

A female cyclist in a blue Team BC jersey and shorts, wearing a gold medal, holding a blue cycling cap, standing next to a large British Columbia flag.

**Team BC  
Code of Conduct,  
Policies, and Procedures**

## Table of Contents

Overview	Page 2
Key Principles	Page 2
Code of Conduct	Page 3
Disciplinary Procedures	Page 4
Appeals Process	Page 8
Rules	Page 9
Policies	Page 11
Forms	Page 13

# OVERVIEW

This document outlines the code of conduct, disciplinary procedures, appeals processes, rules, and policies that all members of Team BC are bound by and accountable to.

The Team BC program is managed by the BC Games Society.

## Key Principles

### **BC Games Society Culture of the Games**

The foundation of the Team BC program is the BC Games Society Culture of the Games principles that outline and describe the expectations of those associated with Team BC. This includes policies, codes of conduct, and information that help individuals know what is expected of them. It encompasses all safety and safe sport aspects of the Games and strives to inspire everyone to consider the roles they play in shaping the Games experience for everyone.

The BC Games Society believes that everyone associated with the BC Games and Team BC:

- has the right to participate in an environment that is supportive, positive, respectful, accessible, and that contributes to exceptional experiences
- has the responsibility to contribute in a positive way to the experiences of everyone involved in the BC Games and Team BC

### **BC Universal Code of Conduct**

In addition, Team BC accepts and adopts all language contained in the BC Universal Code of Conduct (BCUCC). The Team BC Code of Conduct and discipline policies outlined in this document are consistent with the BCUCC, which can be found here - [https://www.viasport.ca/sites/default/files/BC\\_UCC\\_2021.pdf](https://www.viasport.ca/sites/default/files/BC_UCC_2021.pdf).

### **Rule of Two**

Team BC supports the principles of the 'Rule of Two' as established by the Coaching Association of Canada as part of the Responsible Coaching Movement. See Rule of Two section in this document.

### **Rights of Participants**

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

### **Team BC Members**

Team BC members means any athlete, coach, manager, technical staff, mission staff, chef de mission, assistant chef de mission, volunteer, staff, or other individual working on or supporting Team BC on an ongoing basis or for a specific Games.

# CODE OF CONDUCT

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

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

## All Members of Team BC are Expected to:

- Act as ambassadors for Team BC, their Provincial Sport Organization (PSOs), and the Province of British Columbia;
- Participate in the Games in the spirit of fair play, co-operation, and respect for others at all times;
- Respect the rules of their sport, Team BC, the Canada Games Council, the BC Games Society, and/or the Host Society;
- Perform to the best of their ability in every competition and accept with pride the result their effort brings;
- Respect their opponents and the directions and decisions of officials;
- Be gracious in victory and defeat;
- Respect the rights of the residents of the host communities and members from other provinces and territories;
- Regard participation in the Games as a privilege and wear the Team BC uniform with pride;
- Conduct themselves in accordance with Team BC policies and help ensure that the Games take place in an inclusive, safe environment, free from harassment and discrimination, for all members.

## Members of Team BC Will:

- Reside in the Athletes' Village for the full duration of the Games;
- Abide by the established curfew (all athletes, coaches, and managers are to be quiet after 11 pm; all athletes, coaches, and managers are to be in residence in their assigned room, in bed, with the lights out and quiet by midnight);
- Wear the designated Team BC ceremonial uniform pieces at Opening and Closing Ceremonies, medal presentation ceremonies, media interviews, and on travel days;
- Obey all federal and provincial laws of the Host Province or Territory, and municipal by-laws of the host community(ies), on alcohol consumption, illegal substance (drug), tobacco use, and cannabis use;
- Be punctual for all Team BC functions and activities.
- Endeavour to be aware of the environment in which they participate by:
  - knowing how to voice their own concerns;
  - asking for assistance in voicing concerns if they are unable to do so alone;
  - acting on their suspicions;
  - helping others address situations that concern them;
  - looking at their own actions and words and observe how they are being received by others – don't be the cause of someone else's uncomfortable situation;
  - being respectful of others when asked to stop saying or doing things that cause another person to feel uncomfortable; and
  - trying to resolve problems within their team before approaching other services.

## Members of Team BC Will Not:

- Verbally or physically abuse other members of Team BC or participants (including volunteers) working for the Host Society or the host community at large;
- Show disrespect to officials or Host Society staff/volunteers, including the use of foul language and obscene or offensive gestures;
- Breach any of the rules of their sport, Team BC, BC Games Culture of the Games principles, the Canada Games Council and/or the Host Society;
- Abuse, damage, or destroy facilities, accommodations, or equipment;
- Fail to comply with rulings by officials, coaches, managers, or any other person in a position of authority or responsibility;
- Bet or take part in illegal gambling;
- Breach the requirements of Team BC's Code of Conduct, Rules, and Policies outlined in this document;
- Indulge in any other conduct which brings Team BC into disrepute, including but not limited to, activities which disturb or disrupt the peace, infractions of municipal, provincial or federal laws, the abusive use of alcohol, the non-medical use of drugs, tobacco, cannabis, or the use of alcohol by minors, etc.

## DISCIPLINARY PROCEDURES

The procedures outlined in this document will be followed for all infractions, whether minor or major. This allows for consistency in handling all disciplinary matters.

## Definitions

The **Discipline Committee** is responsible for all minor and major infractions and is made up of the Head Coach for the sport/team or designate assigned by the coach or PSO, the Mission Staff assigned to the sport, and the Assistant Chef de Mission. Depending on the situation, the Team BC Safe Sport Lead and/or other individual(s) may be included as members of the Discipline Committee at the discretion of the Team BC Assistant Chef de Mission. If the individual being disciplined is a Head Coach or member of Mission Staff, the Assistant Chef de Mission shall appoint a suitable alternate to serve on the Discipline Committee.

The **Appeals Committee** is responsible to hear appeals of all disciplinary decisions. The **Appeals Committee** is represented by the Chef de Mission, a member of Mission Staff from a different sport, and at least one more person selected by the Chef de Mission, but who shall not be from the same sport as the appellant. Depending on the situation, the Team BC Safe Sport Lead and/or other individual(s) may be included as members of the Appeals Committee at the discretion of the Team BC Chef de Mission. Individuals selected to the Appeals Committee will not have been part of the Discipline Committee for this same incident. Subsequent to the Games, the Appeals Committee may also be asked to hear appeals of disciplinary decisions for any positive test for illicit drugs, narcotics or performance enhancing drugs or methods.

The Discipline Committee may, depending on the circumstances, determine that an alternate process would be best suited to hear and manage the incident. This could include hiring a mediator, consultant, or utilizing an outside resource.

The Team BC **Safe Sport Lead** is appointed for each Games and will assist the Discipline and Appeals Committee in the interpretation of infractions that are in violation of the Safeguarding Policy and/or the BCUCC. This may include being a resource to the Committees, identifying other resources and information to assist the Committees in rendering a decision.

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

- All **minor infractions** will be reported to the Assistant Chef de Mission and the Head Coach for the sport. The Assistant Chef and Head Coach shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. Minor infractions may include but are not limited to:
  - Single instances of disrespectful behaviour;
  - Single instances of unsporting behaviour such as arguing;
  - Being late, or absent from, Team BC activities or functions (without permission from Head Coach or designate);
  - Failing to follow the dress code;
  - Use of tobacco or cannabis products by minors (under 19 years of age);
  - Use of tobacco or cannabis products by adults within the Athletes’ Village, at official Team BC activities or functions, or competition sites;
  - Use of tobacco or cannabis products by coaches in the presence of athletes;
  - A minor disturbance or disruption after quiet time in the Athletes’ Village;
  - Disrespectful, abusive, racist, or sexist comments or behaviour;
  - Disrespectful conduct;
  - Minor incidents of inappropriate physical contact (e.g., shoving, tripping, pushing);
  - Conduct contrary to BC Games values and Culture of the Games principles;
  - Minor violations of the Team BC Code of Conduct, Rules, or Policies, or of the BC Universal Code of Conduct (BCUCC);
  - Other similar infractions of a minor nature.
  
- All **major infractions** will be reported to the Assistant Chef de Mission and Head Coach for the sport. A Discipline Committee shall determine the appropriate disciplinary sanction in accordance with the guidelines outlined in this policy. Major infractions may include but are not limited to:
  - Repeated minor infractions;
  - Unsportsmanlike conduct such as fighting;
  - Major disruptions after quiet time and curfew;
  - Possession or use of alcohol by a minor at any time;
  - Possession or use of alcohol by an adult within the Athletes’ Village (with the exception of the Coaches’ Lounge for coaches of legal age), or being under the influence of alcohol at any times during the Games;
  - Intoxication at any time;
  - Pranks, jokes, or other activities which endanger the safety of others;
  - Any incident of hazing;
  - Major or repeated violations of the Team BC Code of Conduct, Rules, or Policies, or of the BC Universal Code of Conduct (BCUCC);
  - Behaviours that constitute psychological maltreatment, physical maltreatment, neglect, sexual maltreatment, grooming, or discrimination, as outlined in the BCUCC;
  - Intentionally filing a false allegation or retaliation against someone for filing a complaint;
  - Major incidents of inappropriate physical contact (e.g., attacking, sucker punching, fighting);
  - Conduct that intentionally interferes with a competition or with any athlete’s preparation for a competition;
  - Conduct that intentionally damages the image, credibility, or reputation of the Team BC, the host society, or the Games;

- Intentionally damaging property;
- Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics, or possession or use of banned performance enhancing drugs or methods;
- Possession or use of illegal drugs;
- An anti-doping rule violation under the Canadian Anti-Doping Program;
- Failure of coaches to enforce discipline for minor infractions;
- Other similar infractions of major severity.

## Communications

1. All communication of disciplinary matters to outside parties shall be handled by the Chef de Mission and the Communications Manager. Every effort will be made to keep all information confidential, including written documents.
2. All individuals involved in a disciplinary matter or informed of the disciplinary matter/process, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.
3. Team BC will inform the Provincial Sport Organization(s) of the individual(s) involved in disciplinary matters at a time in the process appropriate or as laid out in this document.
  - Team BC athletes or coaches involved in a disciplinary matter and sanctioned by Team BC may also receive further disciplinary measures by their PSO following the Games. This may include being banned from other PSO/NSO competitions in subsequent years. Please contact your PSO for more information.
4. If the situation requires police intervention, the Team BC Chef de Mission, BC Games Society President and CEO, or designated individual will make the official police report and the Team BC Communications Manager will manage the flow of information.

## Process

1. Incident is reported in writing using the Incident Report Form (which is provided at the end of this document) to the Team BC mission office and/or Assistant Chef de Mission and/or Head Coach.
2. Discipline Committee called together for hearing. In most cases, the Discipline Committee will meet immediately; however, depending on the circumstances, the Discipline Committee may choose to meet at a later time and no more than 12 hours after the incident took place.
3. The Discipline Committee may, depending on the circumstances, determine that an alternate process would be best suited to hear and manage the incident. This could include hiring a mediator, consultant or utilizing outside resource.
4. If the Discipline Committee chooses to move forward with the incident, they may seek support or advice from the Team BC Safe Sport Lead and/or other professionals, organizations, or services and they may choose to interview witnesses or other parties.
5. Individual being disciplined given notice of hearing.
6. Hearing held with Discipline Committee and the individual being disciplined as well as their chosen advocate (if requested).
7. The Discipline Committee renders a decision.
8. The Discipline Committee's decision is added or attached to the original Incident Report Form. A copy of the complete report is provided to the individual being disciplined, the coach, the Provincial Sport Organization, and a copy is kept on file at the Team BC mission office until the conclusion of the Games and then it will become part of the permanent record for Team BC.
9. Individual being disciplined is given the opportunity to appeal the decision.

# Hearings

The hearing shall be governed by such procedures as the Discipline Committee sees fit. This includes utilizing the Team BC Safeguarding Officer or other organization or individuals as resources.

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

## Disciplinary Sanctions

The Discipline Committee shall determine appropriate sanctions in accordance with the guidelines outlined in this policy. The committee's decision shall be communicated to the individual verbally and in writing, with reasons.

The Discipline Committee will render decisions based on two levels of discipline:

- **First Level:** Discipline Committee disciplines in the case of all minor and major infractions. Under extraordinary conditions, the Host Society may take immediate disciplinary action, pending further discipline by Team BC.
- **Second Level:** Appeals Committee hears appeals of disciplinary decisions, whether made by the Head Coach or the Discipline Committee.

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

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

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

- Confinement to residence or the Athletes' Village for a specified period of time;
- Require the member to do voluntary team service for their team or PSO where their team or PSO are in agreement with this sanction;
- Removal of Team BC ceremonial uniform kit;
- Suspend the member from non-competition events, such as the Opening and Closing Ceremonies;
- Expel the member from the Games after the completion of their competition;
- Suspend the member from their sport's competition;



- Expel the member from the Games before completion of their competition;
- Send the member home at their own cost following expulsion from the Games, either before or after the member's competition;
- Prohibit the member from participating in the Games program or from representing Team BC at future Games and/or Team BC functions;
- Remove accreditation so participant is no longer a part of Team BC and therefore do not have access to food services, transportation, and/or accommodation;
- Other sanctions, as deemed appropriate by the Discipline Committee.

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

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

In addition to the provisions of this Policy, Team BC may contact local police concerning the behavior of any Team BC member, if appropriate to do so. Also, a member may be subject to further disciplinary procedures by their PSO or NSO, in addition to the disciplinary procedures set out by Team BC.

## APPEALS

An appeal is the opportunity for the individual being disciplined to go before a new panel to discuss the disciplinary action being rendered.

An appeal may only occur when there was an error in process, an error in fairness, or if there are new facts and/or evidence.

Depending on the circumstances, alternate appeals or resolution process (such as the Sport Dispute Resolution Centre of Canada Alternative Dispute Resolution Services) may be utilized in lieu of the Team BC Appeals Process outlined below. This determination will be made by the Chef de Mission in consultation with the BC Games Society President and CEO.

## Overview

1. The appeals hearing shall be governed by such procedures as the Appeals Committee sees fit. This includes utilizing the Team BC Safeguarding Officer or other organization or individuals as resources. The individual being disciplined shall have two hours from the time of receiving a decision on discipline from the Discipline Committee, to launch an appeal.
2. The reasons for an appeal must be stated in writing using the Notification of Appeal Form which can be picked up at the Team BC mission office (and is provided at the end of this document). The completed form must be delivered to the mission office.
3. Within 12 hours after receiving notification of an appeal, the Appeals Committee shall convene a hearing.
4. The individual being disciplined will be given at least two hours notice of the hearing and have the opportunity to address the Appeals Committee.
5. The hearings shall be held in private.

6. The individual being disciplined may be accompanied by an advocate or any other adviser, including legal counsel, at their cost.
7. The Appeals Committee may request that witnesses to the incident be present at the hearing to provide evidence.
8. The Appeals Committee has the authority to uphold the decision of the Discipline Committee, to reverse the decision, and/or modify any of the recommended disciplinary sanctions.
9. The decision of the Appeals Committee will be added or attached to the Notification of Appeal Form (which is provided at the end of this document). A copy of this report is provided in writing to the individual making the appeal, to the coach, the Provincial Sport Organization, and a copy is kept on file at the Team BC mission office until the conclusion of the Games and then it will become part of the permanent record for Team BC.
10. The discipline shall take effect immediately.
11. The decision of the Appeals Committee is final.

## RULES

**Rule of Two** - Team BC supports the principles of the 'Rule of Two' as established by the Coaching Association of Canada as part of the Responsible Coaching Movement with the following rules applying to all Team BC activities and individuals:

- Team BC requires that the 'Rule of Two' is followed to the maximum extent possible, in that an athlete must never be alone one-on-one with an unrelated person in a position of authority.
  - A person in a position of authority is defined as a Team BC Mission Staff, Team BC Chef or Assistant Chef de Mission, Coach, Manager, Technical Support, or other member of Team BC who is not another athlete.
- Team BC recognizes that abiding by the 'Rule of Two' may not be feasible in some instances. Given the dynamics of sport participation and training, participants may train individually or in group environments. A person in a position of authority should be aware of their environment and work to comply with the 'Rule of Two' to the fullest extent possible including:
  - Ensuring the training/program/meeting environment is visible and accessible so that all interactions are observable or within earshot of another adult or other athlete.
  - A person in a position of authority may not invite or host an athlete in their dorm room or home or hotel room.
- It is strongly recommended that at least two persons in position of authority are with an athlete or groups of athletes.

**Respect for Others**- All members of Team BC will show respect for the social and cultural values of their own team members, other Team BC athletes and personnel, officials, athletes from other provinces and territories, and Host Society personnel (staff, volunteers, spectators, and service personnel). Participants will refrain from comments or behavior that is disrespectful, offensive, abusive, racist, or sexist. All participants are expected to behave in such a manner contributes to an environment in which all individuals are treated with respect, supports equal opportunities, and prohibits discriminatory practices.

**Unbecoming Conduct** - All members of Team BC will represent British Columbia with dignity, personal integrity, and within the spirit of fair play at all times. Unbecoming conduct is any behavior or comments which do or could tarnish the image or reputation of Team BC, the BC Games Society, the Province of British Columbia, partners, or participants. Being a member of Team BC is an honour and should be treated as such.

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

**Curfew** - All athletes, coaches, and managers will stay in their assigned accommodations in the Athletes' Village and will abide by the 11 p.m. quiet time and midnight curfew throughout the Games. If an athlete, coach, or manager is late checking into their accommodation, or does not check in at all, they are considered to have broken curfew.

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

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

**Use of Tobacco Products** - Tobacco products are defined as cigarettes, e-cigarettes, snuff, or other tobacco products. Adults shall refrain from smoking in the Athletes' Village, at all official Team BC activities or functions, and at competition sites, and shall exercise discretion so as to not adversely affect the athletes. Minors shall not use any tobacco products, including snuff, and e-cigarettes at any time during the Games, or during travel to or from the Games.

**Use of Cannabis Products** - No Team BC member who is under the legal age will be in possession of cannabis nor can they use cannabis at any time, unless prescribed medical cannabis by their physician, and in possession of the appropriate documentation. Participants of legal age, is not permitted to use cannabis, unless prescribed by a physician, in any form on any premises of the Athletes' Village, in public (with the exception of public spaces where smoking is allowed), or in hotels, as per the by-laws of the Host Community and Province/Territory, nor shall they be under the influence of cannabis at any time while they are performing their official duties as a member of Team BC. Official duties include, but are not exclusive to, coaching, competing as an athlete, participating in ceremonies, receptions, pep rallies, etc. A Team BC participant of legal age who is showing signs being under the influence while performing their official duties as a member of Team BC or is seen using cannabis in the locations mentioned above, will be subjected to further disciplinary procedures.

**Use an/or Abuse of an Illegal Drug Substance** - All Team BC members will be "drug free" except for medication prescribed by a physician that has been declared to the Team BC Medical Manager and Host Society medical staff and through the Team BC registration system. There will be zero tolerance for the possession of or use of illegal drug substances by any member of Team BC. An athlete found in possession of drugs or drug paraphernalia or using illegal drugs will be subject to disciplinary procedures, and the incident will be treated as a major infraction.

# POLICIES

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

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

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

Team BC and the Canada Games Council recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, adopted by Fitness and Amateur Sport and National Sport Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping-related infractions. Therefore, any person under suspension by their National/Territorial/Provincial Sport Organization shall be ineligible to participate in the Canada Summer Games, as per the Canada Games Council policy.

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

**Safeguarding Policy** - The foundation of the Team BC program is the BC Games Culture of the Games principles that outline and describe the expectations of those associated with Team BC (which are outlined at the beginning of this document).

Team BC believes that creating a safe environment is a collective effort and requires the awareness and action of all coaches, volunteers, athletes, Mission Staff, sport and recreation organizations, local clubs and associations, schools, all levels of government, and everyone associated with Team BC.

The BC Games Society accepts the responsibility to take reasonable and appropriate steps to protect everyone involved with the Games from both intentional and unintentional harm. As such Team BC will:

- support and adopt best practices and processes that promote a safe environment;
- communicate and make available information about the rights and roles and responsibilities of all individuals involved in the Games;
- ensure that reporting processes and procedures are documented and accessible;
- ensure information regarding identifying and responding to signs of abuse, neglect, maltreatment, and other safeguarding concerns is accessible;
- ensure processes are in place to receive reports of incidents/concerns, that appropriate action is taken, and that support is available to the individual(s) who raise or disclose the concern;
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored;
- ensure the registration processes include the agreement to the code of conduct and the Culture of the Games principles; and  
prioritize the safety and wellbeing of children and young people, including athletes, coaches, and volunteers.

Team BC will appoint a Safe Sport Lead for each Games. Contact information will be available to all athletes and coaches as well as through the Mission Staff and the Team BC mission office.

Team BC will take seriously any infractions of the Code of Conduct, rules, or policies. If a Team BC participant or someone else is in an uncomfortable situation and unsure about what to do, please report this to the Team BC Safe Sport Lead.

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

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

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

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

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

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

# INCIDENT REPORT FORM



([This form can be downloaded here](#) and [can also be completed online here](#))

<b>Occurrence Location:</b>	<b>Date:</b>	<b>Time:</b>
<b>Occurred During:</b> Training: _____ Competition: _____ Other: _____		
<b>Victim's name:</b>	<b>Role with Team BC</b>	<b>Contact number:</b>
<b>Reporter name:</b>	<b>Address:</b>	<b>Contact number:</b>

<b>Details of incident:</b>

<b>Summary of incident:</b>

<b>Name/Address/Phone numbers of any witnesses:</b>

<b>This incident involves: (circle one)</b> Bullying ___ Harassment ___ Abuse ___ Disrespect ___ Code of Conduct ___ Other ___
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<b>Were the police or social services contacted? Yes ___ No ___</b>
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<b>Recommendations for resolution and/or disciplinary action?</b>

<b>FOR TEAM BC USE</b>		
<b>Received by: (Date)</b>	<b>Assigned for follow up to:</b>	<b>Signature</b>

**NOTIFICATION OF APPEAL FORM**



[\(This form can be downloaded here\)](#)

<b>Date:</b>	<b>Time:</b>	
<b>Name of Individual Appealing</b>	<b>Role with Team BC</b>	<b>Contact number:</b>

**Outline the Decision Being Appealed AND attach the Incident Report form:**

**Rationale for Appeal:**

FOR TEAM BC USE

<b>Received by: (Date)</b>	<b>Assigned for follow up to:</b>	<b>Signature</b>
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