



# PATINAGE QUÉBEC

Équipe du Québec Code of conduct policy		
Code :	<b>POL-26</b>	The present policy must be subject to an annual review.
Date of approval by the Board of Directors:	07/08/2019	
Effective date:	01/09/2019	
Modified on:	18/11/2020 15/09/2021 22/10/2021 20/09/2022 20/06/2023 07/12/2023 25/06/2024 25/06/2025	
Public / Private	Public	
Recipients:	<input type="checkbox"/> Patinage Québec Stakeholders <input type="checkbox"/> Administrator's Manual  <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	

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



## 1. PREAMBLE

Équipe du Québec is a group of athletes.

- Pre-Novice to Senior in single, pair and dance.
- Novice, Junior and Senior in synchronized skating.

These athletes qualify through provincial competitions to represent Quebec at the national level in Skate Canada competitions and the Canada Games. The Équipe du Québec is managed by the coordinator of the skating programs and Équipe du Québec and the High-Performance department, under the supervision of the operations department and the general management.

## 2. OBJECTIVES

The goal is for Équipe du Québec athletes to be able 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. That they have an optimal condition to achieve their best performances during national competitions. It is also necessary that the athletes who represent Quebec can be proud of their identity and represent us with a sense for well-being.

## 3. PEOPLE CONCERNED

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

## 4. TARGETED SITUATION

The rules of conduct are necessary to ensure that harmony reigns, that we are well represented at national level and that Équipe du Québec athletes can perform at the highest of their development. Also, we aim to ensure that our coaches and parents set an example for their athletes to follow, and that our support staff and managers can answer any questions as accurately as possible and ensure everyone's well-being throughout the event.

### Guiding principles of the code of conduct

- The code of conduct ensures the proper representation of the Équipe du Québec with respect;
- It guarantees the optimal performance of athletes and the safety of all;
- It enforces the rule of responsible training, which is the 'Rule of two' described in the said policy.



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

As we have several levels of membership, some rules apply to everyone, while others are more specific. Here are the rules that apply to all members of Équipe du Québec.

### A. RESPECT

Everyone must always behave in an exemplary manner towards their teammates, chaperones and managers, athletes from other delegations, coaches, officials, volunteers and all other persons. Any inappropriate behavior that shows a lack of civic-mindedness and respect for others is considered a breach of the Équipe du Québec Rules of Conduct. The following behaviors are unacceptable:

- Harassment (in any form);
- Physical violence;
- Verbal abuse and insults;
- Theft of equipment or damage caused intentionally or recklessly;
- Violation or non-compliance with a provision of a law or regulation.
- "I respect my sport, my delegation on and off the ice!"

### B. COURTESY

Create an environment that encourages courteous exchanges by showing consideration, politeness and using appropriate language.

### C. TEAM SPIRIT

All must always demonstrate good team spirit and a spirit worthy of a good sportsman. It is therefore encouraged to support all athletes in the competition, whether they are part of the Équipe du Québec or another delegation. Officials' decisions must also be respected, whether they are in your favor or not.

### D. ALCOHOL

Alcohol consumption is prohibited for minor athletes. Excessive alcohol consumption is not tolerated for athletes of legal age. It should be noted that the legal age for consuming alcoholic beverages may vary according to the law of the province where the event is held.

Chaperones, managers, parents and coaches may consume alcoholic beverages in moderation, keeping in mind their availability to respond to emergencies 24 hours a day.

For the chaperones and managers, it is prohibited to consume alcohol:

- In the presence of athletes;
- During your scheduled work periods, including between two work periods;
- Inside the Équipe du Québec suite and at competition venues.



## E. TOBACCO, CANNABIS AND ILLEGAL DRUGS

The use of tobacco, cannabis and illegal drugs in all its forms, including vaping, is formally prohibited throughout the period during which athletes are part of the team. The use of illegal drugs in all its forms, is formally prohibited, for parents, coaches, support staff and managers in the presence of athletes.

Chaperons, managers, parents and coaches may consume tobacco and cannabis in moderation, keeping in mind their availability to respond to emergencies 24 hours a day.

For the chaperones and managers, it is prohibited to consume tobacco or cannabis:

- In the presence of athletes;
- During your scheduled work periods, including between two work periods;
- Inside the Équipe du Québec suite and at competition venues.

## F. RESPONSABLE COACHING MOVEMENT RULE

Each coach, parent, support staff and manager must respect the *rule of two* when in the presence of an athlete. No exceptions will be tolerated.

## G. SIGNING THE RULES OF CONDUCT

For athletes in Single-Couple-Dance: Upon online registration for l'Équipe du Québec, the parent and the athlete must read and accept the policy to acknowledge that they have read and understood the terms of the policy and the rules of conduct for the parent and/or the athlete.

For athletes in synchronized skating: When taking photos of l'Équipe du Québec, the team manager must give APPENDIX 4 - SYNCHRONIZED SKATING DECLARATION to the Coordonnatrice aux programmes de patinage et à l'Équipe du Québec the document signed by all parents and athletes acknowledging that they have read and understood the terms of said policy and the rules of conduct for the parent and/or athlete.

## 6. RULES SPECIFIC TO ÉQUIPE DU QUÉBEC ATHLETES

Rules specific to l'Équipe du Québec have been established in consideration of the demanding nature of the competitions in which l'Équipe du Québec members take part and based on the following seven (7) key values:



### Équipe du Québec's values

- ✓ The respect for others;
- ✓ Well-being, safety and protection for all;
- ✓ Fair and equitable treatment for all;
- ✓ Compliance with laws and regulations;
- ✓ Team spirit;
- ✓ Accountability and self-discipline;
- ✓ Performance and goal achievement.

**All Équipe du Québec athletes must, without exception, comply with the following rules or face sanctions.**

#### **A. DRESS CODE**

Athletes must proudly wear their delegation's colors at all times:

For athletes in Single-Pair-Dance: Wear training jackets and winter coats when taking part in national competitions. Athletes in singles, pair, and dance, having competed in national and international competitions, cannot, under any circumstances, wear the clothing of Skate Canada during national competitions

For athletes in synchronized skating: Wear winter coats when taking part in national competitions. Synchronised skating athletes who have participated in national and international competitions must wear the Équipe du Québec winter jacket during national competitions.

Sanctions will be imposed on athletes/teams who do not comply with this rule according to the frequency of warnings (see the document on the rules of conduct).

**No modifications, alterations or additions may be made to Équipe du Québec clothing, with the exception of the addition of the new Patinage Québec logo patch.**

#### **Clothing costs**

Athletes in Single-Pair-Dance must purchase a winter coat and training jacket. Other items such as leggings, pants, camisole, short/long-sleeved shirts and sleeveless jackets are optional. Athletes must purchase mandatory clothing with their Équipe du Québec registration.

Winter coat:	200,00 \$	(plus taxes and administration fees);
Training jacket:	71,00 \$	(plus taxes and administration fees);
Legging/Pants:	55,00 \$	(plus taxes and administration fees);
Camisole:	39,00 \$	(plus taxes and administration fees);
Long-sleeved shirt:	65,00 \$	(plus taxes and administration fees);



Short-sleeved shirt:	40,00\$	(plus taxes and administration fees);
Sleeveless jacket:	119,00\$	(plus taxes and administration fees);

Athletes who already have the garments will be exempted from purchasing them, including athletes who have the training jacket with the previous Skate Québec logo.

Synchronized skaters must purchase their winter coat.

## B. MEDICATION

The possession or consumption of illegal drugs is strictly forbidden. Only medication prescribed by a physician and authorized by Skate Canada is permitted. Athletes are urged to inform their Équipe du Québec support staff or managers of any medication they may be taking. Please consult the World Anti-Doping Agency list:

<https://www.wada-ama.org/fr/content/liste-des-interdictions>

The use of any substance intended to artificially enhance an athlete's performance is strictly forbidden. Any athlete who tests positive for any substance will be immediately expelled from the team until the appropriate tests have been carried out by the proper authorities.

## C. CLEAN SPORT

All athletes qualifying for Équipe du Québec junior and senior levels must complete the training Clean Sport (Untracked) by the Canadian Centre for Ethics in Sport. This training is intended for athletes, parents, coaches, and support staff, in order to raise awareness about the importance of values in sports and their responsibilities under the Canadian anti-doping program.

This training must be completed before leaving for the Skate Canada Challenge. The certificate must be sent by email to the following address: [mjjolicoeur@patinage.qc.ca](mailto:mjjolicoeur@patinage.qc.ca)

Please complete your certification via the following link: <https://cces.ca/fr/plan-de-cours>

This training is free of charge, does not expire, and therefore only needs to be completed once. You can access the training here; [Course Outline | Canadian Centre for Ethics in Sport](#)

## D. CURFEW

The curfew (time of entering the hotel room) is determined by the age of the athletes and the competition schedule. The curfew must be respected to maximize each athlete's individual and team



performance, and to respect athletes whose competition has not yet ended. Here is the detailed chart:

Before and during competition		After the competition	
13 years and under	21h00	13 years and under	23h00
14 to 15 years old	22h00	14 to 15 years old	Midnight
16 to 18 years old	23h00	16 to 18 years old	01h00
19 years and over	Midnight	19 years and over	02h00

## E. AUTORISATION

It is permitted to take part in social activities outside the hotel, on condition that you obtain the authorization of one of the Équipe du Québec staff members or managers and to respect the curfew and rules in place. When the athlete is absent, he/she must give a number where he/she can be reached at all times.

## F. VISITORS

Équipe du Québec support staff and managers may, at their discretion, limit the number, frequency and time of visitors to hotel rooms to maintain order. When visitors are present, the visited athlete must put the latch on his door so as to keep the door ajar.

## G. PONCTUALITY

It is important to be present at the time indicated for events (practices, competitions, transportation). If you are unable to respect the requested time, please notify the person in charge as soon as possible.

## H. APPLYING SANCTIONS

Any violation of the Équipe du Québec's Rules of Conduct will be subject to one or more sanctions, which will be determined by the High-Performance Management and the accompanying team leaders. The nature of the sanctions will be determined according to the number of violations committed and their seriousness. Possible sanctions are;

1. **A warning letter** with a note in the athlete's file for the next season;
2. **Penalty** to be paid according to the frequency and nature of the violation of the Rules;
3. **Exclusion from financial support programs** – The athlete may be excluded, in whole or in part, from any financial support program offered for the current year by a Quebec or Canadian organization;
4. **Expense refund** – The athlete may be required to reimburse Patinage Québec an amount representing all or a percentage of the transportation and accommodation expenses incurred during the competition in which the athlete participated;
5. **Automatic removal**– The athlete may be sent home at his own expense;



**6. Expulsion from the team** - The athlete may be temporarily or permanently excluded from the Quebec team.

### Équipe du Québec sanctions table (1)

The following sanctions chart will serve as a guide to the various reprisals that can be taken in the event of a breach of the code of conduct.

<b>Disciplinary sanctions code</b> (The severity of the sanction will depend on the seriousness of the situation, at the discretion of the committee.)	Minor	Letter of warning
	Moderate	Will result in a fine of \$100.00 or \$200.00, depending on the seriousness of the act.
	Severe	Will result in a fine of \$300.00 or more, exclusion or expulsion depending on the seriousness of the act.
Penalty severity levels	Scaled from 1 to 6	

The sanction will remain on the athlete's file for one year, i.e. for the next season.

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 based on behavior during the 2022–2023 season.

### ÉQUIPE DU QUÉBEC SANCTIONS TABLE (2)

Severity sanctions scale	Sanctions	Problematic situations										
		Respect	Team spirit	Curfew	Authorisations	Visitors	Medication	Responsible coaching movement rule	Injury	Alcohol	Tobacco	Cannabis
1	Notice letter	1	1	1	1	1						
2	\$100 fine	2	2	2	2	2	2	2	2			
3	\$200 fine	3	3	3	3	3	3	3	3			
4	\$300 fine	4	4	4	4	4	4	4	4	4	4	4
5	\$400 fine	5	5	5	5	5	5	5	5	5	5	5
6	Exclusion to financial assistance programs	6	6	6	6	6	6	6	6	6	6	6

Note 1: If the athlete's behavior does not improve, sanctions will continue according to the scale of sanctions.

Note 2: The monetary sanction could be refunded to the athlete if their behavior is exemplary during the next season.

### Procedure for contesting a sanction





Any athlete may dispute one or more sanctions imposed by submitting a request for review to the Patinage Québec Ethics and Dispute Resolution Committee, no later than 30 days following the date of the sanction(s). The review request must be submitted in writing to Patinage Québec's General Management and must clearly state the facts and the reasons for the review. Upon receipt of the request for review, Patinage Québec's Ethics and Dispute Resolution Committee will study the request for review and evaluate its merit. The decision rendered is final and without appeal.

## **7.SPECIFIC RULES FOR COACHES AND MANAGERS**

### **A. ACCREDITATION**

You must refer to the Skate Canada Coaching Accreditation Policy at the following link:

<https://info.skatecanada.ca/index.php/en-ca/policies/127-coach-accreditation-policy-for-skate-canada-qualifying-events.html>

#### **Accreditation for Coaches**

In Simple-Pair-Dance: At most, two coaches per registration will be accredited. You must adhere to the number of two coaches to accompany your skater during practices and competitions.

In synchronized skating: At most, two coaches accompanied by the manager per registration will be accredited (for a total maximum of 3 accreditations per team).

The managers are the individuals responsible for the athletes of the Équipe du Québec in synchronized skating during national competitions. Each manager must take care of their synchronized skating team during the said competition.

Patinage Quebec requires managers to complete the "Respect and Sport for Activity Leaders" certification and have their criminal background check proof up to date.

In case of non-compliance with the accreditation rules, sanctions will be applicable.

### **B. ADDITIONAL CONSIDERATIONS**

Non-resident coaches who do not hold positions in a club or skating school of Skate Canada can be considered for accreditation provided that a valid verification certificate is submitted at the time of registration for the competition and on-site at events. Foreign coaches must apply for accreditation directly to the Coaching and Skating Programs Service of Skate Canada at least two weeks prior to the event, by email at [coaching@programs@skatecanada.ca](mailto:coaching@programs@skatecanada.ca) or by phone at 1-613-747 1007 or 1-888-747-2372, extension 2504. Please consult Skate Canada's accreditation policy for complete information;

### **C. INJURY**



In the event of injury to a Équipe du Québec athlete, the coach must immediately notify Patinage Québec's High-Performance Department. A medical certificate from a doctor, physiotherapist or other specialist will be required. This document should indicate the type of injury and the length of recovery required, as well as the treatments recommended and offered to the athlete.

Patinage Québec reserves the right to have the athlete evaluated by a specialist of its choice before making the decision as to whether the athlete can accompany the team and compete in the competition (Challenge, Trophy and/or Canadian). Patinage Québec reserves the right to substitute an athlete if he or she is not 100% fit to compete.

## **8. SPECIFIC RULES FOR PARENTS**

The parents concerned by this policy are those with children on Équipe du Québec. Parents are responsible for ensuring that their children are aware of the Athlete's Rules of Conduct.

Parents also have rules of conduct to follow. The document is appended to the policy.

### **A. ÉQUIPE DU QUÉBEC REGISTRATION**

Simple-Pair-Dance: When registering for the Équipe du Québec, a parent or guardian must accompany a skater under the age of 18 to complete the medical questionnaire and the waiver of liability.

### **B. RESPECT IN SPORT FOR PARENTS**

In order to support and educate parents on how to interact with their children, officials, coaches and volunteers, Patinage Québec has decided to make certification of the Respect and Sport training for parents mandatory. This training must be completed by one of the athlete's parents or by athletes over the age of majority. We require one certification per athlete family.

**Please complete your certification via the following link:**

[https://skatecanadaparent.respectgroupinc.com/koala\\_final/](https://skatecanadaparent.respectgroupinc.com/koala_final/)

The cost of this program is \$12.00.

This certification is valid for 3 years.

### **C. DISCLAIMER**

Is applicable, if the parent is unable to attend, he or she must sign and return the Parent's Legal Power of Attorney found in Appendix 3 of this policy. In one of two cases, the parent unable to attend may appoint another responsible adult. The parent must sign and send the Parent's Legal Power of Attorney, which can be found on the Patinage Québec website, and return it to Skating Programs Coordination and Équipe du Québec by email to [mjjolicoeur@patinage.qc.ca](mailto:mjjolicoeur@patinage.qc.ca).



## **9. SPECIFIC RULES FOR TEAM LEADERS**

The team leaders are the individuals responsible for the athletes of Équipe du Québec during national competitions. Each team leader must take care of a certain number of athletes during the competition. The team leaders are under the supervision of the High Performance Director. Patinage Quebec is responsible for their accommodation and transportation on site. A per diem is allocated for their meals.

### **A. ÉQUIPE DU QUÉBEC TEAM LEADERS**

This is a person who will create an inspiring team environment with a culture of open communication. The person will provide effective guidance and will be able to supervise, manage and motivate team members on a daily basis. This is the point of reference for all Équipe du Québec members.

Criteria:

- An up-to-date criminal background check;
- Must be a Skate Canada member in good standing;
- Have signed Skate Canada's Code of Ethics;
- Have Respect in Sport certification;
- Must be 18 years of age or older;
- Be proactive and an excellent communicator;
- Must not be a national-level official;
- Not be a coach of athletes or teams participating in a Quebec Team qualifying event (subsection, section championships)
- Not be a parent of a Équipe du Québec athlete;
- Not be the brother or sister of an athlete on Équipe du Québec.

Every team leader must have their certification of 'Respect and Sport for Activity Leaders' and have their updated criminal background check.

### **B. CLOTHING**

Team leaders must always wear the Équipe du Québec clothing (training jacket or winter coat) when travelling by bus or plane. Only neat black pants may be worn. Evening wear is required for the Canadian National Skating Championships.

### **C. RENTAL CAR**

Use the vehicle for emergencies and purchases for the Équipe du Québec team's suite.

### **D. CELL PHONES**

Provide your personal cell phone number (athletes, chaperones, managers) and forward to skating programs coordination and Équipe du Québec so that they can contact you at all times.



For national competition assignments, make sure you have a telephone package that includes Internet data and text calls/messages throughout Canada.

## E. TRANSPORTATION

This paragraph concerns only the transport provided by Patinage Québec.

A skater under the age of 14 must be accompanied by a parent when traveling by plane or bus. However, once at the destination (between the airport and the hotel, between the hotel and the unofficial practice rink), transport can be done without the parent if the athlete is independent.

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

When transport is by bus, the parent must fill out the liability waiver if they wish for their child to return home with them without using the transport provided by Patinage Québec. This document must be submitted to the accompanying person.

## 10.ACCOMMODATION

Patinage Québec takes care of booking the necessary rooms for the athletes.

Any parent with a child under the age of 18 (except for an athlete meeting the exception clause mentioned later in this section) **must accompany** their child for the entire duration of their stay except for travel. If the parent does not travel with the team, they must commit to arriving on the same day as their child, leaving on the same day as their child, and designating a responsible adult in case of need for the period during which the athlete will be alone.

If two athletes under the age of 18 decide to share a room, they must still have the presence of a parent or responsible adult in the room for the entire duration of the athletes' stay.

The accommodation for athletes is arranged on a double occupancy basis, except for national team members who may, upon request, have a single room.

Exception clause: An athlete who reaches 16 years of age by July 1 and having participated in Junior or Senior international competitions and having exhibited impeccable behavior will be able to share a room with another athlete without the presence of a parent in the room.

For coaches: If a coach wishes to have a room at the official hotel of the competition, it is their duty to inform Patinage Québec before the deadline. The coach must fill out the room reservation form available on the Patinage Québec website and send it to the skating program coordination and the Équipe du Québec before the requested date indicated in that document.



In synchronized skating: For national competitions, the manager takes care of making reservations with Patinage Québec and the services provided by Patinage Canada. Synchronized skating teams, members of the Équipe du Québec, must follow the following travel guidelines at all times:

- Encourage accommodation with a member of their team or organization
- The manager must ensure that all rooms in the hotel are on the same floor and nearby.
- During evening surveillance rounds, ensure that they are carried out by two adults to respect the rule of two.
- Team or athlete meetings must not take place in the coach's room. We encourage teams to rent an independent room in the hotel for such meetings.
- To optimize performance and sleep, each athlete must have their own bed at their accommodation. The rule of one skater per bed must be respected, in full compliance with safe sport regulations.

### **11. REGISTRATION FEE FOR L'ÉQUIPE DU QUÉBEC – SINGLE-PAIR-DANCE**

The fees charged by Patinage Québec include your accommodation and transportation\*, access l'Équipe du Québec suite, snacks offered in the suite\*\* and the presence of the chaperons who are dedicated to the athletes. Please note that details concerning l'Équipe du Québec suite and the snacks offered will be communicated prior to the competition.

\*This fee covers only accommodation at the competition venue and transportation between the Montreal meeting place and the competition venue. For athletes training outside the province or further than 350 km from the venue, individual transportation and hotel arrangements must be made and cannot exceed the amount allocated to the planned transportation and hotel.

\*\*Please note that snacks are mainly for athletes as a backup and do not replace a meal.

### **A. PRE-NOVICE AND NOVICE CATEGORY**

In accordance with the policy 30 of Patinage Québec, a fee of \$575.00 (plus taxes and administrative fees) is due at the time of registration.

### **B. JUNIOR AND SENIOR CATEGORY:**

In accordance with the policy 30 of Patinage Québec, a fee of \$850.00 (plus taxes and administrative fees) is due at the time of registration.

In addition, if a skater qualifies in two different categories, he or she will pay only one Patinage Québec fee, whichever is greater. However, the skater must pay the Skate Canada competition registration fee for both categories.

### **C. SENIOR NATIONAL TEAM MEMBER (SINGLE-PAIR-DANCE):**

Members of the Senior National Team have no fees to pay for registration to l'Équipe du Québec



or for registration fees for national competitions (section 12). In addition, the clothing for l'Équipe du Québec is provided free of charge to athletes who have medaled at a Senior World Championship.

#### **D. CATÉGORIE FACULTATIVE POUR LES ATHLÈTES EN SIMPLE-PAIR-DANCE**

Should the number of eligible athletes for the Canadian National Skating Championships not be reached, Skate Canada will make certain categories optional for the Skate Canada Challenge. If a skater decides not to participate in the Skate Canada Challenge because his or her category is optional, he or she must notify Patinage Québec within 48 hours of the official announcement of the optional categories and pay the same Patinage Québec fees as the others. There is no discount for optional categories.

### **12. SKATE CANADA FEES**

#### **A. SKATE CANADA CHALLENGE – SKATE CANADA TROPHY**

For Single-Pair-Dance athletes: The entry fees for this competition must be paid when you register for l'Équipe du Québec. The fees are determined annually by Skate Canada and will be communicated to you as soon as possible.

- Junior and Senior Categories: At the Quebec Section Championships 2025-2026
- PN and NV Categories: At the Quebec Section Championships 2025-2026 – Sans Limites to Novice.

#### **B. NATIONAL CHAMPIONSHIPS**

For Single-Pair-Dance athletes: If the skater qualifies for the Canadian National Skating Championships at the Skate Canada Challenge, the entry fee must be paid online. Fees are determined annually by Skate Canada and will be communicated to you as soon as possible.

For synchronized skating athletes: Registration fees for this competition must be paid directly at Patinage Québec. Fees are determined annually by Skate Canada and will be communicated to you as soon as possible.

### **13. BILLING MANAGEMENT FOR ACCOMMODATION (SINGLE - PAIR - DANSE)**

#### **A. SHARING WITH ANOTHER SKATER:**

Public health regulations must be respected at all times. In the event that the guidelines allow it, if a skater decides to share a room with another skater, he/she must provide the name of the other skater when registering for L'Équipe du Québec, and the room will be covered entirely by Patinage Québec.

#### **B. SHARING WITH A FAMILY MEMBER OR OTHERS:**

If the athlete decides to share his/her room with a family member, Patinage Québec will reimburse 50% of the cost of the room. Based on the hotel's terms and conditions, you must either pay the total



amount upon arrival at the hotel and send us the bill upon your return to obtain the 50% reimbursement, or Patinage Québec will assume 50% of the cost of the room on the master account.

**\*\* Expenses other than lodging that appear on the invoice will be at the parent's expense.**

## **C. REIMBURSEMENT BY PATINAGE QUÉBEC**

If it is not possible for Patinage Québec to charge 50% of your accommodation to its Master Account, you will have to pay the bill and you must send a copy of the hotel bill **no later than 30 days after** the event, either by e-mail, fax or through the Équipe du Québec and Events Coordinator.

## **14. OTHER REFERENCE DOCUMENTS**

This policy is complemented by the following documents:

- Athletes and coaches guide;
- Guide for chaperones and managers.

## **15. APPLICATION AND RESPONSIBILITIES**

The Quebec Team and Skating Programs Coordinator is responsible for the application of the present policy. This person is responsible for its publication to all athletes, parents, coaches, attendants and managers. This person is also responsible for raising awareness and providing information on the various regulations related to this policy. Information and posters are available on the website and in the Équipe du Québec registration section. Finally, General Management is responsible for managing the handling of complaints and the safekeeping or destruction of complaint files.

## **16. EFFECTIVE DATE**

The present PATINAGE QUÉBEC policy comes into effect on September 1, 2019, and although it may be amended in writing from time to time, it is subject to annual review.



## APPENDIX 1 – COMPLAINT FORM

I hereby wish to file a complaint against:

\_\_\_\_\_  
Name(s) of person(s) about whom complaint is made

\_\_\_\_\_  
Role or status

### Incidents:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Is this the first incident? Yes ☐

No ☐

Frequency: \_\_\_\_\_

Date: \_\_\_\_\_

Describe the facts as accurately as possible: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

In light of these events, I consider myself to be a victim of harassment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## APPENDIX 2 – PARENTS' LEGAL POWER OF ATTORNEY TO PATINAGE QUÉBEC

I/ We, \_\_\_\_\_  
Full name(s) of parent(s) of the applicant(s)  
Address: \_\_\_\_\_  
Street/ City  
\_\_\_\_\_  
Province / state, Country  
Phone and \_\_\_\_\_  
E-mail address: phone \_\_\_\_\_ E-mail address \_\_\_\_\_

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

Name: \_\_\_\_\_  
Complete name of athlete  
Date and \_\_\_\_\_  
Place of birth : day/mm/yr \_\_\_\_\_ city, province / state

I/We authorize the athlete to travel with:

Name and \_\_\_\_\_  
Relationship to athlete: \_\_\_\_\_  
Full name of accompanying person Relationship with athlete  
Phone and \_\_\_\_\_  
E-mail address : phone \_\_\_\_\_ E-mail address \_\_\_\_\_

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

- ☐ 2025-2026 Skate Canada Challenge (JR-SR) – November 27 – 30, 2025 (Calgary, Alberta)  
☐ 2026 Canadian National Skating Championships – January 5-11, 2026 (Gatineau, Québec)  
☐ 2026 Skate Canada Trophy – February 5-8, 2026 (Dartmouth, Nova Scotia)

**This document must be signed in the presence of a witness who has reached the legal age.**

\_\_\_\_\_  
Signature(s) of the person(s) giving consent Date

\_\_\_\_\_  
Signature of person present during trip Date

\_\_\_\_\_  
Signature of the witness Date



## APPENDIX 3 – PARENT CODE OF CONDUCT

Patinage Québec considers the influence of parents on Équipe du Québec athletes to be important. It also recognizes the importance of parents. In order to set an example and ensure the smooth operation of national competitions, parents will also have to abide by a code of conduct.

### Parent code of conduct

Parents have a great influence on athletes' experiences at competitions and in their practice environment. The relationship between an athlete and his or her parent, and the way parents behave in a skating environment, determine the quality of an athlete's experience.

The well-being and fulfillment of the athlete are priorities for the parent, far beyond performance and victory.

- The parent must not have unrealistic expectations towards the athlete. They must be aware that athletes are not professionals, but rather developing athletes;
- The parent strives to be knowledgeable about the requirements of basic skating programs to prevent ignorance from biasing his or her judgment toward the decisions of coaches and officials;
- Parents must always behave positively and responsibly. They must communicate to their child/athlete that they expect them to behave in the same manner;
- The parent respects the athletes, parents, coaches, managers and chaperones of the Quebec team, as well as officials and people from other provinces. He acts with courtesy and never ridicules an athlete who has made a mistake during the competition. Instead, he makes positive comments that motivate and encourage continuous effort;
- The parent respects all officials' decisions and encourages athletes and coaches to do the same;
- The parent must refrain from any behavior or comments that are blasphemous, insulting, unwelcome, sexist, racist, offensive or disrespectful. All without hostility or violence (physical or psychological).
- The parent, coach and athlete are considered members of the same team, whose primary concern is the athlete's overall progress and development. The role of the parent in this team is to encourage and support the coach's decisions, and to assist the athlete in his or her development, as well as providing any other support needed for success;



The parent respects the rules that have been issued for athletes concerning authorizations for social activities, visitors and the rule of the responsible training movement during national competitions;

- The parent will set an example and encourage the athlete to maintain a good balance between skating and their life, make balanced and healthy food choices and subscribe to an active and healthy lifestyle;
- The parent will never provide illegal drugs, tobacco or cannabis. Only medications prescribed by a physician and authorized by Skate Canada are permitted. Athletes are required to inform the Équipe du Québec attendants or the manager of any medication they may be taking. Please consult the World Anti-Doping Agency list: <https://www.wada-ama.org/en/prohibited-list>;
- The use of any substance intended to artificially enhance an athlete's performance is strictly forbidden. Any athlete who tests positive for any substance will be immediately expelled from the team until the appropriate tests have been carried out by the proper authorities;
- The parent will respect the athlete's curfew (time of entry to the hotel room), which is determined according to the age of the athlete and the competition schedule. The curfew must be respected during national competitions to maximize each athlete's individual and team performance, and to respect athletes whose competition has not yet ended;
- The parent openly supports this code of conduct and takes steps to ensure that other parents respect and support it;
- The parent will respect the rules issued by Skate Canada, Patinage Québec and both levels of government regarding the pandemic so that athletes, coaches, volunteers and parents are safe and healthy;



## APPENDIX 4 - SYNCHRONIZED SKATING DECLARATION

By signing this document, all athletes, parents, managers, chaperones and coaches of the team declare that they have read and understood the Équipe du Québec policy, including its appendices, and agree to abide by it. The document must be signed, dated and submitted to the Équipe du Québec coordination and skating programs when registering for Équipe du Québec at the Sectional Championships.

We, \_\_\_\_\_ (name and category of the team) hereby acknowledge having received, read and understood the **Équipe du Québec Policy** and its appendices, and pledge to abide by them for the duration of the competition in which we are participating.

Date:

Athlete's name:	Athlete's signature:	Parent's signature:
Athlete's name:	Athlete's signature:	Parent's signature:
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Athlete's name:	Athlete's signature:	Parent's signature:
Athlete's name:	Athlete's signature:	Parent's signature:
Manager's name:	Manager's signature:	
Chaperone's name:	Chaperone's signature:	
Chaperone's name:	Chaperone's signature:	
Coach's name:	Coach's signature:	
Coach's name:	Coach's signature:	



## APPENDIX 5 – CODE OF CONDUCT FOR ÉQUIPE DU QUÉBEC SELECTED ATHLETES FOR CANADA GAMES

The Canada Games Team Rules of Conduct have been established to reflect the demanding nature of the competitions in which Canada Games Team members participate and to support the following seven (7) values:

### Canada Games Team Values

- ✓ Respect for others;
- ✓ Well-being, safety and protection for all;
- ✓ Fair and equal treatment for all;
- ✓ Complying with laws and regulations;
- ✓ Team spirit;
- ✓ Accountability and self-discipline;
- ✓ Performance and goal achievement.

### 1. Scope:

All skaters on the Canada Games Team must, without exception, comply with the following rules or face sanctions. Their parents, chaperones and coaches who are members of the Quebec Team selected for the Canada Games must also be aware of and respect the present code of conduct.

### 2. Respect:

All skaters must behave in a manner respectful of their teammates, chaperones, skaters from other delegations, coaches, officials, volunteers and all other persons. Any improper behaviour that demonstrates a lack of civic-mindedness and respect for others is considered a breach of this Canada Games Team Code of Conduct.

The following behaviors are unacceptable:

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

### 3. Team spirit:

All must demonstrate, at all times, good team spirit and a spirit worthy of a good sportsman. It is therefore desirable to encourage all athletes in the competition, whether they are from Équipe du Québec or another delegation. Officials' decisions must also be respected, whether they are in your favor or not.

### 4. Dress Code

Wearing the jacket, tracksuit or winter coat is mandatory at all times during competition activities.



#### **5. Medication:**

The use or possession of illegal drugs is strictly forbidden. Only medications prescribed by a physician and authorized by Skate Canada are permitted. Athletes are required to notify the Canada Games Team Manager of any medication they may be taking.

#### **6. Alcohol:**

Alcohol consumption is prohibited for all athletes. The use of tobacco and cannabis in any form is strictly forbidden for all athletes.

#### **7. Curfew:**

Curfew (the time when you enter your room) is determined according to the rules of the Quebec delegation. The curfew must be respected in order to maximize each athlete's individual performance and to respect athletes whose competition ends on Wednesday or Thursday.

#### **8. Reprimands:**

In the event of a violation of the present Canada Games Team Code of Conduct, the athlete will be met by on-site team officials. If the athlete is a minor, he or she will be accompanied by a parent or guardian. The athlete is then advised that a letter of reprimand or a monetary penalty of up to one hundred and fifty dollars (\$150.00) may be sent to him or her upon return, without further formalities.

#### **9. File submission:**

When meeting with the team manager, the athlete is advised that his or her file will be forwarded to the Canada Games Team Committee, which will determine, within a maximum of thirty (30) days, whether to convene the parties in order to determine and apply additional sanctions, in accordance with the circumstances.

#### **10. Additional sanctions:**

In addition to the letter of reprimand or monetary penalty, any violation of the Canada Games Team Rules of Conduct may be subject to one or more additional sanctions, which will be determined by the Canada Games Team Committee members, after duly summoning the athlete and notifying him or her that he or she may be heard at the hearing date. The nature of the sanctions will be determined according to the number of violations committed and their seriousness. The possible sanctions are:

- a) Exclusion from 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 Quebec or Canadian organization.
- b) Expense Reimbursement – The athlete may be required to reimburse Patinage Quebec for all or a portion of transportation and accommodation expenses incurred during the competition in which the athlete participated.



- c) Automatic dismissal - The athlete may be sent home at his own expense.
- d) Expulsion from the Team - The athlete may be temporarily or permanently excluded from L'Équipe du Québec.
- e) Any other sanction deemed appropriate based on the facts in the case.

### 11. Appeal process:

Any athlete may appeal one or more sanctions imposed by the Canada Games Team Committee by submitting a request for review to the head of the Team Committee or to the President of Patinage Québec, no later than 30 days following the date of the sanction(s). The application for review must be submitted in writing and must clearly set out the facts and the reasons for the revision. Upon receipt of the request for review, a three-person committee, including the head of the High-Performance Committee, will be formed to study the petition and assess its merit. The decision of the Committee is final and cannot be appealed.

### 12. Injury.

In the event of injury to an athlete selected for the Canada Games, the coach must immediately notify the Patinage Québec High Performance Director. A doctor's, physiotherapist's or other specialist's certificate will be required. This document should indicate the type of injury and the length of recovery required, as well as the treatments recommended and offered to the athlete. Patinage Quebec reserves the right to have the athlete evaluated by a specialist of its choice before making the decision as to whether the athlete is able to accompany the team and compete at the games. Patinage Quebec reserves the right to substitute the athlete if he or she is not 100% fit to compete.

P.S. The Canada Games Team Rules of Conduct form must be signed and dated by the athlete and submitted to Patinage Quebec's High-Performance Director. If the athlete is under 18 years of age, the parent's or guardian's signature is required.

I, \_\_\_\_\_ (name of the athlete) hereby acknowledge that I have received, read and understood the Canada Games Team Rules of Conduct and agree to abide by them until the end of the Games.

Athlete's signature	Date
Parent's (or guardian's) signature	Date