *Please note: Items not covered under this agreement will be decided in the best interest of the athlete(s).*

Sport: _____ **Date:** _____

PSO President:
(please print) _____ **Signature:** _____

Witness:
(please print) _____ **Signature:** _____

PCGC Inc Chair:
(please print) _____ **Signature:** _____

Witness:
(please print) _____ **Signature:** _____

Canada Games Team Officials Agreement Form

I agree to comply, to the best of my ability, with the following rules and regulations for team officials as set down by the Provincial Canada Games Committee Inc. and any other such rules as so designated by the Canada Games Host Society and the Canada Games Council Handbook.

- a) Thirty-six months prior to Canada Games, team officials must ensure that the necessary NCCP certification level is attained (e.g., fully certified Level III);
- b) Twenty-three months prior to a Canada Games, team officials must have a Canada Games training team in place.
- c) Eighteen months prior to a Canada Games, team officials must identify their standard of performance competition and submit to the chef de mission for approval by the PCGC Inc.;
- d) Twelve months prior to a Canada Games, training teams participate in their standard of performance competition.
- e) Eleven months prior to a Canada Games, team officials must provide documentation to the Technical Sub-Committee to review standard of performance competition results and level of preparation;
- f) Must submit sections Year 2 – Talent Identification, Year 3 – Pre-games Rehearsal Year and Year 4 – Canada Games Year, in accordance with the Canada Games Workbook, to the chair of the Technical Committee of PCGC Inc. for the years leading up to the games;
- g) Adhere to and ensure that all team officials and athletes fully understand and comply with all rules and regulations, as they relate to composition, eligibility and conduct;
- h) Agree to hold team selection camps at locations across PEI (where possible) so as to allow equal opportunity for eligible athletes to participate;
- i) Maintain a close liaison with the chef de mission and/or mission staff liaison on all matters related to the games;
- j) Prepare and submit to the chef de mission and/or his or her designate the appropriate budgets, report and a post-games financial report and program evaluation;
- k) Ensure that all necessary fees and payments are collected from team members and submitted to the chef de mission at the time of registration;
- l) Communicate, prior to and during the games, to the athletes all the necessary information related to the games, including the established rules of conduct;
- m) Ensure a commitment to providing a safe sport environment in which all individuals are treated with respect and dignity, that all team officials conduct themselves in a fair and responsible manner, and that behaviour which constitutes harassment or abuse will not be tolerated;
- n) Take appropriate disciplinary action, in consultation with the provincial sport organization or chef de mission (subject to official Canada Games participant status), when necessary, in accordance with the team's or PCGC Inc.'s code of conduct;
- o) Attend all meetings which are called by the chef de mission or, if unable to attend, ensure that a team representative is present;
- p) Attend all sport informational and sport science sessions or, if unable to attend, ensure that a team representative is present;
- q) Agree to work in cooperation with other team officials, the sport governing body and the Province of PEI to ensure success;
- r) Provide the chef de mission/mission staff liaison with the sizes for walk-out dress, when requested;
- s) Must ensure that all team officials and athletes attend and wear the provincial walk-out dress during the opening and closing ceremonies;

- t) Reside, during the games, in Athletes' Village and use host society transportation for travel to and from practice and competition venues;
- u) At the games, in the interest of security and safety, **supervise** the athletes and conduct nightly bed checks in the athletes' residence (responsibility of the manager or team official designated);
- v) Provide input and feedback to the chef de mission regarding the games;
- w) Be familiar with the roles and responsibilities of the members of the mission staff.

Sport: _____ **Date:** _____

Team Official #1: _____ <div style="text-align: center;"><i>(Print)</i></div>	Position: _____
Signature: _____	

Team Official #2: _____ <div style="text-align: center;"><i>(Print)</i></div>	Position: _____
Signature: _____	

Team Official #3: _____ <div style="text-align: center;"><i>(Print)</i></div>	Position: _____
Signature: _____	

Team Official #4: _____ <div style="text-align: center;"><i>(Print)</i></div>	Position: _____
Signature: _____	

Provincial Sport President: _____ **Signature:** _____

Chair, PCGC Inc.: _____ **Signature:** _____

To: _____
Sport: _____
From: _____
Date: _____

Your Readiness for Canada Games is:

- Excellent
- Good
- Satisfactory
- Poor

YEAR 1 – REPORT

Review and Recommendations

Recent Achievements of Your Sport
Coaching Certification and Training
Selection and Background of Coaches
Administrative Support and Funding
Association's Commitment to Canada Games

Recommendation(s) to Provincial Sport Organizations

1.
2.
3.
4.

Year 2 – Athlete Selection

The following must be completed in Year 2:

- I: Year 2 – Athlete Selection report
- II: Athlete Selection Criteria
- III: Police record check of team officials

Sport:	
Submitted by:	Date:

Note: This report is to be completed by the head coach/team officials, however, in their absence, PSOs must complete the report. As well, PSOs may wish to be involved in the development or eventual approval of the criteria as team/athlete selection has the most potential to be challenged legally by athletes when they are not selected to your training or Canada Games team.

1. Athlete Selection Criteria

Please submit your athlete selection criteria using the attached form and ensure that it is signed by the head coach and president of the PSO.

Preface

Being selected to a representative team is the single most important benefit of participation in sport. The Provincial Canada Games Committee Inc. promotes the importance of ensuring that all eligible athletes have the opportunity to participate in tryouts for a Canada Games team.

Athletes Rights in Selection

The selection of athletes to a team cannot be arbitrary: the athlete must know the criteria to be met to be selected to the team.

Example areas of selection criteria can include:

- a. Technical skills
- b. Tactical skills/knowledge
- c. Sport specific testing
- d. Physical fitness / standardized fitness testing, e.g., Max V02
- e. Subjective criteria, e.g. attitude, willingness to take instruction and direction, leadership qualities, respect exhibited.

Legal principles suggest that the following elements are essential to an athlete selection program.

- a) Selection criteria must be established by the body having authority to do so.
- b) Selection criteria must be clear and concise.
- c) Athletes must be protected from bias.
- d) There must be an opportunity for appeal.

When selection criteria have to be modified, such changes must be made by the body having the proper authority, and changes must be communicated to all athletes with enough notice that they have time to make the necessary adjustments to their training and preparation.

Persons having a personal or professional relationship with any of the candidates for selection should disqualify themselves from the selection panel. Reduce bias by having a number of individuals make the decision jointly and by having the decision ratified by the board.

As in a court of law, the grounds for an appeal are limited: an appeal should be heard only if the selection was not made according to the rules, if the selection committee or coach were biased or if the decision was grossly unfair or unreasonable.

2. Identification Process

Please indicate the methods to be used for identifying athletes (please check box).	
<input type="checkbox"/> Development camps <input type="checkbox"/> Competition results/performance <input type="checkbox"/> Scouting <input type="checkbox"/> Consultation with other coaches	<input type="checkbox"/> Testing <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
Please indicate when and where the tryout opportunities will be occurring (please check box).	
<input type="checkbox"/> January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> September <input type="checkbox"/> November	<input type="checkbox"/> February <input type="checkbox"/> April <input type="checkbox"/> June <input type="checkbox"/> August <input type="checkbox"/> October <input type="checkbox"/> December
<input type="checkbox"/> Kings County <input type="checkbox"/> Prince County	
<input type="checkbox"/> Queens County	
If not held in all counties, please give reason: _____ _____	
Please indicate how athletes will be notified of tryout opportunities (please check box).	
<input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Mailings	<input type="checkbox"/> Public service announcements <input type="checkbox"/> Notice boards <input type="checkbox"/> Direct communication <input type="checkbox"/> Other: _____

3. Dates for Athlete/Team Selection

Please indicate the dates for selecting the training team and the number of athletes to be selected.

Date for selecting training team	Number of athletes to be selected

Please note: Athletes are not considered a member of a Canada Games team until 30 days prior to the games, upon their official registration.

4. Monitoring of Athletes

Please indicate the methods to be used for monitoring athletes when they are not training with the Canada Games team.

Please indicate the methods to be used for identifying athletes (please check box).	
<input type="checkbox"/> Individual meetings <input type="checkbox"/> Consultation with other coaches <input type="checkbox"/> Training diaries	<input type="checkbox"/> Periodic fitness testing <input type="checkbox"/> Other (please specify): _____

5. Considerations for Training Team Program

There are several components to the training and development of high performance. Please identify the areas which you are considering for your training team program.

Practice and Technical Training	
<input type="checkbox"/> Instruction <input type="checkbox"/> Skill development <input type="checkbox"/> Drills	<input type="checkbox"/> Simulations <input type="checkbox"/> Tactical instruction <input type="checkbox"/> Maintenance of energy systems <input type="checkbox"/> Other (please specify): _____
Physical Fitness and Training	
<input type="checkbox"/> Aerobic <input type="checkbox"/> Anaerobic <input type="checkbox"/> Strength	<input type="checkbox"/> Skill development <input type="checkbox"/> Dryland/Off-season training <input type="checkbox"/> Other (please specify): _____
Methods of Training	
<input type="checkbox"/> Application of personal knowledge <input type="checkbox"/> Professional consultant/services <input type="checkbox"/> Present audio/visual information <input type="checkbox"/> Provide written materials	<input type="checkbox"/> Application of component in training/competition <input type="checkbox"/> Training journals, self evaluation <input type="checkbox"/> Application/training of component <input type="checkbox"/> Other (please specify): _____
Competition	
<input type="checkbox"/> National <input type="checkbox"/> Regional <input type="checkbox"/> Provincial	<input type="checkbox"/> Canada Games specific <input type="checkbox"/> Other (please specify): _____
Mental Training	
<input type="checkbox"/> Goal setting <input type="checkbox"/> Imagery <input type="checkbox"/> Self awareness	<input type="checkbox"/> Relaxation/energizing <input type="checkbox"/> Focus/concentration <input type="checkbox"/> Other (please specify): _____
Schedule	
Number of sport practices per week: _____	
Number of competitions per month: _____	
Number of fitness tests to be held and when: _____	



Canada Games Provincial Sport Organization Athlete Selection Policy Sample

Note: *It is important that coaches have criteria in place for the selection of Canada Games athletes/teams. This should be in writing and all athletes should be aware of this criteria. As much as possible, these criteria should be objective: that is, they should leave as little as possible to discretion. In team sports it may be more difficult to base selection strictly on athletic performance and some subjective judgement may be required. The following information is intended only to assist coaches and/or provincial sport organizations in the creation of a selection policy for their teams/sport.*

The purpose of this policy is to clarify how athletes/teams will be selected for participation in the Canada Summer/Winter Games.

The selection process and the selection of athletes is determined by the appointed head coach and approved by the board of directors of the provincial sport organization.

Athletes must be a member in good standing of the provincial sport organization and must meet eligibility requirements set down by the Canada Games Council and the Provincial Canada Games Committee Inc., such as:

- Athletes must meet all eligibility requirements outlined in their sport's technical package.
- Athletes must be a resident of Prince Edward Island, as outlined by the Canada Games Council.
- Athletes can participate in **only one** sport at each Canada Games.

Examples of selection criteria include the following areas:

- technical skills;
- technical knowledge;
- tactical knowledge;
- physical fitness;
- attendance;
- attitude,
 - willingness to take instruction and direction,
 - leadership qualities demonstrated by the athlete,
 - ability of the athlete to handle criticism and learn from mistakes,
 - respect exhibited by the athlete toward coaches, teammates, officials, spectators and opponents.

Appeals must be made to the athlete's provincial sport organization according to their policies and procedures. Typically, an appeal is heard only if there are sufficient grounds, which include:

- a lack of procedural fairness (jurisdiction, right to a hearing, rule against bias);
- a misinterpretation of bylaws, policies and rules;
- a decision made which failed to consider relevant information or placed weight on irrelevant information;
- a decision made which was unreasonable.

To: _____
Sport: _____
From: _____
Date: _____

Your Year 2 Preparation for Canada Games is:

- Excellent
- Good
- Satisfactory
- Poor

YEAR 2 – REPORT

Review and Recommendations

Athlete Selection Criteria
Identification
Selection Dates
Monitoring of Athletes
Training Team Program

Recommendation(s) to Provincial Sport Organizations

1.
2.
3.
4.

Year 3 – Rehearsal for Canada Games

The following must be submitted:

- I: Year 3 – Rehearsal for Canada Games Form
- II: Yearly Planning Instrument (YPI)
- III: Police Record Check of Team Officials

Sport:			
Submitted by:		Date:	

1. Goals

What are your long term goals/expectations for Canada Games?

What are your long term goals/expectations for Year 3?

2. Competitions (National, Regional, Local)

Please indicate the competitions that your team/athletes will be participating in during Year 3.		
Competition	Date(s)	Location

3. Physical Preparation

Please detail the program to be used to physically prepare your athletes. Areas to include are: endurance, strength, power, speed, agility, flexibility, nutrition, etc.

4. Skill and Tactical Development

Please detail how you intend to development sport specific skills, both technical and tactical, e.g. specific drills, scrimmages.

5. Sport – Fitness Testing

Please detail how you intend to test the physical and sport specific development of your athletes.	
Fitness	
Endurance	
Strength	
Power	
Speed	
Flexibility	
Agility	

Sport-specific Tests

Dates of Test(s)	Test # 1	Test #2	Test #3

6. Typical Training Week

Please detail a typical training/practice week, including competition.	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

6. Mental Training

Please detail how you plan to incorporate mental training with your athletes.

To: _____
Sport: _____
From: _____
Date: _____

Your Year 3 Preparation for Canada Games is:

- Excellent
- Good
- Satisfactory
- Poor

YEAR 3 – REPORT

Review and Recommendations

Competitions
Physical Preparation
Skill and Tactical Development
Sport/Fitness Testing
Mental Preparation and Goal Setting

Recommendation(s) to Provincial Sport Organizations

1.
2.
3.
4.

Year 4 – Canada Games Sport Plan

The following must be submitted:

- I: Year 4 – Sport Plan report
- II: Completion of the Standard of Performance Competition Form
- III: YPI – Yearly Planning Instrument (if Standard of Performance is not achieved)
- IV: Police Records Check of team officials

Sport:			
Submitted by:		Date:	

1. Year 3 Summary

Outline your preparation activities during Year 3.	
Number of weeks of pre-season practices	
Number of weeks of in-season practices	
Number of athletes who tried out for your team	
Number of athletes who were selected to the training team	
Number of practice hours pre-season	
Number of practice hours in-season	

Outline your highlights and disappointments during Year 3.
Highlights
Disappointments

2. Results of Competitions (National, Regional, Local)

Please provide the results – wins/losses, placings, etc. – of your competitions in which your team/athletes participated in during Year 3.		
	Location	Results
Tournaments/meets		
League Play/play-offs		
National		
Regional		
Standard of Performance		

3. Testing and Sport Fitness

Please provide the results of the testing done during Year 3.	
Endurance	<input type="checkbox"/> Athletes exceeded standard <input type="checkbox"/> Some athletes exceeded standard <input type="checkbox"/> Athletes did not reach standard for optimal level of performance
Strength	<input type="checkbox"/> Athletes exceeded standard <input type="checkbox"/> Some athletes exceeded standard <input type="checkbox"/> Athletes did not reach standard for optimal level of performance
Power	<input type="checkbox"/> Athletes exceeded standard <input type="checkbox"/> Some athletes exceeded standard <input type="checkbox"/> Athletes did not reach standard for optimal level of performance
Speed	<input type="checkbox"/> Athletes exceeded standard <input type="checkbox"/> Some athletes exceeded standard <input type="checkbox"/> Athletes did not reach standard for optimal level of performance
Flexibility	<input type="checkbox"/> Athletes exceeded standard <input type="checkbox"/> Some athletes exceeded standard <input type="checkbox"/> Athletes did not reach standard for optimal level of performance
Agility	<input type="checkbox"/> Athletes exceeded standard <input type="checkbox"/> Some athletes exceeded standard <input type="checkbox"/> Athletes did not reach standard for optimal level of performance

	Date of Test	Tests Used
Test #1		
Test #2		
Test #3		

4. Mental Training

Please indicate your success in incorporating mental preparation into your athletes training during Year 3.	
Goal Setting	<input type="checkbox"/> Long-term and short-term goals were set <input type="checkbox"/> Individual and team goals were set <input type="checkbox"/> Goal setting was a positive element in our preparation <input type="checkbox"/> Our team did not set long- and short-term goals
Imagery	<input type="checkbox"/> Imagery was an integral part of our preparation <input type="checkbox"/> Although introduced, imagery was not a significant part of the athletes'/team's training <input type="checkbox"/> Imagery was not introduced nor a priority in our team's preparation
Self awareness	<input type="checkbox"/> Self-awareness was an integral part of our team's preparation <input type="checkbox"/> Although introduced, self-awareness was not a significant part of the athletes'/team's training <input type="checkbox"/> Self-awareness was not introduced nor a priority in our team's preparation
Relaxation/energizing	<input type="checkbox"/> Relaxation/energizing was an integral part of our preparation <input type="checkbox"/> Although introduced, relaxation/energizing was not a significant part of the athletes'/team's training <input type="checkbox"/> Relaxation was not introduced nor a priority in our team's preparation
Focus/concentration	<input type="checkbox"/> Focus/concentration was an integral part of our preparation <input type="checkbox"/> Although introduced, focus/concentration was not a significant part of the athletes'/team's training <input type="checkbox"/> Imagery was not introduced nor a priority in our team's preparation
Other: _____	<input type="checkbox"/> This element was an integral part of our preparation <input type="checkbox"/> Although introduced, this element was not a significant part of the athletes'/team's training <input type="checkbox"/> This element was not introduced nor a priority in our team's preparation
What are your plans for Year 4 to incorporate mental preparation skills for your athletes?	
Goal Setting	<input type="checkbox"/> Make it a priority <input type="checkbox"/> Continue with what was done in Year 3 <input type="checkbox"/> No plans
Imagery	<input type="checkbox"/> Make it a priority <input type="checkbox"/> Continue with what was done in Year 3 <input type="checkbox"/> No plans
Self awareness	<input type="checkbox"/> Make it a priority <input type="checkbox"/> Continue with what was done in Year 3 <input type="checkbox"/> No plans
Relaxation/energizing	<input type="checkbox"/> Make it a priority <input type="checkbox"/> Continue with what was done in Year 3 <input type="checkbox"/> No plans
Focus/concentration	<input type="checkbox"/> Make it a priority <input type="checkbox"/> Continue with what was done in Year 3 <input type="checkbox"/> No plans

5. At the Games

The Canada Games is a multi-sport event and athletes must be prepared for this type of event. There are many factors to be considered when preparing your team. Below are some important considerations.

Please indicate how (if applicable) you will prepare your athletes regarding the following elements.
Travel Distance (from PEI to games location)
Time-change (from PEI to games time zone)
Heat/cold acclimatization (temperature change)
Altitude (elevation of games location vs PEI)
Mental Preparation (for participating at a multi-sport event)
Venue Particulars (dealing with distractions, focusing on competition)
Athlete Time Management (competition schedule vs free time, parents, special events)

To: _____
Sport: _____
From: _____
Date: _____

Your Year 4 Preparation for Canada Games is:

- Excellent
- Good
- Satisfactory
- Poor

YEAR 4 – REPORT

Review and Recommendations

Year 3 Review
Competition Results
Testing
Mental Training
Pre-games Preparation

Recommendation(s) to Provincial Sport Organizations

1.
2.
3.
4.