



Policy Rules of Team Quebec		
Code:	POL-26	This policy is subject to annual review.
Date of approval by the Board of Directors:	07/08/2019	
Effective date:	01/09/2019	
Amended:	18/11/2020 15/09/2021 21/10/2021	
Public / Private	Public	
Recipients:	<input type="checkbox"/> Stakeholders of Patinage Québec <input type="checkbox"/> Administrators manual <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	

In this document, the terms used to refer to people are taken in the generic sense; they are both feminine and masculine.

Table of Contents

1. PREAMBLE	4
2. OBJECTIVE.....	4
3. CONCERNED PARTIES	4
4. TARGETTED SITUATION	4
5. GENERAL RULES FOR ATHLETES, TEAM LEADERS, COACHES AND PARENTS.....	4
5.1 Respect:	4
5.2 Courtesy.....	5
5.3 Team Spirit.....	5
5.4 Alcohol.....	5
5.5 Tobacco.....	5
5.6 Cannabis.....	5
5.7 Visitors.....	5
5.8 Responsible Training Movement Rule.....	5
5.9 Authorization.....	5
5.10 Signing the Rules of Conduct.....	6
6. SEPCIFIC RULES FOR TEAM QUEBEC ALTHLETES	6
6.1 Dress code.....	6
6.1.1 Cost of Team Clothing.....	6
6.2 Medication.....	7
6.3 Curfew.....	7
6.4 Punctuality.....	7
6.5 Table of Sanctions:.....	7
6.6 Guiding Principles	9
6.7 Complaint Resolution Procedure	9
6.8 Registration for Team Quebec	9
6.8.1 Pre-Novice Division.....	9
6.8.2 Novice to Senior Division.....	9
6.8.3 Senior National Team Members.....	9
6.9 Optional Category.....	10
6.10 Skate Canada Fees.....	10
6.10.1 Skate Canada Challenge.....	10
6.10.2 Canadian Championships.....	10
7. SPECIFIC RULES FOR COACHES	10
7.1 Accreditation	10
7.2 Additional considerations.....	11
7.3 Accommodation	11
7.4 Injury.....	11
8. SPECIFIC RULES FOR PARENTS.....	11
8.1 Registration with Team Quebec	11
8.2 Obligation of the Parent	12
8.2.1 Transportation	12
8.2.2 Accommodation.....	12
8.2.3 Non-presence of a Parent	12
8.2.4 Roommate	12
8.3.Discharge of Responsibility :.....	12
8.4 Payment and Reimbursing Terms.....	12

8.4.1 Sharing with Another Skater:.....	12
8.4.2 Sharing with a Family Member or Others:	12
8.4.3 Reimbursement by Patinage Québec.....	13
9. SPECIFIC RULES FOR TEAM LEADERS.....	13
9.1 Clothing:.....	13
9.2 Car or van (if bus service is not reserved for this purpose):.....	13
9.3 Cell phones:.....	13
9.4 Communication and respect between team leaders	13
9.5 Principles of the team leader:	13
9.6 Positive team leader Checklist	14
9.7 Responsibilities of Team Quebec and Events Director.....	14
9.8 Tasks for team leaders.....	14
9.9 Team leader.....	14
10. OTHER REFERENCE DOCUMENTS.....	15
11. OTHER INFORMATION.....	15
11.1 COVID	
11.2 VACCINE PASSPORT	
12. COME INTO EFFECT	15
Annex 1.....	16
COMPLAINT FORM	16
Annex 2.....	17
LEGAL PROCURATION OF PARENTS.....	17
Annex 3.....	18
CODE OF CONDUCT OF THE PARENT.....	18

1. PREAMBLE

Team Quebec consist of skaters ranging from Pre-Novice to Senior level in the following categories: Single, Pair and Ice Dance, who qualify during provincial competition to represent Quebec at the national level. Team Quebec is managed by the Team Quebec and Events Coordinator as well as by the Team Quebec and Events Director, under the supervision of Operations and General Management.

2. OBJECTIVE

The objective is to allow Team Quebec athletes to participate in national competitions without having to worry about planning and managing their travel and accommodation as well as on-site management during competitions, giving them an optimal situation and mindset in order to reach their best performances during the competition. We also want the athletes who represent Quebec to do it with pride and a concern for well-being.

3. CONCERNED PARTIES

This policy applies to all athletes, chaperones, parents and coaches of athletes who will be part of the Team Québec.

4. TARGETTED SITUATION

These rules aim to maintain a harmonious environment and present a good image of Team Quebec at the national level. These rules are also in place to ensure our Team Québec athletes to be able to perform at the best of their abilities. Our coaches and parents are responsible for set an example for the athletes. These rules and guidelines will enable our team leaders to answer questions and concerns as accurately along with ensuring the well-being of all throughout the event.

5. GENERAL RULES FOR ATHLETES, TEAM LEADERS, COACHES, AND PARENTS

Due to the different levels of memberships, some rules apply to everyone and while others are specific to certain members. Here are the rules that apply to all members with Team Québec., regardless of membership level.

5.1 Respect:

All must demonstrate exemplary behavior at all times with teammates, team leaders, skaters from other delegations, coaches, officials, volunteers, and others. Any inappropriate behavior that demonstrates a lack of civility and respect for others is considered a breach of the *Rules of Conduct of Team Québec*.

The following behaviors are unacceptable:

- Harassment (in any form);
- Physical violence;
- Verbal abuse and insults;
- Theft of equipment or breakage caused voluntarily or recklessly;
- Violation or non-compliance with a provision of a law or regulation.

"I respect my sport, my delegation both on and off the ice!"

5.2 Courtesy

Creating an environment where courteous exchanges occur by demonstrating consideration, politeness, and using appropriate language.

5.3 Team spirit:

All must demonstrate at all times a good team spirit and a spirit worthy of a good sportsperson. Thus, it is advised to encourage all the athletes participating in the competition, whether they are from Team Québec or another delegation. The decisions of the officials must also be respected regardless of a positive or negative outcome.

5.4 Alcohol:

Alcohol consumption is prohibited for minor-aged athletes. Excessive alcohol consumption is not tolerated for adult athletes. It should be noted that the legal age for alcohol consumption may vary according to the law of the province or territory where the event is held.

Team leaders, parents, and coaches may consume alcoholic beverages in moderation, taking into account their responsibility to respond to emergencies 24 hours a day.

For team leaders, alcohol consumption is prohibited in the following circumstances:

- In the presence of athletes;
- During your work schedule, even between two periods;
- Inside the Team Québec room and at the competition venues.

5.5 Tobacco:

The use of tobacco, in all its forms, is strictly prohibited during the entire period during which the athletes are part of Team Quebec. The use of tobacco in all its forms is strictly prohibited for parents, coaches, and chaperones in the presence of athletes. Parents, coaches and team leaders may only use tobacco in designated areas.

5.6 Cannabis:

The use of cannabis, in all its forms, is absolutely forbidden during the whole period during which the athletes are part of Team Quebec. The use of cannabis, in all its forms, is strictly prohibited during competitions (hotel, arena, etc.) for parents, coaches, and team leaders. The use of cannabis is also prohibited for parents, coaches, and team leaders in the presence of athletes.

5.7 Visitors:

Visitors (parents, friends, and teammates) are allowed in the athletes hotel rooms only if government authorities and hotel safety rules regarding the pandemic permit the presence of multiple people in the rooms. However, the Team Quebec team leaders may, at their discretion, limit the number of visitors, the frequency, and time of visits to hotel rooms in order to maintain order. When visitors are present, the skater visited must place the latch between the door and the frame so that the door remains ajar.

5.8 Responsible Training Movement Rule:

Each parent, and team leader must respect the 2 for 1 rule when in the presence of an athlete in the same hotel room. No exceptions will be tolerated.

5.9 Authorization:

It is permitted to participate in social activities outside the hotel on the condition of obtaining the authorization of one of the team leaders of Team Quebec. Additionally, the curfew in effect must still be respected, as well as the rules and protocols in place due to the pandemic. When the skater is away from the team, they must provide a phone number with which they can be reached at all times.

5.10 Signing of the rules of conduct

When registering for Team Québec online, the parent and the athlete must sign to confirm that they have read and understood the terms of the policy and the rules of conduct of the parent and / or the athlete.

6. SEPCIFIC RULES FOR TEAM QUEBEC ALTHLETES

Team Quebec Specific Rules have been established because of the demanding nature of the competitions in which its members compete and the following seven (7) values:

Values of Team Quebec

- ✓ Respect for others;
- ✓ The well-being, security and protection of all;
- ✓ Fair and square treatment for all;
- ✓ Respect of laws and regulations;
- ✓ Team spirit;
- ✓ Accountability and self-discipline;
- ✓ Performance and goal achievement.

All skaters of Team Quebec must, without exception, comply with the following rules under risks of consequences.

6.1 Dress code

Athletes are required to wear the colours of the delegation at all times and with pride, including the vest, winter coat and leggings / trousers when participating in national competitions (Challenge and Canadian Tire National Skating Championships).

6.1.1 Cost of Team Clothing.

It is mandatory for skaters to purchase the winter coat, vest, and leggings for girls or trousers for boys. However, the purchase of the camisole for girls and the long sleeves sweater for boys is optional. Skaters must purchase clothing when registering for Team Quebec:

Winter coat:	\$ 196.00 (plus taxes and administration fees);
Vest:	\$ 71.00 (plus taxes and administration fees);
Leggings / trousers:	\$ 55.00 (plus taxes and administration fees);
Camisole:	\$ 39.00 (plus taxes and administration fees);
Long sleeves sweater:	\$65.00 (plus taxes and administration fees).

Due to the pandemic, if one of the two (or both) national competitions (Challenge and/or National Canadian 2021-11-11/ POL-26 /POLITIQUE ÉQUIPE DU QUÉBEC

Tire Skating Championships) is held in person, all members of Team Québec will have to acquire the new team clothing items. Only athletes who have already purchased the new team clothing line will be exempt from purchasing the new uniform. If both competitions (Challenge and the National Canadian Tire Skating Championships) are held virtually, then the purchase of these clothing items is optional.

Skaters who have participated in international competitions may not, under any circumstances, wear their Skate Canada clothing, or penalties will be given to skaters who fail to comply with this rule depending on the frequency of warnings (see Rules document).

6.2 Medication:

Consumption or possession of illegal drugs is strictly prohibited. Only medications prescribed by a physician and allowed by Skate Canada are permitted. Athletes are asked to advise the Team Québec team leaders about the medications they must take. Please consult the World Anti-Doping Agency list: <https://www.wada-ama.org/fr/content/liste-des-interdictions>

The use of any substances designed to artificially improve the performance of the athlete is strictly prohibited. Any athlete who could be tested positive will be expelled immediately from the team until the appropriate tests and analysis are carried out by competent authorities in the matter.

6.3 Curfew:

The curfew (the time of entry to the hotel room) is determined by the age of the athletes and the schedule of the competition. The curfew must be respected in order to maximize the individual performance of each athlete and respect the athletes whose competition is not over.

Before and during the competition		After the competition	
13 years and under	9:00pm	13 years and under	11:00pm
14 to 15 years	10:00pm	14 to 15 years	Midnight
16 to 18 years	11:00pm	16 to 18 years	1:00am
19 years and over	Midnight	19 years and over	2:00am

6.4 Punctuality

It is important to be present at the time indicated during the events (practices, competition, and transportation). If you cannot respect the designated time, a person in charge must be notified as soon as possible.

6.5 Table of sanctions:

Any violation of the Team Québec’s Code of Conduct will be subject to one or more penalties, which will be determined by the members of the Team Quebec Committee. The nature of the sanctions will be determined by the number of violations committed and their seriousness. Possible sanctions are:

- a) **Warning letter** to be added to the athlete’s file for the next season;
- b) **A fine** to be paid according to the frequency and nature of the violation;
- c) **Exclusion of financial assistance programs**– The athlete may be excluded, in whole or in part, from any financial assistance program offered for the current year by a Québec or Canadian organization;

- d) **Reimbursement of expenses** – The athlete may be required to reimburse to Patinage Québec an amount representing all or a percentage of the transportation and accommodation expenses incurred during the competition in which the athlete participated;
- e) **Automatic return** – The athlete may be returned home at his own expense;
- f) **Expulsion of the Team** – The athlete may be temporarily or permanently expelled from Team Québec.

The following sanctions table will serve as a guide for the various punishments that may be applied when there is a breach of the code of conduct.

The sanction will remain in the athlete's file for a period of one year, meaning that it will be present for the following season

6.5.1 TEAM QUÉBEC

Code of disciplinary sanctions (Depending on the severity of the situation, the severity of the sanction will remain at the discretion of the committee)	Minor	Warning letter
	Moderate	A fine is imposed depending on the severity of the act between \$100.00 and \$200.00
	Severe	A fine of \$300.00 or more or exclusion or expulsion depending on the severity of the action
Scale of severity of sanctions	Number from 1 to 9	

Example: if the sanction is received during the 2020-2021 season, it will remain on file for the 2021-2022 season and the file will be revised according to the behavior of the current season 2022-2023.

6.5.2 Tableau des sanctions de l'Équipe du Québec

Échelle de gravité des sanctions	Sanctions	Situations problématiques											
		Respect	Esprit d'équipe	Tenue vestimentaire	Couvre-feu	Autorisation	Visiteurs	Médication	Règle du Mouvement d'Entraînement Responsable	Blessure	Alcool	Tabac	Canabis
1	Lettre d'avertissement	1	1	1	1	1	1						
2	Amende de 100.00\$	2	2	2	2	2	2	2	2	2			
3	Amende de 200.00\$	3	3	3	3	3	3	3	3	3			
4	Amende de 300.00\$	4	4	4	4	4	4	4	4	4	4	4	4
5	Amende de 400.00\$	5	5	5	5	5	5	5	5	5	5	5	5
6	Exclusion des programmes d'aide financière	6	6	6	6	6	6	6	6	6	6	6	6

NOTE 1: Si le comportement de l'athlète ne s'améliore pas, les sanctions se poursuivront selon l'échelle des sanctions.

NOTE 2: La sanction monétaire pourra être remboursée à l'athlète si son comportement est irréprochable pendant la prochaine saison.

6.6 Guiding Principles

- The rules of conduct ensure the proper representation of Team Quebec in respect;
- They guarantee the optimal performance of athletes and the safety of all;
- They enforce the Responsible Coaching Movement rule, the 2 for 1 rule that is described in this policy.

6.7 Complaint Resolution Procedure

Any athlete may contest one or more sanctions imposed by the Team Quebec Committee by submitting a request for review to the head of the committee or to the President of Patinage Québec, and this, within 30 days of the date of the sanction(s). The request for review must be presented in writing and must clearly state the facts and grounds for reconsideration. Upon receipt of the request for re-examination, a review committee consisting of three (3) people including the Chair of the Team Quebec Committee will be formed to study the application for review and assess its merit. The decision of the review committee is final and without appeal.

The members of the complaints committee are:

- The General Management;
- Director – Team Quebec Sector and Events;
- Coordinator of Team Quebec and Events

6.8 Registration Fees for Team Quebec

The fees charged by Patinage Québec include accommodations, transportation, access to the skaters lounge, snacks offered at the skaters lounge*, and the presence of team leaders who devote their time to the skaters. Please note that all instructions for the access of the Skater's Lounge and the snacks offered there will be transmitted to the athletes prior to the event. Said instructions will be adapted in accordance to the Health and Safety protocols in place in the province at the time of the event.

* Note that snacks are primarily for skaters as a complementary service and do not replace a meal.

6.8.1 Pre-Novice Category:

A fee of \$475.00 (plus taxes and administration fees) is payable upon registration. You can pay by credit card, debit card, or by cheque. Please note, if the National Championships are done virtually, Patinage Québec will not charge a registration fee for Team Québec registration.

6.8.2 Novice to Senior Categories :

A fee of 700.00\$ (plus taxes and administration fees) is payable upon registration. These fees can be paid by credit card, debit card, or by cheque.

Please note, if one of the two national competitions (Challenge, or the National Canadian Tire Skating Championships) is held virtually, the registration fees will only be 475.00\$ (plus taxes and administration fees). If all national competitions (Challenge and National Canadian Tire Skating Championships) are held virtually, Patinage Québec will not be charging registrations fees for Team Québec.

Additionally, if an athlete qualifies for two different categories, they will only be required to pay for a single registration fee to Patinage Québec. The fee will reflect the highest eligible fee for the athlete. However, please

note that the athlete will still be required to pay registration fees to Skate Canada at the competition for both categories they qualify for and participate in.

6.8.3 Member of the Senior National Team:

Members of the Senior National Team do not have a fee to pay for registration to the Team of Quebec, or for registration fees for national competitions. Additionally, Team Québec clothing will be provided free of charge to skaters who have won medals in the World Senior Championships.

6.9 Optional category

When the number of skaters eligible for the Canadian Championships is not reached, Skate Canada makes certain categories optional for the Challenge. If a skater decides not to participate in the Skate Canada Challenge, because their category is optional, they must notify Patinage Québec within 48 hours following the official announcement of the optional categories, and pay the same fees for Patinage Québec as the other competitors. No discounts are available for optional categories.

6.10 Skate Canada Fees

6.10.1 Skate Canada Challenge

The registration fees for this competition must be paid when you register for Team Quebec at the Sectionals "A" Championships of Québec. Fees are determined annually by Skate Canada and will be sent to you as soon as possible.

6.10.2 Canadian Championships

If the skater qualifies for the Canadian Championships at the Skate Canada Challenge, registration fees must be paid online to Patinage Québec. Fees are determined annually by Skate Canada and will be sent to you as soon as possible.

7 SPECIFIC RULES FOR COACHES

These following rules apply to any and all coached of athletes that have been qualified to be part of Team Québec. These coaches must have valid national level certification for Novice and above athletes and provincial level for Pre-Novice athletes.

7.1 Accreditation

- Make sure you have your Patinage Québec coach card valid for the current season, otherwise your accreditation will be refused.
- You must have the following certifications:
 - Challenge: Pre-Novice category: "Provincial Coach";
 - Challenge: Novice category and above: "National Coach";
 - Canadian Championships : « National coach »;
- ❖ No waivers are granted by Skate Canada.

7.2 Additional considerations

- Coaches in the process of obtaining NCCP certification may be considered for accreditation provided that they obtain the required 'in-training' or 'trained' status as specified in the NCCP Training and Certification Pathway. Ex: Pre-Novice category: the coach who has the "Provincial Coach in-Training" status could receive accreditation;
- Non-resident coaches who do not conduct their operations in a Skate Canada club or skating school may be considered for certification provided that a valid certificate of attestation is provided at the time of registration to the competition. The attestation will also need to be provided at the event itself. Foreign coaches must apply for accreditation certification directly to the Skate Canada Training and Skate Programs at least two weeks prior to the event, by emailing coaching&programs@skatecanada.ca or by phone at 1-613-747-1007 or 1-888-747-2372 ext. 2504. Please see Skate Canada's accreditation policy for complete information;
- A maximum of two coaches per athlete registration can be certified. Only the two people chosen by the skater will be admitted at ice-level of the venue. The number of two coaches that accompany a skater during practices and competition must be respected, no exceptions are permitted.

7.3 Accommodation

Patinage Québec takes care of booking the rooms needed to the athletes. If a coach wishes to book a room at the official hotel of the competition, it is their duty to advise Patinage Québec before the deadline. To do so, they must complete the room reservation Form available on the Patinage Québec website and send it to the coordination team of Team Quebec and events before the deadline marked on the document.

7.4 Injury

In the unfortunate event of an injury to a selected athlete on Team Quebec, the coach must immediately notify the High Performance Department of Patinage Québec. A signed note by a doctor, physiotherapist, or other specialists will be required as proof of the severity of the injury. On this paper, it will be necessary to indicate the type of injury, the duration of the advised recovery period, as well as the treatments recommended to the athlete. Any treatments in progress should also be documented to Patinage Quebec. Patinage Québec has the right to have the athlete evaluated by a specialist of their choice before making the decision as to whether the athlete is able to join the team and compete in the competition (Challenge and / or Canadian). Patinage Québec reserves the right to substitute the athlete, if they are not able to compete at the best of their abilities.

8 SPECIFIC RULES FOR PARENTS

The following rules apply to parents of children who are qualified and registered members of Team Quebec. Parents must read the athlete's rules of conduct and make sure that their child reads and understands the rules.

Parents must also be aware of and follow a code of conduct as outlines in the document attached to this policy.

8.1 Registration with Team Quebec

A skater 19 years or younger must be accompanied by a parent or guardian to complete the medical

questionnaire and the release of responsibilities, when registering for Team Quebec.

8.2 Obligation of the parent

8.2.1 Transportation

Any skater aged 13 and younger **must be** accompanied by a parent or guardian when travelling by plane.

It is the parent's responsibility to ensure that the athlete has valid travel insurance.

8.2.2 Accommodation

Any parent with a child aged 17 and younger **must** accompany their child for the duration of their stay, with the exception of travel to get to and from the event (notwithstanding the plane travel rule for athletes 13 and younger).

8.2.3 Non-presence of a parent

If the parent cannot be present, he must sign and send the parental power of attorney found in Schedule 3 of the policy. In either case, the parent cannot be present; he can name another responsible adult. The parent must sign and send the parental power of attorney found on the Patinage Québec site and return it to the coordination team at the Quebec Team and Events.

8.2.4 Roommate

Public health rules must be observed at all time. In the event that the guidelines allow it, if two skaters aged 17 and younger decide to share their room, they must still have a parent or a responsible adult in the room for the duration of their stay.

Exception: An athlete who has reached the age of 16 on July 1st and has participated in International Junior or Senior competitions and has behaved in an irreproachable manner may cohabit with another athlete without the presence of a relative in the room.

8.3. Discharge of responsibility :

Any parent who cannot accompany their child to the Challenge or Canadian Championships will be required to sign and have the parental power of attorney signed. This document can be found in Annex 3 of this policy.

8.4 Payment and reimbursing terms

8.4.1 Sharing with another skater:

Public health rules must be observed at all time. In the event that the guidelines allow it, if a skater decides to share his room with another skater, he must provide the name of the skater when registering with Team Québec and the room will be paid entirely by Patinage Québec.

8.4.2 Sharing with a family member or others:

Public health rules must be observed at all time. In the event that the guidelines allow it, if the skater decides to share his room with a member of his family or his coach, Patinage Québec will reimburse 50% of the cost of the room. According to the terms of the hotel, you will either have to pay the total amount upon your arrival at the hotel and send Patinage Québec the invoice upon your return to obtain the refund of 50% or Patinage Québec will assume 50% of the cost of the room on the master account.

**** Non-accommodation expenses shown on the invoice will be at the parent's expense.**

8.4.3 Reimbursement by Patinage Québec

In order for Patinage Québec to reimburse 50% of the accommodation cost, you must send a copy of the hotel invoice no later than 30 days after the event by e-mail, by fax, or by mail to the attention of Team Québec and Events Coordinator.

9 SPECIFIC RULES FOR TEAM LEADERS

The team leaders are the people in charge of the Team Québec athletes during the national competitions. Each team leader must take care of a certain number of athletes during the competition. The team leaders are under the responsibility of the Director of Team Quebec and events.

Patinage Québec is responsible for their accommodation and transportation on site. A per diem is allocated for their meals.

All team leaders must have completed the "Respect and Sport for Activity Leaders" certification and must have their current criminal history check updated.

9.1 Clothing:

Team Leaders must always wear the Team Québec clothing (vest or winter coat) when traveling by bus or plane. Only dress black pants are acceptable bottom-wear. Plan an evening outfit for the Canadian Championships.

9.2 Car or Van (if bus service is not reserved for this purpose):

Use the vehicle for emergencies and purchases for the Team Québec lounge.

9.3 Cell phones:

Provide your personal cellular number and send the invoice to Patinage Québec if there are any excess fees to your usual plan.

9.4 Communication and Respect between Team Leaders

Following emergency or rapid changes, Team Leader may have to:

- Act quickly which may sometimes be a detriment to the rules or procedures established at the beginning;
- Inquire discreetly with other team leaders about the reason for this initiative., especially when confronting possible conflict situations.

9.5 Principles of the Team Leader:

- Physical safety and athlete's health;
 - Act responsibly;
 - Integrate respect with the relations with others;
 - Honour of the sport.
- * Details of the principles can be found in the accompanying guide.

9.6 Positive team leader Checklist

- I treat athletes with respect;
- I avoid sarcasm, deprecation and ridicule;
- I congratulate the athletes for their presence;
- I look for and publically mention positive trait and achievements;
- I remind athletes not to be discouraged by adversity;
- I encourage laughter and a sense of humor;
- I stay calm when athletes make mistakes;
- I am a model of good sportsmanship;
- I discourage bragging about victories;
- I encourage athletes to treat opponents and officials with respect and fairness;
- I encourage athletes to congratulate their opponent, regardless of victory or defeat.

* Details of the checklist can be found in the guide for Team Leaders.

9.7 Responsibilities of Team Quebec and Events Director

- Validate all information, reservations and the choice of team leaders and their assignment (s);
- Attend Skate Canada technical meeting and team leader role:
- Be responsible for skaters, parents and coaches;
- Be responsible for the hospitality suite, skaters lounge;
- Help organize the medalists' evening at the Canadian Championships;
- Take care of correspondence during the competition.

* Details of responsibilities can be found in the accompanying guide.

9.8 Tasks for team leaders

Team Leaders are responsible for different tasks depending on their assigned location:

- The hotel;
- The arena;
- The hospitality suite, skaters lounge;
- Support during competitions;
- Support during drug tests of athletes.

* The details of the tasks can be found in the Team Leader guide.

9.9 Team leader

A Team Leader is a person who will create an inspiring team environment with a culture of open communication. This person will provide efficient advice and will be able to supervise, manage, and motivate team members on a daily basis. This person is the point of contact for all members of Team Quebec.

Criteria (The Team Leader must):

- Have up-to-date background check;
- Be a member of good standing in Skate Canada;
- Have signed the Skate Canada Code of Ethics;
- Have the 'Respect in Sport' certification;
- Be 18 years of age or older;
- Be a proactive and excellent communicator;
- Not to be a National level Official;

- Not be a coach, athlete, or parent of an athlete from Team Quebec.

10 OTHER REFERENCE DOCUMENTS

This policy is enriched by the following documents:

- Athlete and Coach Guide;
- Team Leader Guide.

11 OTHER INFORMATION

11.1 COVID-19

The new coronavirus, COVID-19, has been declared a global pandemic by the World Health Organization (WHO). COVID-19 is extremely contagious and spreads mainly through person to person contact. Consequentially, government authorities, including municipal, provincials, and federal, have recommended and implemented a set of safety measure to limit the spread of the virus.

Up-to-date and detailed information on these measures will be sent to the participants of the Championships upon their registration.

11.2 VACCINE PASSPORT

The vaccine passport will be mandatory for all Team Québec athletes aged 13 and over. The vaccine passport will also be mandatory for Team Leaders. Parents, coaches, and other relatives or people part of the athlete's entourage who plan to travel with Team Québec will have to comply with the health regulations implemented by the province of Québec, as well as the regulations of the host province of the championships.

The specific rules and regulations about the vaccine passport and where it will be required for entry (either locally or provincially) will be communicated by Skate Canada prior to the event, and be updated according to the latest government guidelines.

12 APPLICATION AND RESPONSIBILITIES

The coordinator of Team Quebec and Events is responsible for the application of this policy. She is responsible for its publication to athletes, parents, team leaders and coaches. She is also responsible for setting up awareness and information on the various regulations related to this policy. Information and posters are available on the website and in the registration room of Team Quebec. Finally, the Branch is responsible for managing the handling of complaints and the retention or destruction of complaint files, all in collaboration with Team Quebec and Events Director.

13 COMING INTO EFFECT

This policy for PATINAGE QUÉBEC comes into effect on September 1st, 2019. Although it may be amended in writing from time to time, it is subject to an annual review.

Annex 1

COMPLAINT FORM

I hereby file a complaint against:

Name (s) of the person subject of the complaint

Function or status

Events:

Date: _____

Time: _____

Place: _____

Is it the 1st event? Yes No

Frequency: _____

Date: _____

Most accurate description of the facts: _____

If space is insufficient, please complete on a sheet attached.

Given these events, I consider myself a victim of harassment.

Signature: _____

Date: _____

Annex 2

LEGAL PROCURATION OF PARENTS

To Patinage Québec,

I/We,

Full name (s) of the parent (s) of the person (s) giving the

Address:

Street, city

Province / state, country

Telephone and

Email address:

telephone

email address

I\we am\are the parent (s), the guardian (s), the authorized person (people) having the right of custody, the guardianship right, the parental right or the parental authority next athlete:

Name:

Full name of the athlete

Date and

Place of birth:

dd/mm/yy

city, province / state

I authorize / we authorize the athlete to travel with

Name and like to this

Person with the athlete: Full name of the guardian

relation to this person with the athlete

Telephone and

Email address:

telephone

email address

I / We authorize the athlete to proceed to / at the following locations:

Location (s):

Canadian Tire National Figure Skating Championships

From January 8 to 14, 2021

(Vancouver, British Columbia)

National Figure Skating Championships Pre-Novice and Novice

From March 15 to 21, 2021

(Alberta)

This document must be signed before a witness who has reached the age of majority

Signature (s) of the person (people)

Signature of the witness (es)

Signature of the person during the trip

Annex 3

CODE OF CONDUCT OF THE PARENT or GUARDIAN

Patinage Québec believes that parent or guardian's influence on Team Quebec athletes is important. We also understand the importance of parents and guardians in the athlete's life. In order to provide a good example for athletes and ensure the event runs smoothly, parents will also have to follow to abide to the following code of conduct.

Code of Conduct for Parents and Guardians

Parents have a great influence on the athletes' experience at competitions and in their practice environment. The relationship between an athlete and their parent and how parents behave in a skating environment determines the quality of an athlete's experience. The athlete's well-being and fulfillment is a priority for the parent far beyond performance and victory.

- The parent or guardian must not have unrealistic expectations of the athlete. They are aware that athletes are not professionals, they are developing athletes;
- The parent or guardian strives to understand the requirements of basic skating programs to ensure that their judgement of the decisions of coaches and officials is not a result of lack of knowledge;
- The parent or guardian should always have a positive and responsible behavior. They must communicate their expectations to their athlete and show by example proper behaviour;
- The parent or guardian respects the athletes, parents, coaches, chaperones of Team Quebec, officials, and people from other provinces. They act with courtesy and never ridicule an athlete for a mistake during the competition. Rather, they make positive comments that motivate and encourage continuous effort;
- The parent or guardian must respect all official decisions and encourages athletes and coaches to do the same;
- The parent or guardian must refrain from any blasphemous, insulting, intrusive, sexist, racist, homophobic, transphobic, offensive, or disrespectful behavior or comments. Hostility or violence (physical and psychological) is unacceptable;
- The parent/guardian, the coach, and the athlete are considered members of the same team whose main concern is the overall progress and development of the athlete. The role of the parent/guardian within the team is to encourage, support the coach's decisions, and support their athlete in their development as well as provide them with any necessary support for their success;

- The parent or guardian must respect the rules that have been issued for athletes regarding authorizations for social activities, visitors, and the rule of the responsible training movement at national competitions;
- The parent or guardian will set an example and encourage the athlete to maintain a good balance between skating and their lives, balanced and healthy food choices, and an active and healthy lifestyle;
- The parent or guardian will never provide illegal drugs to the athlete, nor will they provide them with tobacco and/or cannabis. Only medications prescribed by a physician and licensed by Skate Canada are permitted. Athletes are asked to disclose to the Team Québec coaches the medications they must take regularly, as prescribed by their physician. Please see the list of the World Anti-Doping Agency: <https://www.wada-ama.org/en/content/list-of-barrels>

The use of any substance that artificially improves the performance of the athlete is strictly prohibited. Any athlete who is under suspicion of testing positive to an anti-doping test will be expelled immediately from the team until the appropriate expertise is carried out by the competent authorities in the matter;

- The parent or guardian will abide by the curfew (entrance time to the hotel room) of the athlete which is determined by the age of the athletes and the competition schedule. The curfew must be respected during national competitions to maximize the individual performance of each athlete and to respect athletes who are still competing;
- The parent or guardian must openly support this code of conduct and take steps to ensure that other parents respect and support this code.
- The parent or guardian must respect the rules and protocols put forth by Skate Canada, Patinage Québec, and all levels of government in relation to the pandemic health regulations. The health protocols for the prevention and containment of COVID-19 apply to athletes, coaches, volunteers, officials, team leaders, parents/guardians, and all staff and spectators to ensure the health and safety of everyone at the competition.