



Code of Conduct Policy for Team Quebec Synchronized Skating		
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Gender-neutral terms are used throughout this document for the purpose of inclusivity.

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1. PREAMBLE

The Synchronized Skating Team Quebec is a grouping of skaters evolving in the Intermediate, Open, Novice, Junior, and Senior categories who qualify themselves in the Regional Synchronized Skating Quebec Sectional Championships to represent the province on the national level. Synchronized Skating Team Quebec is managed by the Team Quebec and events administrator and the Team Quebec and events coordinator, under the supervision of the director of operations and the general director.

2. OBJECTIVES

The objective of this policy is to provide athletes of the Synchronized Skating Team Quebec with the optimal environment to perform to the best of their abilities at the national competition. This policy also aims to enable athletes representing Quebec to be proud of their identity and to represent their province without worry for their well-being.

3. CONCERNED PARTIES

This policy is addressed to all of the athletes of the Synchronized Team Quebec, the team managers, the chaperones, the parents, and the coaches of athletes who will be part of the team.

4. TARGET SITUATION

Rules and a Code of Conduct must be in place to perpetuate a harmonious atmosphere among the team and to provide the national stage with a positive representation of our province. The rules and code provide the means to ensure all athletes of Synchronized Skating Team Quebec with the environment to perform to the best of their abilities and showcase their development as athletes. The rules and code provide parents and coach with information to be role models for their athletes as well as information for team managers and chaperones to give specific and correct answers to possible questions, and ensure everyone's wellbeing.

5. GENERAL RULES FOR ATHLETES, MANAGERS, CHAPERONES, COACHES, AND PARENTS

The different member-levels outlined in this policy share a general set of rules and regulations, while others are targeted to specific member-levels. The following are the rules that apply to all members, regardless of their level within the Synchronized Skating Team Quebec.

5.1 Respect:

All must demonstrate exemplary behaviour at all times towards teammates, team managers, chaperones, skaters from other delegations, coaches, officials, volunteers, and any other person. All behaviour deemed inappropriate or that demonstrate a lack of civility or respect will be considered a breach of the *Code of Conduct of Team Quebec*.

Unacceptable behaviours include:

- Harassment of any kind;
- Physical violence;
- Verbal abuse and/or insults;
- Theft of equipment or purposeful (or reckless) damaging;
- Violation or breach of law or rule.

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

5.2 Courtesy

To create an environment that promote courteous interactions between members by demonstrating consideration, politeness, and by using appropriate language.

5.3 Team Spirit:

All must demonstrate, at all times, good team spirit and sportsmanship. Thus, it is strongly suggested that everyone encourage all athletes participating in the competition, whether they are part of Team Québec or another delegation. The decisions made by officials are to be respected, whether they are favourable to the team or not.

5.4 Alcohol:

The consumption of alcohol is forbidden for underage athletes. The consumption of alcohol in excess is not tolerated for adult athletes. It should be noted that the laws regarding the legal age for alcohol consumption vary in accordance to the laws of the province where the event is held.

Team managers, chaperones, parents, and coaches may consume alcohol in moderation but must remain aware of their responsibility to respond to emergencies at all times.

For team managers and chaperones, it is forbidden to consume alcohol in the following situations:

- In the presence of athletes;
- During your planned work schedule, even between two work periods;
- In the vicinity of the Team Quebec lounge or in at the competition venue.

5.5 Tabaco:

The use of tobacco, in any form, is strictly forbidden to athletes for the entire period of time they are part of Team Quebec. The use of tobacco, in any form, is strictly forbidden to all parents, coaches, team managers, and chaperones in the presence of athletes. Parents, coaches, team managers, and chaperones may only smoke in designated areas.

5.6 Cannabis:

The use of cannabis, in any form, is strictly forbidden to athletes for the entire period of time they are part of Team Quebec. The use of cannabis, in any form, is strictly forbidden during competitions (whether at the event venue, hotel, etc.). Parents, coaches, team managers, and chaperones are strictly forbidden from using cannabis, in any form, in the presence of athletes.

5.7 Visitors:

Visitors (parents, friends, and teammates) are allowed to visit an athlete's hotel room only if government authorities and rules established by the hotel due to the pandemic allow. However, to maintain order, Team Managers of the Synchronized Skating Team Quebec may choose to limit the number of visitor, visiting hour, and how often athletes can have visitors over in their room. When visitors are present in the hotel room, athletes must place the security lock between the door and doorframe to keep the door ajar.

5.8 Rules for Responsible Coaching Movement:

Every parent and team manager must respect the rule of 2 when in the presence of athletes in the same hotel room. No exceptions will be tolerated.

5.9 Authorization:

Athletes are permitted to participate in social events outside of the hotel, with the condition that they obtain authorization from their team manager or chaperone, and respect their curfew. When skaters are away from the hotel, they must provide a phone number where they can be reached at all times.

5.10 Signing the Code of Conduct

During the photo session for Team Quebec, the team managers must submit all signed documents from the athletes and parents to the Team Quebec and Events coordinator. These documents will attest that athletes and parents have read and understood the policies regarding the code of conduct of for athletes and/or parents.

6. SPECIFIC RULES FOR TEAM QUEBEC ATHLETES

The specific rules for Team Quebec athletes are based on the demanding nature of the competitions in which the skaters are to participate in, and abide by the following seven (7) values:

Values of Team Quebec

- ✓ Respect of others;
- ✓ The wellbeing, safety, and protection of all;
- ✓ The fair and equitable treatment of all;
- ✓ Respect of laws and regulations;
- ✓ Team Spirit;
- ✓ Taking responsibility and self-discipline
- ✓ Optimal performance and reaching goals.

All skaters from Team Quebec must abide by the following rules, no exceptions. Failure to comply will lead to penalties.

6.1 Dress Code

Athletes of Team Quebec have the obligation to proudly wear the colors of their delegation by wearing the winter coat at all times throughout the Synchronized Skating National Championships.

Due to the pandemic, only new skaters, who have not been members of team Quebec prior to this year, are required to purchase the new Team Quebec clothing items. Other skaters may keep their coat from the previous season for this year.

6.1.1 Price of Team Clothing

Skaters must purchase the winter coat at the time of their registration to Team Québec:

Winter Coat: 196.00\$ (Plus taxes and administration fees)

Skaters who have participated in international competitions cannot, under any circumstances, wear the Skate Canada uniforms. Failure to comply with this rule will incur a penalty, in accordance to the amount of warnings given for this breach. (See the code of conduct document).

6.2 Medication:

The consumption or possession of illegal drugs is strictly prohibited. Only medication prescribed by a doctor and authorized by Skate Canada are permitted. Athletes with prescribed medication are advised to communicate with their chaperone and Team Leaders to make them aware of any and all medication that must be taken regularly. To consult the World Anti-Doping Agency's list of prohibited substances, please visit the following website: <https://www.wada-ama.org/fr/content/liste-des-interdictions>.

The use of any drug to artificially enhance an athlete's performance is strictly prohibited. Any athlete suspected of testing positive to an anti-doping screening will automatically be expelled from Team Quebec, pending the results of the screening and analysis by experts in the field.

6.3 Curfew:

The curfew is determined by the age of the athlete and the competition schedule. The time of the curfew is interpreted as the time by which athletes must be in their respective hotel rooms. Curfew must be respected to ensure that athletes get adequate rest for themselves and other members of their team thus are able to perform to the best of their abilities. Curfew rules are in place for the entirety of the completion, even if an individual skater has finished their event. Here are the recommended curfews for the Synchronized Skating Teams:

Before and during the Competition		After the Competition	
13 and under	9PM	13 and under	11PM
14 - 15 years old	10PM	14 -15 years old	Midnight
16 -18 years old	11PM	16 – 18 years old	1AM
19 and over	Midnight	19 and over	2AM

6.4 Punctuality

It is important for athletes to be present and ready on time for events (practices, competitions, transport, etc.). If an athlete cannot make it to the appointed time, they must communicate with the person in charge as soon as possible.

6.5 Penalty Chart:

All violations of the *Team Quebec 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 penalty will be determined by the amount and gravity of the violations. The penalties come in the form of:

- a) **Written Warning** as a note to their file for the next season
- b) **A Fine** of which the amount will be determined by the frequency and severity of the violation
- c) **Denied Access to Financial Aid Programs** – The athlete could be denied in part or completely when applying to financial aid programs for the current year. This applies to both Quebec and Canadian financial aid programs.

6.5.1 TEAM QUEBEC

Disciplinary Action Code (Depending on the severity of the situation, the penalty is at the discretion of the team Quebec Committee)	Minor	Written Warning
	Mild	Incurrs a fine, the amount will vary between 100\$ and 200\$ depending on the severity of the situation)
	Severe	Incurrs a fine of 300\$ and more as well as the exclusion and up to expulsion depending on the severity of the situation
Chart for Severity of Penalties		Numbered from 1 to 9

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 Directing Principles

- The code of conduct ensures a positive and respectful representation of Team Quebec
- The code of conduct guarantees the conditions under which athletes can perform to the best of their abilities, and the safety of all.
- The rules in the code of conduct enforce the Responsible Coaching Movement rules, specifically the Rule of 2 as described in said policy.

6.7 Complaint Resolution Policy

Any athlete may choose to contest one or more penalties that has been imposed onto them by the Team Quebec committee, or by requesting a revision of the penalty by a Team Quebec supervisor or by the General Director of Patinage Quebec within 30 days of receiving the penalty or penalties. The request must be presented in writing and must clearly outline the facts and motives that warrant a revision. Upon receiving the request, a revision committee will be put together and will include three (3) members. One of said members must be the Team Quebec supervisor. Once formed, the request will be evaluated. The decision of the revision committee is final and cannot be overturned.

Members of the Complaint Resolution Committee are:

- General Director
- Team Quebec and Events Administrator
- Team Quebec and Events Coordinator

6.8 Skate Canada Fees

6.8.1 Canadian Championships

The registration fees for the Canadian Championships upon their registration to Team Quebec (at the Quebec Regional Synchronized Skating Championships). The fees are determined annually by Skate Canada and will be communicated to team members as soon as possible.

7. SPECIFIC RULES FOR COACHES

The coaches addressed in the following set of rules are those who coach synchronized skating teams that have qualified to be a part of Team Quebec. These coaches must have appropriate and valid certification as a national-level coach for synchronized skating teams in the open, intermediate, novice, junior, and senior categories.

7.1 Certification and Access

- Make sure to have your valid Patinage Quebec coach card for the current season, otherwise access will be denied
 - Coaches must have the following certification:
 - Canadian Synchronized Skating Championships: National Coach
- ❖ No exceptions are given by Skate Canada

7.2 Additional Considerations

- Coaches who are not Canadian residents and do not teach or coach at a figure skating club or school mandated by Skate Canada may still be considered for certification and allowed access if they produce an attestation that certifies their certifications at the time of registration to the competition, and carry said proof around at the actual event. Coaches from outside of Canada must make their certification and access requests directly to Skate Canada Coaching and Program Services at least two weeks before the event. The request should be made by email and sent to coaching&programs@skatecanada.ca or by phone at 1-613-747-1007 or 1-888-747-2372, poste 2504. Additional information can be found in the Skate Canada Coach policies online.
- Please note that only the following people may have access per team: 1-2 coaches and the team manager.

8. SPECIFIC RULES FOR PARENTS

The parents (or legal guardians) this policy is addressed to are those with children who are part of the Synchronized Skating Quebec Team. Parents and guardians must read and acknowledge that they understand the code of conduct for their athlete to ensure, in turn, that their child understands what is expected of them.

Parents and guardians are also subject to their own code of conduct, which can be found in the appendix section of this policy.

8.1 Parental Right of Attorney

If a parent cannot be present or cannot travel with or lodge with their child, they must sign and send a parental legal right of attorney which can be found in appendix 2 of this policy. A parent or guardian may choose to name another adult who will be responsible for their child. The parent must sign and submit the legal parental right of attorney, which can be found on the Patinage Quebec, to their Team Manager. The Team Manager will then submit this document to the Team Quebec and Events Coordinator.

9. SPECIFIC RULES FOR MANAGERS AND CHAPERONS

The managers and/or chaperons are the people responsible for the athletes of Team Quebec for Synchronized Skating and will overlook these athletes for the national competitions. Each manager and/or chaperon must take care of their synchronized skating team during the national competitions. The team managers fall under the responsibility of the Team Quebec and Events Coordinator.

The Team managers and chaperons must have their 'Respect and Sport for Team Leaders' certification up to date, as well as a valid background check, and first aid certification.

9.1 Cellphones:

Team managers and chaperons must provide their cellphone number to the Team Quebec and Events coordinator so they can be reached at all times, when needed.

9.2 List of Values and Roles of Team Managers and Chaperons

- I treat athletes with respect
- I avoid sarcasm, belittling, and ridiculing
- I congratulate the athletes for their attendance
- I always look for the bright side and express positivism
- I actively remind athletes not to be discouraged by adversity
- I encourage laughter and a good sense of humour
- I remain calm when athletes make a mistake
- I am a role model of good team spirit
- I do not encourage bragging about victories
- I encourage athletes to treat their opponents and the officials with respect and equity
- I encourage athletes to congratulate their opponents, regardless of winning or losing

* The detailed list of these roles and values will be in the Team Leader Guide.

9.3 Tasks for Team Managers and Athletes

The Team Manager and chaperons are tasked with different responsibilities, which vary depending on the following locations:

- Hotel
- Skating Arena
- Support throughout the competition
- Support during anti-doping tests

10. OTHER REFERENCE DOCUMENTS

This policy is expanded in the following documents:

- Athlete and Coach Guide

11. APPLICATIONS AND RESPONSABILITIES

The Team Quebec and Events coordinator is in charge of making sure this policy is enforced and applied properly. The coordinator is responsible to the publishing of this policy and ensuring that athletes, parents, coaches, team managers, and chaperons read, acknowledge, and sign the policy. The coordinator is responsible for bringing awareness to the policy and also bring awareness to the rules stipulated in this policy. The information and posters are available on the Patinage Quebec website and in the Team Quebec registration room. The general direction of Patinage Quebec is responsible for the processing of complaints and the archiving and/or disposal of the complaint files. The proceedings will also involve the Team Quebec and Events coordinator.

12. EFFECTIVE DATE

This policy of Patinage Quebec comes into effect on November 1st, 2019. This policy can be modified as needed, and is subject to an annual revision.

Appendix 1

Complaint Form

I hereby wish to file a complaint against:

Name(s) of the person/people concerned by the complaint

Function or Status

Situation and Event(s):

Date: _____

Time: _____

Location: _____

Is this the first/only situation? Yes No Frequency: _____

Date: _____

Description of the fact (please include as many details as possible): _____

If the space is insufficient, please add another page to this appendix.

Given the aforementioned event, I consider myself a victim of harassment.

Signature: _____

Date: _____

Appendix 2

Parental Legal Right of Attorney

To Patinage Québec,

I/We,

_____ Full name(s) of parent(s) or person(s) giving consent

Address:

_____ Street/City

_____ Province / State, Country

Phone Number and

Email Address:

_____ Phone

_____ Email

Am / are the parent(s), / guardian(s), /authorized person(s) who has the legal custody, the guardianship, or parental right of the following athlete:

Name:

_____ Full name of the athlete

Date and

Place of birth:

_____ day/month/year

_____ City, province, country

I/ We authorize this athlete to travel with:

Name and relation to

The athlete:

_____ Full name of the accompanying person

_____ Relation to the athlete

Phone number and

Email Address:

_____ Phone

_____ Email address

I/We authorize the athlete to travel to the following location(s):

Location(s):

- Regional Synchronized Figure Skating Championships, Quebec Section 2022
From January 27 to 30, 2022
Place Bell in Laval
- National Synchronized Skating Championships
From February 25 to 27, 2022
Calgary (Alberta)
- Others

This document must be signed in front of a witness who is of legal age.

Signature of the people giving
consent

Signature of the witness

Signature of the person
responsible for the athlete during travel

Appendix 3

Code of Conduct for Parents

Patinage Quebec feels that a parent's influence is an important factor to consider when looking at the performance of Synchronized Skating Team Quebec. The role of the parents themselves is also very important in an athlete's journey. To provide athletes with a good role model and for the proper proceeding of the national competitions, parents must also follow a code of conduct.

Code of Conduct for Parents

Parents have a great influence on an athlete's experience during competitions and their training environment. The relationship between an athlete and their parent and the way a parent acts in a figure skating environment will determine the quality of the athlete's experience. The wellbeing and progress of the athlete is a parent's priority beyond the athlete's performance and success.

- Parents must not have unrealistic expectations of the athlete. They are aware that the athletes are not professionals but rather developing athletes.
- Parents make the effort to know the requirements for basic skating programs to avoid bias due to ignorance in regards to the decisions of coaches, judges, and officials.
- Parents must always exhibit positive and responsible behaviour. They must communicate to their child/athlete that they expect them to act in the same manner.
- Parents respect all athletes, parents, coaches, team managers, and chaperons of the Synchronized Skating Team Quebec, as well as all officials, and people from other provinces. It is a matter of common courtesy. Parents must never ridicule an athlete for a mistake made in the competition. Instead, parents should use positive comments to encourage and continuously motivate the athletes.
- Parents must respect all of the official's decisions and encourage athletes and coaches to do the same.
- Parents must abstain from profane language, insults, inappropriate interference, sexism, racism, offensive and/or disrespectful remarks. Hostility and violence (physical or psychological) are unacceptable.
- Parents, coaches, and the athletes are all part of a team whose main focus is the progress and overall development of the athletes. The role of the parent in this team is to encourage the athletes, to support the coach's decisions, to support the athlete in their development, and provide them with the necessary tools for their success.
- Parents abide by the rules implemented for the athletes in regards to authorizations for social outings outside the competition, visitors in the hotel, and the Rules for Responsible Coaching Movement throughout the national competition.
- Parents must lead by example and encourage the athlete to maintain a healthy balance between skating and their life, as well as healthy lifestyle choices such as good nutrition.
- Parents are never to provide the athlete with illegal drugs, tobacco, or cannabis. Only prescribed medications.

Athletes are asked to communicate with their team manager about any medication they are to take

regularly. For a list of banned and approved substances, please consult the World Anti-Doping Agency website at <https://www.wada-ama.org>.

The use of substances designed to artificially improve an athlete's performance is formally prohibited. Any athlete suspected of taking such substances will immediately be suspended from Team Quebec until tests are conducted by experts to determine whether or not such substances have been used.

- Parents will respect the curfew (time by which everyone must be back in their respective hotel rooms) of the athlete, which is determined by the age of the athlete and the schedule of the competition. The curfew must be respected throughout the competition to maximize the individual performance of the athletes by allowed them ample rest, and to respect all the other athletes participating in said competition.
- Parents are to support this code of conduct and take measures to ensure other parents also respect the code of conduct.

