



ILUSTAQNMINAL

OUR POLICY

JUNE 4, 2022

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1.0 Background

The North American Indigenous Games have been established since 1990. The vision of NAIG is

*to improve the quality of life for Indigenous Peoples by supporting self-determined sports and cultural activities which encourage equal access to participation in the social/cultural/spiritual fabric of the community in which they reside and which respects Indigenous distinctiveness.*¹

Team Mi'kmaw Nova Scotia represented their province in the North American Indigenous Games five times since 2002 with as few as 44 participants in NAIG 2008 to as many as 250 participants in NAIG 2017. Team Mi'kmaw Nova Scotia represented many sporting events but excelled in swimming, athletics and archery. The accomplishments of Team Mi'kmaw Nova Scotia are extraordinary despite challenges of limited financial support and a small Indigenous population relative to other provinces. Since 2008, Team Mi'kmaw Nova Scotia was awarded 66 medals; 13 gold, 24 silver and 29 bronze. The success of Team Mi'kmaw Nova Scotia was also evident in athlete behavior. There were no athletes sent home in the past three games because of disciplinary issues.

Team Mi'kmaw Nova Scotia represents the Indigenous peoples residing in Nova Scotia. While the territory of Mi'kmaw people extends from parts of Atlantic Canada, eastern Quebec and northern Maine, the Mi'kmaq are the true Indigenous people of what is now the province of Nova Scotia. As Indigenous peoples' identity is inherently linked to their land, the team name reflects the significance of Mi'kmaw relationship to their ancestral territory rather than its representation as the Mi'kmaq nation.

Team Mi'kmaw Nova Scotia is the process of developing a long-term organizational processes and structure that includes policies intended to guide how Team Mi'kmaw Nova Scotia communicates guidelines, manages risk, and provides general direction to its volunteers identified below (and section 4.0) as its Mission Staff as Team Mi'kmaw Nova Scotia moves toward its objectives.

2.0 Mission & Vision Statements

Team Mi'kmaw Nova Scotia exists to provide Indigenous youth across Nova Scotia a safe, fair and inclusive opportunity to represent their province on an international stage, while learning more about themselves and others through culture and sport.

Our vision is to engage in a collaborative approach to develop a successful, competitive team of high-performance coaches and athletes who perform at their maximum capacity during NAIG.

¹ <http://www.naigcouncil.com/history.php>

3.0 Team Mi'kmaw Nova Scotia

Team Mi'kmaw Nova Scotia Executive is comprised of the Chef de Mission and Assistant Chef de Mission. The Mission Staff itself is comprised of the Executive and selected volunteers. In the interim, all activities related to Team Mi'kmaw Nova Scotia will be coordinated via the Executive. The Executive will work closely with volunteers assigned to work in the four key processes identified as Team Mi'kmaw Nova Scotia priorities for the North American Indigenous Games (NAIG) (Fig. 1): coach development, athlete development, sports liaison, and cross-cultural collaboration and communication.



Fig. 1. Operational structure and key priorities of Team Mi'kmaw Nova Scotia.

4.0 Accountability

4.1 Mi'kmaw Sport Council and Mi'kmaw Kina'matnewey (MK)

Accountability for Team Mi'kmaw Nova Scotia is shared between the Mi'kmaw Sport Council and Mi'kmaw Kina'matnewey (MK). The Mi'kmaw Sport Council is the recognized Aboriginal Territory Provincial Sport Body (ATPSB) by NAIG council and Sport Canada. The ATPSB is responsible for operation of provincial NAIG teams within their respective province, as such Team Mi'kmaw Nova Scotia is accountable to the Mi'kmaw Sport Council as the recognized body under the NAIG Council. Team Mi'kmaw Nova Scotia reports on activities and upcoming plans to the Mi'kmaw Sport Council. Funding for Team Mi'kmaw Nova Scotia operations are provided through MK. All purchases, expense claims, and budgeting activities will be conducted under rules and/or processes established by MK.

The current policy and policies forthcoming developed by Team Mi'kmaw Nova Scotia are governed through Team Mi'kmaw Nova Scotia until further details regarding accountability and governance are established.

4.2 Chef de Mission

The Chef de Mission for Team Nova Scotia provides leadership to the volunteers and the staff that compose Team Nova Scotia NAIG, establishes the vision to ensure all work towards a common goal and sets a high ethical and cultural standard for all participants.

4.3 Assistant Chef de Mission

The Assistant Chef de Mission implements the vision established by the Chef de Mission by carrying out the necessary duties related to the administration, coordination, and processes needed to achieve the vision. The Assistant Chef de Mission works closely within the priority areas established by the Chef de Mission and reports directly to the Chef de Mission.

4.4 Priority Areas

Team Mi'kmaw Nova Scotia Mission Staff is comprised of volunteers who will work closely with the Assistant Chef de Mission to achieve objectives established within their priority area:

4.4.1 Coach Development

The Coach Development Coordinator provides the primary oversight, coordination, and development of Team Mi'kmaw Nova Scotia Head Coaches. In collaboration with Team Mi'kmaw Nova Scotia, the Coach Coordinator will assist in the selection process of Head Coaches, work with assigned sports team managers, partners, and Assistant Chef de Mission to fulfill Head Coach administrative requirements and participate in planning and delivering Team Mi'kmaw Nova Scotia Head Coach professional development programs and competition and/or training schedules.

4.4.2 Athlete Development

The Athlete Development Coordinator provides the primary oversight, coordination, and development of athletes to a high-performance level. In collaboration with Team Mi'kmaw Nova Scotia, coaches and partners, the Athlete Development Coordinator will empower athletes to reach their maximum potential by creating a culture of high performance, mind, body, and spirit. High performance culture is an expression of the team's values, attitudes and goals about competition and relationships.

4.4.3 Sport Liaison

A sport liaison provides the primary link between Team Mi'kmaw Nova Scotia and up to three (3) sports competing in the Games. For each of those sports, sport liaisons are the primary link between Team Mi'kmaw Nova Scotia and assigned sports athletes, coaches, managers, and parents to fulfill administrative requirements and participate in planning and delivering Team Mi'kmaw Nova Scotia programs and events.

4.4.4 Cross Cultural Collaboration and Communication

The Cross-Cultural Collaboration and Communication Advisors advises Team Mi'kmaw Nova Scotia around best practices in community involvement, communication, and collaboration to ensure clear communication and cultural appropriateness is achieved. In collaboration with Team Mi'kmaw Nova Scotia Executive, the Cross-Cultural Collaboration & Communication Advisors advises on the integration of Mi'kmaq values into Team NS processes and policy development and serve as the primary communicator with governing bodies and partners.

The organizational structure of Team Mi'kmaw Nova Scotia is illustrated in Fig. 2.

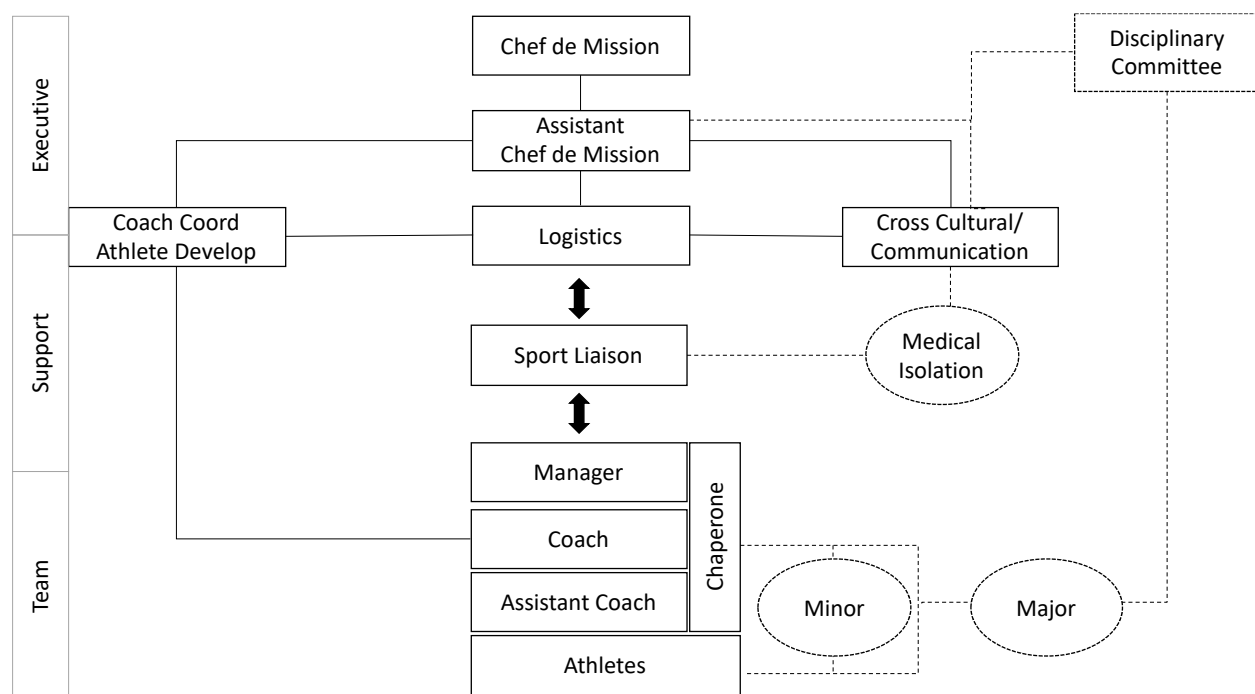


Fig. 2. Operational structure of Team Mi'kmaw Nova Scotia. Dotted lines represent processes if required.

4.5 Committee Development

The use of committees to undertake tasks directed by the Executive may include, and are not limited to, fundraising, disciplinary, sponsorship, etc. Terms of reference for each committee will be established at that time.

5.0 Ilustaqnminal²

While undergoing this transition and natural development of Team Mi'kmaw Nova Scotia mission, vision, goals, and code of conducts to align with NAIG Council policies, our policy applies to everyone involved in the activities of Team Mi'kmaw Nova Scotia whether they are in a paid or unpaid/voluntary capacity and including:

- Team Mi'kmaw Nova Scotia Mission Staff; and
- Coaches and assistant coaches, managers, chaperones, and other personnel participating in events and activities, including camps and training session.

5.1 Athlete Eligibility

5.1.1 Indigenous Ancestry

All athletes competing in the NAIG must be of Canadian and/or American Indigenous ancestry. All participants must provide proof of ancestry. The following items will be accepted as proof of ancestry:

Canada: Status Card, Inuit and Inuvialuit identification, or a Métis Card from one of the provincial bodies recognized by the Métis National Council (the Métis Nation of Ontario, The Manitoba Métis Federation, the Métis Nation – Saskatchewan, the Métis Nation of Alberta, the Métis Nation British Columbia).

United States: Tribal Identification Card or Certificate of Indian Blood.

If none of the above apply (i.e., non-status Indians) the Declaration of Indigenous Ancestry Form (Appendix A; Appendix B in 2023 NAIG Governance Manual) must be completed by the athlete, submitted to the team and endorsed by the regions first and secondarily approved the NAIG Council. The Chef de Mission will then submit this form, along with all accompanying ancestry information from the athlete, in the Host Society's registration package on the final deadline (refer to Section 7: Participant Registration 2023 NAIG Governance Manual).

During the games, any questions concerning a participant's Indigenous ancestry must be conducted through a formal protest. Any protest lodged against a participant must follow the procedures outlined in section 12.2: Formal Protest Procedures/Eligibility Protests (2023 NAIG Governance Manual).

5.1.2 Team Mi'kmaw Nova Scotia Eligibility

To participate as an athlete of Team Mi'kmaw Nova Scotia, Indigenous ancestry must be verifiable. Athletes who can trace their lineage up to 5 generations back (Great-great-great grandparent) are considered to have verifiable ancestry using the existing genealogy tools available in Nova Scotia.

² Ilustaqnminal is a Mi'kmaw phrase that refers to our creation of guidelines or rules.

The Chef de Mission is responsible for ensuring athletes are Indigenous as Team Mi'kmaw Nova Scotia participants. Decisions regarding Team Mi'kmaw Nova Scotia eligibility by the Chef de Mission are final.

Rosters will be reviewed six (6) months prior to NAIG to ensure Team Mi'kmaw Nova Scotia Athletes are eligible.

Athletes will need to complete Appendix A Declaration of Indigenous Ancestry (Appendix B Declaration of Indigenous Ancestry 2023 NAIG Governance Manual) identifying their Aboriginal ancestor. This is required one (1) month prior to NAIG.

Confirmation of Aboriginal ancestry will be required for the identified Aboriginal ancestor. Confirmation can be via government census, or other government issued documentation such as status or membership cards.

Other genealogical documents connecting the athlete to the identified Aboriginal ancestor are required, such as birth, marriage, death and/or baptism certificates.

Should athletes have any questions regarding this process, they should contact the Coach/Athlete Coordinator for further guidance and support.

5.1.3 Age Categories

Please refer to the 2023 NAIG Sport Technical Package for age categories per sport.

5.1.4 Residency

Athletes and Coaches must be permanent residents of the contingent they are competing for. A permanent resident is defined as someone who has been granted permanent residency 180 days prior to the start of the Opening Ceremony. Permanent residents have legal documentation confirming permanent residency, which a Province/Territory/State Health Card, Driver's License, court documents, or any other residency documentation deemed eligible by the NAIG Council.

An athlete or coach's permanent residence must be located, for at least the 180 days prior to the opening of the Games, within the recognized boundaries of the contingent they are representing. An athlete or coach can have only one permanent residence. Should an athlete or coach not meet the 180 days permanent residence requirement, they will be ruled as ineligible to compete in the games.

Athletes registered and attending full-time (complete year) in an academic institution outside of their Province/Territory/State, who do not return to their permanent residence over the summer, may submit an Academic Residency Form (see 2023 NAIG Governance Manual Appendix L) stating which contingent they will be trying out for – either their Province/Territory/State of permanent residence, or the Province/Territory/State where they are attending school.

Athletes and coaches that permanently reside on a reserve/reservation who's borders encompasses more than one Province/Territory/State are able to choose which contingent that they will tryout and compete for (eg. Akwesasne Mohawk Territory).

In all situations where an athlete has the option to choose the contingent they are trying out for, they must complete a RESIDENCY DECLARATION FORM (see 2023 NAIG Governance Manual, found in Appendix K) and submit it to the Chef de Mission. The Chef de Mission is responsible for sharing the Residency Declaration Form with the contingent that the athlete chose not to try out for.

Under no circumstance, may an athlete tryout, and/or, compete for more than one Province, Territory or State.

5.1.5 Amateur Status

All athletes participating in the NAIG must be of amateur status in the sport they are entered and/or competing in. Each sport will abide by their National Sport Organization's or National Sport Governing Body's definition of an amateur athlete.

5.1.6 Single Sport Participant Policy

Athletes participating in the NAIG can only enter and compete in one sport.

5.1.7 Athletes Registering in Older Age Categories

Athletes may move up one age category provided that an athlete or team is not already identified in that category from their contingent. Please check the approved Sport Technical Package for age categories.

5.1.8 Gender Inclusion Policy

Individuals may be able to participate in the gender they identify with and not be subject to requirements for disclosure of personal information beyond those required of cisgender athletes.

Team Mi'kmaw Nova Scotia will follow up to ensure any documentation, if required, is treated with confidentiality.

5.1.9 COVID Vaccination

All participants, including staff, athletes, coaches, mission staff, chaperones, and volunteers, in Team Mi'kmaw Nova Scotia must have proof of COVID vaccination.

5.2 Coaching Eligibility

The NAIG are an important vehicle for the promotion and advancement of Indigenous coaching development. To ensure that team coaches are fully trained and prepared for the NAIG environment, the following standards have been established, at a domestic level, for all coaches registered in the NAIG.

5.2.1 Coaches Certifications

The NAIG Council has adopted National Coaching Certification Program (NCCP) certification standards for all Canadian coaching staff. All coaches must be fully trained to the level outlined by sport, age category and position and confirmed through a coaches list being submitted to the NAIG Council Executive by July 1st, 2020. The coaches list must include their Coaching Certification number and a copy of their Coach Canada Locker page.

The individual Sport Technical Package outlines the specific NCCP training certification requirements for coach positions within each sport.

All coaches must have trained status in the Aboriginal Coaching Module (ACM).

It is mandatory that coaches also complete training in *Making Ethical Decisions*, the *Respect in Sport Activity Leader Program* and *Making Headway in Sport*. It is strongly recommended that all coaches receive added training in abuse and harassment prevention, such as the *Commit to Kids* training modules.

5.2.2 Certification Exemptions

Under exceptional circumstances, contingents can request an exemption from certification, on behalf of a coach. A Certification Exemption form (Appendix B; see 2023 NAIG Governance Manual Appendix D) must be submitted to the NAIG Council Executive or designate to review and rule on all exemptions by M3 (M3 is typically held one month in advance of NAIG).

Examples:

- No access to certification in your language (i.e. not available in French).
- Certification not available in P/T/S or online

Coaches and assistant coaches are required to adhere to the Coaching Association of Canada (CAC) Code of Conduct with Disciplinary Procedures (Appendix C).

5.3 Criminal Record Check/Background Check

Ensuring a safe environment for athletes is a priority of Team Mi'kmaw Nova Scotia. All coaches and managers considered to be the age of majority in Nova Scotia are required to provide a background check prior to establishing identification camps, scouting of athletes, and/or working directly with youth under the age of majority.

All participants (athletes, coaches, managers, chaperones and mission staff) considered to be the age of majority in Nova Scotia are required to provide a background check within 18 months of the NAIG's Opening Ceremonies.

The background check will cover the Criminal Record Check (CRC) and Vulnerable Sector Check. Proof of the CRC and Vulnerable Sector Check will be required and must be documented. Form to document CRC and Vulnerable Sector Check is found in APPENDIX D.

5.4 Cultural

NAIG provides an opportunity to learn about the culture of other Indigenous nations in North America and encourages learning of other nations' cultures through respectful questions, attendance and friendship.

5.4.1 Respect for Other Cultures

It is important that ceremonies, dances, songs and practices of other nations are respected. As such, respectful behaviour is expected of Team Mi'kmaw Nova Scotia at all events, even when not participating.

5.4.2 Attendance of Cultural Events

Attendance of cultural events is mandatory.

5.4.3 Participation

Participation in ceremonies is voluntary and no one should ever be forced to participate in a ceremony.

A person who does not wish to participate may choose to stay outside the ceremonial event and refrain from participating in the ceremony. Athletes must remain within sight line of chaperones and/or coaching staff.

5.5 Codes of Conduct for Athletes, Parents, Guardians, and Chaperones

Team Mi'kmaw Nova Scotia Executive developed and will promote a code of conduct that specifies standards of conduct and care we expect of adults when dealing and interacting with athletes.

These codes of conduct promote appropriate behavior as athletes, chaperones, coaches, and parents as spectators. The codes will clearly describe professional boundaries, ethical behavior, and unacceptable behavior.

Teams must have 1 chaperone per 5 players. Coaches and team staff can act as chaperones.

Where chaperones are assigned, they must:

- Have a criminal record check in good standing having been done within 1 year of the start date of the relevant chaperoning duties.
- Complete a Child Abuse Register check done for the previous 12 months to the start date.

The Athlete Code of Conduct is found in APPENDIX E.

The Chaperoning Responsibilities Code of Conduct is found in APPENDIX F.

The Guardian/Parent Code of Conduct is found in APPENDIX G.

5.6 Athlete Identification & Selection

Coaches, in collaboration with the Executive, will coordinate processes to identify athletes. These may include pre-scouting, scouting and hosting of identification camps.

Coaches will have the primary responsibility of selecting athletes to represent their sport. Athlete selection will be conducted in a fair and inclusive manner.

Selections of sporting team athletes will be made following an open trial process. Coaches and coaching staff will have the final decision-making authority to select their teams.

5.7 Communication, Public Relations and Promotion

The official spokesperson is the Chef de Mission. The Chef de Mission may delegate the Assistant Chef de Mission to represent Team Mi'kmaw Nova Scotia where appropriate.

Internal communication between Team Mi'kmaw Nova Scotia Mission Staff, coaches, managers and athletes (potential or selected) will be through email.

External communication is to be directed by the Executive. Communication tools such as social media groups or communication products such as posters or social media posts required for promotion of events (such as athlete identification camps, etc.) will be coordinated through the Executive and assigned communication team. A Communications guidance document will be developed separately in advance of NAIG.

Team Mi'kmaw Nova Scotia logo is not to be used without authorization by the Executive.

An Electronic Communication and a social media Policy are outlined below to address the particular issues arising from their use.

5.7.1 Electronic Communication

Electronic communication is essential for sharing team news and information with our members.

Our communication will be timely, appropriate and related to team business.

A range of electronic tools will be used to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website.

Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.

No offensive content or photos will be published.

If we intend to publish a photo of an athlete, we will first seek permission from his or her parents/guardian and take care not to provide identifying information.

We will seek feedback from members to improve the information available on the site.

Text and email

Committee members, coaches and team managers may use text and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about team matters
- email communication will be used when more information is required
- communication involving athletes (<18 years) will be directed through their parents.

Social media websites

Committee members, coaches and team managers may use text and email to provide information about competition, training, team-sanctioned social events and other team business, however, the following terms must be met:

Two adults must be members in all social media group with age of majority athletes present in which team business is relayed.

No coach will contact individuals under the age of majority (18 years) unless in group social media settings with a minimum of two adults present on the social media group.

All social media postings, blogs, status updates and tweets will be treated as public 'comment'.

Postings (written, photos or videos) will be family-friendly and feature positive club news and events.

No personal information about our members will be disclosed.

No statements will be made that are misleading, false or likely to injure a person's reputation.

No statements will be made that might bring Team Mi'kmaw Nova Scotia into disrepute.

Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

Code of Conduct

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to team matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the team, or Team Mi'kmaw Nova Scotia into disrepute.

Coaches and others who work with children and young people **under the age of 18 must direct electronic communication through the child's parents.**

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

5.7.2 Social Media

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet. **For the purpose of this policy, any on-line platform for communication is considered as social media**, including but not limited to Facebook, Twitter, Snapchat, WhatsApp, Viber, Skype, LinkedIn, Instagram, gaming platforms, etc.

This policy is applicable when using social media as:

1. an officially designated individual representing Team Mi'kmaw Nova Scotia on social media; and
2. if you are posting content on social media in relation to Team Mi'kmaw Nova Scotia that might affect Team Mi'kmaw Nova Scotia's business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Team Mi'kmaw Nova Scotia or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse

by you of social media in a manner that does not directly refer to Team Mi'kmaw Nova Scotia may still be regulated by other policies, rules or regulations of Team Mi'kmaw Nova Scotia.

Using social media in an official capacity

You must be authorised by Team Mi'kmaw Nova Scotia Executive before engaging in social media as a representative of Team Mi'kmaw Nova Scotia.

As a part of Team Mi'kmaw Nova Scotia's community you are an extension of the Team Mi'kmaw Nova Scotia brand.

As such, the boundaries between when you are representing yourself and when you are representing Team Mi'kmaw Nova Scotia can often be blurred. This becomes even more of an issue as you increase your profile or position within Team Mi'kmaw Nova Scotia. Therefore, it is important that you represent both yourself and Team Mi'kmaw Nova Scotia appropriately online at all times.

Social Media Guidelines

You must adhere to the following guidelines when using social media related to Team Mi'kmaw Nova Scotia or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Team Mi'kmaw Nova Scotia.

Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

Honesty

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Team Mi'kmaw Nova Scotia recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

Use of disclaimers

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of Team Mi'kmaw Nova Scotia) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.

Reasonable use

If you are an employee of Team Mi'kmaw Nova Scotia, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

Respect confidentiality and sensitivity

When using social media, you must maintain the privacy of Team Mi'kmaw Nova Scotia's confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of Team Mi'kmaw Nova Scotia.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

When using social media, you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

Discrimination, sexual harassment and bullying

The public in general, and Team Mi'kmaw Nova Scotia's employees and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media, you may also be bound by Team Mi'kmaw Nova Scotia's values and Policy, as outlined in Team Mi'kmaw Nova Scotia IIsutaqnminal.

Avoiding controversial issues

Within the scope of your authorisation by Team Mi'kmaw Nova Scotia, if you see misrepresentations made about Team Mi'kmaw Nova Scotia in the media, you may point that out to the relevant authority in your sporting team. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

Dealing with mistakes

If your team makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses your sporting team of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

Conscientious behaviour and awareness of the consequences

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your sporting team and Team Mi'kmaw Nova Scotia at risk.

You should always follow the terms and conditions for any third-party sites in which you participate.

Team Mi'kmaw Nova Scotia's intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on Team Mi'kmaw Nova Scotia official social media sites or website.

You must not create either an official or unofficial Team Mi'kmaw Nova Scotia presence using the organisation's trademarks or name without prior approval from Team Mi'kmaw Nova Scotia.

Where permission has been granted to create or administer an official social media presence for Team Mi'kmaw Nova Scotia, you must adhere to the Team Mi'kmaw Nova Scotia Branding Guidelines.

Policy breaches

Breaches of this policy include but are not limited to:

- Using Team Mi'kmaw Nova Scotia's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content in breach of Team Mi'kmaw Nova Scotia's anti-discrimination, racial discrimination, sexual harassment or other similar policy.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing Team Mi'kmaw Nova Scotia, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

Reporting a breach

If you notice inappropriate or unlawful content online relating to Team Mi'kmaw Nova Scotia or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately to the team manager who will then forward the report to the Team Mi'kmaw Nova Scotia Executive for disciplinary action.

Investigation

Where it is considered necessary, Team Mi'kmaw Nova Scotia may report a breach of this social media policy to police.

Disciplinary process, consequences and appeals

Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in 5.14.

Team Mi'kmaw Nova Scotia, including volunteers, who breach this policy may face disciplinary action up to and including termination of their position in accordance with Team Mi'kmaw Nova Scotia's Ilustaqnminal (Our Policy).

5.8 Discrimination

As a sporting event that celebrates the vast cultural diversity of the Indigenous peoples of North America, the NAIG vehemently opposes all conduct/behavior that is discriminatory.

Team Mi'kmaw Nova Scotia will not tolerate any discrimination based on: gender, ethnicity, age, culture, sexual orientation, religion, disability, or marital status. This policy also prohibits bullying and hazing.

Any complaint relating to these issues will be brought forward to the Chef de Mission, in writing, to determine the appropriate course of action.

5.9 Fundraising

Fundraising activities will be conducted by Team Mi'kmaw Nova Scotia Executive or those delegated or designated by the Executive.

Fundraising for team's extracurricular activities during NAIG is permitted. Team fundraising is to be conducted according to the rules established by the Province of Nova Scotia.

By law, charities, religious organizations and non-profit community organizations must have a Ticket Lottery Licence to run a ticket lottery with total prizes valued at over \$4,000. See details at <https://beta.novascotia.ca/ticket-lottery-licence-raffles-prizes-over-4000>

5.10 Representation as Team Mi'kmaw Nova Scotia Mission Staff

Identification as Team Mi'kmaw Nova Scotia Mission Staff is extended to those identified by the Executive. Representation as Mission Staff does not apply to coaches, team managers, or athletes.

5.11 Sponsorship

Soliciting of sponsorship and donations will be carried out by Team Mi'kmaw Nova Scotia Executive.

Tobacco, cannabis, and alcohol use is inconsistent with the positive, healthy values of participation in the NAIG. Thus, Team Mi'kmaw Nova Scotia prohibits the sponsorship of any and all aspects of the NAIG by manufacturers of cannabis, tobacco, alcohol and spirit products.

Mi'kmaw relationship to Mother Earth is highly regarded. Sponsorship guidelines that reflect Mi'kmaw values of collaboration, minimizing harm to Mother Earth, and incorporation of preventative processes that encourage environmentally friendly operational practices will be used to solicit and evaluate potential sponsorships and donations.

5.12 Conflict Resolution

Any issues relating to this interim policy that are not resolved by the Chef de Mission will be taken to the Mi'kmaw Sports Council for resolution.

5.13 Appeal Process

Appeals regarding disciplinary action must be made in writing (email) to the team manager who will forward it to Team Mi'kmaw Nova Scotia Executive for resolution. Include the nature and basis for the appeal in the written submission.

Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal under Team Mi'kmaw Nova Scotia Appeals process.

5.14 Zero Tolerance, Disciplinary Actions & Sanctions

NAIG Council fully expects that all participants (athletes, coaches, chaperones and mission staff) adhere to the NAIG adage of “The Spirit, Strong, Brave and True”, by maintaining the integrity of participation as Indigenous people through the continued celebration of health and wellness through sports. As such, Team Mi'kmaw Nova Scotia must adopt to their policy. The policy, as stated in the 2023 NAIG Governance Manual (s.13.1 **Zero Tolerance Policy**; p. 21-22):

In its promotion of a drug and alcohol free event, the NAIG Council is opposed to the use of illegal drugs, alcohol, cannabis, non-traditional use of tobacco, e-cigarettes and solvents within the NAIG. The NAIG Council is also opposed to the use by athletes, coaches and officials, any banned and restricted substances for the purpose of performance enhancement. Zero tolerance means that behavior contrary to the above will not be tolerated and will result in the immediate loss of all privileges associated with participation in the Games. Incidents that involve the use of illegal drugs, alcohol, cannabis, non-traditional use of tobacco, e-cigarettes and solvents are normally dealt with on an individual team basis through their own disciplinary procedures. These procedures could result in the individual(s) being removed from the Games and reported to the Host Society. Teams are responsible for making the appropriate arrangements to remove team members from the Games.

Infractions requiring disciplinary action are minor (misconduct) and major (gross misconduct). Minor infractions will be dealt with by the Coaching staff; major infractions will be forwarded to Team Mi'kmaw Nova Scotia's Disciplinary Committee (5.14.3).

The Head Coach shall keep a written log of all minor infractions in case incidents re-occur or escalate in severity.

All infractions must be reported to Team Mi'kmaw Nova Scotia Executive using the INCIDENT REPORT FORM (APPENDIX H).

Further disciplinary action may be taken after the Games by the appropriate sport governing body and Team Mi'kmaw Nova Scotia and may involve suspension from future games and competitions.

5.14.1 Minor Infractions (Misconduct) & Sanctions

Examples of minor infractions (misconduct) which will not be tolerated include, but are not limited to:

- use of e-cigarettes and/or tobacco products, including snuff, by minors
- use of e-cigarettes and/or tobacco products by adults in the Athletes' Village, at official Team Mi'kmaw Nova Scotia activities or functions, at competition sites, or on Host Society provided transportation
- disturbance or disruption after quiet time in the Athletes' Village
- disturbance of team environment
- disrespectful, offensive or abusive (which includes racist or sexist) comments or behaviour
- disrespectful of fair play values and conduct, such as arguing
- being late for or absent from Team NS activities or functions
- curfew violation
- failing to follow the dress code for official functions
- other similar infractions of minor severity

The following sanctions may be applied, singly or in combination, for minor infractions:

- earlier curfew
- verbal or written reprimand
- formal verbal apology (witnessed)
- formal written apology (hand-delivered)
- suspension from certain Team Mi'kmaw Nova Scotia activities, which may include suspension from the next scheduled competition at the Games
- volunteer time for charity
- other sanctions as may be considered appropriate by the Head Coach

5.14.2 Major Infractions (Gross misconduct) & Sanctions

Examples of major infractions (gross misconduct) which will not be tolerated include, but are not limited to:

- disrespectful of fair play values and conduct, such as fighting
- repeated curfew violations
- repeated disturbances or disruptions after quiet time in the Athletes' Village
- repeated or gross display of disrespectful, offensive or abusive (which includes racist or sexist) comments or behaviour
- repeated lateness for, or absence from, Team Mi'kmaw Nova Scotia activities or functions
- bringing disgrace to Team Mi'kmaw Nova Scotia
- possession or use of illicit drugs
- use of illegal drugs, solvents, alcohol and/or cannabis by a minor at any time
- use of illegal drugs, solvents, alcohol and/or cannabis by an adult at any time
- intoxication
- betting or gambling

- activities or behaviour which disrupts competition
- pranks, jokes or other activities which endanger the safety of others (hazing)
- criminal activities
- other similar infractions of major severity

The following sanctions may be applied, singly or in combination, for major infractions:

- revoking Team Mi'kmaw Nova Scotia clothing
- removal of certain Team Mi'kmaw Nova Scotia or Athletes' Village privileges
- assignment to direct supervision for a prescribed period of time
- removal from a portion of or the remainder of the Games
- expulsion from the Games
- sent home from games at parent/family/guardian's cost
- suspension from future Team Mi'kmaw Nova Scotia programs and initiatives
- other sanctions as may be considered appropriate by the Disciplinary Committee.

Incidents, which involve a number of team members, may result in the entire team receiving or being affected by disciplinary sanctions.

For activities classified as gross misconduct, an incident report must be completed. Incident reports are confidential and delivered in person to the Assistant Chef de Mission.

5.14.3 Disciplinary Committee

The Disciplinary Committee is responsible for discipline for all major infractions. The DISCIPLINARY COMMITTEE TERMS OF REFERENCE is found in APPENDIX I.

The Disciplinary Committee may be made up of the Elder, Chef de Mission, Assistant Chef de Mission, Athlete and Coach Coordinator and appointed Mission Staff Team Liaison.

If the individual being disciplined is the Head Coach or member of mission staff, the Assistant Chef de Mission, in consultation with the Chef de Mission, shall appoint a suitable alternate to serve on the Disciplinary Committee.

For all major infractions the offending participant will be required to sit before the discipline committee & guidance team to explain their actions and accept any disciplinary sanctions against them.

As soon as possible after the incident is reported, the Disciplinary Committee shall convene a hearing. The hearing shall be governed by such procedures as the Committee sees fit, provided that the following principles are observed:

- the individual being disciplined shall be given reasonable notice of the hearing and shall have an opportunity to address the committee
- the hearing shall be held in private
- the committee may request that witnesses to the incident attend the hearing to provide evidence

The Disciplinary Committee will determine appropriate sanctions in accordance with the guidelines outlined in this policy. The committee's decision will be communicated to the individual in writing, with reasons, and shall take effect immediately. The DECISION OF THE DISCIPLINARY COMMITTEE FORM is found in APPENDIX J.

Oaths of Confidentiality are required to be signed in advance of the hearing.

5.15 Athlete Transportation

Parents/guardians are responsible for organizing the transportation of their children to and from team activities (e.g. training and games) including away matches or overnight trips at their own cost.

5.16 Nutrition

Team Nova Scotia coaches, staff, athletes and parents will be supported to make informed nutrition and hydration choices to improve sports performance and support optimal health. Education efforts will be made to support the creation of supportive healthy eating environments during training and competition activities.

Team Nova Scotia prohibits the use of energy drinks before, during or after training and competition. Energy drinks undermine athletic performance, can be harmful to athlete development and should not be consumed.

Positive role modeling by Team Nova Scotia is critical in supporting and reinforcing healthy eating behaviours and sports nutrition principles.

5.17 Athlete Care

The following section applies to athlete medication delivery and return to play by coaches or other members of Team Mi'kmaw Nova Scotia Mission Staff.

5.17.1 Medication Delivery

Medications currently in use should be reported to the Head Coach. Athletes must have a note from the doctor regarding medication delivery.

Team Mi'kmaq Nova Scotia, coaching staff or chaperones will not administer medications to athletes unless it is an emergency situation (Epi-pen, defibrillator, etc.).

5.17.2 Injuries and Return to Play

All injuries must be reported to coaching staff.

Athletes who were treated for any injury that required medical attention are required to produce a note deemed that they can return to play from medical staff (doctors, nurse practitioners).

5.18 Travel Policy for Coaching Staff & Financial Support for Team Equipment

Travel incurred by coaches will be compensated at the rates established by Mi'kmaw Kina'matnewey. Team Mi'kmaw Nova Scotia is committed to providing opportunities for athlete development.

We are currently seeking other avenues to decrease administrative challenges that are currently experienced by team coaches and managers when booking venues. As we search for alternatives to improve the current process, the following will apply:

Purchase orders are required prior for all purchases and bookings. Any reimbursements of purchases or venue rentals not approved seven (7) days prior will not be reimbursed by Mi'kmaq Kina'matnewey. The Coach or Manager who booked will be held financially responsible for any purchases.

Refer to Mi'kmaw Kina'matnewey PROCUREMENT AND TRAVEL DIRECTIVES FOR Team Mi'kmaw Nova Scotia Head Coaches (APPENDIX K).

Refer to Mi'kmaw Kina'matnewey CONFLICT OF INTEREST POLICY (APPENDIX L) for purchases.

5.19 Insurance & Liability Requirements

Team Mi'kmaw Nova Scotia is currently covered under ALLSPORT COMMERCIAL GENERAL LIABILITY INSURANCE for activities leading up to and for the duration of the North American Indigenous Games through Mi'kmaw Kina'matnewey.

5.20 Policy Review

The policy will be reviewed two (2) months prior to NAIG and updated as necessary.

APPENDIX A: DECLARATION OF INDIGENOUS ANCESTRY

2023 North American Indigenous Games GOVERNING RULES MANUAL

Appendix B - Declaration of Indigenous Ancestry Form

All competitors of Indigenous Ancestry who do not have a Tribal Identification Card or Certificate of Indian Blood (USA), Status, Inuit Identification or a Métis Card from one of the provincial bodies recognized by the Métis National Council (the Métis Nation of Ontario, The Manitoba Métis Federation, the Métis Nation – Saskatchewan, the Métis Nation of Alberta, the Métis Nation British Columbia) must complete this form. This must be filled out and given to the team Chef de Mission along with all accompanying ancestry information and submitted with the competitor's registration form.

I, _____ (Athlete's Name) hereby declare that I am of Indigenous Ancestry and therefore eligible to compete in the 2023 North American Indigenous Games.

My Indigenous Ancestry can be traced back to: (Attach information)

NAIG Council must endorse this declaration after the PTASB/US Contingent Approval

Athlete's Name (Print)

Athlete's Signature

Date

Full Address: _____

PTASB/US Contingent Approval (Print)

Signature

Date

NAIG Council Approval (President/Designate

Signature

Date

Please ensure that a complete copy of this form plus all other ancestry information is attached to the final registration form submitted to the Host Society.

APPENDIX B: COACHING EXEMPTION FORM

2023 North American Indigenous Games GOVERNING RULES MANUAL

Appendix D - Coaching Exemption Form

As coach who is eligible to compete at the 2023 North American Indigenous Games for Team _____ (Contingent Name)

I, _____ - (Coach's Name),
_____ (Sport) am submitting a Coaching Exemption Form for consideration and approval by the NAIG Council, as I have not received the full qualifications necessary to coach at this level.

Current Coaching Level (NCCP number)

Please explain rationale for exemption:

With the approval of:

Coaches Name (print)

Signature

Date

Chefs de Mission Name (print)

Signature

Date

NAIG Council Rep Name (print)

Signature

Date

The Chef de Mission must ensure that a complete copy of this form is attached to the final registration form and submitted to the Host Society.

APPENDIX D: PARTICIPANT BACKGROUND CHECK

2023 North American Indigenous Games GOVERNING RULES MANUAL

Appendix H - Participant Background Check Form

The following is a list of all team participants who are age of majority (in their Province/ Territory/State) and their role(s), including athletes, coaches, managers, chaperones and mission staff. As a requirement of the 2023 NAIG, **ALL** of our “adult participants” have undergone a Criminal Record Check AND Vulnerable Sector Search, within the last 18 months. If necessary, please feel free to expand the chart.

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APPENDIX C: CAC CODE OF CONDUCT



Association
canadienne des
entraîneurs
1155, rue Lola, bureau 201
Ottawa (Ontario)
K1K 4C1

Coaching
Association
of Canada
1155 Lola St., Suite 201
Ottawa, ON
K1K 4C1

613.235.5000 613.235.5000
Télécopieur : 613.235.9500 Fax: 613.235.9500

COACHING ASSOCIATION OF CANADA (CAC) CODE OF CONDUCT with DISCIPLINARY PROCEDURES

Definitions

1. The following terms have these meanings in this Code:
 - a) “*Complainant*” – The Party alleging an infraction
 - b) “*Respondent*” – The alleged infracting Party
 - c) “*Parties*” – The Complainant, Respondent, and any other Individuals, persons, or organizations affected by the complaint
 - d) “*Days*” – Days irrespective of weekend and holidays
 - e) “*Administrator*” – The individual, either the Manager of Professional Coaching or the CEO of the CAC, or their respective designate, who receives an applicable complaint
 - f) “*Case Manager*” – The individual appointed by the Administrator who has an overall responsibility to ensure procedural fairness is respected at all times, and to implement this *Code of Conduct with Disciplinary Procedures* in a timely manner
 - g) “*Individuals*” – All categories of membership defined in the CAC’s Bylaws, as well as all individuals employed by, or engaged in activities with, the CAC including but not limited to, Licensed and Registered Coaches, volunteers, committee members, and Directors and Officers of the CAC

Purpose

2. Affiliation with the CAC brings many privileges and benefits. At the same time, Individuals are expected to meet certain obligations including complying with CAC policies and this Code of Conduct. Irresponsible behaviour by Individuals can result in severe damage to the integrity of the CAC.
3. Individuals must be aware that they are expected to model behaviour appropriate for the Individual’s role as a representative of the CAC. This document outlines the conduct expected of Individuals and the Disciplinary Procedures that Individuals are subject to if there is a complaint about an Individual’s conduct.

Application of the Code of Conduct

4. The Code of Conduct applies to Individuals’ conduct during CAC-related business, coaching activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training camps, and travel associated with coaching.
5. The Code of Conduct also applies to Individuals’ conduct outside of CAC-related business, coaching activities, and events when such conduct adversely affects relationships with other Individuals or athletes, or when it is detrimental to the image and reputation of the CAC.

NCCP Code of Ethics

6. Licensed and Registered Coaches of the CAC agree to follow the NCCP Code of Ethics (2016), which describes five Ethical Principles and the corresponding Standards of Behaviour Expected of Coaches.

Principle	Standards of Behaviour Expected of Coaches
Physical safety and health of athletes	Ensure that training or competition site is safe at all times
	Be prepared to act quickly and appropriately in case of emergency
	Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
	Strive to preserve the present and future health and well-being of athletes
Coaching responsibly	Make wise use of the authority of the position and make decisions in the interest of athletes
	Foster self-esteem among athletes
	Avoid deriving personal advantage for a situation or decision
	Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action
	Honour commitments, word given, and agreed objectives
	Maintain confidentiality and privacy of personal information and use it appropriately
Integrity in relations with others	Avoid situations that may affect objectivity or impartiality of coaching duties
	Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete
	Always ensure decisions are taken equitably
Respect	Ensure that everyone is treated equally, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
	Preserve the dignity of each person in interacting with others
	Respect the principles, rules, and policies in force
Honouring sport	Strictly observe and ensure observance of all regulations
	Aim to compete fairly
	Maintain dignity in all circumstances and exercise self-control
	Respect officials and accept their decisions without questioning their integrity

7. Licensed and Registered Coaches who do not follow the NCCP Code of Ethics may have violated the CAC's *Code of Conduct with Disciplinary Procedures* and may be subject to sanction under the terms of this document.

Responsibilities

8. Individuals have the following responsibilities:

Dignity

9. Maintain and enhance the dignity and self-esteem of athletes and other Individuals by:
- Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex and sexual orientation
 - Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members

- c) Consistently demonstrating a spirit of sportsmanship, sport leadership, and ethical conduct
- d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- e) Consistently treating individuals fairly and reasonably
- f) Ensuring adherence to the rules of the sport and the spirit of those rules

Harassment

10. Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - a) Written or verbal abuse, threats, or outbursts
 - b) The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - c) Unwelcome remarks, jokes, comments, innuendo, or taunts
 - d) Leering or other suggestive or obscene gestures
 - e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - g) Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."*
 - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - i) Unwelcome sexual flirtations, advances, requests, or invitations
 - j) Physical or sexual assault
 - k) Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - l) Retaliation or threats of retaliation against an individual who reports harassment to the CAC
11. Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - a) Sexist jokes
 - b) Display of sexually offensive material
 - c) Sexually degrading words used to describe a person
 - d) Inquiries or comments about a person's sex life
 - e) Unwelcome sexual flirtations, advances, or propositions
 - f) Persistent unwanted contact

Doping and Drug Use

12. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the CAC adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program will be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Disciplinary Procedures. The CAC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program imposed by any other sport organization.

13. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).

Inappropriate Behaviour

14. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
15. Avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations at sanctioned events.
16. Respect the property of others and not wilfully cause damage.
17. Adhere to all federal, provincial, municipal and host country laws.

Athlete Safety

18. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes.
19. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
20. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.

Athlete Development

21. Support the coaching staff of a training camp, provincial/territorial team, or national team; should an athlete qualify for participation with one of these programs.
22. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
23. Act in the best interest of the athlete's development as a whole person.
24. Respect coaches.
25. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes.

Athlete Protection

26. Self-report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.

27. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
28. Not engage in a sexual relationship with an athlete under 18 years old or an intimate or sexual relationship with an athlete over the age of 18 if the individual is in a position of power, trust, or authority over the athlete.
29. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.

Disciplinary Procedure – Application

30. The Disciplinary Procedures apply to Individuals' conduct during CAC-related business, coaching activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training camps, and travel associated with coaching.
31. This Procedure does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event.
32. Individuals may also be subject to the disciplinary rules and processes of other associations, clubs, or organizations. The CAC will respect decisions made by those bodies.

Reporting a Complaint

33. Any member of the public, including but not limited to parents, athletes, club or organization representatives, coaches, or representatives of the CAC may report any complaint. Complaints about Licensed and Registered Coaches should be submitted to the Manager of Professional Coaching Services and other complaints should be submitted to the Chief Executive Officer (CEO) of the CAC. The Manager of Professional Coaching Services or CEO, as applicable, will act as an Administrator to receive the complaint, or appoint a designate. Complaints must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Administrator.
34. Complaints that are submitted about a Licensed or Registered Coach, who is also a committee member, volunteer, or Director or Officer of the CAC, will be addressed by the Manager of Professional Coaching Services and the CEO of the CAC (or designate(s)), working together, to determine how the complaint will be administered.
35. A complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Administrator. This decision may not be appealed.

Mediation

36. Before any complaint proceeds to the formal stage, the matter will first be reviewed by the Administrator, with the objective of resolving the dispute informally or with the assistance of a mediator. In cases involving Licensed and Registered Coaches, the Manager of Professional Coaching Services (or designate) may seek the assistance of the Chair or members of the Professional Practices Committee to help resolve the dispute.

Complaints or disputes that are resolved informally or by means of mediation may not be appealed or subsequently re-submitted as a complaint under these Disciplinary Procedures.

Complaint Administration

37. Should the efforts of the Administrator or any mediator not resolve the dispute, the Administrator will act as Case Manager to oversee management and administration of a complaint submitted in accordance with this Procedure. If the Administrator is unable to serve as Case Manager for reason of lack of neutrality or other conflict, then the Administrator will appoint an independent Case Manager. The Administrator will also have the discretion to appoint an independent Case Manager if the complaint is complex and, in his or her opinion, is best administered by someone having experience and specific skills in the management of disciplinary hearings.
38. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:
 - a) Determine whether the complaint is frivolous or vexatious, and within the jurisdiction of this Procedure. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Procedure, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed
 - b) Identify the Parties to the complaint, which may include the complainant
 - c) Coordinate all administrative aspects of the complaint
 - d) Provide administrative assistance and logistical support to the Tribunal as required
 - e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Jurisdiction

39. This Procedure does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction. Further sanctions may be applied in accordance with the procedures set out in this Procedure.
40. This procedure does not take precedence over any dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement.
41. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this document.

Infractions

42. Infractions consist of single or multiple incidents of failing to achieve expected standards of conduct that may result in harm to others, to Individuals, the CAC, or to the public. Examples of infractions can include, but are not limited to, incidents of:
 - a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
 - b) Disrespectful conduct such as outbursts of anger or argument
 - c) Non-compliance with, or disregard for, CAC policies, procedures, rules, or regulations
 - d) Violations of the *Code of Conduct*
 - e) Tampering
 - f) Any incident of hazing
 - g) Physical abuse
 - h) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct

- i) Pranks, jokes, or other activities that endanger the safety of others
- j) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- k) Conduct that intentionally damages the image, credibility, or reputation of the CAC
- l) Abusive use of alcohol, provision of alcohol to minors, or use or possession of illicit drugs and narcotics
- m) Any possession or use of banned performance enhancing drugs or methods, or condoning such use by others

Suspension Pending a Hearing

43. The Case Manager may determine that an alleged incident is of such seriousness as to warrant immediate suspension of an Individual pending a hearing and a decision of the Tribunal.

Hearing Procedure

44. The Case Manager will notify the Parties that the complaint is legitimate and the incident will go to a hearing. The Case Manager, in consultation with the Professional Practices Committee (if the case involves a Licensed or Registered Coach), will then decide the procedure, format and timelines under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
45. The Case Manager or the Professional Practices Committee (in cases involving a Licensed and Registered Coach) will appoint a Discipline Tribunal, which will consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Committee, a Tribunal of three persons may be appointed to hear the complaint. In this event, one of the Tribunal's members will serve as the Chair.
46. The Tribunal members must be free from conflict of interest and may not include any member of the Professional Practices Committee who previously served to review the complaint for purposes of informal resolution or mediation (if applicable).
47. If the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Tribunal will determine the appropriate disciplinary sanction. The Tribunal may still hold a hearing for the purpose of determining an appropriate sanction.
48. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
49. As determined by the Case Manager, the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:
- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
 - b) Copies of any written documents which the Parties wish to have the Tribunal consider will be provided to all Parties in advance of the hearing
 - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - d) The Tribunal may request that any other individual, including the complainant, participate and give evidence at the hearing
 - e) The Tribunal may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and will place such weight on the evidence as it deems appropriate

- f) If the Tribunal is made up of three persons, the decision will be by a majority vote

50. In fulfilling their duties, the Case Manager and the Tribunal may obtain independent advice.

Decision

51. After hearing the matter, the Tribunal will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Tribunal's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the CAC. In extraordinary circumstances, the Tribunal may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period.

Sanctions

52. The Tribunal may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand from the CAC
- b) Verbal or written apology
- c) Further education, training, or counselling
- d) Service or other voluntary contribution to the CAC
- e) Removal of certain privileges for a designated period of time
- f) Suspension from certain competitions, activities, or events
- g) Suspension or expulsion from the CAC
- h) Fines
- i) Payment of the cost of repairs for property damage
- j) Any other sanction considered appropriate for the offense

53. Unless the Tribunal decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Tribunal will result in automatic suspension until such time as compliance occurs.

54. Infractions that result in discipline will be recorded and records will be maintained by the CAC.

Criminal Convictions

55. An Individual's conviction for any of the following *Criminal Code* offenses will be deemed an infraction and will result in expulsion from the CAC:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

56. The complaints and discipline process is confidential and involves only the Parties, the Case Manager, the Tribunal, and any independent advisors to the Tribunal. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

57. If the circumstances of the complaint are such that adhering to the timelines outlined by this Procedure will not allow a timely resolution to the complaint, the Tribunal may direct that these timelines be revised.

Records and Distribution of Decisions

58. Infractions that result in discipline will be recorded and maintained by the CAC and provided, at the CAC's discretion, to the CAC for inclusion in the national registry of coaches.
59. National and provincial sport associations with whom the Individual has an affiliation may be advised of any decisions rendered under this Procedure.
60. Decisions are matters of public interest and will be publicly available with the names of the Parties redacted. Names of Individuals disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

Appeals Procedure

61. The decision of the Tribunal may be appealed in accordance with the CAC's *Licensed and Registered Coach Appeal Policy* or the CAC's *Appeal Policy*, as applicable.

APPENDIX E: TEAM MI'KMAW NOVA SCOTIA ATHLETE CODE OF CONDUCT

Athletes will represent Team Mi'kmaw Nova Scotia with **pride, dignity, and personal integrity**.

Athletes will attend all functions and special events.

Athletes are reminded that they are participating at this event as high-performance athletes. Participation or engagement in non-competitive events or sports that are not competition related and may impact their performance are strongly discouraged. Athletes may participate in such activities after their event is completed.

Traditional Protocol

All participants must respect the traditional protocols of Team Mi'kmaw Nova Scotia and participating events.

All participants must respect the cultural diversity of teammates and staff.

Team Mi'kmaw Nova Scotia and the North American Indigenous Games prohibits discriminatory practices. Participants will refrain from comments or behavior, which are disrespectful, offensive, abusive, racist, or sexist.

Behavior

As disciplined elite level athletes, all players will abide by the direction given to them from the highly qualified coaches and team staff and respect the guidance offered by Elders and Event Staff.

Players are expected to be courteous and polite at all times to staff, bus drivers, hotel staff, facility attendants, other athletes, etc.

All athletes will compete within the principles of fair play and good sportsmanship at all times.

- Respect the rules of the game
- Respect officials and accept their decisions
- Respect the opponent
- Maintain dignity under all circumstances

There are to be NO hazing rituals during Team Mi'kmaw Nova Scotia events. Players are strictly prohibited from the following activities, which will be enforced with zero tolerance:

- No recreational use of tobacco (smoking, chewing or vaping (e-cigarettes)).
- No consumption of alcohol
- No use of cannabis (in any form)
- No use of drugs (except medication prescribed by a doctor/physician)

- Games of chance will be allowed; however, no money can be involved. No gambling.

Curfew

The curfew of 11:00 pm (local time) will be enforced for their players unless an earlier curfew has been established by your team. At the time of curfew, all players must be in their designated rooms.

Teams will determine their own curfews for team staff but shall not exceed 11 pm (local time).

Cell phones will be turned in to team chaperones at curfew.

Dress Code

For meals, travel and practices, casual attire is expected.

For games, Teams will establish their own dress code that will require either team uniforms or team attire (i.e. team t-shirt or other attire provided by Team Mi'kmaw Nova Scotia).

Appropriate and respectable attire is required at all times. Athletes who are not viewed as wearing appropriate or respectable clothing will be asked to change.

Athletes are not permitted to trade gear until NAIG is concluded, i.e. all competition is completed.

Injuries

All injuries are to be reported to the coaching staff immediately. For any injuries that require additional medical assistance, Team Mi'kmaw Nova Scotia staff **MUST** be notified, and an injury report form will be filled out by coaching/team staff/doctor visited.

Social Media Sensibilities

You must adhere to the following guidelines when using social media related to Team Mi'kmaw Nova Scotia or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

1. Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side. Remember, you are an ambassador for Team Mi'kmaw Nova Scotia.

2. Protect your privacy

Be smart about protecting yourself and your privacy. When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

3. Be Honest

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Team Mi'kmaw Nova Scotia recommends erring on the side of caution – if in doubt, do not post or upload.

4. Limit use

You must ensure that your personal use of social media does not interfere with your competition or productivity.

5. Respect confidentiality and sensitivity

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. *You must also remove information about another person if that person asks you to do so.* You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

6. Do not make posts that are discriminating, sexually harassing and bullying

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

Disciplinary Actions

Actions taken by any participant that is a violation of Team Mi'kmaw Nova Scotia Athlete Code of Conduct will be reported to the Team Mi'kmaw Nova Scotia's Disciplinary Committee. The Disciplinary Committee will review violations and take swift action to address the situation.

Disciplinary steps may include the following:

- Sending an individual home at their own expense
- Prohibiting an individual from future participation at Team Mi'kmaw Nova Scotia and all participating events.

Play hard, have fun and represent Team Mi'kmaw Nova Scotia with pride!

By signing this form, athletes acknowledge that they have read and understand the Athlete Code of Conduct for Team Mi'kmaw Nova Scotia and accept the consequences/ repercussions, should they violate any of the provisions within the Code of Conduct.

Participant Signature

Date

Parent/Guardian Signature
(if participant is under 18)

Date

APPENDIX F: TEAM MI'KMAW NOVA SCOTIA CHAPERONING RESPONSIBILITY CODE OF CONDUCT

Team Mi'kmaw Nova Scotia is committed to ensuring the safety and well-being of all young people involved in our sport. Chaperoning responsibilities are part of that commitment. A chaperone may be the coach, assistant coach, or other individuals required to meet the 1:5 supervision requirement (see below) for larger teams.

We are committed to providing the best possible support for those with chaperoning responsibilities and the young people they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team and club culture in fostering cooperation and team spirit.

As per section 2.2 of the 2023 North American Indigenous Games Governing Manual,

- the athlete ratio as per NAIG Hosting Standards is 1:5. The number of chaperones allowed is determined by the total number of athletes and coaches to meet the 1:5 ratio.
- Chaperones assist coaching staff with supervisory duties for the duration of the Games. Their primary role will occur during non-competition times.
- Chaperones must be of same gender as the team they are assigned to.
- Athletes are not to be left unsupervised at any point during the Games.
- Teams must register and assign chaperones as required according to their team size.

Use of Chaperones

Team Mi'kmaw Nova Scotia may appoint and use chaperones for events hosted by the club, tours and away trips.

As per NAIG requirement, the chaperone to athlete ratio will be at least 1:5; one chaperone for every five athletes.

Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed to have chaperoning responsibilities for Team Mi'kmaw Nova Scotia. An individual with chaperoning responsibilities may be the coach, assistant coach, and those identified as chaperones.

This policy will continue to apply to a person even after they have stopped their association or employment with Team Mi'kmaw Nova Scotia if disciplinary action, related to their role as chaperone, has commenced.

Responsibilities

Chaperoning responsibilities are the complete supervision of assigned athletes, except during competition, for the duration of the trip. The final list of responsibilities will be determined by the coach or manager, depending on the age of the athletes, the nature of the event, and the skills and qualifications of other accompanying adults.

Chaperoning responsibilities include:

- ensuring the schedule is followed, for example, curfews, mealtimes, training sessions;
 - enforcing the rules and report any infraction of the Athlete Code of Conduct;
 - handling any emergencies with common sense and according to our codes and guidelines.
- Chaperones need to familiarise themselves with Team Mi'kmaw Nova Scotia;
- accompanying an injured or ill athlete who needs medical attention;
 - making sure other relevant club policies are adhered to;
 - working cooperatively with team officials, including coaches and managers;
 - helping supervise travel schedules and travel logistics;
 - not consuming any alcoholic beverages and/or use of cannabis or tobacco products while on chaperone duty;
 - safeguarding the athlete's tickets, keys, valuables and money when appropriate;
 - maintaining a contact list of key people, such as managers, coaches, parents, emergency;
 - Adhering to all rules and regulations set down by Team Mi'kmaw Nova Scotia (as per policy) and maintain a professional code of conduct when dealing with the team athletes, parents, fellow staff members, and officials.

Accommodation

Chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

By signing this form, chaperones acknowledge that they have read and understand the Chaperone Code of Conduct for Team Mi'kmaw Nova Scotia and accept the consequences/ repercussions, should they violate any of the provisions within the Code of Conduct.

I, _____ have read and understood the policy and will abide by it as a member of Team Mi'kmaw Nova Scotia.

Chaperone Signature

Date

APPENDIX G: PARENT/GUARDIAN CODE OF CONDUCT

Team Mi'kmaw Nova Scotia strives to provide a safe and supportive environment for all of its participants, Mission staff, and coaching staff. We would appreciate parental/guardian support through positive encouragement, and respect of the guidelines for appropriate behavior during competition as described below.

Show respect for the decisions, judgment and authority of the officials and timekeepers.

Avoid confusing the team by coaching from the stands.

Maintain self-control at all times.

Adhere to the 24-hour rule (allow for emotions to subside before addressing situation) to deal with team complaints.

Refrain from expressing my opinion of the coaches or players in front of the team.

Refrain from using foul language towards other parents, coaches, officials, Team Mi'kmaw Nova Scotia Mission Staff, or opponents. Refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.

Refrain from demonstrating frustration or anger after a loss or poor performance.

Do not physically abuse any other person.

Respect and adhere to the ideals, policies, and rules determined by Team Mi'kmaw Nova Scotia and the North American Indigenous Games.

By signing this document, I agree with the Code of behavior and to abide by its rules and I understand that my child will be withdrawn from NAIG if I don't obey any of these rules.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

APPENDIX H: INCIDENT REPORT FORM
TEAM MI'KMAW NOVA SCOTIA NAIG 2023
INCIDENT REPORT

Incident Report # _____

Date/time of infraction: _____ am/pm
(Date) (Time)

Submitted by (name): _____

Position: _____

Location of infraction: _____

Team Mi'kmaw Nova Scotia Individuals Involved	Sport(s)
_____	_____
_____	_____
_____	_____

Description of Incident: Be objective, concise & accurate (use more paper if needed).

Names of any witnesses:	Affiliation
_____	_____
_____	_____

Signature: _____ Date: _____

Received by: _____ Date: _____

******CONFIDENTIAL******

APPENDIX I: DISCIPLINARY COMMITTEE TERMS OF REFERENCE

PURPOSE

The purpose of the disciplinary committee to determine appropriate sanctions for activities that are reported as gross misconducts during NAIG.

ROLES & RESPONSIBILITIES

The Disciplinary Committee shall determine appropriate sanctions in accordance with the guidelines outlined below and taken from Team Mi'kmaw Nova Scotia Ilustaqnminial (Our Policy; s.5.14.2).

Infractions requiring disciplinary action are minor (misconduct) and major (gross misconduct). Minor infractions will be dealt with by the Coaching staff; major infractions will be dealt with by Team Mi'kmaw Nova Scotia's Disciplinary Committee.

MEMEBERSHIP

The committee is comprised of:

- Team Mi'kmaw Nova Scotia Elder
- Appointed Team Mi'kmaw Sports Liaison;

And from the Executive,

- Chef de Mission (Chair)
- Assistant Chef de Mission
- Athlete and Coach Coordinator

PROCEDURE

Following an incident that is report by the Team Staff in writing, i.e., Team Mi'kmaw Nova Scotia **INCIDENT REPORT FORM**, the Disciplinary Committee through the Chair shall convene a hearing.

All individuals are required to sign the Oath of Confidentiality form prior to the hearing.

The Disciplinary Committee Chair will assign the case an incident number in sequence of when the incidents are addressed (eg. 1, 2, 3, etc.).

The hearing shall be governed by the Mi'kmaq belief Msit No'kmaq –all my relations. Major infractions may impact more than individuals doing the harm; and may impact the team, team staff, and parents, and the integrity of Team Mi'kmaw Nova Scotia. Furthermore, the following principles are observed:

- the individual being disciplined shall be given reasonable notice of the hearing and shall have an opportunity to address the committee;
- the hearing shall be held in private; and
- the committee may request that witnesses to the incident attend the hearing to provide evidence.

If the individual being disciplined is the Head Coach or member of mission staff, the Assistant Chef de Mission in consultation with the Chef de Mission shall appoint a suitable alternate to serve on the Disciplinary Committee.

For all major infractions the offending participant **will be required to sit before the Disciplinary Committee** to explain their actions and accept any disciplinary sanctions against them.

Decisions of the committee must be made through consensus (all in agreement).

The committee's decision shall be communicated to the individual in writing, with reasons, using the form **Decision of Disciplinary Committee** and shall take effect immediately.

A copy of the committee's decision shall also be provided to the Chef de Mission.

MAJOR INFRACTIONS

Examples of major infractions (gross misconduct) which will not be tolerated include, but are not limited to:

- disrespectful of fair play values and conduct, such as fighting
- repeated curfew violations
- repeated disturbances or disruptions after quiet time in the Athletes' Village
- repeated or gross display of disrespectful, offensive or abusive (which includes racist or sexist) comments or behaviour
- repeated lateness for, or absence from, Team Mi'kmaw Nova Scotia activities or functions
- bringing disgrace to Team Mi'kmaw Nova Scotia
- possession or use of illicit drugs
- use of illegal drugs, solvents, alcohol and/or cannabis by a minor at any time
- use of illegal drugs, solvents, alcohol and/or cannabis by an adult at any time
- intoxication
- betting or gambling
- activities or behaviour which disrupts competition
- pranks, jokes or other activities which endanger the safety of others (hazing)
- criminal activities
- other similar infractions of major severity

RECOMMENDED SANCTIONS

The following sanctions may be applied, singly or in combination, for major infractions:

- revoking Team Mi'kmaw Nova Scotia clothing
- removal of certain Team Mi'kmaw Nova Scotia or Athletes' Village privileges
- assignment to direct supervision for a prescribed period of time
- removal from a portion of or the remainder of the Games
- expulsion from the Games
- sent home from games at parent/family/guardians' cost
- suspension from future Team Mi'kmaw Nova Scotia programs and initiatives
- other sanctions as may be considered appropriate by the Disciplinary Committee.

Incidents, which involve a number of team members, may result in the entire team receiving or being affected by disciplinary sanctions.

All incidents of gross misconduct **must** include an apology, in writing and/or in person, to those impacted as part of their sanction.

CONFIDENTIALITY

The Chef de Mission shall handle all communication of disciplinary matters to outside parties at the Games. Every effort will be made to keep all information, including documents, confidential.

All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

APPENDIX J: DECISION OF THE DISCIPLINARY COMMITTEE FORM

DECISION OF DISCIPLINARY COMMITTEE TEAM MI'KMAW NOVA SCOTIA

INCIDENT REPORT # _____ Date of Incident: _____

Name of Individual(s) Involved: _____

Decision of Disciplinary Committee and action taken:

Reasons:

Signature of
Disciplinary Committee Chair

Date

Time/date of delivery of notification to individual(s) being disciplined _____

Time/Date

Delivered by: _____

******CONFIDENTIAL******

APPENDIX K: PROCUREMENT AND TRAVEL DIRECTIVES HEAD COACHES

Applicability: This policy applies to all purchases of goods and contracting for services and processing of travel claims for TEAM MI'KMAW NOVA SCOTIA HEAD COACHES.

Authority: Mi'kmaw Sport Development coordinator to recommend approval for the purchase of goods or contracting for services and travel claims to the Director of Mi'kmaw Language and Culture for approval.

Principles: Payment of Invoices must be made by cheque or credit card (where applicable).

Under no circumstances will payment be made using cash;

- purchase orders/contracts/travel claims must be submitted to the Finance Department for approval at least 24 hours in advance to ensure timely processing;
- there shall be no pre-payment for the acquisition of goods or services;
- there shall be no travel advances to non-MK employees;
- the MK conflict of Interest policy is applicable to the purchase of goods or acquisition of services;
- when appropriate MK will promote the use of FN suppliers or service providers for procurement of goods or acquisition of services.

Procedure:

Category 1: Purchases of goods or contracting for services – up to and less than \$25K

1. A quote must be obtained for all purchases and acquisition of services (i.e. rental of sport facilities).
2. Quotes are to be submitted to the Mi'kmaw Sport Development coordinator for review and recommended to the Director of Language and Culture for approval.
3. Purchase Orders to be prepared by Assigned Administration at MK head office.
4. Signed Purchase Order/Contract to be submitted to the vendor and a copy will be provided to Finance, Mi'kmaw Sport Development Coordinator, and assigned admin.
5. Purchase Order/Contract shall be accompanied by the approved quote. Best value for money should be taken into consideration.
6. Purchase Order/Contract shall be authorized by respective Director and submitted to the Finance Department for approval.
7. Purchase Order/Contract shall be approved by the Finance Department prior to purchasing the goods or contracting for services.
8. The Mi'kmaw Sport Development Coordinator shall review invoices and make a recommendation to the Director of Language and Cultural for approval. The Director shall sign the invoice certifying that the goods or services have been received in accordance to the terms of the Purchase Order/Contract, including PO number and contract number, and submit to Finance for processing at least 24 hours prior to cheque days (Cheque days are Wednesdays). Invoice shall be accompanied by a packing slip (if available) or a report (progress or final) from the contractor.

9. Invoices which have not been pre-authorized by a Purchase Order/Contract shall be submitted for review to determine if payment should be issued.

Category 2: Travel

1. Travel plans to be pre-approved by Mi'kmaw Sport Development Coordinator.
2. Hotel requests are to be requested and approved by the Mi'kmaw Sport Development Coordinator and recommended to the Director of Language and Culture for approval. Arrangements will be made by Assigned admin.
3. Travel Claims to be approved by Mi'kmaw Sport Development Coordinator and recommended to the Director of Language and Culture for Approval.
4. Travel claims must be signed by the claimant and the Director of Language and Culture and submitted to Finance for payment at least 24 hours prior to cheque day (Wednesday). Travel claims must have completed up to date mailing address to be processed.
5. Cheques will be mailed to recipients.

APPENDIX L: CONFLICT OF INTEREST (MI'KMAW KINA'MATNEWEY)

Mi'kmaw Kina'matnewey

Policy A-3

Section A - General	3 - Conflict of Interest
Approved by Board	2009

Conflict of Interest

1.1 Rules of Conduct

MI'KMAW KINA'MATNEWEY is a Mi'kmaw organization and must be guided by Mi'kmaw values and principles. It has been created to serve Mi'kmaw communities in nova scotia and its ability to fulfill that role depends in large part of the perception of its integrity as an organization. The organization's integrity of its board and employees. Therefore, no director, officer or employee are exempt from complying with any laws, statues, regulations, by-laws, rules or specific instruction of MI'KMAW KINA'MATNEWEY.

A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with MI'KMAW KINA'MATNEWEY's activities. This competing interest may result in the individual, or other related to them or entities in which they have an interest, being in a position to benefit from the situation or in MI'KMAW KINA'MATNEWEY not being able to achieve a result which would be in the best interest of MI'KMAW KINA'MATNEWEY.

It is anticipated that employees of MI'KMAW KINA'MATNEWEY may from time to time, pursue personal and private business interests and ventures and participate in other forms of decision-making organizations. In doing so, it is the responsibility of each individual to disclose fully all personal and private business interests, whether real, potential or apparent, which may conflict with the interest of the MI'KMAW KINA'MATNEWEY.

To remove any uncertainty that might develop or exist with respect to the applicability of this code of conduct, employees must obtain specific clarification from the Executive Director who will, in turn, as the circumstances require, seek direction and guidance from the Board of Directors. Where a conflict of interest is found to exist, the employee, when so requested to do so by the Executive Director, shall so dispose of any ownership, interest or venture or organization as may be directed.

- 1.2 Each director, officer and employee must use utmost care and discretion in the handling of confidential or privileged information, and other information not normally available to the public generally coming to them by reason of the directorship, office or employment and such information shall not be used for personal benefit or for the benefit of family, friends and associates.
- 3.3 Each employee owes primary business loyalty to MI'KMAW KINA'MATNEWAY and must avoid engaging in any private or personal business interest which may conflict with duties and responsibilities owed to MI'KMAW KINA'MATNEWAY. An employee must avoid any business or other interest outside MI'KMAW KINA'MATNEWAY which creates:

- Excessive demand upon time and effort of the employee on the job.
- A conflict of interest in the form of an obligation, interest, distraction or participation which would interfere with the independent exercise of judgement and efforts in MI'KMAW KINA'MATNEWAY's best interests.

Each board member, officer and employee will be expected to act in a way which deals responsibly with conflicts of interest. No director, officer or employee will participate in any discussion or decision in which he or she has a conflict of interest. For the purposes of this policy, a conflict of interest is considered to occur when a decision involves a person who is part of the director's, officer's or employee's immediate family which includes parents, children, grandparents, grandchildren and spouses. Spouses may be married or people who live together and are considered, in the community, to be part of a family.

The director, officer or employee must reveal his or her interest prior to the discussion commencing on the matter. The other members present, in the case of officers and directors, will decide whether the director or officer must leave the meeting during those discussions. In the case of employees, directions should be sought from the employee's immediate supervisor.

- 3.5 Each director, officer and employee must use the utmost care and discretion in the handling of confidential or privileged information and other information not normally available to the public generally coming to them by reason of their position. That information should not be used for personal benefit or for the benefit of family, friends and associates or for any purpose other than the purpose for which the information was provided.
- 3.6 No director, officer or employee shall accept any gift or hospitality of material value offered or tendered by virtue of the director, officer or employee's position

with MI'KMAW KINA'MATNEWEY. This does not preclude the presentation of gifts which are in the tradition of the Mi'kmaw culture.

- 3.7 No employees may, while still in the employ of MI'KMAW KINA'MATNEWEY, run for a seat on the Board of Directors. An employee of MI'KMAW KINA'MATNEWEY who wishes to campaign for elected office may use vacation time or may be granted an unpaid leave of absence for a period of one month prior to the election in which the employee wishes to run. If elected as chief or band councillor the band employee will be granted an unpaid leave of absence for the period of his or her term of office. Following the completion of the first term in office, and the campaign for a second term, the employee must either return to active service or resign from his or her position with MI'KMAW KINA'MATNEWEY.