



# Team Nova Scotia Code of Conduct

## For The Nova Scotia Table Tennis Association 2016

### Introduction

The Nova Scotia Table Tennis Association hopes that all Nova Scotia Team members have a positive and memorable experience at all tournaments. To help make this possible, a Code of Conduct has been developed. The high standards established by the Code of Conduct aim to create an environment in which all Nova Scotia Team Players are respectful of others, demonstrate pride and goodwill, and exemplify the spirit of fair play and sportsmanship. Each member of Team Nova Scotia is an ambassador for the province from the time they are selected for the team until they return home from an event. This outline explains how all members are expected to conduct themselves while representing the province as a member of Team Nova Scotia.

### Code of Conduct - Standards

The Code of Conduct applies to **all** team members including the Athletes, Coaches, Managers, Provincial Representatives and Officials for the NSTTA.

#### 1. Respect for Others

Team Nova Scotia is committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks or actions have no place within Team Nova Scotia. Discrimination, sexual harassment or any form of harassment based on the protected characteristics set out in the Nova Scotia Human Rights Act will not be tolerated.

#### 2. Ceremonies and Official Team Nova Scotia Functions

All Team members are expected to attend Opening/Closing Ceremonies, Medal Ceremonies and all other official Team Nova Scotia and sport-specific functions if such activities are created by the organizers.

#### 3. Uniform

Each member of Team Nova Scotia will receive a uniform which is to be worn at all official events such as Opening/Closing ceremonies, Medal presentations, team play, any interviews and press conferences, etc. The coach/manager will determine the choice of uniform for the day. The Team Nova Scotia uniform is **not** to be worn by any team members prior to Team Nova Scotia's official departure for the event unless otherwise directed by the Coach/Manager. The clothing remains the property of Team Nova Scotia until the conclusion of the Event, when it becomes the property of the team member. Team Nova Scotia members will not sell or exchange their team-issued clothing before or during the event. Non-team members are not permitted to wear the uniform with the name Nova Scotia embossed on the shirt.

#### 4. Residence

All athletes, coaches and managers must declare their arrangements for accommodations and chaperones (if juniors) prior to the day of departure.

#### 5. Costs of Loss or Damage

Every team member is personally responsible for covering costs due to the loss or damage of items provided by NSTTA or other costs for loss or damage of items under the control of the team member at the event, such as a room key. The Coach/Manager will perform a pre and post inspection of the accommodations.

## 6. Curfew

Participants must adhere to the Organizing Committee's curfew which is set by the jury the evening before the competition.

## 7. Fair Play, Drugs, Doping and Penalties

Nova Scotia Table Tennis Association strongly supports fair play in sport in every way, and is against cheating of any kind, including the use of substances and methods not permitted by National Sport Organizations and the Canadian Center for Ethics in Sport.

**Participants must not use illegal drugs/narcotics or performance-enhancing drugs or methods. Participants may be tested for drugs at any time prior to and during the tournament. Participants must co-operate with "Doping Control Testing" and provide urine samples if requested.**

The Canadian Anti Doping Program rules and sanctions will be applied to any doping control infraction. In addition, Team Nova Scotia's Discipline Committee will review the infraction and apply sanctions.

## 8. Alcohol and Tobacco

- A minor is defined by the laws of Nova Scotia (legal age is 19 years).
- Minors shall not drink alcohol at any time during the tournament, during travel to or from the event or at any official Team Nova Scotia function.
- Coaches/Managers can only drink alcohol in authorized areas (i.e. no on-site drinking except Coaches/Managers Lounge) and must ensure at all times that their ability to perform the responsibilities of their position is not impaired.
- No member of Team Nova Scotia (i.e. Athlete, Coach or Manager) shall be intoxicated at any time.
- No member of Team Nova Scotia shall wear any official Team Nova Scotia uniform components while drinking, on or off site (exception: coaches/managers lounge)
- Team Nova Scotia Members shall abide by the rules laid down by the Organizing Committee therefore, there shall be no on-site use of tobacco products including snuff and chewing tobacco.

## 9. General

All participants of Team Nova Scotia are expected to behave in a proper and sportsmanlike manner at all times and in all circumstances.

# Code of Conduct - Infractions

### **Minor Infractions** (Behavioural Disturbances)

The Head Coach or his/her designate is responsible for dealing with all minor infractions of the type noted, but not limited to those described below. Under extraordinary conditions, the Organizing Committee may take immediate disciplinary action until Team Nova Scotia has a chance to take responsibility for the situation.

- Disrespectful behaviour
- Unsportsmanlike conduct such as arguing
- Being late for, or absent from, Team Nova Scotia activities or functions
- Failing to follow the dress code
- A minor disturbance during quiet time (after 11 PM) in the hotel
- Disrespectful comments or behaviour
- Other similar minor infractions

### **Major Infractions** (Disorderly and Disruptive Behaviour, Team Dishonour)

The Discipline Committee is responsible for responding to all major infractions including, but not limited to:

- Repeated Minor infractions
- Curfew violations and/or major disruptions after 11 pm
- Use of tobacco products, including snuff and chewing tobacco by Athletes, Coaches and Managers at official Team Nova Scotia activities or functions, or at competition sites
- Unacceptable behaviour such as fighting outside of competition

- Activities or behaviour which disrupts competition and/or practice
- Pranks, jokes or other activities which endanger the safety of others
- Use of alcohol by minors at any time
- Possession and/or use of alcohol in the hotel
- Intoxication/drunkenness at anytime (regardless of age)
- Bringing disgrace to Team Nova Scotia
- Offensive, abusive, racist or sexist comments or actions
- Use of illegal drugs/narcotics or performance-enhancing drugs or methods
- Criminal activities
- Possession of weapons

## Disciplinary Sanctions - Ranges of Response

A range of sanctions will be applied, consistent with the inappropriate behaviour. Sanctions for Minor Infractions committed by an athlete will be assessed by the athlete's Head Coach. A Minor Infraction committed by a coach or manager will be sanctioned by a member of the Nova Scotia Table Tennis Association or the Organizing Committee.

Sanctions for all Major Infractions will be determined after a review of the infraction by the Nova Scotia Table Tennis Discipline Committee. The harshness of the sanction will depend on the severity of the infraction.

Possible sanctions include, but are not limited to:

### **Minor Infractions** (Behavioural Disturbances)

- Verbal Reprimand
- Written Reprimand
- Game Suspension
- Residence Confinement
- Written and/or oral apology provided by the offender to the offended individual(s)
- Others appropriate sanctions determined by the discipliner (Head Coach, Manager)

### **Major Infractions** (Disorderly and Disruptive Behaviour, Team Dishonour)

- Written and/or oral apology provided by the offender to the offended individual(s)
- Residence Confinement
- Ceremonies (Opening/Closing) Exclusion
- Uniform confiscation
- Multi-Game or Event Suspension
- Sent home at own expense\* (must be accompanied by Team Coach or designate)
- \*The disciplined participant's or his/her parents will be billed for all travel costs incurred with this sanction.
- Other appropriate sanctions determined by the Discipline Committee

**Note:** In addition to and apart from Team Nova Scotia's discipline procedures, the Coach/Manager may contact local police or law enforcement regarding any criminal or illegal behaviour as he or she considers appropriate to do so.

Written reports of all Major Infractions will be sent to Nova Scotia Table Tennis Association, the person involved, or the parents, in the case of a junior.

## Code of Conduct - Disciplinary Procedures

- Infraction occurs
- The Head Coach or team staff designate handles all minor violations, in keeping with the Team Nova Scotia Code of Conduct policy. Before applying sanctions, the Head Coach will give the alleged offender an

opportunity to explain his/her side of the story. The Head Coach shall complete an Infraction Report for all minor infractions and sanctions applied

- All major infractions are to be brought to the attention of the President of the NSTTA or his/her designate as soon as possible by completing and submitting an Infraction Report. The alleged offender will have his/her tournament privileges suspended until the disciplinary hearing is held
- The alleged offender will be informed of the procedures outlined in this policy. If that person is an athlete, he/she will be informed of his/her right to consult an Athlete's Representative. Non-athletes will have the right to consult an individual of choice
- The President of the NSTTA, upon receipt of a Major Infraction Report, will refer the matter to the Discipline Committee. This Committee is comprised of:
  - A representative of NSTTA Executive;
  - One of the two player representatives nominated at the start of each table tennis season
  - One coach or manager chosen by the organizing committee of the event.
- Discipline Committee will meet as soon as reasonably possible after the incident is reported. The meeting will follow the steps outlined in the Infraction Hearing Process. The following principles will be observed:
- The alleged offender is given reasonable notice of the hearing and has the opportunity to address the Committee
- The alleged offender may be accompanied by a representative of his/her choice or any other advisor including legal counsel or an Athlete's Representative
- The hearing is held in private
- Witnesses may be invited to present evidence at the meeting
- The plaintiff, if there is one, must present his/her case to the Committee in a private/confidential session
- The Discipline Committee will determine by consensus:
  - If the infraction occurred
  - The severity of the infraction
  - An appropriate sanction
- If consensus is not reached by the Discipline Committee on whether or not the infraction occurred, the allegation will not be sustained
- If consensus is not reached by the Discipline Committee on severity of the infraction and/or the sanction applied, the least severe of the sanctions being considered shall be chosen
- The Discipline Committee shall determine appropriate sanctions using the policies and guidelines outlined in this Code of Conduct. The Discipline Committee shall provide a copy of its decision to the alleged offender, his/her advocate and the Nova Scotia Table Tennis Association. The President of the NSTTA will forward a copy of the decision to the alleged offender's coach/manager, the player and his/her representative and if the appellant is under the age of 19, his/her parent(s) and /or guardian(s)
- The decision of the Discipline Committee shall take effect immediately and sanctions will be carried out within two hours of notification of this decision or as soon thereafter as possible, unless a Notice of Appeal Form is presented in writing to the NSTTA Representative at the event

## Code of Conduct - Appeals Procedure

- Any member of Team Nova Scotia who is affected by a decision of the Discipline Committee shall have the right to appeal that decision. Individuals wishing to appeal the discipline decision shall have two hours from the time he/she received the written decision of the Discipline Committee to launch an appeal. If the decision is received after 10:00 p.m., the individual shall have until 10:00 a.m. the next morning to appeal. **All** appeals shall be in writing and the Notice of Appeals Form shall be used. Detailed reasons for the appeal shall be submitted to the President of the NSTTA.
- Upon receipt of a Notice of Appeal Form, the President of the NSTTA will determine whether there are any grounds for the appeal
- An appeal may only be heard if there are permissible grounds for the appeal which might include any of the

