

Introduction

The Code of Conduct will come into effect upon completion of the Special Olympics Prince Edward Island registration form. All athletes, coaches and volunteers of Special Olympics Prince Edward Island are to abide by this Code of Conduct. It is the responsibility of Special Olympics Prince Edward Island and its members to enforce this policy.

Members of Special Olympics Prince Edward Island are expected to promote pride and goodwill for the organization through their behavior and attitude. Special Olympics Prince Edward Island members are ambassadors of the organization from the time they become a registered member of the organization.

Special Olympics Prince Edward Island hopes that all members have a great sport experience. To help make this possible, a Code of Conduct has been developed and explains how all members are expected to conduct themselves while attending Special Olympics programs, competitions and special events. Anyone who does not meet this standard of behavior risks losing the many privileges that come with being a member of Special Olympics Prince Edward Island. All members must make sure they understand the Code of Conduct and the implications of not abiding by the policy.

Code of Conduct

C Introduction

Coaches and volunteers may choose to develop their Code of Conduct for their weekly programs providing that it is not in conflict with the Special Olympics Prince Edward Island Code of Conduct. For example a coach may set practice length greater than the minimum standard, but they cannot set a practice length less than the minimum standard stated by Special Olympics Prince Edward Island.

C Standard of Conduct

C Respect for Others

Special Olympics Canada, Special Olympics Prince Edward Island staff, board of directors, coaches, volunteers and athletes 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 Special Olympics Prince Edward Island.

C Competitive Events

Ceremonies and Official Team PEI Functions

At games, all Team PEI members must attend opening and closing ceremonies and all official Team PEI functions and wear the specific walkout dress items identified by the Chef de Mission.

Residence

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

Travel

All athletes, coaches and mission staff must abide by the team travel arrangements as set forth by the Chef de Mission.

C Fair Play in Sport

Special Olympics Prince Edward Island supports fair play values as described by the Center 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. Special Olympics Prince Edward Island members are expected to promote and abide by the Fair Play principles of integrity, fairness and respect.

C Alcohol & Tobacco

No Special Olympics Prince Edward Island member is permitted to consume alcohol at any Special Olympics sporting event and must abide by the No Alcohol Policy as laid out in the Special Olympics Prince Edward Island Policy and Procedural Manual. (2000-16)

The use of tobacco products is permitted in authorized areas only. No Special Olympics member is permitted to wear official Special Olympics Prince Edward Island clothing while using tobacco products.

C *Types of Infractions*

Minor Infractions:

- C use of tobacco products in unauthorized areas
- C use of tobacco products while wearing official Special Olympics Prince Edward Island clothing
- C use of tobacco products by minors (as defined by the laws of PEI)
- C disrespectful behavior
- C unsportsmanlike conduct, such as arguing
- C being late or absent from Team PEI functions
- C failing to follow the dress code for official Team PEI functions

Major Infractions:

- C repeated minor infractions
 - C unsportsmanlike conduct, such as fighting
 - C use of alcohol by any Special Olympics Prince Edward Island member at a sporting event
 - C activities or behaviors which disrupt competition
 - C pranks, jokes or other activities that endanger the safety of others
 - C offensive, abusive, racist or sexist comments
 - C criminal offence charges
 - C criminal offence convictions
 - C discriminatory practices
 - C other actions looked upon as bringing an unfavorable impression of Special Olympics Prince Edward Island.
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C. Disciplinary Sanctions

The following are examples of disciplinary sanctions which may be applied at weekly programs and/or games. Head coaches and/or the discipline committee are not limited to choosing from 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.

- C a verbal or written reprimand
- C a verbal apology
- C a hand-delivered written apology
- C removal of certain Team PEI and/or Host Society privileges (ie: Opening Ceremonies)
- C suspension from Team PEI activities
- C suspension from one or more competitions
- C suspension from competition while at games
- C limited restrictive participation in Special Olympics Prince Edward Island programs
- C removal from weekly program for a period of time
- C removal from games and/or sent home
- C notify authorities (host society or police) of an infraction
- C permanent dismissal from Special Olympics Prince Edward Island

D. Procedure for Discipline

1. Three Levels of Discipline Procedure

First Level: Head coaches are responsible for dealing with all minor infractions. Under extraordinary conditions, Special Olympics Prince Edward Island may take immediate disciplinary action until the Head Coach has a chance to take responsibility for the situation or is involved in 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.

2. *Roles and Responsibilities for Discipline*

Coaches

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. The head coach is responsible for filling out a Incident Report and submitting it to the Special Olympics Prince Edward Island office to be put on file.

Disciplinary Committee

The Disciplinary Committee is responsible for considering all major infractions and imposing disciplinary sanctions. The Disciplinary Committee, an adhoc committee, will include the Executive Director and/or Program Director of Special Olympics Prince Edward Island and 1-2 members of Special Olympics Prince Edward Island Board of Directors as members.

In cases where several individuals are the subject of a disciplinary hearing arising from a related incident, the Disciplinary Committee may choose to deal with the individuals as a group, individually or by some other combination as seen fit.

Appeals Committee

The Appeals Committee is responsible for considering all appeals. The Appeals Committee, an adhoc committee, will include the Executive Director and/or Program Director of Special Olympics Prince Edward Island and 1-2 members of the Special Olympics Board of Directors who were not included on the Disciplinary Committee.

Athlete's Advocate

An athlete who is 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 the behalf of the athlete. An athlete's advocate may be any member of Special Olympics Prince Edward Island, parent/guardian or an 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, Special Olympics Prince Edward Island will help find one.

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. The head coach is then responsible for filling out a Incident Report and submitting it to the Special Olympics Prince Edward Island office to be put on file.

Major Infractions

- a) All major infractions must be reported (Appendix A) as soon as possible to the Special Olympics Prince Edward Island office by filling out a Incident Report. Members may be suspended from further Special Olympics 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. If the person is an athlete, then the athlete's advocate will also be informed of the procedures outlined in this policy. If he or she wishes, the person who 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 (Appendix B). The following principles must be observed:
 - C The individual being disciplined is given reasonable notice of the hearing and has the opportunity to address the Disciplinary Committee.
 - C The individual being disciplined may be accompanied by the athlete's advocate, or any other adviser, including legal counsel.
 - C The hearing is held in private.
 - C Witnesses may be invited to present evidence at the meeting.
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- d) The Disciplinary Committee shall determine appropriate sanctions using guidelines outlined in this policy. The committee's decision shall be given to the individual in writing, with reasons (Appendix C). The individuals will also be informed of his or her right to 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 go on record at the Special Olympics Prince Edward Island office. Where the committee determines that a major infraction has occurred which warrants an athlete to be sent home from games, the Chef de Mission must contact the athlete's parents/guardians informing them of the situation.

E. Appeals

1. Any member of Special Olympics Prince Edward Island who is subject to disciplinary sanctions by the Disciplinary Committee, shall have the right to appeal the decision.
 2. This policy shall not apply to matters relating to Rules of the Games, as they are governed under their own individual sport appeal policy.
 3. Members who wish to appeal a decision shall have thirty (30) days from the date on the which they receive notice of the decision, to submit written notice of their intentions to appeal using the Notifications of Appeal form (Appendix D) and to be delivered to the Special Olympics Prince Edward Island office. A Special Olympics Prince Edward Island member cannot appeal a decision simply because they do not agree with it. The eligible grounds for an appeal are:
 - C The Disciplinary Committee was biased against the individual or there is a reasonable perception of bias against the individual.
 - C The established disciplinary process was not followed.
 - C New information has become available since the disciplinary hearing which has a significant bearing on the decision.
 - C The decision was based on irrelevant facts.
 - C The penalty far exceeds the infraction(s).
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4. 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 step outlined in the Appeal Hearing Process (Appendix E) . The following principles shall be observed:
 - C 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.
 - C The appellant may be joined by an athlete's advocate or any other advisor.
 - C The hearing is held in private.
 - C The committee may request that witnesses to the incident be present at the hearing to provide evidence.
5. The Appeals Committee has the right to agree with the discipline, to reverse the decision , and/or modify any of the recommended disciplinary sanctions.
6. The decision of the Appeals Committee shall be given to the appellant in writing with reasons.
7. The decision of the Appeals Committee is final and not open for further appeal.

F. Confidentiality

Every effort must be made of keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the President or Executive Director of Special Olympics Prince Edward Island; 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.



SPECIAL OLYMPICS PEI
CRITICAL INCIDENT HEARING PROCESS
DISCIPLINE COMMITTEE

STEPS	IN ATTENDANCE
1. REVIEW OF CRITICAL INCIDENT REPORT.	DISCIPLINE COMMITTEE (DC)
2. PRESENTATION OF FACTS BY WITNESS.	DC, WITNESS
3. QUESTIONS TO WITNESS.	DC, WITNESS
4. STATEMENT BY THE SUBJECT OR THE ATHLETE'S ADVOCATE (IF APPLICABLE)	DC, SUBJECT, ATHLETE'S ADVOCATE (IF APPLICABLE)
5. OPPORTUNITY TO QUESTION THE SUBJECT.	DC, SUBJECT, ATHLETE'S ADVOCATE (IF APPLICABLE)
6. DISCIPLINE COMMITTEE MAY CHOOSE TO RECALL WITNESS.	DC, WITNESS
7. DISCIPLINE COMMITTEE WILL DISCUSS THE INCIDENT AND DETERMINE WHAT ACTION IS FAIR.	DC
8. THE DECISION OF THE DISCIPLINE COMMITTEE WILL BE WRITTEN IN A REPORT FORM AND DELIVERED TO THE SUBJECT OF THE REVIEW.	DC



SPECIAL OLYMPICS PEI
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'S ADVOCATE, IF APPLICABLE) ARGUMENT, ANY NEW EVIDENCE.	AC, SUBJECT, ATHLETE'S ADVOCATE (IF APPLICABLE)
4. OPPORTUNITY FOR QUESTIONS.	AC, SUBJECT, ATHLETE'S ADVOCATE (IF APPLICABLE)
5. CONSULT WITH PREVIOUS WITNESSES AND OR DISCIPLINARY COMMITTEE IF REQUIRED.	AC, WITNESS
6. REVIEW ALL EVIDENCE.	AC
7. APPEALS COMMITTEE MAKES DECISION TO MODIFY DISCIPLINARY MEASURES.	AC
8. THE DECISION OF THE APPEALS COMMITTEE WILL BE WRITTEN IN A REPORT FORM AND DELIVERED TO THE SUBJECT OF THE REVIEW.	AC

